AGENDA

Audio Disclaimer
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1. PRESENT

2. APOLOGIES
   Alderman Carter – Leave of Absence

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

3. CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 13 January 2015 pages 7849 to 7857, be confirmed.

2. THAT the Confidential minutes of the Council Meeting held Tuesday, 13 January 2015 pages 165 to 167, be confirmed.

4. MAYOR’S REPORT

5. REPORT OF DELEGATES

6. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

7. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN

8. PETITIONS
11.1 Governance and Organisation

THAT the minutes from the Special Governance and Organisation Committee meeting held on 28 January 2015 be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:

11.1.1 New Financial Policies FIN22, FIN23, FIN24 GOC/0157

1. THAT Council approves FIN22 Grant Income Policy, with reporting to take place quarterly and the policy to be adjusted accordingly.

2. THAT Council approves FIN23 Credit Card Policy, with the formal dispute process with the bank being the responsibility of finance and the policy to be adjusted accordingly.

3. THAT Council approves FIN24 Chart of Accounts Policy.

11.1.2 Expression of Interest Insurance Services GOC/0160

1. THAT the Governance and Organisation Committee be the assessing body for any Expression of Interests or tender process for insurance, and that officers seek quotes from any appropriate insurance advisor.

2. THAT the Chair of the Governance and Organisation Committee be authorised to liaise with staff regarding Council’s future insurance requirements.

3. THAT Council approves the release of the Expression of Interest Insurance Services document.

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil
12. INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

THAT the information items contained within the Information Agenda, be received.

12.3 Officer Reports

12.3.1 Action Report 8/0616
12.3.2 Technical Services Quarterly Report October – December 2014 8/0617
12.3.3 CoP Library Closure Easter Weekend 2015 8/0619

13. DEBATE AGENDA

13.1 Officer Reports

13.1.1 Appointment of Chair to the Committees of Council 8/0618
13.1.2 City of Palmerston City Centre Car Parking Advisory Group 8/0619

14. CORRESPONDENCE

15. PUBLIC QUESTION TIME

At the invitation of the Chair

16. OTHER BUSINESS – ALDERMAN REPORTS

By-law 14(8) provides that the Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure in excess of $1,000 unless

a) the motion relates to the subject matter of a committee’s or sub committee’s recommendations (as the case may be, or an officer’s report that is listed for consideration on the business paper; or

b) the matter is urgent
17. CONFIDENTIAL REPORTS

17.1 Subdivision to create 181 lots over Lot 4251 (575) Roystonea Avenue, Zuccoli

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Minute Secretary, Director of Corporate Community Services and Director of Technical Services on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the Committee Recommendations in relation to confidential agenda item 17.1 Subdivision to create 181 lots over Lot 4251 (575) Roystonea Avenue, Zuccoli and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

(c) information that would, if publicly disclosed, be likely to:

(iv) prejudice the interests of the council or some other person

This item is considered confidential pursuant to Regulation 8 (c)(iv) of the Local Government (Administration) Regulations.

2. THAT Council orders that the minutes from the Confidential Council meeting held on 3 February 2015, in relation to confidential item number 17.1 Subdivision to create 181 lots over Lot 4251 (575) Roystonea Avenue, Zuccoli and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

18. CLOSURE

[Signature]

Ricki Bruhn
Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.
ITEM NO. 4  
FROM: Ian Abbott  
REPORT NUMBER: M8-07  
MEETING DATE: 3 February 2015

Summary:

My report provides Council with an update on recent meetings or events of interest to Elected Members.

General:

Wednesday, 7 January 2015
8.30am – Attended Community, Culture and Environment Committee Meeting

Thursday, 8 January 2015
9.30am – Attended Economic Development and Infrastructure Committee Meeting

Monday, 12 January 2015
8.30am – Attended interviews for the External Chair to the Internal Audit Committee

Tuesday, 13 January 2015
5.00pm – Attended workshop on Rating Policy in regards to Multiple Dwellings
6.30pm – Chaired regular Council meeting
8.30pm – Attended Workshop for the Creation of Subdivisions and Council’s Involvement

Thursday, 15 January 2015
9.00am – Attended the Palmerston Safe Communities Committee Meeting

Tuesday, 20 January 2015
3.00pm – Attended meeting with Mick Nowlan and the Director of Corporate and Community Services

Thursday, 22 January 2015
5.00pm – Attended Listening Post with Natasha Griggs

Friday, 23 January 2015
12.30pm – JP Services
Saturday, 24 January 2015

6.30pm – Attended the Australia Day Black Tie Ball at the Darwin Convention Centre

Monday, 26 January 2015

9.00am – Attended Australia Day Committee Event and morning tea at the Palmerston Pool

3.00pm – Conducted ceremonies at the Australia Day Flag Raising and Citizenship Ceremony at the Palmerston Recreation Centre

5.30pm – Attended the Australia Day Ambassador’s Reception

Future Schedule:

Thursday, 26 March 2015 - Regional Capitals Australia Regionalism 2.0 Conference

The RCA Regionalism 2.0 Conference will be held on 26 March 2015 Mackay, Queensland. This event is attended by Local Government and Business leaders who have the ability to impact the future development of Australia’s regional capitals.

The expected cost will be $1400 for flights and accommodation. The conference registration cost has not yet been announced.

Invitations:

Nil

RECOMMENDATION

1. THAT Council receives Report Number M8-07

2. THAT Council approves the Mayor attending the RCA Regionalism 2.0 Conference being held in Mackay on 26 March 2015.

Recommending Officer:

Any queries on this report may be directed to Ian Abbott on telephone (08) 8935 9911 or email ian.abbott@palmerston.nt.gov.au

Schedule of Attachments:

Nil
ITEM NO. 12.3.1 Action Report

FROM: Chief Executive Officer
REPORT NUMBER: 8/0616
MEETING DATE: 3 February 2015

Municipal Plan:
4. Governance & Organisation
4.3 People
We value our people, and the culture of our organisation. We are committed to continuous improvement

Summary:
Provided with this report are individual action items outstanding from previous Council Meetings:

<table>
<thead>
<tr>
<th>Dec #</th>
<th>Task Date</th>
<th>Matter</th>
<th>Action</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/0104</td>
<td>5/06/2012</td>
<td>NT Planning Scheme</td>
<td>Palmerston CBD Masterplan to be incorporated into the NT Planning Scheme.</td>
<td>Finalised plans by Roberts Day / Elton Consulting were presented at the 9 December 2014 Council Meeting. The public exhibition period for the MP has closed. Meetings have been held with DLP and RND.</td>
</tr>
<tr>
<td>8/0738</td>
<td>20/08/2013</td>
<td>Yarrawonga Land Proposal</td>
<td>DTS to conduct a feasibility study for a joint development across Lots 9542 &amp; 9543 with the lessee of Lot 9542.</td>
<td>Cost Estimates have been received. Estimates are to be further staged. Report presented to November EDI meeting which is laying on the table. Report expected to go to March EDI.</td>
</tr>
<tr>
<td>8/0787</td>
<td>17/09/2013</td>
<td>Real Housing for Growth Project</td>
<td>Design and project management contract awarded to Thinc. Agreement to lease with the CEO Department of Housing has been executed.</td>
<td>Construction underway.</td>
</tr>
<tr>
<td>8/0847</td>
<td>19/11/2013</td>
<td>TC Zone Land</td>
<td>Discuss with NT Government on acquiring the Tourist Commercial (TC) Zone land – Part Lot 8405</td>
<td>Letter received 9 April 2014 advising investigations are currently being undertaken to inform the potential release of this site including servicing and development options.</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
<td>Details</td>
<td>Status</td>
<td></td>
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<tr>
<td>8/0879</td>
<td>Development of Lot 10029 and Part Lot 9608</td>
<td>Expression of Interest for the development of Lot 10029 and Part Lot 9608 be prepared for Council approval. EOI has been released and closes 27 February 2015.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/0899</td>
<td>Expression of Interest – Development of Lot 10024 and Part Lot 9609</td>
<td>An EOI to be brought to Council for the development of Lot 10024 and part Lot 9609 with the purpose being for the provision of public car parking combined with a mixed use development comprising of retail, commercial or residential. Council considering further as part of the car parking strategy. Other potential uses for this site are currently being investigated by staff.</td>
<td></td>
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</tr>
<tr>
<td>8/0949</td>
<td>Car Parking Contribution Plan Update</td>
<td>Matter on the table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/0976</td>
<td>Marlow Lagoon Toilet Block</td>
<td>CEO to seek Ministerial dispensation pursuant to Clause 30 (1) (b) of the Local Government (Accounting) Regulations for the requirement to call tenders. Ministerial dispensation has been obtained. Self cleaning toilet has been placed on order. Expect delivery by early February.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1074</td>
<td>City Centre Parking Strategy and Public Realm Strategy</td>
<td>Roberts Day to undertake the Parking Strategy and Public Realm Strategy in accordance with their fee proposal dated 14 March 2014 subject to funding being identified. Presented to Council 9 December 2014 for endorsement to go on public exhibition. The public exhibition period for the documents has closed. Meetings have been held with DLP and RND.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1126</td>
<td>Reconstruct Radford Road</td>
<td>Council to enter into a memorandum of understanding regarding the use of any contractor security held by LDC. Construction work in progress.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1169</td>
<td>Smoke Free Areas</td>
<td>Officers to investigate funding options for the promotion of non-smoking signs. Report expected to the February EDI meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1235</td>
<td>Palmerston Sporting Grounds</td>
<td>CEO to seek further clarification from the NT Government on their proposal to transfer ownership and management of sporting facilities in Palmerston. Meeting to be organised for early 2015 with Minister for Sport, Recreation and Racing, awaiting response back.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1281</td>
<td>Electoral Review</td>
<td>- Council to undertake a further round of public consultation. - Council to recommend to the Minister for Local Government and Regions that; the number of Elected Members (Aldermen) for the City of Palmerston increase to eight (8), that the title of Alderman for the ‘elected members’ (excluding the Mayor) be changed to</td>
<td></td>
<td></td>
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<tr>
<td>8/1356</td>
<td></td>
<td>Final report expected to be received from CL Rowe &amp; Associates late January.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
<td>Details</td>
<td></td>
<td></td>
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<tr>
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<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/10/2014</td>
<td>Quarterly Meetings with NT Government Senior Ministers</td>
<td>Mayor and the chairs or delegate of the three Standing Committees be established to meet with senior Ministers of the NT Government on a quarterly basis to seek financial support and provide updates on projects and initiatives associated with the Palmerston City Centre Master Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21/10/2014</td>
<td>City Car Parking Advisory Group – Terms of Reference</td>
<td>Chief Executive Officer to recruit for membership of the City Centre Car Parking Advisory Group.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21/10/2014</td>
<td>City Centre Public Open Space – Consultation Proposal</td>
<td>Workshop to be held to discuss the city centre project brand and message.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/11/2014</td>
<td>Replacement Shade Canopy – Marlow Lagoon Playground</td>
<td>Meeting to be organised between JLT, TIO and Council representatives to discuss the claim.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/11/2014</td>
<td>Social Sustainability Workshop</td>
<td>Social Sustainability Planning Workshop to be held for Elected Members utilising Elton Consulting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 18/11/2014 | Seniors Advisory Committee | - Council to write to the Palmerston Shopping Centre, Oasis Shopping Centre, Palmerston Golf/Bowls Club and the Gateway Shopping Centre Management advocating for the installation of a defibrillator at each centre.  
- Enter into discussion with St John Ambulance over the placement of defibrillators within the City of Palmerston. |

Meeting held with Minister Chandler on 24 November 2014. Future meetings to be scheduled.


Consultation period closed. Report to December Council Meeting.

Meeting anticipated to be arranged for December.

Elton’s to be contacted during January to plan for this workshop.

Letters have been sent and discussions are underway with St Johns.
<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1338</td>
<td>09/12/2014</td>
<td>Long Term Financial Plan Council Officers to provide a report to Council detailing the impact of both committed and proposed capital works in the CBD on the Long Term Financial Plan.</td>
<td>Completed</td>
</tr>
<tr>
<td>8/1341</td>
<td>09/12/2014</td>
<td>FlicNics Program 2014/2015 Council to approve either the purchase or refurbishment of an existing trailer to become a Movie Trailer.</td>
<td>Seeking quotes on new trailer.</td>
</tr>
<tr>
<td>8/1354</td>
<td>09/12/2014</td>
<td>Draft Palmerston City Centre Master Plan 2014 and associated documents - Draft Palmerston City Centre Parking Strategy to be presented to and considered by the City of Palmerston's Car Parking Committee. - Final documents and application submission to amend the NT Planning Scheme be submitted to Council for endorsement at the Council meeting scheduled 17 February 2015. - Mayor to forward a letter to the Minister for Lands and Planning to inform the NT Government of the public consultation process for the Draft City Centre Master Plan “package”, prior to lodgement of the formal rezoning application with the Minister in 2015.</td>
<td>Letter sent to the Minister to inform the NT Government of the public consultation process for the Draft City Centre Master Plan “package” has been sent.</td>
</tr>
<tr>
<td>8/1363</td>
<td>09/12/2014</td>
<td>Maluka Views – Land Development Corporation Council to request the LDC to produce a Construction Traffic Management Plan with the analysis of the traffic generation and distribution during the construction period.</td>
<td>Completed</td>
</tr>
<tr>
<td>8/1372</td>
<td>13/01/2015</td>
<td>Review of the Local Government Act An initial report to be provided to the GOC which includes suggested changes to legislation which can be considered as part of Council’s submission.</td>
<td></td>
</tr>
<tr>
<td>8/1374</td>
<td>13/01/2015</td>
<td>LGANT Nomination to the NT Planning Commission City of Palmerston to nominate Mark Spangler as a member of the NT Planning Commission.</td>
<td>Completed</td>
</tr>
</tbody>
</table>
### RECOMMENDATION

THAT Council receives Report Number 8/0616.

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

| 8/1378 | 13/01/2015 | Amendments to Palmerston Eastern Suburbs planning principles and plan | Council to write a letter to the Department for Lands and Planning requesting a review of the Palmerston Eastern Suburbs Area Plan and Planning Principles. | Legal opinion regarding the issues related to the area plan has now been obtained. |
Summary:

This report summarises outcomes in the key activities undertaken by Council’s Technical Services Department during the October to December 2014 quarter.

General:

Council’s Technical Services Department reports on key activities relating to the Management Plan outcomes on a quarterly basis.

Key Activities and Issues

During the quarter activities of interest and works undertaken included:

- Council completed its annual Cyclone Clean-Up Program with round 2 on 20th October. The suburbs of Farrar, Gunn, Bakewell, Rosebery, Johnston, Bellamack and Zuccoli were collected during the reporting period.

Workshops held with Elected Members

During the quarter the following workshops were held with the Elected Members:

- City Centre Branding
- City of Palmerston Masterplan, Parking Strategy and Traffic Report
1. COMMUNITY & CULTURAL WELLBEING

1.2 Safe Communities

Animal Management/Regulatory Services

<table>
<thead>
<tr>
<th>Work Description</th>
<th>Outcome (Quantity)</th>
<th>Unit</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Complaints Response to customer complaints Animals</td>
<td>261</td>
<td>Number of Customer Action Requests completed</td>
<td>261 - Animal related</td>
</tr>
<tr>
<td>Customer Complaints Response to customer complaints Public places.</td>
<td>98</td>
<td>Number of Customer Action Requests completed</td>
<td>71 - Vehicle related 27 - Other By-laws</td>
</tr>
<tr>
<td>Enforcement By-laws. Traffic Regulations Infringement notices Parking, Public Places</td>
<td>330</td>
<td>Number of Parking and Public places infringement notices issued</td>
<td>322 - Parking 8 - Public Places</td>
</tr>
<tr>
<td>Enforcement Animal Management By-laws Infringement notices Animals</td>
<td>37</td>
<td>Number of Animal Management infringement notices issued</td>
<td>15 – At large 3 – Attack 15 – Unregistered 4 – Nuisance</td>
</tr>
<tr>
<td>Enforcement Traffic Regulations Abandoned Vehicles</td>
<td>46</td>
<td>Number of Vehicles removed</td>
<td>27 – Removed by owner 19 – Removed by Council</td>
</tr>
<tr>
<td>Registration Compliance Dog registrations for 2014/15</td>
<td>5007</td>
<td>Number of dogs registered by end of second quarter</td>
<td>3646 – De-Sexed animals 1361 – Entire animals registered by end of second quarter</td>
</tr>
<tr>
<td>Pound Operations Dogs impounded</td>
<td>128</td>
<td>Number of dogs impounded</td>
<td>90 - Released to owner 28 – Euthanized 10 – Rehomed</td>
</tr>
</tbody>
</table>

1.2 Safe Communities – Cyclone, Disaster and Emergency Management

- During this quarterly period, 1 meeting was held with Region 1 Disaster Management.
- Cyclone Counter Disaster Plan has been updated and disseminated.
- A new app has been added to all work mobiles with relevant contact details of staff and CCDP.
- Meetings have been held advising staff of BOM outlook for the season.
- 42.17 tonnes of rubbish was recorded being picked up during the Cyclone Clean-Up program.
Street Lighting

- Light audits throughout the municipality are carried out approximately every six weeks. Lights were inspected twice during the quarter and the results are as follows:

### Number of Lights Found not to be Operational after Audits

<table>
<thead>
<tr>
<th>Year</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>-</td>
<td>45</td>
<td>61</td>
</tr>
<tr>
<td>2013</td>
<td>61</td>
<td>-</td>
<td>33</td>
</tr>
<tr>
<td>2014</td>
<td>46</td>
<td>58</td>
<td>-</td>
</tr>
</tbody>
</table>

1.4 Recreation

Walking and Cycling Infrastructure

- 44 m² of concrete footpath path was replaced in Lorna Lim Tce, Driver.
- 7 m² of concrete footpath was replaced in various locations throughout Durack.
- 134 m² of concrete footpath was replaced in various location throughout Gray.
- 9 m² of concrete footpath was replaced in various location throughout Gunn.
- 15 m² of concrete footpath was replaced in Duwun Street Rosebery.
- 27 m² of concrete footpath was replaced in various location throughout Woodroffe.

Parks, Gardens and Playgrounds

- A total of 84 open space/park inspections were carried out during the reporting period *(in addition to contract landscape maintenance personnel reporting observations)*.
- 51 locations were visited by staff to inspect areas for compliance under the current contract arrangements in regard to mowing activities.
• 72 safety inspections were undertaken by staff on play equipment *(in addition to contracted playground maintenance service).*

• 94 requests were received from residents to inspect trees throughout the municipality.

• 96 locations required tree works to be undertaken.

• 45 Customer Action Requests and numerous phone calls were received regarding irrigation.

• A total of 214 audit sites and 66 repair sites were carried out on irrigation systems during the reporting period.

**Streetscapes and Open Spaces**

• Street tree hazard reduction pruning was undertaken in Turnstone Park, Ida Scott Park and Bill Lewis Park.

• Street tree pruning program was carried out in the following suburbs:
  
  - Gunn
  - Moulden
  - Woodroffe
  - Driver

• Tree planting was completed in Golden Grove Park as per the 2014 /15 Capital Works Program.

• Revegetation of native plants completed at Marlow Lagoon.

• Tree planting around seating and playgrounds in various locations.
<table>
<thead>
<tr>
<th>Date Received</th>
<th>PA Number</th>
<th>Lot No.</th>
<th>Address</th>
<th>Development Description</th>
<th>Development Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Oct-14</td>
<td>PA2014/0757</td>
<td>Lot 12087</td>
<td>36 Miller Court, Zuccoli</td>
<td>Subdivision to create 415 lots</td>
<td>Subdivision</td>
<td>$35,100,000</td>
</tr>
<tr>
<td>11-Nov-14</td>
<td>PA2014/0793</td>
<td>Lot 12221</td>
<td>68 Polgase Circuit, Johnston</td>
<td>3 x 3 bedroom multiple dwellings in 3 x 2 storey buildings</td>
<td>MD</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>22-Nov-14</td>
<td>PA2014/0792</td>
<td>Lot 6086</td>
<td>24 Granites Drive, Rosebery</td>
<td>Shed addition to existing single dwelling with a reduced side setback</td>
<td>Carport</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**TOTAL** $50,785,075
3.1 Environmental Sustainability

Staff attended the following workshops, conferences and meetings. Links to Council strategies are shown underlined.

OCTOBER:

- National Climate Change Adaptation Research Facility – 2014 Conference – asked to represent LGANT. **Sustainability Strategy Objective 9** ‘Increase community networks and partnerships to enable community participation in sustainable activities’


- Keep Australia Beautiful Forum: Parliament House, Minister and LG representatives. (Ref: Objective 6 as in No.2.)

- Environment and Climate Change and Open Spaces meeting with Regional Manager Conservation Volunteers Australia – Development and on-going discussions for potential partnership to cover work in Escarpment. **Sustainability Strategy Objective 4** ‘Local natural environment’ and Objective 9 ‘Sustainable Communities’.

- Keep Australia Beautiful Northern Territory Council. Following submission and review, KABCNT announces City of Palmerston as 2014 Sustainable Cities Awards Winner for the Northern Territory. Presentation and Tour arranged for National Judge when he visited City of Palmerston to see NT Winner. **Sustainability Strategy Objective 1**: Sustainable policy, leadership and reporting’ and Object 9: Sustainable Communities.

- City of Palmerston Conservation and Land Management Scholarship 2014: Co-ordination with CDU - Panel reviewing the nominations and attendance at the Presentation of Scholarship at CDU to 2014 Recipient: **Sustainability Strategy Objective 8** ‘Education and community engagement’ and Objective 9 ‘Sustainable communities’.

- Submission to NTEPA Review of the Waste Management and Pollution Control Act and Litter Act. **Sustainability Strategy Objective 1**: ‘Sustainability policy, leadership and reporting’ and Objective 6: ‘Resource recover, waste and recycling’.

- Tips, Ideas and Technology for Sustainable Living – Monthly Newsletter. **Sustainability Strategy Objective 8** ‘Education and Community Engagement’

NOVEMBER:

2. National Recycling Week:

(a) Power/Water Swop It Campaign, water saving shower heads for old ones – City of Palmerston Mayor at launch and obtained 30 shower heads for replacement at all Council’s shower locations.
(b) Planet Ark – Friday Office Fling Day – City of Palmerston Participation – one of first Council’s to apply – Certificate and received Recycle Reflex Printer Paper.

Sustainability Strategy Objective 1: Sustainable policy, leadership and reporting; Objective 5: Water conservation and water quality; Objective 7: Buildings, infrastructure and Planning; Objective 8: Education and community engagement.

3. Territory NRM Conference and NT NRM Awards – City of Palmerston Participating Partner. Participation in Meetings, arrangements as Participating Partner, delivery of publicity materials and banner, attendance at Conference and Awards. Sustainability Strategy Objective 9: Sustainable Communities.


7. Meeting with Council Departments re Climate Action Plan. Responses and items received from Pawan, Jan, Silke, Lorraine. Sustainability Strategy Objective 3: Climate Change, greenhouse and energy; Objective 8: Education and community engagement

DECEMBER:

1. Waste Recycling Industries Northern Territory (WRINT). Industry Breakfast attended on behalf of CEO and Director. Minister attended and views sought from those attending regarding Waste and Recycling issues in NT. NT at this time the only State/Territory without a WRINT Group with NT currently managed out of Qld Branch. Sustainability Strategy Objective 6: Resource recovery, waste and recycling; Objective 10: Sustainable business.

2. Mark Cavanagh - COMMUNITY CHAMPION FOR WASTE MANAGEMENT AND RECYCLING, Certificate of Appreciation, in recognition of his
continuous efforts in keeping his local community pathways clear of general rubbish and green waste. Arrangements made with family, KAB and presentation made by Mayor in Council Chamber, followed by light refreshments.

Sustainability Strategy Objective 6: Resource recovery, waste and recycling; Objective 8: Education and community engagement; Objective 9: Sustainable communities.


3.2 Assets and Infrastructure

Roads

- 41 potholes were patched with hotmix in various locations throughout the municipal.

- Pavement maintenance works completed (locations as follows):
  A. Strip patch repair on the shoulder of the intersection of Temple Tce and Essington Avenue.
  B. 5 sqm in Deakin Road, Durack.

- Broken and damaged kerbimg was repaired along Odegaard Drive, Woodlake Boulevard & Emery Avenue.

- Investigated and repaired sink hole in the following locations:
  A. Driver Avenue, Driver.
  B. Larrakia Road Verge, Rosebery.
  C. Victoria Drive near Ascension Park entrance.

Line Marking

- New coat of Line marking was completed at the overflow car park, rear of Recreation Centre.

- Line marking was completed at the Mckenzie/Yarrawonga Road intersection and Middleton/Yarrawonga Road intersection.
• All the edge line marking was reinstated along Surchingle Drive, Marlow Lagoon.
• Stop line installed at Lowe Court/Dwyer Circuit, Driver intersection.
• New coat of Line marking was completed at the Sanctuary Lake’s car park.

Signage
• 94 signs throughout the municipal were reinstated/replaced/removed/maintenance.
• 20 vandalised signs in various locations of the municipal were replace or had maintenance completed on them.
• Installed 6 new safety house signs and removed 7 safety house signs from various location of CoP
• Graffiti was removed from 6 signs in various locations throughout the municipal.

Fencing/Bollards
• 10 posts and 4 fence panels were replaced along Lancewood Drain, Rosebery.
• 3 fence panels and posts were replaced on Temple Tce near Tilston Ave intersection.
• 1 fence panel was replaced along Rosebery drain near Golden Grove Park.
• 4 new bollards were installed at the end of Timpson Court Gray.
• 4 bollards were repair and reinstated in various locations throughout the municipal.

Pathways
• Cleaned the pathway along Hogan Court, Gray.

Bridges
• Anti-slip sheet has been installed at the corner of L-shaped bridge over Lake 6 in Durack.
• Fence panels have been installed on either side of the walkway at both ends of the bridge over Lake -5 in Durack.

Driveways
• 52 new driveways have been constructed in various locations.
• 5 damaged driveways have been replaced in various locations.
• 1 Pram crossing in Durack has been replaced.
Stormwater Infrastructure

- A total amount of 14 stormwater connections were issued.
- Cleaned sand debris, gravel and tree roots from the following locations:
  a) Stormwater drain in Zenith Circuit, Woodroffe.
  b) Priore court, Moulden.
  c) 35-29 Muster Road, Marlow Lagoon.
  d) Baban Place, Pinelands.
- Reinstated 6 SEP lids, replaced 4 SEP lids and repaired 1 SEP lid in various locations throughout the municipal.
- All the bars on the SEP's along Emery Avenue and Tilston Avenue were repaired and reinstated.
- Cleaned 5 grates and drain inlets in various locations throughout the municipal.
- Cleaned 14 blocked SEP inlets.

Street Sweeping

- 89.1 km of street sweeping of Minor Roads was completed throughout 11 suburbs.
- 31.2km of road sweeping of Major Arterial Roads has been completed.
- All CBD area has been swept once in a week.

Ramps at Various Lakes

- Jack hammered the edge wall at 14 different locations of lake ramps and installed 2 concrete car stoppers at each location.

Council Buildings and Facilities

All sites –

- Asbestos Register for all sites has been prepared.
- A total of 3 monthly audits for Fire Services has been completed.
- A total of 3 monthly audits for Air conditioning works has been completed.

Archer Sporting Complex –

- The clubhouse building including sheds have been demolished.

Aquatic Centre –

- Roof leak in gymnasium area has been repaired.
• Quotation received and sealant replacement works programmed to start in February for the swimming pool.

• Repair works carried out for the pulley of retractable shade.

• Strainer baskets for pool pumps have been replaced.

• Monthly audit of pool and pump house has been completed.

Library –

• Replaced compressor of air conditioner – stage 4 located on roof of the library.

• Walls in toilets re-painted after vandalism.

Civic Plaza –

• Quotes sought to install partitions for new room for Strategic Planning Officer.

• Roof leaks in Chambers have been repaired.

• Quotes sought to install new cassette type air-conditioner in reception area.

Driver Resource Centre –

• All the child locks around the building have been audited and repaired.

• 1 New Air conditioner unit installed in office room.

Gray Community Hall –

• Repair works conducted on air-conditioner.

• Damaged fan has been replaced.

Recreation Centre –

• Air-conditioning fault in plant room has been fixed.

• Graffiti on the external wall has been overpainted.

Marlow Lagoon Toilet –

• Flushes in male urinals and male toilets have been repaired.
Inspection of Secured Stormwater Drains

The initial round of inspection of secured stormwater drains in open space and roads across the municipality has been completed in accordance with the recommendations made by the NT Coroner, following the inquest into the death of Richard Baird.

All defects identified in relation to nuts, bolts and straps of secured drains have been repaired. The total number of secured stormwater pits across the municipality is 161.

Table 1: Summary of secured stormwater drains inspection and repair

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Total Pits</th>
<th>Damaged Pits</th>
<th>Repaired Pits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palmerston CBD</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Driver</td>
<td>13</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Gray</td>
<td>48</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Woodroffe</td>
<td>34</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Moulden</td>
<td>44</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Gunn</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Bakewell</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Rosebery</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Farrar</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Johnston</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marlow Lagoon</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Graph 1: Summary of secured stormwater drain inspection and repair

Note: Secured drains have been defined as those fitted with metal straps, nuts and bolts.
Inspection of Stormwater Drains in accordance with Council’s Risk Based Infrastructure Inspection Manual

1,335 stormwater pits (in Durack, Driver and the CBD area) and all of the open drains across the municipality were inspected during the quarter. This included both secured and unsecured stormwater drains. Category 1 defects (that required immediate action to make them safe as prescribed in the Risk Based Infrastructure Inspection Manual) have been fixed.

Graph 2: Summary of stormwater drain inspection reports suburb wise

Graph 3: Summary of additional stormwater inspections

Note:

Category 1 – Defects requiring immediate action.
Category 2 – Defects not posing immediate hazards to users but need to be monitored if they escalate to the Category 1.
Category 3 – Safe and fit for purpose
Road Inspections

Road inspections have been completed in Durack, Driver and the CBD. All category 1 defects in relation to roads in the above suburbs have been repaired.

Graph 4: Summary of road inspection reports by defect type

Graph 5: Summary of road inspections suburb wise
Footpath Inspections

During the quarter, inspections of footpaths were carried out in Driver, Durack and the CBD area. All category 1 defects have been repaired.

Graph 6: Summary of footpath inspections by defect type

Graph 7: Summary of footpath inspections suburb wise
3.3 Waste

Kerbside Waste Collection and Recycling

- 1948 tonnes of domestic waste was recorded.
- 456.5 tonnes of recyclable waste was recorded.
- There were 104 requests for new bin services, 38 stolen bins and 180 damaged bins.

Hard and Green Waste Facilities

Breakup recorded

- 12.5 tonnes of paper/cardboard.
- 156 tonnes of steel/metal.
- 14.8 tonnes of batteries.
- 0.13 tonnes of aluminium cans.
- 16 bins (240L) of clear glass.
- 13 bins (240L) of brown glass.
- 14 bins (240L) of green glass.
- 18 bins (240L) of plastic containers.
- 25 bins (240L) of small electronics.
- 7000 litres of oil.
- 162 litres of paint.

Green Waste

- Breakup recorded

- 2071 m$^3$ of mulch was sold during the reporting period.
GOVERNANCE & ORGANISATION

4.1 Service

Customer Service Standards

A total of 1128 requests/complaints were received within Technical Services and recorded in NAV throughout the reporting period. These figures do not include all general phone call enquiries received by staff or requests/complaints recorded in InfoXpert.

Total Number of Customer Action Requests Recorded
October to December

Total Number of Instructions to Contractors issued
October to December
4.2 People

Technical Services Human Resources and Workforce Development

- Number of staff members who are currently undertaking work related study.
  
  Nothing to report

- Number of staff who attended training and what course.
  
  - One staff member completed their third module of Senior Executive MBA.

- Number of staff members employed/resigned during the period.
  
  - Civil Operations Team Leader resigned.
  - Two positions were filled:
    - Civil Operations Team Leader
    - Facilities and Structures Officer

Financial Implications:

Nil

Legislation / Policy:

Nil

RECOMMENDATION

THAT Council receives Report Number 8/0617.

Recommend Officer: Mark Spangler, Director Technical Services.

Any queries on this report may be directed to Mark Spangler, Director Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au.

Schedule of Attachments:

Nil
ITEM NO. 12.3.3 CoP Library Closure Easter Weekend 2015

FROM: Director of Corporate and Community Services
REPORT NUMBER: 8/0619
MEETING DATE: 3 February 2015

Municipal Plan:
4. Governance & Organisation
   4.3 People
   4.3 We value our people, and the culture of our organisation. We are committed to continuous improvement and innovation whilst seeking to reduce the costs of Council services through increased efficiency

Summary:
This report provides advice of the City of Palmerston’s Library hours of operation over the 2015 Easter period.

Background:
In 2015, Sunday 5 April falls between public holidays, therefore the City of Palmerston Library will close for the entire Easter weekend.

General:
The City of Palmerston Library will close from close of business Thursday 2 April 2015, reopening on Tuesday 7 April 2015.

<table>
<thead>
<tr>
<th>Day</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Friday</td>
<td>3 April 2015</td>
<td>Closed (public holiday)</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>4 April 2015</td>
<td>Closed (public holiday)</td>
</tr>
<tr>
<td>Sunday</td>
<td>5 April 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>6 April 2015</td>
<td>Closed (public holiday)</td>
</tr>
</tbody>
</table>

Note: Public Holiday information has been taken from the Office of the Commissioner for Public Employment NT.

Financial Implications:
Nil

RECOMMENDATION
THAT Council receives Report Number 8/0619.
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au.

Schedule of Attachments:

Nil
ITEM NO.  13.1.1  Appointment of Chair to the Committees of Council

FROM: Chief Executive Officer
REPORT NUMBER: 8/0618
MEETING DATE: 3 February 2015

**Municipal Plan:**

**4. Governance & Organisation**

**4.2 Service**

We value and encourage participation in Council activities by the community, and are committed to delivering the highest possible levels of service and community engagement.

**General:**

In accordance with Council Policy ‘MEE02 Committees of Councils’ a Chair is to be appointed to the Standing Committees of Council for a 12 month period.

At present Deputy Mayor Malone holds appointment of Chair to the Community, Culture & Environment, Alderman Byrne holds appointment of Chair to the Governance & Organisation and Alderman Bunker holds appointment of Chair to the Economic Development & Infrastructure Committee. A 12 month term would have been served on 18 February 2015 and it is up to Council to determine the next appointments.

**Financial Implications:**

Nil

**Policy / Legislation:**

**MEE02 Committees of Council**

4.1.3 The membership of each Standing Committee shall consist of 4 Aldermen (excluding the Mayor), with the Chair being appointed for a 12 month period by Council pursuant to Section 64(1)(b) of the Local Government Act.

**Section 64(1)(b) of the Local Government Act**

64 Procedure at meeting

(1) The Chair of a meeting of a local board or council committee will be:

(b) in the case of a council committee – a member appointed by the council as Chair of the committee; or
RECOMMENDATION

1. THAT Council receives Report Number 8/0618.

2. THAT __________________________ be appointed as Chair to the Community, Culture & Environment Committee for a period of 12 months taking effect from 18 February 2015.

3. THAT __________________________ be appointed as Chair to the Economic Development & Infrastructure Committee for a period of 12 months taking effect from 18 February 2015.

4. THAT __________________________ be appointed as Chair to the Governance & Organisation Committee for a period of 12 months taking effect from 18 February 2015.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

Schedule of Attachments:

Nil
ITEM NO. 13.1.2  City of Palmerston City Centre Car Parking Advisory Group

FROM:    Director of Technical Services
REPORT NUMBER:  8/0620
MEETING DATE:  3 February 2015

Municipal Plan:
2. Economic Development
   2.3 City Planning
   2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

Summary:
At the ordinary Council Meeting dated 21 October 2014 council resolved that;

11.1.2 City Car Parking Advisory Group – Terms of Reference GOC/0143

1. THAT Council adopt the Terms of Reference in Attachment B to Report Number GOC/0069.

2 THAT the Chief Executive Officer recruits for membership of the City Centre Car Parking Advisory Group. 

CARRIED 8/1274–21/10/2014

A call for nominations has now been made and all positions have been filled.

General:
A call for nominations for membership of the new City of Palmerston City Centre Car Parking Advisory Group has now been closed. Nominations for the following positions were received.

Building Owners
- Mr Paolo Randazzo (Randazzo Properties)
- Mr Brendan Dunn (Property Council of Australia NT Division)

Building Developers
- Mr Ross Finocchiaro (Territory Property Group)
- Mr Adam Marcon

Retail Customer
- Ms Kylie Wilson (Resident of Palmerston)
- Ms Margaret Rose Schoenfisch (Resident of Palmerston)
Employees working within the City Centre

- Mr Matthew Stone
- Ms Bonnie Copley

All nominations comply with the Group Terms of Reference.

**Financial Implications:**

Nil.

**Legislation / Policy:**

This is an advisory group and the group has no direct decision making powers under legislation.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0620.

2. THAT Council endorses the following members of the City of Palmerston City Centre Car Parking Advisory Group.

   - Mr Paolo Randazzo
   - Mr Brendan Dunn
   - Mr Ross Finocchiaro
   - Mr Adam Marcon
   - Ms Kylie Wilson
   - Ms Margaret Rose Schoenfisch
   - Mr Matthew Stone
   - Ms Bonnie Copley

**Recommending Officer:** Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au.

**Schedule of Attachments:**

Attachment A: City of Palmerston City Centre Car Parking Advisory Group Terms of Reference.
City of Palmerston City Centre Car Parking Advisory Group  
Terms of Reference

1. **TITLE**
   The name of the group shall be **City Centre Carparking Advisory Group**.

2. **GOAL**
   Provide advice and recommendations to Council on the provision and management of car parking in the city centre.

3. **MEMBERSHIP**
   
   3.1 Group membership will be made up of a maximum of 10 members.
   
   3.2 Membership shall consist of the following:
   
<table>
<thead>
<tr>
<th>Role</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Elected Member</td>
<td>2</td>
</tr>
<tr>
<td>Retailer</td>
<td>2</td>
</tr>
<tr>
<td>Building Owner / Developer</td>
<td>2</td>
</tr>
<tr>
<td>Employee working within the City Centre</td>
<td>2</td>
</tr>
<tr>
<td>Retail Customer</td>
<td>2</td>
</tr>
</tbody>
</table>
   
   3.3 A quorum of members must be present before a meeting can proceed. At least Five (5) members and a Council officer must be present for the meeting to proceed.
   
   3.4 Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the group to provide advice and assistance with the decision making process. These people have no voting rights and may be requested to leave the meeting at any time by the Chairperson.
   
   3.5 Term of membership is annually (one year). Members may reapply for membership for a further period of time should council not receive a sufficient number of new nominations.
   
   3.6 Group members will cease to be a member if they:
   
   - resign from the group
   - fail to attend 2 consecutive meetings without providing apologies to the chairperson
   - breach confidentiality
   
   3.7 Membership shall be reviewed annually.

4. **VOTING**
   
   4.1 Decisions will be made by: Majority vote with consideration of sustainable outcomes
   
   4.2 The Group has power of recommendation only.

5. **VACANT POSITIONS**
   
   5.1 Any vacant Elected Member positions will be nominated/elected at the next available Council meeting. Any vacant community members will be sought through nominations and appointed by Council.
6. CHAIRPERSON
The Chairperson shall be an elected member of the City of Palmerston and be elected by Council One (1) year. The Responsibilities include:
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft agenda and minutes before distribution.

7. MINUTE TAKER SECRETARY
A minute taker will be present at each meeting. The minute taker will be appointed by the Chief Executive Officer. Roles and responsibilities include:
- Prepare and disseminate minutes and agendas according to Council policy;
- Schedule meetings and notify group members; and
- Invite specialists to attend meetings when requested by the group.

8. DURATION AND FREQUENCY OF MEETINGS
Meetings will be held quarterly or as required by the Chief Executive Officer.

9. FUNCTIONS
The functions of the City Centre Carparking Advisory Group are:
- To manage and maintain Councils car parking financial model.
- Review the City Centre Carparking Strategy on an annual basis
- Advise Council on any matter pertaining to or impacting on Councils car parking within the City Centre

10. REVIEW
A review of the Groups functions will be conducted annually.
Terms of Reference will be reviewed annually.