

AGENDA

1st Ordinary Council Meeting

Tuesday 5 October 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 Tuesday 21 September pages 10544 to 10551 be confirmed.
 - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS
 - 10.1 Moving Confidential Items into Open
 - 10.2 Moving Open Items into Confidential
 - 10.3 Confidential Items
- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM: 13.1.1
REPORT TITLE: Council Committee Membership
MEETING DATE: Tuesday 5 October 2021
AUTHOR: Governance Lead, Caroline Hocking
APPROVER: Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks Council to appoint its representatives to Council's Advisory Committees required under the *Local Government Act* from 6 October 2021 to 30 June 2022.

KEY MESSAGES

- Section 82 of the *Local Government Act 2019* (the Act) provides Council with the authority to establish and abolish committees.
- The Administrative Review Committee, CEO Performance Appraisal Committee and Risk Management and Audit Committee are required under the Act and appointment of membership is being sought.
- Council holds other Advisory Committees which are currently under review, with a report being presented to Council in November.
- Council also holds representation on external committees and boards, detailed within this report.
- Advisory Committees of Council hold no delegation and are appointed to give considered advice and recommendations to the Council.
- Transitional arrangements from the *Local Government Act 2008* to the *Local Government Act 2019* provides that a Council Committee established prior to 1 July 2021 continues as an established Committee under the new Act.
- Membership held by Elected Members on Committees is reviewed annually.
- It is recommended that Council revoke and re-establish its delegations to its Advisory Committees to reference the new legislation that commenced 1 July 2021.
- All Members are welcome to nominate to all advisory and external committees.

RECOMMENDATION

1. THAT Report entitled Council Committee Membership be received and noted.
2. THAT Council revoke all delegations to Administrative Review Committee.
3. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Administrative Review Committee the power to make recommendations to Council and

decisions relating to undertaking internal reviews in accordance with Part 18.1 of the *Local Government Act 2019*.

4. THAT Council make the following appointments to the Administrative Review Committee:
 - i. THAT the Mayor, Deputy Mayor and Councillor XXXXX be appointed to the Administrative Review Committee for the period 6 October 2021 to 30 June 2022.
 - ii. THAT the Mayor be appointed as Chair of the Administrative Review Committee for the Term of the 10th Council.
 - iii. THAT all other Councillors be appointed as alternate members to the Administrative Review Committee for the period 6 October 2021 to 30 June 2022.
5. THAT Council revoke all delegations to Chief Executive Officer Performance Appraisal Committee.
6. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Chief Executive Officer Performance Appraisal Committee comprising of the Mayor, Deputy Mayor, Councillor, and independent facilitator appointed by mutual agreement between the Mayor and Chief Executive Officer the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.
7. THAT Council note the Mayor and Deputy Mayor hold permanent positions on the Chief Executive Officer Performance Appraisal Committee pursuant to section 59(e) of the *Local Government Act 2019* and that the Mayor holds the position of Chairperson.
8. THAT Council make the following appointments to the Chief Executive Officer Performance Appraisal Committee:
 - i. THAT Councillor XXXXX be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 6 October 2021 to 30 June 2022.
 - ii. THAT all other Councillors be appointed as alternate members to the Chief Executive Officer Performance Appraisal Committee for the period 6 October 2021 to 30 June 2022.
9. THAT Council revoke all delegations to Risk Management and Audit Committee.
10. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Risk Management and Audit Committee the power to make recommendation to Council and decisions relating to Risk Management and Audit matters:
 - Follow up on issues arising from internal and external audits.
 - The management of outstanding and completed audit issues register.
 - The receipt and acceptance of strategic and operational risk assessments.
 - Compliance by Council with proper standards of financial management.
 - Compliance by Council with Local Government Act Compliance Register and accounting standards.
11. THAT Council make the following appointments to the Risk Management and Audit Committee:
 - i. THAT the Mayor, Councillor XXXXXX and Councillor XXXXX, be appointed to the Risk Management and Audit Committee for the period 6 October 2021 to 30 June 2022.
 - ii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.

- iii. THAT all other Councillors be appointed as alternate members to the Risk Management and Audit Committee for the period 6 October 2021 to 30 June 2022.
12. THAT Council appoint or nominate to the following External Organisations and/or Committees:
 - i. THAT the Mayor be appointed as Council's delegated representative and the Deputy Mayor as alternate member to the Top End Regional Organisation of Council (TOPROC) for the 10th Council term.
 - ii. THAT Councillor XXXXX be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) with all other members appointed as alternate members for the period 6 October 2021 to 30 June 2022.
 - iii. THAT Councillor XXXXX be appointed as Council's representative to Tourism Top End with all other members appointed as alternate members for the period 6 October 2021 to 30 June 2022.
13. THAT Council not hold any advisory committee meetings until it has considered the outcome of the review including the IDA framework and Palmerston Local Economic Plan.

BACKGROUND

Section 82 of the *Local Government Act 2019* provides for councils to establish Council Committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

Council has the following Committees established:

Executive Committees (Committee's required under the Act)

- Administrative Review Committee
- Chief Executive Officer Performance Appraisal Committee
- Risk Management and Audit Committee

Committees of Council hold no delegated authority. They are a group of suitably experienced people appointed to give considered advice and recommendations to Council for Council's consideration in decision making.

Advisory Committees (under review)

- Palmerston Seniors Advisory Committee
- Palmerston Safe Communities Committee
- Palmerston Animal Management Advisory Committee

A full review is being undertaken of each Committees performance over the Ninth Council term, whilst considering legislative requirements, Council Policies, Council practice and good governance.

This review will also consider the requirements of recently adopted City of Palmerston documents, namely the IDA framework and Palmerston Local Economic Plan.

Council holds representation on the following external committees and boards:

- Top End Regional Organisation of Council (TOPROC)
- Tourism Top End
- Palmerston Regional Business Association (PRBA)
- Palmerston Division of the Development Consent Authority (DCA)

Whilst this review is underway, it is recommended that Council determine its membership to its 'Executive Committees' and external representation.

DISCUSSION

Council's 'Executive Committees' required under legislation and are already established. Those Committee's and their responsibilities are:

Administrative Review Committee

The Administrative Review Committee is established to review 'reviewable decisions' in accordance with sections 322 and 324 of the Act.

A reviewable decision is a decision or order made by Council or an officer of Council, that is designated as reviewable. The following are designated by the Act as reviewable:

- (a) *a decision in relation to the correction of an entry in the assessment record under section 232(1) or 233(7);*
- (b) *a regulatory order under section 286;*
- (c) *a decision to refuse to suppress a person's details in publicly available material under section 293(5).*

Membership on the Committee consists of the Mayor as Chair and two Elected Members with all other Members appointed as alternative members.

The Committee only meets if a complaint is received. It should be noted that no reviewable decisions have been received by Council to date.

During the Term of the 10th Council, Council may elect to expand designated reviewable decisions if the need arises.

A terms of reference is being drafted and will be provided to Council at a later date.

Chief Executive Officer Performance Appraisal Committee

The CEO Performance Appraisal Committee is established for the purpose of undertaking periodic reviews in accordance with section 109(2)(c) of the *Local Government (General) Regulations 2021* and section 5.1(b) of the *Local Government Guideline 2: Appointing a CEO*.

Membership on the Committee consists of the Mayor as Chair, Deputy Mayor, one Elected Member, with all other Councillors appointed as alternative members. The meetings are facilitated and conducted by an independent facilitator.

The Independent Facilitator is determined by mutual agreement between the Mayor and the CEO.

The Committee holds an annual performance review and an interim review which occurs once every six months, with recommendations made to the full Council.

Risk Management and Audit Committee

The Risk Management and Audit Committee plays a key role in assisting Council to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and the internal and external audit functions. Section 86 of the Act requires that all councils establish and maintain an audit committee.

The Chairperson of an Audit Committee cannot be a member of the Council. An Independent Chair is appointed that holds relevant experience in the local government regulatory framework, finance, and risk management.

Membership on the Committee consists of an Independent Chair, an Independent Member, the Mayor and two Elected Members with all Councillors appointed as alternative members.

The Committee meets a minimum for four times a year at appropriate times in the reporting and audit cycle. The Risk Management and Audit Committee [Terms of Reference](#) sets out the role and functions of the Committee.

External Committees and Boards

[Top End Regional Organisation of Councils \(TOPROC\)](#)

TOPROC aims to progress the needs of the Greater Darwin area while providing an opportunity for individual councils to benefit from the broader advocacy platform offered by the Committee

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

Membership: The Mayor is Council's representative with the Deputy Mayor appointed as alternate member for the 10th Council Term.

[Tourism Top End](#)

Tourism Top End is a non-profit Incorporated Association committed to the growth of tourism in the Top End.

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

Membership: One Council representative is being sought.

[Palmerston Regional Business Association \(PRBA\)](#)

PRBA's aim is to promote and support local business and the community. They engage with an extensive network of contacts in business, government and the community.

Events are generally held on the second Tuesday of each month outside of business hours. Other business events are held, which all members are welcome to attend and may utilise this cost against professional development allowance.

Membership: One Council representative is being sought.

[Palmerston Division of the Development Consent Authority \(DCA\)](#)

The Development Consent Authority is established under the *Planning Act*. Upon invitation from the Minister for Infrastructure, Planning and Logistics, Council may nominate four persons to fill a three-person vacancy consisting of two members and one alternate member. The term of appointment is for a period of two years.

It should be noted by Council that Membership is currently held by:

- Councillor Giesecke
- Councillor Henderson
- Mayor Pascoe-Bell (alternate member)

The appointments commenced on 4 December 2019 and will expire on 3 December 2021. Council has received correspondence from the Minister on 2 September 2021 requesting nominations and is provided in a separate report to Council.

Summary

Committees of Council hold no delegated authority. No change to Committee delegation is being recommended, however, it is being recommended that the current delegation be revoked and reapplied to reference the new *Local Government Act 2019*.

Membership held by Elected Members on Committees is reviewed annually, this ensures Members have the capacity to uphold their positions and provides opportunity for Members to nominate to alternate committee positions.

It is recommended that Council appoint its members to its 'Executive Committees' and its external representation at this stage, until a review of current advisory committees including future needs is completed and presented to Council in November 2021. It is further recommended that no advisory committee meetings be held until Council considers the review report.

Voting will be by show of hands unless otherwise determined by Council.

CONSULTATION PROCESS

The following external parties were consulted in preparing this report:

- Department of Chief Minister and Cabinet

Once Membership has been appointed, a list of Council's Committee representation will be placed onto the Council's website.

POLICY IMPLICATIONS

The following Council Policies apply:

- [Elected Member Allowances and Expenses](#)
- [Risk Management and Audit Committee Terms of Reference](#)
- [Code of Conduct for Elected Members and Committee Members](#)

Terms of reference are being drafted for the Administrative Review Committee and Chief Executive Officer Performance Appraisal Committee.

BUDGET AND RESOURCE IMPLICATIONS

Ordinary Members (excluding the Mayor and Deputy Mayor) are entitled to claim Extra Meeting Allowance for attending Council Committee Meetings.

It should be noted that the Risk Management and Audit Committee Independent Chair and Member are paid a sitting fee in accordance with the [Northern Territory Government statutory bodies classified for remuneration purposes](#) under class C1.

Any cost associated with membership or events are accommodated within existing budgets.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In the transition from the *Local Government Act 2008* to the *Local Government Act 2019* a Council Committee established prior to the commencement of the new Act is taken to be a Council Committee established under section 82 of the new Act after 1 July 2021.

The transitional arrangements have been put in place by the Department to ensure the continuity of Committees and to avoid risk of a council not having an advisory function.

It is being recommended that current delegations be revoked and re-established to reference the new legislation to ensure Council continues to be compliant. No additional changes are being sought.

Under the *Local Government Act* a council can establish and abolish a Council Committee at any time by Council resolution.

Subject to Council's approval, a Committee of Council sets its timing of meetings and will be considered at its first meeting of the new Term.

No complaints relating to a reviewable decision have been received to date. Any requests to review a decision will form a list and placed onto Council's website in accordance with Section 227(2) of the *Local Government Act*.

The role of the Mayor is to lead the Council and undertake regular review of the performance of the CEO as described in section 59(e) of the Act. An independent facilitator is appointed to conduct and facilitate the reviews.

This report addresses the following City of Palmerston Strategic Risks:

- 4 **Fails to effectively design and implement contemporary governance practices**
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
- 5 **Fails to make informed and timely decisions**
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	Palmerston Division of the Development Consent Authority (DCA) - Representation
MEETING DATE:	Tuesday 5 October 2021
AUTHOR:	Chief Executive Officer, Luccio Cercarelli
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

The purpose of this report is to seek Council nominations to the position of Community members on the Palmerston Division of the Development Consent Authority (DCA).

KEY MESSAGES

- City of Palmerston can nominate to the Minister of Infrastructure, Planning and Logistics (Minister), as required, persons to available positions of Community Members of the Palmerston Division of the Development Consent Authority.
- The Minister will consider nominations and make appointment to the position.
- The current appointed members are Deputy Mayor Henderson, Councillor Giesecke with Mayor Pascoe-Bell as the alternative.
- The current term of the three existing Community Members expires on 3 December 2021.
- The Minister has written to City of Palmerston seeking interest in nominating four persons to be considered by the Minister for the three Community Member roles as in accordance with the *Planning Act 1999*, by 25 October 2021.
- Community Members for DCA (Palmerston) nominated may be Councillors or members of the public with good standing which the local authority believe will represent the community.
- If the City of Palmerston fails to nominate the number of persons required, the Minister may appoint any person they consider fit.
- This report seeks for nominations for the available positions of Community Member (x2) and alternative Community Member (x1) for submission to and consideration by the Minister.

RECOMMENDATION

1. THAT Report entitled Palmerston Division of the Development Consent Authority (DCA) - Representation be received and noted.
2. THAT Council nominate ____, ____, ____ and ____ to the Minister for Infrastructure, Planning and Logistics for consideration or appointment to positions of Community Members of the Palmerston Division of the Development Consent Authority.

BACKGROUND

At its Ordinary Meeting on 3 September 2021 Council resolved:

13.2.5 Palmerston Division of the Development Consent Authority (DCA) - Representation

9/0303

*Moved: Alderman Garden
Seconded: Deputy Mayor Giesecke*

1. THAT Report Number 9/0303 entitled Palmerston Division of the Development Consent Authority (DCA) - Representation be received and noted.
2. THAT Council nominate Deputy Mayor Giesecke and Alderman Henderson as members of the Palmerston Division of the Development Consent Authority (DCA).
3. THAT Council nominate Mayor Pascoe-Bell as the alternate member of the Palmerston Division of the Development Consent Authority (DCA).

CARRIED 9/0806 – 03/09/2019

The current membership of the Palmerston Division of the Development Council Authority consists of:

- Suzanne Philip (Chair)
- Steve Ward (Specialist Member)
- Trevor Dalton (Specialist Member)
- Benjamin Giesecke (Community Member)
- Sarah Henderson (Community Member)
- Athina Pascoe-Bell (Alternative Community Member)

DISCUSSION

The Minister has written to the City of Palmerston seeking four recommendations for two Community members and one alternative Community Members by 25 October, being **Attachment 13.1.2.1**.

Council may nominate Councillors or members of the public with good standing whom the Local Authority believe will represent the community. Employees of City of Palmerston are not eligible to be appointed as a Community Member. A Community Member is defined by the *Planning Act 1999* as a member of the Development Consent Authority who is appointed by the Minister, and includes an alternate community member.

The vacant positions as community members, to be nominated by Council, include two (2) community members, and one alternate community member. The nominations are required to include the vacancies plus one, hence the four (4) nominations required.

Under the *Planning Act 1999*, if City of Palmerston fails to nominate the number of persons required, the Minister may appoint any person they consider fit.

Appointments to the positions are at the direction of the Minister and may not be nominations by City of Palmerston, if determined by the Minister.

Nominees must complete the provided registration form for the nominations as a Community Member of the Palmerston Division of the DCA.

Generally, the appointments are for a period of two years or lesser term as determined by the Minister.

The Palmerston Division of the DCA meet once a month on Wednesday morning with Agenda's available a week in advance. Further information regarding the DCA can be viewed at www.dipl.nt.gov.au/committees/DCA

Should Council consider that it wishes to appoint a member of the public it should consider the requirements and skill sets that the Council would be seeking and whether or not to undertake a public advertising process. This may be difficult given the timeframes available due to recent Local Government Election occurring and it is being recommended that Council nominate four Councillors for the positions of Community Member on the Palmerston Division of the DCA.

The nomination forms do not identify if a nominee wishes to be a member or alternative, however if a Councillor has a preference advice received is that this can be identified but this may not be guarantee.

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.

Community Members of the DCA received payment for attendance of meeting and appointed activities from the Northern Territory Government as a result no payment is provided by Council.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The *Planning Act 1999*, is the relevant legislation in relation to this matter.

Section 92 of the Act refers to terms of the DCA members.

Community Members are appointed to represent the interest of the Palmerston Community.

Section 98A of the Act relates to the Independence of Community Members states:

98A *Independence of community members*

- (1) *A community member must make the decision on a development application independently of any direction or decision from the local government council.*
- (2) *When making the decision under subsection (1), the community member may take into account the opinion of a local government council in relation to a development application made by an applicant other than the local government council.*
- (3) *For section 97, if a community member takes into account the opinion of the local government council under subsection (2):*

- (a) *the Development Consent Authority is taken not to have contravened the rules of natural justice by that reason only; and*
- (b) *the community member is taken not to have an interest or relationship for the purposes of section 97 by that reason only; and*
- (c) *the community member is taken not to have contravened the rules of natural justice by that reason only.*

Terms of the existing Community Members on the Palmerston DCA expire on 3 December 2021.

Nominations by Council for Community Members of the Palmerston Division of the DCA must be in the approved forms and submitted by 25 October 2021.

Nominees endorsed by Council, must complete the required nomination form including information relating to current employment and qualifications. Once completed these will be submitted by the CEO with an appropriate covering letter.

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. Attachment - Letter from the Hon Eva Lawler MLA [13.1.2.1 - 3 pages]



COUNCIL AGENDA Attachment 13.1.2.1

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 Luccio Cercarelli
Chief Executive Officer
City of Palmerston
PO Box 1
PALMERSTON NT 0831

Email: luccio.cercarelli@palmerston.nt.gov.au

Dear Mr  Cercarelli

I would ordinarily write to the Mayor on this matter, but given the timing of this correspondence so close to the recent local government elections, I determined it more appropriate to write to you in your capacity as Chief Executive Officer, in this instance.

The term of the three current community members (local government council nominated members) on the Palmerston Division of the Development Consent Authority expires on 3 December 2021.

The three current community members are Alderman Ben Giesecke, Alderman Sarah Henderson and Mayor Athina Pascoe-Bell (alternate community member). The alternate community member acts for a community member when they are absent or unable.

In accordance with section 91(2) of the *Planning Act 1999*, the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could you please nominate four persons you think suitable to appoint as community members.

You are required to include with your nominations a completed registration form (attached) for each nominee.

Community members may be councillors/aldermen, or members of the public with good standing whom the local authority believe will represent the community. An employee of a local authority is not eligible to be appointed as a community member for that local authority.



Please note that pursuant to section 91(3) of the *Planning Act 1999*, if the local government council fails to nominate the number of persons required, I may appoint any person I consider fit.

Please provide your four nominations and completed registration forms to myself at minister.lawler@nt.gov.au with cc to development.consentauthority@nt.gov.au by 25 October 2021.

If you have any questions in relation to this correspondence please contact Ms Dawn Parkes, A/Director Development Assessment Services on 08 8999 6048 or dawn.parkes@nt.gov.au

Yours sincerely



EVA LAWLER

- 2 SEP 2021

Community Member of the Development Consent Authority

COUNCIL AGENDA
 Attachment 13.1.2.1

Registration Form for each Local Government Council nominee

First Name		
Middle name/s		
Surname		
Contact phone number		
Contact email		
Are you an NTG or Commonwealth employee <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you an Australian Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO - Please attach your current working visa	Do you present as Aboriginal or Torres Strait islander <input type="checkbox"/> YES <input type="checkbox"/> NO
Current employment: -		
Qualifications: -		
Please attach to the Council nomination letter and email to Minister.lawler@nt.gov.au with a cc to development.consentauthority@nt.gov.au		

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.3
REPORT TITLE:	Community Venue Hire Update - Free Initiative
MEETING DATE:	Tuesday 5 October 2021
AUTHOR:	Director Organisational Services, Silke Maynard
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks to update Council on the progress of the external review regarding hire charges for Council facilities.

KEY MESSAGES

- Council has multiple community facilities available for hire by the community including Durack Community Arts Centre, rooms at the Recreation Centre and Library and Driver Resource Centre.
- The new Gray Community Hall will be available for hire from 2022.
- Council's Community Venue Hire – Free initiative was implemented in response to the COVID-19 Pandemic. It has been very successful, with the initial period extended from 30 June 2021 to 31 December 2021.
- Removing fees for Council facility hire was designed to assist with free access to space in order for the community to continue or commence activities to enhance their wellbeing and social inclusion, without added financial burden.
- In addition to the large increase in bookings, there has been a wide variety of new and diverse user groups utilising the spaces.
- The initiative has been well received by the Palmerston community, despite a loss of revenue to Council.
- Council needs to consider the financial and community impact of free facility hire in the long-term.
- Council engaged a consultant to undertake an external review of Council's facility hire which requires further input before it will be presented to Council in November 2021.

RECOMMENDATION

1. THAT Report entitled Community Venue Hire Update - Free Initiative be received and noted.
2. THAT a report on the outcomes from the external review regarding hire charges for Council facilities be presented to Council by the 2nd Ordinary meeting in November 2021.

BACKGROUND

At the 2nd Ordinary Meeting of 19 May 2020, Council made the following decision:

13.2.2 City of Palmerston 'Roadmap to the New Normal'

THAT Council approves free venue hire from 5 June to 30 September 2020, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community and Training Room, Driver Resource Centre, and Durack Arts Centre and this be reflected as part of the 2020/2021 Budget in response to COVID-19 to assist the community.

At the 2nd Ordinary Meeting of 15 September 2020, Council made the following decision:

13.2.3 Community Venue Hire – Free Initiative

THAT Council continues to offer free hire of Council venues from 1 October 2020 to 30 June 2021 inclusive, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community and Training Room, Driver Resource Centre, and Durack Arts Centre in response to COVID-19 to assist the community.

At the 1st Ordinary Meeting of 1 June 2021, Council made the following decision:

13.2.3 Community Venue Hire - Free Initiative

THAT Council continues to offer free hire of Council venues from 1 July 2021 to 31 December 2021 inclusive, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community Room, Driver Resource Centre, and Durack Arts Centre to assist the community.

THAT a report on the outcomes from the external review regarding hire charges for Council facilities be presented to Council by the 1st Ordinary meeting in October 2021.

The initiative to offer free hire of Council venues was one of a number of measures City of Palmerston committed to, in response to the challenges faced by the community during the COVID-19 Pandemic. Removing fees for facility hire was designed to assist with free access to space in order for the community to continue or commence activities to enhance their wellbeing and social inclusion, without added financial burden. The initial trial endorsed by Council in May 2020, was very successful, and as a result, was extended to 31 December 2021.

DISCUSSION

Despite benefits to the Palmerston community, the value of the In-Kind support represents a loss in revenue for Council. As the facilities used to have much higher vacancy rates the income generated previously was only within the order of \$110,000 annually. To date, this loss has been accommodated within Council's operational budget. Council needs to take into consideration the impact this might have on managing the assets into the future.

To understand all considerations and impacts Council has engaged an external consultant to review the free facility hire period and make recommendations regarding the principles that should underpin a fee framework going forward.

Management of community use, including hire conditions and fees charged, has varied over the years. In the absence of a formal policy position, hire and use conditions have been reactive and not based on

a consistent approach. As a result, there has been a range of arrangements in place, both formal and informal, and in some cases, “legacy” agreements not reflective of contemporary circumstances.

Council has recognised the need to review the success of its “free use” initiative and its previous approach to fees and charges to develop a new venue hire policy and fee structure moving forward. It will be important that the new policy and fee structure considers:

- the significant community benefit arising from the current “free-use” initiative through increased activation of the community assets
- the cost to council of providing In-Kind support by way of free or subsidised venue hire and the potential impacts on future budgets support; and
- the best way to achieve a balance between community outcomes and sustainable asset management.

The aim is to ensure that venues are accessible, and that community benefit is maximised while balancing sustainable and practical asset management.

This framework being developed by the external party is in draft and requires further input and consideration to be finalised. Given this, the framework cannot be presented to the first ordinary meeting in October but will be presented to the second ordinary meeting in November 2021. This timeframe will align with the opening of the redeveloped Gray Community Hall and take fees for this hall into consideration.

CONSULTATION PROCESS

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

- Director Lifestyle and Community
- EA to Director Lifestyle and Community
- Community Facilities Officer

POLICY IMPLICATIONS

This report refers to the development of a new Facilities Hire policy that will be required to manage Council’s facilities.

BUDGET AND RESOURCE IMPLICATIONS

The external review is managed under existing operational budgets.

In-Kind support represents a loss in revenue for Council. As the facilities used to have much higher vacancy rates the income generated previously was only within the order of \$110,000 annually. To date, this loss has been accommodated within Council’s operational budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

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

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

Council is aware that user groups are wanting to understand the charging for facilities beyond December 2021. Communication will be scheduled immediately after Council’s decision in November.

Should Council consider a reintroduction of fees, a progressive reintroduction could be an option to give groups time to adjust.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.4
REPORT TITLE:	Tenth Council Review of Delegations
MEETING DATE:	Tuesday 5 October 2021
AUTHOR:	Governance Lead, Caroline Hocking
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks Council to review its delegated powers and functions to the Chief Executive Officer (CEO) in accordance with the *Local Government Act*.

KEY MESSAGES

- Under section 41 of the *Local Government Act* and section 99 of the *Local Government (General) Regulations*, Council must review any delegations of its functions and powers within six months after a general election.
- The CEO holds the delegated powers and functions of the Council under the *Local Government Act*, to allow the Council to operate in an efficient, effective, and responsive manner for the Palmerston Community.
- Delegations made by Council to the Chief Executive Officer were recently reviewed in June 2021, in the preparation for the commencement of the *Local Government Act 2019* and Regulations.
- The review took place in consultation with the Department of the Chief Minister and Cabinet to ensure Council's compliance with the incoming legislation.
- There are some powers and functions that cannot be delegated by Council in accordance with the Act.
- Two emergency delegations provide the CEO the power to act in response to COVID-19 and are being recommended to continue given the uncertainty of the pandemic.
- There are no new powers or functions being proposed to be delegated to the CEO.
- It is recommended that Council endorse the delegations to the CEO pursuant to the *Local Government Act* to ensure the effective and timely administration of the Council.

RECOMMENDATION

1. THAT Report entitled Tenth Council Review of Delegations be received and noted.
2. THAT effective 6 October 2021 Council revoke all delegations to the Chief Executive Officer.
3. THAT effective 6 October 2021 pursuant to Section 40 of the *Local Government Act 2019* Council hereby delegates to the Chief Executive Officer its powers and functions set out in the schedule below, subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions:

Section	Delegation
Section 183	Appointment of authorised persons
The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.

4. THAT effective 6 October 2021 pursuant to section 183 of the *Local Government Act 2019*, Council appoints Chief Executive Officer, Luccio Franco Cercarelli as an authorised person subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and unless earlier revoked, the appointment will cease and be deemed revoked upon the cessation of employment with City of Palmerston.
5. THAT effective 6 October 2021 pursuant to section 40 of the *Local Government Act 2019*, Council hereby delegates to the Chief Executive Officer the following financial delegations subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and budget approval:

Type	Amount
Credit Card	\$5,000
Purchase Order Approval	\$5,000,000
Payment Approval	Unlimited
Cheque signatory	Unlimited
Investment signatory	Unlimited

6. THAT effective 6 October 2021 pursuant to section 40 of the *Local Government Act 2019*, Council hereby delegates to the Chief Executive Officer the power and authority to exercise all powers of the Council under the *Palmerston (Animal Management) By-Laws 1999* excluding By-law 5(2) subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions.
7. THAT effective 6 October 2021 pursuant to Section 40 of the *Local Government Act 2019* and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer its powers and functions as set out sections 66 of the *Local Government Act 2019*, by-law 71 of the *Palmerston (Public Places) By-Laws 2001* being the power to determine opening times of Council's offices and facilities and the opening times of the Library until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.
8. THAT effective 1 July 2021 pursuant to Section 40 of the *Local Government Act 2019* and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer the power to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.

BACKGROUND

Under section 40(1) and (2)(a) the *Local Government Act*, a council may delegate its powers and functions to the CEO.

A council must within six months after a general election review its delegations of functions and powers in accordance with section 41 of the *Local Government Act* and section 99 of the *Local Government (General) Regulations*.

A review of Council's delegations took place in June 2021 in preparation for the commencement of the *Local Government Act 2019* that came into effect on 1 July 2021.

In consultation with the Department of the Chief Minister and Cabinet, the review gave no new delegations to the CEO, however delegations were strengthened to ensure all actions are undertaken and in compliance with all relevant legislation, procedural and policy provisions.

The Ninth Council endorsed the following delegations to the CEO in June 2021, the CEO currently holds these delegations:

1. THAT Report entitled *Delegations to the Chief Executive Officer* be received and noted.
2. THAT effective 1 July 2021 Council revoke all delegations to the Chief Executive Officer.
3. THAT effective 1 July 2021 pursuant to Section 40 of the *Local Government Act 2019* Council hereby delegates to the Chief Executive Officer its powers and functions set out in the schedule below, subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions:

<i>Section</i>	<i>Delegation</i>
Section 183	Appointment of authorised persons
The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.

4. THAT effective 1 July 2021 pursuant to section 183 of the *Local Government Act 2019*, Council appoints Chief Executive Officer, Luccio Franco Cercarelli as an authorised person subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and unless earlier revoked, the appointment will cease and be deemed revoked upon the cessation of employment with City of Palmerston.
5. THAT effective 1 July 2021 pursuant to section 40 of the *Local Government Act 2019*, Council hereby delegates to the Chief Executive Officer, Luccio Franco Cercarelli the following financial delegations subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and budget approval:

<i>Type</i>	<i>Amount</i>
Credit Card	\$5,000
Purchase Order Approval	\$5,000,000
Payment Approval	Unlimited
Cheque signatory	Unlimited
Investment signatory	Unlimited

6. *THAT effective 1 July 2021 pursuant to section 40 of the Local Government Act 2019, Council hereby delegates to the Chief Executive Officer, Luccio Franco Cercarelli the power and authority to exercise all powers of the Council under the Palmerston (Animal Management) By-Laws 1999 excluding By-law 5(2) subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions.*
7. *THAT effective 1 July 2021 pursuant to Section 40 of the Local Government Act 2019 and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer its powers and functions as set out sections 66 of the Local Government Act 2019, by-law 71 of the Palmerston (Public Places) By-Laws 2001 being the power to determine opening times of Council's offices and facilities and the opening times of the Library until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.*
8. *THAT effective 1 July 2021 pursuant to Section 40 of the Local Government Act 2019 and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer the power to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.*

DISCUSSION

How well a council deals with its delegations is fundamental to its efficiency to maximise opportunities and minimise risk. From a practical management perspective, it is necessary in every council to devolve decision-making. Delegation facilitates the achievement of good governance by empowering the CEO to make decisions on behalf of the Council.

Once the CEO holds appropriate delegation, the CEO then delegates certain powers and functions to Council staff relevant to their duties. An example of this is the appointment of Authorised Officers, who carry out compliance and enforcement functions under legislation.

Delegations by Council in accordance with the *Local Government Act* allows the Council administration to operate in an efficient, effective, and responsive manner for the Palmerston Community.

There are some powers and functions that cannot be delegated by Council. The delegations currently held considers this, by only authorising the powers and functions that can be delegated under the Act.

Two emergency delegations provide the CEO the power to act in response to the COVID-19 and are being recommended to continue given the uncertainty of the pandemic. Should these delegations not be required at any point, a report will be presented to Council to revoke these emergency delegations.

There are no new powers or functions being proposed. It is being recommended that the delegations made by Council to the CEO continue to ensure the CEO can continue to act on behalf of the Council.

CONSULTATION PROCESS

Public consultation is not required. Delegations are made by Council, are at Council's discretion and authorised by resolution of the Council.

In the recent review of Council's delegations in June 2021, the Department of the Chief Minister and Cabinet were consulted to ensure Council's compliance with the new legislative requirements under the *Local Government Act 2019* and Regulations.

POLICY IMPLICATIONS

Delegated authority is to be undertaken in compliance with all Council Policies.

BUDGET AND RESOURCE IMPLICATIONS

The CEO's financial delegations are unlimited on the condition it is within budget. The CEO cannot let a tender unless it is less than \$5 million.

The delegations made by the CEO to Council staff contain financial delegations for the purpose of community benefit expenditure on goods and services.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Under section 40(1) and (2)(a) the *Local Government Act*, a council may delegate its powers and functions to the CEO. There are certain delegations that cannot be delegated by the Council, those that require a Council Decision and others such as declaring rates.

A council must within six months after a general election review its delegations of functions and powers in accordance with section 41 of the *Local Government Act* and section 99 of the *Local Government (General) Regulations*.

Council must also determine the threshold value for a contract within the first six months after a general election in accordance with section 40(6) of the *Local Government Act*.

Council can only act in two ways, by resolution or through others acting on its behalf. By not delegating powers and functions to the CEO, Council will be at risk of not being able to undertake effective administration of the Council in a timely manner.

Council must revoke all delegations prior to authorising delegations.

Under the *Local Government (General) Regulations* the CEO keeps and maintains a register of all powers and functions delegated by Council to the CEO and a register of delegations by the CEO to staff.

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.
- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM: 13.1.5
REPORT TITLE: Risk Management Audit Committee Unconfirmed Minutes - 10 August 2021
MEETING DATE: Tuesday 5 October 2021
AUTHOR: Executive Support, Chloe Hayes
APPROVER: Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval of the recommendations from the Risk Management and Audit Committee meeting held on Tuesday 10 August 2021.

KEY MESSAGES

- The Risk Management and Audit Committee (Committee) met on Tuesday 10 August 2021.
- The Committee agenda is available for viewing on Council's website.

RECOMMENDATION

1. THAT Report entitled Risk Management Audit Committee Unconfirmed Minutes - 10 August 2021 be received and noted.
2. THAT the unconfirmed Risk Management Audit Committee minutes provided as Attachment 13.2.4.1 to Report entitled Risk Management and Audit Committee Meeting Minutes - 10 August 2021 be received and noted.
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee meeting held on 10 August 2021:
 - a. THAT the Risk Management and Audit Committee hold a planning workshop to consider how it will fulfill its responsibilities under the committee terms of reference on 23 November 2021 at 5:00pm.
 - b. THAT the Risk Management and Audit Committee recommend that Council endorse Attachment B to report number RMA/050 entitled Order of Business Review as its Order of Business to commence at its next Risk Management and Audit Committee Meeting with the addition that section 9 officers reports will reflect the key elements of the terms of reference reporting requirements.
 - c. THAT Public Lighting, Land and Improvements, and Fleet Asset Management Plans presented in report entitled Asset Management Plan Update are endorsed for finalisation and implementation.

BACKGROUND

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

DISCUSSION

The RMAC Committee meeting was held Tuesday 10 August 2021 with the unconfirmed minutes provided at **Attachment 13.1.5.1**.

The RMAC Agenda and reports are available for viewing on Council's website.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

The Strategic Risk Register and its review is in accordance with the recent adopted Council Policy *FIN09 – Risk Management & Audit Committee*.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

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. 20210810 - Risk Management and Audit Committee - UNCONFIRMED Minutes [**13.1.5.1** - 7 pages]

CITY OF PALMERSTON

Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
1 Chung Wah Terrace, Civic Plaza, Palmerston
on Tuesday 10 August 2021 at 5:00pm

COMMITTEE MEMBERS

Clare Milikins, Independent Member (Chair)
Steve Bartlett, Independent Member
Mayor Athina Pascoe-Bell
Alderman Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Growth and Operations, Nadine Nilon
Director Organisational Services, Silke Maynard
Finance Manager, Gayu Sivaraj
Governance and Strategy Manager, Manu Pillai
City Assets Manager, Jarrad Crawley
Minute Secretary, Chloe Hayes

GALLERY

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 5:01pm.

Initials:

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett, Independent Member

THAT the apology received from Deputy Mayor Garden for 10 August 2021 be received and noted.

CARRIED RMA9/0128 – 10/08/2021

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Alderman Henderson
Seconded: Mayor Pascoe-Bell

THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 25 May 2021 pages 163 to 168, be confirmed.

CARRIED RMA9/0129 – 10/08/2021

Initials: _____

5.2 Business Arising from Previous Minutes

Nil.

6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

Nil.

6.2 Moving Open Items into Confidential

Nil.

6.3 Confidential Items

Nil.

7 WORK PLAN

Work Plan Workshop

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

THAT the Risk Management and Audit Committee hold a planning workshop to consider how it will fulfill its responsibilities under the committee terms of reference on 23 November 2021 at 5:00pm.

CARRIED RMA9/0130 – 10/08/2021

8 FINANCIAL REPORTING

Nil.

Initials: _____

9 INTERNAL CONTROLS AND RISK MANAGEMENT

9.1 Order of Business Review

Moved: Clare Milikins, (Chair) Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report number RMA/050 entitled Order of Business Review be received and noted.
2. THAT the Risk Management and Audit Committee recommend that Council endorse Attachment B to report number RMA/050 entitled Order of Business Review as its Order of Business to commence at its next Risk Management and Audit Committee Meeting with the addition that section 9 officers reports will reflect the key elements of the terms of reference reporting requirements.

CARRIED RMA9/0131 - 10/08/2021

9.2 Asset Management Plan Update

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report Number RMA/051 entitled Asset Management Plan Update be received and noted.
2. THAT Public Lighting, Land and Improvements, and Fleet Asset Management Plans presented in report entitled Asset Management Plan Update are endorsed for finalisation and implementation.

CARRIED RMA9/0132 - 10/08/2021

Initials: _____

9.3 Asset Management Plan Implementation Progress – August 2021

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

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

1. THAT Report number RMA/052 entitled Asset Management Plan Implementation Progress – August 2021 be received and noted.

CARRIED RMA9/0133 – 10/08/2021

9.4 Business Continuity Plan Update

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report number RMA/053 entitled Business Continuity Plan Update be received and noted.

CARRIED RMA9/0134 – 10/08/2021

9.5 Management Response to External Audit Observations 2020

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

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

1. THAT Report number RMA/054 entitled Management Response to External Audit Observations 2020 be received and noted.

CARRIED RMA9/0135 – 10/08/2021

Initials:

9.6 Policy Revision Report – July 2021

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett, Independent Member

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

1. THAT Report number RMA/055 entitled Policy Revision Report – July 2021 be received and noted.

CARRIED RMA9/0136 – 10/08/2021

10 WHISTLE BLOWING

Nil.

11 INTERNAL AUDIT

Nil.

12 EXTERNAL AUDIT

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

14 OTHER BUSINESS

Nil.

15 NEXT MEETING

Moved: Steve Bartlett, Independent Member
Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 20 October 2021 at 5.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston and be open to the public subject to social distancing restrictions.

CARRIED RMA9/0137 – 10/08/2021

Initials: _____

MINUTES

Minute Book Page 175

16 CLOSURE OF MEETING TO PUBLIC

Nil.

17 ADJOURNMENT OF MEETING

The Chair declared the meeting closed at 6:11 pm.

Chair

Print Name

Date

Initials: _____

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Organisational Services Quarterly Report July - September 2021
MEETING DATE:	Tuesday 5 October 2021
AUTHOR:	Director Organisational Services, Silke Maynard
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This Report summarises the key activities undertaken by Organisational Services Directorate and the Governance team in the July to September 2021 quarter.

KEY MESSAGES

The Organisational Services Department and Governance Section provide a quarterly report of its activities, some highlights include:

- Palmerston's first Local Economic Plan was launched in August, to strengthen and encourage growth within Palmerston over the next 10 years.
- Council continues to invest in the local economy with 89% of all payments made to local suppliers.
- This quarter has seen a monthly increase of 20% in customer interactions compared to the previous quarter with the Customer Experience Team being able to action 84% of the queries as first point of contact.
- Council's governance team has been undertaking risk management training, insurance assessments and detailed induction of the Tenth Council.

RECOMMENDATION

THAT Report entitled Organisational Services Quarterly Report July - September 2021 be received and noted.

BACKGROUND

Council is provided with a report on key activities undertaken by the Organisational Services Directorate and Governance team on a quarterly basis.

DISCUSSION

Activities completed during the July to September 2021 quarter are detailed in **Attachment 13.2.1.1** with some highlights identified as below:

Palmerston Local Economic Plan Launch

During August, Council launched its first Local Economic Plan in collaboration with the Northern Territory Government (NTG), to provide guidance and support to strength and growth Palmerston's

local economy. The Palmerston Local Economic Plan (PLEP) has been developed to work alongside the NTG's Economic Development Framework, and Council will continue to work with the NTG to provide opportunities for businesses, families and investors to call Palmerston home.

Tenth Council

After the announcements of the results of the August Local Government Election the Tenth Council was officially sworn in in an inauguration celebration on the 14 September 2021. Since then, the newly elected members have been provided with an induction manual as well as workshops and information sessions to support them to fulfill their roles as Elected Members.

Customer Experience

During the quarter, the Customer Experience Team at Civic Plaza recorded 8648 enquiries with around 1869 of these enquiries being made in person. The highest volume of interactions related to regulatory services (predominately animal management) and the customer experience team was able to action 81% of the 2524 contacts. Overall, the customer experience team actioned 84% of enquiries for quarter 1 compared with 82% the quarter prior.

CONSULTATION PROCESS

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

- People and Customer Lead
- Finance Manager
- Information Technology Officer
- Governance and Strategy Manage

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses 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. Organisational Services Quarterly Report July to September [BX0P] [13.2.1.1 - 10 pages]



ORGANISATIONAL SERVICES

Quarterly Report – July - September 2021

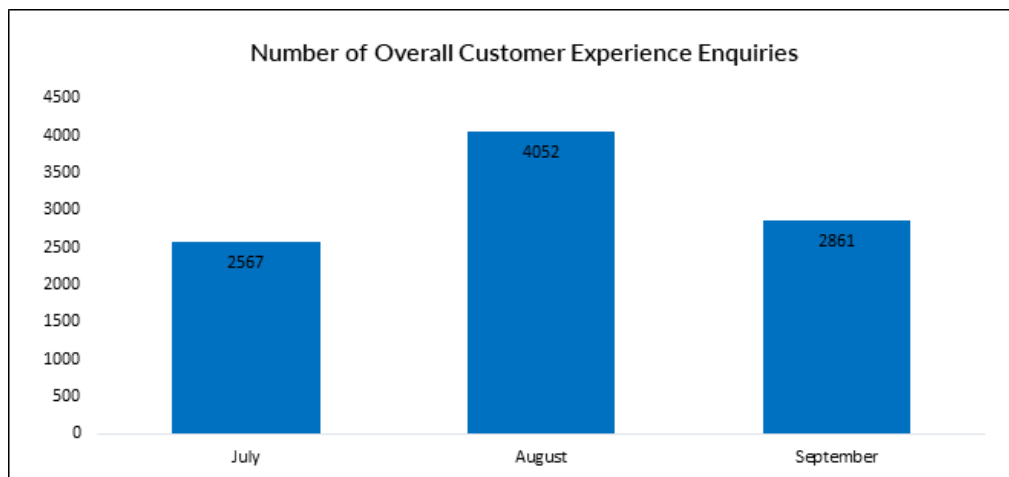
1. Community Plan Outcome: Family and Community

Palmerston is a safe and family community where everyone belongs

1.1 Customer Experience

This quarter has seen our customer enquiries through our Customer Experience Team increase to an average of 3157 interactions per month compared to 2400 interactions per month last quarter. This can be attributed to the renewal of the Dog Registrations during the month of August and the 2021/2022 rates being issued to our residents in July.

Below is a breakdown of the total interactions with September statistics capturing data to 29 September 2021.



During the quarter, the Customer Experience Team at Civic Plaza recorded 9475 enquiries with 2118 of these enquiries being made in person by members of the community. This compares to a figure of 1322 last quarter. There was an increase in emails and records activities at 3402 compared with 2368 in the quarter prior as a result of the dog registration period.

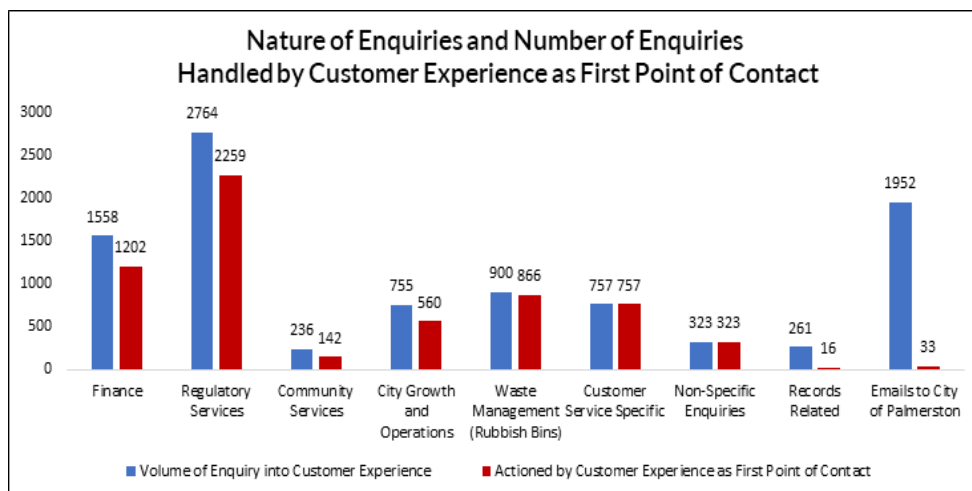
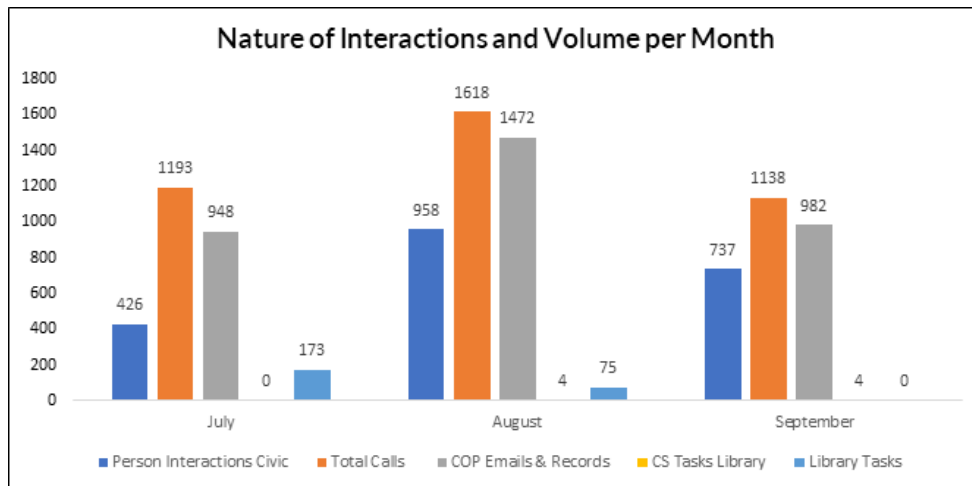
The highest volume of interactions related to regulatory services (mainly dog registrations) and the customer experience team was able to action 82% of the 2763 contacts. Our team resolved 77% of the 1558 finance/rates enquiries and 96% of 900 waste management enquiries for the quarter. Overall, the customer experience team actioned 84% of enquiries for quarter 1 compared with 82% the quarter prior.

Below is a breakdown of the nature of interactions handled by Customer Experience from 1 July to 29 September 2021.



ORGANISATIONAL SERVICES

Quarterly Report – July - September 2021



The graphs demonstrate the number of overall interactions by volume per month and breakdown of actioned enquiries by customer experience for the quarter.

2. Community Plan Outcome: Vibrant Economy

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

2.1 Employee Movements

The July to September 2021 quarter saw 4 new employees welcomed to City of Palmerston and we bid farewell to 10 employees.

Council has a current approved Full Time Equivalent (FTE) of 89.55 As of 30 September, Council's employed 75.58 FTE, which was comprised of 14 contracted senior staff, 67 full-time employees, nine part-time employees, six casuals, and four labour hire staff (headcount 100).

2.2 Recruitment of our People



ORGANISATIONAL SERVICES

Quarterly Report – July - September 2021

The People and Customer Team supported 19 recruitment activities across Council, with all positions being externally advised to the community for an average of 14 days per advertisement. This figure includes seven labour hire roles, five of which are to support the Depot and Maintenance staff. Recruitment activities were attributed to natural attrition, as well as the recruitment of roles to support the delivery of Community Plan.

We continually promote our roles through the LinkedIn webpage platform in an attempt to reach a wider network of applicants and utilize local government specific advertising platforms.

A screenshot of a LinkedIn post from the City of Palmerston. The post header shows the profile picture, name "City of Palmerston", 892 followers, and "1w • Edited •". The text of the post asks if the reader is passionate about improving liveability and influencing sustainable infrastructure. It describes exciting changes in environmental management and seeks a leader for these projects. It includes a closing date of Monday 27 September, a salary range of \$120,000 - \$135,000 excl Super, and mentions vehicle and relocation support. A link to the job is provided along with several hashtags: #environment, #sustainability, #placeforpeople, #community, #strategicleadership, and #environmentalmanagement. Below the text is a large image of a modern, colorful residential or commercial development with a large building and many smaller units, surrounded by greenery and parking areas.

City of Palmerston
892 followers
1w • Edited •

Are you passionate about improving the liveability of our community and influencing City of Palmerston's sustainable and future focused infrastructure programs?

City of Palmerston are making exciting changes through our progressive and sustainable projects. We are looking for a leader to provide advice and representation on environmental management planning and strategies, waste management and education, sustainable cities and emergency management and help deliver these projects.

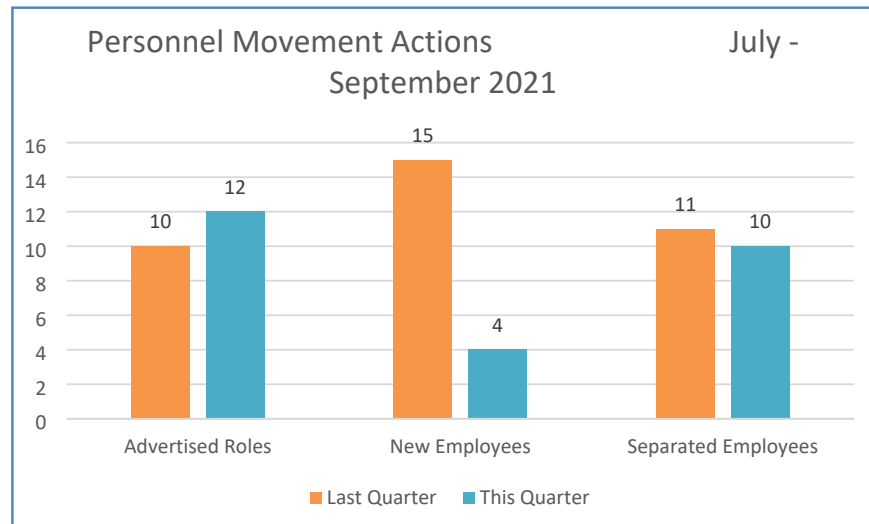
If this sounds like you, or your know someone who is keen to work in a dynamic, inclusive and professional environment get in contact with us! (Closing Monday 27 September)
Salary \$120,000 - \$135,000 excl Super. Plus vehicle for private use and relocation support are on offer!
<https://lnkd.in/gSTkTAtE> #environment #sustainability #placeforpeople #community #strategicleadership #environmentalmanagement

Table: Breakdown of Personnel Movement Actions across July to 22 September 2021



ORGANISATIONAL SERVICES

Quarterly Report – July - September 2021



2.3 Local Economic Plan

City of Palmerston is proud to present its first Local Economic Plan developed in collaboration with the Northern Territory Government. The 10 year plan challenges everyone to work together to make Palmerston a destination City for employment and a place where businesses are encouraged to set up and grow.



Minister- Eva Lawler, Minister – Paul Kirby, Mayor – Athina Pasco-Bell and Asal's Café Owner and Manager at Palmerston Local Economic Plan Media Launch

The Local Economic Plan provides current businesses confidence for the future. It also attracts and encourages development for new businesses providing them an understanding of the economic priorities of Council long term.



ORGANISATIONAL SERVICES

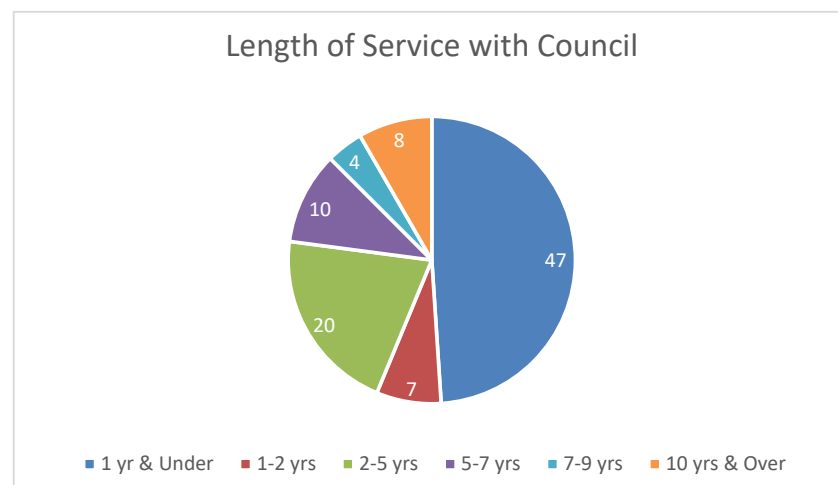
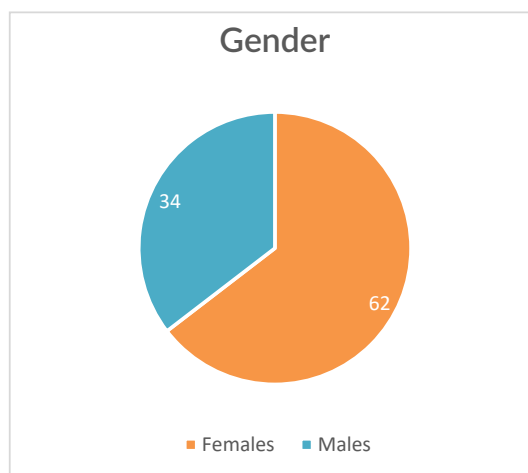
Quarterly Report – July - September 2021

3. Community Plan Outcome: Cultural Diversity

In Palmerston we celebrate our cultures in a way that values our diversity

3.1 Quarterly Workforce Statistics

Council has a dedicated workforce performing many functions on behalf of the Community. As of 30 September 2021, Council employs staff from over 13 different nationalities demonstrating a culturally diverse workforce reflective of our community. Our employees excluding labour hire comprise 62 females and 34 males and the average age of a staff member is 39.2 years. The average length of service with Council has reduced slightly and is 3.3 years in comparison to 3.7 years last quarter, with eight staff completing 10 plus years of service.



3.2 Professional Development of our People

Capability Framework

We continue to invest in the professional development of our employees and have commenced the roll out of a Capability Framework for all employees. A Capability Framework describes the



ORGANISATIONAL SERVICES

Quarterly Report – July - September 2021

capabilities and associated behaviours that are expected of our employees at every level. The capabilities will help define strengths to enable individual success in the workplace and relate to generic knowledge, skills, abilities, and behaviours required by employees to perform their role effectively.

The Capability Framework supports our Code of Conduct, Customer Service Charter and Community Plan to provide consistent capabilities required across all roles to ensure we have a common understanding of role expectations.

Training

Over the past quarter Council has increased the volume of internal training for our staff relating to internal policy and procedure implementation, some of which relates to the adoption of the new *Local Government Act 2019* and the associated updated Human Resource Management policies.

In excess of 230 training activities and professional development opportunities have been undertaken by staff within the quarter, a significant increase from the last quarter. This development included, but was not limited to:

- ArcGIS Training (Asset Management)
- Effective Budget Management Training
- Capability Framework Information Sessions
- Code of Conduct and Appropriate Workplace Behavior
- Finance System Training
- Grievance Procedure Training
- Leave Management Training
- Procurement Procedure Training
- Recruitment and Merit Selection Training
- Individual Development and Coaching
- Mandatory and compliance training - First Aid, Fire Warden and Coxswain
- Leadership Training
- Writing Improvement
- Conflict Resolution Training
- Attendance and Asset Based Community Development Workshops
- WHS Committee Member Training

Health and Wellbeing

Pandemic Management

Council continues to apply COVID safe practices at all our sites and events. The 72-hour lockdown from 16 – 19 August 2021 and following restrictions once lockdown had ended including the mandatory mask wearing and social distancing measures meant our team members had to quickly adapt to changing conditions but did so in a professional and positive manner.

With the safety and wellbeing of our community and employees being at the forefront of everything we do, we have adopted different types of face masks, including transparent mouth shields, to ensure our diverse work force and customer needs are being recognised and met.

In August 2021, our COVID safety plans were updated in accordance with Northern Territory Government (NTG) requirements, and we successfully passed the NTG inspections and received positive feedback in relation to our proactive compliance. We continue to work closely with NT Health to ensure our COVID safe practices are compliant and best practice principles are considered.

Vaccination Update



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Council continues to highlight the importance of keeping each other, our families, and communities safe and well. COVID vaccines are encouraged with our team members through regular communication and support to attend vaccination appointments. To date, 33% of our team members have identified themselves as being vaccinated.

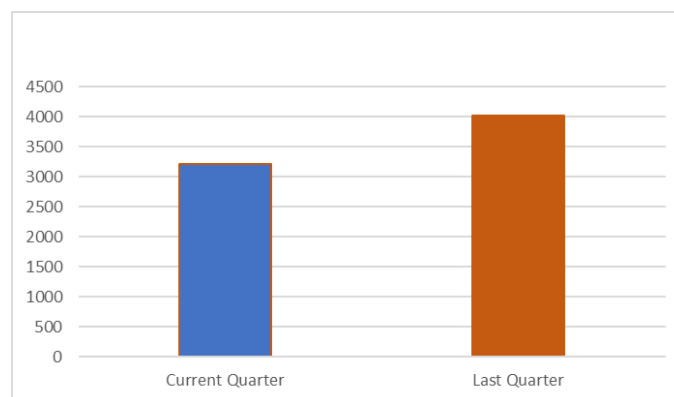
RU OK Day?

Thursday 9 September 2021 was RU OK? Day and we took the opportunity to remind our team members of the importance of looking after our own mental health and wellbeing and checking in on each other. Not just today, but every day! Encouraging team members to take time out for a chat was our focus, and coffee vouchers for a local cafe were shared with much enthusiasm and appreciation.

4. Community Plan Outcome: A Future Focus

Palmerston is an innovative City can sustain itself through the challenges of the future.

4.1. Public WiFi



There was a decrease in WiFi usage over the last quarter. This may be accounted for by two COVID-19 related lockdowns. The main use continues to occur at the Library and Recreation Centre.

5. Community Plan Outcome: Environmental Sustainability

Palmerston is an environmentally friendly, livable city that promotes renewable practices and sustainability

5.1. Online Rates Notices

Electronic rate notices have been welcomed as an option amongst our ratepayers with 336 ratepayers registering for EzyBill this quarter, raising the total number of ratepayers receiving electronic rate notices to 1830. An additional 765 ratepayers are receiving their notices via Bpay View.

6. Community Plan Outcome: Governance

Council is trusted by the community and invest in things that the public value.

6.1. Rates

In July 2021, the 2021-2022 Annual Rate Notices were issued, with full payment or the 1st Instalment due on 30 September 2021. The Early Bird draw for ratepayers who have paid their rates and charges in full by/on 30 September 2021 will be drawn by 14 October 2021, and two



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lucky ratepayers will win \$1,500 each.

Council continues to offer rate concessions to ratepayers experiencing financial hardship under the Rates Concession Policy. Financial hardship applications under this policy allows for the waiver of interest for the balance of the financial year when accompanied by a reasonable repayment plan. To date for 2021-2022 Council has received and approved eight applications. Under the Rates Concession Policy, council also continues to offer a public benefit rate concession. To date council has received three applications, which are currently under assessment.

6.2. Accounts Payable

Council has continued to make vendor payments within 21-days of invoice receipt to assist businesses. As a result, Council has made over \$12 million in payments to vendors as of 21 September 2021, with 89% of these payments made to local businesses.

6.3 Risk Management

As part of the risk mitigation strategy, Council continues to roll out governance training for staff members on a regular basis including training around:

- Risk Management Frameworks
- Assessing, Analysing and Treating Risks

Training is tailored based on City of Palmerston's current risk management frameworks to ensure staff members are accountable, and are capable to identify, record, assess and manage risks in their day-to-day operations.

6.4 Policies

Following Council policies came into effect from 1 July 2021 in accordance with the *Local Government Act 2019*:

- Attendance at meetings via audio or audio-visual conferencing system
- Elected Member Casual Vacancies
- Shared Services
- Human Resource Management
- Elected Member Allowances and Expenses
- Gifts and Benefits for Elected Members
- Breach of Code of Conduct by Elected Member

6.5 Procurement

During the July to September 2021 quarter, Council has awarded one opportunity in collaboration with NTG.

6.6 Contract Variations

In accordance with the Local Government (General) Regulations 2021, Council chose to accept contract variations as the variations were within the scope of the original contract. Since 1 July 2021, the following contracts have had variations approved over 10% of the estimated total value:

- TS2020-20 Tiverton Park
Variation 2: value \$85,390 (total increase of all variations to overall price 18.44%)
Variation 3: value \$40,850 (total increase of all variations to overall price 25%)

Variations included: Installation of Additional Rubber Fall, Installation of New Power Meter and Additional Shade



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- TS2020-08 Solar Shade Structure – Civic Centre
Variation 1: 12.57% at 45,595 (Estimate total cost – Due to additional earth works)
Variations included: Changes to the Civil works package

Council published a notice of these contract variations on the Council's website in accordance with the Local Government (General) Regulations 2021 Part 2 Accounting, Division 12, Subdivision 1 item 6.

6.7 Tenders

Below is the list of awarded tenders for the July-September quarter:

Tender	Awarded Amount	Awarded Date	Tender Duration	Awarded to	Local Business
FiberSense	\$2,000,000.00	10/06/2021	3 Years	FiberSense	No

Current Tender opportunities and upcoming opportunities are as below:

Tender	Status	Comment
Cleaning of Buildings and Facilities	Planned	Released Next Quarter
Street and Pathways Sweeping	Planned	Released Next Quarter
Electrical Maintenance	Planned	Released Next Quarter
Tree Maintenance and Planting	Planned	Initial Stages
Weed Harvester Purchase	Planned	Under Assessment
Irrigation System Management and Maintenance	Planned	Initial Stages
SWELL Construction	Draft	Released Next Quarter
Archer Waste Management Facility Upgrades	Tender	Advertised
Tree Planting & Maintenance	Planned	Initial Stages
Internal Audit	Draft	Initial Stages
Owston Avenue - Tree Planting Project	Draft	Initial Stages
Archer waste Management Facility Operations	Draft	Initial Stages

6.8 Insurance

Procurement was completed for the City of Palmerston insurance program for the financial year 2021-22. Insurance strategy workshops were facilitated earlier this year to help identify any potential gaps and formulate a strategy to manage future cover and cost of insurance.

6.9 Tenth Palmerston Council

Following the official results announced from the Northern Territory Electoral Commission, the Tenth Council was officially sworn in at the inauguration ceremony held on Tuesday 14 September at the Palmerston Recreation Centre.



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Tenth Council at the Inauguration celebration on 14 September 2021

Elected members were given orientation through different workshops focusing on code of conduct, conflict of interest, legal privileges, confidentiality, finance, projects, media and Council meeting procedures.

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	City Growth and Operations Quarterly Report July to September 2021
MEETING DATE:	Tuesday 5 October 2021
AUTHOR:	Director City Growth and Operations, Nadine Nilon
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report summarises the key activities undertaken by City Growth and Operations from July to September 2021.

KEY MESSAGES

- Tiverton Park Playground & Park Refurbishment Project is nearing completion with landscaping works remaining before the park will reopen within the next month.
- Council has received 2021-22 Black Spot funding for the safety upgrade of Georgina Crescent and Callanan Road intersection (\$114,950) and Temple Terrace & Essington Avenue intersection (\$54,367). These projects are currently being designed for delivery in mid 2022.
- Gray Hall redevelopment is on schedule, with 50% works completed. Opening of the facility is expected to be completed by the end of the year.
- The draft Sustainability Strategy is currently out for consultation, closing 11 October.
- The Truxor has harvested a total of 1059 cubic metres/ 370 tonnes of vegetation from Durack and Sanctuary Lakes since the May 2021. Once the majority of Salvinia has been removed Council will be placing weevils in all lakes to help curb the growth of Salvinia.
- The Free Verge Assistance program distributed topsoil and grass seed to 51 individual property verges for beautification. A total of 143.75 cubic metres of topsoil has been distributed throughout the municipality and a total of 38 kilograms of grass seed has been distributed to residents.
- Marlow Lagoon Indigenous Plant Use Garden continues to gain pace with 300 endemic plants species with specific uses by First Nations people being procured for the project. City of Palmerston has engaged Larrakia Nation to assist with the project.
- Three designs have been announced as winners as part of the Student Voice Positive Choice 2021 Recycling Bin Wrap Competition. These designs will be incorporated into the 'Recycle Right' bin stickers that will be distributed to 5000 families across Palmerston.

RECOMMENDATION

THAT Report entitled City Growth and Operations Quarterly Report - April to June be received and noted.

BACKGROUND

City Growth and Operations provide a quarterly report to Council on key activities undertaken during the quarter and further works underway for the next quarter.

DISCUSSION

The activities and works undertaken for the quarter are aligned to City of Palmerston's Community Plan six core outcomes and objectives.

1. Family and Community

Objective 1.2: The wellbeing of our Community is a focus for all our work.

Joan Fejo and Marlow Lagoon Amenity Project

Exeloo modular toilet facilities for Joan Fejo Park and Marlow Lagoon Dog Park are under construction in New Zealand and are scheduled to be delivered December 2021. Lockdowns and restrictions have created some delays in the delivery date of the Exeloo. Project procurement and design works are continuing to be undertaken with the aim to have the toilets installed prior to Christmas. The toilet facilities will provide much needed infrastructure for users of two of Palmerston's regional parks.

Tiverton Park Playground Refurbishment Project

The refurbishment of Tiverton playground and park is nearing completion. This project has completely transformed the park, with a new 20m flying fox, the inclusion of all ages and all ability play equipment and a state-of-the-art interactive climbing frame (the 'Spider', see below).

Final landscaping is currently being undertaken before the park will be reopened to the community within the next month. Moulden Park Primary School, who were involved in the original design of the park, have also been invited to create the entry sign for the park. Students will be invited to the public launch of the playground, with creation of their entry statements.

Zuccoli MCG Stage 2H

Zuccoli MCG Stage 2H Park developed by Territory Life, achieved Practical Completion in September and is open to the public. The Park includes two Playgrounds.



Before



Zuccoli MCG Stage 2H

After



New Playground 1.



New Playground 2.

Laneway Management

Council has received laneway closure requests for Castor Court, Woodroffe and Bailey Circuit, Driver. The data and relevant information is currently being prepared in accordance with the Laneway Management Policy for presentation to Council within the next month. An inspection has occurred on the eleven night-time closure laneways, with minor repairs organised for gates and locks as required.

Graffiti, Vandalism and Litter Management

City of Palmerston continued to maintain approximately 190 public litter bins across the municipality, with 10.94 tonnes of waste collected this quarter. Graffiti and broken glass were removed promptly throughout the municipality through inspections or reports to Council.

Planning Responses

During this quarter there were six planning applications referred to Council for comment. Responses were provided to seven applications (with roll over applications from the last quarter), and Council officers were present at relevant Development Consent Authority meetings.

The NT Planning Commission concluded Stage 1 of consultation in development of the Palmerston Environs Subregional Land Use Plan. Council officers provided a formal response to the discussion paper provided as part of this stage.

4. A Future Focus

Objective 4.2: Infrastructure is fit for purpose.

Play Space Strategy

The Palmerston Play Space Strategy is being developed to deliver a coordinated and robust approach to playground planning, ensuring that play experiences best support the development needs of children in Palmerston. The strategy will guide investment over the next 10 years, setting out priority areas and recommended actions.

The Draft Palmerston Play Space Strategy is nearing completion, to be presented at the 2nd Ordinary Council meeting in October. The supporting report to Council will recommend endorsement of the draft for the purpose of community consultation. Initial community engagement activities were undertaken during May this year, to inform development of the strategy, and the proposed consultation on the draft will offer another opportunity to provide feedback on the Strategy's development. Council will review

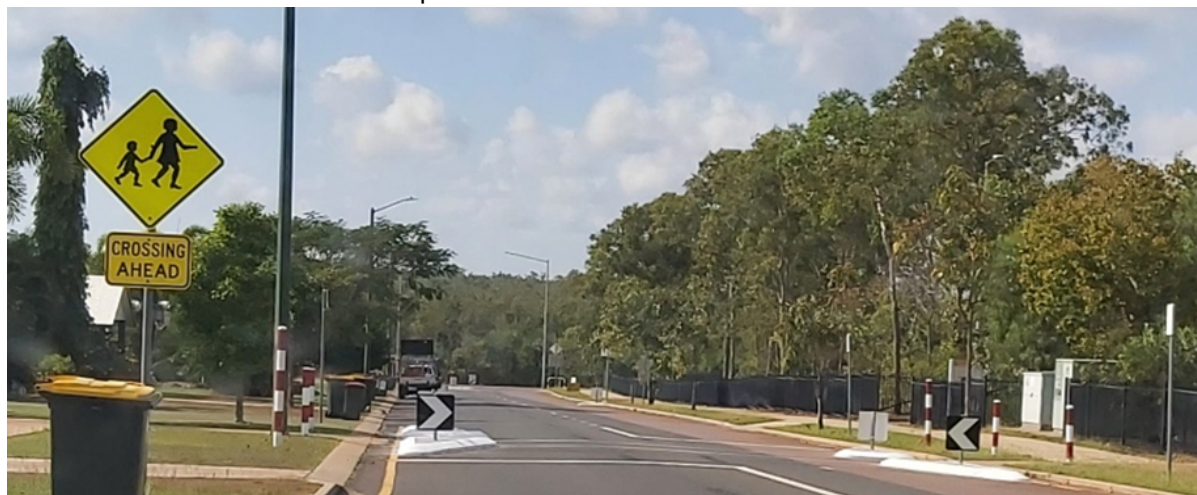
feedback provided through this draft consultation period, and after making necessary changes, report to Council alongside the final strategy for adoption.

Roads

Council issued 107 separate work orders for road maintenance works this quarter with 95 being completed by the contractor. These works include:

- Maintenance of signage infrastructure – Road signage is vital in providing motorist required information and maintaining a safe road environment. 62 separate signage works were issued and actioned this quarter.
- Road resurfacing – Council actioned three pavement failures this quarter. The pavements were identified as requiring replacement due to extensive cracking and small pothole formations.
- Pothole remediation - A total of 35 potholes were identified and repaired in this quarter, an increase of 13 from the 22 potholes repaired last quarter.

Road safety works - Construction of splitter islands and associated line marking works were completed on Belyuen Road, designed to slow down motorists, provide safer pedestrian crossings and enhance overall safety on the road. Buscall Avenue designs are currently being completed with works scheduled to occur within the next quarter.



Belyuen Road – Road Safety Improvement

Blackspot Program - Council has received 2021-22 Black Spot funding for the safety upgrade of Georgina Crescent & Callanan Road intersection (\$114,950) and Temple Terrace & Essington Avenue intersection (\$54,367). These projects are currently being designed and will be delivered next dry.

Pathways

Over a six - week period, a defect and condition assessment was conducted on all City of Palmerston pathways, laneways and driveways. This data has been actioned by contractors and operation staff. Currently, pathway defects are being actioned suburb by suburb. Defects in Bellamack, Durack & Roseberry have been actioned with defects in Moulden scheduled next. These defects have been made a priority with 45 defects released to contractors for pathway remediation this quarter.

Completed major pathway works this quarter include:

- Pathway installation within the Maurice Dog Park. This new pathway provides safe pedestrian connectivity to the Roystonea Avenue side gate and pathway. It also provides more high and dry areas for pet owners during wet season usage.



Maurice Dog Park – Pathway

- All ability access connectivity works to provide safe crossing and connect pathways on either side of Temple Terrace between Woodroffe Avenue and Kafcaloudes Crescent.
- Alignment correction works of wheelchair crossings along Temple Terrace at Woodroffe Avenue intersection, Kafcaloudes Crescent intersection, Tamarind Road Intersection and Baldwin Drive Intersection. The works provide safe and all ability access at these crossings.
- Essington Avenue pathway upgrade between Dillon Circuit and Chung Wah Terrace pathway works to increase pedestrian safety and functionality.

Pathway works in progress include:

- Upgrade of Harrison Circuit Pathway between Emery Avenue and Gunter Circuit.

Programmed pathway works for 2021-22 include:

- Toupein Rd From Temple Tce to Palmerston Council Depot
- Tulagi Rd from Stuart Highway to Bunning access
- Tiverton Park De Mestre Ct – park access

Council is continually focusing on developing and classifying pathway priorities and programming to attend to the missing links in the networks. As part of the pathway connectivity program, Council will be upgrading footpaths with the greatest demand, being in proximity to places such as schools, shopping centres, sporting facilities, parks, and public amenities.

Driveways

Council undertook the following driveway activities this quarter:

- The council received 13 driveway plan pre-approval requests.
- Council received 57 driveway construction requests, out of which 53 were for Zuccoli, and one for Bakewell, Durack, Gray, and Bellamack each. CoP contractor has completed all the construction.
- In addition, builders have constructed seven driveways themselves.
- This adds up to a total of 64 driveways constructed around the City of Palmerston.

Stormwater

Council undertook stormwater maintenance works this quarter including cleaning of open drains, drainage easements and pipe networks.

Council has identified three easement systems requiring attention this quarter. Easement systems are a vital community service that assists in preventing unsafe conditions and property damage from heavy rain events. Council is engaging property owners with stormwater easements within their properties to notify them of maintenance requirements, explain the functionality of the local system and offering Council assistance, should it be needed.

Council organised silt removal works from several sections of stormwater infrastructure in Marlow Lagoon. Storm water upgrades at Brumby Court progressed, with the final section scheduled for completion early next quarter.

Council received and processed ten stormwater plan pre-approval requests and 23 stormwater clearance requests for new houses.

Lights

As continuation of Council's ongoing commitment to improve lighting and to enhance public safety for all road and public space users, Council is preparing to undertake lighting improvements at Broadarrow Circuit Woodroffe, Davoren Circuit Moulden, and Mannikan Court, Bakewell. Lighting and electrical designs are now complete, and works are planned to start at Davoren Circuit in October/November, these projects will see improvement in the lighting levels and comply with Australian standards. These projects are funded within the Dark Spot Program.

During this quarter, as a part of maintenance, 63 faults were attended by Council to investigate and repair.

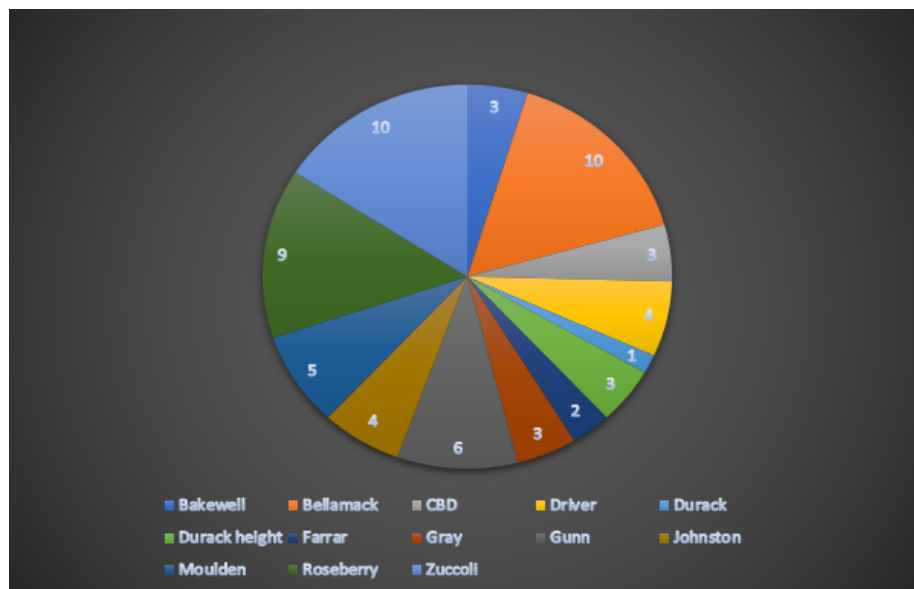


Fig: Completed light faults by Suburb

Council Facilities

During this quarter, scheduled and reactive maintenance works on all Council buildings were carried out as normal. Some of the works included:

- Installation of new air conditioning system at Civic Plaza
- Installation of new compressor unit at Recreation Centre
- Installation of split ducted style air conditioning system at Library Recording Studio
- Repair works to various LED high lights at the Recreation Centre

- Carpet installation works in the Community Rooms, Recreation Centre
- Various minor repairs across all Council Buildings

Recreation Centre Lighting Upgrades

Lights within the Recreation Centre foyer area were upgraded to LED and a new switch installed in a location designed to improve functionality and usability of the facility. Next quarter RGB lighting installation is scheduled for the external façade main entrance of the Recreation Centre. The project is designed to improve aesthetics and complement Council events such as the 'Light Up Palmerston' initiative.

Gray Community Hall

The Gray Community Hall redevelopment project has progressed significantly with milestone two (50% complete) reached. M+J Builders were awarded the tender for the building who have poured the internal concrete slab and external footings. Additionally, structural steelwork and roofing have been installed. In the next quarter, the project will be fully completed with a handover to be expected by the end of the year.



Gray Hall Community Hall Construction

Civic Centre Solar Shade Structure

Construction has commenced with footings and earthworks completed and project completion scheduled November 2021. The added undercover car parks will improve customer experience visiting the Civic Centre, and compliment events such as the Car Boot Sale. The solar panels, which will be installed on both existing and new structures, will further improve Council environmental sustainability.

Library Recording Studio

Works on Palmerston Library Recording Studio are progressing and expected to be complete late October. This will provide a new service to the community and serve as a multipurpose space that can be used for sound/video recording, rehearsals, engagement programs and skills training, just to name a few.

5. Environment Sustainability

Objective 5.1: Palmerston is a cool, shaded, green City.

Sustainability Strategy

Council endorsed its draft Sustainability Strategy for the purpose of consultation, which is currently underway. The strategy is set around four themes, guiding priorities in environmental sustainability actions:

- Protecting our urban ecology and natural environment
- Empowering and connecting our community
- Future focused on efficiencies
- Lead with purpose

The draft Strategy will seek community input on whether key aspects of sustainability to the community are captured and will assist Council officers in continuing to refine the current document for more targeted approaches. Supporting outcomes from the consultation, Council officers will also develop a set of targets where applicable to assist in measuring progress and benchmark future evolutions of sustainable development.

Objective 5.1: Reduce our footprint on the environment.

Weed Management – *Salvinia molesta*

The Truxor (weed harvester) has been incredibly busy in the past three months harvesting *Salvinia* (*Salvinia molesta*) and other aquatic plant material from the Durack and Sanctuary Lake systems. The harvester commenced vegetation management in Lake 7C, once this was completed it then moved to lakes 1A and 1B, removing as much *Salvinia* as possible. It has also cleaned Lake 9 and is currently finishing Sanctuary lakes prior to heading back to the Durack Lakes. It is anticipated that the harvester will commence Lake 5 in Durack on Monday 28 September and once this lake is completed it will harvest Lakes 6 and 8.



Lake 1A – before and after harvest.

Cubic metres removed from Durack lakes:

- Lake 7C - 51 cubic metres
- Lakes 1A & 1B - 132 cubic metres
- Lake 6 - 354 cubic metres
- Lake 9 - 390 cubic metres

Total: 927 cubic metres

Cubic metres removed from Sanctuary lakes:

- Top lake – 24 cubic metres
- Middle lake – 78 cubic metres
- Bottom lake – 30 cubic metres

Total: 132 cubic metres

Once the lakes have been “cleaned” of *Salvinia* and other vegetation, additional *Salvinia* weevils were added to the lakes in August as follows:

- Lake 1A – 500 weevils
- Lake 1B – 500 weevils
- Lake 3 – 500 weevils +
- Lake 4 – 500 weevils
- Lake 7A – 300 weevils
- Lake 7B – 300 weevils
- Lake 7C – 900 weevils
- Lake 10 – 500 weevils

When the harvester has completed Sanctuary Lakes, 2000 additional weevils will be added to this system with the view to curb the explosive growth of *Salvinia* during the dry season. Lake 9 in Durack will also receive the same number of weevils. Every lake in Palmerston once harvested, will be stocked with weevils. This is one of the ways Council can try to slow the growth of the *Salvinia*. Harvesting will continue as required on the lakes. Unfortunately, there is no simple solution to the *Salvinia* issue and City of Palmerston will continue with its multifacet lake management approach.

Other weeds – Neem trees, African Mahogany and Gamba grass

Neem trees (*Azadirachta indica*) and African Mahoganies (*Khaya senegalensis*) have spread through the bushland remnants at Marlow Lagoon and Archer Oval. Works will be carried out over the next quarter to deal with these problematic weeds.

Archer Waste Transfer Station will also be treated for all Neem trees and other woody weeds that are located onsite, these include Candle bush (*Senna alata*) and Giant sensitive plant (*Mimosa pigra*). These plants are listed class B weeds and must be controlled. All these classified weeds have been mapped at this location below.



Marlow Lagoon areas for weed treatment



Archer Oval – Neem and Mahogany Treatment

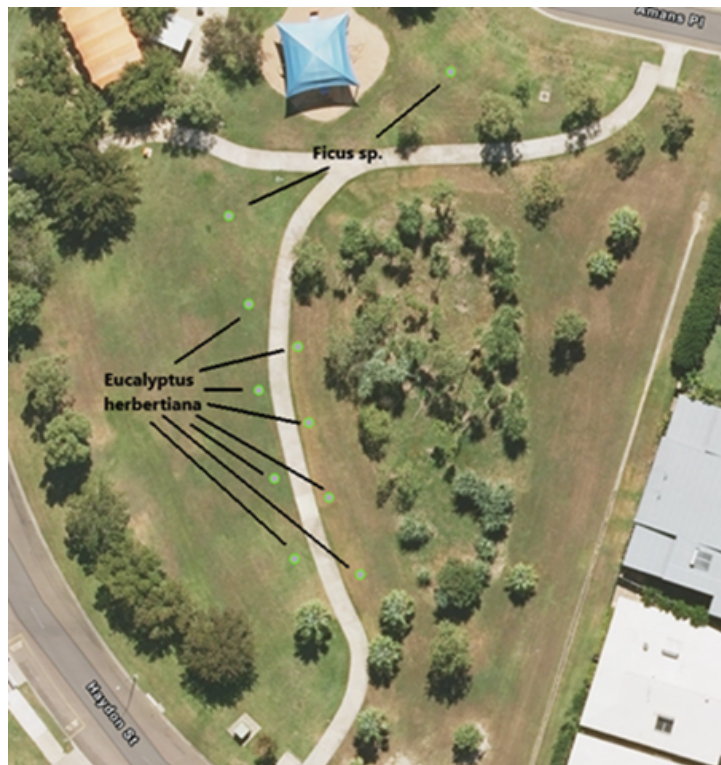
Once the wet season has commenced the Gamba grass (*Andropogon gayanus*) program will commence again. All above mentioned sites will be treated for emerging gamba in late November or December depending on growth rates. Follow up treatment will occur on all sites to ensure all emerging plants have been targeted. Hotspots around the suburbs will also be attended to.

Other weed treatments carried out in the last three months include control of Olive hymenachne (*Hymenachne amplexicaulis*) in Marlow lagoon, these results have been very promising, with 95% eradication to this point. Monitoring of the Lagoon will continue for any other incursions. Para grass (*Urochloa mutica*) treatments around lake edges have also been very successful to date.

Objective 5.2: Palmerston is a cool, shaded, green City.

Tree Planting Program

Tree planting has been completed this quarter at several Council parks including Haydon Park, Lindsay Park and Scenic Park. This resulted in over 50 trees being planted. Once mature these trees will capture up to 1.1 tonnes of greenhouse gases annually.



Location and species of trees planted at Haydon Park

Marlow's Lagoon Indigenous Plant Use Garden

Revegetation of a section of park at Marlow Lagoon continues to gain pace. 300 endemic plants have been purchased and will be planted by staff in mid to late October. All plants purchased have uses by First Nations people that include medicinal, edible, weapons construction, canoes, cooking and ceremonial.

City of Palmerston has engaged Larrakia Nation to assist with the project, particularly with naming the planting and cultural awareness issues. City of Palmerston is looking to engage local indigenous artists to provide some cultural artwork on the formalised footpath for the project.

A formalised walking path has been constructed through the area and this will include seating and tables. This will be a fantastic educational tool for the general public to learn more about relationships between plants and First Nations people. It is planned to install QR codes besides many of the different plant species informing the viewer of the plants uses and habit.

The entire planting will be mulched to save on weed maintenance and to improve overall soil composition, which in turn aids the plants growth and development. The Indigenous Plant use garden will be under full irrigation for the first three years minimum to ensure a healthy establishment phase.



Indigenous Plant Use planting site

Verge Assistance Program

Since the beginning of July, the Verge Assistance program has seen the approval of 51 individual property verges for beautification. Once the approval process was finalised, 143.75 cubic metres of topsoil has been distributed throughout the municipality and a total of 38 kilograms of grass seed has been distributed to residents. This should see the verges in Palmerston looking resplendent particularly with the impending wet season to come.

Objective 5.3: Encourage personal action and taking a leadership role.

Archer Waste Management Facility

The following volumes of waste have been collected from the Archer Waste Management Facility in this quarter (noting that only two weeks of September reports have been provided).

- 583 tonnes of general waste collected
- 154 tonnes of recyclable materials collected
- 245 tonnes of green waste sold this quarter

Recyclable waste collected and sent to repurposing facilities included:

- 23 tonnes of paper
- 119 tonnes of steel
- 1.9 tonnes of aluminium
- 10 tonnes of batteries

Diversion rates have improved from the same period last year, where 633 tonnes of general waste was collected but only 115 tonnes of recycling material was sent to repurposing centres for recycling.

Domestic Kerbside

The following volumes of material were collected by both our general waste recycling collections (noting that the September's monthly report was not available at time of reporting):

- 1441 tonnes of general waste
- 216 tonnes of recycling

Of the 216 tonnes of recycling material recovered, approximately 150 tonnes were sent to repurposing facilities. The other material was considered contaminated, or not recyclable. This is an improvement from the same time last year, when 130 tonnes of material were sent to recycling facilities.

Archer Waste Management Facility Redevelopment

A tender has been released for the Archer Waste Management Facility Redevelopment Project. This project with an estimated 2.2million spend, will result in the installation of best practice waste management infrastructure. The tender closes at the end of September with works to commence in October.

Site preparation works have commenced in anticipation of the redevelopment, including the relocation of the contractor compound and gatehouse. As part of the relocation, the entrance road will be widened, and new services installed into locations for the gatehouse and compound.

Student Voice Positive Choice 2021 Recycling Bin Wrap Competition

The Student Voice Positive Choice (SVPC) 2021 Recycling Bin Wrap Competition closed this quarter. Judges chose three winning designs from the hundreds of entries submitted by the 10 competing schools (see winning designs below). These designs will be incorporated into 'recycle right' bin stickers that will be distributed to 5000 families across Palmerston, to be placed on Council's yellow lid recycling bins. The stickers will reinforce correct recycling practices, with the aim of reducing contamination and increasing diversion rates.



Winning Design 1: Gray Primary School



Winning Design 2: Durack Primary School



Winning Design 3: Driver Primary School

6 Governance

Objective 6.1: Ensure we have a leading governance model.

As of 22 September 2021, a total of 546 customer requests have been received from members of the community for the quarter. The requests have been classified into the following infrastructure areas.

Nature of Request	QRT2, 2020	QRT3, 2020	QRT4, 2020	QTR 1, 2021
Irrigation	28	7	40	45
Litter	3	11	7	4
Public Places	80	135	110	77
Roads	22	28	26	24
Signs	4	7	7	7
Stormwater	9	20	3	11
Trees	125	78	53	75
Waste	252	322	249	292
General	2	3	5	7
Total Received	525	611	500	546
Total Completed	427	503	407	476

CONSULTATION PROCESS

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

- City Sustainability Manager
- City Operations Manager
- Executive Assistant to Director City Growth and Operations
- Administration Officer
- Project Officers
- Technical Officer
- Asset Officers
- Open Space Lead
- Open Space Officers

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.

All programs are undertaken within the approved budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 6 Fails to create and deliver the strategic vision for the City
Context: Ensuring a vision is enduring and clear to all relevant stakeholders, guiding future decision making, delivered effectively and efficiently, and that progress is measurable and celebrated.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.2 Approval of Application to Borrow up to \$5 Million for SWELL

THAT correspondence dated 29 September 2021 14.2.2 entitled Approval of Application to Borrow up to \$5 Million for SWELL be received and noted.

29 September 2021

Mayor of Palmerston
The Hon Athina Pascoe-Bell
City of Palmerston
PO Box 1
Palmerston NT 0831

Dear Mayor

Re: Application to Borrow up to \$5 million for the Swimming, Wellness, Events, Leisure and Lifestyle Project

I am pleased to advise that the Minister for Local Government, the Hon Chansey Paech MLA, has approved City of Palmerston's (Council) request to borrow up to \$5 million over 20 years to partially finance the construction and operation of the Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) \$15 million project.

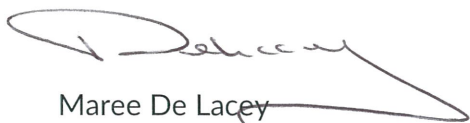
Ministerial approval has also been granted for Council to provide present and future general revenue as security for this borrowing.

The approval to borrow up to \$5 million towards the SWELL project and secure the loan with present and future general revenue expires on 30 June 2023 if drawdown of the loan has not commenced within this period of time.

Once Council has finalised the commercial lending options best suited for its needs, please provide details of those options, including the final loan amount to the Department of the Chief Minister and Cabinet (Department). Notification to the Department is also required once the loan has been drawn. If the loan is to be drawn in stages, then the Department is to be advised when the Council draws its first instalment and its last instalment (interim drawdowns do not need to be notified). This information to be emailed to lg.compliance@nt.gov.au.

If you have any queries in relation to this matter, please contact Ms Meeta Ramkumar, Director Sustainability and Compliance on 8999 8868 or email lg.compliance@nt.gov.au.

Yours sincerely

Maree De Lacey
Executive Director
Local Government and Regional Development

14.2.3 Patronage of Palmerston Magpies Football Club Inc.

1. THAT correspondence received on 24 September 2021 14.2.3 entitled Patronage of Palmerston Magpies Football Club Inc. be received and noted.
2. THAT Council note the Mayor's acceptance as Patron of the Palmerston Magpies over the term of four years.



The Hon Athena Pascoe Bell, Mayor

City of Palmerston
Civic Plaza
1 Chung Wah Terrace
PALMERSTON NT 0831

Dear Mayor

PATRONAGE OF PALMERSTON MAGPIES FOOTBALL CLUB INC

Congratulations on your re-election as Mayor of the City of Palmerston in the recent Council Elections. It is a resounding vote of confidence in you from the people of Palmerston and testament to what you have achieved for the city in your time as Mayor.

The Executive of the Palmerston Magpies would like to meet with you now that the 10th Council has been elected and talk to you about our relationship with the City of Palmerston Council. The Magpies would be honored if you would accept the role of Patron of the Palmerston Magpies over the next 4 years.

This season, the Magpies celebrate 50 years as a club participating in the NTFL. Having established ourselves as the only Palmerston-based team in the premier sporting competition in the Territory, the Magpies have an important role to play in the city of Palmerston, particularly engaging with our youth and indigenous pathways through sport.

The Magpies have embarked on a program of rebuilding both on and off the field, to become a strong and successful club once again. We believe that City of Palmerston's support of our club is vitally important to our continued growth in the future, and we hope that the success you have achieved in your time as Mayor will be emulated by the Magpies on the football field.

We look forward to hearing back from you soon so we can meet and discuss further your role with the Palmerston Magpies Football Club.

Yours faithfully

Russell Davey

President

A Place for People

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 October 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 99(2) and 293(3)(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

MINUTES

Ordinary Council Meeting Tuesday 21 September 2021

The Ordinary Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 21 September 2021 at 5:30pm.

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Alderman Danielle Eveleigh
Alderman Mark Fraser
Alderman Amber Garden
Alderman Ben Giesecke
Alderman Damian Hale
Alderman Sarah Henderson
Alderman Lucy Morrison (*Via Audio Visual Conference*)

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer/Director Lifestyle and
Community, Amelia Vellar
Director City Growth and Operations, Nadine Nilon
Governance Strategy Manager, Manu Pillai
Communications Manager, Becky Saywell
Executive Assistant to CEO, Jessie Schaecken
Minute Secretary, Chloe Hayes

GALLERY

One member 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 05:32 pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Moved: Alderman Hale

Seconded: Mayor Pascoe-Bell

1. THAT the leave of absence received from Mayor Pascoe-Bell from noon 24 September to 26 September 2021 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Hale from 24 September to 24 September inclusive be received and noted.

CARRIED 10/1 – 21/09/2021

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Alderman Eveleigh

Seconded: Alderman Morrison

THAT the Declaration of Interest received from Alderman Eveleigh for Item 13.1.1 be received and noted.

CARRIED 10/2 – 21/09/2021

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Henderson

Seconded: Alderman Hale

THAT the Minutes of the Council Meeting held on 17 August 2021 pages 10534 to 10540 be confirmed.

CARRIED 10/3 – 21/09/2021

Initials: _____

6.2 Business Arising from Previous Meeting
Nil

7 MAYORAL REPORT
Nil

8 DEPUTATIONS AND PRESENTATIONS
Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 Zuccoli Community Hub Update

Moved: Alderman Henderson
Seconded: Alderman Lewis

1. THAT Report entitled Zuccoli Community Hub Update be received and noted.
2. THAT pursuant to Section 26(2) of the Local Government Act 2008, Council authorises the affixing of the common seal to the lease of Crown Land over Lot 13503 and Lot 15612(A), Town of Palmerston - Common Seal between the Northern Territory Government or its representatives and City of Palmerston and that this be attested by the signatures of the Mayor and Chief Executive Officer.
3. THAT Council endorse the concept Master Plan being **Attachment 25.2.1.4** to Report entitled Zuccoli Community Hub Update for the purpose of the Community Consultation noting the following changes:
 - Removal of the area marked potential sports court area and replace with the community gardens.
 - Moving the garden of reflection where the community garden was drawn.
 - Develop a grassed outdoor event zone where the garden of reflection was drawn.
 - Ensure that the path between the gardens / plaza / community hall is a 3 metre path for accessibility.
 - Reduce some of the hard surface area marked as plaza space.
 - And that the Plaza space to include a shade/cover option.
4. THAT Council endorse the Zuccoli Community Hub for a submission to the Australian Government Building Better Regions Fund (BBRF) – Round 6 for a value of \$7.5 million being for the Community Centre and Children Library, being:
 - Australian Government \$5 million
 - City of Palmerston may include other external funding partners \$2.5 million

Initials: _____

5. *THAT a Report on the outcomes of the community consultation and the resulting finalised Masterplan, for presentation to the Minister for Infrastructure, Planning and Logistics, be presented to Council following the conclusion of the consultation period.*
6. *THAT the decisions relating to the report Zuccoli Community Hub Update be moved into the open minutes following a related media announcement.*

CARRIED 9/1702 – 15/06/2021

10.1.2 SWELL Management and Operations Contract

Moved: Alderman Lewis
Seconded: Deputy Mayor Garden

1. *THAT Report entitled SWELL Management and Operations Contract be received and noted.*
2. *THAT Council endorse awarding the SWELL Management and Operations Contract for a period of five (5) years with free entry access to the aquatic components of the pool for the term of the contract with all other fees and charges to be determined annually.*
3. *THAT Council note Belgravia Pty Ltd as the preferred tenderer of the SWELL Management and Operations Contract at a total contract value of \$1,834,116 (GST exclusive) for a period of five years with the start date being 1 July 2021.*
4. *THAT the Council Decisions relating to Report Entitled SWELL Management and Operations Contract be moved to the Open Minutes on award of the contract.*

CARRIED 9/1664 – 01/06/2021

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Nil

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Receive and Note Reports

Alderman Eveleigh declared a conflict of interest and left the meeting at 05:35 pm.

Initials: _____

13.1.1 Community Benefit Scheme Update – September 2021

Moved: Alderman Garden
Seconded: Alderman Henderson

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

CARRIED 10/4 – 21/09/2021

Alderman Eveleigh returned to the meeting at 05:37 pm.

13.1.2 Financial Report for the Month of August 2021

Moved: Alderman Morrison
Seconded: Alderman Garden

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

CARRIED 10/5 – 21/09/2021

13.2 Action Reports

13.2.1 Casting Vote

Moved: Alderman Eveleigh
Seconded: Alderman Morrison

1. THAT Report entitled Casting Vote be received and noted.
2. THAT pursuant to section 95(6) of the *Local Government Act* it be a policy of the 10th City of Palmerston Council that the Chair of Council Meetings hold a casting vote in the event of an equality of votes.
3. THAT Council adopt draft policy Casting Vote being **Attachment 13.2.1.1** to Report entitled Casting Vote as a policy of Council.

CARRIED 10/6 – 21/09/2021

13.2.2 Nature and Timing of Council Meetings

Moved: Alderman Garden
Seconded: Alderman Hale

1. THAT Report entitled Nature and Timing of Council Meetings be received and noted.
2. THAT in accordance with Section 90(1) of the *Local Government Act 2019*, Council hold two Ordinary Meetings, on the first and third Tuesday of each month commencing at 5.30pm.

Initials: _____

3. THAT Council only hold one Ordinary Council Meeting in December and January, being the Second Tuesday of December and the third Tuesday of January commencing at 5.30pm.
4. THAT Council hold an Open Public Forum preceding an Ordinary Council Meeting commencing at 5.00pm.

CARRIED 10/7 – 21/09/2021

13.2.3 Order of Business – Ordinary Council Meetings

Moved: Alderman Garden
Seconded: Alderman Henderson

1. THAT Report entitled Order of Business - Ordinary Council Meetings be received and noted.
2. THAT Council approves the 10th City of Palmerston Order of Business for Ordinary Council Meetings as provided at **Attachment 13.2.3.1** and **Attachment 13.2.3.2** of Report entitled Order of Business Ordinary Council Meetings.

CARRIED 10/8 – 21/09/2021

13.2.4 Deputy Mayor

Moved: Alderman Eveleigh
Seconded: Alderman Fraser

1. THAT Report entitled Deputy Mayor be received and noted.
2. THAT Council endorse the position of Deputy Mayor to be a term set of seven intervals of 207 days and that method of appointment be as per Council Policy *Appointment of Deputy Mayor*.
3. THAT Council adopt amended Council Policy Appointment of Deputy Mayor being **Attachment 13.2.4.3** of Report entitled Deputy Mayor.
4. THAT Council appoint Alderman Henderson as Deputy Mayor in accordance with Council Policy *Appointment of Deputy Mayor* commencing 22 September 2021 to 17 April 2022 inclusive.

CARRIED 10/9 – 21/09/2021

13.2.5 Title Change of Elected Members

Moved: Alderman Eveleigh
Seconded: Alderman Giesecke

1. THAT Report entitled Title Change of Elected Members be received and noted.
2. THAT Council endorse the title change of its Ordinary Council Members from Alderman to Councillor effective 22 September 2021.

CARRIED 10/10 – 21/09/2021

Initials: _____

13.2.6 10th Council Christmas and Easter Closures

Moved: Alderman Hale
Seconded: Alderman Morrison

1. THAT Report entitled 10th Council Christmas and Easter Closures be received and noted.
2. THAT Council approves the closure of the Council Depot, Civic Plaza, Gray Community Hall, Durack Community Arts Centre, Driver Resource Centre, Recreation Centre and Library from 12.00pm on the final business day before Christmas Day, reopening on the first business day after the New Year's Day public holiday for the term of the 10th Council.
3. THAT Council approves the closure of Gray Community Hall, Durack Community Arts Centre, Driver Resource Centre, Recreation Centre and the Library on Easter Sunday for the term of the 10th Council.
4. THAT Council notes the Palmerston Fitness and Aquatic Centre and Archer Waste Management Facility will maintain normal operating hours and other essential services will continue including waste collection and limited animal management over these periods.

CARRIED 10/11 - 21/09/2021

14 INFORMATION AND CORRESPONDENCE

14.1 Information
Nil

14.2 Correspondence
Nil

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

17.1 Public Places Litter Service Standards

Moved: Alderman Henderson
Seconded: Alderman Morrison

THAT a report be prepared on current service level standards regarding the management of public litter on Council land and identify any opportunities of improved service level and public awareness by the Ordinary Meeting of January 2022.

CARRIED 10/12 - 21/09/2021

Initials: _____

18 NEXT ORDINARY COUNCIL MEETING

Moved: Alderman Garden
Seconded: Alderman Fraser

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

CARRIED 10/13 – 21/09/2021

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Morrison
Seconded: Alderman Fraser

THAT pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED 10/14 – 21/09/2021

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Henderson
Seconded: Alderman Giesecke

THAT the meeting be adjourned for 10 minutes.

CARRIED 10/15 – 21/09/2021

The meeting adjourned at 6.03pm

The open section of the meeting closed at 6.10pm for the discussion of confidential matters.

The Chair declared the Meeting closed at 6.34pm.

Chair

Print Name

Date

Initials: _____