



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

## **NOTICE OF MEETING**

**TUESDAY, 1 MAY 2018**

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

### 1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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### 2 OPENING OF MEETING

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### 3 APOLOGIES AND LEAVE OF ABSENCE

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#### 3.1 Apologies

#### 3.2 Leave of Absence

THAT it be noted that Alderman Garden is an apology due to a leave of absence Previously granted on 17 April 2018 for period 27 April to 22 May 2018 (inclusive).

#### 3.3 Leave of Absence Request

THAT the Leave of Absence received by Alderman Buhr, for period 7 June to 21 June 2018 (inclusive) be received and granted.

### 4 DECLARATION OF INTEREST

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#### 4.1 Elected Members

#### 4.2 Staff

### 5 CONFIRMATION OF MINUTES

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#### 5.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 17 April 2018 pages 9520 to 9528 be confirmed.

#### 5.2 Business Arising from Previous Meeting

### 6 MAYOR'S REPORT

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### 7 DEPUTATIONS AND PRESENTATIONS

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#### 7.1 Presentations

#### 7.2 Deputations

### 8 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

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### 9 CONFIDENTIAL ITEMS

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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 following confidential items.

#### 9.1 Confidential Items

ITEM	REGULATION	REASON
9.1.1	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.
	8(d)	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.

9.2 Moving Open Items into Confidential

9.3 Moving Confidential Items into Open

## **10** PETITIONS

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## **11** NOTICES OF MOTION

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### **11.1 Council Rating Strategy**

Moved: Deputy Mayor Hale

THAT a report be prepared outlining the process, including community consultation, timeline, cost and any other relevant considerations for the preparation of Rating Strategy for the next 10 years to be presented to the 2<sup>nd</sup> Ordinary Meeting in July.

**COUNCIL MEETING DATE:** 1 May 2018

**TOPIC:** Council Rating Strategy

## BACKGROUND:

The newly elected 9th Council of the City of Palmerston are working to restore the community's trust in Council by engaging with the community and responding to the feedback provided. One of the major concerns raised by the community has been the change to the rating system in 2015, without adequate community consultation.

The recently drafted Long Term Financial Plan, which will shortly be released for public consultation, identifies that Council has insufficient reserves (savings) for future asset replacement and unexpected costs. To address this, the plan outlines a rating level that will help restore Council's financial position. It is appropriate that the Long Term Financial Plan be accompanied by a rating strategy providing more detail on how Council will meet these challenges.

There is insufficient time to undertake the development of a Rating strategy including adequate community consultation as part of the development of the 2018/19 Municipal Plan.

## OBJECTIVE:

To respond to the financial sustainability challenges raised in the Long Term Financial Plan, Council staff will prepare a rating strategy that outlines the appropriate level of rates across the next ten years, the method of rating, the share of revenue to be raised between different classes of properties and measures that will be taken to mitigate the impacts of valuation changes and rate changes on ratepayers and Council. The 10 year time frame will ensure consistency between the Long term Financial Plan and the Rating Strategy.

This motion will call for a report examining the cost and process of preparing a Rating Strategy to be adopted by Council in the 2<sup>nd</sup> Ordinary Meeting in July. In response to the community's concerns about a lack of consultation on previous changes to rating strategy, this report will also outline how Council will consult with the community prior to the adoption of the Rating Strategy.

## NOTICE OF MOTION:

THAT a report be prepared outlining the process, including community consultation, timeline, cost and any other relevant considerations for the preparation of Rating Strategy for the next 10 years to be presented to the 2<sup>nd</sup> Ordinary Meeting in July.

  
Signature

DAMIAN HALE  
Print Name

24/4/18  
Date

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

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For office use only

24/4/2018   
Date Received

01/05/2018  
Agenda meeting to be included

## 12 OFFICER'S REPORTS

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### 12.1 Receive and Note Reports

12.1.1	Community Services Quarterly Report January–March 2018	9/0012
12.1.2	Update – Tropical Cyclone Marcus	9/0018

**AGENDA ITEM:** 12.1.1

**REPORT TITLE:** Community Services Quarterly Report January – March 2018

**REPORT NUMBER:** 9/0012

**MEETING DATE:** 1 May 2018

**Author:** Director Community Services, Jan Peters

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

## PURPOSE

This report summarises key activities undertaken by Community Services in the quarter January – March 2018 and planning for events and activities currently underway for the next quarter.

### Municipal Plan:

1. Community & Cultural Wellbeing
  - 1.1 Healthy Communities
  - 1.2 Safe Communities
  - 1.3 Arts and Culture
  - 1.4 Recreation

## KEY ISSUES

- Summary of activities, events, programs and services provided by Community Services Department – January to March 2018.
- Brief outline of events and activities to be provided by Community Services Department – April to June 2008.

## RECOMMENDATION

THAT Report Number 9/0012 entitled Community Services Quarterly Report January – March 2018 be received and noted.

## BACKGROUND

The Community Services Department provides a quarterly report to Council on key activities undertaken during the past quarter and planning underway for the next quarter provided in **Attachment A**.

## DISCUSSION

Highlights from the Community Services Quarterly report include:

### ***Palmerston Recreation Centre visitation and activation***

The Palmerston Recreation Centre usage continues to grow; the centre is now being visited by more community members and is being used, on a regular basis, by more community groups than ever.

The centre is operating as a regional community centre that serves the recreational, sporting, creative and multipurpose needs of residents; spanning across generations and communities of interest. The visitation numbers contribute to the activation of the Palmerston City Centre, the centre provides flexible spaces that foster valuable opportunities for social interaction, supports much needed youth and family activities and is busy supporting healthy active lifestyles.

A comparison of total Recreation Centre bookings, hours booked and attendees with the previous quarters is shown below and demonstrates the growing usage in both hours booked, visitation numbers and revenue.

	<b><i>Jul - Sep 2017</i></b>	<b><i>Oct - Dec 2017</i></b>	<b><i>Jan - Mar 2018</i></b>	<b><i>Year to Date</i></b>
<b><i>Number of hours booked</i></b>	980.5	1,732.25	1,878	4,989.25
<b><i>Number of visits</i></b>	7,057	22,202	22,276	50,141
<b><i>Revenue</i></b>	\$19,646.40	\$32,925.03	\$39,685.97	\$92,257.40

There has been a growing number of regular user groups. The centre currently has 23 regular user groups, with multiple bookings either per week, or month.

In the past quarter the centre has been used for activities including:

- Church group meetings.
- Education and training workshops.
- Fitness classes.
- Community meetings.
- Private functions.
- Social Gatherings.
- Youth Engagement programs.
- Community group activities.
- Formal and informal sports training.
- Music events.

### ***The Palmerston Australia Day Citizenship and Awards Ceremony***

The Ceremony was held at the Palmerston Recreation Centre on 26 January 2018. The event included the official presentation of the Australia Day Local Government Awards to our Citizen of the Year, Young Citizen of the Year and Community Event of the Year.

Serena Dalton was awarded our Palmerston Citizen of the Year award for her outstanding commitment as an advocate for children, family and indigenous issues in Palmerston and the numerous hours spent volunteering in support of initiatives such as the Palmerston Streetball program, Grassroots Action Palmerston Group, **Palmerston** Youth Sports Nights and the Young Mulliga's and Cuderies group.

The Community Event of the Year was awarded to the Palmerston Cadet Division St Johns for their combined 1805 hours service to the community at public events across the Top End.

Our Young Citizen of the Year Award was awarded to Jessica Bartlett. Jessica has been caring for wildlife for over ten years and has been a committee member of the charity Ark Aid Inc for four years. Jessica also runs free community education courses on first aid for injured and orphaned animals.

The Australia Day Ceremony also included 35 new Australians making their commitment to Australia and receiving their citizenship certificates.

### **Palmerston Library Programs**

The Palmerston library continues to be a very popular service with our community members. Residents continue to access the traditional library services and participate in Library programs. The library experienced 35,557 visits in the January to March quarter and a total of 3479 participations in the 89 programs that were delivered.

<b>Library</b>	<b>Jul-Sept 17</b>	<b>Oct-Dec 17</b>	<b>Jan - March 18</b>	<b>YTD</b>
Visits	42,223	36,018	35,557	113,798
Items borrowed	32,167	28,633	30,270	91,070
Public PC hours	2,589	2,445	2,412	7,446
Program Attendees	3,971	2,466	3,479	9,916
Programs held	119	99	89	307
Room Bookings	276	231	201	708

A breakdown of the January – March Library programs and attendance:

<b>Programs/Services</b>	<b>Number Held</b>	<b>Attendances</b>				
		<b>Pre School</b>	<b>School</b>	<b>Youth</b>	<b>Adults</b>	<b>Totals</b>
Holiday	12	0	346	0	0	346
Literacy Based	0	0	0	0	0	0
Network Wide	18	11	166	1	43	221
Story Time Sessions	21	616	20	0	592	1228
Nursery Time	13	276	4	0	271	551
Youth	12	0	0	109	0	109
Outreach	1	40	0	0	36	76
Digital Literacy Training	4	0	0	0	15	15
Homework Help	0	0	0	0	0	0
Home Service	6	0	0	0	57	57
Events	1	0	15	10	7	32
Orientations	1	0	0	0	21	21
<b>Totals</b>	<b>89</b>	<b>943</b>	<b>56</b>	<b>120</b>	<b>1042</b>	<b>3479</b>

### **Parks Week - Magical Parks APP**

The City of Palmerston partnered with Parks and Leisure Australia to provide residents with a digital parks experience from Saturday 10 March to Sunday 25 March. Magical Park is a digital game designed for kids from 6 to 11 years of age that uses geospatial Augmented Reality. Magical Park is geofenced, which means the game can only be played in selected parks such as Marlow Lagoon as it doesn't require the user to go on roads or leave the designated area. Due to Tropical Cyclone Marcus on Saturday 17 March, Marlow Lagoon Reserve was closed for safety reasons and the game was unable to run as planned.

Council Officers consider this to be a new, innovative and exciting experience that encourages our young children to get outside and be active in our parks. Therefore, so as not to miss the opportunity of a new experience for Palmerston's youngest community members, the Magical



Parks App has been rescheduled for the July school holidays for a nine (9) day Magical Parks experience at Marlow Lagoon from Saturday 7<sup>th</sup> July till Sunday 15<sup>th</sup> July.

### ***Upcoming events and activities***

The dry season is our busiest season. Mid-April sees the beginning of many of Council's regular series events including the Brekkie in the Park, FlicNics and the Live in the Square programs. These three (3) programs ensure there is a free event on for everyone, every weekend, from mid-April through until mid-September. Several larger special events are well into the planning stage including; The Palmy Pool Party for NT Youth Week (April), Shakespeare in the Park performance of the Twelfth Night (May), the Indonesian Festival – Warisan Budaya Indonesia (May) and GeekFest celebrating everything nerd culture (June).

### **CONSULTATION PROCESS**

There is no consultation process required for this report.

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

All activities have been budgeted for within the 2017/2018 budget.

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

There is no risk, legal and legislative implications for 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 Officers declare that we do not have a Conflict of Interest in relation to this matter.

### **ATTACHMENTS**

**Attachment A:** Community Services Quarterly Report January – March 2018

# COMMUNITY SERVICES QUARTERLY REPORT

## January – March 2018

### 1. Community and Cultural Wellbeing

#### 1.1 Healthy Communities

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

##### **Activate 2018**

2018 has seen a big change to the Activate program that has been highly valued by the Palmerston community for over 12 years. The program was previously an 8-week intensive program, that has now been extended to a 45-week program. It is hoped that this change will facilitate the following benefits:

- Increase participation in physical activity
- Provide free access to free activities and workshops throughout the year, rather than the traditional 8-week period
- Provide opportunities to try a range of different activities that local community providers have to offer.
- Promote more local physical activity and fitness providers
- Build capacity of local providers
- Support and grow membership

Participants can sign up at any stage throughout the year and then have immediate access to the program for the remainder of the year. The goal of the Activate program is to increase the level of health and fitness of our population and encourage them to maintain this level as part of their everyday life. We want the participants to connect with local providers in Palmerston and stay with these businesses after their scheduled block in the program has finished.

At the completion of Block One 550 Palmerston members have registered.



##### **Let's Talk About/ Health Information Sessions**

In collaboration with the Palmerston Community Care Centre, we are holding a series of talks aimed at the 40+ aged members of our community on a range of topics from heart health, to understanding grief and loss and being fit for life. There are 6 talks in total in April and May, all held in the Recreation Centre. The next series of talks will be aimed at new parents to increase the health and wellbeing knowledge for themselves and their little ones. This round of talks is scheduled to commence in May.



## World Cancer Day

Taking place under the tagline 'We can. I can.' for World Cancer Day 2018 we explored how everyone – as a collective or as individuals – can do their part to reduce the global burden of cancer. Just as cancer affects everyone in different ways, everyone has the power to take various actions to reduce the impact that cancer has on individuals, families and communities. A video was produced to promote World Cancer Day, allowing Council staff and Community Care Centre staff to make a pledge of what they can do and calling for community action. This video was shared through our networks, social media and played on Goyder Square TV in February 2018.

A copy of the video can be viewed at:

[https://www.youtube.com/watch?v=Tmwr4ipJ\\_Og](https://www.youtube.com/watch?v=Tmwr4ipJ_Og)

## 1.2 Safe Communities

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

### Neighbour Day Grants

Neighbour Day is Australia's annual celebration of community, encouraging people to connect with those who live in their neighbourhood. The 2018 theme for Neighbour Day (Sunday 25 March 2018) was: The importance of a supportive neighbourhood for children and young people and falls on Sunday 25 March.

This year Council gave members of the public and local organisations the opportunity to host their own events within the municipality. Community groups and organisations were encouraged to apply to Council for funding for some of the costs associated with hosting a Neighbour Day celebration.

Two grants of \$500 were awarded via the Community Benefit Scheme to:

- Neighbourhood Watch NT - their event was held at Durack Primary School on Thursday 22 March at 4.00pm to 6.00pm. Neighbourhood Watch NT worked in partnership with NT Police and a free sausage sizzle and free coffee was provided to all who attended and gave an opportunity to socialise with other community members. Over 100 community members attended the Neighbourhood Watch event.
- Team Health - a morning tea at Unit 1,101 McCourt Rd, Yarrowonga from 10am to 11am (on Friday 23<sup>rd</sup> March) for their surrounding neighbours in Yarrowonga.



## Shared Paths - Walk, Scoot and Cycle to School

A project plan and Local Government Special Purpose Grant Application have been completed and sent to the CEO for consideration. The project is proposed for a trial roll out from July to September with a further roll out to several schools commencing in 2019.

## Community Trailers

The City of Palmerston has 3 Community Trailers, which are part of the Building Better Neighbourhood programs, a safe communities initiative and are available for hire to service providers and residents of the Palmerston Municipality. A smoothie bike is also available to hire as part of a healthy living initiative. Over the past three months they have been hired as follows:

Trailer	January	February	March	Total
BBQ	3 bookings lasting 11 days	Nil	3 bookings lasting 8 days	6
IMAGINATION	Nil	Nil	1 booking 1 day	1
MOVIE	Nil	Nil	Nil	0
SMOOTHIE BIKE	2 bookings lasting 6 days	Nil	1 booking 1 day	3

The wet season impacts the community need for the outdoor Movie Screen Trailer.

## Animal Management: Polite Pet Month

March is a month dedicated to celebrating and promoting responsible pet ownership, which results in well-behaved companion animals. Palmerston has around 6,000 registered dogs, and all are required to be good canine citizens. Good dogs are a direct result of good dog ownership, and the foundation of this is to be aware of responsibilities regarding their care and wellbeing; requirements such as registration, containment and identification; as well as training.

To assist dog owners with this awareness we used three promotion tools throughout the month (and will continue to use these as opportunities arise):

- A short infographic version of information from Council's Companion Animal Management Plan was produced and is programmed for hourly viewing on Goyder Square TV.
- Four Facebook promotions about reducing nuisance barking and separation anxiety were posted. These were also produced as posters in a longer version, for use in Gray Hall, The Recreation Centre and Civic Centre foyer.
- Two newspaper adverts celebrated 100 'good dogs' of Palmerston by name.



**CITY OF PALMERSTON**

has a range of by-laws regulating dog behaviours that impact the community. In 2017 there were almost 6,000 dogs registered in our municipality.

**MARCH IS POLITE PETS MONTH**

so to celebrate all the Palmerston good dogs (and their owners) we would like to say, "Thank you"

Agat	Cleveland	Guinness	Kuta
Ajax	Cooch	Guts	Lemon
Arko	Corona	Hippo	Lilliput
Avitar	Dirty	Hudson	Little
Aztec	Dug	Humphrey	Loompe
Bella	Dutch	Ichiro	Lotus
Boofhead	Elena	Inky	Lucy
Brick	Emmeline	Jack	Luther
Buddy	Eski	Jaffa	Maloo
Bull	Flora	Jelah	Max
Buttercup	Foo Foo	Joog	Mischief
Charlie	Fritz	Ketchup	
Chat	Gecko	Kojak	

**AND ALL THE OTHER Good Dogs**

If you'd like more information about dog by-laws, and advice on helping your dog to be happy, healthy and well-behaved please go to [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au) and read Council's Companion Animal Management Plan or information sheets on issues such as barking, roaming, and aggression.

There's also information about how to report issues with not-so-good dogs in your neighbourhood.

**city of PALMERSTON**



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Missy	Pipsqueak	Sputnik	Vynn
Moet	Porthos	Spyro	Walter
Molly	Rastafari	Sully	Weetbix
Mootoro	Rocky	Sushi	Wombat
Mozart	Rooster	Terrence	Xi Xi
Mykro	Roughy	Tetley	Yang
Nikita	Roxy	Tikka	Yuki
Nyx	Rumpole	Tim	Zenga
Obie	Scuba	Tippsie	Zita
Onslow	Shredder	Toby	Zyler
Onyx	Smash	Tooks	Zuko
Osie	Snickers	Turpie	
Pharaoh	Soldier	Twix	

**AND ALL THE OTHER Good Dogs**

If you'd like more information about dog by-laws, and advice on helping your dog to be happy, healthy and well-behaved please go to [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au) and read Council's Companion Animal Management Plan or information sheets on issues such as barking, roaming, and aggression.

There's also information about how to report issues with not-so-good dogs in your neighbourhood.

**city of PALMERSTON**

### 1.3 Arts and Culture

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

#### **Who Am I?" – Art Workshops in collaboration with Melaleuca Refugee Centre**

"Who Am I?" worked with young refugees and migrants around their journey to Australia and how this has impacted their identity. The project worked with young people to navigate the challenges with finding their identity in Australia and encouraging/promoting a strong sense of identity in the Northern Territory.

In January four (4) workshops were held at The Heights, Durack Community Centre for the young people to create art which explores identity, and reflects the goals, values and barriers to being who they want to be. Their creations were displayed in an exhibition with the opening night at the end of January 2018. City of Palmerston supported the project by providing free use of the space at The Heights Durack, Community Centre and funding the facilitator, Palmerston artist Gisela Pineiro.



*Glorious Marie Minyangu works on her artwork for the "Who Am I?" Art Exhibition at The Heights Durack Community Centre*

#### **Harmony Day 2018 – Event Cancelled**

In consideration of the aftermath resulting from Cyclone Marcus, the possible risks and competing community priorities, Palmerston's Harmony Day Family Festival scheduled for Saturday 24 March was cancelled for 2018. Harmony Day is run in partnership with organisations including Football Federation NT, Football Without Borders, and hosted by the Palmerston Football Club at Gray Oval, who all expressed similar concerns if the event were to go ahead.

The Family Festival was planned to involve football matches made up from teams from across diverse communities, activities for children, food and various cultural performances. All these groups are keen to participate if the event is rescheduled, or to contribute to an event in the future.



## Library Programs and Services

- 35,557 People visited the library
- 30,270 Library items were borrowed
- 2,412 Hours were spent on Public PC's
- 2,656 People attended library programs
- 3,479 Programs were delivered
- 201 Bookings were made in the Community & Training Rooms

The Library is committed to continuous improvement and innovation. In January EFTPOS was installed. This has improved payments and made a much more efficient service for both customers and staff.

In February the Library purchased 30 sets of wireless headphones which will be used for exhibitions and other Library programs. During Library Lovers Week these were used for the first time for patrons to watch movies in the Library in our 'pop up cinema' which was set up for the week.

HooNuit a set of online video training programs has been purchased by the Library. This includes on demand videos for more than 500 software training programs, including Microsoft Word, Excel, Social Media and Adobe Photoshop. This software will be used for face-to-face classes with adult learners as well as library patrons being able to logon from home via the Library's website at their own leisure.

### Library Services and Programs Delivered: Statistics: Quarter January – March 2018

The table below shows 29 percent of the programs delivered were designed for audiences between the ages of 0-15 years. The early years programs focused on 0-5 years are highly attended, with 943 pre-school children attending over the past 3 months; this includes Story and Nursery time sessions. The holiday program also had 10 percent of the target audience with 346 school-aged children attending the events during the January school holidays.

Programs/Services	Number	Attendances				
	Held	Pre School	School	Youth	Adults	Totals
Holiday	12	0	346	0	0	346
Literacy Based	0	0	0	0	0	0
Network Wide	18	11	166	1	43	221
Story Time Sessions	21	616	20	0	592	1228
Nursery Time	13	276	4	0	271	551
Youth	12	0	0	109	0	109
Outreach	1	40	0	0	36	76
Digital Literacy Training	4	0	0	0	15	15
Homework Help	0	0	0	0	0	0
Home Service	6	0	0	0	57	57
Events	0	0	15	10	7	32
Orientations	1	0	0	0	21	21
<b>Totals</b>	<b>88</b>	<b>943</b>	<b>56</b>	<b>120</b>	<b>1042</b>	<b>3479</b>

January started off the year with a busy school holiday program, an array of activities were offered with the three most popular being:

- Chalk drawing on the pavement outside the library; 29 children participating.
- Burning Circus who taught all kinds of acrobatic tricks to the 26 participants.
- Observational drawing class with 19 children attending and quite a few keen parents who joined in as well.

Other activities included making felt creatures, break dancing, invisible pictures using candle wax and a disco being held as the finale of the school holiday program.



February was another busy month with Library Lovers Week and the start of digital literacy classes. A competition for library members was held as part of Library Lovers Week, with participants being asked to write to the library and tell us why they 'love us'.

Also, in February, we saw the start of the drop-in sessions for adults, 'Digilit'. Staff assist patrons with any IT problems they have. These can range from phone issues through to setting up Facebook and email accounts. These are held every Thursday during term time.

In March, we received a Lego exhibition 'Brick by Brick', from the National Library of Australia. The exhibition is designed for children over the age of 4 years to learn about iconic buildings in Australia, like Parliament House and build these using Lego. Local schools have been invited to attend the exhibition in small groups during school hours.

Two existing programs have been running successfully throughout this quarter: each alternate fortnight 'Lego Club' and 'Gadgets and Games'. Lego Club is designed for children aged 5-12 years where they can let their imaginations run wild and build whatever they can think of. Gadgets and Games is based around STEAM (Science, Technology, Engineering, Arts and Mathematics) and is a learning activity designed for children aged 5-12 years to have FUN!

The library has started running 'Tabletop Games' for youth over the age of 12 years and has a large selection of games available such as Monopoly, Talisman and Scrabble. Youth are also encouraged to bring their own games along if they wish.



## **Australia Day 2018**

**Australia Day Local Government Awards Official Reception** was held at Chambers on Monday 22 January 2018, hosted by Official Manager Mr Mark Blackburn. All nominees were acknowledged for their contribution to the municipality of Palmerston. The winners for the three categories were announced:

- Serena Dalton, Citizen of the Year,
- Jessica Bartlett, Young Citizen of the Year
- Palmerston St Johns Cadet Division, Community Event of the Year.



*The winners received their awards at the Australia Day Flag Raising, Citizenship and Awards Ceremony on Friday 26 January 2018.*

## **Citizenship Ceremony**

Australia Day Flag Raising, Citizenship and Awards Ceremony was held at the Palmerston Recreation Centre on Friday 26 January 2018 from 1.00pm - 3.00pm. This event attracted approximately 200 special guests and Palmerston residents. The Ceremony included an official Welcome to Country by Richard Fejo followed by a special didgeridoo performance from Les Huddleston. Australian Defence Force performed the traditional raising of the Australian Flag as Lilla Wellington sung the Australian National Anthem. Ken Brodie and Friend entertained the guests with Australian songs throughout the Ceremony.

Thirty-five new Australians affirmed their commitment to Australia and received their citizenship certificates. Palmerston residents and guests reaffirmed their commitment to Australia by taking part in an Australian Citizenship Affirmation Ceremony.

Anita Newman (2017 Citizen of the Year) the Australia Day Ambassador for City of Palmerston made a speech based on her life-time experiences and voluntary work she has accomplished for the Palmerston community.

Student Citizen Awards were presented by the Hon. Michael Gunner, Chief Minister of the Northern Territory and Minister for Education, Hon. Eva Lawler. Eight students from Driver Primary School, Girraween Primary School, Good Shepherd Lutheran College, Palmerston Christian School Primary and Middle and Woodroffe Primary School were presented with Student Citizen Awards.

Palmerston Citizen, Young Citizen and Event of the Year Awards were officially presented their awards by Her Honour the Honourable Vicki O'Halloran, Administrator of the Northern Territory and the Official Manager, Mr Mark Blackburn as mentioned above. These awards were presented to local achievers for their outstanding contribution to our community and have always been a major feature of our Australia Day Ceremony.

### **Welcome to the Top End Defence Expo 2018**

The Top End Expo was held at the Darwin Convention Centre on Saturday 10 February 2018 from 9am–1pm. The Expo was organised by the Defence Community Organisation. The main purpose of this event, is to connect newly arrived Australia Defence Force members and families with their local community. CoP's Community Development Team and Ranger Services held a joint booth, promoting events and services that the City of Palmerston has to offer, ranging from dog registrations and events to library services.

### **Queen Baton Relay**

The Gold Coast 2018 Commonwealth Games (GC2018) is the largest sporting event that Australia has hosted for a decade. Gold Coast Queen's Baton Relay XX1 Commonwealth Games visited Palmerston as part of Australia connecting and engaging together for this spectacular event.



The event was held at Goyder Square on Friday 2 March 2018. Two years in planning this wonderful community event, saw involvement from local schools, Government Departments and 19 Palmerston residents who shared the dream by carrying the Queen's Baton throughout the streets of Palmerston.



*2018 Palmerston Queens Relay Baton Bearers*

## 1.3 Recreation

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

### ***Community Facilities***

Below is a breakdown of hours the following facilities have been used this quarter.

2018	Gray Community No# of hours booked	Driver FRC No# of hours booked	Joy Anderson No# of hours booked	Durack Heights No# of hours booked
January	159	150	198	109.5
February	147	149	185	126
March	164	164.5	195	160.5

***Gray Community Hall*** - Corner Essington Avenue and Victoria Drive, Gray.  
Gray Hall continues to support the community with several long-term bookings and one-off celebratory bookings such as family parties. Vacancies exist across weekday evenings and Fridays. The number of business bookings usually decreases over the Christmas holiday season.

In March, several trees in the surrounding lawn areas and Community Garden were brought down by Cyclone Marcus, including a very large tree which landed across the hall's air-conditioning unit. Bookings were cancelled for two weeks, allowing Council contractors to safely clear fallen trees, trim remaining trees, backfill damaged areas of ground and assess the air-conditioner for damage.



### ***Driver Family Resource Centre***

29 Driver Ave, Driver

Driver Family Resource Centre has long-term bookings across six days, and a growing base of one-off users. This facility is well suited for groups of children.

Several trees in the yard were brought down by Cyclone Marcus, resulting in cancellation of children's group bookings for two weeks. The lead tenant was able to use the building, however. Council contractors removed all fallen trees, remedial-trimmed remaining trees and backfilled damaged areas of ground.

### ***Joy Anderson Centre***

25 Dillon Circuit, Gray

This facility is leased by Council from Territory Housing. Joy Anderson Centre (JAC) is a house that is provided by Council to Dementia Australia NT Division, to run programmes for adults with dementia in a home-like, safe environment. Cyclone Marcus brought down a large tree in the back yard, which resulted in reduced use (1 week) of the venue, until it was cleared by Territory Housing contractors.

### ***The Heights Durack Community Centre***

33 Packard Avenue, Durack

Designed to provide a practical work space for performing and visual artists. A range of features, both fixed and mobile, support practitioners to encourage cultural growth, social interaction, creativity and participation in the arts. Users include practicing and emerging artists, community groups and individuals.

The venue was used by PEET, the Durack Heights Developer (based in the same building) to celebrate Neighbour Day with the community. No damage resulted from Cyclone Marcus and bookings continued as soon as the venue was inspected and declared safe.



### Palmerston Recreation Centre

We have seen a very exciting increase in physical activity classes held in the Recreation Centre over the last few months and it is expected that this will only increase over time. Yoga, Belly Dancing and Calisthenics are new to the centre for this quarter. The Yoga business has branched out in Palmerston, having previously only operated in Darwin. Look out in the next quarter for a new Zumba class and additional Yoga classes being offered.

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

Month	Number of Bookings	Number of Hours	Number of visits to Stadium
January	99	475	5,940
February	129	348.5	4,400
March	141	332.5	4,816

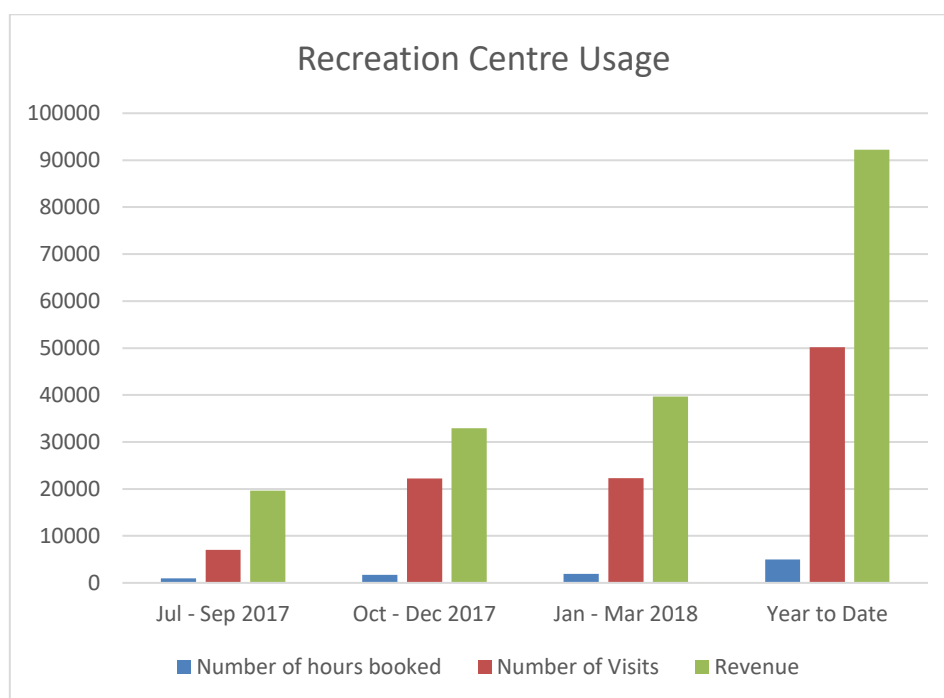
The Community Rooms are starting to be used for an array of activities including workshops, fitness sessions, forums, meetings, community groups, interviews, events and educational sessions.

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

Month	Total Number of Bookings	Number of Hours	Number of visits to Community Rooms
January	58	153	1,678
February	83	238	2,469
March	119	331	2,973

A comparison of total Recreation Centre bookings, hours booked and attendees with the previous quarters is shown below and demonstrates the growing usage in both hours booked, visitation numbers and revenue.

	Jul - Sep 2017	Oct - Dec 2017	Jan - Mar 2018	Year to Date
Number of hours booked	980.5	1,732.25	1,878	4,989.25
Number of visits	7,057	22,202	22,276	50,141
Revenue	\$19,646.40	\$32,925.03	\$39,685.97	\$92,257.40



Below is a list of new and regular users of the Recreation Centre

<b>Community &amp; Conference Room</b>	
Church Groups	Church of Christ, Northern Pentecostal Church, Bahai Church
Education & Training	NT Government, National Disability Scheme, Mission Australia, Catholic Care NT, Youth Out Reach & Engagement Officer's Training
Fitness Classes	Activate - Mums & Bubs, Anglicare Seniors, Fitness Within, Forever Fitness & Training, Belly Dancing, Activate- Pound, Yoga- Flametree
Meetings	Relationship Australia, Scouts NT, Country Liberal Party Branch, Council on the Ageing (NT), Palmerston Market Association, Victims of Crime, Thai Society, Foster & Kinships
Private Functions	Birthday Party, Bridal Shower, Christenings, Product Demonstrations
Social Gathering	Country Liberal Party
Sports Clubs/ Group	50+ Seniors Croquet, Calisthenics NT, Top End Calisthenics
Youth Engagement	Adam Drake, Skinny Fish
<b>Stadium</b>	
Sports group	Roller Skating- COP, Clontarf, Palmerston & Regional Basketball, Palmerston Power Basketball, Youth Drop In Sports, Inline Hockey, YMCA Ed & REC Gym, Japanese Community Sports Group, NT Netball Trials, Anthony Golden Basketball, Basketball NT, Elite Basketball, Palmerston Re-Engagement, Young Mulaga's and Cudgerees, Restorative Justice, Australian Federal Police
Music event	SkinnyFish

### Youth Drop-In Sports Program (YDIS)

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 2017 to 1 September 2018, including school holidays. The program offers access to various sports such as basketball, table tennis, ultimate frisbee, volleyball, badminton, indoor soccer, netball etc. PaRBA coordinates and runs the sport sessions, CoP provide in-kind support of access to PRC stadium and NTG as the funding partner. YDIS continued successfully throughout the January school holidays, with 50 – 70+ young people attending daily with 45-70 + daily attendees during the current school term. Young people organise games amongst themselves with supervision from a PaRBA staff member.

Benefits of the program include:

- Engaging the youth of Palmerston in safe and healthy after-school activities
- Increasing participation in active recreation
- Providing opportunities for young people to link with local sporting clubs and organisations.
- Providing a safe and comfortable place for young people to spend time with peers after school
- Opportunity to positively engage 'at-risk' young people, including facilitating warm referrals through the Youth Outreach team and to service providers
- Provide Friday evening entertainment for young people, especially during Palmerston Market nights
- Provide safe daytime and evening entertainment for young people during school holidays

Positive Outcomes:

- 3 Youth have joined club-based basketball programs
- 3 Youth have join the PaRBA Coach mentor program and are now coaching on Saturdays
- 1 Youth has become a referee
- 3 organised Sporting Organisations partnered to deliver programs

### **Recreation Centre – December/January School Holidays (2017-2018)**

Over the course of the December-January school holidays, Palmerston Recreation Centre played host to the biggest and most successful school holiday program Palmerston has ever seen, with around 7700 individual attendances at the school holiday programs held in the Recreation Centre. The age range of attendees was 8–18 years with an average age of 12 years, with some variation between the various programs.

Many attendees reported feeling welcome in the space and a sense of belonging, something they expressed they had not felt before and did not feel anywhere else. The programs were highly successful in engaging a broad cross section of Palmerston young people and many young people considered 'at-risk' in the community.

Much of the December-January school holiday program was funded through NTG's 'Youth Service Innovation Fund – Palmerston', with City of Palmerston providing considerable support to the program including but not limited to; coordination support, activity facilitation, staffing, networking resources, media resources and facility provision.

### **Palmerston Beats**

City of Palmerston partnered with local music label Skinnyfish Music to support the delivery of a range of youth music events and programs in Palmerston from December 2017 to June 2018. This included the event series Palmerston Beats, taking place over five Friday nights during the December/January school holidays at the Palmerston Recreation Centre. Events included live DJ's, local and interstate guest performances including the nationally recognised NT band B2M, Caiti Baker, James Mangohig, MC Task and interstate rapper Tasmin Keith as well as a range of other local artists. Each night of Palmerston Beats included performances from various artists and young people getting up on stage with performers and singing with them, as well as receiving lessons in DJing on stage from professional DJ's and dance lessons from Caiti Baker.

Through these events Skinnyfish are making links with young people who Skinnyfish are now engaging in workshops to build skills in writing, recording and performing their own music.

The final of the five Palmerston Beats events on 19 January, included guest performances from various bands including B2M and solo artists such as Tasman Keith, as well as a special performance from a group of young people who had written, rapped, sung and recorded their own song with Skinnyfish in the weeks prior. These young people got up on stage and performed with a solid crowd of their peers cheering them on and extra support from a young person who had trained with Skinnyfish as an on stage 'hype man'. Some aspiring young DJ's rocked the turntables providing the soundtrack for much of the evening.

There are currently very limited options in Palmerston for local young people to access live original music locally in an alcohol-free environment. There are also currently very limited opportunities for young people to be involved in creating music outside of a mainstream school environment. For many of the attendees, the Palmerston Beats event series was their first experience of live music and their first opportunity to engage meaningfully in creating music.

Many of the attendees involved in these events expressed their pride in being able to get up on stage and perform either as an MC/singer or DJing. Multiple local schools reported improvements in behaviour of the young people who were involved in Palmerston Beats and other school holiday programs at the Palmerston Recreation Centre. Some of those involved in Palmerston Beats are also likely to be involved at the upcoming event Palmerston Pool Party, performing their original songs and DJing a music set on the night.



*B2M on stage at Palmerston Beats with young people helping on vocals*

### **Parks Week**

Parks Week is a national initiative that ran from Saturday 10 March to Sunday 18 March in 2018. The program celebrates the vital role parks play in creating liveable cities and thriving communities. Promoting and engaging in Parks Week is an important project for the City of Palmerston as it closely links with our key mission statements to provide services, facilities and amenities to support the community's needs and developing and maintaining our reputation for being clean and green. Parks Week was promoted and celebrated through several different avenues including a social media campaign to highlight a selection of our parks and local areas, temporary street art in the city centre and engagement in a digital Magical Parks APP for the younger members of the community.

### **Parks Week - Magical Parks APP**

The City of Palmerston partnered with Parks and Leisure Australia to provide residents with a digital parks experience from Saturday 10 March to Sunday 25 March. Magical Park is a digital game designed for kids from 6 to 11 years of age that uses geospatial Augmented Reality. Magical Park is geofenced, which meant the game could only be played in the selected park (Marlow Lagoon) and it didn't require the user to go on roads or leave the designated area. Due to Tropical Cyclone Marcus on Saturday 17 March, Marlow Lagoon Reserve was closed for safety reasons and the game was unable to run as planned.



### **Parks Week - Yarn Bombing**

The yarn bombing was initiated as a non-traditional way to draw the public's attention to Parks Week. Three trees were selected in Goyder Square and adorned with knitted items from the community. The entire community was encouraged to get involved in the project, with an opportunity to attend a workshop hosted by Our Common Threads, to learn how to knit at the Palmerston Recreation Centre or for those more experienced: the opportunity to knit at home for the project. The knitting was completed by the Knit and Natter group, Our Common Threads, two senior art classes from Palmerston College, participants of the Yarn Bombing Workshop and other members of the community engaged through social media and the Sun Newspaper. The display had an overwhelmingly positive response based on interactions with


the public in Goyder Square and through comments posted on social media. The display was removed on Friday 16 March and the knitting retained for use in possible future projects.



**Parks Week - Social Media Posts**

A social media campaign was designed for the City of Palmerston's Facebook page during the Parks Week period to highlight Palmerston parks and amenities. They were designed to promote and encourage the use of parks and awareness of public facilities. Two examples of the social media posts are pictured below. Due to Tropical Cyclone Marcus several of the planned posts were cancelled due to inclement weather and resulting damage to parks.

Facebook Data			
Escarpment	William Jones	Goyder Square	Magical Parks APP
March 14	March 13	March 11	March 10
Video views: 552	Reach: 3,094	Reach: 1,632	Reach: 4,203
Likes: 8	Likes: 33	Likes: 24	Likes: 14
Shares: 2	Shares: 6	Shares: 3	Shares: 16



**City of Palmerston**  
March 14 at 3:30pm · 🌐

**PARKS WEEK**  
Do you always do the same old loop on your afternoon walk?  
If you're looking for something different, why not try 2.7km of nature walking across two suburbs - Gunn and Bakewell.  
ACCESS: via Gager Park, Gunn  
MAP: [bit.ly/2p9Kjck](https://bit.ly/2p9Kjck)



531 Views

👍 Like

💬 Comment

➦ Share



**City of Palmerston**  
March 13 at 3:00pm · 🌐

**WILLIAM KIRBY-JONES PARK** is not to be missed!  
It's the Territory's first all-inclusive disability and able-bodied access park right here in Palmerston.  
It has something for everyone with a flying fox, climbing frame and a fully-fenced playground.  
What do you love most about this park?  
ACCESS: via Follington St, off Crosby St, Zuccoli



👍 Like

💬 Comment

➦ Share

 Sammy Toff-Goulding and 32 others

Top Comments

6 Shares

## Community Benefit Scheme

Council actively supports initiatives which benefit the Palmerston community. We allocate funds annually to enable a Community Benefit Scheme to provide financial support by way of grants, donations, scholarships and sponsorships. Successful funding thus far 2017-18:

ORGANISATION	Amount Granted	Project Title
<b><i>Sponsorship</i></b>		
RSL Palmerston	\$10,000	ANZAC Day 2018 Event
Touch Football NT	\$13,000	Touch Football NT Titles
Palmerston and Rural Seniors Committee	\$12,000	Seniors Fortnight 2018
Autism NT	\$ 2,000	Autism NT Fundraising Luncheon
Special Children's Party	\$ 1,000	2017 Special Children's Party
United Nations Association NT	\$ 1,000	International Women's Day event
Cazaly's Palmerston Club	\$30,000	2018 PGA Tournament
<b><i>Donation</i></b>		
Bakewell Primary School Driver Primary School Durack Primary School Good Shepherd Lutheran School Gray Primary School Palmerston Christian School Palmerston Senior College Rosebery Primary & Middle School Forrest Parade School Sacred Heart Primary School	\$100 each	Annual Schools community awards
Top End Mental Health Consumer Organisation	\$ 2,000	Art supplies and promotion material
Camp Quality	\$ 1,622	Voucher to auction at Fundraising event - purchased Cicada Lodge Accommodation
Gray Community Garden Assoc.	\$ 4,800	Place-making EOI – Outdoor tables and stools for Harvest Corner Community Garden
Palmerston 50 Plus Club	\$ 1,000	Seniors Christmas Bash
<b><i>Grant</i></b>		
Wildcare Inc.	\$ 2,000	Purchase of promotional/information bags
Save The Children	\$ 2,550	Purchase of art materials, speakers, I pad's
Baptist Care NT	\$ 2,500	Food for Life program support - infrastructure
TEAM Health	\$500	Neighbour Day Morning Tea
Neighbourhood Watch NT	\$500	Neighbour Day Community BBQ
<b><i>In-kind support – Recreation Centre</i></b>		
Palmerston Amateur Boxing Club	\$2,000	Palmerston Amateur Boxing Evening
Palmerston Seniors Indoor Croquet	\$500	Seniors Indoor Croquet weekly activity

## 4. Governance and Organisation

### 4.2 Service

*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.*

**Youth Inspiring Palmerston (YIP)** is an advisory committee to Council, made up of young people from Palmerston. YIP keep Council informed on issues that are significant and important to young people in Palmerston. YIP is currently developing and organising a range of youth events and activities including; Palmerston Pool Party, youth music events and Geekfest Top End 2018, as well as supporting other general community events.

Two current YIP members have also been selected to join the NT Youth Round Table, working with their peers from across the NT on specific projects of their choosing. One YIP member is working on a project to improve services for young people from a multicultural background and the other is working on a project to improve services to young people involved in youth justice facilities in the NT.

Two (2) YIP meetings were held in this quarter, the first one 8 February and the second on 8 March.



*NT Youth Round Table members with Minister Dale Wakefield including current YIP members Sara Benesha and Ashlee Coleman*

**Seniors Advisory Group (PSAG)** is an advisory group to the City of Palmerston and an advocacy body for the senior community regarding issues relating to seniors in the Palmerston municipality. The number of senior members is now fifteen and they are looking forward to the appointment of an elected member to chair their meetings. The Group meets approximately bi-monthly to discuss issues relating to seniors in the Palmerston Municipality, as well as working on the current Annual Seniors Forum Action Table.

Two (2) PSAG meetings have been held during the first quarter of 2018: Monday 29 January and Monday 12 March. Three new members joined the twelve existing members to consider Action Table items and discuss issues of current interest.

A major achievement, initiated at the January meeting, was the successful request to Council that disability permit holders, be able to park in any Council-owned car park for twice the designated duration, at no cost.

At the March meeting, the group welcomed Superintendent Antony Deutrom, Palmerston Division, Northern Territory Police Force, to speak about local policing initiatives and developments,

Planning is now underway for the 2018 Seniors Forum, Monday 20 August. PSAG members facilitate the day's activities.



**Palmerston Safe Communities Committee (PSCC)** works in partnership with Council and the NT Government, businesses and the community to reduce and prevent injuries, accidents and crime. The PSCC is committed to promoting the safety and wellbeing of Palmerston residents and visitors. Meetings are held bi-monthly with membership of over 60 people.

Two (2) PSCC meetings have been held this quarter, one on Thursday 25 January and the second on Thursday 22 March at the Recreation Centre, Palmerston. A Palmerston Regional Hospital Update presentation was provided to attendees by the Senior Project Officer for Top End Health Services. The presentation provided images and general information about the services available and project timelines.

**Palmerston Kids Network (PKN)** is a committed network of workers representing organisations who provide services and programs to children (0 -12years) and their families living in Palmerston. Meetings are held bi-monthly with a membership of over 100 Community Services providers and attendees to the meeting.

The first meeting of the year was held on Friday 2 February 2018 with 19 attendees from different organisations attending. Several programs available to families in Palmerston and other organisations were shared by NAPCAN,

Melaleuca, YWCA of Darwin and Palmerston Community Care. The second meeting was held on Friday 6 April 2018 with 16 attendees and a presentation by National Disability Insurance Scheme (NDIS).

**Palmerston and Rural Youth Services (PARYS) Network** provides a forum for workers in the youth sector to discuss local youth issues and develop strategies to deliver a range of services for Palmerston and rural young people in the 12-25-year age group.

The Network meets once every six weeks at the Palmerston Recreation Centre and has a database membership of over 330 people, with around 40 Service providers attending each meeting. The most recent PARYS Network meetings occurred on 27 March and the first meeting of the year occurred on 6 February with 50 attendees. Separately to the PARYS Network meetings, members of the network have also been meeting fortnightly to coordinate and collaborate on NT Youth Week activities around Palmerston.

**Palmerston Migrant and Refugee Action Group (PMRAG)** was established in 2016 to consult with multicultural families and provide coordination for research and response to unmet health and well-being needs of refugee and migrant children.

The function and intention of the group has been in review in recent months, as attendance throughout 2017 was mainly from staff of stakeholder organisations (Melaleuca Refugee Centre, Multicultural Council of the Northern Territory, Australian Red Cross and City of Palmerston), with little to no representation from local communities.

The stakeholders believe there is great purpose in continuing to support the multicultural community in Palmerston and keep lines of communication and conversation open. A recurring multicultural community dinner has been suggested, as an opportunity for members of the Palmerston community to get together for a meal, talk about the great city we live in, share stories and culture, and discuss challenges. An outcome on the next steps for the PMRAG will be shared in the next Quarterly report.

## 4.3 People

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

The Manager Library Services resigned in March to return to family interstate. The Manager position remains vacant and the Assistant Library Manager is acting in the role. Amanda Stevenson was successful in her application for the Library Engagement Officer position and now supervises the programs staff and is responsible for marketing and engagement within the Library. The Library Children's Programs Officer was advertised in March and appointment of new officer is expected in April. There have been no changes to the Community Development team staff during the January to March quarter.

## ***Up-coming Activities, Programs and Events for the April – June Quarter***

### **Brekkie in the Park**

The ever-popular Brekkie in the Park series commences in May with a free breakfast and activities for all members of the community.

Usually 150 -200 community members attend these events each month. Every month a different community organisation or club has been engaged to provide free food and activities for attendees.

### **Active and Safe School Travel - National Walk Safely to School Day**

Planning commenced for *National Walk Safely to School Day* (WSTSD) on Friday 18 May 2018. WSTSD is a community initiative that aims to raise awareness of the health, road safety, transport and environmental benefits that regular walking (especially to and from school) can provide for the long-term health of our children. The City of Palmerston will be encouraging children and families to walk to school, via social media and direct contact with schools.



### **National Days/Weeks/Months of Significance**

Upcoming opportunities include World Environment Day (June) and National Desexing Month (July).

Two other approaching days of significance include Compost Week and Volunteers Week in May. Activities to acknowledge these are in planning, include a Composting Workshop hosted by the Harvest Corner Community Gardeners.

### **Young Producer's Mentoring Program**

Staff are working with facilitator Amy Hetherington to mentor 4 young people in the skills required to produce and manage a community music event, resulting in one Sunday afternoon gig per month at Sanctuary Lakes.

### **Connected Women Cultural Exchange Session**

Collaborating with Australia Red Cross, this two-hour weekend get-together will be an opportunity to learn from each other's cultures by sharing food and conversation.

### **Voices of Palmerston**

'Voices of Palmerston' (VoP) is an arts project which creates, collates and shares the stories of people living, working and playing in Palmerston. The stories may be told via a range of artistic ways, and told by the person themselves, or working with an artist to share a part of their story. The works will then be published on the *Voices of Palmerston* website which will be launched in the coming months.

### **VoP projects for the April – June quarter include:**

*The Memory Archive (Terrace Gardens):*

Working with Artback NT and photographer Sarah Hope to photograph and collate stories from residents at the Terrace Gardens Aged Care facility. This is the second year of collaborating with Artback NT to produce this project at Terrace Gardens, and the residents are excited about the opportunity to share their stories.

*Palmerston Re-engagement Centre (NTG):*

Students to develop their own 'Voices of Palmerston' art project with assistance from a professional facilitator and utilising The Heights Durack Community Centre to tell a story about themselves – or another local person (with their permission) through artwork.

*Connected Women (Australian Red Cross):*

Working with Artback NT and photographer Sarah Hope to photograph and collate stories from local multicultural women.

### **Library Facebook Page: new groups**

The library currently uses Facebook to promote library programs and updates. We will be trialling two new Facebook groups in the coming months, one called Community Group and the other Book Club Group.

The book club will be different to a normal book club where only one book per month is discussed. This group will be for people to add comments or reviews on anything interesting they have read. This information will not only assist in collection development but inform others about new titles and authors that they may have not heard of. It is also a great way to generate interaction between patrons and gives the library ideas of what areas of our collection we can improve.

### Rock Ya Temper

A youth focussed, live music event held in Goyder Square 3pm-10pm Saturday 14 April, involving eight local bands performing original tunes and raising awareness around suicide prevention. The event was organised in partnership between the Rock Ya Temper volunteer committee and City of Palmerston.



### NT Youth Week - Palmerston

A huge range of events are occurring in Palmerston as part of NT Youth Week from 13 April to 22 April, with City of Palmerston providing a range of support to many of these exciting activities, including our own event Palmerston Pool Party being held on Friday 20 April from 5pm – 9pm at the Palmerston Swimming and Fitness Centre.



### City of Palmerston Art Exhibition

Planning for the first annual art exhibition to be housed at the Palmerston Recreation Centre is underway. The exhibition will be open to the public from Tuesday 15 May to Monday 21 May 2018 (excluding Sunday 20 May). Entries are open to all schools and families in the Palmerston municipality. The exhibition is being held to celebrate National Families Week.



### FlicNics

Goyder Square hosts a free outdoor movie on the big screen. Every Saturday night from 21 April till 8 September 2018. The movie starts at 7pm, screening cartoons to sci – fi movies for all the families to enjoy.

### Live in the Square

Back for the dry season 2018, Live in the Square performers range from country rock, reggae, jazz, pop and blues on every second Sunday from 6 May 2018 5pm-7.30pm, as the sun sets over Goyder Square.



### Twelfth Night

Essential Theatre from South Australia are back by popular demand, performing Shakespeare's delightful comedy and hilarious tale Twelfth Night. Live performances will be held over two nights, Saturday and Sunday 5 & 6 May 2018 from 6.30pm. The open-air performances will be set against the picturesque backdrop of Sanctuary Lakes. Bookings essential.



# TWELFTH NIGHT

by William Shakespeare

SATURDAY 5 & SUNDAY 6 MAY | 6.30PM

SANCTUARY LAKES | PACK A PICNIC AND RUG. COFFEE AVAILABLE

TICKETS AT [WWW.PALMERSTON.NT.GOV.AU](http://WWW.PALMERSTON.NT.GOV.AU)



### Warisan Budaya Indonesia Festival

Working in partnership with Darwin Indonesian Women's Association (DIWA) this free event will bring traditional and contemporary Indonesian dances, music, art, craft and food that reflect the richness and diversity of Indonesian culture. Warisan Budaya Indonesia Festival will be held at Goyder Square on Saturday 19 May from 5.00 -9.00pm.



**AGENDA ITEM:** 12.1.2

**REPORT TITLE:** Update – Tropical Cyclone Marcus

**REPORT NUMBER:** 9/0018

**MEETING DATE:** 1 May 2018

**Author:** Environment and Emergency Operations Officer, Rishenda Moss

**Approver:** Director City Growth and Operations, Gerard Rosse

## PURPOSE

This report provides Council with an update on recovery operations and costs so far associated with Tropical Cyclone Marcus – 17 March 2018.

### Municipal Plan:

1. Community & Cultural Wellbeing
  - 1.2 Safe Communities
    - 1.2 We are committed to ensuring the safety and security of our community.

## KEY ISSUES

- Cyclone Marcus resulted in extensive damage to trees, paths and other Council infrastructure.
- Because of recovery operations, Council has incurred costs to date in the order of \$1.1 million.
- Recovery operations are ongoing with focus on open space areas and stump removal.
- Mulch resulting from processed green waste was offered free to Palmerston residents.

## RECOMMENDATION

THAT Report Number 9/0018 entitled Update – Tropical Cyclone Marcus be received and noted.

## DISCUSSION

Tropical Cyclone Marcus impacted the Northern Region on Saturday 17 March 2018 causing widespread damage. Upon landfall Tropical Cyclone Marcus was a Category 2 system that brought rain and wind gusts up to 130kmh to the region. During this time, Council's Cyclone Counter Disaster Plan was enacted which provides the processes and actions that occur from Council in response to the declared emergency. This includes ensuring all Council sites are secured and the process by which Council assesses damage via surveys of key infrastructure such as priority roads and stormwater.

The initial road and park survey carried out by staff identified over 500 trees that fell. This does not include all parks to date.

To date the survey has identified:

- 521 fallen trees.
- 85 trees on fences.
- 6 damaged shade sails.
- The only damage done to any of Council's buildings was at the Gray Community Hall where the outdoor air-conditioning unit received minor damage from a fallen tree.
- 3 signs knocked down as a direct result of wind/trees.
- 10 sections of kerb and gutter damage.
- 4 sections of road surface (road edge associated with above kerb damage).
- 2 stormwater pits damaged.
- 32 sections of footpath.

Given the enormity of the event and the priorities given to key roads and infrastructure, at the time this report was written parks and open space paths are still yet to be thoroughly inspected. Durack, Driver, Woodroffe, Moulden and Gray remain to be inspected. This is expected to occur in the coming weeks and will result in further data being collated.

- At the time of compiling this report the following parks have been reopened to the public:
  - Bill Lewis Park, BAKEWELL
  - Father Gerry Remie Park, BELLAMACK
  - Ambon Park, DURACK HEIGHTS
  - Willing Park, DURACK HEIGHTS
  - Royal Park, DURACK
  - Phoenix Park, DURACK
  - Stanford Park, DURACK
  - Shadforth Park, DURACK
  - Flinders Park, DURACK
  - Gordon Stott Parks, MOULDEN
  - Lindsay Park, MOULDEN
  - Walter Park, MOULDEN
  - Pretty Park, DRIVER
  - President Park, DRIVER
  - Sanctuary Lakes, GUNN
  - Buckingham Park, GUNN
  - Phyllis Uren Park, FARRAR
  - Joan Fejo Park, ROSEBERY
  - Rosebery Park, ROSEBERY
  - Wood Park, ROSEBERY
  - Hobart Park, JOHNSTON
  - Marshall Park, JOHNSTON
  - William Kirkby Jones Park, ZUCCOLI
  - Bloodwood Park, ZUCCOLI
  - Dat Bing Gwa Park, ZUCCOLI

This represents 22% of designated parks. All other parks will be opened upon completion of assessments of remaining trees as further removals and remedial works may be required. This is to ensure that safety of the community.

Although recovery efforts are continuing, an initial debrief has been held which identified areas throughout the preparation and recovery efforts that Council did well at and areas highlighted for improvement and review. A thorough debrief and review of the entire event and recovery will inform amendments to Council's Cyclone Counter Disaster Plan and Operational Plans as part of Council's continuous improvement, to ensure Council is ready and able to assist the Community in Emergency Events.

Through the processing of green wastes and excess resulting mulch, Council was able to offer Palmerston residents access to free mulch and assisted Palmerston Senior and residents with a disability to access the mulch by providing a free delivery service.

The first weekend of free green was undertaken on the 21<sup>st</sup> and 22<sup>nd</sup> April 2018 with in the order of over 890 vehicles attending the site to collect mulch. Plans are underway for a second round of this service. Council commenced advertising free mulch and delivery for Palmerston Seniors on 19<sup>th</sup> April 2018 with deliveries to commence from the 1<sup>st</sup> May 2018.

## **CONSULTATION PROCESS**

City of Palmerston's has maintained public awareness utilising media releases, the City of Palmerston website and Social Media pages.

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

- Assistant Accountant.
- Open Space Team Leader.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The order of costs associated with the recovery effort to date is \$1.1 million.

A 3<sup>rd</sup> Quarter budget variation will be undertaken to address expenditure, this will include drawing upon Council's Disaster Recovery Reserve which contains \$500,000.

Council will also pursue a claim under the Natural Disaster Recovery Scheme.

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

Activities are being undertaken to ensure the safety of the community.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The Urban Forest has been significantly impacted by the cyclone resulting in loss of urban amenity and wildlife habitat. Plans are being developed to replenish the Urban Forest, but this will take a significant number of years.

## **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.

## 12 OFFICER'S REPORTS

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### 12.2 Action Reports

12.2.1	Council Committee Representation	9/0016
12.2.2	Elected Member Entitlements and Allowances	9/0014
12.2.3	Renewal of Palmerston Men's Shed Lease	9/0013

**AGENDA ITEM:** 12.2.1

**REPORT TITLE:** 9<sup>th</sup> Council Committees and Representation

**REPORT NUMBER:** 9/0016

**MEETING DATE:** 1 May 2018

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

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

## PURPOSE

The purpose of this report is for Council to consider Committees and to appoint Elected Members to internal and external Committees and to delegate authority to its Committees.

### 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 Local Government Act provides Council with authority to create Committees.
- The Administrative Review and Risk Management and Audit Committees are required under the Local Government Act.
- Council should make appointments to Committees for the financial year period each year.
- Requests for the Local Government Association Northern Territory (LGANT) appointed representatives are reviewed at Council as they are received, and nominations received.
- It is being recommended that Council not re-establish the former Committees of Council being; Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure. It is considered that the business can be adequately transacted at the two (2) Ordinary Council Meetings per month.

## RECOMMENDATION

1. THAT Report Number 9/0016 entitled 9<sup>th</sup> Council Committees and Representation be received and noted.
2. THAT Council abolish its standing Committees being the Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure, with all officer reports being presented to the Ordinary Meetings of Council.
3. THAT Council rescinds City of Palmerston Policy MEE02 – Committees of Council.

4. THAT Council establish the following Executive Committees, make the following appointments and endorse the delegations:
- a. **Administrative Review Committee (ARC)**
    - i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Administrative Review Committee the power to make recommendations to Council and decisions relating to undertaking internal reviews in accordance with Part 18.1 of the Local Government Act.
    - ii. THAT the Mayor, \_\_\_\_\_ and \_\_\_\_\_, be appointed to the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.
    - iii. THAT \_\_\_\_\_, be appointed as Chair of the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.
    - iv. THAT all other Elected Members be appointed as alternatives to the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.
  - b. **Chief Executive Officer Performance Appraisal Committee (CEOPAC)**
    - i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Chief Executive Officer Performance Appraisal Committee, comprising of Mayor, Deputy Mayor, Alderman and independent facilitator McArthur the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.
    - ii. THAT Alderman \_\_\_\_\_ be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 1 May 2018 to 30 June 2019.
    - iii. THAT the Mayor be appointed as Chair of the Chief Executive Officer Performance Appraisal Committee for the period 1 May 2018 to 30 June 2019.
    - iv. THAT all other Elected Members be appointed as alternatives to the Chief Executive Officer Performance Appraisal Committee for the period 1 May 2018 to 30 June 2019.
  - c. **Risk Management and Audit Committee**
    - i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act hereby delegates to the Risk Management and Audit Committee the power to make recommendation to Council and decisions relating to Risk Management and Audit matters:
      - Follow up on issues arising from internal and external audits.
      - The management of outstanding and completed audit issues register.
      - The receipt and acceptance of strategic and operational risk assessments.
      - Compliance by Council with proper standards of financial management.
      - Compliance by Council with Local Government Act Compliance Register and accounting standards.
    - ii. THAT the Mayor, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Risk Management and Audit Committee for the period 1 May 2018 to 30 June 2019.
    - iii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.
    - iv. THAT all other Elected Members be appointed as alternatives to the Risk Management and Audit Committee for the period 1 May 2018 to 30 June 2019.
5. THAT Council confirm the following Advisory Committees and make the following appointments, noting that the Advisory Committees have no delegated authority:
- a. THAT the Mayor be Ex-Officio Member of all Council Advisory Committees for the term of the 9<sup>th</sup> Council.

- b. Palmerston Seniors Advisory Committee**
    - i. THAT \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
    - ii. THAT \_\_\_\_\_, be appointed as Chair of the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
    - iii. THAT \_\_\_\_\_ be appointed as alternate to the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
  - c. Palmerston Safe Communities Committee**
    - i. THAT \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.
    - ii. THAT \_\_\_\_\_ be appointed as Chair of the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.
    - iii. THAT \_\_\_\_\_ be appointed as alternate to the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.
  - d. Palmerston Animal Management Reference Group**
    - i. THAT \_\_\_\_\_ be appointed to and be Chair of the Palmerston Animal Management Reference Group for the period 1 May 2018 to 30 June 2019.
    - ii. THAT \_\_\_\_\_ be appointed as alternate to the Palmerston Animal Management Reference Group for the period 1 May 2018 to 30 June 2019.
  - e. Palmerston Australia Day Awards Selection Panel**
    - i. THAT the Mayor and Deputy Mayor be appointed as Panel Members of the Palmerston Australia Day Awards Selection Panel for the term of the 9<sup>th</sup> Council.
    - ii. THAT all other Elected Members be appointed as alternatives for the term of the 9<sup>th</sup> Council.
6. THAT Council appointment or nominate to the following External Organisations and/or Committees:
  - a. Local Government Association of the Northern Territory (LGANT)**
    - i. THAT Council appoint the Mayor, \_\_\_\_\_ and \_\_\_\_\_ as its delegated representatives under clause 3 of the Local Government Association of the Northern Territory (LGANT) Constitution, to represent Council at meetings of the Association for the period 1 May 2018 to 30 June 2019.
  - b. Top End Regional Organisation of Council (TOPROC)**
    - i. THAT the Mayor be appointed as Council's delegate to the Top End Regional Organisation of Council (TOPROC) for the period 1 May 2018 to 30 June 2019.
    - ii. THAT the Deputy Mayor be appointed as Council's alternate delegate to the Top End Regional Organisation of Council (TOPROC) for the term of Council.
  - c. Tourism Top End**
    - i. THAT \_\_\_\_\_ be appointed as Council's delegate on Tourism Top End for the period 1 May 2018 to 30 June 2019.
  - d. Palmerston Regional Business Association (PRBA)**
    - i. THAT \_\_\_\_\_ be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) for the period 1 May 2018 to 30 June 2019.

e. **Palmerston Division of the Development Consent Authority (DCA)**

- i. THAT \_\_\_\_\_ and \_\_\_\_\_ be nominated as members of the Palmerston Division of the Development Consent Authority (DCA) for a term of two (2) years or lesser period.
- ii. THAT \_\_\_\_\_ be nominated as alternate member of the Palmerston Division of the Development Consent Authority (DCA) for a term of two (2) years or lesser period.

7. THAT Council continue with and supports the following Council Networks:

- Youth Inspiring Palmerston (YIP)
- Palmerston and Rural Youth Services (PARYS) Network
- Palmerston Kids Network

## **BACKGROUND**

The Local Government Act provides Council with the authority to create Committees being:

- Executive Committees that can carry out functions delegated by Council; and
- Advisory Committees that report through to Council.

Council has previously utilised Standing Committees as its terminology.

The Administrative Review Committee (ARC) and the Risk Management & Audit Committee (RMAC) are required under the Local Government Act and both are recommended to be Executive Committees of Council with delegated Authority.

At Council Meeting held on 4 July 2017 the Official Manager resolved:

### **17.1 General Business**

1. *THAT during the term of the City of Palmerston being under official management, all scheduled meetings of Council's Standing Committees (Community, Culture & Environment, Governance and Organisation and Economic Development & Infrastructure) be suspended with all officer reports being presented directly to the Ordinary Meetings of Council.*

**CARRIED 8/2777 - 04/07/2017**

The 9<sup>th</sup> Council is required to review its Committees and to appoint Elected Members and Chairs as appropriate.

Council is also represented on several External Organisations and Council is required to nominate or appoint its delegates to these Committees.

## **DISCUSSION**

The current list of Committee and External Groups is annexed at **Attachment A**. The attachment also includes several groups, which inform Council but to date have not had Council representation. It will be normal practise that when these groups meet, all Elected Members will be invited to attend if they wish to do so.

It should be noted that Council's current standing Committees under the Local Government Act and as identified in Council Policy MEE02 – Committees of Council are Advisory Committees in nature. That is, they do not carry out functions on behalf of Council but only refer recommendations to Council for consideration and determination.

## **Council Committees**

The Council has operated since 4 July 2017 without its Standing Committees of the, Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure and adequately managed its business. Given the advisory nature of these Committee and experience over the last 9 months, it is Council Staff recommendation that Council can operate effectively without the need for these additional meetings.

It is therefore recommended that given Council holds two (2) Ordinary Meetings a month, Council abolish Standing Committees of the Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure and that all officer reports be presented to Ordinary Meetings of Council.

Existing Council Standing Committees and their delegations were provided for in City of Palmerston Policy MEE02 – Committees of Council annexed at **Attachment B**. It is being recommended that if Council does not continue with Standing Committees that this policy be rescinded as it is no longer required. Any outcomes from Council's Advisory Committees will be presented directly to Council Ordinary Meetings.

Council is required under the Local Government Act and General Instructions to establish the ARC and RMAC and it is being recommended that the Chief Executive Officer Performance Appraisal Committee (CEOPAC) continue. The Council has previously endorsed McArthur as the independent facilitator on the CEOPAC and Iain Summers as the independent member and Chair of the RMAC.

It is being recommended that Council retain all its current advisory Committees and networks.

## **External Representation**

The external organisations are identified in **Attachment A**, the following additional advice is provided:

### **Local Government Association of the Northern Territory (LGANT)**

As part of LGANT General Meetings and Annual General Meetings, Council holds three (3) votes, it is normal and generally expected for the Mayor to attend as the representative of Council. It is being recommended that Council appoint a further two (2) Elected Members.

As various LGANT positions become vacant or where LGANT seek nominations these will be presented to Council at that time.

### **Palmerston Division of the Development Consent Authority (DCA)**

The Minister for Infrastructure, Planning and Logistics has recently written to Council seeking nominations for Members of the Palmerston Division of the DCA annexed at **Attachment C**.

Currently former Official Manager, Mark Blackburn is Council's nominated member. Mr Blackburn's term expires three (3) months after the date of Declaration of the Polls from the recent Election.

Council nominated members of the DCA are appointed under Section 89 and the alternate under Section 91 of the Planning Act. Section 92 of the Act refers to terms of office of DCA members:

#### ***92 Term of office of member***

- (1) Subject to this Act, a member appointed under section 89, 90 or 91 holds office for 2 years or a lesser period specified in the instrument of appointment and is eligible for reappointment.*

- (2) *If a member is appointed under section 89(1)(a) or 91(1) and the next election (other than a by-election) for the local authority by which he or she was nominated is held before the member ceases to be a member, the member holds office until the expiration of 3 months after the declaration of the polls for the election.*
- (3) *If the Minister abolishes a Division of the Development Consent Authority, the members appointed under this Part in respect of the Division cease to be members on and from the date on which the notice abolishing the Division appears in the Gazette.*

### Regional Capitals Australia

Council resolved at its meeting on the 1 August 2017 to refer consideration of ongoing membership of this organisation to the 9<sup>th</sup> Council following the general election.

This will be the subject of a separate report to Council including representation if membership is continued.

### Council Networks

Council currently supports several network groups, which given the nature and operation of the groups, do not have direct Elected Member representation on them. They have no Council delegated authority but work closely with and inform Council on several issues. These groups are:

- Youth Inspiring Palmerston (YIP).
- Palmerston and Rural Youth Services (PARYS) Network.
- Palmerston Kids Network (PKN).

Elected Members will receive invites to the meetings should they have an interest in attending.

It will be recommended that Council continue with and support these networks.

## **CONSULTATION PROCESS**

There is no consultation process required for this report.

## **POLICY IMPLICATIONS**

If Council no longer continues with the current Standing Committees as recommended, Council Policy MEE02 – Committees of Council will need to be rescinded as it is no longer applicable.

## **BUDGET AND RESOURCE IMPLICATIONS**

Any costs are accommodated within existing budgets.

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

Council is required to have an Administrative Review Committee and Risk Management and Audit Committee under the Local Government Act.

Council can establish or abolish Committees at any time.

A Council Committee is subject to control and direction by the Council.

Subject to any direction by Council, a Council Committee may determine its own procedures.

The RMAC and CEO PAC have established their own terms of reference previously endorsed by Council.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications for Council in relation to this report and the Agreement.

## **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:** Current list of Council Committees and External Group/Organisations.

**Attachment B:** Council Policy MEE02 – Committees of Council.

**Attachment C:** Correspondence received from Minister for Infrastructure, Planning and Logistics dated 14 April 2018.

## EXECUTIVE COMMITTEES

### Risk Management and Audit Committee

Meetings are held quarterly, during business hours.

Independent Chair - Iain Summers

Member – Mayor

Member – Elected Member

Member – Elected Member

### CEO Performance Appraisal and Remuneration Committee

Meeting generally held once per annum at a time determined by the Committee, in conjunction with McArthur (Independent Facilitator).

Chair – Mayor

Member – Deputy Mayor

Member – Elected Member

Representative – McArthur

### Administrative Review Committee

The CEO must, on receiving an application for review, refer the application to the Administrative Review Committee, therefore the Committee will meet as required.

*The Mayor will form part of this Committee.*

Chair – Elected Member

Member – Elected Member

Member – Elected Member

## COUNCIL STANDING COMMITTEES/ADVISORY COMMITTEES AND WORKING GROUPS

The three (3) standing committees are held every month during business hours, with recommendation made to Ordinary Meetings of Council.

Four (4) Elected Members hold membership with the Mayor being ex-officio voting member on all.

### Governance & Organisation Committee

### Community, Culture and Environment Committee

### Economic Development and Infrastructure Committee

### Palmerston Seniors Advisory Committee

The Palmerston Seniors Advisory Group (PSAG) is an advisory group to the City of Palmerston and an advocacy body for the senior community regarding issues relating to seniors in the Palmerston Municipality. The number of senior members in the group is now fifteen, made up of seniors from both the Palmerston and Rural area, who are actively running groups within Palmerston or accessing Palmerston services.

The Group meets approximately bi-monthly during business hours to discuss issues relating to seniors in the Palmerston Municipality, as well as working on the current Annual Seniors Forum Action Table.

Planning is now underway for the 2018 Seniors Forum, Monday 20 August. PSAG members facilitate the day's activities.

Chair – Mayor

#### Palmerston Safe Communities Committee

The Palmerston Safe Communities Committee (PSCC) works in partnership with Council, the NT Government, businesses and the community to reduce and prevent injuries, accidents and crime. The PSCC is committed to promoting the safety and wellbeing of Palmerston residents and visitors. Meetings are held bi-monthly with database membership of over 60 people.

Chair – Mayor

Member – Elected Member

#### Palmerston Animal Management Reference Group

The Palmerston Animal Management Reference Group (PAMRG) facilitates consultation and co-operation between the City of Palmerston and its stakeholders creating a Domestic Animal Management Plan. Their role is to review rules, procedures and policy making recommendation to Council.

Membership consists of a Chair (Mayor), Community Stakeholder Representatives, Representatives from City Growth & Operations Department and Ranger Services. Meetings are held on a bi-monthly basis.

Chair – Mayor

#### Palmerston Australia Day Awards Selection Panel

The Palmerston Australia Day Awards Selection Panel consists of three members who receive all community nominations for our three Award categories and decide on our Annual Australia Day Award winners. The Panel meet in early January each year for deliberations.

The Australia Day Council – Local Government Awards for the City of Palmerston include the:

- Community Event of the year
- Citizen of the Year, and
- Young Citizen of the Year.

Each year ordinary citizens make very valuable contributions to our community. This could be by participating in sporting and recreational activities, supporting an association or club, fundraising for a charity, or by achieving excellence in a personal field.

The Community Event of the Year Award recognises and encourages significant contributions to community life and promotes pride and community responsibility in the municipality of Palmerston. The Citizen and Young Citizen of the Year Awards are for Palmerston residents who have made outstanding contributions during the past year and/or given excellent service to the community

Panel Member – Mayor

Panel Member – Deputy Mayor

#### Youth Inspiring Palmerston (YIP)

Youth Inspiring Palmerston (YIP) is an advisory committee to Council, made up of young people from Palmerston. YIP keep Council informed on issues that are significant and important to young people in Palmerston. Throughout the year YIP works on organising a range of youth events and activities including; Palmerston Pool Party, youth music events and Geekfest Top End 2018, as well as supporting other general community events.

Two current YIP members have also been selected to join the NT Youth Round Table, working with their peers from across the NT on specific projects of their choosing. One YIP member is working on a project to improve services for young people from a multicultural background and the other is working on a project to improve services to young people involved in youth justice facilities in the NT.

*Does not require a member however an invitation will be sent out to all Elected Members for those who have an interest to attend.*

#### Palmerston and Rural Youth Services (PARYS) Network

The Palmerston and Rural Youth Services (PARYS) Network provides a forum for workers in the youth sector to discuss local youth issues and develop strategies to deliver a range of services for Palmerston and rural young people in the 12-25-year age group.

The Network meets once every six weeks at the Palmerston Recreation Centre and has a database membership of over 330 people, with around 40 Service providers attending each meeting. The network have also been meeting fortnightly to coordinate and collaborate on NT Youth Week activities around Palmerston.

*Does not require a member however an invitation will be sent out to all Elected Members for those who have an interest to attend.*

#### Palmerston Kids Network

The Palmerston Kids Network (PKN) is a committed network of workers representing organisations who provide services and programs to children (0 -12years) and their families living in Palmerston. Meetings are held bi-monthly with a database membership of over 100 Community Services providers.

*Does not require a member however an invitation will be sent out to all Elected Members for those who have an interest to attend.*

### **EXTERNAL COMMITTEES**

#### LGANT

The City of Palmerston holds three (3) votes. LGANT holds its Annual General Meeting and its General Meeting twice a year. The Meetings generally run for at least two whole days and at times are held in various locations, including Alice Springs.

Representative – Mayor  
Representative – Elected Member  
Alternate Representative – Elected Member

#### TOPROC

Meetings are generally held quarterly during business hours, with the location being rotated between NT Council's. This particular Committee appointment will be set for the term of office.

Representative – Mayor  
Alternate Representative – Deputy Mayor

#### Palmerston Division Development Consent Authority

Meetings are held on a Wednesday of every month from approximately 10.00am.

Member – Elected Member  
Member – Elected Member  
Alternate Member – Elected Member

#### Tourism Top End

Council holds Full membership and enables a Council representative to attend the monthly general meetings with voting rights. Meetings are held on the last Tuesday of each month from 5.30pm, location of meetings are rotated.

Representative – Elected Member

Palmerston Regional Business Association (PRBA)  
Council is currently a member of the PRBA.

Representative - Elected Member

Regional Capitals Australia

Council decision made at its meeting held on 1 August 2017, to refer the Regional Capitals Australia Membership to the new Council. The membership term is from 1 July to 30 June. This will be subject to a separate report.

Member – Elected Member

Name:	Committees of Council		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	2/05/2017	Next Review Date:	2/05/2018
Records Number:		Policy Code:	MEE02

## 1 PURPOSE

This policy provides the structure and terms of reference for Committees of Council, their portfolios, membership and meeting procedures, and associated Advisory Groups.

## 2 PRINCIPLES

The City of Palmerston is committed to ensuring good governance and transparent decision making in determining the strategies, projects and services carried out by Council on behalf of and for the benefit of the community.

## 3 DEFINITIONS

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

Term	Definition
Standing Committee	A Committee of Council as defined under Part 5.2 of the Local Government Act.
Advisory Group	A group established by Council to provide advice to Council, Standing Committees and Council Officers. As they are not Committees of Council, they are able to establish their own meeting, agenda and minutes procedures, and report to and advise Standing Committees.

## 4 POLICY STATEMENT

### 4.1 Standing Committees of Council

- 4.1.1 Standing Committees of Council shall receive reports of officers, deliberate on issues within the portfolio assigned to it by Council, and in each instance report to Council its recommendations.
- 4.1.2 Pursuant to Section 54 of the Local Government Act, Council establishes the following Standing Committees of Council:
  - Community, Culture and Environment Committee
  - Economic Development and Infrastructure Committee
  - Governance and Organisation Committee
- 4.1.3 The membership of each Standing Committee shall consist of 4 Alderman (excluding the Mayor), with the Chair being appointed for a 12 month period by Council pursuant to Section 64(1)(b) of the Local Government Act.

- 4.1.4 The annual appointment of Chairs to the three Standing Committees shall take place as follows:
- The nomination period for Chair of the three Standing Committees shall open on 1 December of each year;
  - The Chief Executive Officer shall advise all Elected Members when the nomination period opens and invite Expressions of Interest for the position of Chair;
  - Expressions of Interest will close on the date of the first Ordinary Council Meeting to be held in January each year;
  - After the closing date for the Expressions of Interest, the Chief Executive Officer shall provide details of the Expressions of Interest received to all Elected Members;
  - At the first Ordinary Council Meeting in February each year, a report will be presented advising that the appointment of Chairs to the three Standing Committees is required;
  - Each Elected Member who has nominated for the position of Chair of a Committee is invited to make a short verbal presentation in support of their nomination;
  - Voting for a Chair of a Standing Committee is by a show of hands, unless the meeting resolves that a secret ballot is to be used;
  - The 12 month terms as a Chair of a Standing Committee commences on 19 February each year and is completed on 18 February the following year.
- 4.1.5 Membership shall be restricted to Alderman holding membership in no more than 2 committees. The Mayor shall be ex-officio voting member of each committee. One Alderman can act in an ex-officio manner where a quorum is not held, providing at least two Committee Members are present at the time of meeting.
- 4.1.6 Pursuant to Section 55(2) of the Local Government Act, Standing Committees are advisory in nature.
- 4.1.7 Pursuant to Section 63(2) of the Local Government Act, the Chief Executive Officer may, at the request of the Committee Chair, convene a meeting of the Committee.
- 4.1.8 If the Chief Executive Officer, in consultation with the Chair of the Committee, determines that there is no business to be put to a monthly meeting of the Committee, no meeting will be called for that particular month.

## **4.2 Terms of Reference for the Community, Culture and Environment Committee**

### **4.2.1 Purpose**

Council assigns the following Committee Portfolio to the Community, Culture and Environment Committee from the *City of Palmerston Municipal Plan*:

- 1.1 Healthy Communities programs and services
- 1.2 Safe Communities programs and services
- 1.3 Art and Cultural programs and services
- 1.4 Recreation programs and services
- 3.1 Environmental Sustainability

### **4.2.2 Membership**

Membership shall consist of 4 Alderman.

### **4.2.3 Meetings**

The Community, Culture and Environment Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.

### **4.2.4 Advisory Groups**

The following Advisory Groups provide periodic reporting to, and can receive tasking from the Committee:

- Seniors Advisory Group
- Youth Inspiring Palmerston
- Palmerston Safe Communities Committee
- Palmerston and Rural Youth Services Network

### **4.2.5 Previous Committee Status**

The following previously established committees are dissolved, with the Community, Culture and Environment Committee taking over their respective responsibilities:

- Sister Cities Committee
- Community Grants Committee
- Physical Activity Committee
- Environment Committee

## **4.3 Terms of Reference for the Economic Development and Infrastructure Committee**

### **4.3.1 Purpose**

Council assigns the following Committee Portfolio to the Economic Development and Infrastructure Committee from the *City of Palmerston Municipal Plan*:

- 2.1 Tourism programs and services
- 2.2 Local Business and Industry programs and services
- 2.3 City Planning programs and services, including CBD Master Plan implementation and major projects
- 3.2 Assets and Infrastructure
- 3.3 Waste Management

- 4.3.2 Membership  
Membership shall consist of 4 Alderman.
- 4.3.3 Meetings  
The Economic Development and Infrastructure Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.
- 4.3.4 Advisory Groups  
The following Advisory Group provides periodic reporting to, and can receive tasking from the Committee:
- Disability Access Working Group
- 4.3.5 Previous Committee Status  
The following previously established committees are dissolved, with the Economic Development and Infrastructure Committee taking over their respective responsibilities:
- CBD Implementation Committee
  - Major Projects Committee
- 4.4 Terms of Reference for the Governance and Organisation Committee
- 4.4.1 Purpose  
Council assigns the following Committee Portfolio to the Governance and Organisation Committee from the *City of Palmerston Municipal Plan*:
- 4.1 Responsibility, including governance, performance, risk management, financial sustainability, policy and strategy
  - 4.2 Service, including customer service, community engagement and public relations
  - 4.3 People, including continuous improvement, benchmarking and efficiency initiatives, but excluding Human Resources
  - 4.4 Systems, including business and financial processes, and Information Technology
- 4.4.2 Membership  
Membership shall consist of 4 Alderman.
- 4.4.3 Meetings  
The Governance and Organisation Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.
- 4.4.4 Previous Committee Status  
The following previously established committees are dissolved, with the Governance and Organisation Committee taking over their respective responsibilities:
- Branding Committee
  - Policy and By-Laws Committee
  - Administrative Review Committee

#### 4.5 Advisory Groups

- 4.5.1 Advisory Groups are not bound to follow Palmerston (Procedures for Meetings) By-Laws.
- 4.5.2 Advisory Groups are to determine their own meeting procedures, agendas and minutes.
- 4.5.3 Advisory Groups are to in the first instance report or make requests of Council through their respective Standing Committee.

#### 4.6 Other Committees of Council

The following Committees of Council are established with their own Terms of Reference and portfolios elsewhere:

- Internal Audit Committee
- CEO Appraisal and Remuneration Committee

### **5 ASSOCIATED DOCUMENTS**

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- 5.1 FIN09 City of Palmerston Internal Audit Committee Policy

### **6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 Local Government Act
- 6.2 Local Government (Administration) Regulations



DEPUTY CHIEF MINISTER  
MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5547  
Facsimile: 08 8936 5609

Her Worship the Mayor of Palmerston  
Ms Athina Pascoe-Belle  
PO Box 1  
PALMERSTON NT 0831



Dear Mayor

The term of appointment of Mr Mark Blackburn, the Council nominated member of the Palmerston Division of the Development Consent Authority, will expire three months after the date of the declaration of the polls for the City of Palmerston election held on 24 March 2018, or earlier if new members are appointed.

In accordance with sections 89 and 91 of the *Planning Act*, City of Palmerston may nominate two persons to be appointed as members, and one person to be appointed as the alternate member (for those members) of the Development Consent Authority.

Could you please provide to me, within 30 days, your Council's nominations for members of the Palmerston Division of the Development Consent Authority.

Yours sincerely

NICOLE MANISON

14 APR 2018

**AGENDA ITEM:** 12.2.2

**REPORT TITLE:** Elected Member Entitlements and Allowances

**REPORT NUMBER:** 9/0014

**MEETING DATE:** 1 May 2018

**Author:** Director of Corporate Services, Chris Kelly

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

## PURPOSE

This report seeks Council approval to set the Elected Member Allowances for 2018/19 and amend Council Policy EM02 Elected Members Benefits and Support to incorporate an Information Technology Capital Allowance and Communications Allowance.

## Municipal Plan:

### 4. Governance & Organisation

#### 4.3 People

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

## KEY ISSUES

- The Department of Housing and Community Development have released the maximum allowances for Elected Members in 2018/2019 Financial Year which need to be considered and established by Council for inclusion in the Draft Municipal Plan.
- Elected Members receive additional entitlements under Council Policy EM02 Elected Member Benefits and Support.
- It is being recommended that Council amend Council Policy EM02 Elected Member Benefits and Support to replace prescriptive technology and printing entitlements with an Information Technology Capital Allowance and Communications Allowance, to allow flexibility and accommodate changing technology.

## RECOMMENDATION

1. THAT Report Number 9/0014 entitled Elected Member Entitlements and Allowances be received and noted.
2. THAT Council establish the Elected Member Allowances for the year 2018/2019 financial year as follows:
  - i. Mayoral Allowance of \$\_\_\_\_\_ for the year paid on a pro rata fortnightly basis in arrears (base allowance \$\_\_\_\_\_, electoral allowance \$\_\_\_\_\_) and subject to

individual activity and prior approval a professional development allowance not more than \$\_\_\_\_\_.

- ii. Deputy Mayoral Allowance of \$\_\_\_\_\_ for the year paid on a pro rata fortnightly basis in arrears (base allowance \$\_\_\_\_\_, electoral allowance \$\_\_\_\_\_) and subject to individual activity and prior approval a professional development allowance not more than \$\_\_\_\_\_.
  - iii. Aldermen Allowance of \$\_\_\_\_\_ for the year paid on a pro rata fortnightly basis in arrears (base allowance \$\_\_\_\_\_, electoral allowance \$\_\_\_\_\_) and subject to individual activity and prior approval a professional development allowance not more than \$\_\_\_\_\_.
3. THAT Council set the Extra Meeting Allowance at \$\_\_\_ per meeting, with conditions as set out in Council Policy EM02 Elected Members Benefits and Support Policy.
  4. THAT Council adopt amended Council Policy EM02 Elected Members Benefit and Support being **Attachment C** to Report Number 9/0014 entitled Elected Member Entitlements and Allowances to reflect changes to Information Technology support in Report Number 9/0014 Elected Member Entitlements and Allowances and minor amendments.

## BACKGROUND

At its Ordinary Meeting on 6<sup>th</sup> June 2014 Council resolved to establish the allowances for 2017/2018 as follows:

### 13.1.1 Elected Member Allowances for 2017/18 8/1179

1. THAT Council receives Report Number 8/1179.  
**CARRIED 8/2688 – 06/06/2017**

2. THAT the Elected Member allowances for the year 2017/18 be set out as follows:

Mayor \$107,766.99 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$85,312.54, electoral allowance \$22,454.45) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.

Deputy Mayor \$37,161.04 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$31,546.25, electoral allowance \$5,614.79) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.

Aldermen \$20,958.59 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$15,343.80, electoral allowance \$5,614.79) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.

**CARRIED 8/2689 – 06/06/2017**

3. THAT Council set the Extra Meeting Allowance at \$150 per meeting, with conditions as set out in EM02 Elected Members Benefits and Support Policy.

**CARRIED 8/2690 – 06/06/2017**

Council Policy EM02 Elected Member Benefits and Support (the Policy) outlines the additional support provided to Elected Members to enable them to perform their duties.

## DISCUSSION

### Allowances

The Instruction from the Department of Housing and Community Development (which oversees local government in the Northern Territory) outlines the maximum level of allowances that can be provided to Elected Members by the City of Palmerston. These are reviewed annually by the Minister. Elected Members then establish the allowances as part of the Budget each year s71(3) of the Local Government Act. Council cannot establish its allowances higher than the maximum but may establish lower allowances. Once established, allowance cannot be amended for the year.

See total maximum allowances for 2018/2019 are as follows:

<b>Position</b>	<b>Total 17/18 Allowance</b>	<b>Total 18/19 Maximum Allowance</b>	<b>% Increase</b>
Mayor	\$111,420.67	\$112,534.88	1%
Deputy Mayor	\$40,814.72	\$41,222.87	1%
Alderman	\$34,841.86	\$35,190.28	1%

The allowance components for the 2018/19 financial year are as follows:

The maximum allowances for an Alderman is \$35,190.28 consisting of Base Allowance of \$15,497.24, Electoral Allowance of \$5,670.94, Professional Development Allowance of \$3,690.22 and Extra Meeting Allowance of \$10,331.89.

The maximum allowances for the Mayor is \$112,534.88 consisting of Base Allowances of \$86,165.67, Electoral Allowance of \$22,678.99 and Professional Development Allowance of \$3,690.22. The Mayor is not entitled to the Extra Meeting Allowance.

The maximum allowances for the Deputy Mayor is \$41,222.87 consisting of Base Allowance of \$31,861.71, Electoral Allowance of \$5,670.94 and Professional Development Allowance of \$3,690.22. The Deputy Mayor is not entitled to the Extra Meeting Allowance.

Should Council adopt the maximum allowances, this represents an increase to Elected Member allowances of only 1%, which is in line with the current Darwin inflation rate of 1.1% (March 2018).

As per Section 4.1.3 of Council Policy EM02 Elected Member Benefits and Support (the Policy), the Professional Development Allowance is paid separately after prior approval has been sought from the Chief Executive Officer to attend professional development.

Section 4.1.4.3 of the Policy outlines which meetings will attract the Extra Meeting Allowance. This includes time spent on approved professional development activities. It is timely to review the level of extra meeting allowances and options that Council could consider:

- Retaining existing extra meeting allowance of \$150 per meeting.
- Increasing the existing extra meeting allowance, by way of comparison in 2017/2018 Darwin extra meeting allowance was approximately \$180 per meeting.
- Provide for an extra meeting allowance which considers duration of meeting, for example \$150 for a meeting up to 4 hours and \$300 for a meeting exceeding 4 hours.

It is important to note regardless of the nominated extra meeting allowance amount or methodology an Elected Member is only entitled to claim to the maximum amount it establishes which will be no more than \$10,331.89 per annum established by the Minister. Once the maximum is reached the Elected Members will not receive an allowance for attending the required meetings.

It is also recommended that Section 4.1.7 of the Policy be updated to ensure that when an Elected Member is acting in the role of the Mayor, they are paid 100% of the Mayoral Base and Electoral Allowance for that period. This level of remuneration will better reflect the community's expectations of the Elected Member when acting as Mayor and as Council is always required to have a Mayor, will ensure adequate compensation for whoever is acting that role.

There have also been some minor wording and editing changes to the policy as outlined in **Attachment B**.

### **Entitlements**

According to the Policy, in addition to allowances, Ordinary Elected Members are provided the following benefits:

- iPad, Internet access and an iPad capable printer for home use, a single set of toner cartridges and a single ream of paper
- A City of Palmerston email address for official use including a calendar facility. The calendar must be visible to other Elected Members and staff.
- Business cards and name badges
- Postage for official correspondence (bulk mail not provided)
- Photocopying facilities (Circulars, publications and election material excluded)

The current policy is quite prescriptive in only providing iPads and specific printing materials to Elected Members. Elected Members potentially use different devices that may not currently require replacement, may not require printing equipment or would prefer to use these funds for other technology or communications costs.

To provide all Elected Members with greater flexibility in meeting their technology requirements in delivery of their responsibilities to the Community, Council officers are recommending providing a total Information Technology Capital Allowance for the cost of technology equipment to a maximum amount of \$1,200 over the term of the Council. This may be claimed across more than one transaction and must be paid for by the Elected Member and reimbursement will occur from Council once a paid Tax Invoice has been received. This would be provided in lieu of an iPad and printer.

It is further being recommended that a Communications Allowance of \$800 per annum will also be provided for communications and printing costs. This allowance will be paid monthly at the beginning of the financial year and will replace the benefit of Internet access, a single set of toner cartridges and a single ream of paper, rather than provide an additional benefit. It would apply to all Elected Members and all other benefits would remain the same.

### **CONSULTATION PROCESS**

There is no consultation process required for this report.

### **POLICY IMPLICATIONS**

EM02 Elected Member Benefits and Support.

### **BUDGET AND RESOURCE IMPLICATIONS**

Council has budgeted for the maximum allowances as established by the Department of Housing and Community Development which represents a total of \$364,899 for Elected Member Expenses as part of the development of the 2018/19 Budget.

Additional costs for the Information Technology Capital Allowance and Communications Allowance will be provided for as part of Council's Information Technology Budget and be funded from savings from IT acquisitions no longer required and communications costs no longer required. No additional funds are being sought as part of this report.

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

Council has sought independent legal advice as to its taxation and superannuation obligations to Elected Members. The advice received is that Elected Members are not required to withhold superannuation or taxation.

Council has also consulted informally with the City of Darwin regarding the change to an Information Technology Capital Allowance and Communications Allowance as they made this change some time ago. They advise that there have been no objections to this process.

Local Government Act

Local Government Guideline 2: Allowances for Council Members

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental implications.

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

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

## **ATTACHMENTS**

Attachment A: Current Council Policy EM02 Elected Member Benefits and Support

Attachment B: Proposed changes to Council Policy EM02 Elected Member Benefits and Support

Attachment C: Amended Council Policy EM02 Elected Member Benefits and Support

Attachment D: Guideline 2 Allowances for Council Members

Name:	Elected Member Benefits and Support Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	5/09/2017	Next Review Date:	5/09/2019

### 1 PURPOSE

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

### 2 PRINCIPLES

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

### 3 DEFINITIONS

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

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

### 4 POLICY STATEMENT

#### 4.1 Elected Member Allowances

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

## EM02

- 4.1.4.3 In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, the City of Palmerston has determined only the following meetings will attract the allowance:-
- i. Council Committee Meetings;
  - ii. Special Meetings of Council;
  - iii. Special Meetings of Council Committees;
  - iv. Council Advisory / Reference Group Meetings;
  - v. Council workshops or briefings;
  - vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
  - vii. Professional development courses / conferences that have approval and are in line with Council Policy.
- 4.1.5 Allowances are set annually by Council as part of budget deliberations.
- 4.1.6 Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.
- 4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor for a period of less than 14 days, no compensation will be paid. Where the period is 14 days or longer, the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.
- 4.2 Elected Member Benefits
- 4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- an iPad, internet access, and an iPad capable printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense
  - A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities
  - An Elected Members Portal with dedicated access to Council business papers
- 4.2.2 All ICT equipment remains the property of the City of Palmerston. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences.
- 4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.
- 4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.
- 4.2.6 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.7 Miscellaneous

## EM02

- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals
- A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

### 4.2.8 Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- Provision and maintenance of Mayoral Robes and Chain of Office
- Mobile Phone
- An office and administrative and secretarial assistance for official use
- Provision and use of official Mayoral stationary
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented
- Fully maintained Council vehicle for private and official use

### 4.3 Elected Member Travel

- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

### 4.4 Insurance

- 4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
  - Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
  - Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
  - Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
  - Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council

### 4.5 Gifts and Benefits Received by Elected Members

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

## 5 ASSOCIATED DOCUMENTS

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

## 6 REFERENCES AND RELATED LEGISLATION

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

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

- Guideline 1: REVOKED
- Guideline 2: Allowances for Council Members
- Guideline 3: Appointing a CEO
- Guideline 4: Investments
- Guideline 5: Borrowings
- Guideline 6: REVOKED
- Guideline 7: Disposal of Property

## EM02

Name:	Elected Member Benefits and Support Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	5/09/2017	Next Review Date:	5/09/2019

### 1 PURPOSE

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

### 2 PRINCIPLES

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

### 3 DEFINITIONS

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

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

### 4 POLICY STATEMENT

#### 4.1 Elected Member Allowances

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

## EM02

- 4.1.4.3 In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, the City of Palmerston has determined only the following meetings will attract the allowance:-
- i. Council Committee Meetings;
  - ii. Special Meetings of Council;
  - iii. Special Meetings of Council Committees;
  - iv. Council Advisory / Reference Group Meetings;
  - v. Council workshops or briefings;
  - vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
  - vii. Professional development courses / conferences that have approval and are in line with Council Policy.
- 4.1.5 Allowances are set annually by Council as part of budget deliberations.
- 4.1.6 Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.
- 4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor ~~for a period of less than 14 days, no compensation will be paid. Where the period is 14 days or longer,~~ the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.
- 4.2 Elected Member Benefits
- 4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- ~~an iPad, internet access, and an iPad capable printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense. A one-off Information Technology Capital Allowance for the cost of technology equipment to the value of \$1,200. Reimbursement will occur from Council once a paid Tax Invoice has been received.~~
  - ~~An Annual Communications Allowance of \$800 for communications and printing costs. This will be paid as a lump sum at the beginning of the financial year.~~
  - A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities
  - An Elected Members Portal with dedicated access to Council business papers
- 4.2.2 ~~All ICT equipment remains the property of the City of Palmerston. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences. Council staff will provide basic IT support including access to relevant systems and email accounts, but will not be responsible for privately owned IT equipment.~~
- 4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.
- 4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.

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- 4.2.6 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.7 Miscellaneous
- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.
  - A history of members elected to office will be appropriately recorded photographically under direction of the CEO.
- 4.2.8 Mayoral Benefits
- In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:
- Provision and maintenance of Mayoral Robes and Chain of Office
  - Mobile Phone
  - An office and administrative and secretarial assistance for official use
  - Provision and use of official Mayoral stationary
  - Reimbursement for costs associated with attendance and participation at official functions where Council is represented
  - Fully maintained Council vehicle for private and official use
- 4.3 Elected Member Travel
- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.
- 4.4 Insurance
- 4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
- Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
  - Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
  - Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
  - Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council
- 4.5 Gifts and Benefits Received by Elected Members
- 4.5.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50, Elected Members will immediately inform in writing the Chief Executive Officer with regards to the following:
- The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;

- The value of the gift or benefit;
- How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, ~~reject~~decline the gift or benefit.

4.5.2 The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.

## 5 ASSOCIATED DOCUMENTS

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

## 6 REFERENCES AND RELATED LEGISLATION

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

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

- Guideline 1: REVOKED
- Guideline 2: Allowances for Council Members
- Guideline 3: Appointing a CEO
- Guideline 4: Investments
- Guideline 5: Borrowings
- Guideline 6: REVOKED
- Guideline 7: Disposal of Property

Name:	Elected Member Benefits and Support Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	5/09/2017	Next Review Date:	5/09/2019

## 1 PURPOSE

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

## 2 PRINCIPLES

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

## 3 DEFINITIONS

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

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

## 4 POLICY STATEMENT

### 4.1 Elected Member Allowances

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

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

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

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

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

4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.

#### 4.2 Elected Member Benefits

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

- A one-off Information Technology Capital Allowance for the cost of technology equipment to the value of \$1,200. Reimbursement will occur from Council once a paid Tax Invoice has been received.
- An Annual Communications Allowance of \$800 for communications and printing costs. This will be paid as a lump sum at the beginning of the financial year.
- A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities
- An Elected Members Portal with dedicated access to Council business papers

4.2.2 Council staff will provide basic IT support including access to relevant systems and email accounts, but will not be responsible for privately owned IT equipment.

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

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

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

4.2.6 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

4.2.7 Miscellaneous

- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.

- A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

#### 4.2.8 Mayoral Benefits

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- Provision and maintenance of Mayoral Robes and Chain of Office
- Mobile Phone
- An office and administrative and secretarial assistance for official use
- Provision and use of official Mayoral stationary
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented
- Fully maintained Council vehicle for private and official use

#### 4.3 Elected Member Travel

- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

#### 4.4 Insurance

- 4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
  - Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
  - Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
  - Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
  - Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council

#### 4.5 Gifts and Benefits Received by Elected Members

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

## 5 ASSOCIATED DOCUMENTS

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

## 6 REFERENCES AND RELATED LEGISLATION

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- Local Government Act
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- Guideline 6: REVOKED
- Guideline 7: Disposal of Property

ANNEXURE A - SCHEDULE  
GUIDELINE 2

Contents

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## **Allowances for Council Members**

### **(1) Background**

Section 71(1) of the Local Government Act provides that, “a member of council is entitled to be paid an allowance by the council.” Section 71(2) qualifies this by providing that, “The allowance is to be paid at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year.”

### **(2) Definitions and Abbreviations**

#### **Approval**

Means approval of the council or the CEO according to council policy.

#### **Acting Principal Member**

Refers to a person appointed pursuant to section 43(2)(b), section 43(2)(c), or section 43(3) of the Local Government Act.

#### **Base Allowance**

The base allowance covers those activities required of a council member in the performance of his or her role as an elected representative. Without limiting the generality of the preceding sentence, the base allowance covers:

(a) agenda study and meeting preparation; (b)

attendance at regular council meetings;

(c) attendance at social functions as a council representative; (d)

constituency responsibilities; and

(e) council representation outside the municipality/shire area, including delegations interstate and overseas, unless such representation has extra meeting approval.

#### **Electoral Allowance**

An allowance provided to assist council members with electoral matters. It may be used at the discretion of individual council members.

#### **Extra Meeting Allowance**

(1) A council must not pay extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance.

(2) For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

(3) For other council members this allowance is paid only in accordance with council policy and after an approved claim is made.

- (4) The extra meeting allowance must not be paid for those meetings specified as covered by the base allowance.
- (5) The extra meeting allowance is capped for each financial year (see tables at clause 8).

**Ordinary council member**

A council member other than the principal member, deputy principal member or, during the relevant period, an acting principal member.

**Professional development allowance**

An allowance payable to council members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a council member. Any such course or conference must have approval and be consistent with council policy in order to attract this allowance.

**(3) Category of Council**

- (a) Council member allowances will apply differently according to the category of the council.
- (b) Councils must apply to the Minister in order to move between categories.

**(4) Categories**

**(a) Category 1**

City of Darwin

**(b) Category 2**

City of Palmerston  
Alice Springs Town Council

**(c) Category 3**

East Arnhem Regional Council  
Barkly Regional Council  
Katherine Town Council  
Litchfield Council  
MacDonnell Regional Council  
Roper Gulf Regional Council  
Tiwi Islands Regional Council  
Victoria Daly Regional Council  
West Arnhem Regional Council  
West Daly Regional Council

**(d) Category 4**

Belyuen Community Government Council  
Coomalie Community Government Council  
Wagait Shire Council

## **(5) Maximum Rates of Allowance**

The amounts listed in the tables (see clause 8) are the maximum payable to council members depending on the resolution of council pursuant to section 71(3) of the Local Government Act. Councils may resolve an amount lesser than the maximum.

NOTE - Section 128(2) of the Local Government Act provides that once allowances for the members of the council for a particular financial year have been set, they cannot be changed by amendment.

The maximum amounts in the tables are to be indexed at 1 July each year by applying the December quarter Darwin consumer price index percentage amount of the previous year as published by Northern Territory Treasury.

## **(6) Rules Regarding Allowances**

### **(a) Base Allowance Claims**

The base allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

### **(b) Electoral Allowance Claims**

The electoral allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

### **(c) Acting Principal Member Claims**

- (i) When the deputy principal member carries out the functions of the principal member as outlined in section 43(2)(b) and section 43(2)(c) of the Local Government Act, the deputy principal member is entitled to be paid an allowance as the acting principal member.
- (ii) If some other council member is acting as the principal member in accordance with section 43(3) of the Local Government Act, the member is entitled to be paid an allowance as the acting principal member.
- (iii) The acting principal member is entitled to be paid the daily rate, as outlined in the table of allowances. While a council member is acting principal member, the extra meeting and base allowances are suspended. In the case of base allowance, this is on a pro rata basis. The member is still entitled to their usual electoral allowance. The daily rate includes Saturdays, Sundays and public holidays.
- (iv) The maximum number of days (including Saturdays, Sundays and public holidays) that a council member may be paid as the acting principal member is an aggregate of 90 days in a financial year. A member may continue to hold the position for a longer period if council so resolves, however, the allowance reverts to the usual rate for that member.

**(d) Extra Meeting Allowance Claims**

- (i) Council members may only claim an extra meeting allowance for meetings referred to in the council policy.
- (ii) An extra meeting allowance may be claimed for up to a maximum of two meetings per day.
- (iii) Council members must not claim for an extra meeting more than once for the same meeting.
- (iv) When a council member is required to travel in order to attend an approved extra meeting, the council member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day on which the meeting is held. In this context, a full day of travelling means at least four hours of travelling, which may include time in transit.
- (v) Claims must be made using the forms approved by council.
- (vi) Forms must include the date on which the meeting was held and indicate the period of time the member was present at the meeting.
- (vii) The member must have attended at least 75 per cent of the duration of the meeting to claim an extra meeting allowance.
- (viii) Claims for extra meeting allowance must be made by the second working day in the month following the meeting for which the claim is made, or as resolved by council. Payment of extra meeting allowance is monthly or as resolved by council.
- (ix) Claims for extra meeting allowance not made in accordance with (viii) will be regarded as a late claim and paid with the next monthly payment. However, if the claim is not made within three months of the meeting for which the extra meeting allowance is claimed, the right to an extra meeting allowance for that meeting is forfeited.
- (x) Claims forms must be submitted by the approved method.

**(e) Professional Development Allowance Claims**

- (i) The allowance is available to all council members.
- (ii) The professional development allowance may be claimed multiple times each year, but the total value of those claims must not exceed the maximum specified in the table (see clause 8).
- (iii) The professional development allowance is to be used to cover the cost of travel to the course or conference, course or

conference fees, meals and accommodation for the duration of the course or conference.

- (iv) Claims must be made using the forms approved by council.
- (v) Only approved courses/conferences consistent with council policy attract professional development allowance.

#### **(7) Payment of Allowances**

Payment shall be lodged with the council's bank for transfer to council members by no later than the fifth working day in each month, or as resolved by council.

Council members may choose to have some, or all, of their allowance paid into a superannuation fund according to council policy.

NOTE – Section 71(5) of the Local Government Act provides that allowances are not to be paid in advance.

## (8) Maximum Council Member Allowances

Amounts as at 1 January 2010

Note 1: All amounts in the table are to be increased on the 1<sup>st</sup> of July each year by the December quarter Darwin CPI figure from the preceding year.

Note 2: A council must resolve allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July (section 128(1)). The amounts in these tables indicate the maximum level at which allowances may be set. Councils can resolve to pay less than the maximums. A council needs to consider allowances in the overall context of its budget. Once a council has resolved the level of allowances for a financial year they cannot be changed by amendment (section 128(2)).

### Ordinary Council Members

Council Members other than Principal Member and the Deputy Principal Member	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands, West Daly <sup>1</sup>	Belyuen, Coomalie, Wagait
Base Allowance	\$19,074.23*	\$13,352.68*	\$11,445.15*	\$3,815.05*
Electoral Allowance	\$6,979.23*	\$4,886.18*	\$4,188.15*	\$1,396.05*
Professional Development Allowance	\$3,179.55*	\$3,179.55*	\$3,179.55*	\$3,179.55*
Max extra meeting allowance	\$12,716.15*	\$8,902.13*	\$7,630.10*	\$2,544.05*
Total Claimable	\$41,949.15*	\$30,320.53*	\$26,442.95*	\$10,934.70*

### Acting Principal Member

	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria Daly, Central Desert, Tiwi Islands, West Daly	Belyuen, Coomalie, Wagait
Daily Rate	\$366.95*	\$258.30*	\$221.40*	\$73.80*
Maximum claimable (90 days)	\$33,117.75*	\$23,182.43*	\$19,870.65*	\$6,623.55*

<sup>1</sup> Note these guidelines amended on 1 July 2014 to provide for new West Daly Council which commenced 1 July 2014. These guidelines apply to West Daly council from that date to provide the same maximums as other category 3 councils.

### Deputy Principal Member

	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands, West Daly <sup>2</sup>	Belyuen, Coomalie, Wagait
Base Allowance	\$39,217.50*	\$27,452.58*	\$23,530.93*	\$7,844.33*
Electoral Allowance	\$6,979.23*	\$4,886.18*	\$4,188.15*	\$1,396.05*
Professional Development Allowance	\$3,179.55*	\$3,179.55*	\$3,179.55*	\$3,179.55*
Total claimable	\$49,376.30*	\$35,518.30*	\$30,898.63*	\$12,419.93*

### Principal Member

	Category 1:	Category 2:	Category 3:	Category 4:
	Darwin	Palmerston and Alice Springs	Litchfield Katherine, East Arnhem Barkly, Roper Gulf, MacDonnell, West Arnhem, Victoria-Daly, Central Desert, Tiwi Islands, West Daly	Belyuen, Coomalie, Wagait
Base Allowance	\$106,058.80*	\$74,241.78*	\$63,636.10*	\$21,212.38*
Electoral Allowance	\$27,914.85*	\$19,540.60*	\$16,749.53*	\$5,583.18*
Professional Development Allowance	\$3,179.55*	\$3,179.55*	\$3,179.55*	\$3,179.55*
Total claimable	\$137,153.20*	\$96,961.93*	\$83,565.18*	\$29,975.10*

<sup>2</sup> Note these guidelines amended on 1 July 2014 to provide for new West Daly Council which commenced 1 July 2014. These guidelines apply to West Daly council from that date to provide the same maximums as other category 3 councils.

**AGENDA ITEM:** 12.2.3

**REPORT TITLE:** Renewal of Palmerston Men's Shed Lease

**REPORT NUMBER:** 9/0013

**MEETING DATE:** 1 May 2018

**Author:** Director of Corporate Services, Chris Kelly

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

## PURPOSE

This report seeks Council approval to negotiate a new lease for the Palmerston Men's Shed Inc. (PMS) over a 336m<sup>2</sup> area incorporating Sheds 3 and 4 plus two fenced yards on Lot 9543, Yarrawonga.

## Municipal Plan:

### 1. Community & Cultural Wellbeing

#### 1.1 Healthy Communities

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

## KEY ISSUES

- PMS has held a lease rent free for 2 sheds at Lot 9543 Yarrawonga since February 2011, after initially occupying 1 shed since October 2010.
- PMS' current lease expires on the 30 June 2018.
- Council has previously extended the lease to PMS'.
- The lease at no fee is effectively a grant however this lease does not require the same governance and acquittal from PMS as it does for other grant recipients.
- For good governance and consistency, it is recommended that Council renegotiate the lease subject to additional requirements to bring it into line with other grants provided by the Council.
- Recent correspondence to PMS' identified that the lease is due for renewal.
- Currently no other use has been identified for these sheds.

## RECOMMENDATION

1. THAT Report Number 9/0013 entitled Review of Palmerston Men's Shed Lease be received and noted.
2. THAT Council offer a new lease to the Palmerston Men's Shed Inc. for one-year on terms and conditions outlined in Report Number 9/0013 entitled Renewal of Palmerston Men's Shed Lease, with the option of a one-year extension subject to the Palmerston Men's Shed compliance with lease conditions and Council's operational requirements.

3. THAT Council, pursuant to Section 32(2) of the Local Government Act 2008 (as amended) hereby delegates to the Chief Executive Officer, the power to negotiate a one-year lease with the Palmerston Men's Shed Inc. on terms and conditions outlined in Report Number 9/0013 entitled Renewal of Palmerston Men's Shed Lease, with the option of a one-year extension subject to the Palmerston Men's Shed compliance with lease conditions and Council's operational requirements.

## **BACKGROUND**

City of Palmerston has provided the Palmerston Men's Shed Inc. (PMS) with rent free premises to operate a Men's Shed from December 2010 to date. The site currently leased to PMS consists of two sheds (Sheds 3 and 4) and both rear fenced yards incorporating a total of 336m<sup>2</sup>. These sheds and yards are on the same site as Council's Depot and Dog Pound, accessible through the same gate. The current lease which has been extended twice is due to expire on 30 June 2018. The initial agreement was to lease Shed 4 for no more than two years, in which time a permanent site would be sourced by PMS. Since then the PMS have expanded into Shed 3 and have continued to occupy the site with the consent of Council through leases and extensions.

The current lease does not reflect the PMS' use of Shed 3, which has been occupied by the PMS since February 2011 and is therefore not an accurate reflection of the agreement between Council and the PMS. The current lease does not require the PMS to have adequate public liability insurance, which means that unless any negligence can be proven against Council, any liability would fall back onto the PMS as a community group. The PMS is not automatically covered by Council's public liability insurance. There is also no requirement for the PMS to make the site safe in preparation for significant weather events which represents a safety risk to the community, particularly if loose materials are not secured during a cyclone.

The lease does not place the same requirements on PMS as it does for other organisations that receive the support of Council. These requirements are outlined in Council Policy FIN18 Grants, Donations, Scholarships and Sponsorships. This is also not equitable and could lead to other organisations questioning why they need to comply with the reasonable requirements of Council.

It is appropriate at this stage for Council to review the lease conditions to ensure they reflect standard conditions, Council Policy and practices.

This report seeks Council's endorsement to negotiate a new lease effective from 1 July 2018.

## **DISCUSSION**

The expiry of the current lease to the PMS presents Council with an opportunity to review the tenure arrangements that have been in place since 2010.

The provision of sheds and facilities at no charge to the PMS represents a significant contribution by Council. It is the equivalent of an estimated \$36,000 a year in forgone rent for Sheds 3 and 4. This amount does not include any additional support provided by Council since 2010.

It is being recommended that Council offer PMS' a new lease which reflects appropriate terms and conditions, including but not limited to:

- Formalisation of reporting requirements to Council. There is currently no requirement to report back to Council on the activities of the PMS.
- Formalisation of eligibility criteria to be maintained by the association, to align with expectations of other Community Benefit Scheme or community funding applicants (as outlined in Council Policy FIN 18 Grants, Donations, Scholarships and Sponsorships).
- A site management plan which identifies how the site will be managed, suitable locations for storage, areas to be kept clear and how the site will be kept in an orderly state.

- An emergency management plan that includes a pre-cyclone season cleanup and outlines the relevant actions and defined timeframes to make the safe site and prepared for a severe weather event upon direction from Council.
- Annual provision of relevant financial and governance information including:
  - a summary of the group's annual budget which includes alternate funding sources
  - most recent audited financials
  - evidence of current Incorporation compliance
  - evidence of current Men's Shed Association membership
  - current PMS constitution
  - current public liability insurance to the value of \$20 million which notes Council on the policy.
  - contact details of current elected office bearers
- Acknowledgement of Council's support, including:
  - Use of City of Palmerston logo on all promotional material and newsletters
  - Identification of City of Palmerston as a supporter on social media and any other electronic platforms
  - Use of Council's logo on media and collateral related to any community engagement or outreach activities
- A dispute resolution process which will enable both parties to resolve disputes in confidence.
- Hours of operation will reflect Council's Depot hours of operation.

Council officers recommend a lease of one year, with the opportunity for a one-year extension, which would be granted subject to Council's operational requirements once the PMS has demonstrated compliance with Council's requirements. In order to extend the lease, the PMS will be required to apply in writing no later than 31 May 2019 and provide a report to Council which details:

- PMS annual membership statistics,
- monthly use of facility statistics
- an overview of planned PMS activities that will benefit the Palmerston community

There is no requirement for the PMS to accept an offer to extend the lease.

If the lease is not extended by Council, conditions not meet or not accepted by PMS, they would be required to vacate the premises. If this was to occur it is recommended that they be provided an additional 3 months to assist with any relocation.

## **CONSULTATION PROCESS**

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

- Executive Leadership Team

In preparing this report the following external parties were consulted:

- Council insurer

The PMS have been advised in writing on 20<sup>th</sup> April 2018 that the lease is due for renewal and they were provided with the contact details of staff. Upon receiving direction from Council, Council officers will contact the PMS to commence negotiations.

## **POLICY IMPLICATIONS**

This report will ensure Council's requirements of PMS are consistent with Council Policy FIN18 Grants, Donations, Scholarships and Sponsorships that applies to other organisations that are supported by Council.

## **BUDGET AND RESOURCE IMPLICATIONS**

Council is using Sheds 1 and 2, however sheds 3 and 4 are currently surplus to Council requirements at this time and have been estimated by Council's managing agent to be capable of generating a rent of \$36,000 if rented commercially, however Council has not budgeted any revenue for these sheds due to the long-term occupancy by the PMS. The in-kind value of support for PMS will be included in the Council's community benefit scheme annual reporting.

Any costs from other support provided is minimal and absorbed in the ordinary course of operations.

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

The in-kind support provided to the PMS is effectively a grant, and the additional requirements outlined above will ensure consistency with Council Policy FIN18 Grants, Donations, Scholarships and Sponsorships and equity among community organisations that are supported by the City of Palmerston.

To protect PMS and the Council from potential liability, it is recommended that future leases require the PMS to have adequate public liability insurance either through affiliation with the Men's Shed Association or through their own policy. The current lease does not require the PMS to have adequate public liability insurance. Council's insurance brokers advise that unless any negligence can be proven against Council, any liability would fall back onto the PMS as a community group. The PMS is not automatically covered by Council's public liability insurance.

Legal advice will be sought by Council officers to assist in the drafting of a lease.

In addition to the specific issues identified, the lease will contain standard terms and conditions.

## **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**

There are no attachments for this report.

## 13 INFORMATION AND CORRESPONDENCE

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### 13.1 Information

#### 13.1.1 LGANT Executive Minutes – 27 March 2018

THAT the LGANT Executive Minutes – 27 March 2018 be received and noted.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**MINUTES OF THE LGANT EXECUTIVE MEETING  
HELD ON TUESDAY 27 MARCH 2018 IN THE LGANT OFFICE  
COMMENCING AT 9:30 AM**

**1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE**

Mayor Damien Ryan	President ( <i>Phone</i> )
Alderman Gary Haslett	Vice-President – Municipals ( <i>Phone</i> )
Mayor Fay Miller	Executive – Municipal ( <i>Phone</i> )
Mayor Maree Bredhauer	Executive – All Councils ( <i>Phone</i> )
Councillor Lynette De Santis	Executive – Regional and Shires ( <i>Phone</i> )
President Peter Clee	Executive – Regional and Shires
<b>IN ATTENDANCE:</b>	
Tony Tapsell	LGANT CEO
Peter McLinden	LGANT
Mark Hagger	LGANT

**2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING**

Mayor Steven Edgington	Executive – Regional and Shires
Alderman Sherry Cullen	City of Darwin
Mayor Matthew Ryan	Vice President – Regional and Shires

**RESOLUTION**

That members:

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

**Moved: President Clee**

**Seconded: Mayor Miller**

**Carried**

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

**4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING**

**RESOLUTION**

THAT the minutes of the Executive meeting held on Wednesday 7 February 2018 be confirmed as a true and correct record of this meeting.

**Moved: President Clee**

**Seconded: Mayor Bredhauer**

**Carried**

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

**RESOLUTION**

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

**Moved: Mayor Bredhauer**

**Seconded: Mayor Miller**

**Carried**

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

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

**6.1 Financial Reports for 31 January 2018**

**Discussion**

Members endorsed the financial reports.

**RESOLUTION**

THAT the Executive receives and adopts the financial reports for 31 January 2018.

**Moved:** Mayor Miller  
**Seconded:** President Clee  
**Carried**

**6.2 Nominations to Local Government Disciplinary Committees**

**Discussion**

The LGANT CEO advised the Executive, following a recent discussion with departmental representatives, that only elected members would be accepted as nominations for disciplinary committees. The Executive asked that a letter be forwarded to East Arnhem Regional Council about its nominee.

Mayor Miller advised that Katherine Town Council had recently resolved to nominate her and Alderman Lis Clark to the committees. The Executive agreed the nominations should be submitted on the basis that they did not add up to the full complement of ten nominations the Department wished to receive.

The Executive discussed eligibility criteria for persons to nominate and were of the view that some clarity over the process was needed from the Department.

**Action**

1. Draft letter to East Arnhem Regional Council.
2. Advise councils of nominations.
3. LGANT to enter into discussions with the Department about the eligibility of local government representatives on disciplinary committees.

**RESOLUTION**

THAT the Executive endorses nominees to a list of persons eligible to be a member of a local government disciplinary committee.

**Moved:** President Clee  
**Seconded:** Mayor Miller  
**Carried**

**6.3 Nominations to the Local Government Accounting Advisory Committee**

**Discussion**

Members discussed the relative merits of the nominations.

**RESOLUTION**

THAT the Executive endorses Ramesh Pudasani as the LGANT representative to the Local Government Accounting Advisory Committee.

**Moved:** Mayor Miller  
**Seconded:** President Clee  
**Carried**

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**6.4 ASIO NT Security Intelligence Briefing**

**Discussion**

Members were alerted to the various websites they could access if they wish to find out more about national security issues. A security briefing is planned for the CEO Forum which is being held on 12 April 2018.

**RESOLUTION**

THAT the Executive receives and notes the report on the ASIO NT security intelligence briefing.

**Moved:** Mayor Miller  
**Seconded:** Mayor Bredhauer  
**Carried**

**6.5 Joint Insurance Scheme and Discretionary Trust**

**Discussion**

The President advised the Executive this had been an ongoing process and a formal resolution is required from all parties that will be part of the Trust.

**RESOLUTION**

THAT the Local Government Association of the Northern Territory resolves to:

- a) become a member of the Northern Territory Local Government Insurance Discretionary Trust established by Jardine Lloyd Thompson for the purpose of providing insurance services to Trust members
- b) contribute to the Discretionary Trust the sum of \$24,373 (estimation) for use by the Trust during the 2018/19 financial year.

**Moved:** Mayor Miller  
**Seconded:** President Clee  
**Carried**

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

**7.1 2017 Member Satisfaction Survey**

**Future Action**

Review the survey and report later in the year.

**7.2 Draft Risk Management Plan**

**Future Action**

Regularly review the risk management plan at LGANT staff meetings.

**7.3 2018-2019 Draft Annual Priorities for Strategic Plan**

**Future Action**

Implement the plan following its eventual adoption and provide reports to the Executive.

**7.4 2018-2019 Draft Annual Budget Including Membership Subscriptions**

**Future Action**

Implement the annual budget following its eventual adoption and report monthly to the Executive.

**7.5 Draft LGANT Local Roads Asset Management Plan**

**Future Action**

Regularly review the management plan at staff meetings and provide reports to the Executive.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**7.6 Draft LGANT submission to the Aviation Inquiry**

**Future Action**

Put in 'inactive' segment of agenda until August 2018.

**7.7 Nomination to the EASA Board**

**Future Action**

No further action required.

**7.8 Nomination to the NT Grants Commission**

**Future Action**

Await endorsement of a Commissioner by the Minister.

**7.9 Submission on Remote Employment and Participation**

**Future Action**

Follow up with the Department of Prime Minister and Cabinet the status of its consultative work on remote employment and participation.

**7.10 Submission on the Discussion Draft *Planning for a Vibrant Future***

**Future Action**

Follow up with the Department of Infrastructure, Planning and Logistics the status of its consultative work on planning.

**7.11 Submission to the Northern Territory Revenue Discussion Paper**

**Future Action**

Follow up with the Department of Treasury the status of its consultative work on Northern Territory revenue.

**RESOLUTION**

**What decision is the Executive being asked to make?**

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

**Moved:** Mayor Bredhauer  
**Seconded:** Councillor De Santis  
**Carried**

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

**8.1 ALGA Strategic Planning Report – February 2018**

**Discussion**

Members were alerted to various issues discussed in the report including recent advice received about the Regional Growth Fund with details circulated to all councils.

**RESOLUTION**

THAT the Executive receives and notes the ALGA Strategic Planning report for February 2018.

**Moved:**  
**Seconded:**  
**Carried**

**8.2 LGANT General Meeting Agenda and Program**

**Discussion**

Members discussed some of the content of the agenda for the General meeting as well as the program for the Conference section with some speakers yet to be confirmed.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**RESOLUTION**

THAT the Executive receives and notes the general meeting agenda and program for April 2018.

**Moved:** Alderman Haslett

**Seconded:** Mayor Clee

**Carried**

**9. PRESIDENT'S REPORT – Nil**

**10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED**

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

**Future Action**

Follow up with agencies where they are at in terms of meetings and invitations.

**10.2 Cemeteries**

**Future Action**

Continue to work with the Northern Land Council over its draft licence on cemeteries.

**10.3 The Transfer of Barge Landings and Boat Ramps to Local Government**

**Future Action**

Follow up with the department the outcomes of the planning consultancies.

**10.4 Northern Territory Government Remote Housing**

**Future Action**

Attend NT Aboriginal Housing Forum on 7-8 March 2018 and report.

**10.5 Roadmap for Renewable Energy**

**Future Action**

Read report and provide feedback to the Executive and ETIRG.

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

**Future Action**

Seek legal advice.

**10.7 Council Motion – Impact of Substance Misuse on Council Workforces**

**Future Action**

Put recommendations to the CEO Forum in April 2018.

**10.8 Administration and Legislation Advisory Committee**

**Future Action**

Provide a progress report after the next meeting.

**10.9 Subdivision Guidelines**

**Future Action**

Follow up with the Department as to when it is likely to issue final documentation for the Northern Territory subdivision guidelines.

**10.10 NT Alcohol Policies and Legislation Review**

**Future Action**

Consider whether it is appropriate to adopt policy in light of the government's response.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**10.11 Submission to the Environmental Regulatory Reform Discussion Paper**

**Future Action**

Follow up with the Department when new regulations are proposed to be introduced.

**10.12 Procedural Steps for Councils to Borrow Monies**

**Future Action**

Follow up with the Department the processes involved and include in the agenda for the Finance Reference Group in March 2018.

**10.13 Independent Commissioner Against Corruption Bill**

**Future Action**

Review legislation and arrange meetings with the new organisation once it is established; possibly in July 2018.

**10.14 Inquiry into National Freight and Supply Chain Priorities**

**Future Action**

Follow up with the Federal Department of Infrastructure and Regional Development government's response to the report.

**10.15 NT EPA Draft Guideline for Consultation – Recommended Land Use Separation Distances**

**Future Action**

Follow up with the NT Environment Protection Agency's decision over its land use separation distances guideline.

**10.16 Council Motion – Review of Natural Disaster Relief and Recovery Arrangements Conditions and Eligibility**

**Future Action**

Continue to work with the Department of Housing and Community Development and workshop guidelines/reporting processes over the next few months.

**10.17 Council Motion – Improving Voting and Voter Turnout at Council Elections**

**Future Action**

Continue to work with the Northern Territory Electoral Commission on ways to improve voter turnout at council elections.

**10.18 Per- and Poly-Fluoroalkyl Substances (PFAS)**

**Future Action**

Continue to advise on developments given it is being handled as a national issue.

**10.19 NT 10 Year Museums Master Plan Stakeholder Engagement**

**Future Action**

Follow up with the Department of Tourism and Culture the results of the Hames Sharley report.

**10.20 Federal Black Spot Funding**

**Future Action**

Continue to support and work with the ALGA in respect of its budget submission on this matter.

**10.21 Building Better Regions Fund – Local Road Mapping**

**Future Action**

Following submission of the application, advise the Executive of the outcomes once they are known.

**10.22 Australian Securities and Investment Commission**

**Future Action**

Continue to encourage councils to advise employees about the ASIC website: *Smartmoney*

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**10.23 Collaboration on Insurance Practices**

**Future Action**

Provide progress reports

**10.24 Appointment of LGANT Representatives to the Animal Welfare Advisory Committee**

**Future Action**

No further action required.

**10.25 Appointment of a LGANT Representative to the Minister's Advisory Council on Multicultural Affairs**

**Future Action**

Await endorsement of nominee by the Minister.

**10.26 Appointment of a LGANT Representative to the NT Water Safety Advisory Council**

**Future Action**

Await endorsement of nominees by Minister.

**10.27 Appointment of a LGANT Representative to the Place Names Committee**

**Future Action**

Await endorsement of nominees by Minister.

**10.28 CouncilBIZ Constitution**

**Future Action**

Advise outcome of proposed constitutional changes when they are known.

**RESOLUTION**

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

**Moved:** Alderman Haslett

**Seconded:** Mayor Miller

**Carried**

**11. BUSINESS NOT YET FINISHED BUT INACTIVE**

11.1	Waste Management Regional Projects
11.2	2015-16 Local Government National Report
11.3	Review of the <i>Local Government Act</i>
11.4	Street Lighting Arrangements
11.5	Constitutional Recognition of Aboriginal and Torres Strait Islander People

**RESOLUTION**

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

**Moved:** Alderman Haslett

**Seconded:** Mayor Bredhauer

**Carried**

**12. MEMBERS QUESTIONS – Nil**

**13. GENERAL BUSINESS – Nil**

**14. COMPLETED BUSINESS**

14.1	2018/19 LGANT Budget Submission
14.2	Review of the 2017/2018 LGANT Budget
14.3	LGANT Risk Management Policy

**LOCAL GOVERNMENT ASSOCIATION  
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14.4	LGANT Governance Charter Policy
14.5	2018 Executive, General Meeting and Annual General Meeting Dates
14.6	Appointment of a LGANT Representative to the National Local Government Drug and Alcohol Advisory Committee
14.7	Appointment of a LGANT Representative to the Neighbourhood Watch NT Management Committee
14.8	Appointment of LGANT Representatives to the NT Settlement Planning and Outcomes Committee
14.9	Senate Inquiry into the Termination of ABC Shortwave Radio Transmission Services
14.10	LGANT Office Loan

**RESOLUTION**

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

**Moved:** Mayor Miller  
**Seconded:** President Clee  
**Carried**

**16. NEXT MEETING**

The next meeting of the LGANT Executive will be held on Wednesday 18 april 2018 at 9:00am in the LGANT Boardroom or by teleconference.

**THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11:30am.**

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**17. LIST OF ACTIONS FROM THE MEETING**

<b>ACTIONS</b>	<b>Item No</b>
1. Draft letter to East Arnhem Regional Council.	
2. Advise councils of nominations.	
3. LGANT to enter into discussions with the Department about the eligibility of local government representatives on disciplinary committees.	

DRAFT

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**13 INFORMATION AND CORRESPONDENCE**

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**13.2 Correspondence****14 REPORT OF DELEGATES**

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**15 QUESTIONS BY MEMBERS**

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**16 GENERAL BUSINESS**

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**17 NEXT ORDINARY COUNCIL MEETING**

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THAT the next Ordinary Meeting of Council be held on Tuesday 15 May 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chun Wah Terrace Palmerston.

**18 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 items of the Agenda.

**19 ADJOURNMENT OF MEETING AND MEDIA LIASION**

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**COUNCIL MEETING  
MINUTES**

**TUESDAY, 17 APRIL 2018**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 17 April 2018 at 6.30pm.**

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

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### **Acknowledgement of Traditional Ownership**

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

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### **1 PRESENT**

Elected Members:	Mayor Pascoe-Bell Alderman Hale Alderman Garden Alderman Giesecke Alderman Buhr Alderman Spick Alderman Henderson
Staff:	Chief Executive Officer, Luccio Cercarelli Director Corporate Services, Chris Kelly Director City Growth & Operations, Gerard Rosse Director Community Services, Jan Peters Finance Manager, Shane Nankivell Media Officer, Samantha Abdic Minute Secretary, Alyce Breed
Gallery:	Tony Tapsell, CEO Local Government Association NT Damien Ryan, Mayor Alice Springs Town Council Maree Bredhauer, Mayor Litchfield Council Jocelyn Nathanael-Walters, Department of Housing and Community Development Will Zwar, NT News Melissa Mackay, 9 News 10 members of the gallery

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### **2 APOLOGIES**

Moved: Alderman Buhr  
Seconded: Alderman Giesecke

1. THAT the apology received from Alderman Lewis be received and granted.
2. THAT the leave of absence be granted for Alderman Garden for the period from 27 April to 22 May 2018.

**CARRIED 9/0000 – 17/04/2018**

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

## 3 CONFIRMATION OF MINUTES

*The Mayor asked the Chief Executive Officer if the minutes from 13 March 2018 are true and correct, as the meeting was presided over by the former Official Manager.*

Moved: Alderman Garden  
Seconded: Alderman Hale

1. THAT the minutes of the Council Meeting held Tuesday, 13 March 2018 pages 9515 to 9519, be confirmed.

CARRIED 9/0001 – 17/04/2018

*The Chief Executive Officer left Chambers at 6:32pm due to a declared conflict of interest.*

*The Mayor asked the Director of Corporate Services if the Confidential Restricted minutes from 13 March 2018 are true and correct, as the meeting was presided over by the former Official Manager.*

Moved: Alderman Buhr  
Seconded: Alderman Garden

2. THAT the minutes of the Confidential Restricted Meeting held Tuesday, 13 March 2018 pages 370 to 371, be confirmed.

CARRIED 9/0002 – 17/04/2018

The Chief Executive Officer returned to Chambers at 6:33pm.

## 4 MAYOR'S REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Spick

1. THAT the Mayors verbal report on the Local Government Association of the Northern Territory General Meeting (April 2018) and the 2018 NT Young Achievers Awards be received and noted.
2. THAT the Mayor write to Alex Florance congratulating him on winning the Small Business Achievement Award at the 2018 NT Young Achievers Awards.

CARRIED 9/0003 – 17/04/2018

## 5 REPORT OF DELEGATES

Nil.

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

Nil.

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

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

Nil.

**8** PETITIONS

Nil.

**9** DEPUTATIONS/PRESENTATIONS

Nil.

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

Nil.

**11** COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil.

11.2 Economic Development and Infrastructure

Nil.

11.3 Community Culture and Environment

Nil.

**12** INFORMATION AGENDA

12.1 Items for Exclusion

Nil.

12.2 Receipt of Information Reports

Nil.

12.3 Officer Reports

Nil.

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

## 13 DEBATE AGENDA

### 13.1 Officer Reports

#### 13.1.1 Casting Vote by Chair 9/0001

Moved: Alderman Henderson  
Seconded: Alderman Hale

1. THAT Report Number 9/0001 entitled Casting Vote by Chair be received and noted.

CARRIED 9/0004 – 17/04/2018

Moved: Alderman Buhr  
Seconded: Alderman Henderson

2. THAT pursuant to Section 61 (6) of the Local Government Act it be a policy of the 9<sup>th</sup> City of Palmerston Council that the Chair of meetings of the Council shall hold a second or casting vote where there is an equal number of votes on a matter before the Council.
3. THAT Council amend Policy Number EM01 – Elected Members to reflect the 9<sup>th</sup> City of Palmerston Council's Policy regarding Casting Vote by the Chair.

CARRIED UNANIMOUSLY 9/0005 – 17/04/2018

#### 13.1.2 Deputy Mayor 9/0002

Moved: Alderman Garden  
Seconded: Alderman Spick

1. THAT Report Number 9/0002 entitled Deputy Mayor be received and noted.

CARRIED 9/0006 – 17/04/2018

Moved: Alderman Hale  
Seconded: Alderman Buhr

2. THAT Council endorse the terms for the position of Deputy Mayor to be for a term of five (5) months and that method of appointment be as per Council Policy EM01 – Elected Members.

CARRIED 9/0007 – 17/04/2018

Moved: Alderman Buhr  
Seconded: Alderman Henderson

3. THAT Council, pursuant to Section 32(2) of the Local Government Act 2008 (as amended), hereby delegates to the Chief Executive Officer, the power to finalise the Policy EM01- Elected Member current wording to reflect Council's decision regarding the term and methodology of appointment of Deputy Mayor for the 9<sup>th</sup> Council.

CARRIED 9/0008 – 17/04/2018

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

13.1.2 Deputy Mayor (continued) 9/0002

Moved: Alderman Garden

Seconded: Alderman Spick

4. THAT Council appoint Alderman Hale as Deputy Mayor for a period of five (5) months in accordance with Council Policy EM01 Elected Members, commencing 18 April 2018 to 18 September 2018 (inclusive).

CARRIED 9/0009 – 17/04/2018

13.1.3 Nature and Timing of Council Meetings 9/0004

Moved: Alderman Buhr

Seconded: Deputy Mayor Hale

1. THAT Report Number 9/0004 entitled Nature and Timing of Council Meetings be received and noted.
2. THAT in accordance with Section 58 (1) of the Local Government Act, Council holds two (2) Ordinary Meetings, held on the 1st and 3rd Tuesday of each month commencing at 5.30pm at the Civic Plaza.
3. THAT Council hold an Open Public Forum, on the same day of its Ordinary Meetings, commencing at 5.00pm.

CARRIED 9/0010 – 17/04/2018

13.1.4 Order of Business – Council Ordinary Meetings 9/0005

Moved: Alderman Garden

Seconded: Alderman Henderson

1. THAT Report Number 9/0005 entitled Order of Business – Council Ordinary Meetings be received and noted.
2. THAT Council approves the 9<sup>th</sup> City of Palmerston Order of Business for Council Meetings (the agenda) as provided at Attachment B of Report Number 9/0005 entitled Order of Business – Council Ordinary Meetings.
3. THAT Council adopt Policy – Public Question Time at Attachment D to Report Number 9/0005 entitled Order of Business – Council Ordinary Meetings.

CARRIED 9/0011 – 17/04/2018

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

13.1.5 City of Palmerston Strategic Plan 2018-2027 9/0010

Moved: Alderman Spick

Seconded: Alderman Buhr

1. THAT Report Number 9/0010 entitled City of Palmerston Strategic Plan 2018-2027 be received and noted.
2. THAT Council refer a \$100,000 funding for the development of a Strategic Plan to be funded from the Strategic Initiatives Reserve, for consideration as part of the 2018/19 Budget.

CARRIED 9/0012 – 17/04/2018

13.1.6 2018 Community Satisfaction Survey 9/0008

Moved: Deputy Mayor Hale

Seconded: Alderman Buhr

1. THAT Report Number 9/0008 entitled 2018 Community Satisfaction Survey be received and noted.
2. THAT Council notes that the 2018 Community Survey will occur to meet Council's legislative requirements.
3. THAT a further report be provided in November 2018 reviewing the structure timing and content of future surveys.

CARRIED 9/0013 – 17/04/2018

13.1.7 Australian Local Government Association (ALGA) National General Assembly (NGA) 2018 9/0006

Moved: Alderman Garden

Seconded: Alderman Henderson

1. THAT Report Number 9/0006 entitled Australian Local Government Association (ALGA) National General Assembly (NGA) 2018 be received and noted.

CARRIED 9/0014 – 17/04/2018

Moved: Alderman Spick

Seconded: Alderman Buhr

2. THAT Council approve the attendance of the Mayor to the Australian Local Government Association (ALGA) National General Assembly (NGA) being held in Canberra on 17 – 20 June 2018.
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) 2018 debating sessions, taking into consideration the interests of the Community and Council.

CARRIED 9/0015 – 17/04/2018

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

13.1.8 Financial Report for the Month of March 2018 9/0011

Moved: Deputy Mayor Hale  
Seconded: Alderman Henderson

THAT Report Number 9/0011 entitled Financial Report for the Month of March 2018 be received and noted.

CARRIED 9/0016 – 17/04/2018

13.1.9 Community Benefits Scheme – February, March 2018 9/0007

Moved: Alderman Buhr  
Seconded: Alderman Giesecke

THAT Report Number 9/0007 entitled Community Benefits Scheme – February, March 2018 be received and noted.

CARRIED 9/0017 – 17/04/2018

## 14 CORRESPONDENCE

### 14.1 2016 Compliance Review - Completion

Moved: Alderman Garden  
Seconded: Alderman Buhr

THAT the correspondence received from Ms Lee Williams, Executive Director of Department of Housing and Community Development regarding the 2016 Compliance Review – City of Palmerston be received and noted.

CARRIED 9/0018 – 17/04/2018

## 15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

## 16 PUBLIC QUESTION TIME

Nil.

## 17 OTHER BUSINESS

### 17.1 Teleconference Report

Moved: Alderman Garden  
Seconded: Alderman Buhr

THAT a report be prepared regarding a process for Elected Members on leave of absence being able to attend Council meetings via teleconferencing, for the 2<sup>nd</sup> Ordinary Meeting of Council in May 2018.

CARRIED 9/0019 – 17/04/2018

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

## 17.2 Council Recognition

Moved: Deputy Mayor Hale  
Seconded: Alderman Spick

THAT Council thank all Council staff, 5 RAR (Royal Australia Regiment), US Marine Corps and contractors in recognition for their efforts in the response to Cyclone Marcus.

CARRIED 9/0020 - 17/04/2018

## 18 CONFIDENTIAL REPORTS

Moved: Alderman Garden  
Seconded: Alderman Buhr

### 18.1 Confidential Report Number 9/0003

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Community Services, Director Corporate Services, Acting Director City Growth and Operations and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.1 Report Number 9/0003 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:
  - (c) information that would, if publicly disclosed, be likely to:
  - (iv) prejudice the interests of the council or some other person

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

2. THAT Council orders that the minutes from the Confidential Council Meeting held on 17 April 2018, in relation to item number 18.1 Confidential Report Number 9/0003 and associated documents remain confidential and not available for public inspection.

### 18.2 Confidential Restricted Report Number 9/0009

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential restricted agenda item 18.2 Report Number 9/0009 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

18.2 Confidential Restricted Report Number 9/0009 (continued)

- (c) information that would, if publicly disclosed, be likely to:
  - (iv) prejudice the interests of the council or some other person
- (d) information subject to an obligation of confidentiality at law, or in equity.

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

2. THAT Council orders that the minutes from the Confidential Council Meeting held on 17 April 2018, in relation to item number 18.2 Confidential Restricted Report Number 9/0009 and associated documents remain confidential and not available for public inspection.

CARRIED 9/0021 – 17/04/2018

The meeting moved into the Confidential session at 7:06pm.

ADJOURNMENT

Moved: Alderman Henderson  
Seconded: Alderman Giesecke

THAT the meeting be adjourned for 20 minutes for media liaison and meals.

CARRIED 9/0022 – 17/04/2018

The meeting adjourned at 7:07pm.

18.3 Moving decisions from the Confidential Session into the Open Session

4.1 Municipal Plan Development 9/0003

Moved: Alderman Spick  
Seconded: Alderman Garden

1. THAT Report Number 9/0003 entitled Municipal Plan Development be received and noted.
2. THAT this decision be moved into the open session.

**19 CLOSURE**

Meeting closed at 7.48pm



Athina Pascoe-Bell  
MAYOR

Date: