

AGENDA

1st Ordinary Council Meeting

Tuesday 2 June 2020

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30pm. 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>.



LUCCIO CERCARELLI
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 19 May 2020 pages 10091 to 10098 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

7.1 Mayoral Update Report – May 2020

MAYORAL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	7.1
REPORT TITLE:	Mayoral Update Report - May 2020
MEETING DATE:	Tuesday 2 June 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

- Sunrise's Virtual A-Z tour of Australia showcasing Palmerston.
- Collaboration with Australian and Northern Territory Governments.
- COVID-19 forward plan and the facilities expected to be open from 5 June 2020.

RECOMMENDATION

1. THAT Report entitled Mayoral Update Report - May 2020 be received and noted.
2. THAT Council express its thanks and appreciation to all involved in the Sunrise Virtual A-Z tour of Australia showcasing Palmerston.

DISCUSSION

Sunrise's Virtual A-Z tour of Australia

Council submitted a video to enter Sunrise's Virtual A-Z tour of Australia to show off our City and our vision that Palmerston truly is "A Place for People".

The staff did a wonderful job at putting the video together in such a short timeframe, which resulted in the City of Palmerston being selected by Sunrise to represent the letter "P".

The following list of guests and topics were filmed via Zoom and aired live on Sunrise, Tuesday 26 May 2020:

- Mayor Athina Pascoe-Bell
- Reeling Veterans, Michael Hurren
- Sam's Dance Studio, Renae Jackson and Dance Class
- Palmerston Raiders, Rodney Greenwood
- Stoney Dethmore
- Palmerston Swimming & Fitness Centre, Stephane Tabardin
- Drag Queen Storytime, Vogue
- Palmerston Citizen of the Year 2019 – Denique Stewart, painting local murals
- Comedian Mel Little
- Geeksquad, youth group (cosplay) – Paige Horrigan
- Basketball: Rachel Fosdick, Kids and Roxy the therapy dog

- Harvest Corner Community Garden – Katie Grimshaw
- Palmerston Senior College – Polly Johnstone and year 12 students.

Council's submission can be viewed on our Facebook page: <https://www.facebook.com/PalmerstonNT>.

Meeting with Chief Minister

Deputy Mayor Morrison, Alderman Henderson, Chief Executive Officer and I met with the Chief Minister Michael Gunner on 21 May at Parliament House to provide a progress update on the City of Palmerston's current projects and advocating for additional support on future projects such as:

- Palmerston Pool Renewal
- Dark Spots
- Green and Cooling the City – Tree Planting
- Energy Sustainability – PV Systems
- Playground new installations
- Land for a Community Hub in Zuccoli
- Recreational Lake
- Palmerston ESports facility
- Palmerston Dolostone preservation strategies

We also thanked the Chief Minister for the ongoing support of Northern Territory Government agencies as we progress and deliver many of the projects that we have partnered on, highlighting that our Council is agile and is able to deliver projects in a timely fashion and within budget.

Palmerston Youth Local Action Group

The delivery of the Palmerston Youth Action Plan 2019-2020 was interrupted by COVID-19 therefore meetings and progress had been postponed.

Committees have now reconvened and are focussing again on delivery of the plan. The Strategic Committee will be meeting quarterly, with the Operational Committee meeting more frequently.

Although COVID-19 is expected to impact delivery of some objectives, the committees are confident that the plan will be delivered with some modifications.

The Palmerston Youth Action Plan can be accessed through the Office of Youth Affairs: <https://youth.nt.gov.au/publications.html>

Gray Community Hall Upgrade

We are eagerly awaiting advice from the Deputy Prime Minister's office for when Council will receive the election commitment of \$1.455 million for the upgrade of the Gray Community Hall. Once confirmed it is expected that tenders and construction will occur immediately. In the meantime, Gray Community Hall will remain closed and user groups will be accommodated at other facilities so as not to disrupt them.

COVID-19 Forward Plan

The Northern Territory Government (NTG) has announced a three step principles-based roadmap which has been planned to take the Northern Territory to the 'New Normal'.

<https://coronavirus.nt.gov.au/steps-to-restart/roadmap-new-normal>

A Council plan has been developed to reflect the NTG Road Map and re-opening of facilities and returning to normal operations and in some cases new operations.

Opening of Council Facilities

- The Palmerston Pool, Library, Civic Plaza and playgrounds reopened to the public on 15 May 2020.
- All other Council facilities with the exception of Gray Community Hall are to reopen Noon, Friday 5 June 2020 with preparations for this being underway.

City Operations

- Weed harvesting in lakes has re-commenced following the repair of the harvester and a new, regular weed harvesting program has been developed, including Marlow Lagoon for the first time.
- The Verge Assistance Program continues with over 109 properties provided with the assistance within the available budget. The value of this program has been excellent and well received.
- Tree maintenance is occurring in Driver, Gray and Moulden.
- Tree data collection has commenced.
- Routine operations continue.

Capital Works

Ongoing capital works programs continue, including:

- Two sections of new pathway construction have commenced on Buscall Avenue, one along the Sanctuary Lakes reserve and the other from Lakeview Boulevard to Roystonea Avenue.
- Zuccoli Parade Landscape Upgrade work continues.
- Temple Terrace Landscape Upgrade (Chung Wah Terrace to Kafcaloudes Crescent) work continues.

Waste Management

- Kerbside waste collection services are operating as normal.
- Archer Waste Management Facility remains open with social distancing measures in place. Operations have been improved by allowing two cars per bay following Stage 1 Roadmap easing of restrictions.

Community Services

'Live in the Lounge' online will continue as scheduled.

Sanctuary Sessions and FlicNics are recommencing in June with social distancing requirements. People will be encouraged to bring their own picnics as unfortunately mobile food vans will not be present.

Libraries

The library reopened on Friday 15 May 2020 with new hours and provision of broader customer services, as approved by Council. New hours are:

Monday to Thursday:	9.00am to 6.00pm
Friday:	10.00am to 8.00pm
Saturday:	10.00am to 1.00pm
Sunday:	1.00pm to 4.00pm

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.

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

25.1.1 This item is considered 'Confidential' pursuant to *Section 65(2) of the Local Government Act* and *8(c)(iv) of the Local Government (Administration) Regulations*, 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.

This item is considered 'Confidential' pursuant to *Section 65(2) of the Local Government Act* and *8(d) of the Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

25.2.1 This item is considered 'Confidential' pursuant to *Section 65(2) of the Local Government Act* and *8(c)(iv) of the Local Government (Administration) Regulations*, 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.

25.2.2 This item is considered 'Confidential' pursuant to *Section 65(2) of the Local Government Act* and *8(c)(iv) of the Local Government (Administration) Regulations*, 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

11.1 Reduced Hours of Late Night Lighting - Deleny Gwa Park, Rivergrass Circuit

Moved: Alderman Spick

1. THAT the Petition entitled Reduced Hours of Late Night Lighting - Deleny Gwa Park, Rivergrass Circuit tabled by Alderman Spick be received and noted.
2. THAT a Council Report be prepared to consider Petition entitled Reduced Hours of Late Night Lighting - Deleny Gwa Park, Rivergrass Circuit to the second Ordinary meeting in August 2020.

12 NOTICES OF MOTION

13 OFFICER REPORTS

13.1 Receive and Note Reports

- 13.1.1 *Prójects* – Smart Cities Update Report June 2020
- 13.1.2 *Prójects* – Making the Switch, Final Update June 2020
- 13.1.3 Palmerston Local Economic Plan - Update June 2020

13.2 Action Reports

- 13.2.1 Appointment of Committee Representation 2020/2021
- 13.2.2 Review of Council Policy **REG01 Outdoor Dining**
- 13.2.3 Fees and Charges 2020/21
- 13.2.4 Driver Family Resource Centre Lease
- 13.2.5 Recreation Centre In-Kind Support for Youth Activities in Palmerston

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	<i>Prójects</i> – Smart Cities Update Report June 2020
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Acting Information Technology Manager, Mark Bradbury
APPROVER:	Director Organisational Services, Richard Iap

COMMUNITY PLAN

Future Focused: Palmerston is an innovative city that sustains itself through the challenges of the future.

PURPOSE

This report summarises the key activities undertaken in the Smart Cities project up to June 2020.

KEY MESSAGES

- Council is currently in the final stages of its Smart Cities project which is part of the Australian Government's Smart Cities and Suburbs Program.
- NT local software development company, Captovate, was awarded the development of the City of Palmerston Community Engagement application which is currently under initial development.
- Engagement with the NT Police, Fire and Emergency Services (NTPFES) has continued in relation to Closed-Circuit Television (CCTV) initiatives in Palmerston including additions and upgrades to Police network.
- Wi-Fi expansion, environmental and weather sensors upgrades for parks and open spaces have been completed.
- Development of the Smart City Data Platform and Open Data Portal is underway.

RECOMMENDATION

THAT Report entitled *Prójects* – Smart Cities Update Report June 2020 be received and noted.

BACKGROUND

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

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

At the 2nd Confidential Meeting of 19 June 2018, Council made the following decisions:

25.2.1 City of Palmerston Smart Cities and Suburbs Program Application

C9/0033

THAT Report Number C9/0033 entitled City of Palmerston Smart Cities and Suburbs Program Application be received and noted.

1. *THAT Council approve an application to the second round of the Smart Cities and Suburbs Program up to \$2 million, consisting of financial contributions as follows:*
 - \$1 million from the Australian Government
 - \$500,000 from the Northern Territory Government
 - \$500,000 from the City of Palmerston

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

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

CARRIED 9/0125 – 19/06/2018

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

At the 1st Ordinary Meeting of 5 February 2019, Council made the following decisions:

13.1.1 Project-Smart Cities Update

9/0152

1. *THAT Report Number 9/0152 entitled Project-Smart Cities Update be received and noted.*
2. *THAT Council confirms acceptance of the Australian and Northern Territory Governments grant funding for the delivery of the City of Palmerston Smart Cities and Suburbs Program.*

CARRIED 9/0459-05/02/2019

Two additional reports were provided to the Council on 16 April and 3 September 2019 to receive and note updates on the progress of Projects – Smart Cities.

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

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

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

The identified outcomes of the project are to:

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

Standard government funding agreements conditions are in place and include media and communication management, project milestones, audit requirements, funding schedule and project period. The Australian Government required the program reach practical completed by 20 May 2020 which City of Palmerston achieved.

DISCUSSION

A considerable amount of work has taken place in recent months to finalise the Smart Cities project.

The following progress has been made and project finalisation activities are underway:

City of Palmerston Community Application

A Request for Quote process was run for the community focused mobile application and was awarded to local software development company Captovate, in April 2020.

Although the application development process has only just commenced, Council have been working closely with Captovate on features for the application which will enable residents to access key information, report issues and engage with Council more easily.

Stage one of the app will feature:

- Reporting an issue
- Booking a facility
- Bin night calendar

Future iterations of the application will likely incorporate additional features to serve the local community based on feedback, consultation and with the intention of improved customer service experience across the Organisation.

Open Data Portal

The prototype of the Open Data Portal allows Council to promote transparency and accountability across the region with its open data. The Open Data Portal also provides data for innovation purposes within our local region. The portal is built on the existing Council Geographic Information System (GIS) software application platform ESRI. Leveraging the Council's existing ESRI toolset it provides a simple tool for open data publication. The open data hub also shares datasets with the Smart City Platform as well as the Community Engagement application to provide Council digital services.

Initial open data sets are currently under review with the data to be anonymised to privacy protection. This process will be aligned to Council's Open Data Policy, *AD06 Open Data*. It is the process of either encrypting or removing personally identifiable information from data sets, so that the people whom the data describe remain anonymous.

Data set available on the Open Data Portal may include:

- Location of various Council assets
- Transport road ownership maps.
- Pathways
- Wi-fi locations and coverage
- Park, playgrounds and equipment
- Council public building and facilities
- Car park locations

In providing a central repository of Council data to the community Council will foster greater transparency and accountability, drive innovation and economic opportunities and become more cost effective, efficient, and responsive.

Council will be notified on a "go live" date once the portal is finalised.

Smart City Platform

The Smart City Platform was awarded to Urban Institute in February 2020. An initial prototype of the Smart City Platform is currently being built, which can be extended to provide more data detailed tools as the use of platform matures. The Smart City Platform offers opportunities for insight and analysis of operational data and associated resources, enabling Council to identify and understand key areas and make informed decisions on operations and services going forward.

Initial testing of data integration and user interface and is currently underway and it is estimated that the platform will "go live" mid-June.

Closed Circuit Television (CCTV)

City of Palmerston and NTPFES have been in close collaboration regarding CCTV. Council alongside the CCTV System Administrator and the Police Superintendent Palmerston Division identified Council

owned buildings and assets which were suitable for CCTV installation to improve coverage in the Palmerston area and to proactively identify antisocial behaviour. The system forms part of the existing Police network and will be updated and maintained by Northern Territory Police not Council, NTPFES will take on all ongoing operational costs.

The CCTV cameras have been installed throughout the municipality. The Smart City program will also provide CCTV analytics software tools (iCentana), and these machine-learning based tool will help assist monitoring the cameras in our city. The software will assist the NT Police manage resources, prioritise responses and better monitor public safety within Palmerston. The iCentana system has been installed and is currently in testing phase with NTPFS

Council's Smart Cities project has been designed from the beginning to not utilised facial recognition.



Police CCTV Pole with cameras and speakers

Smart Lighting

Public and amenity lighting upgrades part of the Smart Cities Program is designed to run in support of the Council's 'Making the Switch' smart controlled LED project. The Smart Cities lighting portion of the project is focussed on smart technology lighting improvements for Sanctuary Lakes, Goyder Square and Francis Drive. Council is trialling smart components that allow control over lighting levels, coloured lighting, and smart light poles with expandable modules. Two types of smart poles with different smart technologies and capabilities have been installed one type in Sanctuary Lakes and the other in Memorial park.



Smart Pole Memorial Park



Smart Pole Sanctuary Lakes

Weather and Environmental Sensors

Council has finalised the procurement and commenced the installation of weather and environmental sensors across the Municipality. These sensors collect weather and environmental data which is sent to the Smart City Platform. These weather and environmental sensors collect temperature, humidity, particulate matter (air quality) and sound level data. This data will assist Council decision making processes around climate change initiatives and liveability of our City.

The following locations were initially chosen, but the devices are easily moved across suburbs:

- Sanctuary Lakes Carpark (Temp, Humidity, Particulate Matter and Noise Sensors)
- Goyder Square (Temp, Humidity, Particulate Matter and Noise Sensors)
- Tiverton Park (Temp, Humidity, Particulate Matter)
- Blood Wood Park (Temp, Humidity, Particulate Matter)
- Hobart Park (Temp, Humidity, Particulate Matter)
- Flinders Park (Temp, Humidity)

Two additional devices will be installed in Sanctuary Lakes Playground and the corner of Forrest Parade and Chung Wah Terrace.



Sensor at Sanctuary Lakes car park with sound meter

Reporting

In January 2020 Council's submitted its second Smart Cities milestone progress report to the Australian Federal Government, Department of Industry, Innovation and Science. In March, Council received notification from the Department that the report has been assessed and approved.

Further project updates will be presented as required with the final remaining report due 14 June 2020 for the project completion.

CONSULTATION PROCESS

In preparing this report the following external parties were consulted:

- Smarter Technology Solutions
- CCTV Systems Administrator NTPFES

POLICY IMPLICATIONS

The current Council Policy, *AD06 Open Data*, is currently satisfactory, will be reviewed in before the Open Data Portal and Smart Cities Platform is made publicly available.

BUDGET AND RESOURCE IMPLICATIONS

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

Funding from the Australian and Territory Governments has been secured.

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

The funding partnership comprises:

- Australian Government \$1 million - Received \$396,802 to date and the remaining amount (\$603,198) will be paid in arrears once milestones and progress are approved – report due 14 June 2020)
- Northern Territory Government \$500,000 (Received in full)
- City of Palmerston \$500,000 (Budgeted in Councils' adopted Municipal Plan and Budget 2019/20)

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

To date Council has a final actual and committed spend of a total of \$2,002,834.18 on the project at the project completion. There will be no further costs for the finalisation of the project. The additional funds of \$2834.18 will be funded from current existing Council approved IT Operation budgets.

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

Council staff have engaged a probity auditor and a specialist consultant to advise and assist with delivery. Merit Partners have been appointed as the probity auditors for this project, to ensure compliance of any procurement processes undertaken and have been consulted throughout the program.

Funding agreements with the Australian and Northern Territory Governments have been entered into. Council staff are responsible for ensuring that all grant agreement conditions are conformed with, including milestones and budget alignment.

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

As part of delivering *Próject* – Smart Cities, the project will include environmental monitors and waste compacting bins across the municipality.

The scope of these will contribute to improved environmental outcomes and monitoring for Council by providing environmental monitoring data and find efficiencies in waste collection services.

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: 13.1.2
REPORT TITLE: *Prójects* – Making the Switch, Final Update June 2020
MEETING DATE: Tuesday 2 June 2020
AUTHOR: Director Organisational Services, Richard Iap
APPROVER: Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Future Focused: Palmerston is an innovative city that sustains itself through the challenges of the future.

PURPOSE

This report provides Council with a final update on the *Prójects* – Making the Switch public lighting transition to smart LED's project.

KEY MESSAGES

- Council has committed a total of \$3.65 million (GST exclusive) to the program.
- All street and public space lights owned by City of Palmerston have been upgraded to smart LED
- The final light was converted on 1 May 2020.
- Council has completed this project 12 months ahead of schedule, the project was originally proposed to be completed over two years.
- Council is finalising the final cost of the project, but officers can confirm the final cuts will be below the approved budget of \$3.65 million
- A total of 4879 lights have been replaced with new LEDs with smart controls under this project.
- It is estimated that this project will now result in energy and maintenance savings of an estimated \$517,000 annually.
- Recycling and disposing of existing streetlights in an environmentally appropriate manner has occurred.
- Carbon dioxide emissions of the new LEDs lights are expected to be reduced by up to 50%, which would be the equivalent of saving more than 470 tons carbon dioxide and planting more than 500 hectares of Australian forest trees.
- Council's 'Dark Spots' lighting program for lighting improvements has continued to be delivered during the delivery of 'Making the Switch' and will continue with funding with the identified saving from this project.

RECOMMENDATION

THAT Report entitled *Prójects* – Making the Switch, Final Update June 2020 be received and noted.

BACKGROUND

At the 1st Ordinary Council Meeting on 21 January 2020, Council resolved the following:

Próject – Making the Switch, Update January 2020

9/0362

THAT Report Number 9/0362 entitled *Próject - Making the Switch, Update January 2020* be received and noted.

CARRIED 9/0933 - 10/12/2019

This project forms part of Council's major initiatives and is captured as part of *Prójects - The Family City*. Council has awarded contracts as follows:

- Installation of LED luminaires and associated equipment has been awarded to Northern Territory based electrical company, ESPEC.
- Public lighting LED luminaire supply has been awarded to a panel of three suppliers being:
 - Light Source Solutions
 - OrangeTek; and
 - Signify (formerly Philips)

Originally it was expected the project would be completed in 24 months from commencement date.

DISCUSSION

Prójects - Making the Switch has been completed 12 months ahead of the originally planned schedule and within the approved budget. Savings from the project are already being realised, with an estimated \$517,000 to be saved annually. In total, 4879 smart controlled LED luminaires have been converted as of May 2020.

An element of the LED upgrade project requires Council to submit to Power Water Corporation an inventory list of replaced lights every quarter. This ensures that Council receives reduced energy tariff rates for the upgraded lights and realises savings on Council's power bill. The accelerated program has allowed Council to achieve energy and cost savings earlier than anticipated.

Working with Power Water Corporation and Jacana Energy (the power retailer), through the agreed process to speed up the power reduction benefits, has seen savings in Council's streetlighting power bill. Council is on track to achieve its identified energy savings of \$183,000 per year (in addition to estimated annual maintenance savings of \$334,000 per year).

As part of this project, Council committed a portion of the annual savings to the delivery of a 'Lighting Dark Spots' program. This program recognises that, due to the age and design of existing infrastructure, and the fact that many public areas have no infrastructure, that a number of dark and unsafe areas with poor or no lighting would and have been identified.

Local company Top End Refrigeration, Air Conditioning and Electrical (RACE) were awarded the tender for the lighting upgrade program. Under program, Council has progressed with installation works in the following areas:

- Memorial Park, Centre City - Completed April 2020.
- Round-about on Flockhart Drive, Marlow Lagoon - Completed April 2020
- Flockhart Drive and Catalina Road, Marlow Lagoon - Completed April 2020
- Waterhouse Crescent, Driver - Completed April 2020
- Melastoma Drive, Moulden - To be completed early June 2020
- Moulden drain, Moulden - Completed May 2020
- Bonson Terrace, Moulden - Works have commenced to be completed by July 2020.

The 'Dark Spot' program projects for 2020/21 including an additional \$150,000 realised under Council's partnership with Northern Territory Government for SCALE, include:

- Widdup Park, Driver
- Cornwallis Road, Gray
- Essington Park, Gray
- Raffles Road, Gray
- Stockwhip Drive, Marlow Lagoon
- Rosebery Park, Rosebery
- Harrison Park, Woodroffe
- Woodroffe Drain, Woodroffe

Council will be provided regular updates on the progress on the 'Dark Spots' project.

CONSULTATION PROCESS

Council is undertaking a media and social media campaign advising residents of these projects and its progress. Council will now produce and distribute material to make residents and visitors aware of the project's completion and the success, which will include case study material.

Council has and will use similar communications methods to inform the community of the "Dark Spots" program.

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

- Finance Manager
- Public Lighting Coordinator

In preparing this report, the following external parties were consulted:

- Next Energy

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The approved total budget allocation for this project is \$3.65 million for the replacement of the originally identified 4,700 public lights.

- Council approved that the project be funded by a 10-year internal loan at an interest rate of 2.6%.
- Contracts awarded for this project are schedule of rates contracts.
- The project was revised to include an additional 179 lights being identified and converted during installation process.
- Wattages of 1200 of converted lights were also increased during the conversion process to provide increase lighting quality.
- The total schedule of rates contract costs for this project are being calculated on receipt of final invoices from suppliers and contractors, including the additional costs of installing higher wattage lights.
- This calculated figure is expected to be less than the budget allocation for this project of \$3.65 million.
- Initial reviews have identified that the project spend will be approximately \$3.3 million and will result in a reduction in the total interest amount payable for the internal loan.

- With 100% of the project completed, the funding model is being updated based on the new inventory list and conditions.
- It is anticipated that this project will result in operational savings of an estimated \$517,000 annually. This is made up by expected energy savings of \$183,000 per year, and a reduction of \$334,000 in maintenance costs. These are based on the initial number and quality of lights. As new lights are installed with the 'Dark Spots' program they will have a lower operation costs on these savings.
- These savings are considered to be conservative as future failure rates of the installed LED luminaires are expected to be less than used in the budget figures when compared to other similar installations that have been operational for some time in other projects within Australia and overseas.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

With all large projects there are project management risks as part of project delivery. These were substantially addressed at the contracting stage and mitigation measures put in place as the project progressed. An additional FTE to specifically manage this project and use of specialised consultants further mitigated risk.

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

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

Although it is not legislatively required, the monthly financial report has been updated to include information relating to the internal loan. With completion of the program a final report will be prepared to include how much from the reserve has been borrowed, how much has been repaid, and the final outstanding balance of the loan.

During the assessment of tenders and the issuing of the contracts, the process was reviewed by legal, probity auditor and technical consultants. No issues were identified during the process by any of these consultants.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Ownership of street lighting has a significant impact on Council's carbon footprint but has also provided Council with an opportunity to implement energy efficient lighting solutions. The accelerated Smart LED Street and Public Lighting Programme has drastically reduced the City's emissions and reduce energy usage.

The project is also delivering the following additional environmental benefits:

- Lower levels of light pollution
- Improved pedestrian and vehicle safety
- Improved general community safety
- Improved liveability and amenity
- Complete removal of mercury (from in all legacy lamp types) from CoP public lighting

ESPEC, as part of the installation of the new LED lights and assets, recycled and disposed of existing streetlights in an environmentally appropriate manner to meet Council's sustainability expectations for the works. ESPEC is a signatory for FluoroCycle and is recycling old lamps at accredited facilities.

This project continued Council's commitment to create a more sustainable environment. Carbon dioxide emissions, from street lighting, have been reduced by more than 35% (depending on what lighting level decisions are ultimately made by council) which would be the equivalent of planting more than 500 hectares of Australian forest trees.

As a direct result of issues identified during the ongoing before and after lighting measurements, Council has also recently introduced a work process for tree pruning around street lighting luminaires and it is expected that, while this may have a short-term budget implication, it will save on future operational costs associated with luminaire damage. It will also increase the amount of light emanating from the LED luminaires reaching the road surface and footpaths.

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:	13.1.3
REPORT TITLE:	Palmerston Local Economic Plan - Update June 2020
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Director Organisational Services, Richard Iap
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Vibrant Economy: Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

PURPOSE

The purpose of this report is to update Council on the development of a Palmerston Local Economic Plan.

KEY MESSAGES

- Council's Community Satisfaction surveys identified that the Palmerston community highly rated the importance of supporting and encouraging local business and tourism.
- In partnership with the Northern Territory Government (NTG), Council has committed to developing a Palmerston Local Economic Plan (PLEP) reflecting the NT Economic Development Framework.
- This work was commenced in 2019 and has been progressing, however COVID-19 has identified a number of opportunities and challenges.
- It is considered that the PLEP should reflect specific actions to assist with the economic recovery due to COVID-19 impacts.
- The PLEP will identify partnerships and collaborations between all stakeholders required for success.
- The PLEP will be over ten years and include short, medium and long-term actions.
- On completion of a draft PLEP, significant engagement and consultation will be required prior to finalisation.
- Locally based international firm Deloitte Private has been commissioned to develop the PLEP using an evidence-based approach.

RECOMMENDATION

THAT Report entitled Palmerston Local Economic Plan - Update June 2020 be received and noted.

BACKGROUND

Council's Community Satisfaction surveys identified that, the Palmerston community highly rated the importance of encouraging tourism and supporting local businesses, however indicated that they would like to see Council do more to promote Palmerston and grow the local economy.

Economic health and prosperity is widely recognised as a vital pillar supporting a successful and prosperous community. This view is shared by the City of Palmerston local government and community, as highlighted in the Palmerston Community Plan, which states:

"When businesses thrive, families also thrive, and our city becomes more liveable"

As a result, Council undertook to develop a PLEP to inform its decision making.

The Northern Territory Economic Development Framework, prepared by the NTG commits to an *"economic development plan and priority projects that realise local aspirations"* for Palmerston, so to share resources and to avoid duplication, Council has partnered with the NTG on this project.

Locally based international company, Deloitte, has been appointed to assist in the preparation of the plan. Deloitte were chosen because of their previous work on the Northern Territory Economic Development Framework and their established relationships as a result of this work, their long-term presence in the Northern Territory and their economic credentials.

This report provides an update on progress of the PLEP.

DISCUSSION

Work has been progressing on the development of the PLEP in collaboration with the NTG. During this time Council has implemented a number of initiatives to stimulate the economy and bring people to Palmerston, these include:

- Free time restricted City Centre Parking
- Removal of significant outdoor dining fees and associated red tape
- Free access for users of the Palmerston pool
- Introduction of pop up dining trial
- Events such as the On Francis Series and Youth Festival

In addition, Council is committed to Buy Local with around 90% of its expenditure being spent locally.

Council has also committed in its Long-Term Financial Plan (LTFP) to spending to spending over \$85 million over the next ten years on capital works. This includes partnerships with both the Australian and Northern Territory Governments.

In addition, Council has undertaken a number of activities in response to COVID-19 these have included:

- Financial Hardship Policy including waiving of interest and fees and charges, and payment plans.
- Support local campaign, including free group advertising in NT News for local businesses and a shop local and win promotion.
- Adoption of Public Benefit Concessions Policy for Commercial Ratepayers.
- Increased access and simplified application process for community benefits and environmental initiatives scheme allowing businesses to also apply for funding.
- Seeking and securing additional funding partnerships to increase local spend, support local businesses, and deliver outcomes for the community.
- Waiving fees and charges for use of community facilities for commercial users and community groups until 30 September 2020.
- Free all-day parking in city centre until 30 September 2020.

Planning for the continued growth and development of the Palmerston economy, has been achieved through an analysis of Palmerston's economic context, including unique advantages comparative to the

regional and national economies Palmerston is connected to. This analysis is complimented by engagement with local businesses, industry and community, who provide a local voice to the plan.

Work undertaken by Deloitte and preliminary finds to date are summarised as follows:

Opportunities for the Palmerston across local, regional and national economies were identified through a desktop analysis of economic data, completed by Deloitte Access Economics. From this analysis a number of advantageous opportunities to the Palmerston economy have been identified to inform the PLEP, including:

- Cheaper rents than Darwin
- Proximity to port and rail infrastructure
- Proximity to prime agricultural lands
- Proximity to energy and mineral resources
- Proximity to Darwin
- A significant Defence presence
- The Charles Darwin University Campus
- The new Palmerston hospital precinct
- A young and growing population

The analysis of the Palmerston economy and identified advantages delivered an evidence base for the pursuit of growth opportunities in the sectors of:

- Agribusiness
- Education and training
- Energy and minerals
- Defence and defence support industries
- Health and allied health services
- Light industry, transport and logistics

In addition to opportunities, economic weaknesses and threats have been identified to find a holistic local economic plan. Mitigation strategies to address weaknesses and plan for threats assure robustness in the pursuit of sustainable economic growth. Weaknesses and threats identified in the plan include:

- Lack of economic diversity
- Concentration of construction businesses
- Comparatively lower levels of educational attainment and a youthful population
- Completion of large-scale projects
- Delivery of critical infrastructure
- Proximity to other centres
- Climate change

The establishment of a ten-year local economic plan, with annual monitoring and reporting, institutes a key process in the effective management of weaknesses and threats in the Palmerston economy.

To ensure the Plan is representative of the local businesses and community, significant effort was devoted to the engagement of Palmerston businesses, retailers, and community members. Engagement activities were facilitated through an online survey, shopping centre pop-up stall, phone survey of Palmerston businesses and a facilitated after-hours workshop.

Outcomes from engagement with local business and community members reflecting on the Palmerston economy focused on social infrastructure and investment as a tool for supporting economic growth in Palmerston. Including:

- Improving public safety and crime
- Utilising retail and lifestyle services and supplies to grow the economy
- Utilising available and affordable housing as a tool to encourage economic growth
- Investing in infrastructure to grow the economy

Objectives for the future of the Palmerston economy identified by stakeholders included:

- Low crime and enhanced public safety
- Thriving business and business growth
- More activities, events and attractions for both locals and visitors

In addition to the key factors of advantage to the Palmerston economy, the survey of community members identified opportunities which may warrant further investigation in the future to determine their likely benefit as the Palmerston economy grows and matures, such as:

- Opportunities in tourism
- Creative industry opportunities
- Opportunities in information, communications and technology industries.

Work on the PLEP halted during the height of COVID-19 however recently representatives of Council, Government and Deloitte have met, and the project has recommenced.

One of the initial considerations is it has been determined that additional works are required to:

- Update and refresh the report
- Prepare a detailed implementation action plan
- Establish a short term COVID-19 action plan to support stimulation and recovery of our local economy
- Finalise draft for further targeted and broader engagement

The NTG has announced the "Territory Economic Reconstruction Commission". The PLEP is a live document and should be informed and updated to reflect any relevant initiatives or impacts from this or any other Australian or Territory Government economic initiatives.

The aims of the NTG Committee align with those of the PLEP being:

- Creating jobs
- Attracting investment
- Cutting tape
- Building on strategic advantage
- Strengthen ties with Governments, businesses, investors, and other partners

It is anticipated that the final PLEP will be presented to Council in September 2020.

CONSULTATION PROCESS

On completion of a draft PLEP further engagement with businesses and the community will occur. An engagement strategy will be developed.

In preparing this report the following external parties were consulted:

- Department of the Chief Minister
- Department of Trade, Business and Innovation
- Deloitte

POLICY IMPLICATIONS

There are no current policy implications for this report.

The final PLEP may identify a need to review or introduce policy, this will be addressed as part of implementation of the PLEP.

BUDGET AND RESOURCE IMPLICATIONS

The estimate cost to develop the PLEP is \$140,000.

The NTG has committed \$50,000 to date. The balance of the project is being funded in Council's budget.

Council's draft LTFP estimates a \$85 million capital spend over the next ten years.

In order to be successful, the PLEP will require commitment and action by all stakeholders including Australia and Territory Governments, Council and local businesses.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

These are ongoing discussions about the state of the Northern Territory economy.

Council needs to ensure as part of its messaging that it is clear that this plan will build on existing partnerships between the five stakeholder groups namely the Australian Government, NTG, Council, the private sector and the community assigning responsibilities and objectives as appropriate. Council will be looking for strategic opportunities to assist in the growth of the local economy but does not have the resources to invest significantly in the scale of economic development projects normally undertaken by other levels of government or the private sector.

COVID-19 has had significant impact on how business is done and the economy, careful consideration must be given to actions to stimulate the economy as we enter the 'New Normal'. The PLEP will be refreshed and updated to reflect this and any recent or merging Government or Council initiatives.

This report addresses the following City of Palmerston Strategic Risks:

6 Fails to create and deliver the strategic vision for the City

Context: Ensuring a vision is enduring and clear to all relevant stakeholders, guiding future decision making, delivered effectively and efficiently, and that progress is measurable and celebrated.

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:	Appointment of Committee Representation 2020/2021
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Executive Assistant to Chief Executive Officer, Caroline Hocking
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 to appoint its representatives for its Council Committees from 1 July 2020 to 28 August 2021 being the date of the next periodic Local Government Election.

KEY MESSAGES

- The *Local Government Act* provides Council with authority to create Committees.
- Due to the COVID-19 pandemic Council Committees were postponed in March 2020.
- Recommencement of Committees will be reviewed after 5 June 2020 once COVID-19 restrictions ease and Government practices are in place.
- The next periodic Local Government Election will be held on Saturday 28 August 2021, it is being recommended the next term of Committee appointments commence from 1 July 2020 to 28 August 2021.
- The Administrative Review and Risk Management and Audit Committees are required under the *Local Government Act*.
- The Mayor has been appointed as Council's representative on the Local Government Association of the Northern Territory (LGANT) and Top End Regional Organisation of Council (TOPROC) for the term of the ninth Council.
- Requests received by LGANT seeking nominations for representatives on Northern Territory Government Committees and Boards will be reviewed at Council as they are received, and nominations received.
- Elected Members are able to renominate to the Committees they currently represent.

RECOMMENDATION

1. THAT Report entitled Appointment of Committee Representation 2020/2021 be received and noted.
2. THAT Council notes all delegations to the Administrative Review Committee remain unchanged from 1 May 2018:

THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Administrative Review Committee the power to make recommendations to Council and decisions relating to undertaking internal reviews in accordance with Part 18.1 of the Local Government Act.

3. THAT Council make the following appointments to the Administrative Review Committee:

- i. THAT the Mayor, _____ and _____, be appointed to the Administrative Review Committee for the period 1 July 2020 to 28 August 2021.
- ii. THAT the Mayor be appointed as Chair of the Administrative Review Committee for the period 1 July 2020 to 28 August 2021.
- iii. THAT all other Elected Members be appointed as alternatives to the Administrative Review Committee for the period 1 July 2020 to 30 June 2021.

4. THAT Council notes all delegations to the Chief Executive Officer Performance Appraisal Committee remain unchanged from 5 June 2019:

THAT effective 5 June 2019 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Chief Executive Officer Performance Appraisal Committee, comprising of Mayor, Deputy Mayor, Alderman and independent facilitator, appointed by the Council the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.

5. THAT Council make the following appointment to the Chief Executive Officer Performance Appraisal Committee:

- i. THAT Alderman _____ be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 1 July 2020 to 28 August 2021.
- ii. THAT the Mayor be appointed as Chair of the Chief Executive Officer Performance Appraisal Committee for the period 1 July 2020 to 28 August 2021.
- iii. THAT all other Elected Members be appointed as alternatives to the Chief Executive Officer Performance Appraisal Committee for the period 1 July 2020 to 28 August 2021.

6. THAT Council notes all delegations to the Risk Management and Audit Committee remain unchanged from 1 May 2018:

THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act hereby delegates to the Risk Management and Audit Committee the power to make recommendation to Council and decisions relating to Risk Management and Audit matters:

- *Follow up on issues arising from internal and external audits.*
- *The management of outstanding and completed audit issues register.*
- *The receipt and acceptance of strategic and operational risk assessments.*
- *Compliance by Council with proper standards of financial management.*
- *Compliance by Council with Local Government Act Compliance Register and accounting standards.*

7. THAT Council make the following appointment to the Risk Management and Audit Committee:

- i. THAT the Mayor, _____ and _____ be appointed to the Risk Management and Audit Committee for the period 1 July 2020 to 28 August 2021.

- ii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.
- iii. THAT all other Elected Members be appointed as alternatives to the Risk Management and Audit Committee for the period 1 July 2020 to 28 August 2021.
- 8. THAT Council note the Mayor is Ex-Officio Member of all Council Advisory Committees for the term of the ninth Council.
- 9. THAT Council make the following appointments to the City of Palmerston Advisory Committees, noting that the Advisory Committees have no delegated authority:
 - a. **Palmerston Seniors Advisory Committee**
 - i. THAT _____ and _____ be appointed to the Palmerston Seniors Advisory Committee for the period 1 July 2020 to 28 August 2021.
 - ii. THAT _____ be appointed as Chair of the Palmerston Seniors Advisory Committee for the period 1 July 2020 to 28 August 2021.
 - iii. THAT _____ be appointed as alternate member to the Palmerston Seniors Advisory Committee for the period 1 July 2020 to 28 August 2021.
 - b. **Palmerston Safe Communities Committee**
 - i. THAT _____ and _____ be appointed to the Palmerston Safe Communities Committee for the period 1 July 2020 to 28 August 2021.
 - ii. THAT _____ be appointed as Chair of the Palmerston Safe Communities Committee for the period 1 July 2020 to 28 August 2021.
 - iii. THAT _____ be appointed as alternate member to the Palmerston Safe Communities Committee for the period 1 July 2020 to 28 August 2021.
 - c. **Palmerston Animal Management Advisory Committee**
 - i. THAT _____ and _____ be appointed to the Palmerston Animal Management Advisory Committee for the period 1 July 2020 to 28 August 2021.
 - ii. THAT _____ be appointed as Chair of the Palmerston Animal Management Advisory Committee for the period 1 July 2020 to 28 August 2021.
 - iii. THAT _____ be appointed as alternate member to the Palmerston Animal Management Advisory Committee for the period 1 July 2020 to 28 August 2021.

10. Palmerston Australia Day Awards Selection Panel

THAT Council note the Mayor and Deputy Mayor are appointed as Council's representatives on the Palmerston Australia Day Awards Selection Panel for the ninth Council term.

11. THAT Council appoint or nominate to the following External Organisations and/or Committees:

a. Local Government Association of the Northern Territory (LGANT)

- i. THAT Council note that the Mayor is appointed as Council's delegated representative under clause 3 of the *Local Government Association of the Northern Territory (LGANT) Constitution*, to represent Council at meetings of the Association for the ninth Council term.
- ii. THAT Council appoint _____ and _____ as its delegated representatives under clause 3 of the *Local Government Association of the Northern Territory (LGANT) Constitution*, to represent Council at meetings of the Association for the period 1 July 2020 to 28 August 2021.

b. Top End Regional Organisation of Council (TOPROC)

THAT Council note that the Mayor is appointed as Council's delegated representative and the Deputy Mayor as alternate member to the Top End Regional Organisation of Council (TOPROC) for the ninth Council term.

c. Palmerston Regional Business Association (PRBA)

- i. THAT _____ be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) for the period 1 July 2020 to 28 August 2021.
- ii. THAT all other Elected Members be appointed as alternatives to the Palmerston Regional Business Association (PRBA) for the period 1 July 2020 to 28 August 2021.

BACKGROUND

The Mayor has been appointed as Council's delegated representative on the Local Government Association of the Northern Territory (LGANT) and Top End Regional Organisation of Council (TOPROC) for the term of the ninth Council.

Since the commencement of the Ninth Council, the following appointments have been made:

Executive Committee	Date	Representation
Administrative Review Committee <i>*Note Committee have not yet been required to meet, as of 2 June 2020.</i>	1 July 2019 to 30 June 2020	- Mayor (Chair) - Alderman Giesecke - Alderman Spick
	1 May 2018 to 30 June 2019	- Mayor (Chair) - Alderman Giesecke - Alderman Spick
Chief Executive Officer Performance Appraisal Committee	1 July 2019 to 30 June 2020	- Mayor (Chair) - Deputy Mayor - Alderman Spick

	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Mayor (Chair) - Deputy Mayor - Alderman Lewis
Risk Management and Audit Committee	1 July 2019 to 30 June 2020	<ul style="list-style-type: none"> - Mayor - Alderman Garden - Alderman Henderson
	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Mayor - Alderman Garden - Alderman Henderson

The Mayor has been appointed as Ex-Officio Member of all Council Advisory Committees for the 9th Council Term.

Advisory Committee	Date	Representation
Palmerston Seniors Advisory Committee	1 July 2019 to 30 June 2020	<ul style="list-style-type: none"> - Alderman Henderson (Chair) - Alderman Hale - Alderman Morrison (alternate member)
	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Alderman Henderson (Chair) - Alderman Lewis (1 May to 14 September 2014) - Alderman Hale (18 September 2018 to 30 June 2019). - Alderman Morrison (alternate member)
Palmerston Safe Communities Committee	1 July 2019 to 30 June 2020	<ul style="list-style-type: none"> - Alderman Hale (Chair) - Alderman Morrison - Alderman Henderson (alternate member)
	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Alderman Hale (Chair) - Alderman Morrison - Alderman Spick (alternate member)
Palmerston Animal Management Advisory Committee	1 July 2019 to 30 June 2020	<ul style="list-style-type: none"> - Alderman Garden (Chair) - Alderman Henderson - Alderman Morrison (alternate member)
	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Alderman Garden (Chair) - Alderman Henderson (alternate member)
Palmerston Australia Day Awards Selection Panel	Term of Council	<ul style="list-style-type: none"> - Mayor - Deputy Mayor

External Committees	Date	Representation
Local Government Association of the Northern Territory (LGANT)	1 July 2019 to 30 June 2020	<ul style="list-style-type: none"> - Mayor (fixed term appointment) - Alderman Henderson - Alderman Morrison
	1 May 2018 to 30 June 2019	<ul style="list-style-type: none"> - Mayor - Alderman Henderson

		- Alderman Morrison
Top End Regional Organisation of Councils (TOPROC)	Term of Council	- Mayor - Deputy Mayor (alternate member)
	1 May 2018 to 30 June 2019	- Mayor - Deputy Mayor
Tourism Top End	1 July 2019 to 30 June 2020	- Alderman Henderson -
	1 May 2018 to 30 June 2019	- Alderman Henderson -
Palmerston Regional Business Association (PRBA)	1 July 2019 to 30 June 2020	- Alderman Giesecke -
	1 May 2018 to 30 June 2019	- Alderman Giesecke -
Palmerston Division of the Development Consent Authority (DCA)	4 December 2019 expiry 3 December 2021.	- Alderman Giesecke - Alderman Henderson - Mayor (alternate member)
	10 July 2018 to 3 December 2019	- Alderman Giesecke - Alderman Henderson - Mayor (alternate member)

The majority of appointments made to Council Committees will soon expire, it is being recommended that Council consider these appointments prior to the expiry date being 30 June 2020.

DISCUSSION

Due to the COVID-19 pandemic, Council Committees were postponed in March 2020. A review of the recommencement will be undertaken following 5 June once restrictions start to ease and Government practices are in place.

Normal terms are 1 July to 30 June. The next periodic General Election will be held on 28 August 2021 and it is recommended the next Committee appointment term commence 1 July 2020 and expire on 28 August 2021 to cover the term of the 9th Council.

Provided below is a brief overview of the Committees and how regularly they meet for consideration. Please note given the COVID-19 pandemic, meeting occurrences may differ in the future and recommencement of dates are yet to be determined:

Executive Committees

The Executive Committees hold delegation to make recommendations to Council pursuant to *Section 32(2)(b) of the Local Government Act 2008*.

- Administrative Review Committee (ARC)

A reviewable decision is a decision or order made by a council, or an officer of a council, that is designated as reviewable. The Chief Executive Officer will on receiving an application for review, refer the application to the ARC for consideration.

To date no applications for a reviewable decision have been received, the Committee will only meet should an application be received.

- **Chief Executive Officer Performance Appraisal Committee (CEOPAC)**

The Committee conducts and finalises the performance appraisal of the Chief Executive Officer, making recommendation to Council.

The Committee meets approximately six monthly in conjunction with an independent facilitator.

- **Risk Management and Audit Committee (RMAC)**

Responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal control over the revenue, expenditure and assets of the Council.

The Committee meets approximately four times annually and is Chaired by an Independent Member.

Two additional external members were appointed to the Committee on 5 November 2019.

Advisory Committees

The Advisory Committees have no delegated authority.

The Mayor is Ex-Officio Member on all Advisory Committees.

- **Palmerston Seniors Advisory Committee (PSAC)**

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

Meetings are held approximately bi-monthly, during business hours.

- **Palmerston Safe Communities Committee (PSCC)**

PSCC works in partnership with Council, the NT Government, businesses and the community to reduce and prevent injuries, accidents and crime. The PSCC is committed to promoting the safety and wellbeing of Palmerston residents and visitors.

Meetings are held approximately bi-monthly, during business hours.

- **Palmerston Animal Management Advisory Committee (PAMAC)**

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

Meetings are held approximately monthly, out of business hours from 5.00pm.

External Committees

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

LGANT holds its General Meeting in April and its Annual General Meeting in November annually. These meetings run for one to two business days and are held in various locations in the Northern Territory. The City of Palmerston holds a total of three votes at the meetings.

The Mayor is Council's representative for the ninth Council term. Council can nominate up to two additional representatives.

Requests received by LGANT for nominations on Northern Territory Government Committees and Boards for representatives will be reviewed at Council as they are received, and nominations received.

- **Top End Regional Organisation of Council (TOPROC)**

Meetings are generally held quarterly during business hours for approximately two to four hours. The location for meetings is rotated between Council's in the Northern Territory.

The Mayor is Council's representative, with the Deputy Mayor appointed as alternate member for the ninth Council term.

- **Tourism Top End**

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

- **Palmerston Regional Business Association (PRBA)**

PRBA hold an annual general meeting and hold regular events.

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

Council Networks

Council continues to support the following Council Networks being:

- **Youth Inspiring Palmerston (YIP)**

YIP is an advisory Committee to Council, made up of young people from Palmerston. YIP keep Council informed on issues that are significant and important to young people in Palmerston.

- **Palmerston and Rural Youth Services (PARYS) Network**

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

- **Palmerston Kids Network (PKN)**

PKN is a committed network of workers representing organisations who provide services and programs to children (0 -12years) and their families living in Palmerston.

Elected Members can re-nominate to the Committees they currently represent.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Any costs associate with membership or events are accommodated within existing budgets.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The *Local Government Act* provides Council with the authority to create Committees.

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

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

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

This report addresses the following City of Palmerston Strategic Risk:

- 4 **Fails to effectively design and implement contemporary governance practices**
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
- 5 **Fails to make informed and timely decisions**
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.
- 7 **Fails to be agile to respond to growth opportunities**
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

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:	13.2.2
REPORT TITLE:	Review of Council Policy <i>REG01 Outdoor Dining</i>
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Acting Director City Growth and Operations, Alex Douglas
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Vibrant Economy: Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

PURPOSE

This report presents the reviewed Council Policy *REG01 Outdoor Dining* for Council's consideration and approval.

KEY MESSAGES

- In accordance with the policy review schedule adopted by Council, Council Policy *REG01 Outdoor Dining* has been reviewed.
- The intent and general purpose of the policy remains unchanged and that it is to make provisions for and encourage suitable outdoor dining within the municipality.
- Outdoor dining is recognised as being beneficial in providing vibrancy, improving safety and economic benefit to the City and its communities through the use of public space to socialise, provide passive surveillance and support businesses by staying longer.
- The policy remains relevant and applicable and no changes have been made as a result of this review.
- The policy will be due to be reviewed within the term of the next Council and that a timeframe for review of Council Policies will be determined by the new Council.
- On the basis that no changes are made to the Policy by Council it is recommended that there is no requirement for consultation.
- Promotion of the policy and the benefits associated with outdoor dining will be provided through social media and presentations to relevant business forums and associations.

RECOMMENDATION

1. THAT Report entitled Review of Council Policy *REG01 Outdoor Dining* be received and noted.
2. THAT Council notes that Council Policy *REG01 Outdoor Dining* at **Attachment 13.2.2.1** to Report entitled Review of Council Policy *REG01 Outdoor Dining* has been reviewed and remains unchanged.
3. THAT Council notes that the next review of the Council Policy *REG01 Outdoor Dining* will occur after the Local Government elections to be held in 2021 wherein the new Council will determine the appropriate date for the review of its policies.

BACKGROUND

At the 2nd Ordinary Council Meeting of 18 September 2018 Council made the following decisions:

13.2.8 *Review of Outdoor Dining Policy REG01* 9/0085

Moved: *Alderman Buhr*

Seconded: *Alderman Spick*

1. THAT Report Number 9/0085 entitled *Review of Outdoor Dining Policy REG01* be received and noted.
2. THAT Council rescind City of Palmerston Policy Number REG01 Outdoor Dining being **Attachment A** to Report Number 9/0085 entitled *Review of Outdoor Dining Policy REG01*.
3. THAT Council adopt Policy REG01 – Outdoor Policy being **Attachment B** to Report Number 9/0085 entitled *Review of Outdoor Dining Policy REG01* with the amendment to section 4.1.4 relating to being adjacent to an existing indoor restaurant, bar or cafe.
4. THAT a further report be presented to Council at the 2nd Ordinary Meeting of Council in November 2018 that considers the fees and charges associated with outdoor dining.

CARRIED 9/0279 – 18/09/2018

DISCUSSION

The implementation and operation of the Policy has been successful in that the two businesses that have applied for and undertake outdoor dining within the City have raised no issues and are considered satisfied with requirements and objectives of the Policy. Other outdoor dining activities within the City are contained within private property to which this policy does not apply.

In accordance with the above resolution (9/0279 – 4) Council reviewed the fees and charges associated with outdoor dining on 20 November 2018 and in the process significantly reduced the expense and extent of red tape associated with application process. At that time the cost for Class 2 applications was \$177 per square metre, whereas the cost now is \$25 per application, renewed annually. Whilst there are currently only two businesses with permits to operate within our public places the ability to support the potential benefit to other businesses and the broader community remain key objectives of the policy. The intent of Council then and now remains the same in that there are real benefits in encouraging outdoor dining.

The formulation of the *Palmerston Local Economic Development Plan* will provide an opportunity to include the potential to expand the provision of outdoor dining by advertising the minimal cost of providing outdoor dining within public spaces adjoining their businesses and highlighting the benefits to the local business precinct.

CONSULTATION PROCESS

As the intent and wording of the Policy remains unchanged it is recommended that no external consultation is required.

What is necessary, and will be developed in conjunction with other promotions around the CBD and other shopping precincts will be to inform and encourage businesses through social media, presentations to the Palmerston Regional Business Association and other opportunities.

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

- Director Organisational Services

No external parties or community consultation was required during the preparation of this report.

POLICY IMPLICATIONS

Council's Policy *REG01 Outdoor Dining* has been reviewed and it has been recommended that no changes be made.

The next review of the policy falls due after the 2021 Local Government elections and it is noted that the new Council will review its policies as they consider appropriate in accordance with local government legislation, regulations and guidelines.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report on the basis that the intent is to manage outdoor dining rather than generate substantive revenue. At present there are two businesses that operate under the Policy.

The present and proposed fees remain at \$25 per application per annum.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

7 Fails to be agile to respond to growth opportunities

Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

Council's Policy *REG01 Outdoor Dining* regulates outdoor dining activities within the municipality.

The Chief Executive Officer has delegation to approve outdoor dining applications, and associated permit and conditions.

All outdoor operations will need to comply with the Council Policy and permits, as well as all other legislation and standards.

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. Council Policy *REG01 Outdoor Dining* [13.2.2.1 - 2 pages]

REG01

Name:	Outdoor Dining		
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

This policy is intended to encourage the practice of outdoor dining across the Palmerston area whilst ensuring that the amenity and safety of streets and public places is maintained and that there is clear guidance and consistency with respect to outdoor dining.

2 PRINCIPLES

The City of Palmerston encourages dining in all areas of Palmerston and seeks to maintain and improve public street amenity while providing economic benefits to the community. Outdoor dining has long been recognised as beneficial in providing vibrancy and passive observance of public spaces in addition to an opportunity for business to expand its operations at a reasonable cost.

Underlying principles reflected in this policy are to:

- Encourage outdoor dining in areas that are suitable
- Add vibrance and activity, and improving safety to streets and public spaces whilst balancing existing amenity and character
- Encourage activities that contribute to the economy and amenity of Palmerston
- Designs are inclusive of and consider all users

3 DEFINITIONS

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

Term	Definition

4 POLICY STATEMENT

4.1 General

This Policy Statement sets out the application procedure and criteria for both **Non-Licensed** and **Licensed** dining activities on Council land.

The following applies to all outdoor facilities on Council land:

- 4.1.1 Ensure that Universal Design Principles and Crime Prevention through Environmental Design Principles are adhered to.
- 4.1.2 Outdoor dining areas are maintained in a clean, healthy and tidy manner, and remain an attractive element of the Public Realm to the satisfaction of the City of Palmerston.
- 4.1.3 Equitable access for all.
- 4.1.4 Generally outdoor cafés and dining areas in public places should be located adjacent to an existing indoor restaurant, bar or café and be an extension of this activity.

REG01

- 4.1.5 The design should consider cooling devices, weather protection and screens.
- 4.1.6 The design of the area must incorporate compliant disability access.
- 4.1.7 Outdoor dining areas should be integrated into the street in a way that does not compromise existing street activities, circulation requirements and pedestrian and traffic safety through maintaining adequate clearances.
- 4.1.8 Permanent structures may be considered.
- 4.1.9 A permit is required to operate any outdoor café or dining area located on public land.

4.2 Class 1 Application – Up to 4 tables/8 seats (whichever is the lesser)

Council will permit tables and chairs to be placed outside food outlets with or without a removable dividing barrier along the public thoroughfare subject to the applicant meeting the following requirements:

- 4.2.1 Furniture will generally be commercially manufactured, well maintained, and of a suitable size to accommodate diners.
- 4.2.2 Where adjoining businesses provide a similar outdoor dining service the applicant may be required to provide furniture of a similar design.
- 4.2.3 Permits will be annual, and no security deposit is required.
- 4.2.4 The applicant will be required to satisfy all other standard or special permit conditions.

4.3 Class 2 Application – All other applications (with or without a Licence to Serve Alcohol)

Council will permit the construction of formal dining areas within Council owned or controlled land subject to the following requirements:

- 4.3.1 A dimensioned drawing indicating the frontage of the site, the position of tables and chairs, and any street furniture or service infrastructure visible within the proposed site.
- 4.3.2 Consent in writing from the owner of the adjoining premises/business.
- 4.3.3 A photograph or brochure detailing the proposed furniture, accessories and fittings intended to be placed in the area.
- 4.3.4 An indication of the proposed permit term and any proposed permit conditions.
- 4.3.5 Where relevant the location and style of patron protection measures.
- 4.3.6 Details of how the dining area will be delineated from the public area.
- 4.3.7 The application being for the area directly adjacent the business to which it relates and not exceeding the lateral boundaries.
- 4.3.8 The style and look of the area must be in keeping with the character of the general area in which it is situated.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Annual Fees and Charges

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Palmerston (Public Places) By-Laws
- 6.2 Palmerston (Signs, Hoarding and Advertising) By-Laws
- 6.3 Disability Discrimination Act 1992
- 6.4 Local Government Act
- 6.5 Tobacco Control Act
- 6.6 Liquor Act

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Fees and Charges 2020/21
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Finance Manager, Maxie Smith
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 workshop report seeks to present for adoption Council draft City of Palmerston Fees and Charges 2020/21.

KEY MESSAGES

- Fees and Charges are reviewed annually in line with preparation of the Municipal Plan and Budget.
- The draft Fees and Charges 2020/21 have been assessed with consideration to the challenges faced by the Palmerston community resulting from the COVID-19 crisis.
- Council will be providing free access for use of the pool at the Palmerston Swimming and Fitness Centre.
- The draft Fees and Charges being recommended have been held and remain significantly unchanged from 2019/20, however there are some proposed minor adjustments to waiver, reduce or provide free services previously requiring a fee or charge.
- Adjustments are designed to improve access and utilisation of Council services and assist our community.
- Fees and Charges should be adopted prior to 1 July 2020 to commence the new charges at the beginning of the financial year.
- Reduction of over \$162,000 to Council's income in 2020/21 with the continuation of the free entry to the Palmerston Pool, free all-day City Parking and free Council venue hire costs.
- Continuation of the waiver of all-day carparking fees has been approved by Council under City of Palmerston's COVID-19 recovery measures until the 30 September 2020.
- Council has approved a waiver of venue hire fees and charges until the 30 September 2020 to assist the community as part of Council's COVID-19 recovery measures.
- It is proposed the draft Fees and Charges 2020/21 be adopted prior to the adoption of the draft Municipal Plan and Budget 2020/21.

RECOMMENDATION

1. THAT Report entitled Fees and Charges 2020/21 be received and noted.
2. THAT Council adopt Fees and Charges 2020/21 being **Attachment 13.2.3.1** to Report entitled draft Fees and Charges 2020/21 to be effective as of 1 July 2020.

BACKGROUND

The Fees and Charges 2019/20 were adopted by Council at the 2nd Ordinary Meeting held on 18 June 2019.

A review of the Fees and Charges is undertaken by Council annually in conjunction with the Municipal Plan 2020/21. Council Officers are asked to undertake an assessment of services offered to the community the Community Plan and desired service outcomes and any other related issues, such as impacts of COVID-19.

DISCUSSION

The draft Fees and Charges 2020/21 have been reviewed and prepared with consideration to Council's Municipal Plan 2020/21 and the current economic challenges facing the Palmerston community.

Most of the Fees and Charges are recommended to remain the same, however there are some proposed adjustments to be outlined below. These adjustments are designed to improve utilisation and accessibility to Council services, and streamline the processes for the customer and reduce administration costs and to realign the fees charged to Council for the cost of undertaking works or services. It is important to note that no increases are proposed.

The adjustments in Fees and Charges for 2020/21 include:

- Free swimming.
- Hire of citronella barking collars is now free for a maximum hire of 1 month, reduced from \$30 per month.
- Introduction of a 9-month carparking permit for Zone E at \$300 per permit to reflect all day parking offered until 30 September 2020.
- Shopping trolley release fee is now free.
- Mowing of long grass is cost of service + 10%.
- Acceptance of assets updated to 1.5% of construction cost of assets plus GST.
- Reduce and amend fee structure for Work on Public Places to facilitate an easier application process for the customer.
- Adjustment to the application cost associated with using Council land for short-term use of waste bins and containers (maximum 4-day period).
- Introduction of a waste service charge for additional bins on multiple dwelling properties managed through a body corporate or similar.

The addition of a 9-month Zone E carparking permit supplements Council's existing Zone E carparking permits which are currently available for periods of 12-months, six months and three months.

The inclusion of a new waste service charge allows properties with multiple dwellings access to additional general waste and recycling bins for their property. Currently, the number of bins provided to these properties are outlined in the Declaration of Rates and this number is fixed. Through the addition of this charge extra bins may now be ordered on behalf of the unit complex outside the maximum allowable number and will be charged independently of the waste levy.

As part of Council's COVID-19 recovery support, Council, at the 2nd Ordinary Meeting in May 2020, has determined to continue to waive car parking fees until 30 September 2020. The intention is to increase activity across the Palmerston CBD, thereby supporting local businesses in the economic recovery phase. Enforcement of time restriction will still apply.

CONSULTATION PROCESS

Public consultation is not required for Fees and Charges but they will be communicated to the community as part of the Municipal Plan and Budget 2020/21.

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

- Budget Officers
- Finance Manager
- Executive Management Team

Council has workshoped the draft Fees and Charges 2020.21.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The draft Municipal Plan 2020/21 has been balanced with respect to the proposed draft Fees and Charges. It has also assumed that transaction levels would occur as trended over previous years. Fees and Charges account for less than 3% of Council's total operating income, so adjustments to the Fees and Charges only have minor effects in relation to Council's income.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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.

Under the *Palmerston (Charges) By-Laws* Council has the authority to determine by resolution the "charges, dues, fares, fees and rents in relation to a property, undertaking, service, matter or thing". Council must adopt Fees and Charges prior to 1 July so that Council can continue to charge for specific services or products provided to the community and the users in the forthcoming 2020/21 financial year.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

The draft Fee and Charges 2020/21 forms part of the Council Annual Municipal Plan and Budget which delivers on the well-being of our community and deliver a number of improved environmental outcomes.

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. Fees and Charges 2020-21 [13.2.3.1 - 28 pages]

CITY OF PALMERSTON

FEES AND CHARGES

2020/2021

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Definitions

GST Free	Items are exempt from GST under Division 81 of the GST Act
Incl. GST	Charges listed are inclusive of GST

Administration

Annual Report		2020/21	GST
Copy	per copy	Free ✓	
Perusal of report in Council offices		Free ✓	
Municipal Plan		2020/21	GST
Copy	per copy	Free ✓	
Perusal of report in Council offices		Free ✓	
Cheques Dishonoured		2020/21	GST
At first presentation	per cheque	Cost of bank fee	incl. GST
At second presentation	per cheque	Cost of bank fee	incl. GST
Freedom of Information		2020/21	GST
Information Act Fees and Charges		As prescribed	

Rates

Rate Book Inspection Fee		2020/21	GST
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Perusal at Council Office		Free ✓	
Written Extract	per assessment	\$50.00	incl. GST

Reproduction of Original Rates Notice		2020/21	GST
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Current Rating Year	per notice	Free ✓	
Prior Rating Years	per notice	\$25.00	incl. GST

Rate Debt Collection Fee		2020/21	GST
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Letter of Demand	per letter	Charge of external contractor	incl. GST
Field Call	per field call	Charge of external contractor	incl. GST
Statement of Claim	per statement of claim	Charge of external contractor	incl. GST

Additional court costs may apply and are determined by the proceedings

Dog Registration Fees

Standard Fee		2020/21	GST
Full Year Fee	per dog	\$105.00	GST Free
Half Year Fee (from 1st March)	per dog	\$65.00	GST Free
Aged and Disability Pensioner Fee	per dog	\$25.00	GST Free
Trained Dogs for the Blind and Hearing Impaired	per dog	Free ✓	
Dogs under 3 months of age (no discounts apply)*	per dog	\$10.00	GST Free

* Under the current By-Laws dogs under 3 months do not have to be registered, however Council encourages the registration of all dogs

Discounts		2020/21	GST
Desexed or Northern Australian Canine Association COB Holder	per registration	50%	
Microchipped	per registration	10%	

Calculated Fees		2020/21	GST
Full Year Fee		\$105.00	
Full Year - Desexed/NACA trained		\$52.50	
Full Year - Desexed/NACA trained and Microchipped		\$42.00	
Full Year - Microchipped		\$94.50	
Half Year Fee (from 1st March)		\$65.00	
Half Year - Desexed/NACA trained		\$32.50	
Half Year - Desexed/NACA trained and Microchipped		\$26.00	
Half Year - Microchipped		\$58.50	
Pensioner Fee		\$25.00	
Pensioner - Desexed/NACA trained		\$12.50	
Pensioner - Desexed/NACA trained and Microchipped		\$10.00	
Pensioner - Microchipped		\$22.50	

Dog Registration Fees cont...

Tag Replacement

		2020/21	GST
Tag Replacement	per tag	\$10.00	incl. GST

Impound Fees

		2020/21	GST
Fee for unregistered dog	per dog	\$205.00	GST Free
Fee for registered dog	per dog	\$140.00	GST Free
Additional fee for dog impounded out of hours	per dog	\$85.00	GST Free
Daily charge after day one	per dog	\$55.00	GST Free

Dog Licence (more than 2 dogs)

		2020/21	GST
Licence Application including one site inspection (<i>non refundable</i>)	per application	\$155.00	GST Free
Site Inspections	per inspection	\$115.00	GST Free
Licence – Full-yearly	per licence	\$215.00	GST Free
Licence – Half-yearly (March - August)	per licence	\$120.00	GST Free

Barking Collars

		2020/21	GST
Citronella Barking Collars	Maximum 30 day hire	Free ✓	
Refundable Deposit	per collar	\$50.00	GST Free
Citronella Canisters	per canister	\$35.00	incl. GST

Animal Traps

		2020/21	GST
Hire Animal Traps	Maximum 30 day hire	Free ✓	
Refundable Deposit	per trap	\$50.00	GST Free

Community Facilities

Gray Community Hall		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Driver Family Resource Centre		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Community Facilities cont...

Durack Heights Community Centre per Classroom		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Library Training Room		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST
Laptop Hire	per laptop/per session	\$25.00	incl. GST
Digital projector	per session	\$25.00	incl. GST
TV Hire	per session	\$25.00	incl. GST

Community Facilities cont...

Library Community Room (incl. Kitchenette)		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	At cost of cleaning + GST	incl. GST

Recreation Centre - Community Room 1		2020/21	GST
Private/Business			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
Not-for-profit			
Rent	per day	\$100.00	incl. GST
Rent	per hour	\$20.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Community Facilities cont...

Recreation Centre - Community Room 2		2020/21	GST
Private/Business			
Rent	per day	\$300.00	incl. GST
Rent	per hour	\$60.00	incl. GST
Not-for-profit			
Rent	per day	\$150.00	incl. GST
Rent	per hour	\$30.00	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	At cost of cleaning + GST	incl. GST

Recreation Centre Stadium Hire - Hourly Rate		2020/21	GST
Private/Business			
Rent	per court	\$60.00	incl. GST
Lights	per court	\$40.00	incl. GST
Airconditioning	per court	\$45.00	incl. GST
Not-for-profit			
Rent	per court	\$30.00	incl. GST
Lights	per court	\$25.00	incl. GST
Airconditioning	per court	\$30.00	incl. GST

Stadium lights are required prior to 7am and after 6pm

Out of Hours Staff Charges Monday to Friday prior to 8am and after 7pm	per person per hour	\$45.00	incl. GST
Out of Hours Staff Charges Weekends and Public Holidays	per person per hour	\$75.00	incl. GST

Recreation Centre Seating		2020/21	GST
Stadium Seating Hire	single unit	\$300.00	incl. GST
Stadium Seating Hire	3 units	\$600.00	incl. GST
Stadium Seating Hire	6 units	\$800.00	incl. GST

Community Facilities cont...

Community BBQ Trailer

2020/21

GST

Available for use by members of the community, local organisations and groups

Rent	per usage	Free ✓	
Booking Deposit - Refundable	per usage	\$200.00	GST Free

Movie Trailer

2020/21

GST

Available for use by members of the community, local organisations and groups

Rent	per usage	Free ✓	
Booking Deposit - Refundable	per usage	\$200.00	GST Free

Imagination Playground

2020/21

GST

Available for use by Palmerston based community organisations, schools and child care centres

Rent	per usage	Free ✓	
Booking Deposit - Refundable	per usage	\$200.00	GST Free

Property

Damage or Destruction to any Council Property		2020/21	GST
Damage or destruction to any property of Council will be recovered from the responsible person. This could be either the holder of the permit/licence, the hirer or any other liable person causing damage.	per damaged asset	Cost for replacement or reinstatement to Council plus 15% administrative charge plus GST	incl. GST

Public Places

Public Open Spaces and Parks: All deposits shall be lodged with proof of public liability insurance

Private and Non-for Profit Community Groups		2020/21	GST
Key Deposit - Refundable	per key	\$60.00	GST Free
Cleaning Deposit - Refundable	per usage	Free ✓	
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Commercial Use		2020/21	GST
Key Deposit - Refundable	per key	\$60.00	GST Free
Cleaning Deposit - Refundable	per usage	\$150.00	GST Free
Additional Cleaning (<i>if required</i>)	per usage	at cost of cleaning + GST	incl. GST

Busking Permit		2020/21	GST
Busking Permit	per permit	Free ✓	

Library Services

Non Territory Resident Borrower

Refundable Deposit - plus	per resident	\$45.00	GST Free
Non-Refundable Administration Fee	per resident	\$15.00	incl. GST

Lost Borrower Card Replacement

Lost Borrower card replacement	per card	\$2.50	incl. GST
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Photocopying and Printing

Black and White

A4 single	per page	\$0.20	incl. GST
A4 double	per page	\$0.40	incl. GST
A3 single	per page	\$0.40	incl. GST
A3 double	per page	\$0.80	incl. GST

Colour

A4 single	per page	\$1.00	incl. GST
A4 double	per page	\$2.00	incl. GST
A3 single	per page	\$2.00	incl. GST
A3 double	per page	\$4.00	incl. GST

Public Personal Computers

Computer & Internet Usage	Maximum time limit applies	Free ✓	
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Library Services cont...

Fax Service

		2020/21	GST
Send outgoing fax	per page	\$0.20	incl. GST
Receive incoming fax	per page	\$0.20	incl. GST

Inter Library Loan (if charged by host library)

		2020/21	GST
Inter Library Loan (<i>if charged by host library</i>)	per loan	as charged by host library	GST Free

Replacement of Lost or Damaged items

		2020/21	GST
Replacement of library resources	per item	at replacement cost of item plus \$2 administration charge + GST	incl. GST

Laminating Service

		2020/21	GST
A3	per sheet	\$4.00	incl. GST
A4	per sheet	\$2.00	incl. GST
Wallet size	per sheet	\$1.00	incl. GST

Library Bags

		2020/21	GST
Calico	per bag	\$5.00	incl. GST

Carparking

CBD Carparking		2020/21	GST
Zone A, B, C and D	per hour	Free ✓	
Zone E	per hour (capped \$4)	\$1.00	incl. GST
Annual Permit (Zone E only)	per permit	\$400.00	incl. GST
Nine Month Permit (Zone E only)	per permit	\$300.00	incl. GST
Six Month Permit (Zone E only)	per permit	\$200.00	incl. GST
Three Month Permit (Zone E only)	per permit	\$100.00	incl. GST

Outdoor Dining Licence

Outdoor Dining Licence		2020/21	GST
Outdoor Dining Licence (Class 1)	per annum	\$25.00	GST Free
Class 1: Up to 4 tables / 8 Seats (<i>whichever is the lesser</i>)			
Outdoor Dining Licence (Class 2)	per annum	\$25.00	GST Free
Class 2: All other applications (<i>with or without a Licence to Serve Alcohol</i>)			

Regulatory Service

Disability Permits		2020/21	GST
Permanent Disability (renewable every 3 years)	per permit	Free ✓	
Temporary Disability (time limited)	per permit	Free ✓	
Shopping Trolley		2020/21	GST
Shopping Trolley Release Fee	per trolley	Free ✓	
Long Grass		2020/21	GST
Standard and/or <1200sq m blocks	per block	Cost + 10%	incl. GST
Non standard and/or >1200sq m blocks	per block	Cost + 10%	incl. GST
Block Inspection Fee	per inspection	Free ✓	

Signage

Signage in Public Space and on Private Land

Animated Signs		2020/21	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$240.00	GST Free

Signage on Private Land		2020/21	GST
Banners for temporary advertising on private land for maximum 2 weeks	per application	\$45.00	GST Free
Banners, Balloons, Blimps and kites on private land	per application	\$45.00	GST Free
Signs on private land viewable from a public place	per application	\$45.00	GST Free

Banners/Signs on Council Land		2020/21	GST
Weekly fee for Commercial Use	per banner/sign	\$75.00	GST Free
Weekly fee for Not-for-profit Organisations	per banner/sign	\$45.00	GST Free

Banner on Street Light Poles		2020/21	GST
Application Fee	per application	\$45.00	GST Free
Weekly Fee	per banner	\$5.00	GST Free
Erection and Removal of Banners	per banner	at cost for Council + 15% + GST	incl. GST

Signs Overhanging a Public Place		2020/21	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$125.00	GST Free

Signage cont...

Permanent Signs on Road

		2020/21	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$125.00	GST Free

Removable Signs on Public Land (A-Frame)

		2020/21	GST
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	

Other Signage in Open Space

		2020/21	GST
Bunting	per application	\$45.00	GST Free
Murals	per application	\$45.00	GST Free
Flags	per application	\$45.00	GST Free
Event Signage	per application	\$45.00	GST Free
Blue Finger Signs	per application	\$45.00	GST Free

General Service and Community Groups

Churches, self help groups, childcare centres, schools, public sporting facilities			
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	
Cost of Erection	per sign	Free ✓	

Signage cont...

Business Groups		2020/21	GST
Shopping Centres, home businesses, vet clinics, medical/dental clinics, commercial childcare, private sporting clubs and community clubs			
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	
Cost of Erection	per sign	Free ✓	

Real Estate Signs on Fences		2020/21	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$135.00	GST Free

Advertising on Fences		2020/21	GST
Application Fee	per application	\$45.00	GST Free

Collection and Return of Movable Signage		2020/21	GST
Fee for the collection of moveable signs during a cyclone upon declaration of Stage 2 by the Territory Controller			
Return Fee	per sign	\$112.50	GST Free

Subdivision

Council Acceptance of Assets		2020/21	GST
Construction costs include the (direct) cost of constructing all assets that will be coming under the ownership and liability of Council.			
Assets shall include all items required to develop the site in accordance to legislation, regulations, guidelines, standards and industry best practice that are incorporated with the approved designs.			
Prior to Practical Completion/ On Maintenance	per approval	1.5% of construction cost of all assets handed to Council + GST	incl. GST

Driveway Crossover

Driveway Crossover (Reinforced)		2020/21	GST
100 mm Standard	per m2	\$100.00	incl. GST
150 mm Commercial	per m2	\$125.00	incl. GST
200 mm Industrial	per m2	\$150.00	incl. GST
Crossover	per Lm	\$100.00	incl. GST
Saw cut, remove and dispose kerb/gutter	per Lm	\$70.00	incl. GST
Saw cut, remove and dispose concrete less than 120mm thick	per m2	\$20.00	incl. GST
Second driveway (residential) future maintenance (excl. cost of construction and permit)	per m2	\$110.00	incl. GST
Pathways - 100mm (Reinforced)	per m2	\$100.00	incl. GST

Work on Public Places

Work on Public Places		2020/21	GST
All applications shall be lodged with proof of public liability insurance.			
Amount of inspections required will be verified after lodgement of application depending on works.			
A permit will be issued for a maximum of 1 week unless otherwise determined by CoP. This includes minimum of 2 inspections.			
Application and Inspection Fee	each	\$150.00	GST Free
Additional fee for permits required for more than one week	per week	\$40.00	GST Free
	1 month	\$100.00	GST Free
	6 months	\$500.00	GST Free
	1 Year	\$1,000.00	GST Free
Hoarding Fee	per m2 per week	\$2.60	GST Free
Car bay hire	per bay per week	\$55.00	GST Free
Private waste bins and containers on road reserves			
Maximum of 4 day period	per application	\$55.00	GST Free

Building Construction Application

Building Construction		2020/21	GST
Driveway Plan Approval (First driveway)	per application	Free ✓	
Driveway Plan Approval (Second driveway)	per application	\$90.00	GST Free
Stormwater Plan Approval (where connection provided)	per application	Free ✓	
Stormwater Plan Approval (where connection is not provided)	per application	\$90.00	incl. GST
Clearance	per application	\$90.00	incl. GST
Additional Inspection	per inspection	\$60.00	incl. GST

Waste Management

Additional Bin Service Multiple Dwellings

2020/21

GST

Multiple dwelling properties are currently limited under the Declaration of Rates to the following: a general waste collection of four (4) garbage collection visits per week with a maximum of one (1) 240L bin per four (4) dwellings; and, a recycling collection service of one (1) collection visit per week with a maximum of one (1) 240L mobile bin per two (2) dwellings to be collected on each recycling collection visit.

A body corporate is able to apply for an additional service on behalf of the multiple dwelling to be invoiced annually or on a pro-rata basis per additional bin.

Additional General Waste Bin 240L	per bin	\$394.00	GST Free
Additional Recycling Bin 240L	per bin	\$245.00	GST Free



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1 Chung Wah Terrace



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COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Driver Family Resource Centre Lease
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Director of Lifestyle and Community, Amelia Vellar
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 to extend the current lease of Driver Family Resource Centre, to Red Cross Australia by one year, to 30 June 2021.

KEY MESSAGES

- Red Cross Australia currently have a lease for the Driver Resource Centre expiring on 30 June 2020.
- Red Cross Australia have been advised that the Communities for Children program has received an additional years funding and have written to Council to request a further year's extension to their current lease until 30 June 2021.
- Red Cross Australian and the Communities for Children program delivered from the Driver Resource Facility is considered to provide significant benefit to Palmerston families.
- Over the past year, Red Cross Australia has successfully built a closer working relationship with the Driver School Principal and Early Childhood Coordinator with the school interested in facilitating a playgroup and the sharing of some school resources with all the early childhood groups that use the Centre, such as the adjacent playground and the school garden.
- The potential alternate uses of the facility are limited given the age and its design, as it was originally a childcare facility.
- The facility cannot be used for its original purpose as it is unviable given current compliance requirements of operating a childcare facility.
- Council Policy *AD04 Lease of Council Property* allows for Council to consider an alternate process related to long-term leasing of Council facilities.
- An extension of this lease allows Council time to consider the future use of this community facility.
- It is being recommended that the lease be extended for one year.

RECOMMENDATION

1. THAT Report entitled Driver Family Resource Centre Lease be received and noted.
2. THAT Council approve the extension of Red Cross Australia's existing lease of Driver Family Resource Centre by one year, to end 30 June 2021.

BACKGROUND

At the 1st Ordinary Council Meeting of 6 November 2018 Council made the following decisions:

13.2.7 Driver Family Resource Centre Lease

9/0103

THAT Council approve the extension of Red Cross Australia's existing lease of Driver Family Resource Centre by one year, to end 30 June 2020.

CARRIED 9/0342 – 06/11/2018

Red Cross Australia had a lease agreement for Driver Family Resource Centre in place which began 1 October 2015 and expired 30 June 2019 with a request for a further year's extension to 30 June 2020 being approved by Council at the 1st Ordinary Meeting on 6 November 2018.

The lease arrangement is for the organisation to fulfil the duties of Core Tenant, as is the tradition of this facility, in exchange for a reduced rental cost of \$350 per month, or \$4,200 per year (GST Inc).

As Core Tenant the organisation plays a role in the day-to-day management of the facility and provides an on-site presence which enhances security and communication. Red Cross has full-time use of the two offices plus garden shed and restricted scheduled use (25 hours per week) of the shared program space including common area, activity room, kitchen, and outside play area.

The facility has regular weekly bookings with other users including Playgroup NT, Save the Children Playgroup, Tumble Down Tots and the Seventh Day Adventist Church.

This community facility is unusual in its current form. The structure is such that it is useful for the provision of family programs based around suitable and safe children's play. It is not useful for typical community hall purposes, such as large meetings or celebrations due to the layout; a series of small rooms, and a communal child-scale toilet and ablutions room. Child-safe fencing and other child-friendly features such as low-height wash facilities, shaded lawn areas and sandpit make this an ideal site for the child-centred programs offered by the current user groups.

DISCUSSION

Red Cross Australia's Community for Children funding contract has recently been extended allowing the program to be delivered for an additional year. Red Cross Australian is requesting a further year's extension to their current lease of the facility from 1 July 2020 to 30 June 2021, **Attachment 13.2.4.1**

A measure of success under Council's Community Plan is "increased accessibility of Council facilities and resources for community activities for all members of our community." Having a user group such as Red Cross Australia, who delivers the Communities for Children project for 0 – 4-year-old, as Core Tenant, plus the other playgroup user groups, is a positive outcome for Council. In the past there has been low interest in using the facility, other than occasional booking queries about morning availability.

Red Cross Australia uses the Driver facility as an extension of their Darwin offices, to allow for a presence in Palmerston. They provide children's and family support programs across one and a half days. Palmerston the Family City of the Northern Territory, so having Palmerston based support programs in our community is vital.

Recently, Red Cross Australia has successfully built a closer working relationship with the Driver School Principal and Early Childhood Coordinator. Driver School is interested in coming on-board to run a playgroup in the space on Wednesday mornings and share some school resources with all the early childhood groups that use the Centre such as the adjacent playground and the school garden. This supports Red Cross's goals in seeking further working relationships with all Palmerston primary schools and especially those with the highest numbers of vulnerable children (based on Australian Early Childhood Census Data). Communities for Children funds other activities for children 0 – 12 years old and their families conducted in collaboration with Moulden, Gray and Woodroffe Primary Schools. These are all delivered by their Community Partners: FAST NT, Save the Children, and Playgroup NT.

It has been identified in Council Policy *AD04 Lease of Council Property*, **Attachment 13.2.4.2**, that "Council's role of participating in the marketplace via property ownership is to facilitate desired goals and objectives to ensure the growth and prosperity of the City, which if left to the private marketplace alone may not be achievable. In such cases, an alternative process is more appropriate."

This means that Council should assess the benefit to the community as well as commercial benefits. As this property is not easily purposed for commercial use, it is recommended Council consider the proposed opportunity.

Also, under Council Policy *AD04 Lease of Council Property*, the circumstances which give rise to an alternative process include:

- Leases where the lease period is longer than three years shall be brought to Council for its approval. Section 4.1.3.2.

It is recommended that a further one year extension of the existing lease to Red Cross for the facilitation of the Communities for Children project, and to strength the growing relationship between Driver Primary School and Red Cross Australia, providing significant benefit to Palmerston Community. The Communities for Children project aims to improve the coordination of support services for young families and children in Palmerston. The program aims to improve outcomes for families and children by funding a suite of early childhood and other family support services. Another key priority of the program is having a whole community approach to service delivery. This approach gives the community a stronger voice in the program, to strength support services and to coordinate delivery of culturally appropriate programs that are identified by the Community. Whilst Council was allowing time for this relationship to foster, further consideration could also be given to the future use of the facility.

CONSULTATION PROCESS

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

- Director Organisational Services

In preparing this report, the following external parties were consulted:

- Red Cross Australia
- Driver Primary School

POLICY IMPLICATIONS

Policy number *AD04 Lease of Council Property* allows for Council to undertake an alternative process for the long-term lease where in Council's opinion, an alternative lease approach will achieve greater

benefits and minimal risk to the Palmerston community than could be achieved through a public process and will entertain direct negotiations to the exclusion of a public process.

BUDGET AND RESOURCE IMPLICATIONS

The lease arrangement is for the organisation to fulfil the duties of Core Tenant, as is the tradition of this facility, in exchange for a reduced rental cost of \$350 per month, or \$4,200 per year (GST Inc).

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks

4 Fails to effectively design and implement contemporary governance practices

Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

There is a risk that Council is perceived to be giving Red Cross Australia an advantage over other community groups and/or commercial operators as this facility has not been through a public process for a considerable period. However as discussed, this community facility is unusual in its current form and Red Cross Australia's use aligns with Council's strategic vision.

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. Letter and Strategic Plan [13.2.4.1 - 5 pages]
2. City of Palmerston ADO4 Lease of Council Property [13.2.4.2 - 3 pages]



Mr Richard Iap
Director of Organisational Services
City of Palmerston Council
PO Box 1
Palmerston NT 0831
Richard.iap@palmerston.nt.gov.au

15 May 2020

Dear Richard

RE: Request for extension of lease on offices at Driver Family Resource Centre

Australian Red Cross Communities for Children (CfC) have been advised of a one year extension on our funding from Dept. of Social Services Community Grants Hub. We are therefore seeking another one year extension on our lease agreement at the Driver Centre taking us to 30 June 2021. We have had a lease agreement with the Council since 2015 for these premises. (See original lease and extension document attached.)

The Red Cross CfC project aims to improve the coordination of support services for families and young children in Palmerston. We do this using a whole of community approach to service delivery. One way we do this is by funding a suite of early childhood and other family support services and building strong relationships with those partners to keep us aware of issues arising. This approach gives the direct service providers and the community a stronger voice in the program, to strengthen support services and to coordinate delivery of culturally appropriate programs that are identified as needed by the Community. Community members, service providers and business are all represented on our local Palmerston CfC Committee which meets at the Centre 4-5 times a year.

The Driver Centre is a good location for a number of reasons. Firstly because it has a full time office space for at least two staff in a location also used by two of our CfC funded activities who hire it directly from Council. It also has a good meeting space in the main room. The concept of location in a Family Resource Centre fits well with the objectives of CfC (see Palmerston Strategic Plan attached). In addition the Driver Centre is currently affordable on our limited budget and well located for us adjacent to Driver Primary School and close to the town centre.

We have recently had success building a closer working relationship with the Driver School Principal and Early Childhood Coordinator. This also supports our goals although we also seek working relationships with all Palmerston primary schools and especially those with the highest numbers of vulnerable children (based on Australian Early Childhood Census Data). CfC also funds other activities for children 0 – 12 years old and their families conducted in collaboration with Moulden, Gray and Woodroffe Primary Schools. These are all delivered by our Community Partners: FAST NT, Save the Children, and Playgroup NT. Driver School is interested in coming on-board to run a playgroup in the space on Wednesday mornings and share some school resources with all the early childhood groups that use the Centre such as the adjacent playground and the school garden.

We will be grateful if the lease extension could be approved as soon as possible. As in previous years, we are happy to pay the rent in full and in advance at the beginning of the 20/21 FY and have the same lease conditions as the previous years.

Please advise if you need any other information at this stage.

Yours sincerely

Jenny Dally
Regional and Emergency Services Manager

**FAMILIES AND COMMUNITIES PROGRAM
COMMUNITIES FOR CHILDREN FACILITATING PARTNER
COMMUNITY STRATEGIC PLAN SUMMARY FOR PALMERSTON**

The objectives of the Communities for Children (CfC) facilitating partners are as follows:

- To improve the health and well-being of families and the development of young children, from before birth through to age 12 years, paying special attention to:
 - Healthy young families — supporting parents to care for their children before and after birth and throughout the early years;
 - Supporting families and parents — support for parents to provide children with secure attachment, consistent discipline and quality environments that are stable, positive, stimulating, safe and secure;
 - Early learning — provide access to high quality early learning opportunities in the years before school; provide early identification and support for children at risk of developmental and behavioural problems; assist parents with ways they can stimulate and promote child development and learning from birth; and
 - School transition and engagement - support children and families to make a smooth transition to school and work with local schools to assist children and families with their ongoing engagement with school.
- To create strong child-friendly communities that understands the importance of children and applies this capacity to maximise the health, well-being and early development of young children at the local level.

Recent data confirms that whilst Palmerston has a range of services for families with children 0-12 years, service gaps still exist for families who live in vulnerable and disadvantaged suburbs. The high needs suburbs in Palmerston include Gray, Moulden, Driver and Woodroffe.

Evidence from community consultation confirms that many Palmerston families are socially isolated due to limited access to transport, lack of information support systems, and some people lack the social skills to engage and interact with their peers.

Other needs identified include; social skills development, support to address bullying, strategies for resolving conflict, transition to middle school, understanding children's rights, understanding school expectations and how parents can help children learn, understanding the impact of trauma on brain development, understanding appropriate discipline and community safety. The evidence supports the importance of including early learning and parent/carer interactive activities to be delivered.

Community-Informed Service Mapping

Data provided by potential Palmerston Community partners confirms that whilst there is a range of services for families with children 0-12 years, service gaps still exist. The socio-economic index SEIFA

(ABS) and the AEDI (Australian Early Development Index) continue to identify Palmerston as an area of high disadvantage. This disadvantage is concentrated but not exclusive to the suburbs of Driver, Moulden Gray and Woodroffe. The latest results for 2018 and previous years can be found through <https://www.aedc.gov.au/data/data-explorer?id=140221>

Palmerston has a significant transient population with a substantial amount of residential areas of families at risk. Early learning and parent/carer interactive activities are key areas of focus, as the foundation for learning is important to ensure children are ready for school, which in turn positively influences a range of outcomes.

Community Engagement

The CfC Committee structure ensures a process of continuous community engagement through the participation of local Palmerston committee members and locally based service providers and community partners. Members work collaboratively to develop and strengthen community network structures by working with other service providers and by enabling new networks for children's and family services in Palmerston.

CfC Committee and community participatory evaluation process will be ongoing to strengthen the confidence and knowledge base. Community consultations will continue throughout the CfC funding cycle to gain greater insight to emerging issues for Palmerston children and families. Feedback from community is gathered to inform the Committee and Community partners on concerns and need.

There is a specific emphasis on the engagement of CALD community members and the involvement of a Multicultural Council leader on the Committee is a way to create pathways for additional CALD members to participate.

Academic and early childhood experts will be invited to support the local committee when required to work upon exploratory projects at a more professional level. This helps to build the knowledge of local members and provides them with active assessment opportunities and increases skill level and decision making confidence.

Service Area Vision

The vision is to work together with community members, service providers, government department personnel and others to fund and evaluate the delivery of a wide range of children and family focussed activities, aimed at demonstrating measurable, positive change in the lives of Palmerston families, thus creating stronger child-friendly communities in the process.

Activities will be prioritised that support families with children at risk of abuse or neglect and those experiencing disadvantage and vulnerability. Child safety, school engagement and increasing understanding of child development and early learning principles are to be locally promoted.

The committee and staff will work together with other frontline workers to create more effective pathways to enable families to easily access existing services and link more closely with school,

child protection, maternal and child health, and AOD services to establish stronger “wrap around service” responses to community identified problems.

Key Priority Areas

. Strengthening Families

In Palmerston many families are socially isolated. The high proportion of single parent families may mean that parents often struggle to provide consistent discipline and stable quality environments for their children. Low confidence may prevent many parents engaging with schools and community activities.

Strategies to achieve improved outcomes include:

- Delivery of family strengthening programs
- Delivery of playgroups with CALD and post natal depression support focus

. Early Learning

Children who are not ready to learn when they start school tend to perform less well and are more likely to be “at risk” later in life. Families require targeted professional parenting support.

Strategies to achieve improved outcomes include:

- Supported playgroups
- Activities to support parents to increase children’s gross motor skills and improve learning through play

. School Transition and Engagement

Palmerston needs assessment identified the necessity for activities to support children to develop social skills to engage in meaningful interactions with their peers and to effectively transition to middle school. Children require skills and support to address bullying, resolve conflict and understand school expectations. Parents need knowledge about the impact of trauma on the brain development, appropriate discipline strategies, children’s rights, how they can help children learn and how to better engage with school and community services.

Strategies to achieve improved outcomes include:

- Delivery of the activities to strengthen family relationships and family engagement with schools
- Delivery of after school activities for children with social and emotional difficulties

. Creating Child Friendly Communities

The program is committed to the development of a strong collaborative network of services to ensure effective service delivery for vulnerable children and families. This will include joint planning and service coordination so that services best meet local needs and avoid duplication.

Strategies to achieve improved outcomes include:

- Establishment of a mechanism to ensure combined approaches and collective impact activities to support families within Palmerston child and family networks
- Establishment of and support for strong local committees to oversee the CfC activities
- Support and conduct participatory evaluation of CfC activities.

Key outcomes for all priority areas include increased personal agency and stronger parental capacity resulting in improved individual and family functioning and improved child wellbeing.

Community partners will be supported to participate in the development of a comprehensive monitoring and evaluation plan for their activity and will collect evaluation data throughout the duration of the program.

Name:	Lease of Council Property		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Governance and Regulatory Services		
Approval Date:	18/06/2019	Next Review Date:	20/06/2023
Records Number:		Decision Number:	9/0693

1 PURPOSE

The purpose of this policy is to ensure that leases are awarded and administered in a way that is fair, consistent and transparent in accordance with Council's legislative obligations. Council is also committed to promoting development of Palmerston and the ongoing provision of community services.

2 PRINCIPLES

The following are key considerations in the administration of leasing by Council and apply in conjunction with Council's legislative obligations:

- Council land is a valuable public asset.
- All occupiers of Council land and/or facilities will, as a condition of occupancy, enter into a written legally binding lease agreement with Council.
- All leases are granted for a specific term and are subject to lease conditions.
- Leases can be granted where appropriate to enable community or commercial activities where they are not inconsistent with Council's values.
- Where Council has determined commercial leases are appropriate, Council will apply commercial principles.
- Commercial activities on community lease sites will be approved in certain circumstances.
- Whilst there is no legislative restriction on the term of a lease, Council needs to carefully consider transparency and value when committing assets for a long term period of greater than three years.
- Compliance with legislation and probity requirements are essential to all dealings on Council land. All lease administration processes must be fair, open and impartial.

3 DEFINITIONS

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

Term	Definition

4 POLICY STATEMENT

4.1 General Policy

4.1.1 When Council is considering the future use of a property, Council decisions will be sought on the following issues:

- whether the site will be available for sale or lease;
- whether any lease will be commercial or community purpose;
- any objectives of the leasing exercise;
- process for procuring tenants;
- length of lease agreement (including options);

- amount of rental income; and
 - any other matters where Council direction is required.
- 4.1.2 As a general rule, Council will provide a long-term lease on all property through an open market format to ensure due probity of process, optimal financial return and minimal risk. Should Council choose to follow an open market process:
 - 4.1.2.1 Properties available for lease will be publicly advertised for a minimum of three weeks.
 - 4.1.2.2 A current independent valuation of the market value shall be prepared and act as a benchmark for returns on the property.
 - 4.1.2.3 The Chief Executive Officer is delegated the authority to determine the awarding of leases.
- 4.1.3 However, one of Council's roles of participating in the marketplace via property ownership is to facilitate desired goals and objectives to ensure the growth and prosperity of the City. In such cases, an alternative process may be more appropriate.
 - 4.1.3.1 Any use of an alternative process for procuring tenants must have been considered by Council.
 - 4.1.3.2 Leases where the lease period is longer than three years shall be brought to Council for its approval.
- 4.2 **Alternative Process**
Council may undertake an alternative process for the long-term lease where in Council's opinion, an alternative lease approach will achieve greater benefits and minimal risk to the Palmerston community than could be achieved through a public process and will entertain direct negotiations to the exclusion of a public process.
- 4.3 **Community Leasing**
Lessees for community purposes may be granted approval to undertake complementary commercial uses where there is not an unacceptable impact on the surrounding community and where any proceeds are used to support or enhance the continued provision of community services. Any activity will have to be consistent with Council's values.
- 4.4 **Sub-Leasing**
Tenants must obtain Council's written consent to any subleasing arrangements. If consent is granted, the management of the sublease is the sole responsibility of the head lessees (Council's tenant). Any sub-lease will have to be consistent with Council's values.
- 4.5 **Conflict of Interest**
Where it is considered by the Chief Executive Officer that a conflict of interest may exist in the exercising of delegation under this policy, the decision will be referred to Council.
- 4.6 **Factors to be taken into account**
 - 4.6.1 Key factors to be taken into account, including their weightings, when making a decision on awarding a commercial lease include:
 - Rental yield
 - Business experience
 - Local economic impact
 - Type of offering
 - Support of Community Plan Outcomes

AD04

- 4.6.2 Council will determine the weightings for a community lease at the time of the leasing process as they may vary depending on the outcome Council is trying to achieve.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	Recreation Centre In-Kind Support for Youth Activities in Palmerston
MEETING DATE:	Tuesday 2 June 2020
AUTHOR:	Director of Lifestyle and Community, Amelia Vellar
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

PURPOSE

This report seeks Council approval to continue to provide the use of the Recreation Centre as in-kind support to Palmerston and Regional Basketball Association (PaRBA) to deliver after school and school holiday Youth Activities in the Palmerston Recreation Centre until 30 June 2022.

KEY MESSAGES

- It is a measure of the Community Plan that Council looks to increase accessibility of Council facilities and resources for community activities for all members of our community.
- Council has been supporting the delivery of youth activities within the Palmerston Recreation Centre since 2017.
- PaRBA acknowledges the extension of Council's support during COVID-19 pandemic through the provision of office space and vehicle hire to allow PaRBA to pivot their service delivery and operate in an Outreach capacity.
- PaRBA requests Council consider continued support for after school and school holiday youth activities in the Palmerston Recreation Centre.
- Council's support of a further two year, 51-week program, would equate to in-kind support up to the value of \$150,000.
- It is being recommended that Council continue to support youth activities in the Palmerston Recreation Centre, as it is considered a valuable community service that aligns to the objectives of the Community Plan.
- PaRBA's have requested office space either within the Palmerston Recreation Centre or nearby to assist with their operation. Council currently has no office space available for lease.

RECOMMENDATION

1. THAT Report entitled Recreation Centre In-Kind Support for Youth Activities in Palmerston be received and noted.
2. THAT Council approve continued in-kind support for after school and school holiday youth activities, providing the Palmerston Recreation Centre Stadium including lights and air conditioning at no cost, until 30 June 2022 and that Council will continue to work in collaboration with the Northern Territory Government to support these activities.

BACKGROUND

At the 1st Ordinary Council Meeting of 6 November 2018 Council made the following decisions:

13.2.8 Recreation Centre In-Kind Support for Youth Activities

9/0105

THAT Council approve continued in-kind support by providing the Palmerston Recreation Centre with lights and air-conditioning at no cost for after school and school holiday Youth Activities in the Palmerston Recreation Centre until 31 October 2019 and that Council will continue to work in collaboration with Northern Territory Government to support these activities.

CARRIED 9/0343 – 06/11/2018

At the 2nd Ordinary Council Meeting of 20 August 2019 Council made the following decisions:

13.2.1 Recreation Centre In-Kind Support for Youth Activities

9/0285

THAT Council approve continued in-kind support by providing the Palmerston Recreation Centre with lights and air-conditioning at no cost for after school and school holiday Youth Activities in the Palmerston Recreation Centre until 31 October 2020 and that Council will continue to work in collaboration with Northern Territory Government to support these activities.

CARRIED 9/0778 – 20/08/2019

Council has been supporting the delivery of youth activities within the Palmerston Recreation Centre since 2017. At this time Council entered a joint initiative with the Northern Territory Government (NTG) and the Palmerston and Regional Basketball Association (PaRBA) to offer the Youth Drop-In Sport (YDIS) program within the Recreation Centre Stadium.

The YDIS program is funded through the NTG Palmerston Youth Activities Grant and delivered by PaRBA, Monday to Thursday from 3 pm till 5 pm and Fridays from 6 pm till 8 pm with Friday nights being extended to 9pm to align with the Palmerston Markets (assuming they resume).

The focus of the program is to make young people feel safe and healthy by engaging with their peers and PaRBA staff through the activities offered.

Participants receive food daily and are provided access to showers, first aid and a telephone at their request to contact family or carers. Participants are given the option of being transported home at by Larrakia Nation at the end of activities

This daily drop-in program aims to provide a positive, fun and safe environment for young people of all backgrounds to participate in sport and active recreation at no cost.

Council continued to provide the venue, Palmerston Recreation Centre including lights and air conditioning from November 2019 up until March 2020 (when the program was put on hold due to COVID-19) as in-kind support and contributes to program planning. In addition to this support, Council has provided two free storage cages for PaRBA to store all their equipment, a room to keep a fridge in for fresh food that is provided to participants, free monthly hire of the Conference Room to conduct board meetings and the use of the foyer for informal meetings and as office space for the program planning team on a Wednesday.

PaRBA has been awarded extended funding under the Palmerston Youth Activity funding to continue delivering the YDIS program until 30 June 2022 and has written to Council seeking further in-kind

support from Council through free venue hire, lighting and air-conditioning to enable them to deliver this program through to June 2022, **Attachment 13.2.5.1.**

DISCUSSION

Council's Community Plan reflects the priorities of the Palmerston people. An objective under the outcome of "Family and Community" is 'Council has strong partnerships and works in collaboration with those who provide social services to the community to better coordinate the delivery and effectiveness of these services.' Once such social service provider is PaRBA. PaRBA was founded in 2014 to service the Palmerston area due to an ongoing need for local basketball programs. YDIS has been delivered since April 2017 and is viewed locally as a critical part of the activities network within the Palmerston and rural area. It is also a measure of the Community Plan that Council looks to increase accessibility of Council facilities and resources for community activities for all members of our community. Council meet this measure by supporting YDIS with the in-kind support of Council through the provision of free usage of the Palmerston Recreation Centre inclusive of venue hire, air-conditioning, and lights.

The YDIS program is focused on making young people feel safe and healthy by engaging with their peers and our staff through the activities PaRBA offer. Activities are designed to provide engaging sports and recreational pursuits specific to participants needs. Staffing is provided through local Mentors under the supervision of a Lead Mentor and security is provided as an extra measure of participant safety as required. YDIS provides access to services vulnerable and at-risk young people need. Consistent expectations have been established between Mentors and a core group of regular participants which has created a space where participants know how to act in terms of appropriate behaviour. This has created a self-regulating environment where existing and new participants hold each other to an agreed standard. This is testament to the respect shared between participants and Mentors.

YDIS program is delivered by PaRBA with the support of the Northern Territory Government (NTG) and City of Palmerston (CoP).

PaRBA use every opportunity to not only acknowledge and publicise the support from Council but also add their support to programs being conducted by Council.

The program could not operate without the support provided by Council and this is something PaRBA acknowledges through the following means:

Inclusion in all acquittal and situation reporting to the Northern Territory Government as below:

- *Palmerston and Regional Basketball Association (PaRBA) has been funded under the Palmerston Youth Activities Funding (PYAF) to deliver activities at the Palmerston Recreation Centre (PRC), including school holiday activities. Our activities are delivered with the support of the Northern Territory Government (NTG) City of Palmerston (CoP) and Larrakia Nation (Larrakia).*

Inclusion on all external advertising as demonstrated below:



At City of Palmerston Australia Day Awards 2020, PaRBA's Suburb of Origin was awarded community Event of the Year 2020.

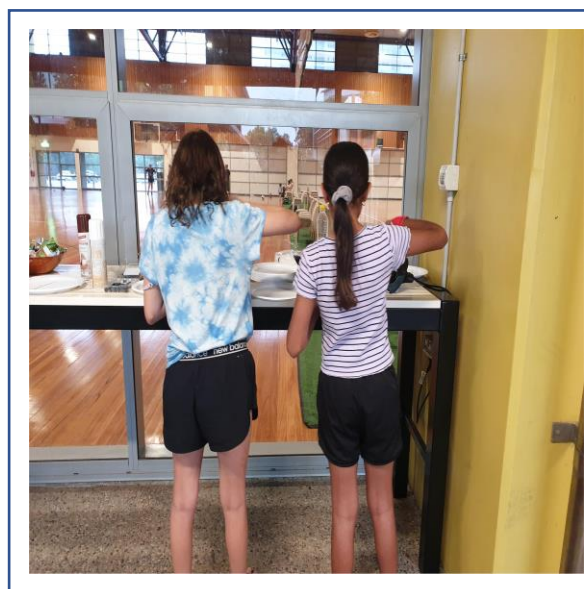
Suburb of Origin was a three series festival of 3 on 3 basketball held in the Recreation Centre and Palmerston Senior College. Young people were asked to nominate teams based on the Palmerston suburb they live in. 150 people attended the grand final with Woodroofe winning the ultimate suburb



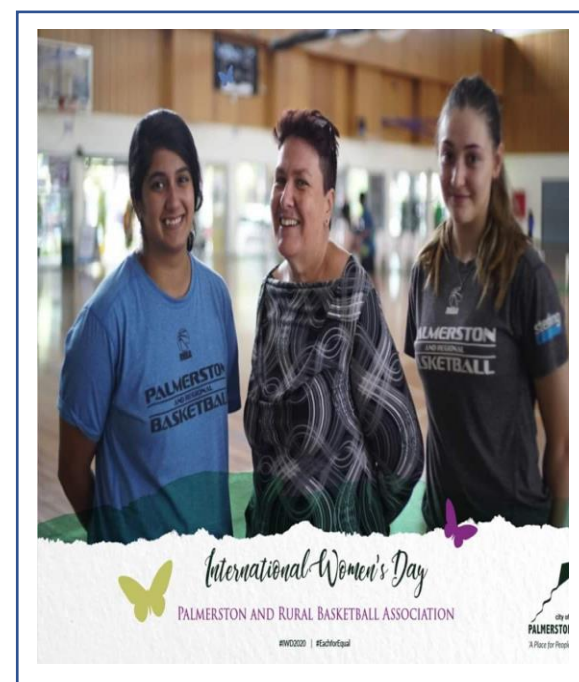
Willilam Shackleford (Shack) receiving the Australia Day Community Event of the Year Award from the Mayor Athina Pascoe-Bell and Jeannette Button, Chair Australia Day Committee NT



Participants of the Suburb of Origin



Friday Night Youth Drop in Sports participants



YDIS Partnerships with City of Palmerston Events

At an operational level PaRBA has a strong working relationship with Council staff, with PaRBA staff attending PARYS meetings and includes Council's Community Development Officer, Youth Sport and Recreation in planning meetings and attendance at workshops.



Joint Cultural Mentor Training where
Amanda Stevenson City of Palmerston Community Development Officer attended

During the COVID 19 pandemic, all Council community facilities were closed to the public. Council extended their support to PaRBA by offering office space (in an unused community room) and funding to enable them to hire a vehicle which allowed them to pivot their service delivery and operate in an Outreach capacity to the Palmerston Community. This support in conjunction with funding from Territory Families, has enabled the delivery of over 360 meals, 112 snack packs, 151 individual hand sanitiser usages and 105 pairs of rubber gloves supplied,

Also included in PaRBA's letter was the request for office space either within the Palmerston Recreation Centre or nearby to assist with their operation. PaRBA recognises the commercial aspect to any such arrangement and would consider a lease agreement with Council. Council staff will respond to PaRBA on this operational matter however currently, Council has no office space available for lease.

Staff recommend Council continuing to support YDIS due to the positive impact this program is having on the Palmerston community and to further enhance the excellent relationship between PaRBA and Council.

CONSULTATION PROCESS

In preparing this report, the following external parties were consulted:

- Palmerston and Regional Basketball Association

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The in-kind value of providing free use of the Recreation Centre for youth programs and initiatives including the Youth Drop-In Sports Program and activities two evenings per week during school holidays could be up to the value of \$150,000 (based on the current rates of venue hire).

Since 2017, PaRBA has received in-kind support from Council to the value of \$114,000.

As this is in-kind support there will be no implications to the budget. Council has discretion to allow any paid bookings for the space to take preference over in-kind bookings resulting in no implications to Recreation Centre revenue.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 8 Fails to develop effective relationships and manage expectations of relevant parties
Context: Engagement and communication with stakeholders (internal and external to the Council).

There is a risk that by Council not providing the venue for YDIS the program will not be able to continue which will have both a negative impact on the at-risk youth of Palmerston community as well as to the reputation of Council. If this recommendation is supported, then this risk is mitigated.

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. Letter from PaRBA to City of Palmerston requesting extension to Youth Drop In Sports Funding [13.2.5.1 - 2 pages]



Palmerston and Regional Basketball Assoc.
PO Box 2943
Palmerston NT 0832
Parba.nt@outlook.com
www.parba.sportingpulse.net

Mr Luccio Cercarelli
Chief Executive Officer
City of Palmerston
Palmerston NT 0831

15 May 2020

Dear Sir,

Palmerston and Regional Basketball Association (PaRBA) was founded in 2014 to service the Palmerston and Regional area due to an ongoing need for inclusive basketball programs. PaRBA is a leader in youth engagement and operates social, basketball and school programs within Palmerston.

Commencing in April 2017 Youth Drop-in Sports (YDIS) is an after-school activity program which operates free of charge during school terms. Activities increase during school holidays to meet community demands, and the program runs 51 weeks of the year primarily from the Palmerston Recreation Centre (PRC).

Since its commencement YDIS has enjoyed the continuous support of the City of Palmerston through a partnership which delivers in-kind usage of the PRC inclusive of free venue hire, lighting, and air-conditioning during the wet season.

On 4 September 2019 we received correspondence from the Mayor extended that support until 31 October 2020, consisting of two basketball courts, air conditioning, lights, and sports equipment to the value of \$71,800 per annum, free of charge on:

Monday – Thursday 3 pm – 5 pm

Friday 6 pm – 8 pm (wet season)

6 pm – 9 pm (dry season to align with Palmerston Markets)

This support was extended further during the localised response to the COVID 19 Pandemic through the provision of office space and vehicle hire to allow us to pivot our service delivery and operate in an Outreach capacity.

Through your support in conjunction with funding from Territory Families, we have operated in this mode since 30 March, and some of our key outputs have been the delivery of over 360 meals, 112 snack packs, 151 individual hand sanitiser usages and 105 pairs of rubber glove supplied. This has allowed us to support local youth and families and contributed to the prevention of the community spread of COVID 19. We plan to recommence at the PRC on 9 June 2020.



Palmerston and Regional Basketball Assoc.
PO Box 2943
Palmerston NT 0832
Parba.nt@outlook.com
www.parba.sportingpulse.net

PaRBA has been awarded funding under the Palmerston Youth Activity funding to continue delivering the YDIS program until 30 June 2022. This is the most significant commitment ever made to this program, in recognition of its importance to the young people in Palmerston.

The program acts as a placed based solution to the perceived issue of youth crime and anti-social behaviour by meaningful engagement in activities, forming of respectful relationships and emphasis on trust and teamwork between participants and Mentors. It has continued to evolve, and young people now play a critical role in both design and delivery.

PaRBA is once again seeking the in-kind support of the City of Palmerston through free venue hire, lighting, and air-conditioning for the following periods during school terms:

- Monday to Thursday from 3 pm to 5 pm.
- Friday from 6 pm to 8 pm.
- Friday from 6 pm to 9 pm (dry season to align with Palmerston Markets)

And during school holidays:

- Monday to Thursday from 3 pm to 5 pm
- Friday and Saturday from 5 pm to 9 pm

Our goal would be a commitment through until 30 June 2022 but also understand this may not be preferable to the City of Palmerston.

We would also seek to flag the potential allocation of office space, either within the PRC or nearby to assist our operations. We recognise the commercial aspect to any such arrangement and would be able to negotiate a potential lease agreement, if granted.

The program could not operate without the support provided by the City of Palmerston, and we regularly acknowledge this in our publications, social media and reporting to the Northern Territory Government and other stakeholders.

On a personal level we are deeply grateful for this support and the personal relationships that exist with your staff.

PaRBA looks forward to continuing the relationship, and if you require any further information, please don't hesitate to contact me via email program.manager@parba.org or mobile 0488 656112.

Yours respectfully

Lance Godwin

Program Manager

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

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, 16 June 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, 19 MAY 2020

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 19 May 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
Acting Director City Growth and Operations, Alex Douglas
Director Lifestyle and Community, Amelia Vellar
Director Organisational Services, Richard Iap
Communications Media and Marketing Lead, Samantha Abdic
Minute Secretary, Alexandra Briley

LIVE STREAMING VIEWERS 17 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 5:36pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Moved: Alderman Garden
Seconded: Deputy Mayor Morrison

THAT Council note that Alderman Garden has withdrawn the leave of absence previously granted for the period 26 July to 20 August 2020.

CARRIED 9/1118 – 19/05/2020

3.3 Leave of Absence Request

Nil.

4 REQUEST FOR TELECONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Nil.

Initials: _____

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Hale
Seconded: Alderman Spick

THAT the minutes of the Council Meeting held on Tuesday, 5 May 2020 pages 10076 to 10086, be confirmed.

CARRIED 9/1119 – 19/05/2020

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil.

10.2 Moving Open Items into Confidential

Nil.

Initials: _____

10.3 Confidential Items

Moved: Alderman Spick
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
25.1.1	8(c)(iv)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>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.
	8(d)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>8(d) 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 subject to an obligation of confidentiality at law, or in equity.

CARRIED 9/1120 - 19/05/2020

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

Initials:

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme Update May 2020

Moved: Alderman Henderson
Seconded: Alderman Garden

THAT Report entitled Community Benefit Scheme Update May 2020 be received and noted.

CARRIED 9/1121 - 19/05/2020

13.1.2 Financial Report for the Month of April 2020

Moved: Alderman Lewis
Seconded: Deputy Mayor Morrison

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

CARRIED 9/1122 - 19/05/2020

13.2 Action Reports

13.2.1 Council to the Community Meetings 2020-21

Moved: Deputy Mayor Morrison
Seconded: Alderman Giesecke

1. THAT Report entitled Council to the Community Meetings 2020-21 be received and noted.
2. THAT Council approve the continuation of the Community Meetings in 2020-21 as part of its Ordinary Meeting Calendar, for the following Ordinary Meetings:
 - 2nd Ordinary Meeting 15 September 2020
 - 2nd Ordinary Meeting 17 November 2020
 - 2nd Ordinary Meeting 16 March 2021.

CARRIED 9/1123 - 19/05/2020

Initials: _____

13.2.2 City of Palmerston 'Roadmap to the New Normal'

Moved: Alderman Henderson

Seconded: Alderman Hale

1. THAT Report entitled City of Palmerston 'Roadmap to the New Normal' be received and noted.
2. THAT Council approve free venue hire from 5 June to 30 September 2020, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community and Training Room, Driver Resource Centre, and Durack Arts Centre and this be reflected as part of the 2020/2021 Budget in response to COVID-19 to assist the community.
3. THAT Council approve the continuation of all-day free car parking in the Palmerston city centre until 30 September 2020 as part of the 2020/2021 Budget to assist the community and stimulate the Palmerston economy.

CARRIED 9/1124 - 19/05/2020

13.2.3 Special Community Assistance and Local Employment Grant Offer 2019-20

Moved: Alderman Garden

Seconded: Alderman Hale

1. THAT Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20 be received and noted.
2. THAT Council adopt FIN17(a) Public Benefit Concessions Policy for Commercial Ratepayers being **Attachment 13.2.3.2** to Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20 and that the policy be reviewed by 30 December 2020.
3. THAT Council accepts the Northern Territory Government Special Community Assistance and Local Employment Grant Offer 2019-20 of \$743,700 as described in Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20.
4. THAT Council provide additional funding of \$256,300 to the Northern Territory Government Special Community Assistance and Local Employment Grant Offer to deliver a total of \$1 million of projects as part of Council's COVID-19 response in supporting the community and businesses and that this funding be drawn from the Working Capital Reserve.

Initials: _____

13.2.3 Special Community Assistance and Local Employment Grant Offer 2019-20
(continued)

5. THAT Council approve the following projects to be delivered under the Special Community Assistance and Local Employment Grant Offer partnership with Northern Territory Government:

Project	Estimated Cost
Temple Terrace Landscape Upgrading Moulden/Woodroffe	\$250,000
Urban Forrest – Tree Planting	\$125,000
Environmental Water Quality – Lake Aerators	\$120,000
Anytime Contactless Library	\$150,000
Recreation Centre Renewals	\$155,000
Dark Spot – Upgrade Public Lighting	\$150,000
Library – Music Recording Studio and Live Stream Storytime Technology	\$50,000
Total	\$1,000,000

CARRIED 9/1125 – 19/05/2020

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

Nil.

Initials: _____

18 NEXT COUNCIL MEETING

Moved: Alderman Garden
Seconded: Alderman Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday, 2 June 2020 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1126 - 19/05/2020

19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Morrison
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 9/1127 - 19/05/2020

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Morrison

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

CARRIED 9/1128 - 19/05/2020

The meeting adjourned at 6:05pm.

Chair

Print Name

Date

Initials: