

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 7 July 2020

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

## TABLE OF CONTENT

|      |   |   |
|------|---|---|
| 1    | ACKNOWLEDGEMENT OF COUNTRY .....                | 4 |
| 2    | OPENING OF MEETING .....                        | 4 |
| 3    | APOLOGIES AND LEAVE OF ABSENCE.....             | 4 |
| 3.1  | Apologies.....                                  | 4 |
| 3.2  | Leave of Absence Previously Granted.....        | 4 |
| 3.3  | Leave of Absence Request .....                  | 4 |
| 4    | REQUEST FOR TELECONFERENCE .....                | 4 |
| 5    | DECLARATION OF INTEREST .....                   | 4 |
| 5.1  | Elected Members.....                            | 4 |
| 5.2  | Staff.....                                      | 4 |
| 6    | CONFIRMATION OF MINUTES.....                    | 4 |
| 6.1  | Confirmation of Minutes .....                   | 4 |
| 6.2  | Business Arising from Previous Meeting .....    | 4 |
| 7    | MAYORAL REPORT .....                            | 4 |
| 8    | DEPUTATIONS AND PRESENTATIONS.....              | 4 |
| 9    | PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)..... | 4 |
| 10   | CONFIDENTIAL ITEMS .....                        | 4 |
| 10.1 | Moving Confidential Items into Open .....       | 4 |
| 10.2 | Moving Open Items into Confidential .....       | 4 |
| 10.3 | Confidential Items .....                        | 4 |
| 11   | PETITIONS.....                                  | 5 |
| 12   | NOTICES OF MOTION.....                          | 5 |
| 13   | OFFICER REPORTS .....                           | 6 |
| 13.1 | Receive and Note Reports.....                   | 6 |

|  |    |
|--|----|
| 13.1.1 City Growth and Operations Quarterly Report April - June 2020 .....       | 6  |
| 13.1.2 Organisational Services Quarterly Report April to June 2020.....          | 21 |
| 13.2 Action Reports .....  | 43 |
| 14 INFORMATION AND CORRESPONDENCE .....  | 43 |
| 14.1 Information .....   | 43 |
| 14.2 Correspondence .....  | 43 |
| 14.2.1 LGANT Call for Nominations - Local Government Disciplinary Committee..... | 43 |
| 15 REPORT OF DELEGATES .....   | 47 |
| 16 QUESTIONS BY MEMBERS.....   | 47 |
| 17 GENERAL BUSINESS .....  | 47 |
| 18 NEXT ORDINARY COUNCIL MEETING .....   | 47 |
| 19 CLOSURE OF MEETING TO PUBLIC .....  | 47 |
| 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON.....                                 | 47 |

1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

1. *THAT the leave of absence received from Mayor Pascoe-Bell for 27 June to 20 July 2020 inclusive be received and noted.*

CARRIED 9/1033 – 17/03/2020

3.3 Leave of Absence Request

4 REQUEST FOR TELECONFERENCE

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 16 June 2020 pages 10119 to 10128 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

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



| Item   | Confidentiality |  |
|--------|-----------------|--|
| 25.2.1 | 8(c)(i)         | This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(i) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |
| 25.2.2 | 8(c)(i)         | This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(i) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |
| 25.2.3 | 8(e)            | This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(e) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.   |
| 25.2.4 | 8(c)(iv)        | This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(iv) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.              |

## 11 PETITIONS

## 12 NOTICES OF MOTION

## 13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

|                      |   |
|----------------------|---|
| <b>AGENDA ITEM:</b>  | 13.1.1  |
| <b>REPORT TITLE:</b> | City Growth and Operations Quarterly Report April - June 2020 |
| <b>MEETING DATE:</b> | Tuesday 7 July 2020   |
| <b>AUTHOR:</b>       | Director City Growth and Operations, Nadine Nilon             |
| <b>APPROVER:</b>     | 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 in the April to June quarter 2020.

### KEY MESSAGES

- This report provides a summary of the City Growth and Operations activities for the April to June 2020 quarter.
- This quarter, Council continued maintenance and operations activities, and completed a number of significant capital projects.
- Key projects included are;
  - Melastoma Drive, Moulden street lighting upgrade was completed,
  - Zuccoli Parade streetscape improvement works were completed,
  - Temple Terrace greening works, Stage 1, was completed.
- The Verge Assistance Program commenced this quarter and received a positive response, with over 400 applications and 160 deliveries.
- 595 trees were planted, and 11 suburbs were pruned.
- New pathways were installed along Buscall Avenue, Gunn and Joan Fejo Park, Rosebery.
- Concrete floors in the Palmerston Recreation Centre and City of Palmerston Library were renewed during the COVID-19 closure.

### RECOMMENDATION

THAT Report entitled City Growth and Operations Quarterly Report April - June 2020 be received and noted.

### BACKGROUND

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

### DISCUSSION

The activities for the April to June 2020 quarter are as follows.

## 1 Family and Community

### Objective 1.2

**The wellbeing of our community is a focus for all of our work**

#### Laneway Treatment Trial Program

Council continued trialling treatments for laneways to assess suitability of measures to discourage antisocial activities occurring in the laneways. In this quarter, Council implemented temporary night-time closures at the following eight additional laneways, as well as resurfaced the laneway between Tilston Avenue and Caladium Court, Moulden.

- Castor Court to temple Terrace, Woodroffe
- Capella Court to Temple Terrace, Woodroffe
- Zenith Circuit to Star Court, Woodroffe
- Sibbald Crescent to Gunter Circuit, Woodroffe
- Bailey Circuit to President Park, Driver
- Tilston Avenue to Caladium Court, Moulden
- Strawbridge Crescent to Chung Wah Terrace crossed with Cobham Court to Lockwood Court, Moulden

A report was presented to the Council Meeting on 16 June providing an update on activities and determining the next step, the development of a Laneway Management Policy. The draft Policy will be presented to the 2<sup>nd</sup> Ordinary Council Meeting in August 2020 prior to community consultation. In the interim, Council will defer the implementation of further treatments until the Laneway Management Policy is in place. Current treatments that are in place will continue, with a review of these treatments to be undertaken in conjunction with the final Policy in November 2020.

Furthermore, consultation on the potential closure of two laneways in Politis Court is scheduled to be undertaken in July and August. Feedback and results from this consultation and along with the draft Laneway Management Policy will then be presented to the 2<sup>nd</sup> Ordinary Council Meeting in August 2020, assisting Council's future decision.



**Image 1: Laneway between Tilston Avenue to Caladium Court, Moulden resurfacing works**

## 4 A Future Focus

### Objective 4.2

#### Infrastructure is fit for purpose

##### Roads

Council continued working towards providing safe and serviceable road assets to the community. Major highlights of road works carried out in this quarter are:

- Resurfaced 1.15 km of road, which included sections of Mckinnon Road, Pinelands; Forrest Parade, Bakewell and Chung Wah Terrace, City Centre. Part of the resurfacing works were funded through Australian Government Roads to Recovery funding.
- Reconstruction of 182m of road along Emery Avenue, Woodroffe; Calvin Street, Yarrawonga; Hang Gong Avenue, Driver; Rivera Court, Driver and Maurice Terrace, Bakewell.
- City Centre roads were swept weekly, as well as, all sub-arterial and collector roads were swept once in the last quarter.
- Re-line marking works was undertaken within the City Centre, along Zuccoli Parade, as well as all minor roads in the suburbs of Bakewell and Durack.
- 43 potholes were repaired this quarter with a total of 138 pothole for the 2019/20 financial year.
- Shoulder maintenance works undertaken along Flockhart Drive and Waler Road in Marlow Lagoon.

##### Pathways

Council undertook various maintenance activities on its pathway network and also undertook capital works during this quarter to provide safe pedestrian access and improve connectivity. Some of the major works undertaken in this quarter include:

- Pathway upgrade works along Essington Avenue, Victoria Drive and Emery Avenue, Gray to provide safe access to schools, sporting stadiums, community halls, childcare centres and parks.
- New pathway installation along Buscall Avenue, Gunn to provide connectivity to major parks, Bakewell Primary School and other surrounding pathway networks.
- New pathway installation to connect Joan Fejo Park to NTG's path along Roystonea Avenue, Rosebery in partnership with NTG.
- Upgraded a section of pathway near rotunda structures in Marlow Lagoon Recreational Area, providing access all year around from the pet park to the lakes, playground, and toilet facilities.





*Image 2: Buscall Avenue, Gunn new pathway works*



*Image 3: Marlow Lagoon Recreational Area new pathway works*

## Driveways

Below is a snapshot of driveway activities undertaken this quarter. As many new driveways are constructed within new developments, an approval process is in place to ensure completion of works to Council's requirements.

- 33 driveway location plans were approved during this period and a total of 157 driveway location plans were approved this financial year.
- Council installed 18 driveways across various suburbs during this period with a total of 118 driveways installed this financial year.
- Permits were issued for the construction of 13 driveways by builders with a total of 63 permits issued this financial year.
- Maintenance and repairs were completed on 10 driveways this quarter, with 43 driveways having works undertaken this financial year.



*Image 4 & 5: Zuccoli, new driveway installations*

## Stormwater

Council undertook works on City of Palmerston's stormwater infrastructure, which includes open drains, underground pipe networks and pits, and associated lakes and basins to address the safety issues, flood mitigation and environmental issues. The following major stormwater works were undertaken in this quarter:

- Upgraded letterbox pits within open drains in Gray to improve safety and enhance stormwater capture.
- Installed concrete invert along Flockhart Drive in Marlow Lagoon.
- Collaboratively worked with NT Government and organised cleaning of open drain and culverts along Inverway Circuit and Farrar Boulevard in Farrar.



*Image 6: Gross pollution trap, Sanctuary Lakes, Gunn stormwater works*



## Lights

Dark spot activities continued this quarter, with the goal to improve safety for all users of the roads or parks the works are undertaken in. All dark spot works are designed to achieve relevant lighting compliance for the area. Over the previous financial year, including the last quarter, the following works occurred.

- Moulden Drain and Lindsay Park, Moulden lighting upgrade
- Cunningham Park, Gunn lighting upgrade
- Memorial Park, City Centre lighting upgrade
- Waterhouse Crescent, Driver street lighting upgrade
- Marlow Lagoon new poles and roundabout lighting upgrade
- Melastoma Drive, Moulden street lighting upgrade
- Bonson Terrace, Moulden works commenced, which is also a Black Spot project, which involves the addition of new light poles and replacement of all lights with LED luminaires
- Raffles Road, Gray works commenced

Upcoming works include.

- Cornwallis Circuit, Gray - scheduled for commencement late June/early July
- Woodroffe Drain
- Dwyer Circuit, Driver

In addition, 139 light defects were repaired this quarter with a total of 821 defects repaired for the 2019/20 financial year, as well as solar lights were replaced in the open space near Yale Parade, Durack.



**Image 7 & 8: Woodlake Boulevard, Durack installation of new LED light**

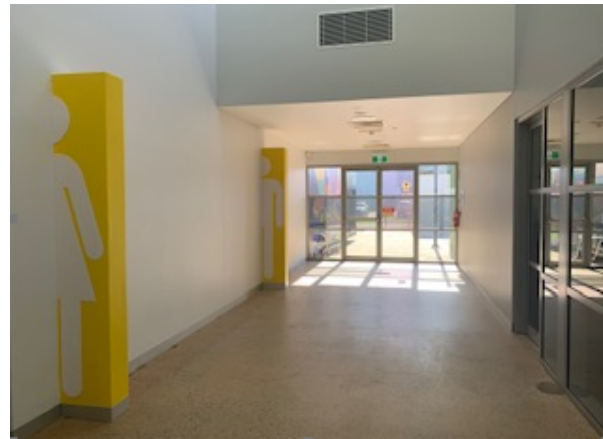


## Council Facilities

During the period of COVID-19 and the closure of the City of Palmerston Library and Palmerston Recreation Centre, Council was able to have the concrete within these facilities sanded and polished with a non-slip epoxy polish. Works included removal of existing vinyl overlay, sanding of the concrete for fine textures and smooth surface and a non-slip epoxy polish coat.

Other works around the municipality during this time included the Gym at the Palmerston Swimming and Fitness Centre, where works took place to paint the gym, kiosk and toilets.

In addition, works were completed to replace and the air conditioning package unit at the City of Palmerston Library Café. Internal painting to the building foyer area and community rooms at the Palmerston Recreation Centre were also completed this quarter.



*Image 9 & 10: Palmerston Recreation Centre, painting works undertaken*

## 5 Environment Sustainability

### Objective 5.1

#### Reduce our footprint on the environment

##### Trees

Tree planting on verges and parks provides shade and visual appeal to Council streets and open spaces. Tree planting for this quarter has been to address resident requests and replace trees due to vandalism.

This quarter, Council planted 24 trees with a total of 74 trees for 2019/20 following requests by residents and replanted 37 trees with a total of 57 trees for 2019/20 that had either been stolen or vandalised. All requests for trees have either been completed or scheduled for planting. The tree pruning program continued this quarter with pruning undertaken in Driver, Moulden and Durack.



*Image 11 & 12: newly planted verge trees*

## Verge Assistance Program

The Verge Assistance Program commenced this quarter, providing residents with topsoil and grass seeds to improve the amenity of their verges and help with the greening of the City. Since the commencement of the program in mid-April 2020, approximately 410 people applied. This quarter, 164 residents were provided the materials to improve their verges. This program is ongoing and applications will continue to be processed, priorities and programmed.



*Image 13: Before*



*Image 14: After*

## Liveable Cities

The re-landscaping of Zuccoli Parade commenced in late February 2020 and was completed in June 2020. The work focussed on tree planting and irrigation along the length of Zuccoli Parade to establish shade and character for the busy road. Several gardens were also created at roundabouts and intersections to add to the visual appeal. In total, there were approximately 400 trees planted and 5000 garden plants provided.



Comments from residents living in Zuccoli during the project were very positive supporting the works and the shade provided from the trees will be welcomed by pedestrians in the future.

The greening of Temple Terrace was undertaken this quarter, commencing in April 2020. This project will improve the amenity and walkability of Temple Terrace through increased tree canopy, irrigated grass, and garden beds.

The first stage between Chung Wah Terrace and Kafcaloudes Crescent is complete. In this stage, 85 trees were planted, grass established, and a new garden created at the intersection with Woodroffe Avenue. Stage 2 design is underway for commencement in late July 2020, with the works extending to Tilston Avenue.

The completed works have transformed a dry dusty wide verge into a walkway that will be shaded and cool as the trees develop their canopies above the path and road.



**Image 15: Zuccoli Parade, completed landscaping works**



**Image 16: Temple Terrace, completed landscaping works**

## Lakes

The preparation of a Lake Management Plan commenced this quarter. This plan will enable Council to undertake a strategic approach to the management of Council's 13 lakes. The plan will assess each lake individually to determine:

- Its functional purpose.
- Community values of the lake.
- Current infrastructure and design.
- Current management practices and use (including irrigation and stormwater retention).
- Improvements in management and sustainable use.

In addition to strategic management, Council has continued to undertake activities to improve the water quality, amenity, and function of the lakes. This includes manual harvesting of weeds and installation of remote sensing apparatus that will be able to provide real time data on water quality parameters.



*Image 17: Lake 9, Durack*

## **Objective 5.2**

Palmerston is a cool, shaded, green city

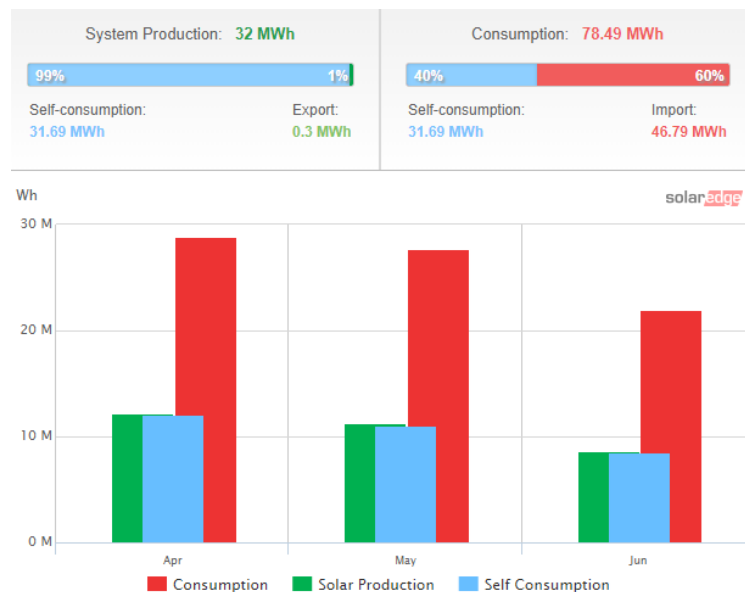
Solar Photovoltaic Systems on Council Buildings

### Civic Plaza Solar Shade Structure

A public tender has been released for the development of a new solar generating shade structure at the Civic Plaza car park area. These shade structures will support a photovoltaic (PV) solar system that will offset some of the current energy usage within the City of Palmerston administration building. Once constructed (scheduled for completion in November) the structure will save Council approximately up to 50% of annual electricity costs at the Civic Plaza .

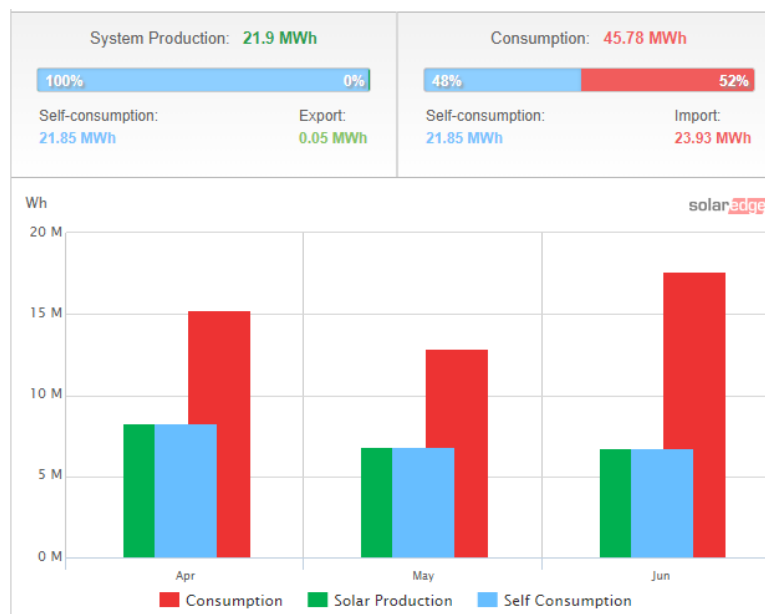
### City of Palmerston Library

This quarter the PV system at the City of Palmerston Library produced 32MWh (see graph below), offsetting 40% of the buildings electricity use. This equates to approximately 10,000kg of carbon emissions mitigated (or 384 trees planted)



## Palmerston Recreation Centre

This quarter the PV system at the City of Palmerston Recreation Centre produced 21.9MWh (see graph below), offsetting 48% of the buildings electricity use. This equates to approximately 8,562kg of carbon emissions mitigated (or 263 trees planted).



## Irrigation

Replacement irrigation through our Capital Works Program took place in suburbs such as Walter Park in Moulden, Temple Terrace Median between Gray and Driver, University Avenue Garden Beds in Durack as well as Chung Wah Terrace garden beds in the City Centre.

In addition to maintenance works carried out, new irrigation is also being installed on Temple Terrace from Chung Wah Terrace to Kafcaloudes Crescent.



## Archer Waste Management Facility

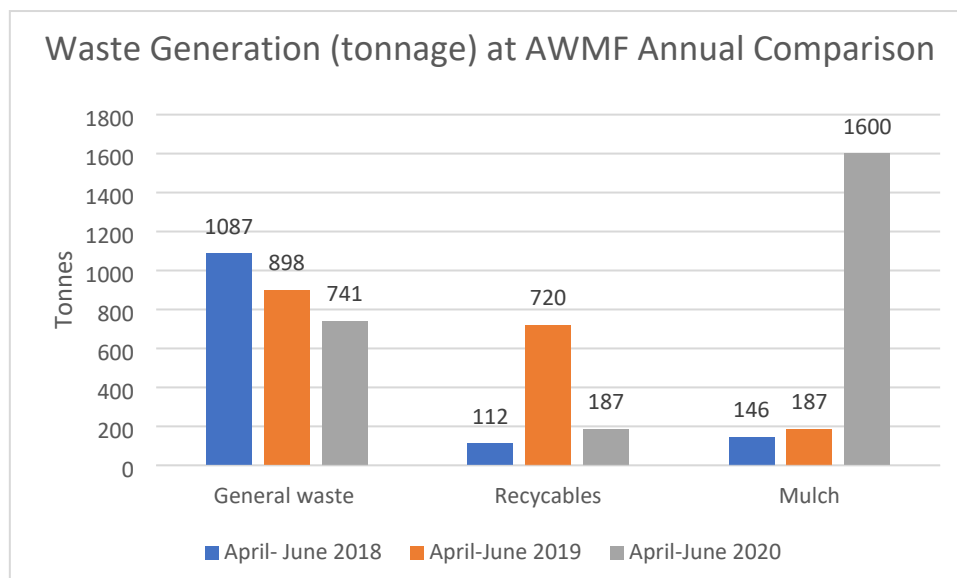
### Waste Generation and Recycling Statistics

In this quarter the following amounts were collected or diverted at the Archer Waste Management Facility.

- 741 tonnes of general waste
- 187 tonnes of recyclable materials diverted
- 1,600 tonnes of green waste converted to mulch (547 tonnes sold)

These figures are a significant increase on what was reported in the last quarter. There has been an increase of 56 tonnes of general waste collected, 65 tonnes of recyclables diverted, 1250 tonnes of mulch converted, and 387 tonnes of mulch sold from last quarter. The likely cause of this increase is the COVID-19 crisis. In the April to June 2020 period Archer Waste Management Facility had 35,716 visitors, compared to 24,180 visitors in the same period in 2019.

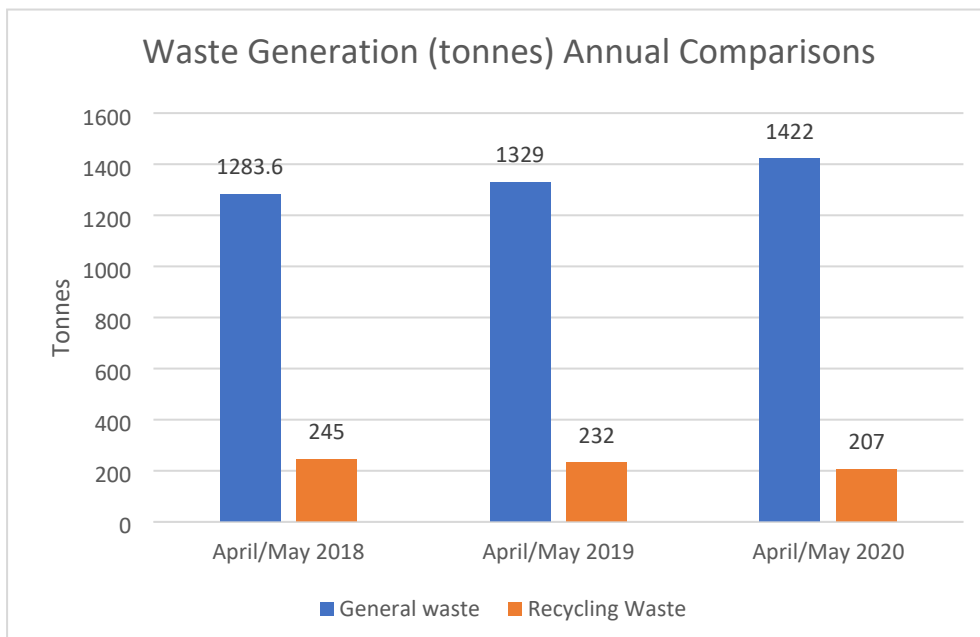
These figures can also be compared to the same quarter in previous years. This comparison indicates a trend towards a greater diversion rate, with 25% diversion rate achieved in 2020, and 11% achieved in 2018 (Note: there is a known anomaly in the May 2019 recyclable figures due to a large number of batteries recorded over this period).



## Domestic Kerbside Waste Collection

### General and Recyclable Waste Tonnage

The graph below indicates a slight increase in general waste generation over time, which is consistent with an increase in Palmerston population numbers and potential impact of COVID-19 and people staying at home. Recycling volumes have remained constant. It is hoped that recycling volumes will increase in the coming months through the onset of the waste education program which aims to increase diversion rates in the domestic waste stream. (Note: Results are for April and May as June's report is not received until after the months end).



## Recycling and Contamination.

Volumes and types of waste diverted from kerbside collections this quarter include.

- 86.92 tonnes of cardboard.
- 0.74 tonnes of steel.
- 0.84 tonnes of HDPE plastics.
- 0.4 tonnes of PET plastics.

Contamination of our recycling bins was also significantly reduced this quarter. Contamination of bins occurs from residents putting material such as food waste, clothing, and plastic bags in their recycling bins. This quarter 53% of collected recyclables was considered contaminated (a reduction from 99% measured in January 2020). This improvement is considered to be from a combined effort of education and a consistent approach by the contractor.

## **Objective 5.3**

### **Encourage personal action and taking a leadership role**

#### **Waste Education**

Waste education initiatives were largely on hold this quarter due to COVID-19 restrictions. Preparation continued for the commencement of programs as soon as restrictions allow. Recent and upcoming programs are;

- The 'Take-the Pledge' program, whereby residents pledge to reduce their waste production and improve their recycling in return for incentives and prizes. Development and printing of 'Take the Pledge' promotional collateral has been completed this quarter (bin stickers, bin tags, Take the Pledge promotional flyers and two stand-up banners for events). The program launch is anticipated for July 2020.
- Printing of informational flyers for 'Blue' the film. This film educates on plastics in oceans and advocates the reduction in single use plastics. This film will be shown at the Flicnics movies night on the 15<sup>th</sup> of August 2020.



- A Mini Bin Game (65 cards plus laminated explanation and answer sheets) has been mailed to 14 Palmerston primary and pre-school sites. This game teaches children what can and cannot go into our general waste and recycling bins. Feedback received regarding the Mini Bin Game from the first schools' trial has been positive. *'Students loved sorting out the items and the discussions around it were great'*-Gray Primary School
- Ten online performances of *Professor Planet and his Revolutionary Recyclatron* show have been offered to all Palmerston Primary school sites. This online show uses comedy, music, and special effects to help children become enthusiastic recyclers. The performances will be scheduled according to each school take up, throughout term 3
- Additional programs for schools in term 3 have been developed through a school survey which gathered information on their preferences regarding waste education. Onsite education will include a range of activities such as Recycle Relays, Papermaking, Bin Audits and Litter Less investigations. Delivery of the first round of 'on site' education programs by KESAB Education Officers has been tentatively scheduled for late August/early September; dependent COVID-19 restrictions.

## 6 Governance

### Objective 6.1

#### Ensure we have a leading governance model

During this quarter Council Policy *REG01 Outdoor Dining* was reviewed and adopted by Council with no changes. The Policy encourages suitable outdoor dining within the municipality, providing vibrancy, improving safety and economic benefit to the City.

Draft Council Policy *Preserving Our Urban Forest* is set to go out to public consultation in July for a period of 21 days. The intent of the Policy is to set the principals for preserving our urban forest and establish the criteria upon which trees must be assessed to maximise the retention of our urban forest.

As of 24 June 2020, a total of 1310 requests have been received from members of the community for the 2019/20 financial year. There has been a reduction in new bin services requests in alignment with a reduction in new development. In addition, there has been an increase in reports of litter in public places. Future reports will include analysis of customer service outcomes within each activity.

| Nature of Request | QRT 1 | QRT 2 | QRT3 | QRT4 |
|-------------------|-------|-------|------|------|
| Litter            | 4     | 6     | 4    | 18   |
| Public Places     | 101   | 101   | 52   | 135  |
| Roads             | 16    | 17    | 22   | 42   |
| Signs             | 2     | 3     | 4    | 7    |
| Stormwater        | 3     | 8     | 14   | 9    |
| Trees             | 80    | 128   | 78   | 98   |
| Waste             | 118   | 126   | 50   | 43   |
| General           | 10    | 5     | 1    | 5    |
| Total Received    | 334   | 394   | 225  | 357  |
| Total Completed   | 253   | 416   | 253  | 427  |

## **CONSULTATION PROCESS**

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

- City Sustainability Officer
- City Operations Manager
- Executive Assistant to Director City Growth and Operations
- Civil Operations Team Leader
- Public Lighting Coordinator
- Project Officers
- Technical Officer
- Asset Inspection Officers
- Open Space Team Leader
- Open Space Contract Supervisors

## **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:

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

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

## **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

|                      |   |
|----------------------|---|
| <b>AGENDA ITEM:</b>  | 13.1.2  |
| <b>REPORT TITLE:</b> | Organisational Services Quarterly Report April to June 2020 |
| <b>MEETING DATE:</b> | Tuesday 7 July 2020   |
| <b>AUTHOR:</b>       | Records Coordinator, Sorchá Redmond                         |
| <b>APPROVER:</b>     | Director Organisational Services, Richard Iap               |

### COMMUNITY PLAN

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

### PURPOSE

This report summarises the key activities undertaken by Organisational Services and Finance Departments in the April to June 2020.

### KEY MESSAGES

- The Department of Organisational Services provides a summary of its activities for the previous quarter.
- The Quarterly update report has been redesigned to align with Council's Community Plan structure and the Plan's outcomes.
- Council produced 13 Storytime video clips, which were streamed live and featured a range of local guests, as part of Council's service delivery changes introduced due to COVID-19.
- Council nominated and was selected by a Facebook poll to participate on Sunrise A-Z Virtual Tour of Australia,
- Council's *Prójects* – Making the Switch program was completed 12 months ahead of time and underbudget.
- Council attracted 1,026 new social media followers, making a total of 13,797 this quarter Council's website had a total of 35,518 sessions and 77,490-page views.
- The draft Municipal Plan and Budget 2020/21, and Council's draft Long-Term Financial Plan 2021/2030, are currently out for 28 days public consultation and will be presented to Council for adoption at the Second Ordinary Meeting in July 2020.

### RECOMMENDATION

THAT Report entitled Organisational Services Quarterly Report April to June 2020 be received and noted.

### BACKGROUND

The Council is provided with a quarterly report of key activities undertaken by Organisational Services in the previous quarter.

## DISCUSSION

The activities for April to June quarterly report are, provided within **Attachment 13.1.2.1**

Highlights include:

- **Story Time Online – (Section 1.2 of Attachment 13.1.2.1)**

The City of Palmerston introduced a new way to engage with our community as a response to COVID19, Council filmed and produced 13 clips with the most popular segment including the Chief Minister Michael Gunner, a post that reached 7.6k viewers.

- **Sunrise A-Z Virtual Tour of Australia – (Section 1.3 of Attachment 13.1.2.1)**

During this quarter Council had the opportunity to take part in a national competition to represent the letter “P” on channel 7 Sunrise A-Z Virtual Tour of Australia. Project work included filming, editing and submission of the entry clip with an entry letter, which was turned around in the space of four hours. This was a great accomplishment and highlights the fantastic things we can achieve in our department, the final numbers from the poll were, City of Palmerston with 57% and over 10,000 votes.



- **Making the Switch – (Section 4.1 of Attachment 13.1.2.1)**

A total of 4879 lights have been replaced with new LEDs with smart controls under this project. Council has completed this project 12 months ahead of schedule, the project was originally proposed to be completed over two years. Carbon dioxide emissions of the new LEDs lights are expected to be reduced by up to 50%, which would be the equivalent of saving more than 470 tons carbon dioxide and planting more than 500 hectares of Australian forest trees.

- **The draft Municipal Plan and Budget 2020/21, and Council's draft Long-Term Financial Plan 2021/2030 – (Section 6.2 of Attachment 13.1.2.1)**

A major project this quarter was to prepare and promote the draft Municipal Plan and Budget 2020/21. Council has carefully balanced the need for investment in our city with keeping rates as low as possible to assist our community.

- Holding the cost of your rates. There will be no increase from 2019/20.
- Holding the cost of your waste service charge. There will be no increase from 2019/20.
- Holding the cost on all Council fees and charges. There will be no increase from 2019/20.
- Continuing with free entry to the Palmerston Pool.
- Continuing to provide free all-day parking in our City Centre while local recovery is underway.
- Rates financial hardship applications.
- Maintaining our City's capital works program.
- Maintaining our services levels across the whole municipality in all areas.

- **Media Coverage – (Section 6.3 of Attachment 13.1.2.1)**

Promotion of Council projects, programs and events continued across multiple channels including media, website, social media, print, TV, radio, or signage. Council's media monitoring detected 93 media mentions reaching a cumulative audience of 225,380. The highest volume of coverage occurred on 5 June 2020, which highlighted Council's draft Municipal Plan and Budget.

- **Social Media – (Section 6.3 of Attachment 13.1.2.1)**

Through Council's social media accounts, 64 Facebook posts were made, with a total reach of 353,663. Council attracted 1,026 new followers, making a total of 13,797 followers on its Facebook account. The most popular individual posts (organic) for this quarter were: Crocodile sighting on 29 April 2020 (70,081 reach), crocodile sighting on 22 May 2020 (31,216 reach) and the Verge Application Program on 11 April 2020 (25,927 reach)

## CONSULTATION PROCESS

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

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

## POLICY IMPLICATIONS

There are no budget or resource implications relating to this report

## BUDGET AND RESOURCE IMPLICATIONS

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

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

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

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

## **ATTACHMENTS**

**Attachment 13.1.2.1:** Organisational Services Quarterly Activity Report



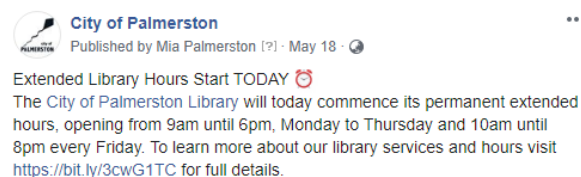
## 1. Community Plan Outcome: Family and Community

*Palmerston is a safe and family community where everyone belongs*

### 1.1 Media and Marketing Coverage

Council issued the following media releases under this Outcome during this quarter:

- 13 May: Palmerston Library Welcomes the Community Back with Extended Opening Hours:** Information: City of Palmerston Library's reopening on Friday 15 May 2020 following COVID-19 closure. Announcement of the Library's decision to offer extended hours from Monday 18 May 2020:
  - **Reach Organic:** 1,145
  - **Reactions:** 36
  - **Shares:** 5



- 18 May: Together Soon Enough...from Adelaide to Palmerston...to the rest of the world:** Information: Bearing the words Together Soon Enough, a new mural by well-known Adelaide artist, Peter Drew was painted in the Palmerston city Centre. With permission and guidance from the artist, City of Palmerston was pleased to support his latest project and reproduce the mural message for the community of Palmerston.
  - **Reach Organic:** 1,175
  - **Reactions:** 33





- **29 May: Working Together for the Wellbeing of our Community**  
Information: Palmerston Indigenous Network, with support from the City of Palmerston, supported the Palmerston community through the distribution of health and wellbeing packs to residents and families who continue to be impacted by the COVID-19 situation.
- **1 June: Esports to feature in Palmerston**  
Information: Announcement of Council's collaboration with the Australian Esport League (AEL) to support the professional development of the Esports Sector in the Northern Territory. The program included a series of successful professional development workshops, for all experience levels was held in May, community webinars in June - How to get into Cosplay and How to become an Esports Competitor and the Palmerston's inaugural AEL Palmy Cup.
- **3 June: Supporting Palmerston Youth with Positive, Fun and Free Sport and Recreation Activities**  
Information: Council's continuing support to the Palmerston and Regional Basketball Association (PaRBA) with free access to the Recreation Centre to deliver after school and school holiday activities.

## 1.2 Community Events and Programs

- A major component of filming work during this quarter and COVID-19 was Storytime Online, with 13 clips produced on behalf of the Palmerston Library. The sessions filmed hosted a Territory VIP and Library staff member. Support included filming, editing and online assistance to show the clip. The most popular film clip was when Council had a visit from the *Chief Minister* Michael Gunner, this post was viewed by 7.6k followers on our Facebook page.



**City of Palmerston**  
April 6 · 🌐

Storytime Online with the Chief Minister

The Chief is in the house! We've got quite a line up for Storytime this week with Dad... See More



Additionally, support for the online music event, Live in the Lounge, included design and promotion and liaising with musicians to support their session on the City of Palmerston Facebook page.

Following the easing of COVID-19 restrictions in May, communications and marketing support has been provided in design, print collateral, advertising and promotion of the following events and program: FlicNics, Sanctuary Sessions, Harvest Corner Community Garden Workshops, Palmerston Library and Regulatory Services school holiday programs, Brekkie in the Park, Youth activities and Library programs.

### 1.3 Sunrise A-Z Virtual Tour of Australia

- A highlighted during this quarter was the production of Council's entry for the Sunrise A-Z Virtual Tour of Australia. Project work included filming, editing and submission of the entry clip with an entry letter, and promotion for community members to vote for Palmerston to appear on the segment as the letter P. Following Council's win, work involved coordinating of community members and Elected Members to appear on the segment and liaison with the producers.



## 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 Media and Marketing Coverage

Council issued the following media release under this Outcome during this quarter:

- **21 May: \$1 million Boost for the Palmerston Community:** Announcement of partnership between the City of Palmerston and the Northern Territory Government to deliver seven Palmerston-based community projects to the value of \$1 million under the Government's Special Community Assistance and Local Employment (SCALE) grant.
- **Free Entry:** Promotion for free parking and entry to the Palmerston pool for users continued across multiple channels including media, website, social media, print, TV, radio, or signage.



Newspaper advertisement: Swim for Free



Newspaper advertisement: Free parking

Both campaigns are a highlight in Council's current draft Municipal Plan and Budget 2020/21 public consultations and highlighted in several promotional social media videos.

- **Buy Local Campaign** Council's *Support Local* campaign continued, offering free advertising to local businesses and service providers with a series of advertising campaigns in partnership with the NT News and through Council's social media sites. In conjunction, Council's *Spend Local and Win* campaign, held during April and May, was promoted across multiple channels including media, website, social media, print, TV and radio to support local businesses. Community members could enter to win one of four weekly \$100 vouchers by simply spending \$20 or more at a local business. April entries: 166, May entries: 75.

## QUARTERLY REPORT/April to June 2020

- **Information Technology:** Facilities at Civic Plaza, Council Chambers, has been enhanced with audio-visual conferencing hardware allowing multi-party online meetings and document sharing. Chambers has also been upgraded with a new projector, camera, microphones, and speakers to allow for video conferencing and streaming of council meetings. These new facilities will allow for other user groups to hire the facilities.

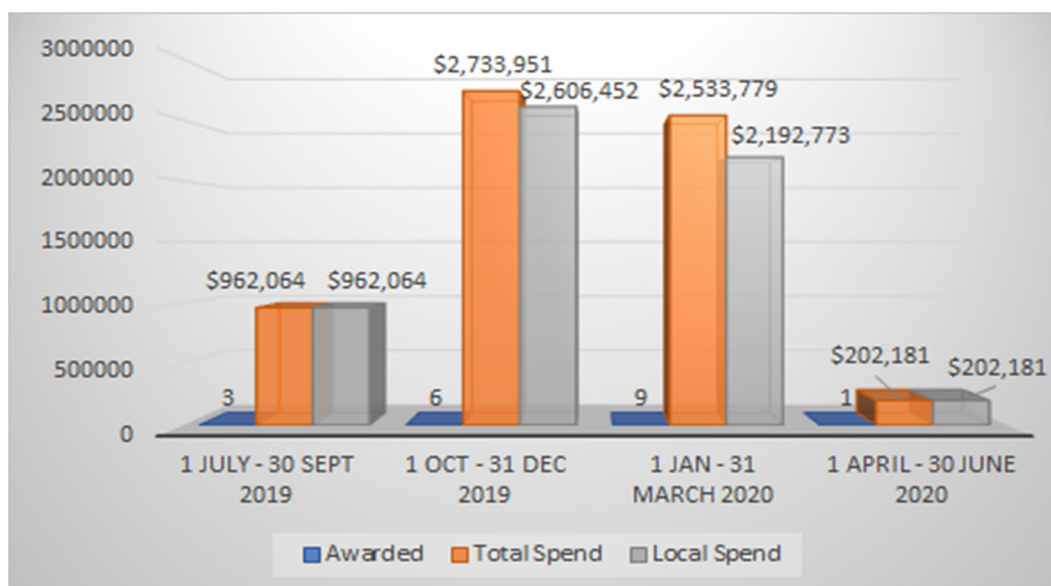
### 2.2 Procurement

Over the financial year, council has awarded 19 tenders investing over \$6.4 million for the local community. Of this amount, over \$5.9 million has flowed to local vendors. A breakdown of tender contracts counts with values is depicted below.

City of Palmerston advertised one schedule of rates tender for the design and construction of solar shade structures in the current period. During this period, the tender for Bonson Terrace Lighting Upgrade was awarded to local company NT Electrical for \$202,181.

Three tender contracts from the prior quarter are currently being assessed.

#### Awarded Tenders Year to Date



#### Awarded Tenders – 1 April to 30 June 2020

| Contract Number | Contract Type     | Contract Name | Awarded                         | Location | Awarded Date | Awarded Price |
|-----------------|-------------------|---------------|---------------------------------|----------|--------------|---------------|
| TS2020-03       | Schedule of Rates | NT Electrical | Bonson Terrace Lighting Upgrade | Local    | 18/05/20     | \$202,181.00  |

April to 30th June 2020

| <b>Contract Name</b>                              | <b>Contract Type</b> | <b>Date Advertised</b> | <b>Date Closed</b> |
|---|----------------------|------------------------|--------------------|
| Design and Construction of Solar Shade Structures | Schedule of Rates    | 12/06/2020             | 12/08/2020         |

### 2.3 Community Assistance and Local Employment Grant (SCALE):

City of Palmerston has received \$743,700 from the Northern Territory Government toward projects identified under SCALE. City of Palmerston will contribute \$256,300 toward the completion of seven projects to be delivered for \$1 million by 30 September 2020. This additional \$1 million will increase council's capital spending for the 2020/21 financial year to \$7,139 million.

### 2.4 COVID-19:

The effect of COVID-19 continues to be felt in this quarter. The areas most affected remain rates and accounts payable. To provide further assistance to our community council has added an additional policy as an avenue for Commercial ratepayers to seek assistance.

### 2.5 Policy FIN17a:

Public Benefit Concession Policy for Commercial Ratepayers was adopted by Council in late May to aid Commercial Ratepayers who find themselves in hardship due to the current crisis. The policy assists ratepayers in the form of a simplified hardship application and the ability to apply for a rates concession equal to the fourth instalment of rates for 2019-20 or an equal part of 2020-21 rates. In addition, the ratepayer receives a deferment of the first rates instalment for 2020-21 to 1 January 2021.

At the time of writing this report, two applications have been received under this policy. The one concession granted amounts to \$15,829.42 with interest waiver of \$206.30. Council currently has one application in progress.

### 2.6 Rate arrangements:

Currently total 129 ratepayers with a total value of \$83,630. Total potential interest waiver to 30 June is \$1,856. Most of these arrangements include payment plans that will see the rates paid in full by 30 June. COVID-19 arrangements currently total 175 ratepayers with a total value of \$60,711. Total potential interest waiver to 30 June is \$1,347. Payment arrangements are encouraged under these arrangements. Currently, 31 hardship applications are in place with a total value of \$72,301. Total potential interest waiver to 30 June is \$1,783. Payment arrangements are encouraged under these arrangements. To support our vendors, Council continues with the reduced payment terms from 28 days to 14 days to ensure there is a quick turnaround of accounts payable and increased cash flow to businesses during these difficult times.



### **3. Community Plan Outcome: Cultural Diversity**

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

#### **3.1 Poppies for Anzac Day campaign:**

- With ANZAC Day memorial services cancelled due to COVID-19, Council delivered a Poppies for Palmerston project to support the Palmerston RSL. Working with the Community Development team, marketing support was provided in terms of design and installation advise, engagement advise and promotion of the project (print and digital), to deliver a poppy decals placed on driveways of Palmerston RSL Members and past or current Palmerston Australian Defence Force Members in time for the nation-wide ANZAC Day Driveway Tribute. The project was a first for Council and received positive feedback from those involved and the wider community.



#### 4. Community Plan Outcome: A Future Focus

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

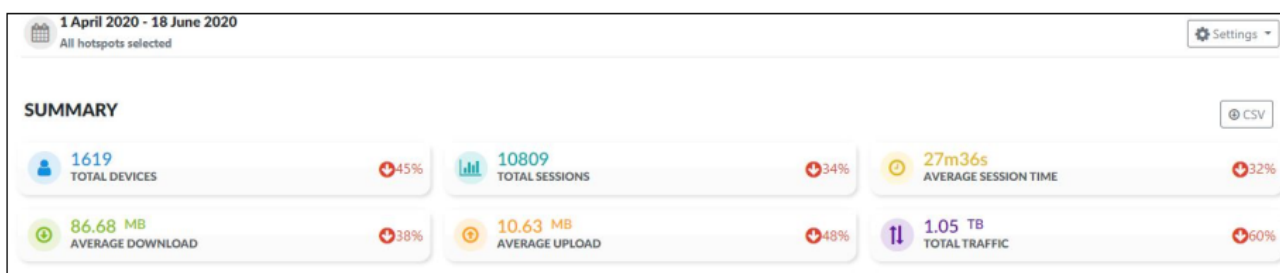
##### 4.1 Making the Switch

Council issued the following media release under this Outcome during this quarter:

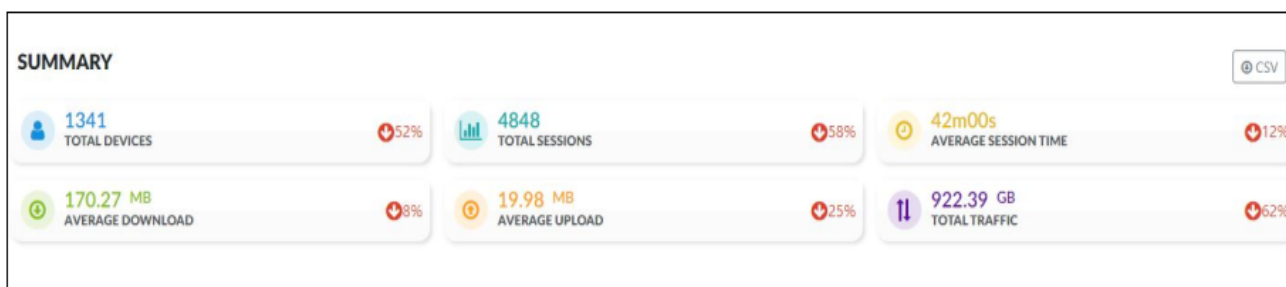
- **2 June: City of Palmerston Makes the Switch in record time:** Announcement of the completion of Council's Making the Switch program 12 months ahead of schedule. The program saw Council replace 4,879 street and public space lights with new energy efficient LEDs, saving Council up to an estimated \$517,000 annually.

##### 4.2 Public Wi-Fi

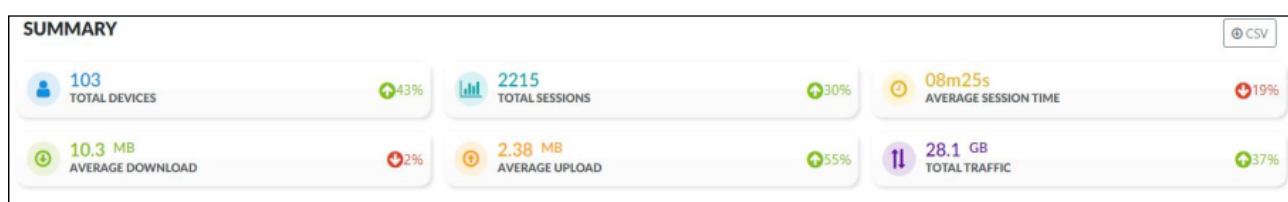
- Total Public Wi-Fi Usage



- Library and CBD

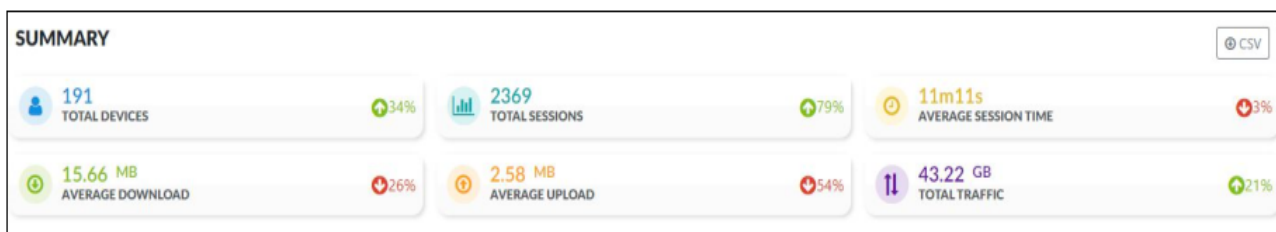


- Marlow and Dog Park

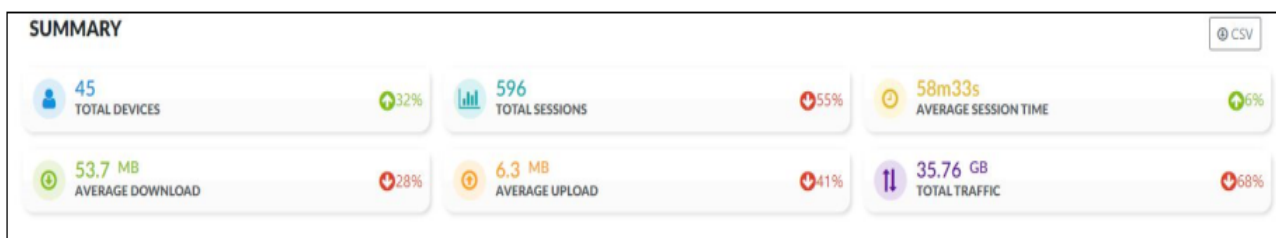




- Sanctuary Park



- Phyllis Uren Park



#### 4.4 Draft Budget 2021 and Long-Term Financial Plan

- Budget 2020-2021, as well as the Long-Term Financial Plan, are currently out for public consultation and will be presented to Council for adopted at the second meeting in July. Work on next Long-Term Financial Plan and Budget has already commenced.

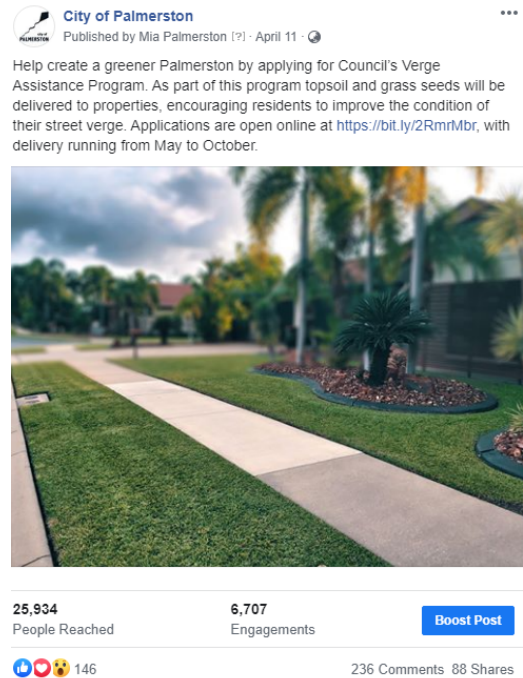
**5. Community Plan Outcome: Environmental Sustainability**

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

**5.1 Media and Marketing Coverage**

- New online application for new/missed bin service. This has reduced the number of phone calls through Customer Service, with majority of reports being generated from this form.
- New signage at Archer Waste Transfer Station, which has been designed to increase diversion of recyclable materials and improve safety on site.
- The Communications and marketing team have provided consultants with Council's Style Guide and print files to ensure consistency with Council's brand.
- The team will continue review and provide input into the context, style, and location of signs on site
- Marketing assistance with the new Waste Education Program included:
  - The printing of educational flyers for the film 'Blue', which deals with reduction of single use plastics.
  - The resizing and re-formatting of the 'recycle right' bin stickers designed to reduce contamination in recycling bins.
  - The development of a Council Waste Education Program webpage.
  - Review and input into the 'Take the Pledge' marketing material; an incentive-based program to be run by Council that will encourage residents to reduce their domestic waste generation.

- Verge assistance program – promotion included social media and radio. From the single social media post, it generated over 195 applications in three days.
  - **Reach Organic:** 25,934
  - **Engagements:** 6,707
  - **Reactions:** 963
  - **Shares:** 441



### 5.2 Smart Cities

- In partnership with NT Police, Council has upgraded and expanded CCTV coverage including new installs at Sanctuary Lakes and the Palmerston Swimming and fitness Centre. Machine learning software has also been deployed, taking in footage from the cameras looking for and learning from anomalies, the system is currently in a two-week learning mode. The CCTV and analytics systems are operated by NT Police.



## **6. Community Plan Outcome: Governance**

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

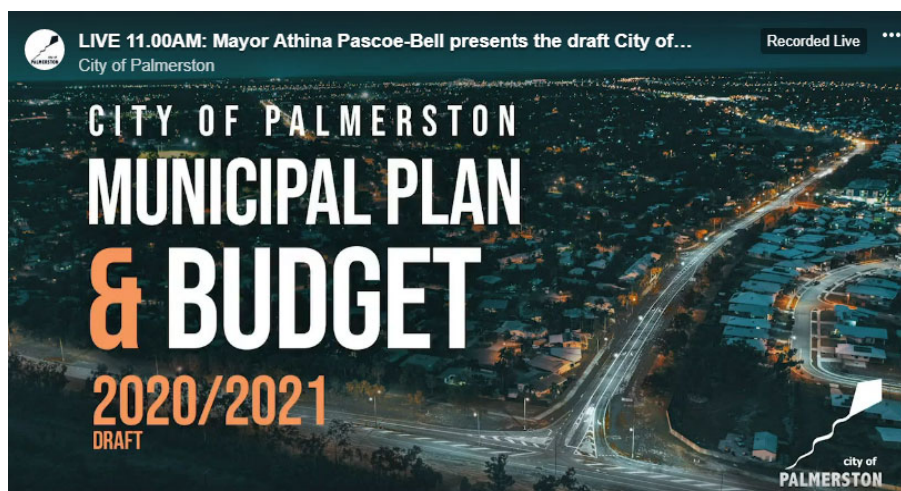
### **6.1 Media and Marketing Coverage**

Council issued the following media release under this Outcome during this quarter:

- **8 April: City of Palmerston Update COVID-19 – support for our community**  
Information: Announcement of Council support to the community to assist residents, ratepayers, and local businesses. This included updates to the Community Benefit Scheme and rates assistant options.
- **20 May: City of Palmerston's 'Roadmap to the New Normal'**  
Information: Following the easing of COVID-19 restrictions, Council's announced additional measures to continue to assist Palmerston businesses and residents track towards the new normal.
  - Free entry to the Palmerston Pool continues for all pool users.
  - Waiving of venue hire fees at Council venues from 5 June-30 Sept 2020.
  - Free all-day parking continuing in the Palmerston city centre until 30 Sept 2020.
  - Temporary off-leash dog exercise areas established in Bakewell and Gray.
- **23 May: Deputy Mayor Amber Garden begins new role**  
Information: Announcement of Palmerston Alderman Amber Garden role as the City's new Deputy Mayor from 23 May - 23 Oct 2020 (inclusive).
- **4 June: City of Palmerston announces hold on rates as part of Municipal Plan and Budget release**  
Information: Council released its draft Municipal Plan and Budget 2020/21, and Long-Term Financial Plan for community consultation.

### **6.2 Public Consultations**

- A major project this quarter was to prepare and promote the draft Municipal Plan and Budget 2020/21. The project was managed by the Communications Team, with work including writing, coordination and editing information, designing, photo sourcing and printing of the documents and promotion of the community consultation.
- The draft Long-Term Financial Plan 2021-2030 and Fees and Charges for 2020.



The consultation opened on Thursday 4 July with a media briefing, live streamed to the public and on the Goyder Square TV. The consultation has been promoted across multiple channels: media, website, social media, print and radio. Filming efforts have produced seven (7) social media videos to promote the highlights of the budget and each Community Plan outcome.

### 6.3 Online Platforms:

- Council's online platforms are regularly maintained and updated to ensure Council projects and programs are communicated. This quarter Council's website had a total of 35,518 sessions and 77,490-page views. Users session duration averaged 2 minutes and 2 seconds, with the most visited pages including:
  - Homepage: 15,705 views
  - Library: 3,629 views
  - Maintaining Properties and Verges: 2,590 views
  - COVID-19 update: 2,225 views
  - Waste Management: 2,196 views
  - Jobs: 2,093 views
  - Council Pound: 1,443
  - Waste Management Facility: 1,441 views
  - Animal Registration: 1,289 views
  - Forms and Permits: 1,188 views

New webpages and online forms included the Verge Assistance Program application and the Community Benefit Scheme COVID-19 Response Special Project applications. Work has commenced on building online forms for Financial Hardship Assistance.

Through Council's social media accounts, 64 Facebook posts were made, with a total reach of 353,663. Council attracted 1,026 new followers, making a total of 13,797 followers on its Facebook account. The most popular individual posts (organic) for this quarter were: Crocodile sighting on 29 April (70,081 reach), crocodile sighting on 22 May (31,216 reach) and the Verge Application Program on 11 April (25,927 reach).

Council uploaded 20 new videos to Facebook, with the total viewing time of 26,935 minutes.

## QUARTERLY REPORT/April to June 2020

- 17 June: Draft Municipal Plan and Budget 2020/21, Cultural Diversity
- 12 June: Draft Municipal Plan and Budget 2020/21, Vibrant Economy: 220 views
- 10 June: Draft Municipal Plan and Budget 2020/21, Family and Community: 282 views
- 4 June: Draft Municipal Plan and Budget 2020/21: 718 views
- 4 June: Live stream media briefing for draft Municipal Plan and Budget 2020/21: 1.4k views
- 29 May: Support Local and Win: 366 views
- 27 May: An Acknowledgement of Country from the City of Palmerston: 492 views
- 22 May: Palmerston Crocodile Sighting: 12.1k views
- 20 May: Palmerston Sunrise Virtual A-Z Tour of Australia: 2.7k views
- 13 May: Deputy Mayor's Talk – Library Reopening: 1.1k views
- 8 May: Mayor's Talk, Community Benefit Scheme: 400 views
- 1 May: Support Local and Win in May: 16.1k views
- 27 April: Mayor's Talk, Verge Assistance Program: 3.2k views
- 25 April: ANZAC Day 2020 The Ode: 382 views
- 25 April: Lest We Forget: 827 views
- 20 April: Mayor's Talk ANZAC Day: 611 views
- 8 April: Mayor's Talk Memorial Park upgrade: 652 views
- 6 April: Temple Tce Landscaping Project: 669 views
- 6 April: Storytime Online with the Chief Minister: 7.7k views
- 3 April: Support Local: 22.5k views

Council's Instagram page continues to grow, with the account attracting 1,066 followers. During the quarter 27 posts were made, with average likes at 35.

### 6.4 Customer Service

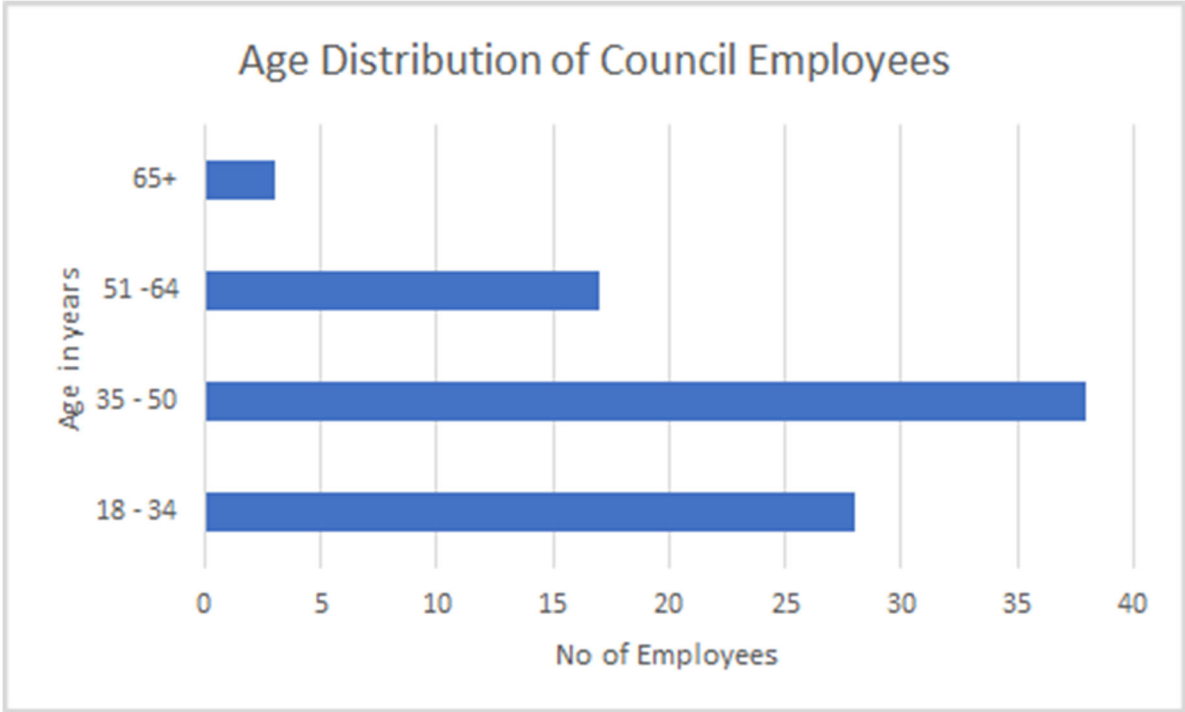
The Civic Plaza has reopened to the community and our Customer Service team welcome the community back and are available between 8am to 5pm to handle enquiries. Customer Services are also being provided to the community through the Library at our dedicated Customer Service counter.

### 6.5 Council People Statistics

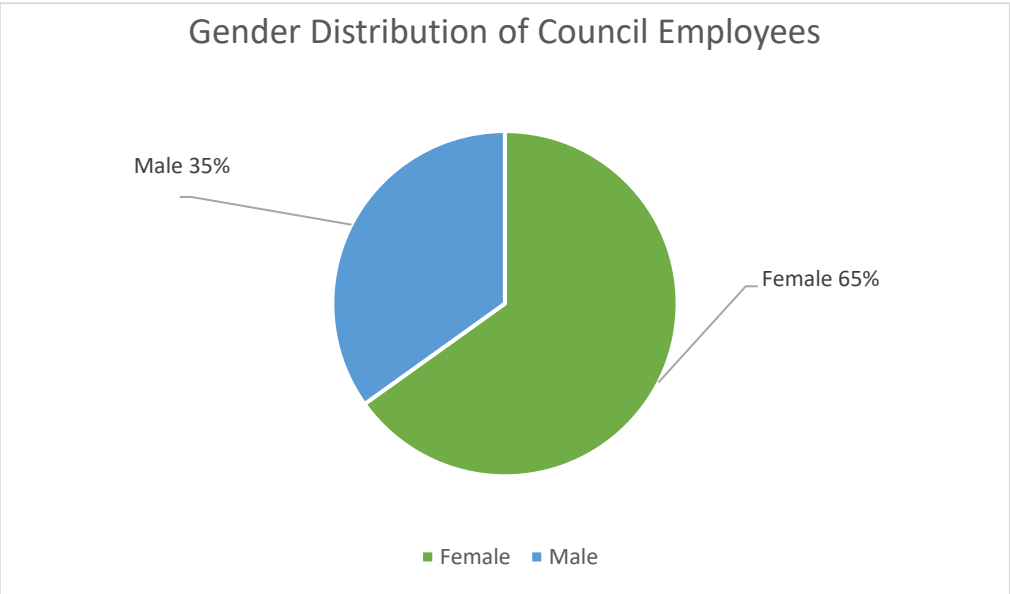
Council has a diverse workforce performing many functions on behalf of the Community. As of 24 June 2020, Council has 103 employees and 86.35 Full Time Equivalents (FTE). Our employees comprise of 65% females and 35% males. The average age of a staff member is 41.2 years with the average length of service with Council being 4.2 years.

Age distribution: As of June 23, 2020, Council's average age of employees is 41.2 years. This remains relatively unchanged from the previous quarter.



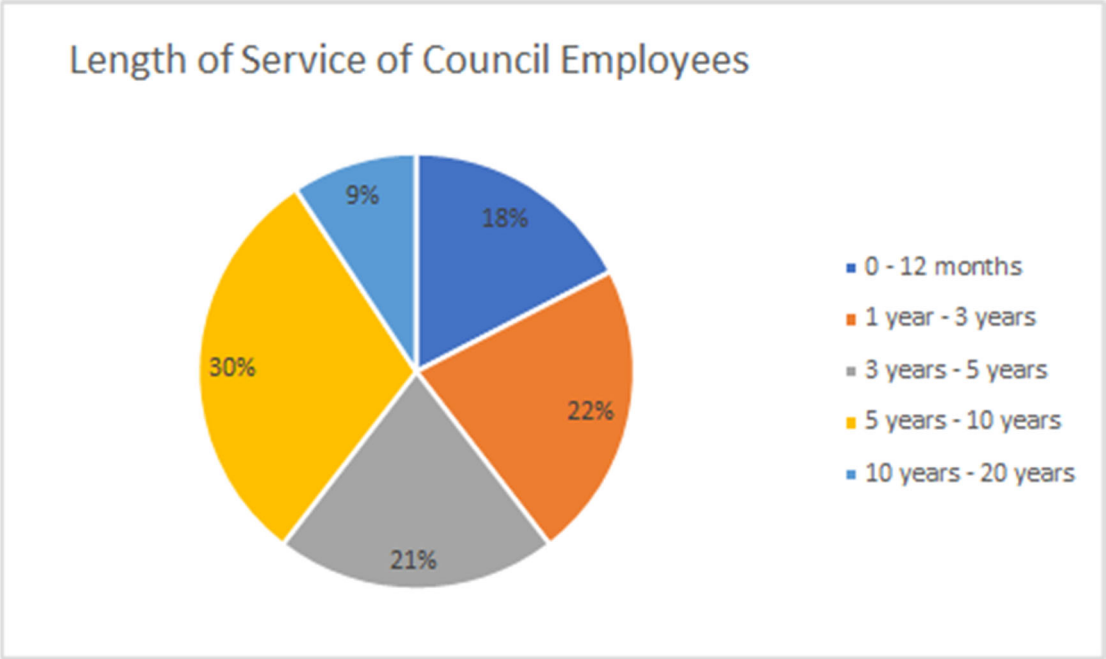


Gender distribution:



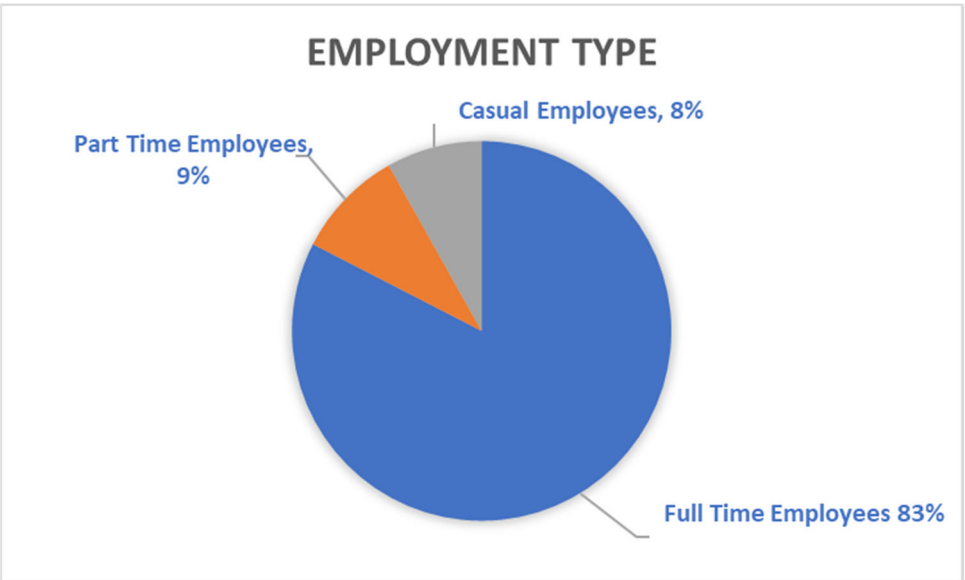
As at June 23, 2020 Council gender breakdown was 35% male, 65% female and this remains a consistent reflection.

Length of Service:



The average length of service of Council employees for this quarter is 4.2 years compared to 3.9 years this quarter last year indicating improved retention of council staff.

Employment Type:



Full time employees represent 83% of Council filled positions, additionally part time employees make up 9% and people employed in a casual capacity equate to 8% of the work force.

### 6.5 Recruitment of our People

There are currently three positions that are currently under recruitment and four positions filled in the past quarter.

### 6.6 Professional Development of our People

Over the past quarter Council has continued to invest in the professional development of our employees. These have included internal and external courses and training to ensure staff remain modern and contemporary in their skills and knowledge.

### 6.7 Rates

All instalment dates for the financial year have now passed. An overdue reminder letter was distributed to over two thousand residents in mid-June to remind of overdue rates and encourage contact if payment difficulties are being experienced.

A monthly overview per category of rates overdue is displayed below. Interest is accruing on most of these overdue rates. Due to COVID-19, the overdue rates are higher than at the end of June 2019 when overdue rates in total were at 3.88%.

| <b>Overdue Rates</b>                     |                                 |                   |                   |
|--|---------------------------------|-------------------|-------------------|
| <b>Rating Option</b>                     | <b>Residential (Inc Marlow)</b> | <b>Commercial</b> | <b>Industrial</b> |
| <b>Rates YTD Actuals 2019-2020</b>       | <b>25,417,717</b>               | <b>2,268,796</b>  | <b>923,306</b>    |
| <b>Amount Outstanding 27/04/2020</b>     | 2,013,197                       | 116,106           | 60,066            |
| <b>Percentage Outstanding 27/04/2020</b> | 7.9%                            | 5.1%              | 6.5%              |
| <b>Amount Outstanding 25/05/2020</b>     | 1,752,991                       | 101,105           | 60,122            |
| <b>Percentage Outstanding 25/05/2020</b> | 6.9%                            | 4.5%              | 6.5%              |
| <b>Amount Outstanding 15/06/2020</b>     | 1,541,651                       | 87,968            | 59,347            |
| <b>Percentage Outstanding 15/06/2020</b> | 6.1%                            | 3.9%              | 6.4%              |

### 6.8 Finance and Rates software improvements

Late last year council installed a payment portal improvement to council's website which allowed residents to pay infringements online. A recent upgrade now enables ratepayers to view their balance outstanding before making payment online for outstanding amounts. Further refinements have also been made to allow more accurate dog registration renewals to be conducted online with the dog reference number.

### 6.9 Budget Review

The third budget review was completed and adopted by Council at the first Council meeting of May 2020, with capital rollovers identified to be included in the budget 2020/21 early in July. Also, as mentioned elsewhere in this report \$743,700 in Special Community Assistance and Local Employment Grant funding (SCALE) has been received and will be incorporated into the 2020/21 Budget in July 2020.

#### 6.10 External Audit

Council's interim external audit was conducted in mid-May and has been passed. Councils external auditors praised Council's improvement efforts with regards to utilisation of a paperless system which greatly assisted in the efficiency with which the audit was able to be conducted.



## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

### 14.2 Correspondence

#### **14.2.1 LGANT Call for Nominations - Local Government Disciplinary Committee**

1. THAT correspondence dated 5 June 2020 14.2.1 entitled LGANT Call for Nominations - Local Government Disciplinary Committee be received and noted.
2. THAT Council nominate Alderman Amber Garden as an eligible member to the Local Government Disciplinary Committee.



MINISTER FOR LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT

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

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

Mr Sean Holden  
Chief Executive Officer  
Local Government Association of the Northern Territory  
PO Box 2017  
PARAP NT 0804

Dear Mr Holden

Pursuant to the *Local Government Act 2008* (the Act), complaints against council members are to be heard by a local government disciplinary committee.

Under the disciplinary committee provisions, when the Department of Local Government, Housing and Community Development receives a complaint, it is required to form a disciplinary committee consisting of one member from each of the following classes of persons:

- a legal practitioner who has been nominated by the Attorney-General;
- a person who has been nominated by myself (in my capacity as Minister for Local Government, Housing and Community Development); and
- a person who has been nominated by the Local Government Association of the Northern Territory (LGANT).

To assist the Department in forming a committee after a complaint has been received, the Act requires me to appoint persons who fall within the above classes to a list of persons who are eligible to be a member of a disciplinary committee.

The appointment of people eligible to be disciplinary committee members is an interim arrangement until the new local government legislation is commenced. The new local government legislation was scheduled to commence on 1 July 2020, however, has now been deferred until 1 July 2021.

The following people are currently nominated by LGANT, under section 80(2)(c) of the Act, as being eligible to be a member of a disciplinary committee:

| <b>Chairperson or Member</b> | <b>Appointment Expiry Date</b> |
|------------------------------|--------------------------------|
| Peter Ashley Clee            | 13 November 2020               |
| Gaye Katherine Lawrence      | 13 November 2020               |
| Jacinta Nampijinpa Price     | 13 November 2020               |
| Lynette Jane De Santis       | 13 November 2020               |
| Emma Louise Young            | 13 November 2020               |
| Elisabeth Wilhemine Clark    | 12 November 2021               |
| Steven Mark Edgington        | 12 November 2021               |
| Noel Hayes                   | 12 November 2021               |
| Judith Ann McFarlane         | 12 November 2021               |
| Christine Fay Miller         | 12 November 2021               |
| Peter John Pangquee          | 12 November 2021               |
| Toni Tapp-Coutts             | 12 November 2021               |
| John Russell Zelly           | 12 November 2021               |

LGANT has nominated five people as eligible to be a disciplinary committee member whose appointment expires on 13 November 2020. Please advise of six new or continuing nominees to replace the five that expire on 13 November 2020. At least six replacements or renewals are needed to ensure that there are members who are available and do not have a conflict of interest in relation to any particular matter.

Please also advise if any of the nominees whose appointments expire on 12 November 2021, are not in a position to continue as a person eligible to be member of a disciplinary committee. If any are not able to continue, please nominate replacements.

Could you please provide the following information for each nominee:

- a) name of your nominee;
- b) a short biography of each nominee;
- c) relevant qualifications (which may include relevant education, certification and/or appointments); and
- d) relevant experience (which may include relevant past and present positions).

Please provide your nominations within three weeks of receipt of this letter, to Mr Greg Bond, Secretariat to the Local Government Disciplinary Committee, via email at [greg.bond@nt.gov.au](mailto:greg.bond@nt.gov.au).

If you have any questions regarding the nomination or disciplinary committee process, I encourage you to contact Mr Greg Bond on telephone (08) 8999 8450.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gerry McCarthy', written in a cursive style.

GERRY MCCARTHY

5 JUN 2020



**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, 7 July 2020 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston and be open to the public subject to social distancing restrictions.

**19 CLOSURE OF MEETING TO PUBLIC**

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

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**



# **COUNCIL MEETING MINUTES**

**TUESDAY, 16 JUNE 2020**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday, 16 June 2020 at 5:30pm.**

### ELECTED MEMBERS

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

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Director City Growth and Operations, Nadine Nilon  
Director Lifestyle and Community, Amelia Vellar  
Director Organisational Services, Richard Iap  
Manager Projects, Alex Douglas  
Communications Media and Marketing Lead, Samantha Abdic  
Minute Secretary, Alexandra Briley

### LIVE STREAM VIEWERS

15 live stream viewers

### GALLERY

Northern Territory Planning Commission Chairman, David Ritchie  
Northern Territory Planning Commission Senior Planner, Jan Schneider  
Department of Infrastructure, Planning and Logistics Project Manager, Deborah Curry  
Department of Local Government, Housing and Community Development Chief Executive Officer, Jim Bamber  
Department of Local Government, Housing and Community Development Acting Deputy Chief Executive Officer, Karen Walsh  
Department of the Chief Minister Executive Director Top End Region, Sandra Schmidt  
Department of the Chief Minister Regional Director Palmerston and Tiwi Islands, David Boustead  
Northern Territory Police, Fire and Emergency Service Acting Commander, Sachin Sharma

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

## 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 5:35pm.

*Alderman Morrison entered the Council Chambers at 5:36pm.*

## 3 APOLOGIES AND LEAVE OF ABSENCE

---

### 3.1 Apologies

Moved: Deputy Mayor Garden  
Seconded: Alderman Giesecke

THAT the apology received from Alderman Spick for 16 June 2020 be received and noted.

CARRIED 9/1158 – 16/06/2020

### 3.2 Leave of Absence Previously Granted

Nil.

### 3.3 Leave of Absence Request

Moved: Alderman Hale  
Seconded: Alderman Henderson

THAT the leave of absence received from Alderman Hale for 17 June to 19 June 2020 inclusive be received and noted.

CARRIED 9/1159 – 16/06/2020

## 4 REQUEST FOR TELECONFERENCING

---

Nil.

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



## 5 DECLARATION OF INTEREST

---

5.1 Elected Members

Nil.

5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

---

6.1 Confirmation of Minutes

Moved: Alderman Lewis  
Seconded: Deputy Mayor Garden

THAT the minutes of the Council Meeting held on Tuesday, 2 June 2020 pages 10102 to 10114, be confirmed.

CARRIED 9/1160 – 16/06/2020

6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

---

Nil.

## 8 DEPUTATIONS AND PRESENTATIONS

---

Nil.

## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

---

Nil.

## 10 CONFIDENTIAL ITEMS

---

10.1 Moving Confidential Items into Open

Nil.

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

## 10.2 Moving Open Items into Confidential

Nil.

## 10.3 Confidential Items

Moved: Alderman Henderson  
Seconded: Alderman Morrison

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

| ITEM   | REGULATION | REASON   |
|--------|------------|--|
| 23.1   | 8(e)       | This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential. |
| 23.2   | 8(e)       | This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential. |
| 25.2.1 | 8(e)       | This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential. |
| 26.2.1 | 8(e)       | This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and <i>8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential. |

**CARRIED 9/1161 - 16/06/2020**

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

## 11 PETITIONS

---

Nil.

## 12 NOTICES OF MOTION

---

Nil.

## 13 OFFICERS REPORTS

---

### 13.1 Receive and Note Reports

#### 13.1.1 Community Benefit Scheme June 2020 Update

Moved: Alderman Morrison

Seconded: Alderman Giesecke

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

CARRIED 9/1162 – 16/06/2020

#### 13.1.2 Financial Report for the Month of May 2020

Moved: Deputy Mayor Garden

Seconded: Alderman Giesecke

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

CARRIED 9/1163 – 16/06/2020

### 13.2 Action Reports

#### 13.2.1 Trial of Laneway Treatments - Update June 2020

Moved: Alderman Henderson

Seconded: Deputy Mayor Garden

1. THAT Report entitled Trial of Laneway Treatments - Update June 2020 be received and noted.

CARRIED 9/1164 – 16/06/2020

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

13.2.1 Trial of Laneway Treatments - Update June 2020 (continued)

Moved: Alderman Morrison  
Seconded: Deputy Mayor Garden

2. THAT a report be prepared for the 2nd Ordinary Council Meeting to be held in August 2020 to consider a draft Laneway Management Policy including but not limited to the following principals:
- a. Determination of distinction between pathways linking to parks, and pathways within road reserves,
  - b. Case by case approach to closures including consideration of an evidence-based approach,
  - c. Categorisation of laneways based on function and purpose,
  - d. Criteria for considering permanent closures,
  - e. Criteria for retention or disposal of the closed 'road reserve', and
  - f. Apportionment of costs for permanent closure and disposal (where applicable).

CARRIED 9/1165 - 16/06/2020

Moved: Alderman Henderson  
Seconded: Alderman Lewis

3. THAT Council approve the current treatments at the following laneways continue, and are reviewed no later than the 2nd Ordinary Council Meeting to be held in November 2020:
- a. Bonson Tce to Staghorn Ct, Moulden,
  - b. Staghorn Ct to Gumnut Way, Moulden,
  - c. Staghorn Ct to Livistona Park, Moulden,
  - d. Gumnut Way to Livistona Park, Moulden,
  - e. Livistona park to Melastoma Drv, Moulden,
  - f. Priest Cct to Emery Ave, Gray,
  - g. Helio Ct to Sibbald Park, Woodroffe,
  - h. Altair Ct to Capella Ct, Woodroffe,
  - i. Castor Court to Temple Terrace, Woodroffe,
  - j. Capella Court to Temple Terrace, Woodroffe,
  - k. Zenith Circuit to Star Ct, Woodroffe,
  - l. Sibbald Crescent to Gunter Cct, Woodroffe,
  - m. Sextant Court to Harrison Cct, Woodroffe,
  - n. Bailey Circuit to President Park, Driver,
  - o. Tilston Avenue to Caladium Ct, Moulden; and
  - p. Strawbridge Crescent to Chung Wah Terrace crossed with Cobham Court to Lockwood Court, Moulden.

CARRIED 9/1166 - 16/06/2020

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

## 13.2.1 Trial of Laneway Treatments - Update June 2020 (continued)

Moved: Alderman Hale  
Seconded: Alderman Henderson

4. THAT Council defer implementation of any new laneway treatments prior to the development of Laneway Management Policy, including:
  - a. Cycas Ct to Temple Terrace, Moulden,
  - b. Kafcaloudes Cres to Schombacher Cct, Moulden,
  - c. Baldwin Drv to Azimuth Ct, Woodroffe, and
  - d. Hannibal Cres to Temple Terrace, Gray.

CARRIED 9/1167 - 16/06/2020

## 13.2.2 Review of Council Policy MEE04 Teleconferencing

Moved: Alderman Morrison  
Seconded: Alderman Giesecke

1. THAT Report entitled Review of Council Policy MEE04 Teleconferencing be received and noted.
2. THAT Council endorse amended Council Policy Audio/Audiovisual Conferencing being **Attachment 13.2.2.2** to Report entitled Review of Council Policy MEE04 Teleconferencing with the following amended section 4.3:

"A member attending via audio/audiovisual conferencing cannot chair a meeting or workshop unless all members participating are doing so via audio/audiovisual conferencing. If the Mayor is attending by audio/audiovisual conferencing, then Council must by resolution appoint a member physically present as the presiding member being the Deputy Mayor in the first instance or another member if the Deputy Mayor is unable to preside."

CARRIED 9/1168 - 16/06/2020

## 13.2.3 Off Leash Dog Exercise Area - Maurice Terrace Park, Bakewell

Moved: Deputy Mayor Garden  
Seconded: Alderman Henderson

1. THAT Report entitled Off Leash Dog Exercise Area - Maurice Terrace Park, Bakewell be received and noted.

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



**Minute Book Page 10126**  
**2nd Ordinary Council Meeting**

**13.2.3 Off Leash Dog Exercise Area - Maurice Terrace Park, Bakewell (continued)**

2. THAT Council commence community consultation to gauge the community's support of converting an area of Maurice Terrace Park, Bakewell to a permanent off leash dog exercise area, with a report on the outcomes of the consultation to be presented to Council at the First Ordinary Meeting in September 2020.
3. THAT a further report be presented to Council outlining options for a future dog park in the Johnston/Zuccoli area by the Second Ordinary Meeting in November 2020.

**CARRIED 9/1169 - 16/06/2020**

**13.2.4 Review of Emergency Delegation**

*Item 13.2.4 entitled Review of Emergency Delegation lapsed.*

## **14 INFORMATION AND CORRESPONDENCE**

---

**14.1 Information**

Nil.

**14.2 Correspondence**

**14.2.1 Resignation to Contest 2020 Legislative Assembly Elections**

Moved: Alderman Morrison  
Seconded: Alderman Henderson

THAT the correspondence dated 4 June 2020 from the Department of Local Government, Housing and Community Development being Item 14.2.1 entitled Resignation to Contest 2020 Legislative Assembly Elections be received and noted.

**CARRIED 9/1170 - 16/06/2020**

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

## 15 REPORT OF DELEGATES

---

### 15.1 LGANT Special General Meeting

Moved: Alderman Hale  
Seconded: Alderman Morrison

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

CARRIED 9/1171 – 16/06/2020

## 16 QUESTIONS BY MEMBERS

---

Nil.

## 17 GENERAL BUSINESS

---

Nil.

## 18 NEXT COUNCIL MEETING

---

Moved: Alderman Morrison  
Seconded: Alderman Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 7 July 2020 at 5:30pm 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 9/1172 – 16/06/2020

## 19 CLOSURE OF MEETING TO PUBLIC

---

Moved: Alderman Lewis  
Seconded: Alderman Giesecke

THAT pursuant to Section 65(2) of the *Local Government Act 2008* and Regulation 9 of the *Local Government (Administration) Regulations* the meeting be closed to the public to consider the Confidential Items of the Agenda.

CARRIED 9/1173 – 16/06/2020

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

**20** ADJOURNMENT OF MEETING AND MEDIA LIAISON

---

Nil

---

Chair

---

Print Name

---

Date

Initials:

---