

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 2 March 2021

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 5:30 PM.

#### **COVID-19 Statement of Commitment**

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



**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 AUDIO/AUDIOVISUAL CONFERENCING
- 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 16 February 2021 pages 10326 to 10335 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

## MAYORAL REPORT

1st Ordinary Council Meeting

**AGENDA ITEM:** 7.1  
**REPORT TITLE:** Mayoral Update Report - 2 March 2021  
**MEETING DATE:** Tuesday 2 March 2021  
**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 Council with a summary of recent activities of the Mayor, on behalf of Council.

### KEY MESSAGES

- Advocating on behalf of Council with Australian and Northern Territory Government.
- Attending Community Events on behalf of Council.
- Showcasing the City of Palmerston projects and initiatives to Hon. Warren Snowdon, Member for Lingiari.
- Welcoming Hon. Chanston Paech, Minister for Local Government to a City of Palmerston Council Meeting.
- Attending the Bombing of Darwin commemoration at City of Darwin, and Adelaide River.

### RECOMMENDATION

THAT Report entitled Mayoral Update Report - 2 March 2021 be received and noted.

### DISCUSSION

#### Meetings with Federal and Northern Territory Ministers

The CEO and I had the opportunity to meet with the following members of the Federal and Northern Territory Parliament:

Hon. Eva Lawler  
Ms Marie Clare-Boothby  
Ms Lia Finocchiaro  
Hon. Warren Snowdon MP

to discuss current projects, funding opportunities, ongoing support, and community issues in Palmerston.

#### Hon. Chanston Paech, Minister for Local Government visit to City of Palmerston Council Meeting

At the first Ordinary Council meeting in February, Council was fortunate to welcome the Hon. Chanston Paech, Minister for Local Government. The Minister was cordial in allowing us to ask questions relating to local government matters and was enthusiastic about City of Palmerston initiatives.

Council would like to thank the Minister for taking the time out of his busy schedule to attend the Council Meeting.



Alderman Lewis, Alderman Giesecke, Hon. Chanston Paech, Alderman Hale, Mayor Pascoe-Bell, Alderman Henderson, Alderman Garden, Mark Turner MLA and Alderman Spick.

## Showcasing the City of Palmerston's exciting projects to Member for Lingiari, Hon Warren Snowdon

I had the pleasure of showing the Hon. Warren Snowdon, Member for Lingiari around the City of Palmerston, showcasing some of our exciting projects and works in progress. Stops on the tour included the Palmerston Swimming and Fitness Centre to discuss the proposed SWELL master plan as part of Council's strategic vision. We also visited the site of the Gray Hall Redevelopment and talked through the contemporary ideas planned for the design and what it will mean for the Community.

I would like to thank the Member of Lingiari for his continued support and advocacy for these projects.



Mayor Pascoe-Bell and Hon. Warren Snowdon, Member for Lingiari



## Meet and Network with International Students

I was invited to attend an event by the International Business Council and Chamber NT as part of a campaign promoting the benefits and opportunities in employing international students who chose the Northern Territory to study. It was a great opportunity to meet some of the international students that have come to study at CDU through the COVID-19 pandemic and listen their stories and the opportunities that international students bring to the local economy.

## Youth Drop-In Sports – Community Interest

I was approached by a member of the community who was interested in what goes on in the city centre in the evenings. I was able to take them to Youth Drop-In Sports where they were able to see the great work that the Palmerston and Regional Basketball Association, along with many other organisations, do for Palmerston Youth. The community member was impressed with the coordination of the services provided and left with a new appreciation for the efforts that Council, the NTG, PaRBA and other organisations have put into providing these services for our youth.

## Chinese New Year Blessing by the Chung Wah Society

Gong Hei Fat Choi! At the second Ordinary Council Meeting in February attendees were treated to a spectacular New Year Blessing performed by the Chung Wah Society Lion Dance Troupe. The Lion dance is believed to bring good luck, prosperity, and happiness for the new year ahead. I was fortunate to have my office blessed with the ceremonial spattering of lettuce known as “cai qing” literally meaning “plucking the greens” this practice is a symbol of auspiciousness.

Thank you to the Chung Wah Society and may the Lunar New Year ahead be a lucky one.



Alderman Spick, Alderman Morrison, Mayor Pascoe-Bell, Alderman Hale, Alderman Henderson, Alderman Lewis, Alderman Giesecke and Alderman Garden.

## Bombing of Darwin Commemorations

On 19 February 1942 Darwin was bombed by enemy forces becoming the largest single attack ever mounted by a foreign power on Australia. Every year Darwin comes together to commemorate and

remember those who lost their lives. The Chief Executive Officer and I also attended an ecumenical commemoration at Adelaide River War Cemetery on Saturday, 20 February.

I would like to thank the City of Darwin and Coomalie Council for their invitations to attend both services, on behalf of Council and the City of Palmerston.

## **POLICY IMPLICATIONS**

List any policy this report relates to.

## **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

### 8.1 Zuccoli Village Development Project and Community

Presentation by Michael Corcoran, Zuccoli Village Chairperson; Urbex General Manager and Land Development Corporation CEO on Zuccoli Village Development Project and Community.

## 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 2008* and *Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

Item	Confidentiality
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25.1.1	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(c)(iv) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
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This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* 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 <i>Local Government Act 2008</i> and Regulation 8(a) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
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This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* and 8(c)(i) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* and 8(c)(ii) 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 maintenance or administration of the law.

This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* and 8(c)(iii) 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 security of the council, its members or staff.

This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* 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 2008* and 8(e) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.

- 25.2.2 This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act 2008* 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

## 12 NOTICES OF MOTION

## 13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Palmerston City Centre Parking Strategy Review
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	Director City Growth and Operations, Nadine Nilon
<b>APPROVER:</b>	Director City Growth and Operations, Nadine Nilon

### COMMUNITY PLAN

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

### PURPOSE

This report presents Council with the status of the City Centre Parking Strategy Implementation and seeks Council approval to amend fringe parking zones and continue free parking across the City Centre.

### KEY MESSAGES

- The City of Palmerston City Centre Parking Strategy and Implementation Plan were adopted by Council in May 2019.
- The Parking Strategy was developed to assist Council to create 'A Place for People' through the management of parking that balances movement, community and business needs, place-making and economic growth.
- The Parking Strategy is supported by an Implementation Plan with a range of activities to occur over the five years (2019-2024).
- Council, through the Parking Strategy, considers the pricing of parking as a demand and turnover management measure, as opposed to a revenue source.
- Parking in timed zones of 4 hours and less have been free since July 2019.
- A significant change to parking behaviour occurred in 2020 with COVID-19 impacting the local economy and use of parking and local business, resulting in Council supporting all day parking being free until 30 June 2021.
- Following a review of the current demand on parking, along with local economic factors, there is not considered to be a need to re-introduce paid parking for at least the term of this Parking Strategy.
- A review of the status of the Implementation Plan has occurred, with a number of parking zone changes recommended to support the outcomes of the Strategy, this includes removal of parking meters which also reduces ongoing costs for Council.
- Management of parking will continue to occur through enforcement activities and will be demand driven.
- A key activity to occur over the next 12 months will be regular surveys and consultation with adjacent business owners, to determine if there are further modifications to parking zones or access improvements that could support the outcomes of the Parking Strategy alongside the local economy.

## RECOMMENDATION

1. THAT Report entitled Palmerston City Centre Parking Strategy Review be received and noted.
2. THAT Council approve the continuation of free parking, with a review to be included in the Parking Strategy Implementation Plan on the potential of pricing parking, prior to the end of the City Centre Parking Strategy in 2024.
3. THAT Council approve **Attachment 13.2.1.2** to Report entitled Palmerston City Centre Parking Strategy Review as the updated Parking Strategy Implementation Plan.
4. THAT Council approve the following changes to parking zones;
  - a) Rolyat Street parking time limit is removed.
  - b) Maluka Drive and Wilson Street parking time limit of 4 hours is retained, with the requirement for a ticket removed.
  - c) Palmerston Circuit 30-minute parking zone is changed to a 15 minute zone.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of May 2019 Council adopted the City Centre Parking Strategy and Implementation Plan. All documents relating to the Parking Strategy are available on Council's website.

On 1 July 2019, free parking commenced for 1 hour, 2 hour and 4-hour time zones, with paid parking continuing in all day parking zones. This change supported businesses and access for the community, whilst the ticket machines assisted with turnover of vehicles within the timed parking zones.

In March 2020, in response to COVID-19, Council made the decision to extend free parking to all day parking zones. This again was to support businesses and improve safety of users by reducing surfaces required to be touched. This was initially implemented until 30 June 2020 and was extended by Council to 30 September 2020 at the 2<sup>nd</sup> Ordinary Council Meeting in May 2020.

At the 1<sup>st</sup> Ordinary Council Meeting of 1 September 2020 Council made the following decisions:

### *13.2.7 Free Parking Update*

1. THAT Report entitled Free Parking Update be received and noted.
2. THAT Council approve the continuation of all-day free car parking in the Palmerston city centre until 30 June 2021.
3. THAT the cost of extending free parking is included at the 1st Quarter Budget Review for 2020/2021.
4. THAT the medium to long term future of paid parking be considered as part of the 2020 annual review of the City of Palmerston Parking Strategy.

*Carried 9/1277 – 01/09/2020*

This report provides an update of progress of the Parking Strategy and Implementation Plan and considers the medium to long term future of paid parking as required by the above-mentioned decision.

## DISCUSSION

The 2019 Parking Strategy has been developed to support Council in creating a 'Place for People' through developing a vibrant and active City Centre by managing parking to balance movement, community and business needs, placemaking and growth.

The Strategy has four outcomes;

1. Maximise the use of existing infrastructure.
2. Embrace innovative responses to changes in travel behaviour to ensure adaptability of the City Centre into the future.
3. Influence planning outcomes to create a vibrant City Centre.
4. Develop Palmerston as 'A Place for People'.

Each of these outcomes has a number of objectives, that are supported to be reached through the Implementation Plan.

### Implementation Plan

The Implementation Plan includes 15 objectives, with a total of 53 actions to support the Parking Strategy, with each linked to one of the four outcomes.

A review of each of the actions has occurred and is included in **Attachment 13.2.1.1**.

Through the review it was identified that a number of items have been unable to be achieved due to the parking changes that occurred over 2019 following adoption and then in 2020, largely due to COVID-19. This has meant that the City Centre has changed in relation to parking use along with the significant economic changes that have occurred.

There are a number of proposed changes to the Implementation Plan identified. These have been reflected in an updated Implementation Plan, shown as **Attachment 13.2.1.2**.

The key changes to the Implementation Plan proposed, are;

1. Updated Target Dates and Priority for completion of activities where dates have passed, or factors have changed priorities.
2. Noting of complete actions.
3. Removal of activities repeated within the Implementation Plan.
4. Addition of activity relating to fringe parking review and connectivity.

The review of the Implementation Plan has also identified a couple of key factors that have been reviewed and explored further within this report. This includes;

- Parking Zones
- Parking Pricing
- Parking Meters

### Parking Zones

A recent occupancy survey was conducted across the city parking areas, as summarised in Table 1 below. It was conducted between 9 and 12am on a weekday. The survey indicated that there was capacity across all zones and car park areas.

	Carparks	Occupancy Recorded	Occupancy %
15 Minutes	18	3	17%
30 Minutes	13	6	46%
All Day	406	296	73%
1 Hour	63	30	48%
2 Hours	220	123	56%
4 Hours	55	13	24%
Reserved	93	29	31%
Total	868	500	58%

Table 1

In reviewing the data from specific carparks, the highest use carpark at the time of the survey was the all day car parking area near the library with 96%. As indicated in Table 1, there remains capacity for all day parking across the City Centre, particularly at Hilson Street, which was at 13% capacity.

The lowest use was the fringe locations of Rolyat Street, Maluka Drive, and Wilson Street at 24%, 0% and 0% occupancy respectively at the time of the survey. This is consistent with the 2018 survey average of 10% for Rolyat Street, 8% for Maluka Drive, and 2% for Wilson Street.

A comparison with the 2018 surveys, which are within the Parking Strategy Background Paper, was not possible due to the extent of previous surveys, and changes to zones. The data is also difficult to compare due to paid parking being in place at the time of the 2018 survey. A couple of the more significant parking areas are broadly compared in Table 2 below.

Location	Zone	2018 Occupancy Weekday	2021 Occupancy Weekday
Civic Plaza/Fiveash Lane	All day	85%	90%
Hilson Street	All day	84%	13%
Water Tower	2 hours	52%	71%
Recreation Centre	2 hours	71%	35%
Frances Drive	1 hour	53%	83%

Table 2

A review of parking meter data and Paystay has also occurred to understand usage. The data has indicated that nearly 50% of tickets obtained are through the use of Paystay. As the implementation of Paystay, combined with the re-introduced requirement for parking meters to be used, this data will continue to be monitored.

The data is also consistent with the occupancy of different parking areas. For example, Rolyat Street, Maluka Drive, and Wilson Street combined have less than 5 tickets per day obtained across the 49 available parking bays. The locations have 8 meters in place, which then equates to each machine being used less than once per day.



The strategy recommends that all day parking is transitioned to city fringe locations. The Implementation Plan explores this further, recommending that off-street parking in fringe areas is either all day or 4 hours.

Therefore, in considering occupancy, meter usage and the Strategy outcomes, it is recommended that;

- Rolyat Street parking time limit is removed.
- Maluka Drive and Wilson Street parking time limit of 4 hours is retained, with the requirement for a ticket removed.
- Palmerston Circuit, near the post office, 30 minute zone is changed to 15 minutes.

The Palmerston Circuit change is considered a minor change, where the 15 minute zone will have an increased presence through the artwork/signage improvements as noted within the Implementation Plan (1.4.2), which will support its use being increased, supporting the peak demand on the 15 minute areas adjacent the post office.

Retaining the time limit for Maluka Drive and Wilson Street will assist in the areas not being used for all day parking, reducing costs, and enable enforcement activities to occur as required, similar to 15 and 30 minute parking zones. This will also result in 8 parking meters able to be removed.

### Parking Pricing

The Parking Strategy incorporated considerations for parking pricing. The key outcome of paid parking being in place in the short to medium term was;

- Ensuring pricing is set appropriately to achieve designed outcomes.
- The facilitation of accurate enforcement of parking time limits, to encourage compliance and turnover to support local businesses.

The Parking Strategy also identified that pricing of parking is to assist with the practical objectives of;

- Encouraging turnover (to provide more free spaces for parking).
- Encourage drivers to park in long term parking over short-term parking spaces.
- Assist with enforcement.
- Encourage use of alternative transport.
- Provide a value on parking spaces to recoup costs.

In July 2019, the requirement for users to pay for parking in timed zones was removed as part of the Parking Strategy Implementation. Nine months following this in March 2020, due to COVID-19, parking fees were not required for all day parking.

Through this review, the drivers for paid parking are not considered to be at the level required. Due to the economic climate, the response to have free parking is considered an important economic driver to support local businesses and the community. The occupancy survey and reviews of ticket usage don't indicate that there is a demand issue across the parking network. Through the work that has occurred, and is proposed to continue, there is not considered to be a near-future requirement for paid parking to be reviewed for implementation.

The Implementation Plan has been recommended to be amended to extend the paid parking review activities until later in the Strategy, where they would occur prior to the end of the current Strategy.

It is noted that there may be significant events that may trigger the review to occur sooner, this would be assessed through the surveys to be undertaken, and other activities of the Implementation Plan.

The Parking Contribution Plan review is also a relevant activity as it relates to the value of parking, which will occur over the next 12 months.

## Parking Meters

Parking Meters were installed in 2017. These were installed through an installation and maintenance contract that will end in December 2021. Council owns the machines, however the ongoing monthly maintenance and operation is undertaken by the external contractor. There are a number of meters that are at the end of their useful life and are requiring increased maintenance to remain operational. If Council is to continue with parking meters, a new contract that includes new meters would be required.

As it is recommended to not charge for parking in all day areas, there are 18 meters that could be removed immediately. This is in addition to the 8 meters removed if the fringe location ticket requirement is removed. This would result in an immediate saving of monthly costs. These meters would then be stored for parts for the remaining meters in the timed parking zones.

In addition, with the implementation of Paystay, users have an alternative option to obtain a ticket for their timed parking. This reduces the need for users to access the parking meters. The use of Paystay and meters will continue to be reviewed in conjunction with surveys, to determine whether further meters are able to be removed. These changes will occur operationally as required, whilst ensuring that their suitable access to parking meters for users is maintained, i.e. near accessible parking zones.

## Summary

The Parking Strategy and Implementation Plan has been reviewed.

There has been some significant change to parking within the Palmerston City Centre since the adoption of the Parking Strategy in 2019. As a result, the Implementation Plan and priorities have been reviewed with a number of recommendations.

It is recommended to continue free parking across the City Centre. This supports the local economy and enables the Implementation Plan activities to continue.

The key activities over the next 12 months includes consultation with local businesses and additional surveys, to understand the demand requirements and suitability of zone hierarchy across the City Centre. Another priority is the review of infrastructure to support connectivity for both parking and assist in alternative modes of transport.

## **CONSULTATION PROCESS**

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

- City Operations Manager
- Civil Operations Team Leader
- Technical Officer
- Graduate Civil Engineer
- Urban and Environmental Planner
- Ranger

No external parties were consulted in the preparation of this report, however as has been identified, consultation with business within the City Centre will occur over the next 12 months to gain further insight around the use of car parking zones and any potential changes.

The changes to existing parking zones are considered minor, and relevant website information, and Paystay, will be updated to reflect the changes.

The revised Implementation Plan will be published on Council's website as an updated version. The original version from May 2019 will remain to ensure transparency of changes that have occurred.

## **POLICY IMPLICATIONS**

There are no Policy implications relating to this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

This review has been undertaken within existing resources.

The continuation of free parking will not have a significant financial impact, as the reduction for 2020/21 has occurred (\$120,000).

The removal of 18 of parking meters will result in a saving of approximately \$30,000 per year in maintenance and operating costs. As the current meters are reaching the end of their useful life, the removed meters will assist in the ongoing management of the remaining meters. The replacement of the remaining meters will be reviewed in conjunction with future pricing considerations.

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

The Implementation Plan identifies the areas requiring review to mitigate risks relating to parking and related matters within the City Centre. The ongoing review of the Implementation Plan, with the Parking Strategy assists Council with decision making in relation to parking matters.

The Central Palmerston Area Plan, once gazetted, will be within the NT Planning Scheme. The plan incorporates parking and transport linkages within it, which will guide future planning, and support the outcomes of the Parking Strategy.

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.

### **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**

The outcomes identified within the Strategy assist in the environmental sustainability of the City.

## **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. Parking Strategy Implementation Plan 2021 CURRENT [**13.2.1.1** - 4 pages]
2. Parking Strategy Implementation Plan 2021 PROPOSED [**13.2.1.2** - 4 pages]

# COUNCIL AGENDA

## Attachment 13.2.1.1

City Centre Parking Strategy Implementation Plan - Adopted May 2019

Objective Statement	Priority	Target Date	Council Role	Strategies	Status - February 2021	Recommended Changes
<b>OUTCOME 1: MAXIMISE THE USE OF EXISTING INFRASTRUCTURE</b>						
1.1. Develop a hierarchy for off-street and on-street parking areas.	Immediate	September 2019	Implement/ Collaborate	1.1.1. Identify key parking hierarchy criteria (eg proximity to parking generators) and develop a proposed parking hierarchy.	Parking hierarchy has been implemented as per Parking Strategy	Mark as Complete
				1.1.2. Review current demand (based on surveys) to identify areas where occupancy does not correspond with current parking time limits.	As per 1.1.6, occupancy will be considered in conjunction with parking hierarchy. Occupancy rates have been reviewed in February 2021 and are below the rates of 2018 surveys.	Target Date move to May 2022
				1.1.3. Identify immediate changes to Council parking that may be required (including mapping of proposed changes). Implement and review periodically over 12 months.	Changes identified within the Implementation Plan have occurred. Review to occur in conjunction with 1.1.6.	Mark as Complete
				1.1.4. Review permits issued within the City Centre and the impact they have on the parking hierarchy	Permits issued related to longer stays in shorter term parking will be reviewed in consultation with relevant landowners. This includes consideration of re-allocating reserved, or permitted zones, for parking with the permits.	Target Date move to May 2022
				1.1.5. Encourage private parking areas to implement 4 hour timed parking.	Consideration of private parking areas are incorporated in planning responses for new Development Applications, including change of use.	Target Date move to May 2022
				1.1.6. Periodically review parking hierarchy (on a 3 monthly basis for the first 12 months, then every 4 years or when major changes occur), where any proposed changes are evidence-based and reflect outcomes of parking survey data and observations.	This review will commence from March 2021 for a 12 month period. Consultation to also occur City Centre businesses to understand parking usage and requirements.	Target Date move to May 2022
1.2. Ensure regular enforcement of Council parking spaces.	High/ Medium	May 2020 - May 2022	Implement/ Collaborate	1.2.1. Undertake regular enforcement of parking across the City Centre to maintain the effectiveness of parking regions. Ensure adequate resourcing is available to effectively undertake enforcement.	A dedicated resource within Regulatory Services is in place for parking enforcement.	
				1.2.2. Utilise parking meters to facilitate enforcement for areas longer than 1 hour.	Pinforce is used as an enforcement tool, in conjunction with parking meters and Paystay (where relevant).	
1.3. Ensure pricing for parking is reflective of the desired outcomes.	Immediate	September 2019	Implement	1.3.1. Identify key drivers to pricing of parking based on the Strategy and Council objectives	Current economic climate and demand has led to pricing not being a demand for parking zones. Timed parking ensure turnover of vehicles in higher demand areas. All day areas with no time restriction are not currently meeting the demand. It is recommend to continue free parking in all zones, with a review in the Medium term (3 years) prior to the end of the Strategy period, to consider long term pricing factors and demand triggers.	Target Date move to May 2024 and Priority to Low
				1.3.2. Undertake a financial review of the current pricing structure and alternatives based on the identified parking hierarchy.	Not relevant with free parking, will be considered when 1.3.1 occurs.	Target Date move to May 2024 and Priority to Low
				1.3.3. Implement pricing changes based on the outcomes of the financial review.	Not relevant with free parking, will be considered when 1.3.1 occurs.	Target Date move to May 2024 and Priority to Low
				1.3.4. Review the effectiveness of pricing changes regularly (on a 3 monthly basis for the first 12 months, then every 4 years or when major changes occur).	Not relevant with free parking, will be considered when 1.3.1 occurs.	Target Date move to May 2024 and Priority to Low

# COUNCIL AGENDA

## Attachment 13.2.1.1

Objective Statement	Priority	Target Date	Council Role	Strategies	Status - February 2021	Recommended Changes
1.4. Identify opportunities to improve the use of underutilised parking areas (public and private).	High/ Medium	May 2020 - May 2022	Implement/ Collaborate	1.4.1. Discuss parking management with land holders/tenants with a view to putting agreements in place for private parking to adopt the identified parking hierarchy under Council enforcement	Consultation will occur with businesses and landowners to understand parking usage (Council parking) and private parking impacts.	
				1.4.2. Mark all 15 minute parking bays with artwork to make them stand out and encourage use. There is a potential to use local artists (or an art competition) to design the artwork.	Planning commenced to install artwork relating to signage and/or linemarking for 15 minute zones.	
				1.4.3. Provide signage in areas of high parking demand, directing motorists to other parking areas if needed. Provide signage directing motorists to areas of free parking also.	Yet to commence	
				1.4.4. Identify and action opportunities to lease parking from underutilised private parking areas to provide long-term parking within the City Centre.	Yet to commence	
				1.4.5. Identify connections, links, gaps and barriers which currently restrict trip-linking resulting in low use of some parking areas.	Yet to commence	
				1.4.6. Identify specific projects to facilitate improved use of existing parking stock (both public and private). This may include streetscaping improvements, covered walkways to connect parking areas to local businesses, safer road crossings and better signage of parking areas, in line with the Palmerston City Centre Masterplan and Palmerston City Centre Public Realm and Subdivision Great Streets Strategy	Yet to commence	
				1.4.7. Identify alternative uses for underutilised car parking spaces. Short term uses may include pop-up parks, street food vendors or temporary tree plantings to increase the number of planter boxes already employed by the City of Palmerston. Longer term uses include redevelopment of the at-grade parking into other land uses that may include parking provision onsite.	Underutilised reserved parking spaces next to the Recreation Centre to transform to small green space with pop-up park activity through dry. Space adjoins basketball court. Work to commence shortly, expected completion by late March.	
2. OUTCOME 2: EMBRACE INNOVATIVE RESPONSES TO CHANGES IN TRAVEL BEHAVIOUR TO ENSURE ADAPTABILITY OF THE CITY CENTRE INTO THE FUTURE						
2.1. Build relationships with industry and other jurisdictions (both within and external to the NT) to share information and improve readiness in the uptake of emergent, relevant new technologies.	Low	May 2024	Collaborate	2.1.1. Participate in, and collaborate with, industry bodies such as TOPROC.	This is an ongoing element that occurs as relevant.	
2.2. Facilitate the adoption of new operational smart technologies as appropriate	Immediate/ High	September 2019 - May 2020	Implement	2.2.1. Investigate the implementation of a mobile payment to support parking management.	Paystay mobile application was implemented in October 2020 as an option to receive tickets, as an alternative to physical tickets from parking meters.	Mark as Complete
				2.2.2. Implement proven technology that will benefit parking management, enforcement and/or data collection.	Pinforce system implemented in August 2020 as a tool for electronic enforcement and parking management. This links to Paystay.	Mark as Complete
				2.2.3. Review available technology at regular intervals (at a minimum yearly) to meet the identified Strategy outcomes.	Ongoing	
				2.2.4. Identify potential areas of change to allow flexibility in adopting appropriate technology, clearly articulate the expectations for the technology prior to any implementation.	This has occurred as required, including the flexibility of introducing Paystay without a payment required. Will be considered as new technology options become available.	
				2.2.5. Continually explore suitability of other technology, with respect to potential uptake in the City of Palmerston, including charging stations for electric vehicles, vehicle autonomy, shuttle vehicles to parking areas etc.	A public charging station has been installed in the Recreation Centre car park and will be incorporated into future car parking upgrades and structures. New technology is being reviewed on an ongoing basis.	
2.3. Incorporate long-term adaptability in design considerations for parking lots.	Low	May 2024	Implement	2.3.1. Identify potential areas of future change which may influence parking demand or required layouts (ie autonomous vehicles, electric vehicle charging, increased use of taxi/Uber).	Ongoing	
				2.3.2. Identify methods to facilitate future changes within design of parking lots.	Ongoing	



# COUNCIL AGENDA

## Attachment 13.2.1.1

Objective Statement	Priority	Target Date	Council Role	Strategies	Status - February 2021	Recommended Changes
<b>OUTCOME 3: INFLUENCE PLANNING DOCUMENTATION TO ACHIEVE THE CITY OF PALMERSTON'S PARKING GOALS</b>						
3.1. Build relationships with the Northern Territory Government to ensure that	Medium	May 2022	Collaborate	3.1.1. Clearly state and reinforce the goals that City of Palmerston has for parking at all levels of government. 3.1.2. Include parking as a regular topic at meetings with NTG at various levels	Occurs as relevant Occurs as relevant	
3.2. Ensure there is cohesion between the Strategy and relevant strategic planning documents, including the Central Palmerston Area Plan.	High	May 2020	Collaborate	3.2.1. Provide formal feedback during the development of strategic planning documents to ensure alignment with the Plan.	Through the Central Palmerston Area Plan consultation process (by NTG) relevant comments provided by Council included: - Supported temporary activation of vacant sites within city centre, highlighting need to coordinate with movement and transport aspects - Increasing connectivity and permeability, facilitating 'trip linking' as mentioned in this strategy, particularly relevant for fringe areas - Commentary generally around activation of city centre	Mark as Complete
3.3. Investigate need for new parking rates and their integration with the NT Planning Scheme.	Medium	May 2022	Collaborate	3.3.1. Undertake comprehensive surveys across all times of year - ie wet season/ dry season/ school term/ school holiday/ market times to accurately gauge peak and off peak parking demand. 3.3.2. Review specific land uses identifying theoretical (ie NT Planning Scheme rate) parking demand, parking provision and observed parking demand. 3.3.3. Identify preferred rates for discussion with NTG to inform the Planning Scheme.	Has occurred on an ad-hoc basis. Program to be developed to ensure consistent surveys. Yet to commence Yet to commence	
3.4. Rewrite the Parking Contributions Plan to build in flexibility for the management of parking.	High	May 2020	Implement	3.4.1. Review cost estimates to identify how many parking spaces would need to have contributions paid to enable construction of parking alternatives (ie amount of contributions per space not built to allow construction of a multi-level car park). 3.4.2. Develop the Contributions Plan to allow flexibility in the use of the funds, this may include projects to facilitate the use of existing infrastructure rather than the construction of new infrastructure.	Yet to commence Yet to commence	Target Date move to May 2022 Target Date move to May 2022
3.5. Explore and assign suitable locations for the construction of city-fringe off-street parking.	Medium	May 2022	Collaborate	3.5.1. Determine development triggers to identify when more parking supply is required. 3.5.2. Identify suitable locations, including barriers that would need to be removed as part of the development of new parking infrastructure.	Yet to commence Yet to commence	
3.6. Unlock the potential of existing parking spaces and convert to economically valuable development.	Medium	May 2022	Implement	3.6.1. Undertake an economic review of the existing Council owned at-grade parking areas with a view to identifying suitable development to transitioning the existing parking into sheltered/undercover parking and stimulate people focused growth within the City Centre. 3.6.2. Identify suitable locations, constraints, economic arguments for/against development including models for both the development and the final ownership/management of the land. 3.6.3. Develop proposals for a staged rollout of potential sites (including clear economic triggers).	Yet to commence Yet to commence Yet to commence	

# COUNCIL AGENDA

## Attachment 13.2.1.1

Objective Statement	Priority	Target Date	Council Role	Strategies	Status - February 2021	Recommended Changes
<b>OUTCOME 4: DEVELOP PALMERSTON AS 'A PLACE FOR PEOPLE'</b>						
4.1. Reduce reliance on the private vehicle by supporting the provision of alternative transport modes	Medium	May 2022	Advocate/ Collaborate	4.1.1. Deliver discrete projects with a view to the staged development of the key routes to ensure connectivity is maintained. It is envisaged that projects may include wider pathways, covered walkways, provision of wayfinding signage, pedestrian crossing points.	No specific projects relating to this identified	
				4.1.2. Support local businesses to provide end-of-trip facilities to their staff to facilitate walking and cycling to work.	The NT Planning Scheme amendment June 2020, introduced a clause for end of trip facilities in zoning CB, HR C, SC and TC. New commercial and high density buildings are to provide sufficient quality and convenient end of trip facilities to enable alternative travel choices. This will be explored further with consultation with businesses.	
				4.1.3. Identify locations for on-street cycle parking.	Yet to commence	
				4.1.4. Discuss the provision of more frequent bus services and appropriate bus routes with NTG.	Yet to commence	
				4.1.6. Provide suitable wayfinding and signage for effective alternative transport modes	Yet to commence, this will occur in conjunction with a review of City Centre wayfinding signage and parking signage.	
				4.1.7. Identify gaps/barriers to walking/cycling along identified key routes within the City Centre (including both public and private land).	Yet to commence, this will be reviewed in conjunction with wayfinding review, projects and asset replacement/maintenance.	
				4.1.8. Develop partnerships with NTG and private land owners to provide continuous walking and cycling routes along the identified key routes.	Responses provided during Central Palmerston Area Plan consultation process, supporting additional permeable connections through city, which is supported by necessary infrastructure and increased amenity. Identifying potential isolation issues or barriers to travel. Have also engaged with NTG around their shared pathways program, advised of potential areas and of CoP works relevant at connection points.	
				4.1.9. Deliver discrete projects with a view to the staged development of the key routes to ensure connectivity is maintained. It is envisaged that projects may include wider pathways, covered walkways, provision of wayfinding signage, pedestrian crossing points.	Repeat of 4.1.1	Delete
4.2. Foster trip-linking by facilitating parking within fringe areas	Medium	May 2022	Implement/ Collaborate	4.2.1. Identify locations for on-street cycle parking.	Repeat of 4.1.3	Replace with;  Review fringe location parking within parking hierarchy and incorporate consideration of trip-linking, including pathway connectivity and way-finding signage.
				4.2.2. Discuss the provision of more frequent bus services with NTG.	Repeat of 4.1.4	Delete
				4.2.3. Identify key routes within the City Centre to facilitate walking/cycling to major destinations.	Repeat of 4.1.5	Delete
				4.2.4. Provide suitable wayfinding and signage for effective alternative transport modes.	Repeat of 4.1.6	Delete
				4.2.5. Identify gaps/barriers to walking/cycling along identified key routes within the City Centre (including both public and private land).	Repeat of 4.1.7	Delete

# COUNCIL AGENDA

## Attachment 13.2.1.2

City Centre Parking Strategy Implementation Plan - Proposed February 2021

Objective Statement	Priority	Target Date	Council Role	Strategies
<b>OUTCOME 1: MAXIMISE THE USE OF EXISTING INFRASTRUCTURE</b>				
1.1. Develop a hierarchy for off-street and on-street parking areas.	Immediate	September 2019 - May 2022	Implement/ Collaborate	1.1.1. Identify key parking hierarchy criteria (eg proximity to parking generators) and develop a proposed parking hierarchy. <b>COMPLETE</b>
				1.1.2. Review current demand (based on surveys) to identify areas where occupancy does not correspond with current parking time limits.
				1.1.3. Identify immediate changes to Council parking that may be required (including mapping of proposed changes). Implement and review periodically over 12 months. <b>COMPLETE</b>
				1.1.4. Review permits issued within the City Centre and the impact they have on the parking hierarchy
				1.1.5. Encourage private parking areas to implement 4 hour timed parking.
				1.1.6. Periodically review parking hierarchy (on a 3 monthly basis for the first 12 months, then every 4 years or when major changes occur), where any proposed changes are evidence-based and reflect outcomes of parking survey data and observations.
1.2. Ensure regular enforcement of Council parking spaces.	High/ Medium	May 2020 - May 2022	Implement/ Collaborate	1.2.1. Undertake regular enforcement of parking across the City Centre to maintain the effectiveness of parking regions. Ensure adequate resourcing is available to effectively undertake enforcement.
				1.2.2. Utilise parking meters to facilitate enforcement for areas longer than 1 hour.
1.3. Ensure pricing for parking is reflective of the desired outcomes.	Low	May 2024	Implement	1.3.1. Identify key drivers to pricing of parking based on the Strategy and Council objectives
				1.3.2. Undertake a financial review of the current pricing structure and alternatives based on the identified parking hierarchy.
				1.3.3. Implement pricing changes based on the outcomes of the financial review.
				1.3.4. Review the effectiveness of pricing changes regularly (on a 3 monthly basis for the first 12 months, then every 4 years or when major changes occur).
1.4. Identify opportunities to improve the use of underutilised parking areas (public and private).	High/ Medium	May 2020 - May 2022	Implement/ Collaborate	1.4.1. Discuss parking management with land holders/tenants with a view to putting agreements in place for private parking to adopt the identified parking hierarchy under Council enforcement
				1.4.2. Mark all 15 minute parking bays with artwork to make them stand out and encourage use. There is a potential to use local artists (or an art competition) to design the artwork.
				1.4.3. Provide signage in areas of high parking demand, directing motorists to other parking areas if needed. Provide signage directing motorists to areas of free parking also.
				1.4.4. Identify and action opportunities to lease parking from underutilised private parking areas to provide long-term parking within the City Centre.
				1.4.5. Identify connections, links, gaps and barriers which currently restrict trip-linking resulting in low use of some parking areas.

City Centre Parking Strategy Implementation Plan - Proposed February 2021

				<p>1.4.6. Identify specific projects to facilitate improved use of existing parking stock (both public and private). This may include streetscaping improvements, covered walkways to connect parking areas to local businesses, safer road crossings and better signage of parking areas, in line with the Palmerston City Centre Masterplan and Palmerston City Centre Public Realm and Subdivision Great Streets Strategy</p> <p>1.4.7. Identify alternative uses for underutilised car parking spaces. Short term uses may include pop-up parks, street food vendors or temporary tree plantings to increase the number of planter boxes already employed by the City of Palmerston. Longer term uses include redevelopment of the at-grade parking into other land uses that may include parking provision onsite.</p>
<b>2. OUTCOME 2: EMBRACE INNOVATIVE RESPONSES TO CHANGES IN TRAVEL BEHAVIOUR TO ENSURE ADAPTABILITY OF THE CITY CENTRE INTO THE FUTURE</b>				
2.1. Build relationships with industry and other jurisdictions (both within and external to the NT) to share information and improve readiness in the uptake of emergent, relevant new technologies.	Low	May 2024	Collaborate	2.1.1. Participate in, and collaborate with, industry bodies such as TOPROC.
2.2. Facilitate the adoption of new operational smart technologies as appropriate	Immediate/ High	September 2019 - May 2020	Implement	<p>2.2.1. Investigate the implementation of a mobile payment to support parking management. <b>COMPLETE</b></p> <p>2.2.2. Implement proven technology that will benefit parking management, enforcement and/or data collection. <b>COMPLETE</b></p> <p>2.2.3. Review available technology at regular intervals (at a minimum yearly) to meet the identified Strategy outcomes.</p> <p>2.2.4. Identify potential areas of change to allow flexibility in adopting appropriate technology, clearly articulate the expectations for the technology prior to any implementation.</p> <p>2.2.5. Continually explore suitability of other technology, with respect to potential uptake in the City of Palmerston, including charging stations for electric vehicles, vehicle autonomy, shuttle vehicles to parking areas etc.</p>
2.3. Incorporate long-term adaptability in design considerations for parking	Low	May 2024	Implement	<p>2.3.1. Identify potential areas of future change which may influence parking demand or required layouts (ie autonomous vehicles, electric vehicle charging, increased use of taxi/Uber).</p> <p>2.3.2. Identify methods to facilitate future changes within design of parking lots.</p>

# COUNCIL AGENDA

## Attachment 13.2.1.2

City Centre Parking Strategy Implementation Plan - Proposed February 2021

OUTCOME 3: INFLUENCE PLANNING DOCUMENTATION TO ACHIEVE THE CITY OF PALMERSTON'S PARKING GOALS				
3.1. Build relationships with the Northern Territory	Medium	May 2022	Collaborate	3.1.1. Clearly state and reinforce the goals that City of Palmerston has for parking at all levels of government. 3.1.2. Include parking as a regular topic at meetings with NTG at various levels
3.2. Ensure there is cohesion between the Strategy and relevant strategic planning documents, including the Central Palmerston Area Plan.	High	May 2020	Collaborate	3.2.1. Provide formal feedback during the development of strategic planning documents to ensure alignment with the Plan. <b>COMPLETE</b>
3.3. Investigate need for new parking rates and their integration with the NT Planning Scheme.	Medium	May 2022	Collaborate	3.3.1. Undertake comprehensive surveys across all times of year - ie wet season/ dry season/ school term/ school holiday/ market times to accurately gauge peak and off peak parking demand. 3.3.2. Review specific land uses identifying theoretical (ie NT Planning Scheme rate) parking demand, parking provision and observed parking demand. 3.3.3. Identify preferred rates for discussion with NTG to inform the Planning Scheme.
3.4. Rewrite the Parking Contributions Plan to build in flexibility for the management of parking.	High	May 2022	Implement	3.4.1. Review cost estimates to identify how many parking spaces would need to have contributions paid to enable construction of parking alternatives (ie amount of contributions per space not built to allow construction of a multi-level car park). 3.4.2. Develop the Contributions Plan to allow flexibility in the use of the funds, this may include projects to facilitate the use of existing infrastructure rather than the construction of new infrastructure.
3.5. Explore and assign suitable locations for the construction of city-fringe off-	Medium	May 2022	Collaborate	3.5.1. Determine development triggers to identify when more parking supply is required. 3.5.2. Identify suitable locations, including barriers that would need to be removed as part of the development of new parking infrastructure.
3.6. Unlock the potential of existing parking spaces and convert to economically valuable development.	Medium	May 2022	Implement	3.6.1. Undertake an economic review of the existing Council owned at-grade parking areas with a view to identifying suitable development to transitioning the existing parking into sheltered/undercover parking and stimulate people focused growth within the City Centre. 3.6.2. Identify suitable locations, constraints, economic arguments for/against development including models for both the development and the final ownership/management of the land. 3.6.3. Develop proposals for a staged rollout of potential sites (including clear economic triggers).

# COUNCIL AGENDA

## Attachment 13.2.1.2

City Centre Parking Strategy Implementation Plan - Proposed February 2021

OUTCOME 4: DEVELOP PALMERSTON AS 'A PLACE FOR PEOPLE'				
4.1. Reduce reliance on the private vehicle by supporting the provision of alternative transport modes	Medium	May 2022	Advocate/ Collaborate	4.1.1. Deliver discrete projects with a view to the staged development of the key routes to ensure connectivity is maintained. It is envisaged that projects may include wider pathways, covered walkways, provision of wayfinding signage, pedestrian crossing points.
				4.1.2. Support local businesses to provide end-of-trip facilities to their staff to facilitate walking and cycling to work.
				4.1.3. Identify locations for on-street cycle parking.
				4.1.4. Discuss the provision of more frequent bus services and appropriate bus routes with NTG.
				4.1.6. Provide suitable wayfinding and signage for effective alternative transport modes
				4.1.7. Identify gaps/barriers to walking/cycling along identified key routes within the City Centre (including both public and private land).
				4.1.8. Develop partnerships with NTG and private land owners to provide continuous walking and cycling routes along the identified key routes.
4.2. Foster trip-linking by facilitating parking within fringe areas	Medium	May 2022	Implement/ Collaborate	4.2.1. Review fringe location parking within parking hierarchy and incorporate consideration of trip-linking, including pathway connectivity and wayfinding signage.



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Sustainability Strategy Update
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	City Sustainability Manager, Katie O'Neill
<b>APPROVER:</b>	Director City Growth and Operations, Nadine Nilon

### COMMUNITY PLAN

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

### PURPOSE

This report provides an update on development of the 2021-2026 Sustainability Strategy (the Strategy), outlining progress and processes being undertaken to create a contemporary and robust strategy.

### KEY MESSAGES

- Council has progressed work on the Strategy, formulating leading sustainability indicators, framed around pillars of environment, governance, community, and economy.
- The Strategy focus is on Council's operational sustainability, which in turn will influence and enable sustainable living practices for the community.
- A review of the 2013-2018 City of Palmerston Sustainability Strategy was undertaken, which identified several issues, including the use of unmeasurable targets and abstract goals. The learnings from this review will be incorporated into the development of the current Strategy.
- Future internal workshopping is occurring to develop priority outcomes, cement the establishment of leading indicators and develop benchmarking for monitoring and assessment of sustainability programs.
- Use of consumption data management software has commenced, with reports on Council consumption being used to draft resource use efficiency targets for the Strategy.

### RECOMMENDATION

1. THAT Report entitled Sustainability Strategy Update be received and noted.
2. THAT a Council workshop be held for the Sustainability Strategy in March 2021.

### BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of 1 September 2020 Council made the following decisions:

#### *13.1.2 Sustainability Strategy Review and Waste Education Update*

*THAT Report Number 9/127 entitled Sustainability Strategy Review and Waste Education Update be received and noted.*

*CARRIED 9/1270 – 01/09/2020*

This report provided an overview on the review and update of the 2013-2018 City of Palmerston Sustainability Strategy. A new strategy is in development, the 2021-2026 City of Palmerston Sustainability Strategy (the Strategy), aimed at embedding sustainability outcomes into Council decision making and operational practices.

Actions for the development of the Strategy outlined in the September report included:

- Undertaking a gaps analysis on the previous strategy by December 2020.
- Tracking council resource use by November 2020 (although a continuous process).
- A review of council programs by February 2021.
- Internal workshoping on leading sustainability indicators by February 2021.

The below discussion outlines progress on these actions and the ongoing refinement of the Strategy's content.

## DISCUSSION

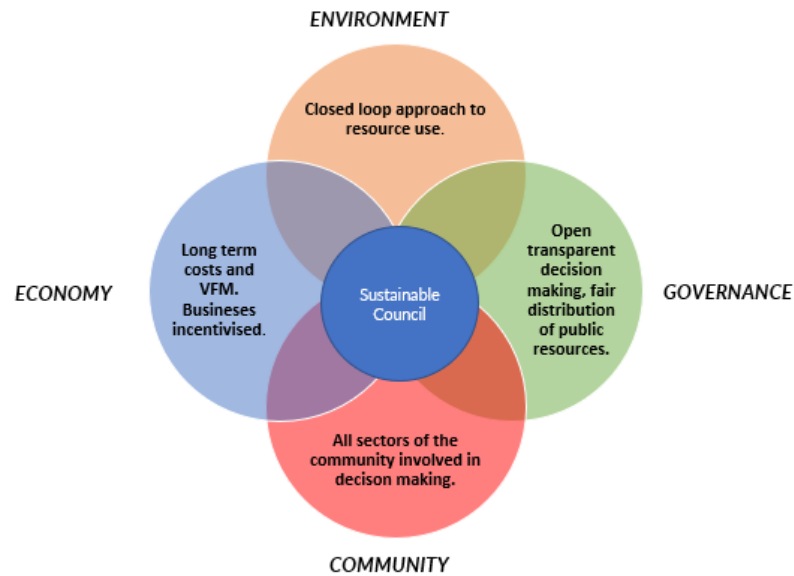
As a concept sustainability is complex, crossing disciplines and work streams, with success reliant on an integrated approach. Sustainable practices have remained a focus for Council beyond the timeframe of the previous strategy, continuing to develop initiatives that deliver objectives of the Community Plan. The Community Plan's core objectives are strongly linked to four common pillars of sustainability, being environment, governance, community, and economy. Sustainability can be described as meeting the needs of the present without compromising the ability of future. The strategy will centre on this approach and provide a framework that supports the continued delivery on Community Plan outcomes.

### *Strategy Framework*

Broad objectives have been developed for the Strategy, based around four pillars of sustainability:

- **Environmental:** Council will apply a 'closed' loop approach to resource use, with Council programs utilising the 'income' not the 'principal' of earth's natural capital, so that ecosystems do not lose the ability replenish themselves.
- **Governance:** Council's governance systems will continue to operate with integrity through open and transparent decision making, which results in a fair distribution and efficient use of public and natural resources.
- **Communities:** Council programs will include all sectors of the community, including vulnerable populations, in decision making, ensuring that all members have equal access to public services.
- **Economy:** The long-term value and costs to the community is considered in all decision making. Businesses are incentivised to drive innovation, without being undermined through over regulation.

These objectives will be further refined and will be used to develop an overall vision for the Strategy, which will also look at the interconnectivity of each sustainability pillar (see image 1). Where there are elements of the above objectives covered by separate Strategies and Plans (i.e., Palmerston Local Economic Plan), the Sustainability Strategy will support and recognise relevant elements, rather than repeat similar objectives and outcomes.



*Image 1: City of Palmerston Sustainability Strategy Framework*

## *Strategy Progress*

The first step in the development of the Strategy has been to undertake a gaps analysis on the 2013 – 2018 City of Palmerston Sustainability Strategy. Understanding the strengths and weaknesses of the previous strategy supports a robust future strategy and development of success indicators.

The previous strategy included both measurable outcomes and broader goal-orientated targets. While measurable outcomes lend themselves to easier assessment, goal-orientated outcomes may be slightly subjective.

Examples of goal orientated outcome listed in the original plan include:

- Embedding sustainable principles and actions into Councils plans and programs.
- Plan for Councils long-term financial sustainability through programmed changes.
- Ensure the renewal of Council's infrastructure is undertaken in a sustainable manner on an annual basis.

Without clear programs or deliverables for these outcomes, it is difficult to assess achievements. These goals became 'nice-to-haves', but not pragmatic outcomes having tangible impacts on sustainable decision making.

Several numeric targets and specific actions with yes/no outcomes were also included in the previous strategy. This included proposed percentage reductions in water and energy consumption, as well as a percentage increases in green procurement. Baseline data of Council consumption was not included and therefore progress of proposed reduction targets were not measurable, and there was limited ongoing reporting in this space over the five years of the strategy.

Other desired outcomes of the original strategy involved the development of several strategies and plans. These included Master Plans for Sanctuary Lakes and Marlow's Lagoon, A Climate Change Strategy, and an overall Council Waste Management Plan. While these plans were not delivered in those

forms, it should be noted that other policies and strategies have been developed or are currently being developed that fit within a sustainable governance approach (e.g., Lakes Management Plan, Urban Forest Policy, Play Space Strategy, Draft Inclusive, Diverse and Accessible Framework). The development of these documents reflects Council's increasing commitment to embedding sustainability into forward planning, which is exemplified by the Community Plan.

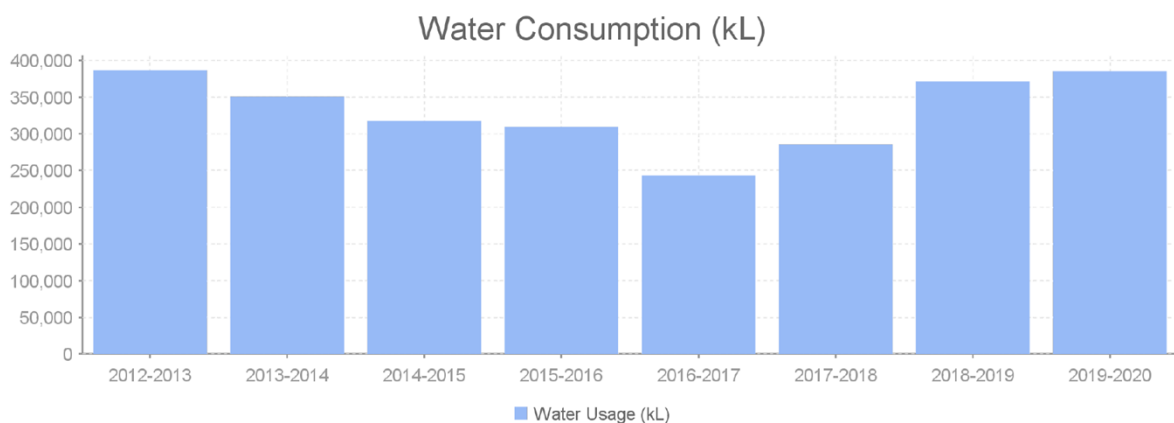
The new Strategy will move away from proposing additional planning documents as outcomes, to becoming a standalone document that guides sustainable decisions. It will have close alignment to the Community Plan and other contemporary documents being developed, to ensure that sustainable actions are undertaken in a cohesive approach across the organisation.

### *Learnings for the Upcoming Strategy*

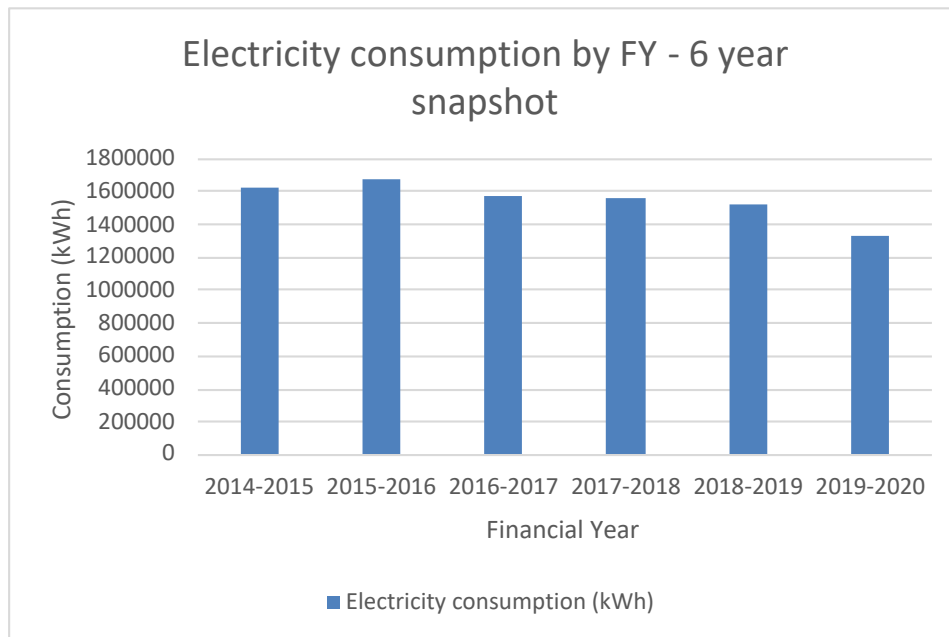
#### 1. Use of Council Data to Develop Measurable Targets

A key learning from the gap's analysis undertaken is that the Strategy will need pragmatic, tangible targets based on real data. Council is current tracking resource use through the engagement of Azility, a data management consultant. While Azility will also report on additional Council resource use such as fuel, paper, and other consumables, the initial reports have been developed around water and electricity consumption.

The water consumption graph below indicates significant year to year changes, with a sizable drop in consumption between 2016 and 2018.



The 6-year snapshot on electricity consumption, depicts how usage has significantly decreased in recent years, which is reflective of a number of initiatives such as the installation of LED lighting and PV cells on buildings.



Due to some gaps in available data, the earliest FY data set for Council consumption is 2012/13 for water and 2014/15 for electricity. These years will be used as the baseline to measure against, as it provides a clear trajectory over time. By forecasting water and electricity needs for assets, pragmatic reduction targets and minimisation strategies can be developed.

## 2. Develop Indicators based on Council Operations and Sphere of Influence

The Strategy is being developed around improving Council's operational sustainability, which in turn will influence and guide sustainable living practices for the community. To include abstract goals, outside of Council's core service delivery, sets the Strategy up for failure. To drive the Strategy, leading indicators of sustainability based on Council operations are in the initial drafting stage. Sustainability indicators are the 'state of play' of an organisation; the existence of these indicators in Council operations, and the extent to which Council operations are achieving these indicators depicts Council's sustainability 'score'.

Three primary sources informing the initial development of the indicators have been:

- City of Palmerston leading strategies (Community Plan and other relevant pieces)
- Local government exemplars and supporting literature on sustainability indicators
- The previous City of Palmerston Sustainability Strategy

Initial draft indicators (**refer Attachment 13.2.2.1**) have been developed, categorised under each pillar. Due to the integrated nature of sustainability, it is recognised that indicators may be applicable across different pillars.

These initial indicators will be refined through input from different sectors of the organisation. Understanding perceptions of sustainability across Council will help shape direction and purpose. Importantly, gathering information on how sustainability and a supporting strategy may influence the delivery of core services, promotes the development of success indicators most reflective of Council's operational reach.

## Next steps

The timeline for the completion of the Strategy as reported to Council in September 2020 is on track.

The next milestone is to have a workshop with Council to explore priorities, outcomes, target's, and potential actions. Following this, the draft Sustainability Strategy will be prepared and presented to Council prior to Community Consultation, and then finalisation.

This timeline, with the status of milestones and the next steps is detailed below.

	2020				2021					
Task	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Data collection	Completed	Completed	Completed							
Review and analysis of Council programs, including the current Sustainability Strategy.			Completed	Completed						
Determine leading Indicators of Sustainability and Assessment					In Progress	In Progress				
Council Workshop to determine Priority Outcomes, Targets and Actions.							On Track			
Development of Draft Strategy, and consideration of program funding for 2021/22 Budget								On Track		
Community Consultation and finalisation of Strategy									On Track	On Track



Completed



In Progress



On Track

## CONSULTATION PROCESS

Consultation with elected members will be undertaken in March 2021 to discuss leading indicators, targets, and actions. Internal staff consultation around the strategy has commenced with workshopping activities to continue over the remainder of February to cement indicators prior to the elected member's workshop.

Community consultation is to occur upon development of the draft Sustainability Strategy.



## **POLICY IMPLICATIONS**

The updated Sustainability Strategy may lead to current council policies being reviewed and updated, with the aim of incorporating possible sustainability outcomes.

## **BUDGET AND RESOURCE IMPLICATIONS**

The energy management consultant and software support are funded through the adopted budget. This service involved a \$5,000 start-up, and \$10,000 for the annual subscription fee. The service will be reviewed after a 12-month period.

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

As the previous Sustainability Strategy 2013-2018 has expired, there is the risk that Council is undertaking projects not aligned to a strategy. This is being managed through the projects aligning with Council's Community Plan, however a Strategy will provide evidence-based guidance of Council's priorities in relation to these projects.

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.

### **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**

Environmental Sustainability is highly applicable due to the nature of the strategy. It will encourage actions and developments through the life of the strategy through the setting of key targets and establishing indicators of success. The strategy will provide a robust approach to strategic initiatives that will support council's ongoing work delivering on the sustainability focus under the Community Plan.

## **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. Sustainability Strategy - Drafting Indicators [13.2.2.1 - 2 pages]

### Benchmarking Development

Sustainability Pillar < Categories < Indicators

Environmental	Energy	Greening	Water	Waste
	Electricity use through renewable energy alternatives	Green corridors and connectivity between key routes	Increased effectiveness and efficiency of overall water usage	Waste minimisation strategies
	Sustainable lighting strategies	Green Canopy Cover addressing Heat Island Effects and balancing the high proportion of development		Community education
	Programs addressing Carbon Offsetting			
Governance	Procurement	Leadership practice and staff	Accountable & future decisions	Governance
	Procurement policy with sustainable practices	Increased investment in sustainably produced goods	Reporting & Monitoring of the strategy programs	Operating expenditure is contained within operating revenue surplus ratio
	Increase in expenditure of green purchases	Embedding sustainability within normal practices of staff and Council's guiding strategies	Social Implication of all planning and decision making, including when contributing to Territory Planning processes	Council's assets are replenished at rate equal to, or higher than, Council's consumption of assets
		Council's fleet demonstrates sustainable future options		

### Benchmarking Development

Sustainability Pillar < Categories < Indicators

Community	Engagement	Partnerships	Movement	Inclusive
	Community participation in Council events	Community partnerships are developed and enhanced through Council support	Walkable and cycling are actively encouraged as transport options and part of recreational use	Council promotes inclusiveness within the organisation and related facilities
	Council supports the community to live sustainably	Community education programs are expanded		
	Rich culture and diversity celebrated			
Economy	Local Business Empowerment	Local Jobs	Empowered/Diverse Workforce	
	People of Palmerston choose to shop locally	Increase in the proportion of people employed in Palmerston	Opportunities to access education and training support are enhanced	
	Local businesses increase networking abilities		Occupancy rates are reduced	
	There are more businesses located in Palmerston			

## COUNCIL REPORT

1<sup>st</sup> Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Lease Extension - Palmerston Men's Shed
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	Director Organisational Services, Silke Maynard
<b>APPROVER:</b>	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 negotiate a renewal lease for the Palmerston Men's Shed Inc. over a 313.20m<sup>2</sup> area incorporating Sheds 3 and 4 plus two fenced yards on Lot 9543, Yarrawonga.

### KEY MESSAGES

- The Palmerston Men's Shed (PMS) has held a lease at Lot 9543 Yarrawonga since 2010 and has been providing a service to the community at marginal cost to Council.
- The current lease with Palmerston Men's Shed has expired.
- Council has no operational need for these Sheds and the Palmerston Men's Shed Inc has requested to continue use of the area.
- A new standard lease has been drawn up with relevant additions to manage the community group context, including the acknowledgement of Council support and provisions should the PMS committee fail to operate under the Associations Act.
- The drafted lease has been recommended for three-years, to continue the support of PMS.

### RECOMMENDATION

1. THAT Report entitled Lease Extension - Palmerston Men's Shed be received and noted.
2. THAT Council pursuant to Section 32(2) of the *Local Government Act 2008* hereby delegates to the Chief Executive Officer, the power to finalise and enter into a lease for up to three years with the Palmerston Men's Shed Inc. on terms and conditions outlined in the report entitled Lease Extension - Palmerston Men's Shed.

### BACKGROUND

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

#### *Renewal of Palmerston Men's Shed Lease*

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

*of a one-year extension subject to the Palmerston Men's Shed compliance with lease conditions and Council's operational requirements.*

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

***CARRIED 9/0045 – 01/05/2018***

## DISCUSSION

The previous lease with the PMS expired in July 2019, with an additional one-year extension available. The PMS has held a lease over Sheds 3 and 4 at Lot 9543 Yarrawonga since 2010, and the expiry of the recent lease provides Council with an opportunity to review the lease conditions.

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

- Formalisation of eligibility criteria to be maintained by the association, to align with expectations of other Community Benefit Scheme or community funding applicants (as outlined in Council Policy *FIN18 Grants, Donations, Scholarships and Sponsorships*).
- The need for the association to maintain minimum membership in line with the *Associations Act* and the constitution.
- The need for an Emergency Plan and Site Management Plan that includes a pre-cyclone season clean-up and outlines the relevant actions and defined timeframes to make the safe site and prepared for a severe weather event upon direction from Council. As well as to comply with all directions given by Council in an emergency response.
- Public Liability to the sum of \$20,000,000 with Council listed as an Interested Party.
- Formalisation of reporting requirements to Council on the activities of the association:
  - Evidence of current Men's Shed Association membership;
  - Current PMS constitution;
  - Evidence of current Incorporation compliance;
  - A summary of the group's annual budget which includes alternate funding sources;
  - Most recent annual audited financial statements; and
  - Contact details of current elected office bearers.
- Acknowledgement of Council's support, including:
  - Use of City of Palmerston logo on all promotional material and newsletters;
  - Identification of City of Palmerston as a supporter on social media and any other electronic platforms; and
  - Use of Council's logo on media and collateral related to any community engagement or outreach activities.
- Restrictions around parking, signage, and access to the site to ensure safety and flexibility of development of the land.

Council officers recommend a lease of three-years. Council will continue to work with PMS in their attempt to seek alternate locations during this timeframe.

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

## **CONSULTATION PROCESS**

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

- Facilities and Structural Officer

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

- Maher Raumteen Solicitors

## **POLICY IMPLICATIONS**

Council *Policy AD04 Lease of Council Property* sets out the requirement to advertise properties available for lease publicly. Furthermore, the policy gives option to alternative processes like a direct negotiation, like in the case of PMS, where a greater benefit with minimal risk to the Palmerston community can be achieved. The direct negotiation with PMS does not display any risk for the Palmerston Community, but continues the ongoing support for this important community service.

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

## **BUDGET AND RESOURCE IMPLICATIONS**

Council is using Sheds 1 and 2, however Sheds 3 and 4 are currently surplus to Council's operational requirements. The in-kind value of support for PMS will be included in the Council's community benefit scheme annual reporting. No revenue had been budgeted for this lease and there will be no impact of this proposed lease to Council's budget.

## **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.

### **8 Fails to develop effective relationships and manage expectations of relevant parties**

Context: Engagement and communication with stakeholders (internal and external to the Council).

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

To protect PMS and the Council from potential liability, it is recommended that the lease requires the PMS to have adequate public liability insurance and name Council as an interested party.

Legal advice has been sought by Council officers to assist in the drafting of the lease.

## **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

1<sup>st</sup> Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Council Policy Review - Caretaker
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	Governance and Strategy Manager, Manu C. Pillai
<b>APPROVER:</b>	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 reviews Council Policy *EM04 Caretaker* as per the requirements under the incoming *Local Government Act 2019*.

### KEY MESSAGES

- Council Policy *EM04 – Caretaker* is due for review.
- Caretaker Policy provides the ability for continuation of service delivery whilst managing good governance practices.
- The new *Local Government Act 2019* requires Councils to have a Caretaker policy.
- Council's current Caretaker Policy is as per Section 96A of the *Local Government Act 2008*.
- Section 161(1) of the *Local Government Act 2019* sets out the requirement for Councils to maintain a Caretaker policy governing the conduct of Council and its staff during a general election.
- Minor amendments have been applied to the existing policy to strengthen decision making and ensure conformance to the new *Act*.
- It is recommended that Council Policy *EM04 Caretaker* be updated to incorporate these changes as per the *Local Government Act 2019*.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - Caretaker be received and noted.
2. THAT Council adopt amended *Council Policy Caretaker* being **Attachment 13.2.4.3** to Report entitled Review of Policy *EM04 – Caretaker*.

### BACKGROUND

During a general election caretaker period, Council must continue operations and maintain service level standards, but considerations must be given to management of new initiatives during this election period which is being six weeks.



Council's existing policy *EM04 – Caretaker* provides the appropriate parameters for Elected Members and Council staff to undertake activities without compromising the application of sound fiscal management, risk minimisation and good governance. Council has received guidance from the Department of Chief Minister and Cabinet regarding local government caretaker policies in advance of the commencement of the *Local Government Act 2019*.

*At the 1<sup>st</sup> Ordinary Council Meeting of 4<sup>th</sup> July 2017 Council made the following decisions:*

### *13.1.7 EM04 Caretaker Policy*

1. *THAT Council receives Report Number 8/1219.*
2. *THAT Council adopt the amended EM04 Caretaker Policy.*

***CARRIED 8/2770 – 04/07/2017***

This report recommends Council's current policy be reviewed and amendments to be made.

## **DISCUSSION**

The current City of Palmerston *EM04 - Caretaker Policy* complies with section 96A of the *Local Government Act 2008*. Section 161(1) of the *Local Government Act 2019* sets out the requirement for Councils to maintain a Caretaker policy governing the conduct of Council and its staff during a general election. This policy is due to be reviewed during the term of this Council, with considerations of:

- *Local Government Act 2019* (effective 1 July 2021)
- Good governance
- Advice from Department of Chief Minister and Cabinet

Minor amendments are being recommended as noted below in compliance with the requirements under *Local Government Act 2019*:

- Updated the section numbers to reflect changes in the incoming Act.
- Elaborated the 'Principles' section to highlight the commitment of Council to ensure high standards of service delivery, meanwhile continuing normal operations during general elections.
- Expanded the 'Definitions' section to provide more clarity.
- The following section on designated decisions during Caretaker period has been removed: "enter in to a contract, agreement or understanding (other than a contract for budgeted capital and operational works, roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government) the total value of which exceeds \$100,000".
- This is because limiting the value of the contract, agreement or understanding for up to certain limit may reduce the flexibility of Council to operate during Caretaker period.
- Instead, a new section has been added to consider matters based on the circumstances such as the urgency of the issue; approvals which are already in place; possibility of legal and/or financial repercussions if a decision is deferred; and the best interests of the City and community for the decision to be made as soon as possible.

## CONSULTATION PROCESS

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

- Governance Lead

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

- Department of Chief Minister and Cabinet

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

As required under the *Local Government Act 2019* the Chief Executive Officer will notify Elected Members and Staff in writing prior to the caretaker period of the caretaker period commencement date.

## POLICY IMPLICATIONS

If adopted, the proposed policy as presented at **Attachment 13.2.4.3** will become a policy of Council and ensure prudent efficient operations in compliance with the *Local Government Act 2019*. This amended policy ensures that proper consideration is given to the best interests of the City and community during general elections.

## BUDGET AND RESOURCE IMPLICATIONS

There are no budget implications.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This amended policy ensures that proper consideration is given to the operational requirements of Council during the Caretaker period. That appropriate decisions are made to ensure efficient delivery of services in compliance with the legislations. Caretaker policy authorises and guides the CEO and Council on actions during the Caretaker period.

This report addresses the following City of Palmerston Strategic Risks:

- 4 Effectively design and implement contemporary governance practices

Context: Strong foundations to hold the City and Administration to account.

## 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.

## 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 EM04 Caretaker [13.2.4.1 - 2 pages]
2. Caretaker Policy - Changes [13.2.4.2 - 3 pages]
3. Caretaker Policy - Final [13.2.4.3 - 3 pages]

## EM04

Name:	Caretaker		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	4/07/2017	Next Review Date:	1/07/2020
Records Number:	365918	Council Decision:	8/2270

### 1 PURPOSE

Section 96A of the Local Government Act requires Council to maintain a Caretaker Policy governing the conduct of Council and its staff during a general election.

### 2 PRINCIPLES

City of Palmerston is committed to the efficient, transparent and sustainable governance of Council operations, particularly during the conduct of a general election.

### 3 DEFINITIONS

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

Term	Definition
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: <ul style="list-style-type: none"> <li>(a) materials published by Council;</li> <li>(b) facilities and goods owned by the Council;</li> <li>(c) attendance and participation at functions and events;</li> <li>(d) access to Council information; and</li> <li>(e) media services.</li> </ul> Council staff and contractors engaged by a Council are also Council resources.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.

### 4 POLICY STATEMENT

#### 4.1 Election Period

This policy is in force commencing on the nomination day for a general election as defined in the Local Government (Electoral) Regulations, and ends when the result of the election is declared under Section 56 of those Regulations (the "Caretaker Period").

#### 4.2 Designated Decisions

During the Caretaker Period, the following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer, or their nominee, or a senior member of staff:

- 4.2.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting Chief Executive Officer or suspend the Chief Executive

## EM04

- Officer for serious or wilful misconduct, except where carried out pursuant to Section 225 of the Local Government Act.
- 4.2.2 A decision to terminate the appointment of the Chief Executive Officer, except where carried out pursuant to Section 225 of the Local Government Act.
  - 4.2.3 A decision to enter into a contract, arrangement or understanding (other than a contract for roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government) the total value of which exceeds \$100,000.
  - 4.2.4 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).
- 4.3 Elected Members Activities during an Election**
- 4.3.1 Council Branding, letterhead, media facilities or related facilities should not be used for a candidate's campaign. It is appropriate however for a Councillor or Mayor to make it clear in written communication that they are currently an Elected Member.
  - 4.3.2 Council staff who provide support to Elected Members are not to be asked to undertake any tasks connected directly or indirectly to an election campaign.
  - 4.3.3 Council resources provided for the use of Elected Members such as computers, stationary and business cards can continue to be used for Council business only, and are not to be used for campaign purposes. Doing so is a violation of the Code of Conduct.
  - 4.3.4 Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.
- 4.4 Council Staff Activities during an Election**
- 4.4.1 Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.
  - 4.4.2 Council staff should not undertake any activity that may influence the outcome of the election, except where that activity relates to the election process and is authorised by the Chief Executive Officer.
  - 4.4.3 Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.
  - 4.4.4 Council staff must not assist a candidate with their election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

## **5 ASSOCIATED DOCUMENTS**

- 5.1 City of Palmerston Code of Conduct
- 5.2 City of Palmerston Code of Conduct for Employees

## **6 REFERENCES AND RELATED LEGISLATION**

- 6.1 Local Government Act 2008 (NT)
- 6.2 Local Government (Electoral) Regulations 2008 (NT)



POLICY

EM04

Name:	Caretaker		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:	4/2/03/2021	Next Review Date:	12/03/2024
Records Number:		Council Decision:	

1 PURPOSE

Section 161(1) of the Local Government Act 2019 requires Council to maintain a Caretaker Policy governing the conduct of Council and its staff during a general election.

Commented [MCP1]: Updated section number as per the new Act

2 PRINCIPLES

City of Palmerston is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

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3 DEFINITIONS

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

Term	Definition
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: (a) materials published by Council; (b) facilities and goods owned by the Council; (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services. Council staff and contractors engaged by a Council are also Council resources.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.
Campaigning	Campaigning includes campaigning activity, wearing or displaying campaign material.
Caretaker Period	Caretaker period means the period that commences on the nomination day for a council general election and ends when the results of the general election are declared in accordance with the Local Government (Electoral) Regulations 2021.

4 POLICY STATEMENT

4.1 Designated Decisions

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## POLICY

### EM04

During the Caretaker Period, the following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer, or their nominee, or a senior member of staff:

- 4.1.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting or temporary Chief Executive Officer or suspend or terminate the Chief Executive Officer for serious or wilful misconduct.
- 4.1.2 A decision to enter into a contract, arrangement or understanding other than a contract for roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government. In some circumstances the CEO may permit a matter including but not limited to:
  - a. the urgency of the issue is such that it cannot wait until after the election;
  - b. whether the process has substantially commenced and / or approvals are in place;
  - c. the possibility of legal and/or financial repercussions if a decision is deferred;
  - d. the best interests of the City and community for the decision to be made as soon as possible.
- 4.1.3 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).
- 4.1.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting or temporary Chief Executive Officer or suspend or terminate the Chief Executive Officer for serious or wilful misconduct.
  - 4.1.2 A decision to enter into a contract, arrangement or understanding (other than a contract for roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government) the total value of which exceeds \$100,000.
  - 4.1.3 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).
- 4.2 **Elected Members Activities during Caretaker period**
  - 4.2.1 Council Branding, letterhead, media facilities or related facilities should not be used for a candidate's campaign. It is appropriate however for a Councillor or Mayor to make it clear in written communication that they are currently an Elected Member.
  - 4.2.2 Council staff who provide support to Elected Members are not to be asked to undertake any tasks connected directly or indirectly to an election campaign.
  - 4.2.3 Council resources provided for the use of Elected Members such as computers, stationary and business cards can continue to be used for Council business only, and are not to be used for campaign purposes. Doing so is a violation of the Code of Conduct.
  - 4.2.4 Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.
- 4.3 **Council Staff Activities during Caretaker period**

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POLICY

EM04

4.3.1

The CEO will notify all Council members and staff in writing prior to the commencement of the caretaker period of the commencement date

4.3.2

Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.

4.3.32

Council staff should not undertake any activity in relation to an election, except where that activity relates to the election process and is authorised by the Chief Executive Officer.

4.3.34

Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.

4.3.45

Council staff must not assist a candidate with their election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

5

ASSOCIATED DOCUMENTS

5.1

City of Palmerston Code of Conduct

5.2

City of Palmerston Code of Conduct for Employees

6

REFERENCES AND RELATED LEGISLATION

6.1

Local Government Act 2019 (NT)

6.2

Local Government (Electoral) Regulations 2021 (NT)

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Page 3 of 3



Name:	Caretaker		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:	2/03/2021	Next Review Date:	2/03/2024
Records Number:		Council Decision:	

## 1 PURPOSE

Section 161(1) of the Local Government Act 2019 requires Council to maintain a Caretaker Policy governing the conduct of Council and its staff during a general election.

## 2 PRINCIPLES

City of Palmerston is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

## 3 DEFINITIONS

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

Term	Definition
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: (a) materials published by Council; (b) facilities and goods owned by the Council; (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services. Council staff and contractors engaged by a Council are also Council resources.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.
Campaigning	Campaigning includes campaigning activity, wearing or displaying campaign material.
Caretaker Period	Caretaker period means the period that commences on the nomination day for a council general election and ends when the results of the general election are declared in accordance with the Local Government (Electoral) Regulations 2021.

## 4 POLICY STATEMENT

### 4.1 Designated Decisions

During the Caretaker Period, the following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer, or their nominee, or a senior member of staff:

- 4.1.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting or temporary Chief Executive Officer or suspend or terminate the Chief Executive Officer for serious or wilful misconduct.
- 4.1.2 A decision to enter into a contract, arrangement or understanding other than a contract for roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government. In some circumstances the CEO may permit a matter including but not limited to:
  - a. the urgency of the issue is such that it cannot wait until after the election;
  - b. whether the process has substantially commenced and / or approvals are in place;
  - c. the possibility of legal and/or financial repercussions if a decision is deferred;
  - d. the best interests of the City and community for the decision to be made as soon as possible.
- 4.1.3 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).

#### **4.2 Elected Members Activities during Caretaker period**

- 4.2.1 Council Branding, letterhead, media facilities or related facilities should not be used for a candidate's campaign. It is appropriate however for a Councillor or Mayor to make it clear in written communication that they are currently an Elected Member.
- 4.2.2 Council staff who provide support to Elected Members are not to be asked to undertake any tasks connected directly or indirectly to an election campaign.
- 4.2.3 Council resources provided for the use of Elected Members such as computers, stationery and business cards can continue to be used for Council business only, and are not to be used for campaign purposes. Doing so is a violation of the Code of Conduct.
- 4.2.4 Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.

#### **4.3 Council Staff Activities during Caretaker period**

- 4.3.1 The CEO will notify all Council members and staff in writing prior to the commencement of the caretaker period of the commencement date
- 4.3.2 Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.
- 4.3.3 Council staff should not undertake any activity in relation to an election, except where that activity relates to the election process and is authorised by the Chief Executive Officer.
- 4.3.4 Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.



- 4.3.5 Council staff must not assist a candidate with their election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

**5 ASSOCIATED DOCUMENTS**

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- 5.1 City of Palmerston *Code of Conduct*
- 5.2 City of Palmerston *Code of Conduct for Employees*

**6 REFERENCES AND RELATED LEGISLATION**

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- 6.1 *Local Government Act 2019 (NT)*
- 6.2 *Local Government (Electoral) Regulations 2021 (NT)*

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	LGANT Call for Nominations - Place Names Committee NT
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	Governance Lead, Caroline Hocking
<b>APPROVER:</b>	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 provides Elected Members with an opportunity to put forward a nomination through the Local Government Association of the NT (LGANT) to represent on the Place Names Committee for the Northern Territory.

### KEY MESSAGES

- LGANT are calling for nominations to the Place Names Committee NT, by Monday 8 March 2021.
- The Place Names Committee makes recommendation to the Minister for Infrastructure, Planning and Logistics for the naming, or altering of names of places in the NT.
- There is one position available for an Elected Representative by LGANT nomination.
- The Committee term is for three years and formally meets four times a year.

### RECOMMENDATION

1. THAT Report entitled LGANT Call for Nominations - Place Names Committee NT be received and noted.
2. THAT Council submit a nomination to LGANT nominating \_\_\_\_\_ for consideration as LGANT's representative on the Place Names Committee for the Northern Territory to represent the interests of local government.

### BACKGROUND

As the peak organisation for local government in the Northern Territory, LGANT facilitates the nomination of Elected Members to external organisations seeking local government representation.

LGANT are currently calling for nominations to represent on the Place Names Committee NT who make recommendations to the Minister for Infrastructure, Planning and Logistics (the Minister) for the naming, or altering of names of places in the NT.

The Minister is responsible for approving new names and changes to existing registered names under the [Place Names Act 1967](#). Once the Minister approves a name it is included in the Place Names Register, known as a 'registered' name.

## DISCUSSION

Place naming provides a unique opportunity to record the history and stories of the NT and to commemorate people who have contributed to its development and supported its communities.

The Place Names Committee consists of four members appointed by the Minister, one of those positions is allocated for an Elected Representative by LGANT nomination.

LGANT's process is to consider all nominations received from NT councils and to forward three of these nominations to the Minister for consideration and appointment.

The Committee term is for a period of three years and formally meets four times a year. The Committee also meets outside of the scheduled meetings to consider requests as required.

Should an Elected Member wish to nominate the attached nomination form is required to be completed. LGANT requires nominations by Monday 8 March 2021.

Further information on the Place Names Committee NT can be found: <https://placenames.nt.gov.au/>.

## CONSULTATION PROCESS

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

- Governance and Strategy Manager

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

- LGANT

There is no community consultation required for this report.

## POLICY IMPLICATIONS

There are no policy implications for this report.

## BUDGET AND RESOURCE IMPLICATIONS

Elected Members are entitled to claim Extra Meeting Allowance when performing the duties of an appointed representative to a Committee, in line with Council Policy *EM02 Elected Members Benefits and Support Policy*.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Place Names Committee NT is established under section 5 of the [Place Names Act 1967](#).

This position is available to all Elected Representatives in the Northern Territory. With the upcoming Elections there is a risk this position may become vacant following the Elections in August. Should this occur, LGANT will undertake its process again and seek nominations from Elected Representatives for local government representation.

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders  
Context: Council needs to be credible and trusted by those within and external to the Council.
- 8 Fails to develop effective relationships and manage expectations of relevant parties

Context: Engagement and communication with stakeholders (internal and external to the Council).

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

## **ATTACHMENTS**

1. Procedures for LGANT Representatives on Committees [**13.2.5.1** - 1 page]
2. Template Nomination Form [**13.2.5.2** - 2 pages]

## LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



### PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au).

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

*The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.*

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN  
TERRITORY

NOMINATION FORM

**PLACE NAMES COMMITTEE**



\_\_\_\_\_  
COUNCIL NAME:

**1. Agreement to be nominated**

I, \_\_\_\_\_ agree to be nominated as a  
(name in full)  
member of the **PLACE NAMES COMMITTEE**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Council Confirmation of Nomination**

I, \_\_\_\_\_ the Chief Executive Officer  
hereby confirm that \_\_\_\_\_  
was approved by resolution of Council to be nominated as a member of the  
**PLACE NAMES COMMITTEE** at a meeting held on     /     /2021

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Nominee's Contact Details**

Email address: \_\_\_\_\_

Phone No: \_\_\_\_\_



**4. Nominee Information**

The following information is required to enable the Executive to make an informed decision. If you want to submit further information, please attach it to this form.

4.1 What is your current council position? \_\_\_\_\_

4.2 How long have you held your current council position? \_\_\_\_\_

4.3 Please list your educational qualifications:

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4.4 What experience do you have that is relevant to this committee?

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4.6 Apart from your current position what other experience have you had in local government?

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**5. You agree to supply the Executive with a report on the committee meetings you attend?**

I agree ☐ I Disagree ☐

**6. Have you read and agree to the Outside Committee procedures**

Yes ☐

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.6
<b>REPORT TITLE:</b>	LGANT Call for Nominations - NT Planning Commission
<b>MEETING DATE:</b>	Tuesday 2 March 2021
<b>AUTHOR:</b>	Governance Lead, Caroline Hocking
<b>APPROVER:</b>	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 endorse a nomination to the Local Government Association of the NT (LGANT) for the Chief Executive Officer to be LGANT's representative on the NT Planning Commission.

### KEY MESSAGES

- LGANT are calling for nominations from senior council officers for representation on the NT Planning Commission.
- The NT Planning Commission sets the strategic framework for integrated land use, transport and infrastructure planning.
- There is one position available for a senior council officer by LGANT nomination to the Minister for Infrastructure, Planning and Logistics.
- The Committee Terms is for a period of up to two years.
- It is being recommended that Council endorse a nomination for the Chief Executive Officer to be LGANT's representative on the NT Planning Commission.

### RECOMMENDATION

1. THAT Report entitled LGANT Call for Nominations - NT Planning Commission be received and noted.
2. THAT Council endorse a nomination to LGANT nominating the Chief Executive Officer, Mr Luccio Cercarelli for consideration as LGANT's representative on the Northern Territory Planning Commission.

### BACKGROUND

The Planning Commission has members who provide planning leadership and deliver professional, independent advice. The Commission strengthens links between the Northern Territory Environment Protection Authority, Development Consent Authority, Heritage Council and Local Government Associations.

The Planning Commission comprises of:

- Chairperson

- Chairpersons of the Development Consent Authority, Heritage Council and NT Environment Protection Authority
- a representative of the Local Government Association NT (LGANT)
- up to five additional members with appropriate qualifications and expertise

The Minister for Infrastructure, Planning and Logistics appoints members to the Planning Commission, including one nominated representative of LGANT. The Government's policy is for members of the Planning Commission to be non-elected representatives with a term of up to two years.

LGANT are calling for nominations from senior council officers by 16 April 2021.

## **DISCUSSION**

The NT Planning Commission sets the strategic framework for integrated land use, transport and infrastructure planning, working to deliver more sustainable and cost-effective outcomes for the community that reflect environmental and heritage values.

The Commission consults with the community to develop strategic plans and policies for inclusion in the Planning Scheme and provides advice to the Minister on significant development proposals.

Some projects the Planning Commission is currently working on are:

- Central Palmerston Area Plan
- Planning for Gunn Point Peninsula
- Coolalinga / Freds Pass Rural Activity Centre Area Plan
- Designing Better (relates to apartment and mixed-use buildings)

Palmerston is the fastest growing city in the Northern Territory and has positioned itself as the family capital of the NT. Council's commitment to good governance, strategic planning, maintaining, and delivering new infrastructure projects whilst balancing sustainability and economic growth, demonstrates appropriate values suitable for the NT Planning Commission.

The Chief Executive Officer has indicated an interest in nominating to the Planning Commission and believes that his combination of qualifications and industry experience would add value to the Commission.

It is being recommended that Council endorse a submission to LGANT nominating the Chief Executive Officer to be LGANT's representative on the NT Planning Commission.

## **CONSULTATION PROCESS**

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

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

The Code of Conduct for the Chief Executive Officer requires endorsement from Council prior to engaging in outside board roles. This report seeks Council's endorsement to submit a nomination to LGANT.

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders

Context: Council needs to be credible and trusted by those within and external to the Council.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

## **ATTACHMENTS**

1. Correspondence - Call for Nominations NT Planning Commission [13.2.6.1 - 1 page]



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5566  
Facsimile: 08 8936 5609

Mr Sean Holden  
Chief Executive Officer  
Local Government Association of the Northern Territory  
PO Box 2017  
PARAP NT 0820

Dear Mr ~~Holden~~ <sup>Sean</sup>

I am seeking a nomination for a representative of the Local Government Association of the Northern Territory to join the board of the NT Planning Commission.

The NT Planning Commission is an independent statutory authority established under the *Planning Act 1999*. The Planning Commission plays an important role in setting the strategic framework for integrated land use, transport and infrastructure planning in the Territory; while working to deliver more sustainable and cost-effective outcomes for the community that reflect environmental and heritage values.

The *Planning Act 1999* requires the Minister for Infrastructure, Planning and Logistics to appoint a number of members to the Planning Commission, including one representative of the Local Government Association. Government's policy is for members of the Planning Commission to be non-elected representatives.

Mr Robert Jennings is the current Local Government Association representative to the Planning Commission, having served in this role since July 2017. Mr Jennings' current term of appointment to the Planning Commission is due to expire on 11 July 2021.

It is noted that the *Planning Act 1999* does not prevent the Local Government Association from re-nominating the current representative, if they so choose.

An appropriate nominee to the Planning Commission would be a person with demonstrated expertise or a special interest in the continuing growth and development of the Northern Territory, consistent with good planning principles.

Please advise me of your nominated representative by Friday 30 April 2021.

Yours sincerely

  
EVA LAWLER

19 JAN 21



## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

### 14.2 Correspondence

#### **14.2.1 LGANT Call for Policy and Action Motions**

THAT correspondence dated 11 January 2021 14.2.1 entitled LGANT Call for Policy and Action Motions be received and noted.

## COUNCIL AGENDA Attachment 14.2.1.1

**From:** Elaine McLeod <[Elaine.McLeod@lgant.asn.au](mailto:Elaine.McLeod@lgant.asn.au)>  
**Sent:** Monday, January 11, 2021 9:34:32 AM  
**To:** \*\*Mayors and Presidents <[mayorsandpresidents@lgant.asn.au](mailto:mayorsandpresidents@lgant.asn.au)>; \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>  
**Cc:** Sean Holden <[sean.holden@lgant.asn.au](mailto:sean.holden@lgant.asn.au)>; \*\*Mayors and Presidents EAs <[mayorsandpresidentseas@lgant.asn.au](mailto:mayorsandpresidentseas@lgant.asn.au)>; \*\*Council CEO EAs <[councilceopas@lgant.asn.au](mailto:councilceopas@lgant.asn.au)>  
**Subject:** Call for Policy & Action Motions

Good morning

### **Re: Call for Policy and Action Motions**

LGANT is calling for Policy and Action Motions to be put forward at the General Meeting to be held in Darwin on 22 April 2021.

If you wish to put forward a motion, please complete the attached form and return to me **no later than Friday 12 March 2021**.

Kind regards



Elaine McLeod | Executive Assistant to the CEO

**Local Government Association of the Northern Territory**

(08) 8944 9680 ♦ [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au) ♦ [www.lgant.asn.au](http://www.lgant.asn.au)

PO Box 2017 Parap NT 0804 ♦ 21 Parap Rd Parap NT 0820



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**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 March 2021 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**19 CLOSURE OF MEETING TO PUBLIC**

THAT pursuant to *Section 65(2) of the Local Government Act 2008* and *Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**



# **COUNCIL MEETING MINUTES**

**TUESDAY, 16 February 2021**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 16 February 2021 at 5:30pm.**

### ELECTED MEMBERS

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

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer/Director Lifestyle and  
Community, Amelia Vellar  
Director City Growth and Operations, Nadine Nilon  
Director Organisational Services, Silke Maynard  
Executive Manager Community & Library Services, Anna  
Ingram  
Communications Officer, Ashlee Haslop  
Media Projects Officer, Anthony Grey  
Minute Secretary, Ashlee Gaddes

### GALLERY

NT News Journalist, Will Zwar  
Five Members of the Public

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5:31pm.

*Chinese New Year Blessing performed by the Lion Dance Troupe from the Chung Wah Society*

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

## **3** APOLOGIES AND LEAVE OF ABSENCE

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### 3.1 Apologies

Nil.

### 3.2 Leave of Absence Previously Granted

Nil.

### 3.3 Leave of Absence Request

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Henderson

THAT the leave of absence received from Mayor Pascoe-Bell for 8 April to 19 April 2021 inclusive be received and noted.

CARRIED 9/1478 – 16/02/2021

## **4** REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

---

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Garden

THAT the request for Audio/Audiovisual Conferencing received from Mayor Pascoe-Bell for any meeting during the leave of absence being the period 8 to 19 April 2021 be received and noted.

CARRIED 9/1479 – 16/02/2021

## **5** DECLARATION OF INTEREST

---

### 5.1 Elected Members

Moved: Alderman Hale  
Seconded: Alderman Garden

1. THAT the Declaration of Interest received from Mayor Pascoe- Bell for Item 13.1.1 - Community Benefits Scheme Update – January 2021 be received and noted.
2. THAT the Declaration of Interest received from Alderman Morrison for Item 13.2.4 - Lake Management Plan Update be received and noted.

CARRIED 9/1480 – 16/02/2021

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

5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

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6.1 Confirmation of Minutes

Moved: Alderman Garden  
Seconded: Alderman Henderson

THAT the minutes of the Council Meeting held on Tuesday 2 February 2021 pages 10312 to 10323, be confirmed.

CARRIED 9/1481 – 16/02/2021

6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

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Nil.

## 8 DEPUTATIONS AND PRESENTATIONS

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Nil.

## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

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Nil.

## 10 CONFIDENTIAL ITEMS

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10.1 Moving Confidential Items into Open

23.1 Presentation by Jamie Chalker, Commissioner of Police, and Chief Executive Officer of Fire and Emergency Services

Moved: Alderman Spick  
Seconded: Deputy Mayor Lewis

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

## Minute Book Page 10329

### 2nd Ordinary Council Meeting

1. THAT the presentation by Jamie Chalker, Commissioner of Police, and Chief Executive Officer of Fire and Emergency Services be received and noted.
2. THAT the Council Decision relating to Agenda Item 23.1 be moved to the Open Minutes of the 16 February 2021 Council Meeting.

CARRIED 9/1497 – 16/02/2021

#### 25.1.1 Odegaard Property Investments - Annual Review

1. THAT Report entitled Odegaard Property Investments - Annual Review be received and noted.
2. THAT the annual review on the performance of the investment property located at 48 Odegaard Drive, Rosebery, be changed from completion in the fourth quarter of each financial year to be due for completion by the end of the 2nd quarter being 31 December of each year reflecting performance for the previous financial year.
3. THAT the Council Decisions relating to Report entitled Odegaard Property Investments - Annual Review be moved to the Open Minutes of the 16 February 2021 Council Meeting.

CARRIED 9/1498 – 16/02/2021

#### 10.2 Moving Open Items into Confidential

Nil.

#### 10.3 Confidential Items

Moved: Alderman Hale  
Seconded: Alderman Henderson

THAT pursuant to *Section 65(2) of the Local Government Act 2008* 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
Item 23.1	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(e) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential

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

## Minute Book Page 10330

### 2nd Ordinary Council Meeting

Item 25.1.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(c)(iv) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
Item 25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(c)(iv) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

CARRIED 9/1482 - 16/02/2021

## 11 PETITIONS

Nil.

## 12 NOTICES OF MOTION

Nil.

## 13 OFFICERS REPORTS

### 13.1 Receive and Note Reports

*Mayor Pascoe-Bell declared a conflict of interest and left the meeting at 5.51pm*

*Deputy Mayor Lewis took the Chair*

#### 13.1.1 Community Benefit Scheme Update - January 2021

Moved: Alderman Morrison

Seconded: Alderman Spick

THAT Report entitled Community Benefit Scheme Update - January 2021 be received and noted.

CARRIED 9/1483 - 16/02/2021

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

## Minute Book Page 10331

### 2nd Ordinary Council Meeting

*Mayor Pascoe-Bell returned to the meeting at 5.52pm and resumed as Chair*

#### 13.1.2 Palmerston Safe Communities Committee Unconfirmed Minutes 21 January 2021

Moved: Alderman Morrison

Seconded: Alderman Hale

THAT Report entitled Palmerston Safe Communities Committee Unconfirmed Minutes 21 January 2021 be received and noted.

CARRIED 9/1484 - 16/02/2021

#### 13.1.3 Financial Report for the Month of January 2021

Moved: Alderman Garden

Seconded: Alderman Hale

THAT Report entitled Financial Report for the Month of January 2021 be received and noted.

CARRIED 9/1485 - 16/02/2021

### 13.2 Action Reports

#### 13.2.1 Draft Inclusive, Diverse and Accessible Policy Framework

Moved: Alderman Spick

Seconded: Alderman Giesecke

1. THAT Report entitled Draft Inclusive, Diverse and Accessible Policy Framework be received and noted.
2. THAT Council adopt the Draft Inclusive, Diverse and Accessible Policy Framework being **Attachment 13.2.1.1** for the purpose of Community Consultation for a minimum of 60 days, as detailed within Report entitled Draft Inclusive, Diverse and Accessible Policy Framework.
3. THAT a Report on the outcomes of Community Consultation regarding the Draft Inclusive, Diverse and Accessible Policy Framework be presented to Council following conclusion of the consultation period.

CARRIED 9/1486 - 16/02/2021

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



## 13.2.2 Second Budget Review 2020/21

Moved: Alderman Morrison  
Seconded: Alderman Henderson

1. THAT Report entitled Second Budget Review 2020/21 be received and noted.
2. THAT Council adopts the Second Budget Review 2020/21, per Section 128 (2) of the *Local Government Act*, as presented as **Attachment 13.2.2.1** to report entitled Second Budget Review 2021/21
3. THAT Council adopts the revised Reserve movements for 2020/2021 of:  
Transfers of \$1,173,945 from Reserves:
  - \$1,170,500 from Working Capital Reserve.
  - \$1,000,000 for the Smart Technology Project.
  - \$170,500 for the Gray Hall Redevelopment project.
  - \$3,445 from Unexpended Grants Reserve for the Zuccoli Parade Streetscaping Project.

Transfers of \$203,787 to Reserves:

- \$203,787 to FILOC Reserve.
    - \$177,194 additional developer contributions received.
    - \$26,593 returned to reserves from the Developer Funded Pathways project.
- as presented as **Attachment 13.2.2.2** to Report entitled Second Budget Review 2020/21.

CARRIED 9/1487 – 16/02/2021

## 13.2.3 Energy Efficiency and Sustainability Grant 2018- 19 Partial Acquittal

Moved: Alderman Garden  
Seconded: Alderman Hale

1. THAT Report entitled Energy Efficiency and Sustainability Grant 2018- 19 Partial Acquittal be received and noted.
2. THAT Council approves the partial acquittal of the Energy Efficiency and Sustainability Grant 2018- 19 to the value of \$70,331.27 as of 31 January 2021, to upgrade internal lights of Palmerston Library and Palmerston Recreation Centre.

CARRIED 9/1488 – 16/02/2021

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



## Minute Book Page 10333

### 2nd Ordinary Council Meeting

*Alderman Morrison declared a conflict of interest and left the meeting at 6.03pm*

#### 13.2.4 Lake Management Plan Update

Moved: Alderman Garden  
Seconded: Alderman Henderson

1. THAT Report entitled Lake Management Plan Update be received and noted.
2. THAT Council notes commencement of the Palmerston Lakes Management Plan, provided as **Attachment 13.2.4.1** to Report entitled Lake Management Plan Update, with progress and updates to be provided to Council through City Growth and Operations quarterly reports.

CARRIED 9/1489 - 16/02/2021

*Alderman Morrison returned to the meeting at 6.10pm*

#### 14 INFORMATION AND CORRESPONDENCE

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##### 14.1 Information

Nil.

##### 14.2 Correspondence

Nil.

#### 15 REPORT OF DELEGATES

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Nil.

#### 16 QUESTIONS BY MEMBERS

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##### 16.1 Fans – Palmerston Pool

Moved: Alderman Henderson  
Seconded: Deputy Mayor Lewis

THAT the question asked by Alderman Henderson regarding the improvement of air circulation and cooling under the outdoor awning from the existing fans at the Palmerston Pool, and the response provided by the Deputy Chief Executive Officer/Director Lifestyle and Community be received and noted.

CARRIED 9/1490 - 16/02/2021

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

16.2 Health of Palmerston Aquifer

Moved: Alderman Spick  
Seconded: Alderman Morrison

THAT the question asked by Alderman Spick regarding the level of the Palmerston Aquifers be received and noted and taken on notice by the Director City Growth and Operations.

CARRIED 9/1491 - 16/02/2021

## 17 GENERAL BUSINESS

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Nil.

## 18 NEXT COUNCIL MEETING

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Moved: Alderman Hale  
Seconded: Alderman Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday, 2 March 2021 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1492 - 16/02/2021

## 19 CLOSURE OF MEETING TO PUBLIC

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Moved: Deputy Mayor Lewis  
Seconded: Alderman Morrison

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 9/1493 - 16/02/2021

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

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Moved: Alderman Spick  
Seconded: Alderman Morrison

THAT the meeting be adjourned for 10 minutes for media liaison.

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

**Minute Book Page 10335**  
2nd Ordinary Council Meeting  
CARRIED 9/1494 - 16/02/2021

*The meeting adjourned at 6:18pm.*

*The open section of the meeting closed at 6:18pm for the discussion of confidential matters.*

*The Chair declared the meeting closed at 7:28pm.*

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Chair

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Print Name

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Date

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