

AGENDA

1st Ordinary Council Meeting

Tuesday 5 May 2020

The Ordinary Meeting of the City of Palmerston will be held via video conference and available to the public via live streaming from the Council website <https://www.palmerston.nt.gov.au> commencing at 5.30pm.

Richard Iap

RICHARD IAP
ACTING CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

3.3 Leave of Absence Request

4 REQUEST FOR TELECONFERENCE

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 21 April 2020 pages 10063 to 10072 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

7.1 Mayoral Update Report – 5 May 2020

MAYORAL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	7.1
REPORT TITLE:	Mayoral Update Report – 5 May 2020
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	Mayor, Athina Pascoe-Bell

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report provides a summary of some recent activities including the City of Palmerston's initiatives and response to the COVID-19 challenges.

KEY MESSAGES

- COVID-19 is challenging the way in which all of us live our daily lives and do business.
- Council is adapting services to the COVID-19 challenges being presented.
- Support of Palmerston RSL for Anzac Day activities.
- COVID-19 collaboration with Australian and Northern Territory Governments.
- Exploring opportunities for COVID-19 funding.
- Strengthening collaborations with Australian Local Governments.
- Attendance at various activities and services in Palmerston.

RECOMMENDATION

THAT Report entitled Mayoral Update Report - 5 May 2020 be received and noted.

DISCUSSION

COVID-19 Challenges

Some highlights of services being delivered include:

- Storytime Online via Facebook. This popular bi-weekly event has been transformed into streaming event online to ensure children and parents can still participate from their home. Recent guests who's sessions have been shown include:
 - Alderman Mick Spick and President of the Raiders Rugby League Football Club Rodney Greenwood.
 - Eva Lawler MLA, Member for Drysdale.
 - Noah (aged 3) regular Storytime attendee, recreated Storytime at home [Facebook Link](#).
 - Palmerston Library Team
 - Amy Hetherington, Territory Comedian
 - Drag Territory
 - Courtney Jeffrey, Local Palmerston Author

Thank you to everyone who is participating in this fabulous initiative. We have more guests to come including our fellow Aldermen.

- Council has continued its #supportlocal campaign to promote local businesses and services that has seen social distancing restrictions change the way we operate. Council in partnership with the NT News has been advertising local Palmerston businesses that are trading to assist locals trying to support local businesses, with an advert in the NT News on Saturday 25 April.
- Council's support local competition is proving to be a success with 12 winners announced so far. The program has been extended into May with NT News, TV and Radio Campaigns commenced.

Members of the public are asked to spend at least \$20 at any Palmerston business for an opportunity to win one of four weekly vouchers of \$100 to spend with a Palmerston Business or put towards fees and charges with Council (e.g. Rates). Details on how to participate are on Council's website.

- Free timed parking options in Palmerston include free all-day parking in the city area will continue until 30 June 2020. This initiative will support local businesses and workers who are parking in the city centre, and ensures health and safety measures for our community, with parking users no longer required to pay or display a ticket from a parking machine.

Council has provided refunds to members of the public who purchased parking permits. The refund form has been made available on-line at Council's website.

- Since simplifying the process for rate concessions Council has worked with 129 Rate Payers (with numbers still increasing) to provide assistance regarding rates.
- Council reviewed its Community Benefit Scheme with a refocus on projects and initiatives that support the Palmerston community and businesses during the COVID-19 restrictions. Community Organisations and businesses are encouraged to apply. <https://www.palmerston.nt.gov.au/community/community-benefit-scheme>.
- Council launched its Verge Assistance Program on social media on 11 April 2020. The program involves the delivery of free topsoil and grass seed to Palmerston residents to enhance their verges. Over 220 applications have been received with the first materials delivered on Thursday 23 April 2020. Council staff are investigating ways to expand and continue this well received community initiative.
- Council has written to ratepayers who have an overpayment balance on their rates advising that they are able to access their funds if they so desire. These overpayments can occur due to ratepayers establishing a direct debit on a regular basis. To date 51 reimbursements totalling \$54,000 have been processed.
- Since the introduction of COVID-19 restrictions and social distancing measures, Council has observed an increase in usage of Marlow Lagoon Dog Park. As this is the only off leash exercise area in Palmerston, staff are investigating the introduction of some temporary fenced off-leash dog exercise areas as well as a new location for a future permanent Dog Park in Palmerston. Council hopes to have temporary off-leash exercise areas open within the coming week.
- I am pleased that Council continues to deliver its capital works program which provides well-being for our community, and stimulates the economy including job creation and retention. Some notable projects include:
 - Memorial Park Lighting Upgrade.
 - Landscaping Zuccoli Parade, Zuccoli, Temple Terrace, Moulden and Woodroffe.



- Irrigation renewals along Temple Terrace median (Driver and Gray).
- Shading of the following playgrounds to improve the users experience when COVID-19 restrictions are lifted, and they are reopened:
 - Phyllis Uren Park, Farrar
 - Ascension Park, Gray
 - Essington Park, Gray
 - Golden Grove Park, Rosebery
- Live in the Lounge commences on 2 May 2020. This online music session replaces the very popular Sanctuary Sessions.

Team NT Business Rescue and Recovery Forums

I have attended Team NT Business Rescue and Recovery Forums hosted by the Department of Trade, Business and Innovation. The forums look at measures in place to stimulate the economy.

Meetings with Local Members of the Legislative Assembly (MLA's)

I continue to hold regular meetings with local MLA's to discuss COVID-19 challenges and Palmerston matters.

Anzac Day

Due to COVID-19 restrictions Council worked with the Palmerston RSL to deliver alternatives to the normal services.

People were encouraged to stand at the end of their driveway from 6.00am on 25 April 2020 to mark the occasion and show our respect at dawn.

A sticker of a poppy was placed on driveways. Poppy sticker distribution gave preference to RSL members and defence. I and my family took part by standing on our driveway and observing a minute's silence at 6.00am.

Northern Territory Government (NTG)

Council continues to work with the NTG regarding COVID-19 stimulus.

On 23 April 2020 Gerald McCarthy the Minister for Local Government, Housing and Community Development announced "COVID-19 support for Local Government Sector" package.

Measures include:

- Establishment of a one-off \$7.1 million Special Community Assistance and Local Employment (SCALE) program in 2019-20 to: provide immediate funding to assist with council employment and operating costs; support jobs creation and maintenance opportunities in communities; provide targeted rates relief; and assist with COVID-19-related compliance and management costs.
- Establishment of a \$6 million Council Support Package in 2020-2021 to support councils in offering rates waivers and deferrals for commercial ratepayers facing hardship.
- Inviting councils to repurpose approved, unspent grants under the Special Purpose Grants and Strategic Local Government Infrastructure Fund programs for initiatives related to business continuity or COVID-19-related costs.

Ministerial exemptions have also been provided which will allow councils to extend already-tendered contracts with Territory enterprises as well as supplies related to waste management or public health, to 30 June 2021.

The Minister has also confirmed that the commencement of the *Local Government Act 2019* has been deferred for 12 months to allow councils, and others affected by the new legislation, time to concentrate on responding to the COVID-19 pandemic.

This is good news and any additional funding which can be used to support our community during this time is supported and welcomed.

Staff will prepare a report once we receive formal notification of the value of the SCALE allocation to Palmerston and they will identify potential initiatives for Council consideration.

I also noted the recognition by the Minister of the City of Palmerston for our leadership, advice and support in formulating a targeted, comprehensive local government support package during the COVID-19 pandemic.

Correspondence has also been received from Lauren Moss, Minister for Tourism, Sport and Culture regarding the provision of financial relief for sporting organisations affected by the COVID-19 crisis. Council already has a number of processes in place to assist sporting organisations with their rates.

Community Advisory Committees and Committees

All planned Community Advisory Committees and Risk Management and Audit Committee meetings have been postponed due to COVID-19. Work is being undertaken to arrange a meeting in June 2020 with appropriate COVID-19 measures in place.

All non-essential Council workshops have been postponed; however, essential workshops will recommence through the use of an online meeting platform or with social distancing measures in place.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risks, legal and legislative implications relating to this report.

ATTACHMENTS

Nil

- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.2 Moving Open Items into Confidential

10.3 Confidential Items

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

Item	Confidentiality
25.2.1	8(c)(iii) This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(iii) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.
25.2.2	8(c)(iv) This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

13.1 Receive and Note Reports

13.1.1 Organisational Services Department Quarterly Report January to March 2020

13.2 Action Reports

13.2.1 Risk Management and Audit Committee Meeting Minutes – 25 February 2020

13.2.2 Draft Policy Preserving Our Urban Forest

13.2.3 Adoption Draft FIN02 - Rating Policy

13.2.4 Third Quarter Budget Review 2019/20

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Organisational Services Department Quarterly Report January to March 2020
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	Records Co-ordinator, Sorcha Redmond
APPROVER:	Director Organisational Services, Richard Iap

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report summarises the key activities undertaken by Organisational Services Department in the January to March 2020 quarter.

KEY MESSAGES

- Organisational Services provides a quarterly report of its activities.
- Council conducted the public consultation for the Laneways Treatment Trial, Draft FIN02 - Rating Policy and Marlow Lagoon Dog Park.
- Council made 45 posts between 1 January 2020 and 31 March 2020 with a total of 215500 views.
- Council's website had 49,069 sessions and 95,150 page views between 1 January and 31 March 2020.
- Local software company, CapOvate, has been awarded the project to develop the Smart Cities Citizen Engagement application.
- Council's Smart City Platform including the Open Data Portal are currently being implemented.
- Eight tenders were awarded during this quarter to local businesses.

RECOMMENDATION

THAT Report entitled Organisational Services Department Quarterly Report January to March 2020 be received and noted.

BACKGROUND

The Council is provided with a quarterly report of key activities undertaken by Organisational Services and Finance departments.

DISCUSSION

This quarter saw significant changes due to COVID-19, which resulted in major changes in activities from mid-March when social distancing and measures implement by Council due to National Cabinet and Northern Territory requirements.

Highlights from the Organisational Services Departments include:

Media and Communications

Media

- Council issued the following media releases from January-March 2020:
 - 4 March: Beat the heat with free swimming in Palmerston
 - 4 March: City of Palmerston Library opening hours increase
 - 4 March: Residents to beautify their verges through new Council program
 - 12 March: Creating Jobs and improving Lifestyle: Palmerston – the Family City
 - 17 March: City of Palmerston response to COVID-19
 - 20 March: City of Palmerston update COVID-19 (changes to events)
 - 23 March: City of Palmerston Update COVID-19 – Palmerston Recreation Centre, YMCA Palmerston Gym, Palmerston Library Community Training Rooms and Council Community Halls to close
 - 24 March: City of Palmerston Update COVID-19 (Supporting residents, businesses and visitors through its Liveable Cities grant scheme, virtual Library Storytime and free all-day parking)
 - 25 March: City of Palmerston Update COVID-19 – facility closures

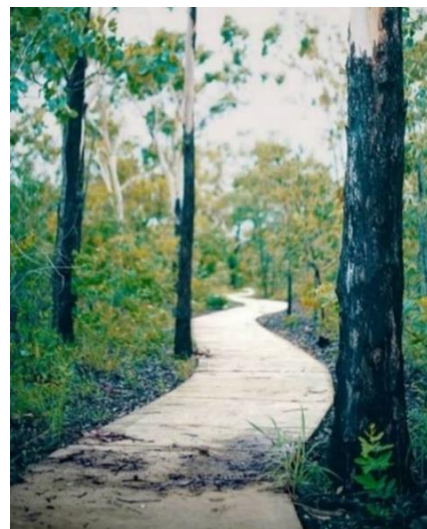
Council's media monitoring detected 95 media mentions reaching a cumulative audience of 240,494. The highest volume of coverage occurred on 5 February 2020. Topics included outcomes from the Council meeting held on Tuesday 4 February 2020.

Facebook

- Council made 45 posts between 1 January and 31 March 2020 with a total of 215500 views.
- Council attracted 319 new followers on Facebook, making a total of 12771 followers.
- The most popular individual posts (organic) for this quarter were:
 - Crocodile Sighting Photo (101,383 reached)
- Council uploaded 11 new videos to Facebook with the total viewing time of 4,282 minutes.

Mayor's Talk

- 26 March: Recreation Centre upgrades: 612 views
- 3 March: International Women's Week: 401 views
- 19 February: Council meeting wrap up, featuring dog park consultation plans: 746 views
- 31 January: Greening Palmerston, tree planting: 741 views
- 24 January: Electronic Speed Limit Signs: 721 views.



Walkway, 16 Mile Camp, Johnston

Instagram

Gives Council the ability to share and promote Palmerston's unique environment, lifestyle, and brand "A Place for People".

- 1,001 followers
- 13 Instagram posts were made during this quarter
- Posts average likes is 35.

COVID-19 Response

A focus of Council from March has been providing ongoing communications of Council's response to COVID-19, with updates across multiple channels: media, website, social media, print, television and radio.

New online webpages include:

- Online library membership application
- Zone E car parking permit refund application
- New bin/missed service request
- Online Council meetings.

Support Local Campaign

Council in March developed a campaign to support local businesses in Palmerston by offering free advertising of their business, products and services and running a series of advertising campaigns in partnership with the NT News and through Council's social media sites.



SUPPORT LOCAL
in Palmerston

We are OPEN for Business

Message from the Mayor

COVID-19 is changing the way in which all of us live our daily lives. We are all working in an incredibly dynamic environment at the moment and we are being challenged in many different ways. Please know that City of Palmerston is here to support you and the rest of our community.

City of Palmerston will be supporting our local Palmerston businesses with free advertising of their business and services. Council will run a series of advertising campaigns with the NT News to assist Territories wishing to support local businesses.

Palmerston businesses who are open and trading can contact us, and we can provide support by:

CLEANING

Peter Shepherd Cleaning Group
12 Theonora Place, Darwin
Mon - Sun: 8am - 10pm
0491 000 201

Yellow Rose Cleaning Service
7 Paddock Road, Marlow Lagoon
On call: 24/7, 7pm
0439 952 433

MECHANICS

A&K Maintenance & Mechanical
18 McKinnon Road, Pinesdale
Mon - Fri: 8am - 5pm
0431 712 517

Outback Auto NT
31 Tappin Road, Yarrwonga
Mon - Fri: 7:30am - 5pm
081 898 3217

The Dent Pusher
Palmerston
Mon - Thu: 4:00pm - 6pm
Fri: 12:00pm - 6pm
Sat: 9am - 5pm
0431 892 919

Northern Panel Works
Vehicle smash repairs
2/21 Bate Place, Pinesdale
Mon - Fri: 8am - 5pm
Fri: 8am - 10pm
0439 952 9420

RETAIL

Candy Landz
USA & Australian Novelty Candy Bars
Sheep Gateway Shopping Centre
Mon - Thu: 10am - 5:30pm
Fri: 10am - 8pm
Sat: 10am - 5pm
Sun: 10am - 3pm
0434 820 044

Hire for Baby
18 Lorton Court, Gum
081 952 1111 (available on call)
0434 820 044

Hodgins Jewellers
Gateway Shopping Centre
Mon - Sun: 10am - 5pm
0431 944 776

Oasis News & Lotto
Gateway Shopping Village
Mon - Fri: 8am - 6pm
Sat: 8am - 5pm
Sun: 9am - 2pm
0439 952 977

Only One Earth
Plastic free & sustainable products
40 Dixon Crescent, Beakley
24 hour website. Free local delivery
0427 633 151

Paper & Pen
Gateway Shopping Centre
Mon - Fri: 8am - 6pm
Sat: 8am - 5pm
Sun: 9am - 5pm
0438 498 980

Totally Workwear Palmerston
Mon - Wed: 8am - 5:30pm
Thu: 8am - 6pm
Fri: 8am - 5pm
Sat: 8:30am to 12:30pm
081 951 0552

The Vac Shack
Vacuum & cleaning supplies
18 Tappin Road, Yarrwonga
Mon - Fri: 8am - 5pm
Sat: 9am - 5pm
081 892 4988

The Video Shop
37/38 University Avenue, Darwin
Mon - Thu: 11am - 5pm
Fri: 10am - 5pm
Sat: 10am - 5pm
0434 808 044

Tupperware in the Top End
Selling tupperware & money with social products
Baitwell
0439 296 888

SERVICES

A Vintage Find
High tea event hire
Darwin
Mon - Sun: 8am - 10pm
081 952 1241

Brighter Horizons Tutoring Services
Palmerston
Mon - Fri: 8:30am - 4pm
Sat: 9am - 5pm
0447 776 106

Cash Advantage
Pawning
14, 18 - 22 Eastington Avenue, Gray
Mon - Fri: 8am - 4:30pm
Sat: 9am - 4pm
081 892 5588

City Palmerston MiniBuses
Passenger transport and delivery
Palmerston
Mon - Fri: 8am - 4:30pm
0434 844 488

Creative Pitches Pty Ltd
Tennis, Bats, Rackets, Courts, Awards, Covering
Palmerston
Mon - Fri: 8am - 4:30pm
0434 844 488

Clear Sky Moving & Storage
18 Tappin Road, Yarrwonga
Mon - Fri: 8am - 5pm
Sat: 9am - 5pm
081 892 4988

Design Ink Studio
Graphic design & printing
14 Crawford Court, Palmerston
Mon - Sun: 7am - 5pm
0434 564 751

Food'll Do Catering
Ready to eat meals
Unit 6/43 Georgina Crescent
Mon - Sun: 8am - 7pm
0431 992 601

Good Dog AI
Animal Assisted Services
4 Dutton Court Drive
0434 151 153 (by appointment)
Good Night
Sleep training for babies,
nannies & children
Cairn Court, Baitwell
Mon - Fri: 8am - 5pm
0442 944 758

H&B Block Tax Accountants
Gateway Shopping Centre
Mon - Wed: 8am - 5pm
Thu: 8am - 4pm
Fri: 9am - 4pm
081 702 7805

Holland's Print
4 McCurt Road, Yarrwonga
Mon - Fri: 8am - 4:30pm
Sat: 9am - 4pm
1800 460 667

HYRA
Hire & rent any product!
Palmerston
Open 24 hours
0415 928 490

Marnet Enterprises
Specialty Audio, Location queries, Online or
Handyman Map Productions
Palmerston
Open online daily
0437 401 881

Moulden Supermarket & Takeaway
37 Moulden Terrace, Moulden
Mon - Sat: 8:30am - 7pm
Sun: 2:30pm - 6pm
0434 820 128

NSS Tree Services
Qualified Arborists & Tree Services
14 Crawford Court, Palmerston
Mon - Sun: 7am - 5pm
0434 564 751

NT Wardrobe & Shower Screens
11 Sutherland Drive, Marlow Lagoon
Mon - Fri: 8am - 5pm
081 952 7388

Palmerston Express Laundromat
15 Education Avenue, Gray
Mon - Sun: 7am - 9pm
0431 992 601

Palm's Rural Self Storage
15 Callahan Road, Yarrwonga
Mon - Fri: 8:30am - 5pm
Sat: 8:30am - 5pm
081 892 7388

Rural Matching Solutions NT
Selective Land Clearing
19 Brookland Court, Palmerston
Mon - Fri: 7am - 5pm
Sat: 9am - 12pm
0438 325 949

Team HEALTH
Mental Health, Children & Adults, NDIS
Level 1 Building 4, 632 Stuart Highway
Baitwell
Mon - Fri: 8am - 4pm
081 942 9000

Territory Pharmacy Palmerston
Oasis Shopping Village
Mon - Sun: 8:30am - 8:30pm
081 952 9600

Ward Keller
216 Moulden Boulevard, Darwin
Mon - Fri: 8am - 5pm
Sat: 9am - 5pm
081 944 2999

Westpac Banking
Gateway Shopping Centre
Mon - Thu: 8:30am - 4pm
Fri: 8:30am - 5pm
081 952 4455

RESTAURANTS & CAFES

Balmain's Fish & Chips
25 Crawford Drive, Baitwell
Mon - Sat: 8am - 4pm
Sun: 10am - 3pm
081 952 6666

Boomerang Cafe
Palmerston Shopping Centre
Mon - Sun: 8am - 5:30pm
081 952 7027

Booze Juice Palmerston
Gateway Shopping Centre
Mon - Sat: 8am - 4pm
Sun: 10am - 3pm
0431 712 001

Cazaly's Palmerston Club
30 Temple Terrace, Palmerston
Mon - Sun: 8am - 9:30pm
Sat: 8am - 10pm
081 952 6688

Covid Cafe
8/14 Palmerston Circuit, Palmerston
Mon - Wed: 8am - 5pm
Thu: 8am - 5pm
0434 820 044

Dona's Pizzeria
130 University Avenue, Palmerston
Mon - Sun: 11am - 11pm
081 952 7027

Fresh Delights
13 Moulden Terrace, Baitwell
Mon - Wed: 8am - 5pm
Thu - Sat: 8:30am - 8:30pm
Sun: 10am - 3pm
0431 992 601

Fresh Point Co. Cafe
5-9/127 Fyfe Circuit, Baitwell
Mon - Sun: 7am - 5pm
Sat: 8am - 5pm
0431 992 601

Southern Vietnamese Cuisine
Shop 36A, Oasis Shopping Village
Mon - Sun: 11:30am - 10pm
0434 824 199

Good Times Bar & Grill
13 University Avenue, Palmerston
Mon - Sun: 12:30pm - 3:30pm
Mon - Sun: 5:30pm - 8:30pm
081 952 5709

German Y Gomez
City Chang Wah Terrace & Lancelotti Avenue,
Baitwell
Mon - Fri: 8am - 5:30pm
Sat: 9am - 5pm
081 952 1993

Happy Garden Gateway
174 Fyfe Circuit, Yarrwonga
Mon - Sun: 10am - 2pm & 5pm - 8:30pm
081 952 5603

Hillbilly's Cafe
42 Tappin Road, Palmerston
Mon - Sun: 11:30am - 2:30pm
081 952 8343

Hugs Beach
Australia's Seaside House
18 The Boulevard, Palmerston
Mon - Sun: 11:30am - 2:30pm
081 952 1454

Hungry Joe's
9130 University Avenue, Palmerston
Mon - Fri: 8:30am - 4:30pm
081 952 8155

Incredible India
52 Moulden Terrace, Baitwell
Wed - Mon: 9am - 10pm
0434 821 184 or 081 952 6337

K-Tong Thai
Chinese Restaurant
3 Palmerston Circuit, Palmerston
Mon - Sun: 11am - 2pm
081 952 6050

Leonard's Chicken - Palmerston
Gateway Shopping Village
Mon - Sun: 11am - 2pm
081 952 7338

Michell's Patisseries
Shop 101 Moulden Court, Baitwell
Mon - Fri: 6am - 5pm
Sat: 8am - 5pm
081 799 4459

Mis Fields
Kiosk 111 Fyfe Avenue, Yarrwonga
Mon - Sun: 11am - 9pm
Sat: 8am - 5pm
Sun: 10am - 4pm
081 952 992

Modzo's Market
1 The Boulevard, Palmerston
Mon - Fri: 7am - 2pm
Sat: 8am - 2pm
0431 992 7191

Nando's Palmerston
Gateway Shopping Centre
Mon - Sun: 11am - 9pm
081 952 1672

Oglio Palmerston
Gateway Shopping Centre
Mon - Thu: 11am - 5:30pm
Sat: 10am - 5pm
Sun: 10am - 5:30pm
081 952 4455

Origin Kohala
Gateway Shopping Centre
Mon - Sun: 10am - 2pm & 5pm - 7:30pm
Wed: 10am - 5pm
Fri: 5pm - 10pm
081 952 5555

Palates of India
Unit 1/17 Fyfe Circuit, Baitwell
Mon - Sun: 10am - 9pm
081 952 4525

Panda Food
Palmerston Shopping Centre
Mon - Sun: 10am - 5pm
081 952 2747

Pizza Capes Palmerston
Shop 10, Oasis Village Shopping Village
Mon - Sun: 12pm - 9pm
081 952 1993

Pizza Hut Palmerston
13 Temple Terrace, Palmerston
Mon - Sun: 11am - 1pm
131566

Rainmaker Cafe
Shop 11 Zuccato Place, Zuccato
Mon - Sun: 7am - 3pm
081 952 1454

Red Lantern
Chinese Restaurant
43 Moulden Street, Palmerston
Mon - Sun: 6pm - 9:30pm
081 952 1122

Red Rooster
15 Temple Terrace, Palmerston
Mon - Sun: 10am - 10pm
081 952 4923

Satzy Time
Fast-food, Gateway Shopping Centre
Mon - Sun: 7am - 5pm
Fri: 8am - 8pm
0436 615 554

Subway
Gateway Shopping Centre
Mon - Sun: 10am - 2:30pm
081 952 1238

Subway Palmerston
Palmerston Shopping Centre
Mon - Sun: 8am - 5pm
081 952 1699

Sushi Izzy
12 Sutherland Court, Baitwell
Mon - Sun: 7am - 10pm
081 952 992

TasteBudz
Mon - Fri: 6am - 5pm
Sat: 8am - 5pm
0431 402 834

Thai Tonic
21/1 Driver Avenue, Driver
Wed - Mon: 5pm - 9pm
081 952 992

The Coffee Club - Oasis
Oasis Shopping Centre
Mon - Fri: 7am - 4pm
Sat: 7am - 3:30pm
081 952 1756

The Hideout Cafe
37 Georgina Crescent, Yarrwonga
Mon - Fri: 7am - 2pm
Sat: 7am - 2pm & 24/7 emergency service
081 952 2738

Upstream Healthfood Bar
17/18 Temple Terrace, Palmerston
Mon - Sat: 10am - 5pm
Sun: 10am - 5pm
081 952 8844

Yummy Noodle Bar
14 Palmerston Circuit, Palmerston
Mon - Sun: 12:30pm - 9:30pm
081 952 2390

Zander's Palmerston
Oasis Shopping Centre
Mon - Sun: 11am - 9pm
081 952 6343

TRADE

Calippo Pools & Spa
Pool Services & Maintenance
1/45 Tappin Road, Yarrwonga
Mon - Fri: 8am - 5:30pm
Sat: 8am - 1pm
0438 128 281

Cannell Electrical
Domestic & Commercial Electrical
Palmerston
0438 952 885

Contemporary Living Solutions Pty Ltd
Home Construction, Renovations,
Extension & Building
16 Sutherland Drive, Palmerston
Mon - Sat: 7am - 6pm
0438 825 473

Mixit Group
Sales, Chemical & Air-conditioning
4 Flanagan Court, Zuccato
Mon - Sun: 7am - Sun/24 7 hr emergency
0420 355 593

Power Concepts Pty Ltd
Electrical, Fire & Security CCTV & Fog
Canon Systems
P/O Box 1881, Marlow Lagoon
Mon - Fri: 8am - 4pm
081 952 8519

Trojan Contractors
Fencing Installation
1/71 Moulden Road, Pinesdale
Mon - Sun: 8am - 5pm
0466 118 975

Tyson's Kwik & Concrete Work
Free quotes
12 Sutherland Court, Baitwell
Mon - Sun: 7am - 10pm
0420 355 495

Wide Electric
Domestic & Commercial Installation
Mon - Sun: 8am - 4:30pm
Sat: 8am - 10am
081 952 2738

VET

Ark Animal Hospital
54 Georgina Crescent, Yarrwonga
Mon - Fri: 7am - 6pm
Sat: 7am - 2pm & 24/7 emergency service
081 952 2738

If your Palmerston business is operating, get in touch with Council at supportlocal@palmerston.nt.gov.au

Deliveries available



NT News Support Local and WIN promotion.

Website

Council's website had 49,069 sessions and 95,150 page views between 1 January and 31 March 2020. Users session duration averaged 1 minute 59 seconds. Most visited pages:

- Homepage
- Library
- Jobs
- waste-management
- COVID-19 Update

Consultations

- Laneways Treatment Trial Community Meeting (5 March)
- Draft FIN02 - Rating Policy (March 2020)
- Marlow Lagoon Dog Park Improvements (commenced in March, postponed due to COVID-19)

Communication Strategy

In January, Council commenced work on the development of a Communication Strategy for Council, with True North Strategic Communications. A draft 2020 Project Calendar was prepared and is an important visual element for Council to engage in a more collaborative approach and assist with the success of projects. With Council's COVID-19 response, work on the internal communications strategy will commence in the coming month.

Information Technology Services

Council is continuing with the Smart City project installing environmental sensors at Flinders park, Sanctuary Lakes, Johnston Park, Bloodwood Playground, Triverton Park and Goyder Square. These sensors will send data such as temperature, humidity, rainfall and noise levels to the Smart City platform.

- Local software company, CaptOvate, was awarded the project to develop the Citizen Engagement Application. The application is designed to assist access to Council information and online services. It also has the potential to integrate with any future Customer Relations Management System.
- Implementation of the Smart City has begun. With the initial public dashboard development underway.

- The Open Data Portal to assist the public with access to Council data is currently being implemented with testing underway.
- Council working with NTPES have upgraded and installed new CCTV cameras improving coverage throughout the CBD, together with analytical software incorporating machine learning, NT Police monitoring capabilities will be greatly enhanced.



Police CCTV, Infrastructure at Fiveash Lane

Lighting Upgrades to Memorial Park

Upgrades in Palmerston's Memorial Park commenced with the installation of new multifunctional smart light poles. These poles are the first of their kind in the NT and this technology will provide a number of improvements including enhanced and coloured lighting options to a PA audio system that will support events being held in the area. The improved lighting will also improve public safety in the park.



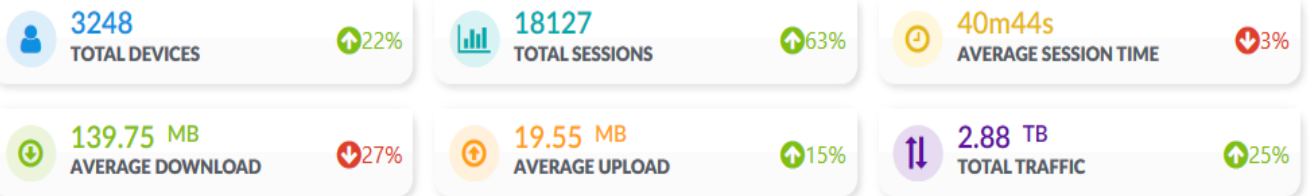
Lighting installation in Memorial Park, City of Palmerston

Council Wi-Fi Usage Statistics

Total Public Wi-Fi Usage

SUMMARY

CSV



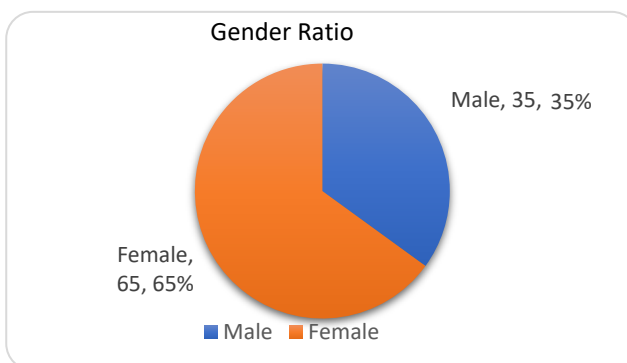
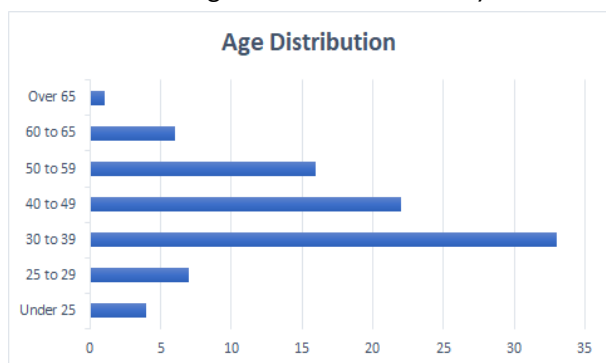
People and Customer

COVID-19 required Council to rapidly respond and support the community as the situation progressed. Several measures were undertaken by Council in response to COVID-19 that included:

- Redeployment of staff.
- Closure of facilities including library and recreation centre resulting in personnel redeployment.
- Closure of civic centre to the public for face to face enquiries and payments.

Council Employee Statistics

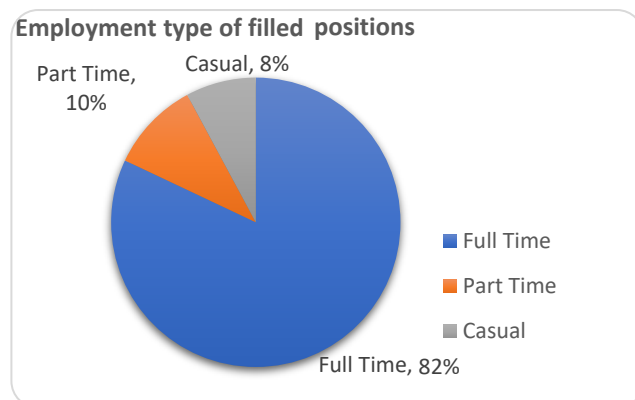
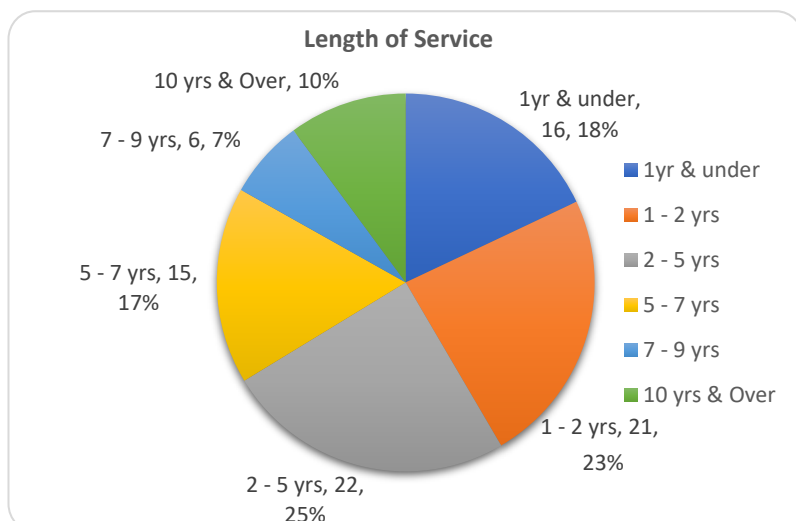
Council's employee gender summary, at 31 March 2020, was 35% male, 65% female compared to 38% male and 62% female this time last year. Council's average age of employees is 41 years of age which remains unchanged from this time last year.



Recruitment

There are four positions that are currently being recruited for:

- Director City Growth and Operations
- Strategic Procurement Advisor
- Human Resources Advisor
- Manager People and Customer.



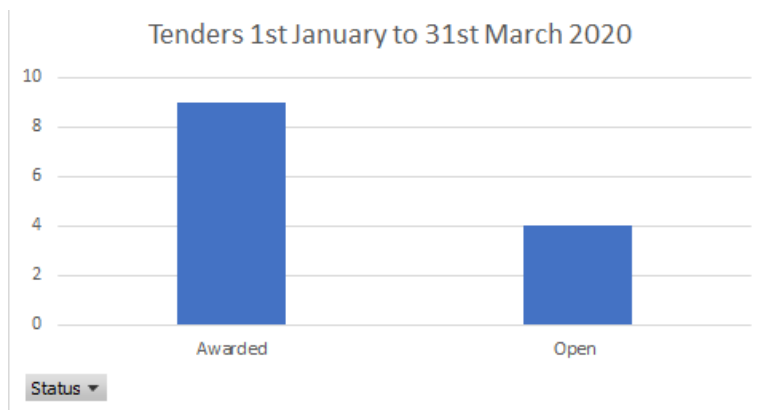
Full time employees represent 82% of Council filled positions, additionally part time employees make up 10% and people employed in a casual capacity equate to 8% of the work force.

All Council staff remained employed during COVID-19 with redeployment occurring as necessary to ensure continued delivery of services to the community.

Procurement

In total nine tenders were awarded during this same period with five of these tenders being advertised in the previous quarter. Eight of the nine awarded tenders were awarded to local companies, with one being awarded to interstate.

Awarded Tenders



Awarded Tenders – 1 January to 31 March 2020

Contract Number	Contract Type	Contract Name	Awarded	Location	Awarded Date	Awarded Price
TS2019-21	Schedule of Rates	City of Palmerston Electrical Designers	Ashburner Frances Pty Ltd/BCA Engineers PL/Cell Engineering (NT) Pty Ltd/Orange	Local	10/02/2020	\$80,000.00
TS2019-22	Schedule of Rates	City of Palmerston Panel of Street Lighting Designers	Lumen Being/ Rubidium Light/SPA Consulting/	Local	06/01/2020	\$80,000.00
TS2019-24	Schedule of Rates	Re-landscape Zuccoli Parade	Paradise Landscaping Pty Ltd	Local	30/01/2020	\$734,570.00
TS2019-27	Schedule of Rates	City of Palmerston Installation	RACE	Local	12/02/2020	\$600,000.00

		of Street Lighting				
OS2019-02	Schedule of Rates	Smarty City Platform	The Urban Institute	Not Local	06/03/2020	\$341,006.63
TS2020-01	Schedule of Rates	City of Palmerston Temple Terrace Upgrade	Paradise Landscaping Pty Ltd	Local	18/02/2020	\$372,084.10
TS2020-02	Schedule of Rates	City of Palmerston Construction and Installation of Shade Sails	NT Shade and Canvas Pty	Local	25/02/2020	\$152,740.00
TS2020-05	Schedule of Prices	Frances Drive Power Upgrade	NT Electrical Group	Local	26/03/2020	\$67,442.00
TS2020-07	Schedule of Rates	Irrigation Refurbishment Walter Park and Temple Terrace	Water Dynamics Pty Ltd	Local	01/04/2020	\$105,936.70

Open tenders - January to 31 March 2020

Contract Name	Contract Type	Date Advertised	Date Closed
Supply and Installation of LED Luminaires for City of Palmerston Library and Recreation Centre	Schedule of Rates	28/11/2019	19/12/2019
City of Palmerston Cleaning of Buildings and Facilities	Schedule of Rates	08/11/2019	29/11/2019
Bonson Terrace Lighting Upgrade	Schedule of Rates	05/02/2020	26/02/2020
Tiverton Park Refurbishment	Lump Sum	02/03/2020	23/03/2020

Finance

COVID-19 resulted in changes to support our community during this quarter. Policy FIN17 – Rates Concession Policy was reviewed so Ratepayers in financial stress could access interest waivers, simplified hardship application process and funds in credit on their accounts.

Rate arrangements currently total 207 ratepayers with a total value of \$154,425. Total potential interest waiver to 30 June is \$3,427. Most of these arrangements include payment plans that will see the rates paid in full by 30 June.

COVID-19 arrangements currently total 129 ratepayers with a total value of \$65,343. Total potential interest waiver to 30 June is \$1,450. Payment arrangements are encouraged under these arrangements.

Currently 37 hardship applications are in place with a total value of \$94,001. Total potential interest waiver to 30 June is \$2,086. Payment arrangements are encouraged under these arrangements.

In addition, Council placed parking fee charges on hold in mid-March and are providing refunds for the remainder of the financial year.

Council has reduced its payment terms for vendors from 28 days to 14 days to ensure there is a quick turnaround of accounts payable and increased cash flow to businesses during these difficult times.

Draft Budget 2021 and Long-Term Financial Plan

Budget 2020-2021 as well as the Long-Term Financial Plan are at final draft version awaiting final Council workshop in May 2020.

Budget Review

The second budget review was completed and adopted by Council at the first Council meeting of March 2020, with the third budget review being completed and presented to the first ordinary meeting in May 2020.

CONSULTATION PROCESS

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

- Communications, Media and Marketing Lead
- People and Customer Lead
- Finance Manager
- IT Manager

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Risk Management and Audit Committee Meeting Minutes – 25 February 2020
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	Executive Support, Alexandra Briley
APPROVER:	Director Organisational Services, Richard Iap

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council approval of the recommendations from the Risk Management and Audit Committee Meeting held on 25 February 2020.

KEY MESSAGES

- The Risk Management and Audit Committee met on 25 February 2020.
- Due to COVID-19 all future committee meetings have been postponed until further notice.
- Three reports were presented at the Risk Management and Audit Committee meeting.
- The agenda and reports for the open session are available on the Council's website.
- This was the first meeting of the year in which two new independent members, Mr Mark Blackburn and Mr Steve Bartlett were welcomed.

RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Meeting Minutes – 25 February 2020 be received and noted.
2. THAT Council receive and note the Unconfirmed Risk Management and Audit Committee Minutes being **Attachment 13.2.1.1** to Report entitled Risk Management and Audit Committee Meeting Minutes – 25 February 2020.
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee Meeting held on 25 February 2020:
 - a. The following items from Report Number 9RMA/022:
 - (i) THAT Report Number 9RMA/022 entitled Action Report be received and noted.
 - (ii) THAT a report outlining the details and linkages of a 3 year internal audit plan to the strategic and operational risk register be presented to the next committee meeting.
 - (iii) THAT the Committee requests that at its next meeting a workshop be included to cover:
 - Terms of Reference
 - Strategic Risk Register
 - Risk Management and internal audit framework

- b. The following items from Report Number 9RMA/021:
 - (i) THAT Report Number 9RMA/021 entitled Asset Management Plan Update be received and noted.
 - (ii) THAT a further report be submitted to the Risk Management and Audit Committee to consider the final drafts of the Asset Management Plans for Stormwater Drainage, Pathways and Transport (Roads) by the 30 June 2020 with reference to the Strategic Risk Register.
 - c. The following items from Report Number 9RMA/023:
 - (i) THAT Report Number 9RMA/023 entitled Management of Outstanding Infringements be received and noted.
 - (ii) THAT item 9RMA/018 be noted as completed and removed from the action report.
 - d. The following item from External Audit:
 - (i) THAT based on the performance of Merit Partners the Risk Management and Audit Committee recommends to Council the option to extend the appointment of Merit Partners for the 2019/20 year.
 - e. The following items from Report C9RMA/020:
 - (i) THAT Report Number C9/RMA020 entitled Information Technology Security Update on Outstanding Action Items be received and noted.
 - (ii) THAT outstanding issue RMA/0126 – Review of and update of IT permissions to modules within the financial systems be transferred to the completed actions items register.
 - (iii) THAT Mobile Device Management Software Platform Implementation be added to the Risk Management and Audit Outstanding Action Items register with a completion date of 31 December 2020.
 - (iv) THAT the IT Policy review and Development Schedule including completion dates be provided to the 26 May Meeting.
 - (v) THAT this decision be moved to the open session.
4. THAT Council note that the next meeting that was to be held on 26 May 2020 was cancelled due to COVID-19 and is being rescheduled to late June 2020.

BACKGROUND

The Risk Management and Audit Committee (the Committee) is responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure and assets of the Council.

DISCUSSION

The Risk Management and Audit Committee held a meeting on Tuesday 25 February 2020. The unconfirmed Minutes are at **Attachment 13.2.1.1**. Three items were discussed by the Committee during the open session of the meeting:

- Action Report;
- Assets Management Plan Update; and
- Management of Outstanding Infringements Procedure.

The next Risk and Management Audit Committee was to be held on 26 May 2020 but due to COVID-19 this meeting was cancelled. However, it is important for these meetings to continue so for this reason staff are assessing rescheduling a workshop in late June ensuring all appropriate social distancing regulations are in place. A possible date is 23 June 2020 and this will be confirmed with committee members.

At the meeting, the Risk Management and Audit Committee members discussed about the development of a three-year internal audit plan. Staff are currently preparing this plan with Council's internal auditor, KPMG, for presentation to the Risk Management and Audit Committee meeting in late June 2020.

CONSULTATION PROCESS

The Risk and Audit Committee agenda is available on Council's website.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses all of the City of Palmerston Strategic Risks.

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

1. Unconfirmed Risk Management and Audit Committee Minutes - 25 February 2020 [13.2.1.1 - 7 pages]

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 114

CITY OF PALMERSTON

Minutes of Risk Management & Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 25 February 2020 at 5.05pm.

COMMITTEE MEMBERS

Iain Summers, Independent Member (Chair)
Mark Blackburn, Independent Member
Steve Bartlett, Independent Member
Mayor Athina Pascoe-Bell
Alderman Amber Garden
Alderman Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Director Lifestyle and Community, Amelia Vellar
Director City Growth and Operations, Kathy Jarrett
Director Organisational Services, Richard Iap
Systems and Network Administrator, Mark Bradbury
City Growth Manager, Alex Douglas
Minute Secretary, Lorri Dransfield

GALLERY

Nil members of the public

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.05pm.

3 APOLOGIES

3.1 Apologies

Nil.

Initials:

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 115

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT the minutes of the Risk Management & Audit Committee Meeting held on Tuesday, 22 October 2019 pages 107 to 111 be confirmed.

CARRIED 9RMA/0052 - 25/02/2020

5.2 Business Arising from Previous Minutes

Nil.

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 116

6 WORK PLAN

6.1 Action Report

9RMA/022

Moved: Alderman Garden
Seconded: Alderman Henderson

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number 9RMA/022 entitled action report be received and noted.
2. THAT a report outlining the details and linkages of a 3 year internal audit plan to the strategic and operational risk register be presented to the next committee meeting.
3. THAT the Committee requests that at its next meeting a workshop be included to cover:
 - a. Terms of Reference
 - b. Strategic Risk Register
 - c. Risk Management and internal audit framework

CARRIED 9RMA/0053 – 25/02/2020

7 FINANCIAL REPORTING

There are no matters to report.

8 INTERNAL CONTROLS AND RISK MANAGEMENT

8.1 Assets Management Plan Update

9RMA/021

Moved: Mr Steve Bartlett
Seconded: Alderman Henderson

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number 9RMA/021 entitled Asset Management Plan Update be received and noted.
2. THAT a further report be submitted to the Risk Management and Audit Committee to consider the final drafts of the Asset Management Plans for Stormwater Drainage, Pathways and Transport (Roads) by the 30 June 2020 with reference to the Strategic Risk Register.

CARRIED 9RMA/0054 – 25/02/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 117

8.2 Management of Outstanding Infringements Procedure

9RMA/023

Moved: Alderman Garden
Seconded: Mr Mark Blackburn

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number 9RMA/023 entitled Management of Outstanding Infringements be received and noted.
2. THAT item 9RMA/0018 be noted as completed and be removed from the action report.

CARRIED 9RMA/0055 – 25/02/2020

9 WHISTLE BLOWING

There are no matters to report.

10 INTERNAL AUDIT

There are no matters to report.

11 EXTERNAL AUDIT

Moved: Mr Steve Bartlett
Seconded: Alderman Garden

THAT Based on the performance of Merit Partners the Risk Management and Audit Committee recommends to Council the option to extend the appointment of Merit Partners for the 2019/20 year.

CARRIED 9RMA/0056 – 25/02/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 118

12 CONFIDENTIAL ITEMS

12.1 Confidential Items

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

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

ITEM	REGULATION	REASON
20.1	8(c)(iii)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(iii) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

CARRIED 9RMA/005 – 25/02/2020

12.2 Moving Confidential Items into Open

20.1 Information Technology Security Update on Outstanding Action Items

C9RMA/020

Moved: Mayor Pascoe-Bell
Seconded: Mr Steve Bartlett

THAT the Risk Management and Audit Committee recommend to Council:

1. THAT Report Number C9RMA/020 entitled Information Technology Security Update on Outstanding Action Items be received and noted.
2. THAT Outstanding issue RMA/0126 - Review of and update of IT permissions to modules within the financial systems be transferred to the completed actions items register.
3. THAT Mobile Device Management Software Platform Implementation be added to the Risk Management and Audit Outstanding Action Items register with a completion date of 31 December 2020.

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 119

4. THAT the IT Policy review and Development Schedule including completion dates be provided to the 26 May 2020 Meeting.
5. THAT this decision be moved into the open session.

CARRIED 9RMA/0061 – 25/02/2020

12.3 Moving Open Items into Confidential

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

14 OTHER BUSINESS

Nil.

15 NEXT MEETING

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 26 May 2020 at 4.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9RMA/0058 – 25/02/2020

16 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

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

CARRIED 9RMA/0059 – 25/02/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 120

17 ADJOURNMENT OF MEETING

Nil.

CHAIR

Date:

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Draft Policy Preserving Our Urban Forest
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	City Sustainability Manager, Katie O'Neill
APPROVER:	Acting Director City Growth and Operations, Alex Douglas

COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

PURPOSE

This report seeks Council to adopt a policy for the purpose of public consultation that sets the principles for preserving our urban forest and establishes the criteria upon which trees must be assessed to maximise the retention of our urban forest.

KEY MESSAGES

- Trees contribute to the ecological, cultural, aesthetic, and economic values of local communities; Council has several options to achieve the preservation of our urban forest.
- Legislative protection of trees in the public domain (outside of National parks and conservation reserves) is limited to heritage listed places.
- The definition of a significant tree can vary within communities, with different values prioritised according to different sensibilities and communities.
- The current Council has taken strong action to expand the urban forest through maintenance and planting of significant number of new trees in the public domain.
- Council has requested that measures be explored to protect the urban forest for future generations.
- Protection of trees is administered by Council staff using a number of operational principles. Council does not have a policy position regarding preservation of the urban forest.
- The adoption of a policy that, in effect, recognises all trees as significant avoids the complexity of developing, maintaining and reviewing a register of individual 'significant' trees based on a set of criteria that in themselves can be open to interpretation.
- The policy would apply to all land under the care, control and management of Council and does not duplicate or contradict registers of significant trees classified under Territory or Australian Government legislation.

RECOMMENDATION

1. THAT Report entitled Draft Policy Preserving Our Urban Forest be received and noted.
2. THAT Council adopt the Draft *Policy Preserving Our Urban Forest* at **Attachment 13.2.2.1** to Report entitled Draft Policy Preserving Our Urban Forest for the purposes of 21 days public consultation with a report on consultation outcomes presented to the first Ordinary Council Meeting in July 2020.

BACKGROUND

Trees provide key ecological services, including greenhouse gas mitigation, local biodiversity preservation and storm water infiltration. They also significantly contribute to the cultural, aesthetic, and economic values of a community.

The importance of tree preservation is embedded into Council's Community Plan, which identifies the need for green spaces and opportunities for the community to connect outdoors. In recent years Council has committed to ongoing tree planting programs with 625 trees planted to date in 2019/20.

Many requests from residents for tree pruning and removal stem from leaf and flower drop, surface tree roots and personal preferences. The response to these requests is based on assessment by qualified staff using a number of guides that have been developed over time in the absence of a strategic policy framework set by the Council. At times this can lead to apparent inconsistency in responses and a perceived lack of consideration by Council where the outcome does not meet the expectations of the resident/s.

Council has been asked to recognise the importance of existing trees through a proposal to identify and protect significant trees in the public domain.

At the 1st Ordinary Meeting in February 2020 Council passed the following resolution:

12.1 Preservation of Trees of Significance in Palmerston

THAT a report be prepared outlining existing measures and processes available for the identification and protection of trees of significance under the care and control of the City of Palmerston including but not limited to the need for Council policy, information regarding level of protection provided, any criteria to determine a significant tree, responsibilities, and who administers and controls the processes, be presented to Council by the 1st Ordinary Council Meeting in May 2020.

CARRIED 9/0978 - 04/02/2020

DISCUSSION

Alderman Giesecke, in presenting the Notice of Motion to Council referred in the background information to a number of projects that have been undertaken by the present Council:

"This work is having immediate positive impacts in our community; however it must be acknowledged that it will take several years before the trees we are planting today mature and we realise the full benefit to our lifestyles, health and the environment.

In considering future generations we must continue this important work but also protect what we have. Therefore as custodians of community assets we should understand what measures exist to protect and preserve any trees of significance within our community to ensure they are enjoyed for many years to come and by future generations."

Within the City of Palmerston administrative and operational functions, there are no existing measures for the identification, assessment or recording of trees considered significant. The operational objective is to avoid the removal of trees to the extent that it is safe and practical to do so.

The underlying consideration in any option considered by Council is the impact of cyclones or severe weather events on a range of assets, including trees. These events can impact on any tree, whether listed

on a significant tree register or not. Where there is a need to take remedial action to make a tree safe or remove it will continue to be based on a standard set of risk assessment criteria.

In considering the options that may be available to Council, the assessment process that applies to the Australian National Heritage List concluded that it was highly unlikely to apply for the purposes of the protecting trees within the City of Palmerston

There are three common methods to protect trees, and are explained as follows:

Northern Territory Register of Significant Trees

The definition of a significant tree can vary within the community as everyone has different views and sensibilities regarding trees. Most States and Territories have a significant tree register which is open for all community members to nominate a tree to be registered.

Trees can be considered significant for several reasons. The National Trust of Australia have listed the following categories: horticultural, social, historic, and aesthetic to classify trees as significant. A tree can be considered significant under one or more of these categories.

The Northern Territory Register of Significant Trees is maintained by the Land for Wildlife Conservation Society in conjunction with the National Trust. In 1989 an area of trees within Palmerston was listed on the Register. The area (Area 7) included The Gardens, Palmerston Park Oval and Woodlake Boulevard. The trees identified were a Tamarind, a Damson Plum and 30 Beauty Leaf. The trees were categorised as significant for aesthetic, size, age, historic, cultural, unique location, group and habitat. The Register is not updated unless a specific query triggers an inspection. The Conservation Society is based near Alice Springs. The current status of the trees is difficult to determine and there is a possibility that some or many of the trees are no longer standing.

These tree registers have no statutory powers and serve as a recommendation for conservation only. Currently, legislative protection of significant trees on public land (outside of national parks and conservation reserves) is limited to trees located on land of listed heritage places (*Northern Territory Heritage Act, 2011*).

There are no examples of local government managed significant tree registers in the Northern Territory.

Were Council to consider a significant tree register they may consider criteria listed in the following table:

Horticultural	<ul style="list-style-type: none"> Species that is rare or localised to City of Palmerston.
Social	<ul style="list-style-type: none"> Contributes to the Palmerston landscape. Is an important landmark for Palmerston. Has religious or spiritual connections, including significance to Aboriginal communities.
Historic	<ul style="list-style-type: none"> Forms part of a historic City of Palmerston garden or park. Was planted as part of memorial to commemorate a Palmerston local or event. Is associated with a local group or institution.
Aesthetic	<ul style="list-style-type: none"> A great looking tree (aesthetically pleasing). One of unusual growth patterns or physical features. Is of an above average height, canopy spread or trunk diameter size for its species.

Council may consider using the existing Northern Territory Significant Tree Register and encourage the community to nominate trees to be assessed.

Alternately Council may develop its own Register. This would likely require third party assistance to provide independent assessment of trees by a suitably qualified arborist together with a set of administrative procedures and guidelines to support and administer the nomination, assessment of trees and the Register.

Staff consider that this may detract from preserving the urban forest by focussing on individual trees and recommend the adoption of a policy.

By-Laws

Local government legislation enables councils to adopt by-laws for various purposes, and the protection of trees can be one of those purposes. There are no by-laws specifically for the protection of trees in the Northern Territory. Where a by-law may refer to trees it is typically in reference to damage of vegetation on Council controlled land and the penalties that apply. There are limitations as to the numeric value of the penalties and whilst rare, the value to the person who commits an offence by damaging or removing a tree may be insignificant in meeting their objectives.

Within other States and Territories where tree protection is managed through by-laws, the purpose is to protect trees on private land rather than within land controlled by the local government.

By-laws could be used in several ways (for land under Council's care and control):

- Support and enforce a significant tree register, or
- Support and enforce the protection of all trees.

The Local Government Act 2008 sets out the procedure required to consider, consult, adopt and gazette a by-law. It is not uncommon for the process to take around two years from concept to gazettal.

Whilst by-laws are supported by legislation there remains the ability for a future Council to seek to have the by-laws amended or repealed should it choose to do so. The process to amend a by-law to improve

or adjust its implementation and/or enforcement can be lengthy depending on the proposed amendments.

Staff do not recommend the adoption of a by-law as the process is lengthy and may not achieve the desired outcome of preserving the urban forest.

As outlined above, a by-law essentially sets the rules, and the means to enforce them. Whereas the preservation of our urban forest requires the support and engagement of the community rather than their compliance.

Council Policy

Given that the management and, by implication, the protection of trees is the responsibility of the Council, the present gap implied in the Notice of Motion is the absence of a strategic direction set by the Council that would be implemented by staff either as part of ongoing tree management or in responding to customer requests in dealing with a variety of issues (e.g. surface roots, leaf and flower debris, and shading).

The preferred option for staff is a policy to be considered and adopted by Council that will both set the strategic direction to preserve the existing trees under Council's care and control, as well as define the criteria of assessment.

The absence of this policy framework has not compromised the retention of trees within our public spaces however it will give definition to when and why trees should not be removed and conversely why they may be removed.

One of the key factors in providing good customer service is consistency in information and decision making in response to requests. Whilst similar to the implementation of a by-law the adoption of the proposed policy promotes consistency in dealing with the often complex or emotive views regarding trees; one of the key differences being that by-laws generally involve enforcement of rules and infringement of offences. Policies tend to guide action and response in a positive way.

Whilst not diminishing the effectiveness of a policy compared to a by-law, a Council policy would be able to be fine-tuned where necessary more easily than a by-law should aspects of the assessment criteria require improvement or additional criterion added.

In consideration of the options available to Council, staff recommend the adoption of a new policy titled "Preserving Our Urban Forest" to meet the objectives of the Council in creating and enhancing the City as a Place for People and fulfilling the objectives within the Community Plan.

CONSULTATION PROCESS

The following City of Palmerston staff were consulted in preparing this report:

- Open Space Team Leader.
- Open Space Contract Supervisor's.

No external consultation has been undertaken in preparing this report.

POLICY IMPLICATIONS

A new policy would require community consultation in accordance with Council's *Community Consultation Policy* (COMM003).

A policy framework would be recommended were a significant tree register approach to be taken. This would establish the basis of the register together with the strategic guidance for development, management and implementation. A draft policy for this approach has not been prepared.

Were a by-law approach to be preferred, no new policy would be required.

Where Council preferred the policy approach, as recommended a draft policy titled 'Preserving our Urban Forest' is provided as **Attachment 13.2.2.1** to this report.

BUDGET AND RESOURCE IMPLICATIONS

Subject to the option chosen the budget implications are outlined as follows:

Significant Tree Register:	The estimated cost in the first year of implementation is \$25,000 to undertake information and consultation, engage a qualified arborist to undertake assessments and the finalisation of the tree register. Ongoing review and assessing new nominations would be funded by recurrent operational budgets.
New by-Law:	The cost to draft, advertise, revise, adopt and have gazetted is likely to take a minimum of two years and the estimated cost is \$25,000 for legal, advertising and gazettal fees. This would not normally be accommodated within operating budgets.
New policy:	There are minimal costs associated with this approach and would be covered by operational budgets.

The current adopted budget, and the draft budget do not include dedicated funding for the creation of a tree register or new by-law.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The overarching risk in dealing with trees on land under the care and control of Council is public safety. The options contained within this report do not extend or limit that risk. That risk remains and is managed through a series of inspections that are undertaken in response to specific requests or from routine inspections.

The risks associated with this report are of a reputational nature whereby the visual and environmental amenity value of the City is negatively impacted by the unnecessary loss of trees across the City.

As there is limited legislation protecting trees on public land, there is a risk that trees that significantly contribute to the cultural landscape of Palmerston can be damaged or destroyed. Local Government by-laws could be enacted to decrease risk to significant trees in areas that are vested with Council. As stated within the report by-laws tend to act as a deterrent where the penalties are higher.

As the definition of a significant tree can be subjective, there is the risk that trees are nominated by the public that do not meet the predetermined criteria. This may be a reputational risk to Council, if seen to be ignoring the listing of a tree considered important to a community member. This risk would be lessened by providing information to the public regarding the criteria that trees are being assessed against.

Another risk, as stated within the report is that the current or future Council may choose to significantly amend or repeal a by-law, or the by-law may not be enforced to the extent anticipated. The actual

enforcement of a by-law where resources are insufficient to comprehensively and consistently apply a by-law is a situation forced by many Councils – the cost of legal support and advice for effective enforcement can be one resource that limits a Council's ability to act. The risk is considered low but still present.

Maintaining a consistent implementation of the administrative application of Council policies is also a risk; however in relation to trees there has been a consistent and demonstrated intent to protect trees and therefore the risk is considered very low.

This report addresses the following City of Palmerston Strategic Risks:

2 Is not sustainable into the long term

Context: Optimising the financial, social, and environmental sustainability of the Council.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The options listed in this report would each assist Council in actively protecting and enhancing the environmental assets and amenity of the City of Palmerston.

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

1. Preserving Our Urban Forrest Policy [13.2.2.1 - 2 pages]

Name:	Preserving Our Urban Forrest		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to:

- Demonstrate Council's commitment to the Community Plan and the Environmental Sustainability for Palmerston to be an environmentally friendly, liveable city.
- Establish the City of Palmerston's commitment and future strategic direction for the protection, management and maintenance of its urban forest.
- Address tree management and maintenance issues encountered by the City of Palmerston.

2 PRINCIPLES

The City of Palmerston strongly supports the retention of the urban forest wherever possible. Trees provide many social, economic and environmental benefits. They beautify and soften streetscapes, provide wildlife habitat and play a significant role in determining the urban character of our city. Trees are critical in the maintenance of a healthy urban environment as they produce oxygen, trap airborne pollutants, provide shade and absorb carbon dioxide.

3 DEFINITIONS

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

Term	Definition
Urban Forest	Trees situated in parks, streets and anywhere in the developed urban area of Palmerston under the care, control, and management of the Council

4 POLICY STATEMENT

4.1 Preserving our Urban Forest Policy

The City of Palmerston recognises that trees are a major asset and play an important role in making Palmerston a liveable, attractive, and healthy city. Our trees are growing in a harsh urban environment, which requires specialised care and management.

The City of Palmerston is committed to a high-quality maintenance regime that provides adequate resources for the long-term health of its urban forest.

4.1.1 This policy addresses two key areas:

4.1.1.1 Tree Retention

To maximise the retention of trees the factors where a tree may be considered for removal are:

- It is diseased or dying and there are no remedies to save the tree.
- It is a safety hazard to the public.
- A tree does not meet Council's guidelines.

- The ongoing remedial works required due to damage by a tree are too costly.
- Council approved its removal as part of a streetscape plan or works program.
- A tree is indicated in a property development plan – to Council's required format and standard – and is approved by Council, provided the developer meets the cost of tree valuation, removal and replacement, or
- It is causing damage to property or public utilities, and the cost of ongoing remedial works becomes uneconomical, i.e. that cost of the perceived ongoing repairs outweighs the value of the tree and there is no reasonable alternative to solve the problem.

A tree will not be considered for removal based solely on the following:

- Falling leaves, bark, gum nut or flower debris.
- To provide vistas.
- Tree is growing over a property, blocking light, shading lawn or a pool.
- Tree is considered too big or too old.
- Perceived danger that a tree may fall in a storm or has dropped a limb.
- Would like an alternative species of tree.
- Property alterations require a driveway to be relocated.
- Droppings by a bird, bat, possum or other wildlife.
- Insect issue, such as spiders, ants or bees.
- Solar access for solar panels.
- The tree shades the verge or resident's garden, or
- Surface root growth that restricts mowing heights.

Where a tree has been approved for removal, subject to site specific limitations, a replacement tree of a suitable species will be planted within 30 days of removal. Where large scale tree removal is triggered as a result of a significant weather event a program of tree replacement will be prepared and implemented based budgets and tree availability.

4.1.1.2 Tree Assessment

A request for tree removal will be assessed by Council based on the listed criteria by appropriately qualified and experienced staff. Where considered necessary an independent arborist may be engaged to assist in finalising a recommendation to remove a tree.

4.2 Operational implementation

This policy sets the principles and criteria for the preservation of the urban forest; the implementation and management of assets is an operational function of the Council in accordance with the delegated authority to the Chief Executive Officer.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Preferred Tree Species

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act 2008

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Adoption Draft FIN02 - Rating Policy
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	Director of Organisational Services, Richard Iap
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

The purpose of this report is for Council to adopt draft FIN02 – Rating Policy as a policy of Council, following public consultation process.

KEY MESSAGES

- Draft FIN02 – Rating Policy was adopted through public consultation.
- Council has undertaken 21 days of public consultation; no submissions were received.
- FIN02 - Rating Policy, once adopted will become a policy for Council.

RECOMMENDATION

1. THAT Report entitled Adoption Draft FIN02 - Rating Policy be received and noted.
2. THAT Council adopts FIN02 - Rating Policy (**Attachment 13.2.3.2**) as a policy of Council.

BACKGROUND

Council established a volunteer Community Reference Group (CRG) of representative Palmerston ratepayers to provide ideas, concepts, and feedback to Council to inform the development of a rating strategy.

Members of the CRG accepted the following principles of rating for Palmerston:

- Administrative simplicity
- Economic efficiency and
- Equity

These principles of rating as well three rating options were provided to the broader community for public consultation and feedback. The three rating options were:

- Option 1: Valuation-based charge with differential rating (current method)
- Option 2: Flat rate for Residential, UCV for remaining properties (used prior to 2015)
- Option 3: Combination fixed rate and UCV rate

At the 2nd Ordinary Council Meeting of 16 April 2019 Council made the following decisions:

25.2.1 Rates Strategy Update and Proposed Consultation C9/0209

1. THAT Report Number C9/0209 entitled Rates Strategy Update and Proposed Consultation be received and noted.
2. THAT Council undertake six weeks public consultation and provide information to the community commencing August 2019, as outlined in Report Number C9/0209 entitled Rates Strategy Update and Proposed Consultation, on three models of rating, namely:
 - Option 1 – Valuation based charge with a differential.
 - Option 2 – Flat Rate for residential only/UCV for remaining properties; and
 - Option 3 – Combination Fixed Rate and UCV Rate.
3. THAT a further report on the Rates Strategy be provided by the 2nd Ordinary Council Meeting in November 2019 providing the outcomes of the public consultation.
4. THAT Council note the minor amendment to Attachment D to Report Number C9/0209 entitled Rates Strategy Update and Proposed Consultation to correct terminology as tabled.
5. THAT Decisions 1 to 5 relating to Report Number C9/0209 entitled Rates Strategy Update and Proposed Consultation be moved to the open minutes once consultation has commenced.

CARRIED 9/0595 – 16/04/2019

True North Strategic Communication managed the consultation process that ran over the course of six weeks through September – October 2019 and provided various options for engagement including:

- Face-to-face consultation with discussion kiosks in various locations around Palmerston
- Online tools such as the Have Your Say webpage, Facebook posts and an online survey
- Direct contact through a dedicated email address and phone number
- Offline options including receiving a hard copy survey and the opportunity for written feedback

The outcomes of the survey were Option 1, the valuation-based charge, was the preferred option for more than half of the survey respondents.

These outcomes were presented to Council on the 1st Ordinary Council meeting on 12th December 2019, where Council made the following decisions:

13.2.6 Rates Strategy Public Consultation Outcomes 9/0062

1. THAT Report Number 9/0062 entitled Rates Strategy Public Consultation Outcomes be received and noted.
2. THAT Council retains the current valuation based (UCV) charge with a differential rating method based on community consultation feedback received.
3. THAT Council prepare a draft Rating Strategy Policy for City of Palmerston based on valuation-based (UCV) charge with a differential rating method and the principles of rating established by the Community Reference Group for presentation to the First Ordinary Meeting in March 2020.

CARRIED 9/0942 – 10/12/2019

The draft rating policy has been developed based on the outcome of broader community consultation and is being recommended that Council adopts the draft rating policy for the purposes of 21 days public consultation with a further report with the outcomes of the public consultation, along with any recommended changes to the draft FIN02 – Rating Policy

13.2.6 FIN02 – Draft Rating Policy 9/0383

1. *THAT Report Number 9/0383 entitled FIN02 – Draft Rating Policy be received and noted.*
2. *THAT Council adopt FIN02 – Rating Policy at Attachment A to Report Number 9/0383 entitled FIN02 – Draft Rating Policy for the purposes of 21 days public consultation.*
3. *THAT a further report with the outcomes of the public consultation, along with any recommended changes to the draft FIN02 – Rating Policy, be presented to the first Ordinary Council Meeting by end of May 2020.*

CARRIED 9/1024 – 03/03/2020

DISCUSSION

Council at the 2nd Ordinary Meeting March 2020 adopted draft FIN02 – Rating Policy (**Attachment 13.2.3.1**) for 21 days of public consultation.

Council received no feedback or comment on the draft policy during the consultation period.

It is being recommended that Council adopts FIN02 - Rating Policy (**Attached 13.2.3.2**) as a Policy of Council.

CONSULTATION PROCESS

Consultation on the draft FIN02 - Rating Policy was available for feedback through Council's "Have Your Say" section of the website. The consultation was also part of the Mayor's regular radio segments during the period.

Council received no feedback or comment on the draft policy during the consultation period.

The following City of Palmerston staff were consulted in preparing this report:

- Finance Manager

POLICY IMPLICATIONS

FIN02 – Rating Policy, once adopted will become a policy of Council.

BUDGET AND RESOURCE IMPLICATIONS

FIN02 - Rating Policy, refers to what methodologies and principles are to be employed when levying rates within the Municipality. It is not designed to place values or a quantum on the amount of rates that are to be levied nor the appropriate split of rates between the differential categories. These decisions

are undertaken as part of the Annual Budget process and are consulted with the community through the consultation process of the Municipal Plan. Therefore, there are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The consultation process undertaken demonstrates that there is a divergence of views on what method should be employed to raise rates. Although 'Option 1 - Valuation Based Charge with a Differential' was the preferred method for most ratepayers who participated in the consultation there, there will be ratepayers may provide negative feedback as their preferred rating method was not adopted.

Under the current and new Local Government Acts there is no mandatory requirement for Council to have a rating policy. In adopting a rating policy demonstrates Council is open, transparent, and consistent in its approach to rating and the method of rating. The rating methodologies contained within the policy *FIN02 - Rating Policy* meet and adhere to all legislative requirements

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

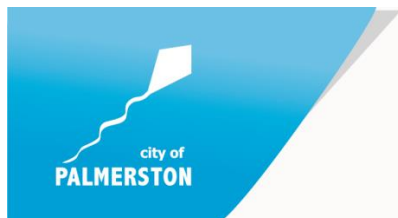
There are no environment sustainability implications for this report.

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

1. Draft FIN02 - Rating Policy [13.2.3.1 - 2 pages]
2. FIN02 - Rating Policy [13.2.3.2 - 2 pages]



POLICY

FIN02

Name:	Rating Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Financial Officer		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

To provide a framework for the principles of rating and the rating methodology that is to be applied when levying rates within the Palmerston Municipality.

2 PRINCIPLES

City of Palmerston is committed to levying rates in a consistent, transparent and equitable manner, while ensuring that both financial and social considerations have been considered when determining the most appropriate rate mix.

3 DEFINITIONS

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

Term	Definition
Differential Rating	The application of applying different rating thresholds to different categories of property within the Municipality that share similar characteristics such as zoning or locality.
Unimproved Capital Value (UCV).	The dollar value of an allotment of land without any capital improvements as determined by an independent process by the Valuer General of the Northern Territory Government.
Rate Mix	The split of the total rate burden applied to the various differential rating categories.
General Rates	Rates that are levied by City of Palmerston to help fund the delivery of services and maintain appropriate infrastructure within the Municipality. These rates are levied on all rateable land.
Special Rates	A rate that is levied for a particular purpose. These rates may be levied on certain allotments who will benefit from this purpose or to the general ratepayer base if it is determined the purpose benefits all allotments.
Economic Behaviour	The way people spend money or how businesses operate. This includes purchasing property within particular areas within Palmerston, whether to and where to invest in Palmerston and operating businesses within Palmerston.

4 POLICY STATEMENT

4.1 Principles of Rating

City of Palmerston will levy its rates in accordance with the following principles from outcomes from the Council's Community Reference Group on Rates Strategy:

FIN02

4.1.1 Administrative Simplicity

The rating system and methodology utilised at City of Palmerston should be easy to apply, understand and comply with. It must ensure that the methodology used makes it difficult to avoid paying rates and that it is practical and cost effective to administer.

4.1.2 Economic Efficiency

The rating methodology and rate mix must consider and account for whether the impact of the rate burden between the differential categories will have a significant negative effect on economic behaviour.

4.1.3 Equity

The rating methodology and rate mix must be considered fair and equitable. It must consider the benefits received by the ratepayer as well as the ratepayer's capacity to pay.

4.2 Methodology of Levying General Rates

City of Palmerston will employ the following methodologies when levying general rates:

4.2.1 Adopt the unimproved capital value method as the basis for determining the assessed value of allotments within the Municipality.

4.2.2 Apply differential rates to various categories of allotments within the Municipality based on zoning and/or location.

4.2.3 Apply a differential minimum charge to each differential rate to ensure each allotment at least contributes a set amount.

4.2.4 Differential minimum charge may be applied to each separate part or unit of an allotment that are adapted for separate occupation or use.

4.3 Levying of Special Rates

City of Palmerston will undertake the following actions in relation to levying special rates:

4.3.1 May levy a special rate to fund a particular purpose.

4.3.2 The beneficiaries of this purpose are to be identified and the special rate is only levied against those properties or properties in the area. If it is identified that the Municipality benefits, the rate may be levied to all rateable properties.

4.3.3 Before levying a special rate, public consultation in accordance with the requirements of section 238 of the Government Act 2019 Act, must be undertaken and the opportunity for feedback provided to all ratepayers affected.

4.3.4 The basis of applying a special rate may vary depending on the purpose of the special rate but must still reflect the principles of rating.

4.3.5 Monies raised from a special rate cannot be spent on any other purpose than the original intent of the special rate.

5 ASSOCIATED DOCUMENTS

5.1 Council Policy *FIN17 - Rate Concession*

5.2 City of Palmerston Declaration of Rates and Charges

6 REFERENCES AND RELATED LEGISLATION

6.1 Local Government Act 2019

6.2 Local Government Act 2008

6.3 Local Government (Accounting) Regulations 2008



POLICY

FIN02

Name:	Rating Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Organisational Services		
Approval Date:	5/05/2020	Next Review Date:	5/05/2022
Records Number:		Council Decision:	

1 PURPOSE

To provide a framework for the principles of rating and the rating methodology that is to be applied when levying rates within the Palmerston Municipality.

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Rate Mix	The split of the total rate burden applied to the various differential rating categories.
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Special Rates	A rate that is levied for a particular purpose. These rates may be levied on certain allotments who will benefit from this purpose or to the general ratepayer base if it is determined the purpose benefits all allotments.
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4 POLICY STATEMENT

4.1 Principles of Rating

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4.1.2 Economic Efficiency

The rating methodology and rate mix must consider and account for whether the impact of the rate burden between the differential categories will have a significant negative effect on economic behaviour.

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4.3 Levying of Special Rates

City of Palmerston will undertake the following actions in relation to levying special rates:

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4.3.2 The beneficiaries of this purpose are to be identified and the special rate is only levied against those properties or properties in the area. If it is identified that the Municipality benefits, the rate may be levied to all rateable properties.

4.3.3 Before levying a special rate, public consultation in accordance with the requirements of section 238 of the Government Act 2019 Act, must be undertaken and the opportunity for feedback provided to all ratepayers affected.

4.3.4 The basis of applying a special rate may vary depending on the purpose of the special rate but must still reflect the principles of rating.

4.3.5 Monies raised from a special rate cannot be spent on any other purpose than the original intent of the special rate.

5 ASSOCIATED DOCUMENTS

5.1 Council Policy *FIN17 - Rate Concession*

5.2 City of Palmerston Declaration of Rates and Charges

6 REFERENCES AND RELATED LEGISLATION

6.1 Local Government Act 2019

6.2 Local Government Act 2008

6.3 Local Government (Accounting) Regulations 2008

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Third Quarter Budget Review 2019/20
MEETING DATE:	Tuesday 5 May 2020
AUTHOR:	Manager Finance, Maxie Smith
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council approval for the third Quarter review of the 2019/20 budget.

KEY MESSAGES

- Council continues to deliver a balanced budget at the Third Quarter Review 2019/20.
- \$1,400,050 to be transferred to the Unexpended Capital Works Reserve for works scheduled for completion or commencement after 1 July 2020.
- \$300,309 of savings to be transferred to the Working Capital Reserve.
- \$660,000 transferred out of the Developer Funds in Lieu of Construction Reserve as a continuation of the *Making the Switch* program and Council's internally funded loan.
- \$100,000 transferred from Waste Management Reserve to commence Waste Strategy

RECOMMENDATION

1. THAT Report entitled Third Quarter Budget Review 2019/20 be received and noted.
2. THAT Council adopts the Third Quarter Budget Review 2019/20, pursuant to Section 128 (2) of *Local Government Act* per **Attachment 13.2.4.1** of report entitled Third Quarter Budget Review 2019/20.
3. THAT Council adopts the reserve movements for 2019/20 of:
 - i. Transfer from Reserve:
 - \$715,000 from Developer Funds in Lieu of Construction Reserve
 - \$100,000 from Waste Management Reserve for Waste Strategy
 - ii. Transfer to Reserve
 - \$1,400,050.08 to Unexpended Capital Works Reserve inclusive of:
 - \$305,750.91 for Playground Refurbishments
 - \$300,000.00 for Sustainability Programs
 - \$178,415.26 for Fleet Replacements
 - \$150,000.00 for Mitchell Creek Escarpment Feasibility Study
 - \$100,000.00 for Archer Waste Management Facility Renewals
 - \$97,930.50 for continued works on Marlow Lagoon Pathways

- \$97,206.00 for Archer Landfill Site Rehabilitation
- \$91,747.41 for the second stage of the *Liveable Cities* program
- \$80,000.00 for the commission of Public Art
- \$300,309.15 to Working Capital Reserve
- \$50,000.00 to Unexpended Grants Reserve

as per **Attachment 13.2.4.2** of report entitled Third Quarter Budget Review 2019/20.

4. THAT Council adopts reserve movements as at 1 July 2020 of \$1,400,050.08 from Unexpended Capital Works Reserve to allow delivery and completion of 2019/20 capital works program.

BACKGROUND

Council adopted the 2019/20 budget on 18 June 2019 as part of the Municipal Plan and Budget. A further \$914,000 was rolled into the 2019/20 budget in conjunction with the Third Quarter Budget Review 2018/19 on 21 May 2019 (Report No. 09/0232). Council Report 09/0311 Capital Rollovers and Unexpended Grant Allocations from the 2nd Ordinary Meeting held on 17 September 2019 drew a further \$3,502,047.50 into the 2019/20 budget to facilitate the completion of a variety of projects within Palmerston.

The First Quarter Budget Review (Report No. 09/0349) was adopted by Council on 19 November 2019, and the Second Quarter Budget Review (Report No. 9/0387) was adopted by Council on 3 March 2020 providing adjustments to both operating and capital income and expenditure items.

Council officers complete a quarterly review of the budget to assess both project and ongoing costs against the current budget and operational priorities.

DISCUSSION

The Third Quarter Budget Review 2019/20 is based on information as at 31 March 2020 and sees the delivery of a balanced budget.

Operational priorities have been adjusted due to COVID-19 and changing economic conditions. Without any additional effect on continuing operations Council has been able to deliver a surplus of \$300,309 for transfer to the Working Capital Reserve. A portion of these surplus funds may be utilised to fund recovery measures as decided by Council at a later date.

Operational Income

Budgeted Operating Income increases by \$4,379 in this review.

Adjustments to Rates & Charges of \$195,429 have been made to realign budgets against actual rates levied, as well as a decrease of \$57,000 against debt recovery due to COVID-19 ratepayer support measures.

User Charges & Fees sees a decrease in income of \$171,250 from the closure of community centres across Palmerston, as well as a decrease in anticipated development income resulting from the slow-down in development works being undertaken.

Interest and Investment Revenue has decreased by \$18,000 with Council agreeing to waive interest for ratepayers affected by the current economic downturn and COVID-19.

Operational Expenditure

Total Operating Expenses see an increase of \$71,989.

Savings have been realised against:

- Employee Costs: \$195,342
- Energy: \$112,000 as a direct result of efficiency measures such as *Making the Switch* and the installation of solar panels on Council facilities
- Borrowing Costs: \$39,396 as an alignment of budget to actuals for the external loan for Archer Landfill Rehabilitation
- Operating Lease Rentals: \$25,000 resulting from operational changes regarding renewal of leases on IT equipment
- Elected Member Expenses: \$20,000
- Materials & Contractors: \$1,826

Additional expenditure has been increased against:

- Professional Services: \$337,900 for programs including Waste Strategy, the CouncilFirst accounting software upgrade, Consultants, Planning, Communications and Recruitment.
- Legal Expenses: \$85,520 which is inclusive of a decrease in expenditure of \$57,000 for rates debt recovery which will no longer be undertaken this financial year.
- Telephone & Other Communication Charges: \$38,000 of which a portion is attributable to installation and services of parking meters for free, timed parking in the municipality.
- Other Expenses: \$2,825
- Water Charges: \$2,000

Capital Income

Capital Income decreases by \$46,887. Of this, \$55,000 is due to a forecast decrease in funds received for Funds in Lieu of Construction, which has been directly funded by a transfer from the Reserve. An increase of \$8,113 is due to an adjustment to grant funding received for the Roads to Recovery program.

Capital Expenditure

Total Capital Expenditure adjustment of \$1,049,948 include:

- A transfer of \$1,400,050.08 to the Unexpended Capital Works Reserve for projects to commence from July 2020. Details listed under Reserves.
- An increase of \$660,000 for *Making the Switch* to be funded from the Developer Funds in Lieu of Construction Reserve for continuation of the LED streetlighting program.
- Total program savings of \$309,897.98 which is made up of a decrease in budget from various programs to the value of \$456,338.50, and other minor project increases to \$146,440.52.
 - Program decreases include:
 - \$125,859.55 savings from new playground structures
 - \$40,000.00 savings for power renewals at Frances Drive
 - \$40,000.00 savings in Sustainability Programs
 - \$40,000.00 savings from Irrigation Refurbishment
 - \$30,000.00 savings from Fleet Replacements
 - \$28,118.00 savings from Renewals at the Council Depot
 - \$26,232.00 savings in Road Sub-soil Drainage
 - \$26,000.00 savings in Gray Hall Renewals
 - \$21,890.00 savings in Shade Sail Replacements
 - \$78,238.95 in minor savings across 9 different projects including Laneways, Pump Renewals, Switchboard Upgrades and Building Management Systems

- Program increases include:
 - \$35,090.85 for Playground Fencing
 - \$35,000.00 to commence consultation on Palmerston Dog Parks
 - \$27,435.17 for Civic Centre Building Alterations
 - \$48,914.50 in minor increases across 7 different projects including Tree Planting, Public Amenities at Marlow Lagoon, and the Gul Guk Garden.

Reserves

After the Second Quarter Budget Review 2019/20 the total reserve balance for 2019/20 was budgeted as \$16,235,492.

Through the Third Quarter Budget Review 2019/20 the total reserves balance is expected to increase by \$935,359 by the end of financial year to \$17,170,850. The movement in Reserves can be attributed to:

- i. Transfer from Reserve
 - \$715,000.00 transferred from Developer Funds in Lieu of Construction Reserve
 - \$660,000.00 for the continuation of *Making the Switch*
 - \$55,000.00 due to a forecast decrease in FILOC income received due to a decrease in new developments
 - \$100,000.00 transferred from Waste Management Reserve for Waste Strategy
- ii. Transfer to Reserve
 - \$1,400,050.08 transferred to Unexpended Capital Works Reserve:
 - \$305,750.91 for Playground Refurbishments
 - \$300,000.00 for Sustainability Programs
 - \$178,415.26 for Fleet Replacements
 - \$150,000.00 for Mitchell Creek Escarpment Feasibility Study
 - \$100,000.00 for Archer Waste Management Facility Renewals
 - \$97,930.50 for continued works on Marlow Lagoon Pathways
 - \$97,206.00 for Archer Landfill Site Rehabilitation
 - \$91,747.41 for the second stage of the *Liveable Cities* program
 - \$80,000.00 for the commission of Public Art
 - \$300,309.15 transferred to Working Capital Reserve
 - \$50,000.00 transferred to Unexpended Grants Reserve due to COVID-19 and the postponement of the 2020 Palmerston Youth Festival

CONSULTATION PROCESS

The following City of Palmerston staff were consulted in preparing this report:

- Budget Officers
- Executive Management Team

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The budget and resource implications are detailed in the body of this report and the attachments.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In accordance with Section 128 of the *Local Government Act* the budget amendments will be published on Council's website and an advertisement will be placed in the NT News.

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

1. Statement of Comprehensive Income [13.2.4.1 - 1 page]
2. Statement of Reserves [13.2.4.2 - 1 page]

STATEMENT OF COMPREHENSIVE INCOME
31/03/2020

	Original Budget	Carry Forwards & Roll Overs \$	1st Review Increase/ (Decrease) \$	2nd Review Increase/ (Decrease) \$	3rd Review Increase/ (Decrease) \$	Revised Budget \$
Operating Income						
Rates & Annual Charges	28,204,805	0	437,000	-5,312	195,429	28,831,922
Statutory Charges	283,200	0	-135,000	0	-4,100	144,100
User Charges & Fees	1,177,651	0	-38,645	-85,000	-171,250	882,756
Interest & Investment Revenue	983,160	0	0	0	-18,000	965,160
Reimbursements	0	0	1,614	0	1,000	2,614
Other Income	1,000	0	135,000	162,900	1,300	300,200
Grants, Subsidies & Contributions	2,561,988	0	-677,061	-3,500	0	1,881,427
Total Operating Income	33,211,804	0	-277,092	69,088	4,379	33,008,179
Operating Expenses						
Employee Costs	9,632,324	0	0	125,000	-195,342	9,561,981
Professional Services	1,418,200	0	18,500	148,000	337,900	1,922,600
Auditor's Remuneration	35,000	0	0	0	0	35,000
Operating Lease Rentals	147,100	0	0	-40,000	-25,000	82,100
Energy	1,217,057	0	0	-10,000	-112,600	1,094,457
Materials & Contractors	10,907,797	0	169,370	-423,360	-1,826	10,651,981
Depreciation, Amortisation & Impairment	10,034,021	0	0	0	0	10,034,021
Elected Members Expenses	377,686	0	0	-30,000	-20,000	327,686
Legal Expenses	323,600	0	0	90,000	85,520	499,120
Water Charges	1,338,844	0	0	-42,000	2,000	1,298,844
Telephone & Other Communication Charges	228,984	0	-1,500	0	38,000	265,484
Community Grants	130,000	0	0	0	0	130,000
Other Expenses	3,094,974	324,869	69,516	-211,312	2,825	3,280,872
Borrowing Costs	92,200	0	0	0	-39,396	52,804
Total Operating Expenses	38,977,787	324,869	255,886	-393,672	72,081	39,236,950
Net OPERATING SURPLUS / (DEFICIT)	-5,765,983	-324,869	-532,978	462,760	-67,702	-6,228,771
Capital Income						
Net gain (loss) on disposal or revaluation of assets	0	0	0	41,489	0	41,489
Developer Contributions	500,000	0	0	-400,000	-55,000	45,000
Asset Income	0	0	0	0	0	0
Grants received	2,080,000	0	-668,113	0	8,113	1,420,000
Total Capital Income	2,580,000	0	-668,113	-358,511	-46,887	1,506,489
Net SURPLUS / (DEFICIT) transferred to Equity Statement	-3,185,983	-324,869	-1,201,091	104,249	-114,589	-4,722,282
Capital Expenses						
Land Purchase	0	0	0	0	0	0
Asset Purchase	-4,671,000	-1,605,576	-600,000	-108,489	963,056	-6,022,010
Asset Upgrade	-5,173,000	-2,485,603	-512,811	-1,254,105	86,893	-9,338,626
Total Capital Expenses	-9,844,000	-4,091,179	-1,112,811	-1,362,594	1,049,948	-15,360,636
Less Non Cash Expenditure	-10,034,021	0	0	0	0	-10,034,021
Plus Gifted Assets	0	0	0	0	0	0
Net CAPITAL SURPLUS / (DEFICIT)	-2,995,962	-4,416,048	-2,313,902	-1,258,345	935,359	-10,048,897
Borrowings	0	0	0	0	0	0
Repayment of Borrowings	-209,000	0	0	0	0	-209,000
Reserve Movement	3,204,962	4,416,048	2,313,902	1,258,345	-935,359	10,257,897
NET OPERATING SURPLUS / (DEFICIT)	0	0	0	0	0	0

0

STATEMENT OF RESERVES - Budget Movements 2020

OTHER RESERVES	Opening Balance \$ 01/07/2019	Original Budget 2020 to Reserves \$	Original Budget 2020 from Reserves \$	Carry Forwards & Roll Overs to Reserves \$	Carry Forwards & Roll Overs from Reserves \$	1st Review 2020 to Reserves \$	1st Review 2020 from Reserves \$	2nd Review 2020 to Reserves \$	2nd Review 2020 from Reserves \$	3rd Review 2020 to Reserves \$	3rd Review 2020 from Reserves \$	Balance at the EOY 2020 \$
Externally Restricted Reserves												
Unexpended Grants Reserve	9,063,501	-	(350,000)	-	(2,920,793)	-	(400,000)	250,000	(1,258,345)	50,000	-	4,434,363
Externally Restricted Reserves	9,063,501	-	(350,000)	-	(2,920,793)	-	(400,000)	250,000	(1,258,345)	50,000	-	4,434,363
Internally Restricted Reserves												
Election Expenses Reserve	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	(36,900)	-	-	-	-	463,100
Unexpended Capital Works Reserve	1,195,255	-	-	-	(1,195,255)	-	-	-	-	1,400,050	-	1,400,050
Developer Funds In Lieu Of Construction	5,099,661	500,000	(2,439,000)	-	-	-	(567,000)	200,000	(400,000)	-	(715,000)	1,678,661
Waste Management Reserve	1,582,545	135,000	-	-	-	187,000	-	-	-	-	(100,000)	1,804,545
Asset Renewal Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Major Initiatives Reserve	865,949	-	-	-	-	-	(201,000)	-	(50,000)	-	-	614,949
Internally Restricted Reserves	9,393,410	635,000	(2,439,000)	-	(1,195,255)	187,000	(804,900)	200,000	(450,000)	1,400,050	(815,000)	6,111,305
Unrestricted Reserves												
Working Capital Reserve	8,971,837	219,038	(1,270,000)	-	(300,000)	-	(1,296,002)	-	-	300,309	-	6,625,182
Unrestricted Reserves	8,971,837	219,038	(1,270,000)	-	(300,000)	-	(1,296,002)	-	-	300,309	-	6,625,182
Total Reserves	27,428,748	854,038	(4,059,000)	-	(4,416,048)	187,000	(2,500,902)	450,000	(1,708,345)	1,750,359	(815,000)	17,170,850

Reserve balances as at 01/07/2019 include 2018/19 year-end adjustments

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Financial Relief for Sporting Organisations

THAT Council receive and note correspondence received from the Minister for Tourism, Sport and Culture dated 24 April 2020 being Item 14.2.1 entitled Financial Relief for Sporting Organisations.



MINISTER FOR TOURISM, SPORT AND CULTURE

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5532
Facsimile: 08 8936 5637

Ms Athina Pascoe-Bell
Mayor
City of Palmerston
PO Box 1
PALMERSTON NT 0831

Email: mayor@palmerston.nt.gov.au

Dear Ms Pascoe-Bell

I am writing to you regarding the provision of financial relief for sporting organisations affected by the Covid-19 crisis.

Currently all sports in the NT are inactive as directed by the Chief Health Officer. The response of the sporting community has been outstanding and despite the great financial and community cost involved, all sports are playing their role in protecting the health of Territorians by adhering to the CHO directives.

All Territory sports have been affected financially by the Covid-19 crisis and in recognition of this the Northern Territory Government recently rolled out a \$1.3 million support program aimed at helping our sporting organisations through this difficult time.

I am writing to you to request that in support of this program, any fees or levies payable to Council by any sporting organisations be waived or deferred. Any financial relief Council can provide sporting organisations will help their long term survival and the recently announced COVID-19 support funding for Local Government may assist in offsetting the operating costs to Council.

Our sporting organisations are an incredibly important part of our community and will be an incredibly important part of our recovery and I encourage you to look at what support you can give them at this time.

Yours sincerely

LAUREN MOSS
24th April 2020



14.2.2 Local Government Assistance Package

THAT Council receive and note correspondence received from the Minister for Local Government, Housing and Community Development dated 28 April 2020 being Item 14.2.2 entitled Local Government Assistance Package.



MINISTER FOR LOCAL GOVERNMENT, HOUSING
AND COMMUNITY DEVELOPMENT

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5553
Facsimile: 08 8928 6645

Mrs Athina Pascoe-Bell
Mayor
City of Palmerston
PO BOX 1
PALMERSTON NT 0831

Dear Mrs Pascoe-Bell

I am writing to formally advise of the initiatives that have been announced by the Northern Territory Government, to support councils in your efforts to respond to the impacts of COVID-19 in your local communities and businesses.

The \$7.1 million Local Government Special Community Assistance and Local Employment (SCALE) grant program is a non-application based program and provides one-off funding to local government councils to support local employment, business continuity and community initiatives.

Funding guidelines for the new program are attached (Attachment A) and can also be accessed from the Department of Local Government, Housing and Community Development's website at <https://dlghcd.nt.gov.au/local-government/local-government-funding>.

Payment of funding under the SCALE program is contingent on your council resolving to adopt the attached "Public Benefit Concessions Policy for Commercial Ratepayers" (Attachment B). Your council's adoption of this policy will ensure that there is a consistent approach by councils for commercial ratepayers experiencing financial hardship.

In addition to funding under the SCALE program, the following initiatives have also been incorporated as a Stage 1 Council support package:

1. Commencement of the *Local Government Act 2019* has been postponed to take effect from July 2021. The Department will write to all councils to further explain the transitional arrangements relating to the revised commencement date.



2. Unspent and uncommitted balances of prior year grant funding which I have approved under the Special Purpose Grant and Strategic Local Government Infrastructure Fund programs may be repurposed for expenditure under the SCALE program.
3. If your council has unspent and uncommitted Local Authority Project Funding these funds may be repurposed for expenditure under the SCALE program.
4. A tender exemption has been granted to allow your council to vary a contract with the same Northern Territory enterprise for the same supply, to 30 June 2021. This exemption will allow your council to extend the length of a contract (to no later than 30 June 2021) or vary the quantity, price or other details in the contract.
5. A tender exemption has been granted for procuring waste management and/or public health supplies from a Northern Territory enterprise, provided the contract expires on or before 30 June 2021.

Details of the tender exemptions is available on the Department of Local Government, Housing and Community Development's website at <https://dlghcd.nt.gov.au/local-government/Local-government-publications>.

Additionally, a \$6 million Council Support Package will be made available in 2020-21 which will include assistance to councils to provide commercial rate concessions for ratepayers facing financial hardship under the "Public Benefit Concessions Policy for Commercial Ratepayers". Further details of this package will be advised in 2020-21.

Your council will soon receive further correspondence from the Department of Local Government, Housing and Community Development regarding all the above initiatives.

I take this opportunity to thank you, your council's leadership team and LGANT for your partnership with the Northern Territory Government in protecting lives and jobs.

Yours sincerely



GERRY MCCARTHY

28 APR 2020

Funding Guidelines

Special Community Assistance and Local Employment Program

Purpose

The Local Government Special Community Assistance and Local Employment (SCALE) program is managed by the Department of Local Government, Housing and Community Development. The program provides one-off funding to local government councils to support business continuity, job creation and retention and other community initiatives directly related to COVID-19.

Objectives

The objectives of the program are to:

- Support the employment of Territorians.
- Encourage and facilitate partnerships between councils, the Northern Territory Government, Australian Government, business and community sectors to create effective locally-based responses to and recovery from COVID-19.
- Assist in the continued delivery of local government essential services.
- Assist to improve sanitation in council areas and of council assets and infrastructure.
- Assist with engaging local communities in activities that are in accord with the latest COVID-19 government announcements and directives.
- Assist with providing messaging and signage in council areas regarding COVID-19.

Councils are encouraged to partner with local businesses, other councils and LGANT, and other spheres of government to develop effective and innovative locally-based initiatives that strengthen their communities' protection and recovery from COVID-19.

Eligibility

This program is available to Northern Territory local government councils that meet the following criteria:

- Must be a recognised local governing body established under the *Local Government Act 2008*.
- Certify council will resolve to adopt and apply the "Public Benefit Concessions Policy for Commercial Ratepayers" in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21.

Funding

- The total funding pool is \$7.1 million.
- The SCALE funding will be paid in 2019-20.
- The funding is only payable to municipal, regional and shire councils.

Repurposing Local Authority Project Funding

- Where a regional council has unspent and uncommitted funding under the Local Authority Project Funding (LAPF), this funding may be repurposed to the SCALE program and spent on initiatives in local authority communities, with an intention of expenditure by 30 September 2020, unless approval is granted by the Department.
- Where regional councils choose to redirect LAPF funds into the SCALE program, details of the unspent and uncommitted funding is to be provided to the Department by 30 June 2020.

Note: Where the two year time limit for expenditure under the LAPF program expires on 30 June 2020, councils are encouraged to repurpose funds to the SCALE program. The Department will be exercising the clause in the LAPF funding agreement, regarding the requirement for councils to fully spend funds within two years. The balance of all unspent funds will be requested to be repaid unless approval has been granted by the Department to extend the 30 June 2020 due date.

Repurposing Special Purpose Grants (SPG) and the Strategic Local Government Infrastructure Fund (SIF)

- The balance of unspent and uncommitted funding under either the SPG or SIF programs may be retained by council and repurposed to the SCALE program.
- By 30 June 2020 councils are to report to the Department details of the balance of unspent and uncommitted funding under the SPG and SIF programs to be repurposed to the SCALE program.

Expenditure requirements

- Regional councils must allocate a component of this funding to each of its local authority communities.
- Local authorities' input is to be sought from each local authority on the kinds of initiatives to be delivered in each local authority area. If it is not possible to convene local authority meetings, input from locally-based local authority members is to be obtained where possible.
- Municipal and shire councils are to ensure funding is spent within their respective council areas.

Buy Local requirements

The grant supports the development of business and industry in the Northern Territory and support for **Territory enterprises**.

When using the funds to acquire goods and services, councils are encouraged to acquire those goods and services from a Territory enterprise, unless it can be proven through a competitive process that:

- there are no Territory enterprises willing or able to provide the good or service; or
- the Territory enterprise did not provide best value for money.

A Territory enterprise must satisfy all three elements of the definition:

- Operating in the NT – the enterprise is currently engaged in productive activities (for example, production of goods or delivery of services) within the NT.
- Significant permanent presence – the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Employing NT residents – the enterprise employs Territorians. An enterprise which relies exclusively on transient, interstate / international labour or a fly-in, fly-out workforce will not satisfy this element.

Further information on this condition can be found at:

- nt.gov.au/community/community-grants-and-volunteers/community-grants/about-capital-grants
- nt.gov.au/_data/assets/pdf_file/0004/537700/buy-local-plan.pdf

Examples of acceptable purposes for expenditure

The following non-exhaustive list provides examples of the types of expenditure that would be eligible as the expenditure has a connection to COVID-19 measures:

- Assist with employment costs of Territorians to ensure the continued delivery of local government essential services, and / or local job creation / retention.
- To stimulate local economies.
- To purchase materials or equipment to support local government business continuity (e.g. video conferencing equipment to assist with convening meetings).
- To meet the cost of additional cleaning, disinfecting and sanitising of council communal places (this can include the purchasing of cleaning equipment and products from local suppliers).
- To establish washing, sanitising stations or other cleaning facilities for the local community.
- To raise and promote public awareness of COVID-19 in council facilities, ensuring information is consistent with the most up to date Northern Territory Government information.
- To undertake innovative initiatives to engage community members in socially appropriate health and wellbeing activities (e.g. free Wi-Fi or video broadcasting of story times, or online competitions).
- To create and place signage in council areas reminding community members to follow COVID-19 government announcements and advice such as personal distancing and washing of hands regularly.
- To support community-based COVID-19 protection and recovery initiatives.

Examples of unacceptable purposes for expenditure

- Payment of employment or other operating costs already covered under another grant program.
- Reimbursement of costs already incurred by council.
- The purchase of vehicles (passenger carrying / recreational vehicles – 4WDs, troop carriers, utes, buses, quad bikes, etc.).

Process for payment

Local government councils will receive a Letter of Offer from the Department.

The letter will comprise the total grant amount offered and conditions of the grant funding. Councils will need to return the signed acceptance form to the Department of Local Government, Housing and Community Development.

Funds management

- The SCALE grant funding must be fully expended by 30 September 2020. However, councils may request the Department for an extension to this timeframe. Each request will be considered on a case-by-case basis by the Department.
- The balance of unspent funds is to be returned to the Department.
- Funding from the Northern Territory Government must be acknowledged in initiatives delivered under this program.
- The acquittal requirement will require a certification statement that provides information about initiatives undertaken with the funding. Regional councils are to also report on the amount allocated to each local authority area and the types of activities funding was spent on.
- A certification statement is to be laid before a council meeting. A copy of the minutes is to be provided to the Department.
- All projects are to be procured in accordance with the *Local Government Act 2008*, *Local Government (Accounting) Regulations 2008* and the Northern Territory Government "Buy Local" policy, if applicable.

Contact details

If you require further information, please contact:

Donna Hadfield
Manager Grants Program
08 8999 8820

Omor Robin
Grants Officer
08 8999 8576

Email: lg.grants@nt.gov.au

Public benefit concessions policy for commercial ratepayers

Resolution date and reference:	[Insert date and reference to council resolution]
Records number:	[Insert record number]

1. Purpose

This public benefit concessions policy seeks to advance the following purposes under the *Local Government Act 2008*:

- (a) securing the proper development of council's area (section 167(1)(a)); and
- (b) promoting community health or welfare (section 167(1)(e)).

2. Definitions

Appropriate rent relief means that the landlord has negotiated in good faith with their tenant for rent relief in line with the Code of Conduct, agreed to by National Cabinet.

Commercial ratepayer means a ratepayer for an allotment that is not classed as residential under council's assessment record (section 152).

COVID-19 pandemic period means the period (or reasonable subsequent recovery period) in accordance with the Code of Conduct, agreed to by National Cabinet.

Eligible business means a business that is eligible under the Relief Package, which is aligned with the Commonwealth Government's JobKeeper programme.

Hardship Register means the register of eligible businesses that are assessed as meeting the requirements of the Relief Package.

Relief Package means the Jobs Rescue and Recovery Plan's Business Relief Support Package.

3. Eligibility criteria

A commercial ratepayer is eligible for rate concessions on an allotment if the ratepayer has a rates liability on the allotment for 2019-20 and / or 2020-21 and is:

- (a) an eligible business that has business premises on the allotment; or
- (b) a landlord that has provided appropriate rent relief to a tenant that is an eligible business that has business premises on the allotment.

4. Rate concessions

On application by an eligible commercial ratepayer, the council will grant the following for each qualifying allotment:

- (a) for ratepayers who have paid their 2019-20 rates in full – a refund in part of rates paid for 2019-20 (issued as a grant from the council to the ratepayer); or
- (b) a waiver in part of rates owing for 2019-20 (with any excess rate waiver amount provided as a waiver in part of rates for 2020-21); or
- (c) a waiver in part of rates for 2020-21.

In addition, for all qualifying allotments, the council will grant a deferment of the obligation to pay rates declared for 2020-21 until 1 January 2021.

The total amount available under (a), (b) or (c) is to be equal to a three-month waiver on annual rates for the allotment in accordance with council's declaration of rates for 2019-20.

Public benefit concessions policy

For new allotments, the rate waiver amount under (c) is to be calculated proportionately based on what the allotment would have been rated if it were included in council's declaration of rates for 2019-20.

5. Applications

Applicants must demonstrate eligibility by providing information that meets the requirements of the terms and conditions of the Relief Package or the eligibility criteria under this policy.

Rate concessions under this policy are to be granted to an eligible commercial ratepayer either:

- (a) on council's own initiative, based on an application to the Hardship Register; or
- (b) on application by the commercial ratepayer to the council.

A Place for People

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 May 2020 at 5:30pm in the Council Chambers, due to COVID-19 social distancing restrictions members of the public can view the meeting via live streaming from the Council website <https://www.palmerston.nt.gov.au>.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

COUNCIL MEETING MINUTES

TUESDAY, 21 APRIL 2020

CITY OF PALMERSTON

Minutes of Council Meeting

held via video conference

live streaming from the Council website <https://www.palmerston.nt.gov.au>

on Tuesday 21 April 2020 at 5:30pm.

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)

Deputy Mayor Lucy Morrison

Alderman Amber Garden

Alderman Benjamin Giesecke

Alderman Damian Hale

Alderman Sarah Henderson

Alderman Tom Lewis

Alderman Mick Spick

STAFF

Chief Executive Officer, Luccio Cercarelli

Director Lifestyle and Community, Amelia Vellar

Director Organisational Services, Richard Iap

Acting Director City Growth and Operations, Alex Douglas

Minute Secretary, Caroline Hocking

LIVE STREAMING VIEWERS

Four live stream viewers

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.39pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 REQUEST FOR TELECONFERENCING

Nil

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Moved: Alderman Spick

Seconded: Alderman Henderson

THAT the Declaration of Interest received from the Chief Executive Officer for Item 22.1 be received and noted.

CARRIED 9/1076 – 21/04/2020

Initials: _____

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Garden
Seconded: Alderman Hale

THAT the minutes of the Council Meeting held on Tuesday, 7 April 2020 pages 10050 to 10057, be confirmed.

CARRIED 9/1077 – 21/04/2020

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

7.1 Mayoral Update Report - April 2020

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Morrison

THAT Report entitled Mayoral Update Report - April 2020 be received and noted.

CARRIED 9/1078 – 21/04/2020

ADJOURNMENT

Moved: Deputy Mayor Morrison
Seconded: Alderman Henderson

THAT the meeting be adjourned.

CARRIED 9/1079 – 21/04/2020

The meeting adjourned at 5:47pm.

Initials: _____

RECONVENED

Moved: Alderman Garden

Seconded: Alderman Spick

THAT the meeting be reconvened.

CARRIED 9/1080 – 21/04/2020

The meeting reconvened at 5:49pm.

8 DEPUTATIONS AND PRESENTATIONS

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

9.1 Long Term Strategy to Improve the Cleanliness, Presentation and Hygiene of Palmerston

Moved: Alderman Hale

Seconded: Alderman Henderson

THAT the following public question from Stacey Hodges of Rosebery and response as tabled regarding Long Term Strategy to Improve the Cleanliness, Presentation and Hygiene of Palmerston as tabled and read out be received and noted.

Question: What long term strategy and procedures are being implemented by City of Palmerston to improve the cleanliness, presentation and hygiene standards of the CBD / Rec Centre / surrounds of Palmerston Shopping Centre not only during the COVID19 crisis, but long term into the future to make our City a more desirable place to live work and visit?

The Chief Executive Officer provided the following response:

Answer: Thank you for question to Council regarding the current long-term strategies to improve cleanliness, presentation and hygiene standards of the CBD during and after the COVID-19 situation.

City of Palmerston is taking steps, within its powers and functions, to protect the health and safety of our community during the rapidly evolving COVID-19 situation. Our response has been informed and under the direction of the National Cabinet which comprises of the Australian, State and Territory Governments.

Initials: _____

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2nd Ordinary Council Meeting

Prior to COVID-19 Council already had in place service levels relating to the cleanliness, presentation and hygiene of public areas under its care and control within the CBD of Palmerston. The CBD contains public accessible areas managed by private entities not Council and these areas are outside Council's control.

Routine activities undertaken by Council, in public areas it owns, relating to cleanliness, presentation and hygiene include but not limited to:

- Daily litter collection
- Waste management – provision and servicing of public bins
- Pressure cleaning of pathways and park furniture
- Street and pathway sweeping
- Landscape maintenance and renewal
- Infrastructure maintenance and renewal
- Cleaning of play equipment
- Cleaning of public buildings and facilities owned by Council
- Delivery of new infrastructure within CBD

The frequency of activities undertaken in the CBD are at a higher level than other areas within the municipality in recognition of the precinct. For example council undertakes once weekly street and footpath sweeping, daily street bin emptying and daily 'walk throughs' each morning to pick up litter and fallen branches. Additional cleaning and services are provided if required and identified through observation or reports. A number of services have been increased as a result of COVID-19 and directions from the National Cabinet such as cleaning of buildings and play equipment, the treatment of parking meters increased from cleaning to closure to ensure hygiene during this time.

Council has been and continues to plan for and deliver new and renewal works to make our City a more desirable place to live work and visit in recent time these has included planting new shade trees, plans to grass barren verges, upgrade of public lighting, working with Northern Territory Government for new Police CCTV cameras, planning to increase pathway cleaning and planning for the creation of more landscaped open spaces.

In regards to long-term planning, service levels are reviewed annually as part of Council's annual budget process and where increases in service levels in the CBD are identified they are referred to the budget process if they are unable to be accommodate within existing projects. The Community Plan, Annual Municipal Plan and Budget, and Long-Term Financial Plan are available on Council's website and these inform Council activities and programs.

CARRIED 9/1081 – 21/04/2020

Initials: _____

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil

10.2 Moving Open Items into Confidential

Nil.

10.3 Confidential Items

Moved: Alderman Garden
Seconded: Alderman Giesecke

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

ITEM	REGULATION	REASON
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	8(e)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
26.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

CARRIED 9/1082 - 21/04/2020

Initials: _____

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Lifestyle and Community Quarterly Report - January to March 2020

Moved: Alderman Lewis
Seconded: Alderman Henderson

THAT Report entitled Lifestyle and Community Quarterly Report - January to March 2020 be received and noted.

CARRIED 9/1083 – 21/04/2020

13.1.2 Financial Report for the Month of March 2020

Moved: Alderman Garden
Seconded: Deputy Mayor Morrison

THAT Report entitled Financial Report for the Month of March 2020 be received and noted.

CARRIED 9/1084 – 21/04/2020

13.2 Action Reports

13.2.1 Marlow Lagoon Dog Park - Update April 2020

Moved: Alderman Garden
Seconded: Alderman Giesecke

1. THAT Report entitled Marlow Lagoon Dog Park - Update April 2020 be received and noted.

Initials: _____

13.2.1 Marlow Lagoon Dog Park - Update April 2020 (continued)

2. THAT Council endorse the suspension of community consultation for the Marlow Lagoon Dog Park Improvements with a report to the 2nd Ordinary Meeting in August 2020 to review consultation options considering the prevailing COVID-19 emergency response restrictions.

CARRIED 9/1085 – 21/04/2020

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

14.2.1 Business Hardship Package

Moved: Deputy Mayor Morrison
Seconded: Mayor Pascoe-Bell

1. THAT Council receive and note correspondence received from the Chief Minister dated 8 April 2020 being Item 14.2.1 entitled Business Hardship Package.
2. THAT a report be prepared on correspondence dated 8 April 2020 entitled Business Hardship Package on how a proposal would work for Council.

CARRIED 9/1086 – 21/04/2020

15 REPORT OF DELEGATES

15.1 LGANT General Meeting

Moved: Mayor Pascoe-Bell
Seconded: Alderman Spick

THAT the verbal report received by Mayor Pascoe-Bell regarding the LGANT General meeting be received and noted.

CARRIED 9/1087 – 21/04/2020

Initials: _____

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

Nil

18 NEXT COUNCIL MEETING

Moved: Alderman Henderson
Seconded: Alderman Giesecke

THAT the next Ordinary Meeting of Council be held on Tuesday, 5 May 2020 at 5:30pm via video conference and available to the public via live streaming from the Council website <https://www.palmerston.nt.gov.au>.

CARRIED 9/1088 – 21/04/2020

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Spick
Seconded: Alderman Garden

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

CARRIED 9/1089 – 21/04/2020

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Henderson
Seconded: Alderman Hale

THAT the meeting be adjourned for 15 minutes for media liaison.

CARRIED 9/1090– 21/04/2020

Initials: _____

The meeting adjourned at 6.15pm.

The Chair declared the meeting closed at 7.03 pm

Chair

Print Name

Date

UNCONFIRMED

Initials:
