



# **1st ORDINARY COUNCIL MEETING**

## **NOTICE OF MEETING**

**TUESDAY, 6 AUGUST 2019**

The Ordinary Meeting of the City of Palmerston will be held in the Palmerston Swimming and Fitness Centre, 31 Tilston Avenue, Moulden commencing at 5.30pm.

A handwritten signature in blue ink, appearing to read 'Luccio Cercarelli', positioned above a horizontal line.

**LUCCIO CERCARELLI**  
**CHIEF EXECUTIVE OFFICER**

# TABLE OF CONTENT

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	<b>Page 1</b>
<b>2</b>	<b>OPENING OF MEETING</b>	<b>Page 1</b>
<b>3</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>Page 1</b>
<b>4</b>	<b>REQUEST FOR TELECONFERENCE</b>	<b>Page 1</b>
<b>5</b>	<b>DECLARATION OF INTEREST</b>	<b>Page 1</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES</b>	<b>Page 1</b>
<b>7</b>	<b>MAYORAL REPORT</b>	
	7.1 Mayoral Update Report – July 2019	Page 2
<b>8</b>	<b>DEPUTATIONS AND PRESENTATIONS</b>	<b>Page 5</b>
<b>9</b>	<b>PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)</b>	<b>Page 5</b>
<b>10</b>	<b>CONFIDENTIAL ITEMS</b>	<b>Page 5</b>
<b>11</b>	<b>PETITIONS</b>	<b>Page 6</b>
<b>12</b>	<b>NOTICES OF MOTION</b>	<b>Page 6</b>
<b>13</b>	<b>OFFICER REPORTS</b>	
	13.1 Receive and Note Reports	
	13.1.1 2019 Palmerston Youth Festival	Page 7
	13.1.2 Governance and Regulatory Services Quarterly Report April – June 2019	Page 25
	13.1.3 Moulden Community Garden update	Page 32
	13.1.4 <i>Próject</i> – Making the Switch, Update August 2019	Page 37
	13.2 Action Reports	
	13.2.1 Council Policy Review – <i>FIN22 Grant Income</i>	Page 44
	13.2.2 Review of Policy <i>FIN17 – Financial Reserve</i>	Page 50
<b>14</b>	<b>INFORMATION AND CORRESPONDENCE</b>	
	14.1 Information	
	14.1.1 LGANT Draft Executive Minutes – 15 July 2019	Page 60
<b>15</b>	<b>REPORT OF DELEGATES</b>	<b>Page 68</b>
<b>16</b>	<b>QUESTIONS BY MEMBERS</b>	<b>Page 68</b>
<b>17</b>	<b>GENERAL BUSINESS</b>	<b>Page 68</b>
<b>18</b>	<b>NEXT ORDINARY COUNCIL MEETING</b>	<b>Page 68</b>
<b>19</b>	<b>CLOSURE OF MEETING TO PUBLIC</b>	<b>Page 68</b>
<b>20</b>	<b>ADJOURNMENT OF MEETING AND MEDIA LIAISON</b>	<b>Page 68</b>

## 1st Ordinary Council Meeting

---

### 1 ACKNOWLEDGEMENT OF COUNTRY

---

### 2 OPENING OF MEETING

---

### 3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
- 3.2 Leave of Absence Previously Granted
- 3.3 Leave of Absence Request

---

### 4 REQUEST FOR TELECONFERENCE

---

### 5 DECLARATION OF INTEREST

- 5.1 Elected Members
- 5.2 Staff

---

### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 16 July 2019 pages 9831 to 9840 be confirmed.

#### 6.2 Business Arising from Previous Meeting

---

### 7 MAYORAL REPORT

#### 7.1 Mayoral Update Report – July 2019

M9/013

**AGENDA ITEM:** 7.1

**REPORT TITLE:** Mayoral Update Report – July 2019

**REPORT NUMBER:** M9/013

**MEETING DATE:** 6/08/2019

**AUTHOR:** Mayor, Athina Pascoe-Bell

## COMMUNITY PLAN

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

## PURPOSE

This report provides a highlight summary of some recent activities.

## KEY MESSAGES

- General collaboration with Australian and Northern Territory Governments.
- Exploring opportunities for funding.
- Strengthening collaborations with Australian Local Governments.
- Attendance at various activities and services in Palmerston.

## RECOMMENDATION

THAT Report Number M9/013 entitled Mayoral Update Report – July 2019 be received and noted.

## DISCUSSION

### 41 Anniversary of Self Government in the Northern Territory and Citizenship Ceremony

On Territory Day I attend the Chief Ministers flag raising ceremony to celebrate the 41<sup>st</sup> Anniversary of Self Government in the Northern Territory followed by an Australian Citizenship Ceremony.

### Meeting with the Chief Minister

The Chief Executive Officer and I met with the Chief Minister this month to provide a briefing on the Youth Festival, a Smart Cities update, future funding commitments and an update on *Projects*.

### Drag Queen Storytime

The City of Palmerston Library partnered with Drag Territory to bring to the community a Storytime with a twist, hosting the first 'Drag Queen Storytime' ever in the Northern Territory in June 2019. I attended the second Drag Queen Storytime this month, which was a great success, with over 100 people attending.



## Palmerston Youth Festival

The Youth Festival was full of excitement and activities with people of all ages and backgrounds joining in the variety of events throughout the week. There were so many activities across the week that drew people together and truly showed how we are “A Place for People”. There are too many highlights to talk about, but I thought I mention a few.

The Festival kicked off with the biggest Geekfest we have held. Attendance at the 2019 Geekfest Top End smashed previous 2018 numbers with an estimated 3200 attendees, double the previous year. Box Wars was the biggest highlight providing a very interactive and engaging spectacular for the audience.

The Anime-athon was a free movie event showcasing two Anime movies, “Howls Moving Castle” and “Your Name” held at Event Cinemas Palmerston. Holding the event at Gateway shopping centre attracted people to the centre and allowed us to strengthen our relationship with both Event cinemas and Gateway.

Rookie Cooks was youth cooking event built up over a series of competitions to the final, where seven (7) contestants competed. Overall the competitors learnt skills and increased their confidence in cooking, with the one lucky contestant, Paige Crystal winning a trip for two (2) to Sydney. A major highlight of the day was the expressions of pride from parents and seeing young teenagers cheer on their friends and relatives.

The final event the Palmy Street Party with Baker Boy and many local artists (including Palmerston’s own J-Milla) performing for the Palmerston Youth Festival.

What made our Palmerston Youth Festival something special was the efforts of staff to deliver a range of truly memorable events aimed at engaging different parts of our youth community. I would like to thank staff for the amazing effort put into producing a fantastic inaugural Palmerston Youth Festival and acknowledge the NTG for their financial and other support.

## Royal Darwin Show

Royal Darwin Show is annual three (3) day event providing a regional focus non productivity, enterprise and community. The aim of the Show is to provide a forum to showcase the diverse range of industries including pastoralism, agriculture, horticulture, mining and manufacture as well as to provide an opportunity for community groups to hold their annual fundraising.

This year Council had a stall at the show as part of its efforts to further engage with the community and our surrounding region. I would like to thank all of the Elected Members who came along to the show and helped out at the stall, and a special thank you to the staff that helped to organise the fantastic display which attracted a well deserved second place for best Government stall.

The Rock Painting was extremely popular, as was the coffee and both provided fantastic opportunities to engage with the public.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

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

## **ATTACHMENTS**

There are no attachments for this 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	REGULATION	REASON
24.1	8(b)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(b) 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 about the personal circumstances of a resident or ratepayer.
25.2.1	8(b)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(b) 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 about the personal circumstances of a resident or ratepayer.
25.2.2	8(c)(iv)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
25.2.3	8(c)(iv)  8(d)	<p>This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations</i>, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.</p> <p>This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.</p>

---

**11** PETITIONS

---

**12** NOTICES OF MOTION

---

**13** OFFICER REPORTS

---

13.1 Receive and Note Reports

13.1.1	2019 Palmerston Youth Festival	9/0276
13.1.2	Governance and Regulatory Services Quarterly Report April – June 2019	9/0264
13.1.3	Moulden Community Garden update	9/0277
13.1.4	<i>Project</i> – Making the Switch, Update August 2019	9/0280

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	2019 Palmerston Youth Festival
<b>REPORT NUMBER:</b>	9/0276
<b>MEETING DATE:</b>	6/08/2019
<b>AUTHOR:</b>	Manager Community Services, Jan Peters
<b>APPROVER:</b>	Acting Director Lifestyle and Community, Amelia Vellar

## COMMUNITY PLAN

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

## PURPOSE

This report provides Council with an overview of the inaugural Palmerston Youth Festival held between 13 and 20 July 2019.

## KEY MESSAGES

- Council has been working collaboratively with the Northern Territory Government (NTG) on a variety of issues regarding youth activities in Palmerston.
- The Northern Territory Government Department of the Chief Minister (DCM) gave the City of Palmerston grant funding of \$300,000 to deliver a Palmerston Youth Festival.
- Youth under 25 represent 39.5% of the Palmerston Community.
- The Palmerston Youth Festival (Festival) included 10 events and seven (7) competitions over eight (8) days.
- Extensive marketing of the Festival resulted in approximately 5250 young people participating in/attending events across the week.
- Council has met all conditions of the Northern Territory funding agreement.
- The Festival was very positively received by the community and staff will work with NTG to plan the 2020 Palmerston Youth Festival.

## RECOMMENDATION

THAT Report Number 9/0276 entitled 2019 Palmerston Youth Festival be received and noted.

## BACKGROUND

Palmerston Youth (under 25's) represent 39.5% of our Community and providing activities that engage youth is an important part of developing Palmerston as *A Place for People* and the *Family City*. The offer from the NTG to partner in a Youth Festival was a unique and exciting opportunity for Council to deliver a new series of events in Palmerston for our youth.

Council finalised a funding agreement with the NTG in March 2019 to deliver the inaugural 2019 Palmerston Youth Festival. The Festival was delivered from 13 to 20 July 2019 and was aimed at Palmerston youth aged 9 to 17 years. In the funding agreement Council committed to no less than one

(1) event each day and at least two (2) major events during the period of the Festival. The funding agreement also outlined a condition that the festival must include competitions with prizes.

The planning and scoping for this exciting addition to Council's events program began early February 2019 and a program of visual, performance arts, cooking, sport and recreation including seven (7) competitions was approved by NTG.

A Palmerston Youth Festival Working Group (PYFWG) was established and consisted of representatives from CoP, DCM and 16 young Palmerston people representing different groups, interests, backgrounds and age demographics. The working group met regularly in the lead up to the event. The young people on the working group were an essential reference group that guided decisions made on the Festival program and promotions.

### DISCUSSION

Council delivered an engaging and diverse program for its first ever Youth Festival over eight (8) days between 13- 20 July 2019. The program centred around three (3) major events, five (5) smaller bespoke events and seven (7) competitions. Details of all the festival events and competitions can be found at **Attachment A**.

Festival highlights included:

- High youth attendance - Extensive marketing and excellent curation of the Youth Festival program resulted in approximately 5250 young people who participated/attended the Palmerston Youth Festival events across the eight (8) days.
- Geekfest Top End - The most popular Festival event with approximately 3200 people in attendance doubling its 2018 numbers. This event has been held for the past two (2) years in Palmerston, but this was the first time it was incorporated as part of a Festival for youth. By making it part of the Festival it was more widely marketed and included high profile special guests such as Boxwars, TJ Cosplay and the Chalk Twins to increase the appeal of the event.
- Anime-athon Movie Night - This was a free movie event showcasing two Anime movies, "Howls Moving Castle" and "Your Name" held at Event Cinemas Palmerston. A highlight of the activity was the partnership with Event Cinemas. Event cinemas provided a package including venue hire and a popcorn and drink combo for the 340 attendees at a significant discount.
- Rookie Cooks - Hayden Quinn, Celebrity cook hosted the 2019 Rookie Cooks competition over two (2) days of the Festival. The first round was a skill building session with the challenge to create a slaw using different flavours. The final was held in Goyder Square with contestants having one hour to produce their winning dish using at least one ingredient from a "Mystery Box" which included local ingredients. Overall the competitors learnt new skills and increased their confidence in cooking.
- Palmy Street Party - Saturday night saw the final event the Palmy Street Party with Baker Boy and many local artists (including Palmerston's own J-Milla) performing for the Palmerston's Youth. The International Women's Crew (female street artists from across the world) painted a mural *live* across the Recreation Centre whilst the concert was on. This mural will remain on the Recreation Centre on the wall facing Hillson Street.

As per all events managed by Council a process of debriefing and evaluation is currently underway to ensure lessons learnt from the Festival are captured for improving future Festivals. This will include the PYFWG.

Initial feedback from the NTG on the Festival has been very positive. The Chief Minister the Hon. Michael Gunner attended two (2) events including making a speech at the Palmy Street Party in part closing the festival. He referenced the success of the festival in his speech and plans for next year.

Council has met all conditions of the Northern Territory funding agreement in its delivery of the Festival. Staff are preparing a report for NTG due September 2019.

The Palmerston Youth Festival was very well received by the community, with staff receiving positive comments about the Festival in person, on social media and at the recent Royal Darwin Show stand. Staff will now commence work with NTG to plan the 2020 Palmerston Youth Festival.

### **CONSULTATION PROCESS**

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

- Acting Executive Manager Organisational Services
- Media and Communications Team
- Community Services Staff

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

- Northern Territory Government, Department of the Chief Minister

A Palmerston Youth Festival Working group was established with 16 young community members. The group were consulted on the Festival program content and events, promotional activities and relevance marketing materials.

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

The City of Palmerston Youth Festival total cost was approximately \$370,000. The City of Palmerston received \$300,000 funding from the Northern Territory Government to deliver the Palmerston Youth Festival. Council's contribution of \$70,000 funding is funded by approved operational budget programs for 2019/2020. The City of Palmerston contribution does not include staff costs and other in-kind support such as venue hire.

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

The Festival funding agreement with NTG was for one (1) year initially. This is to ensure the inaugural Festival is delivered in accordance with the agreement and to mutual satisfaction. Upon receipt of a final satisfactory Festival report (September 2019) NTG will provide a subsequent consecutive three (3) year contract. A satisfactory Festival report includes meeting all Special Conditions and reporting requirements. There is a risk that further Palmerston Youth Festivals will not be funded if Council does not meet its obligations under the agreement. Staff are working to ensure all requirements are met and initial assessment by staff is that future events will be funded.

### **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.



*A Place for People*

# COUNCIL REPORT

---

1st Ordinary Council Meeting

## ATTACHMENTS

**Attachment A:** 2019 Palmerston Youth Festival Events and Competitions



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

City of Palmerston delivered the inaugural Palmerston Youth Festival over eight days between 13-20 July 2019. The program centered around three major events and five smaller bespoke events. They were as follows:

#### Saturday 13 July – Geekfest



**Image 1: Geekfest 2019 – Goyder Square**

Geekfest Top End (GTE) was a free, all ages interactive event celebrating all things gaming, Anime, Cosplay and 'geek' culture. 2019 was the third consecutive year of City of Palmerston delivering Geekfest and this year it became part of the Palmerston Youth Festival and was bigger than ever. Geekfest truly activated the city centre as it was delivered across the Library, Goyder Square and Recreation Centre. (Image 1). The attendance numbers were excellent surpassing staff expectation by doubling 2018 numbers with approximate 3260 attendees.

Geekfest's plethora of interactive activities included:

- An Esport Competition with a preliminary round being held at Gateway Shopping Centre on 6 July. 70 contestants participated in the preliminary rounds. Eight (8) finalists competed on the day at Geekfest
- The Virtual Reality Tree of Dreams and Walk the Plank activity was set up in the Library and this was a first-time virtual reality experience for many attendees
- Tabletop Gaming examples, model making, and painting exhibition
- Cosplay Competition
- PC Console and Virtual Reality Gaming
- Lego Brick Build and Play Zone (see Image 2)
- Anime Art and Origami Workshops



**Image 2: Lego Brick Build at Palmerston Library**

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

- Anime Movie Room
- Geek Gamer Trivia
- Sphero Maze Activity
- 2 x Laser Tag Arenas
- Exhibitors, information and Art Stalls
- 22m Obstacle Course
- A Geek Arena for demonstrations
- Live DJ
- Face Painting and Photo Booth

Geekfest also included the following special guest activities:



#### **Box Wars**

Box Wars presented a new activity that the Territory had never seen before and was the highlight of the Geekfest. Box Wars builders spent the week prior to the festival building a giant chess set and computer within the Recreation Centre. The Box Wars battle provided an opportunity for community members

**Image 3 – Box Wars**

to participate and an unexpected highlight was the participation of the Chief Minister and Palmerston Mayor in the battle. Box Wars provided a very interactive activity which included a workshop for young children to make their own costumes. (Image 3 and 4)



**Image 4: Participants of the Box War Chess Battle Including Chief Minister and Mayor**



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

#### Chalk Twins

The Chalk Twins, a professional chalk art team from Florida, known internationally for delivering live chalk art performances of epic proportions. The Chalk Twins created four (4) large 3D images. Three (3) on the Boulevard pavement and a fourth piece on canvas. These images proved popular with attendees posing with the images and sharing on social media.



**Image 5: Mayor and Chalk Twins**

TJ Cosplay, an award winning, Melbourne-based cosplayer who has been creating for close to a decade attended in character. TJ facilitated the judging of the Cosplay competition and conducted an audience panel discussion on the day. (Image 6)



**Image 6: Cosplay Competitors**

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

Hot100, as a media supporter, conducted a live broadcast at Geekfest where interviews were held to promote events coming up throughout the festival and recognised the contribution of the Northern Territory Government.

#### **Sunday 14 July - The Stones**

The Stones is a live provocative drama production based on a true story. The Stones is about risk taking behaviour and the pain of guilt when things go too far. Sam Foster and Hayden Jones from Shock Therapy Productions (Gold Coast) presented a highly professional, energetic piece of theatre, which held particular relevance for our Palmerston community. (Image 7)



**Image 7: Sam and Hayden – Shock Therapy**

This was the first time 'The Stones' has been performed in the Northern Territory, and the first time Theatre has been shared at the Palmerston Skate Park.

While the audience was small, their response was extremely positive and engaging. Children and parents alike asked questions after the show, and reflected on the issues of decision-making, consequences and justice presented in the play.

Audience members were moved and impressed by the performance and offered their support to City of Palmerston to promote future shows to the young people who reside within Palmerston.

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

#### **Monday 15 July – Anime-athon Movie Night**

340 people attended the free Anime-athon movie event held at Event Cinemas Palmerston. Two (2) Anime movies were showcased, “Howls Moving Castle” and “Your Name”. A highlight of the activity was the partnership with Event Cinemas. Event Cinemas provided a package including venue hire and a popcorn and drink combo for up to 340 attendees at a significant discount. (Image 8)



**Image 8: Attendees eagerly awaiting the start of the Anime-athon**

Holding the event at Gateway shopping centre attracted people to the centre and allowed us to strengthen our relationship with both Event Cinemas and Gateway Shopping Centre management.

Hot100, as a media supporter, conducted a live broadcast from Event Cinemas at Gateway that built hype for the event, got participants to arrive early for tickets and provided the opportunity to promote upcoming events.

Another highlight was the high level of interest, participate numbers and excitement of the audience. Whilst most of the audience was youth, the event attracted attendees from all ages, even adults without children.

#### **Tuesday 16 July – No Lights No Lycra**

Approximately 40 young people attended the one (1) hour disco in the dark, named No Lights No Lycra. The event was designed to provide an opportunity for young people to dance like no one was watching, in a safe environment. The event appealed to a broad a range of youth, with youth attending from 8 – 16 years. It was especially pleasing to see a group of six (6) Salt Bush Youth, in care, visit and enjoy themselves dancing.

Holding the event at Oasis Shopping Village provided a new and different location for young people to experience and strengthened the relationship between Council and Centre Management.



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

#### Wednesday 17 July – Youth Comedy Workshops and Showcase

The City of Palmerston Library Foyer was rearranged into an all-ages, comfortable evening space. A microphone, some fairy lights, couches in a semi-circle and stools up the back. Something special

occurs when familiar spaces are reimagined for another community activity – such as plays outside theatres and comedy in a library.

(Image 9) The audience, 54 people, were mainly young people, aged between 12 and 17, a key



**Image 9: Audience enjoying a joke**

demographic for the festival. Several small groups of young people appeared to have attended the



**Image 10: Newcomer Jordan Watson**

event independently (without knowing the comedians or without their parents dragging them along). The line-up included experienced comics Amy Hetherington, Kyle Walmsley and Danielle Andrews, as well as local newcomers Jordan Watson (17) and Andre Price Quintner (18).

All hilarious and engaging. Amy opened the mic to the floor, and some brave young people from the crowd joined in. A delightful, easy, night of hilarity.

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

#### Thursday 18 July – Rookie Cooks Finale with Hayden Quinn



Image 10: Rookie Cooks 201, participants, judges and celebrity cook Hayden Quinn

Rookie Cooks was a cooking competition designed to develop a young person's interest in a career as a chef. Seven (7) entries were received for the Rookie cooks competition. This number of entries received were well under what was hoped for and expected. The low number of entrants is thought to be due to the entry process being too arduous for youth. This will be reconsidered for future events.

Hayden Quinn (of MasterChef fame) was engaged to be the host and face of the Rookie Cooks competition and event. Hayden's extensive food knowledge and engaging personality added significantly to the Rookie Cooks events.

Due to the limited number of entries, a decision was made to not hold an elimination round on Tuesday 16<sup>th</sup> but rather to use the first round as a skill building session and as the first round of points that would contribute to the overall total.

Seven (7) contestants presented for round one with ages ranging from 11 – 17 years. The challenge set was to 'pimp my slaw' Hayden Quinn took them through his Asian inspired slaw and demonstrated several techniques. Each contestant provided their own creations of slaw with differing flavours. All contestants received a golden ticket to the finals.

On Thursday 18 the finals contestants were presented a mystery box of ingredients and Hayden took them through the ingredients and demonstrated by making a fish and prawn coconut curry. Contestants were required to use at least one of the mystery box ingredients and given an hour to produce their winning dish.

Paige Crystal was the winner with an excellent traditional Singapore Prawn Curry. Paige was awarded with the 2019 Rookie Cooks trophy and the first prize of a trip to Sydney for two (2). The other six (6) contestants received a \$100 gift voucher. (Image 10)

Highlights from the event were:



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

- Hayden's ability to communicate with the young people to make them feel comfortable, inspired, building their confidence and excitement for the final
- the expressions of pride from family members of the contestants and
- seeing young teenagers cheer on their friends and relatives.

Hot100, as a media supporter, conducted a live broadcast at the Rookie Cooks final where the focus was on drawing attendees to the event and promoting the Palmy Street party.

#### **Friday 19 July – Art Jam**

On Friday the community room and the outdoor basketball space of the Recreation Centre was transformed into an art workshop space. Our visiting International Street Artists conducted engaging art activities with around 55 young people who came through on the day. (Image 11)



**Image 11 – Buddy young artists enjoying the workshop**



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

The experience of an International Artist working with children in London on art stenciling projects provided excellent skills in the workshop sessions and something youth had never done before.



**Image 12: Completed Mural**

The outdoor mural session particularly connected with at risk youth that do not usually engage in structured activities. These young people produced a spectacular and vibrant eagle piece which will be displayed in the Recreation Centre. (Image 12)

#### **Friday 19 July – Suburb of Origin 3 on 3**

Friday night saw the final of the Suburb of Origin ultimate 3on3 basketball competition in the Palmerston Recreation Centre. Throughout the weeks leading up to the festival 3on3 competitions were held in the suburbs as both preparation and training for the final. 11 teams presented for the final along with over 130 spectators.

A music DJ was incorporated into the event to create atmosphere and energy. All suburbs were represented, and Woodroffe came out as the winning suburb.

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

Having the suburbs as a competing challenge proved popular with the youth and they expressed they enjoyed the concept of suburbs versing each other. The event had a great competitive but family youth vibe.

The prizes really raised the bar of youth participating and \$250 per player was awarded to the winning team. \$50 per player was awarded to the team coming in 2<sup>nd</sup>. Basketballs were also handed out for Good Sportsmanship.

#### **Saturday 20 July – Palmy Street PARTY**



**Image 13: Youth enjoying the performances**

The big festival finale! The Palmy Street Party, a free event held in the city centre, celebrating everything “Street”, street food, street art, street dance and hip-hop music.

As the sun set, the night was opened by the enthusiastic and charismatic Jmilla, a born and bred Palmerston boy. Regular Palmerston visitor Gumbaynggirr man Tasman Keith delivered a very engaging set, as did Darwin’s own, Caiti Baker, who brought a bunch of the talented local YMCA girls up to dance to her version of the current worldwide hit “Old Town Road”.

Jmilla’s brother Yung MILLA (Levi) jumped up to play a song he’d been working on as part of the UPTOP Music Project (backed by MC and DJ James Mangohig), and the final act NT hero – Baker Boy finished off the night and had the whole crowd dancing. (Image 13 and 14).

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

Baker Boy took the time after the show to have photos with family and community members.



**Image 14: Baker Boy**

Our Dance competition “Break Tha Floor” was held at the street party under the coordination of Triki from Express Dance Studios. The dancefloor in the centre of the site went off throughout the evening with individual and group battles, heats and finals. The competition drew a large crowd of spectators, young people and families, and generated an excellent atmosphere of celebration.

Street Artists – six (6) professional street artists travelled from all over the globe (one local) to paint the side of the Palmerston Recreation Centre live throughout the event. Their spectacular collaboration can be viewed now from the Hillson Street side of the Centre.



**Image 15: Completed Live Street Art**

Other competitions which were announced on the evening were the RUSH Elements photo competition, and the Palmerston Song of the Year, taken out by Lord Ndoro (Michael), with his song ‘Red Light’. Michael jumped up to perform it live, and brought positivity, professionalism and energy with him onstage.

The event drew a happy and harmonious crowd, with notable attendance from Palmerston’s Aboriginal and Torres Strait Islander families. A highlight was seeing the night reflected in the familiar faces of our Palmerston young people, who attended the event from start to finish, and who safely and respectfully enjoyed the night.

A close working relationship with the Northern Territory Police leading up to the event ensured

## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

valuable Police presence and support. No safety or antisocial issues were experienced on the night.

#### Competitions

As part of the Festival funding agreement, it stipulated that \$40,000 was to be contributed to competition prizes. The idea of the competitions was to increase the longevity of the impact of the Festival by getting youth engaged in the competitions from as early as April and to encourage participation. Seven (7) competitions were designed to be held as part of the Palmerston Youth Festival they were:

#### Cosplay Competition

Cosplay is a combination of the word's 'costume' and 'play'. It is a performance art in which participants wear costumes to represent a specific character and take on the persona of that character. 39 people registered for Geekfest Top End Cosplay Competition with many more community members dressing up for the event without participating in the competition itself. People from all ages took part, with many taking hours, days, weeks, and even years, creating their costumes.

The Judging Panel was made up of TJ Cosplay our special guest judge, Deputy Mayor Sarah Henderson, Jeffrey Norton a local Cosplayer, and a young member of the City of Palmerston Geek Squad, Brianna Goss. Judging criteria included workmanship of the costume, embodiment of the character, and effort.

The winners were:

• 12 years and under	1 <sup>st</sup> Place \$500	Phoenix Blake
• 12 years and under	2 <sup>nd</sup> Place \$350	Jakob Johnson
• 12 years and under	3 <sup>rd</sup> Place \$150	Joiah Staben
• Winner Female Character	\$1500	Alexandra May
• Winner Male Character	\$1500	Matthew Hammond
• Winner Group Category	\$2000	Stephanie Alm (+3)

#### Esports Competition

Hosted by Next Tier Esports, preliminary tournaments were held in three (3) categories at Gateway Shopping Centre on Saturday 6<sup>th</sup> July and included Rocket League (Doubles), Super Smash Brothers Ultimate and Mario Kart. 70 participants entered the preliminary round and 16 qualifying participants played off at Geekfest in front of a live audience. Winners were awarded with a cash prize, an EB Games Voucher, and a trophy.

• Rocket League Doubles 1 <sup>st</sup> Place: \$1000 cash & \$500 EB Games voucher:	Shaun Ostler and Makieva Godber
• Rocket League Doubles 2 <sup>nd</sup> Place: \$500 cash & \$200 EB Games voucher:	"GM Mechanics"
• Rocket League Doubles 3 <sup>rd</sup> Place: \$200 cash & \$100 EB Games voucher:	Ben Harris and Hussnan Abbas
• Super Smash Brothers 1 <sup>st</sup> Place: \$500 cash & \$250 EB Games voucher:	Vendel Gomes
• Super Smash Brothers 2 <sup>nd</sup> Place: \$250 cash & \$100 EB Games voucher:	Lachlan Campbell
• Super Smash Brothers 3 <sup>rd</sup> Place: \$100 cash & \$50 EB Games voucher:	Dana Ang
• Mario Kart 1 <sup>st</sup> Place: \$500 cash & \$250 EB Games voucher:	Jayden
• Mario Kart 2 <sup>nd</sup> Place:	



## 2019 PALMERSTON YOUTH FESTIVAL

### EVENTS AND COMPETITIONS

- \$250 cash & 100 EB Games voucher: Jeffrey
- Marion Kart 3<sup>rd</sup> Place: Jhett Vivia
- \$100 cash & \$50 EB Games voucher: Jhett Vivia

#### Rookie Cooks with Hayden Quinn Competition

The Rookie Cooks prize which was awarded to Paige Crystal includes:

- Return Trip for two to Sydney including flights and accommodation.
- A day with Hayden Quinn visiting Sydney's fresh food markets.
- Dinner with Hayden Quinn at a Sydney restaurant.
- A day to spend at contestant's leisure.

A date for the prize will be coordinated with Hayden Quinn and Paige Crystal.

A \$100 Kitchen-wares voucher was awarded to all other contestants.

#### Song of the Year Competition

We had several fantastic entries from young people from around Palmerston and Darwin for the Palmerston Song of the Year competition. The songwriters were aged 10 to 20, and of all sorts of sounds and styles. The judging panel was made up of three local experts, Mark Smith, Head of MusicNT, Musician Caiti Baker, and local Palmerston young person, George Gilder. The songs were assessed in three ways; their originality and creativity, their skill level, and the overall feeling or vibe the song evoked.

There were two runners up, who will split the prize - \$100 each, and half of the \$1000 introductory production package with Skinnyfish Music (a consultation worth \$500 each). Michael South, Zoe Bailey, and Jack Fredericks (better known as "Open Scars") from Rosebery Middle School with their song "Mental", and Tahlia Forrest, with her song 'Honey'.

The winner, who received a \$5000 production package with Skinnyfish Music, and \$500 cash, with his song "Red Light" was Michael Nodoro, also known as Lord Nodoro. One Judge said about his song, "There is definitely something in this track. Great flow and would be good to hear some of their own production. Makes me think of Jurassic 5 which is a good thing." Michael played the winning song at the Palmerston Street Party and showed a strong level of professionalism and flair.

#### Rush Element Photography Competition

This competition invited the young people of Palmerston to share photos of them participating in their favorite extreme sports. The theme was based on the elements of earth, water and air, also giving the opportunity to highlight our outdoor Territory lifestyle.

Contestants uploaded a photo of themselves to our Facebook page, then the community voted for their favorite photos. There were 34 entries and from those the following people won a Go Pro 7 Black Kit:

- Our youngest winner was 9-year-old Jack Bowden for his Motor Cross photo with 633 votes
- Our second winner was Talon Dobson for his deadly BMX Jump with 347 votes
- Our final winner was Callum Scott for a photo of himself surfing some great Australian waves with 145 votes

#### Break Tha Floor Dance Competition

Break Tha Floor – Dance Battle was a part of the Palmy Street Party. Local Bboys and Bgirls were invited to participate in a break dance competition. Break dancing has now been accepted as a sport for the next Olympics. This competition gave an opportunity for our young dancers to show off their skills in break and freestyle moves. Express Dance Studios hosted this competition and



## 2019 PALMERSTON YOUTH FESTIVAL

---

### EVENTS AND COMPETITIONS

prizes were awarded for all winners to receive 6 months of break Dance Classes. 12 dancers competed with the following winners:

- Individual Winner: David James
- Individual Runner Up: Bill Cotter
- Next Generation Winner: Kid Stormy
- Group Battle Winner: Sass Squad

#### Film Me in Competition

Young people in Palmerston were invited to register then attend any of the Palmerston Youth Festival events. At the events they were asked to capture the essence of the Festival through film or photos and submit them to the city of Palmerston following the event. Several young people registered, with submissions of photo and film currently being collected.

By delivering these events and competitions City of Palmerston met the requirement of the Palmerston Youth Festival grant with NTG.

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Governance and Regulatory Services Quarterly Report April – June 2019
<b>REPORT NUMBER:</b>	9/0264
<b>MEETING DATE:</b>	6/08/2019
<b>AUTHOR:</b>	Executive Assistance to the Director Governance and Regulatory Services, Alyce Breed
<b>APPROVER:</b>	Director Governance and Regulatory Services, Chris Kelly

## 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 Governance and Regulatory Services in the April to June quarter 2019.

## KEY MESSAGES

- Each quarter, Council will be provided with a report on the activities of the Governance and Regulatory Services Department.
- For this quarter, two tenders were awarded which brings the total tenders awarded for this financial year to 15.
- To date 25 Council policies have been reviewed, with six being reviewed in this quarter.
- Council's initiatives to increase microchipping have been successful with 72% of registered dogs microchipped, compared to 70% this time last year.
- As at the end of June 2019 there are 5,654 registered dogs in the Palmerston municipality, a slight decrease from last year which totalled 5,696 registered dogs.

## RECOMMENDATION

THAT Report Number 9/0264 entitled Governance and Regulatory Services Quarterly Report April – June 2019 be received and noted.

## BACKGROUND

Council is provided with a quarterly report on the activities of Governance and Regulatory Services.

## DISCUSSION

Highlights from the Governance and Regulatory Services Department include:

### Community Engagement

#### Economic Development

In partnership with the Northern Territory Government, Council undertook consultation to inform preparation of the Palmerston Local Economic Plan. This consisted of an online survey, pop-up stalls in local shopping centres and targeted engagement of Palmerston's retail and industrial areas. Responses focused on social infrastructure and investment as a tool for supporting the economy, including:

- improving public safety and crime;
- retail and lifestyle services and supplies;
- available and affordable housing;
- transport; and
- investment in infrastructure.

A draft will be provided to Council in October this year, and further public consultation is proposed.

## **Animal Management**

Brekkie in the Park, held at Joan Fejo Park in Rosebery on 12 May, resulted in a large number of animals being microchipped and registered. The Ark and Paws provided volunteers who worked closely together with Council Rangers on the day, with 51 dogs and 3 cats being microchipped, and a total of 66 registrations made.



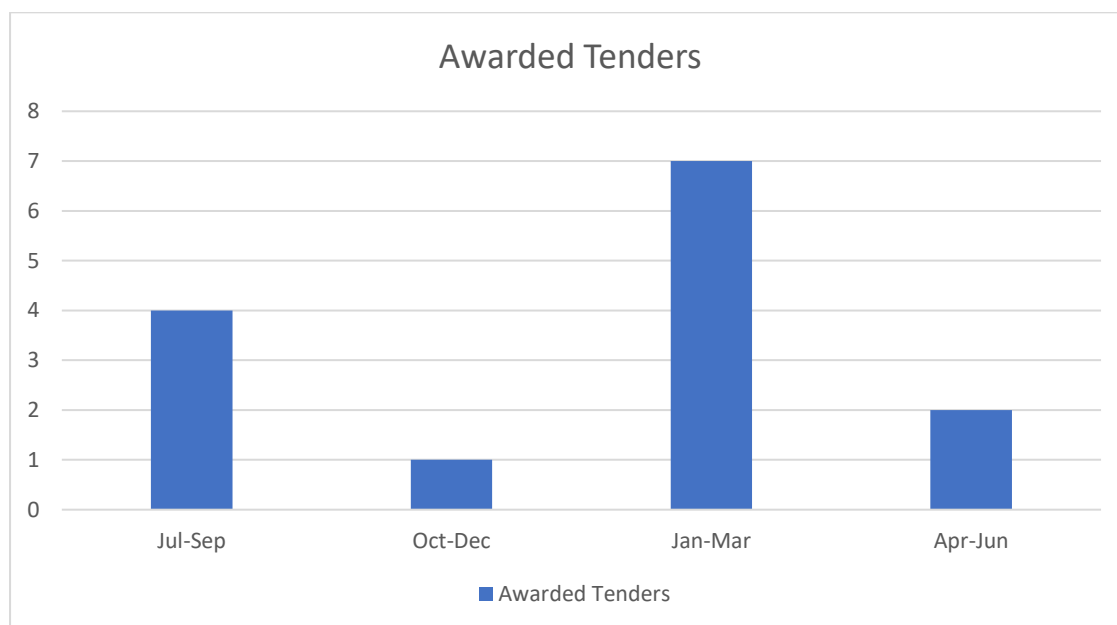
The Darwin Lifestyle Expo was held during May. Rangers and Community Services staff attended the event to provide information on services and functions provided by Council. Various businesses, community organisations, government and non-government organisations were present to provide information of the community to members of the Top End. The event was well attended and will continue to be a feature event on our calendar moving forward.

The Palmerston Animal Management Advisory Committee (PAMAC) met twice this quarter.

## **Procurement**

Council seeks tender submissions for various activities to achieve the best outcome for the Palmerston community. For this financial year, as at 30 June 2019, Council had awarded 15 tenders, with two new tenders for this quarter.





Council's Tender Register is provided at **Attachment A**.

## Council Policies

Council has adopted a Policy Review Schedule. Council will undertake 44 Policy Reviews over the term of the Council. To date 25 policies have been reviewed, with six being reviewed in this quarter, namely:

- *AD04 Lease of Council Property*
- *TECH04 Waste Management*
- *FIN17 Rate Concession*
- *AD03 Alcohol Management*
- *EM02 Elected Members Benefits and Support*
- *REG03 City Centre Parking*

The following Council policies are due for review in the 3<sup>rd</sup> Quarter of 2019 and will be presented to Council for consideration:

- *COMM003 Community Consultation*
- *FIN18 Grants, Donations, Scholarships and Sponsorships*
- *FIN19 Reserve*
- *FIN20 Borrowing*
- *FIN21 Debt Collection*
- *FIN22 Grant Income*
- *REG02 Feral Cat*

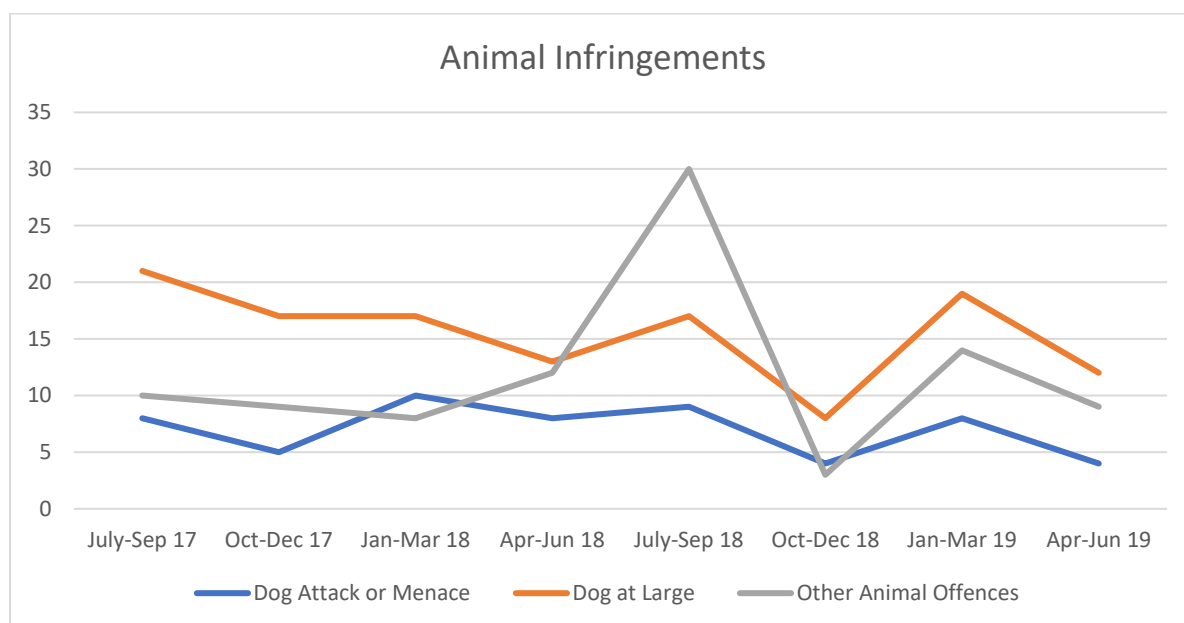
## Ranger Services

Council records indicate that there was a slight increase in microchipped registered dogs this quarter compared to the same period last year, with 72% of registered dogs now microchipped compared to 70% last year. This indicates that a proactive approach with Council's 'Brekkie in the Park' Animal Awareness Day, registration concessions and promotional signage is continuing to have a positive impact.

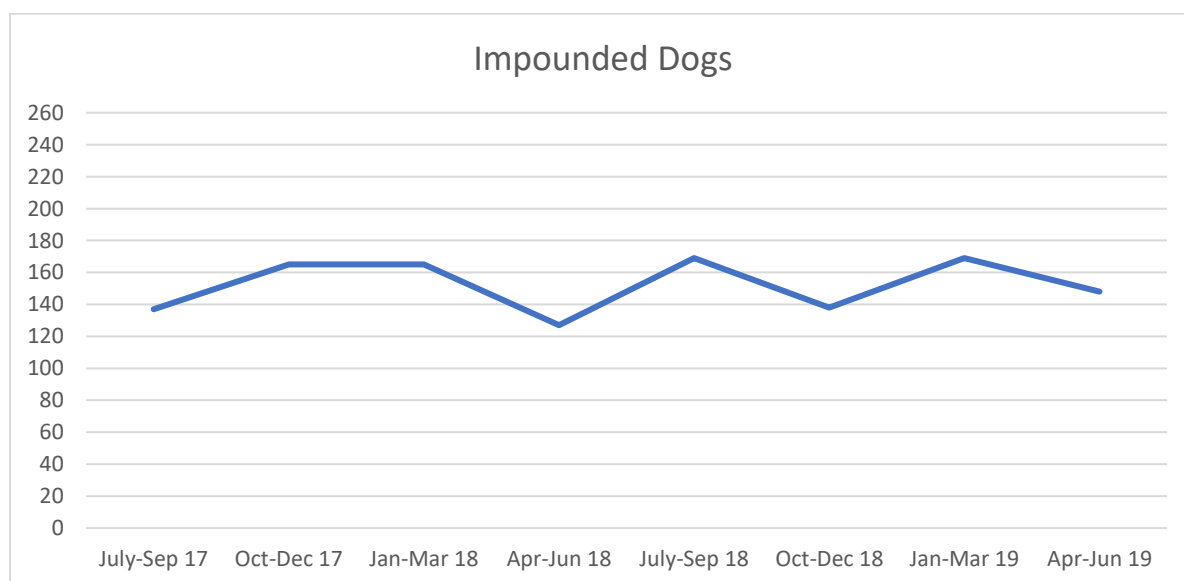
Overall registrations are on par, with the year to date showing 5,654 registered dogs and last year for the same period 5,696 dogs were registered. Council will shortly commence registration renewal for 2018/19, and will be streamlining registration requirements, including offering free registration to registered dogs from other Top End municipalities to encourage new owners to register their dog.

### Infringements

Rangers have issued 137 animal infringements and 624 impound notices this year. This is a consistent total compared to last year.

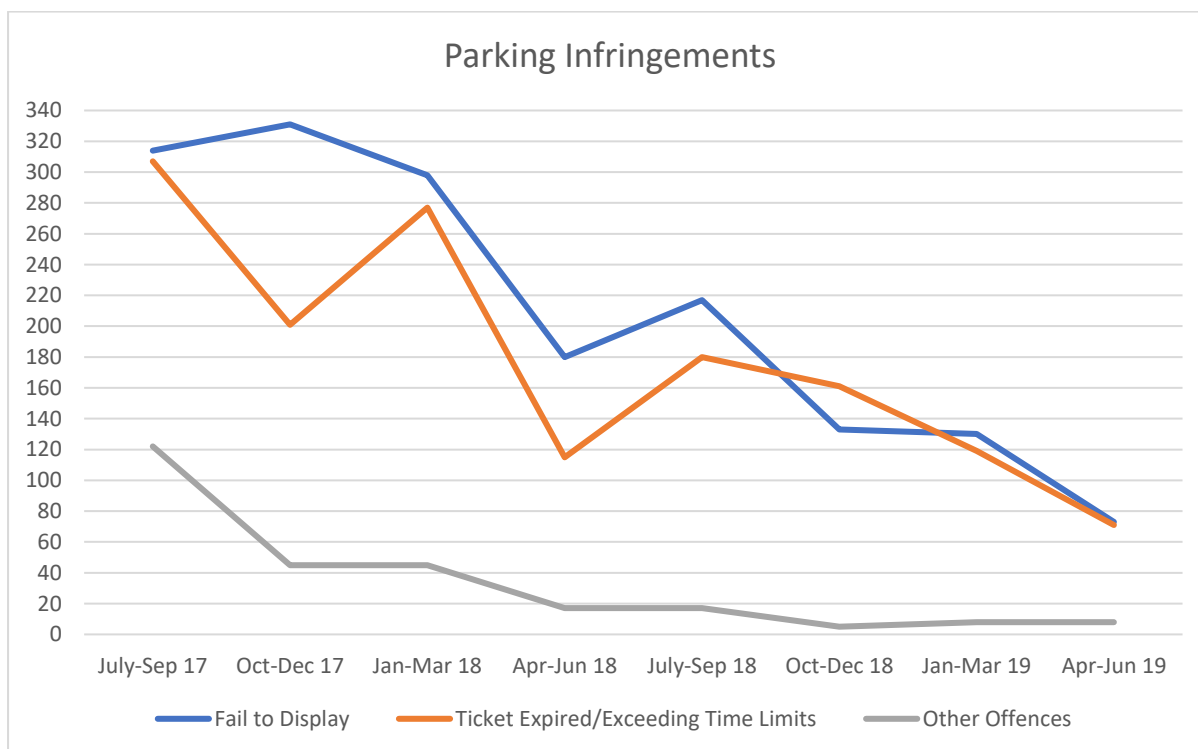


Other animal offences include unregistered dogs, exceeding maximum allowable number of dogs and dog causing nuisance.



Category	Number of Infringements this Quarter	Number of Infringements Year to Date
Unregistered Dog	9	50
Exceeds Maximum Allowable Number of Dogs	0	5
Dog at Large	12	56
Dog Attack	4	21
Dog Causing Nuisance	0	1
Dog Menace	0	4
Dog Impounded	148	624

Rangers have also undertaken regular parking patrols to ensure compliance with parking regulation and safety. Rangers issued 1,122 parking infringements over the course of the year, mainly in the City Centre. Other infringements issued were in response to suburban safety and amenity issues, such as parking over driveways, unsafe parking to block footpaths and double parking.



The number of infringements has reduced since the introduction of parking meters. Further education and community engagement will occur in the coming quarter as part of the implementation of the Parking Strategy.

## Long Grass

Council's Long Grass Program continued this quarter. This program commenced at the end of Wet Season. It has the objective of removing overgrown vegetation from lots to improve amenity and reduce the occurrence of pests and vermin. This financial year, Council has undertaken long grass enforcement on 238 properties. This includes occupied and unoccupied properties. For reference, Council currently has a total of 13,674 residential properties. This indicates a reasonable level of compliance.

This quarter Council staff have undertaken a process review of how long grass cases are managed to ensure an effective and timely resolution to customer complaints, as well as increased awareness of property owner's responsibilities.

Council has also undertaken verge maintenance to ensure amenity and safety, particularly where it obscures traffic.

## **CONSULTATION PROCESS**

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

- Ranger Services Manager
- Senior Ranger
- Strategic Procurement Advisor
- Ranger Services Administration Officer

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

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

## **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 A:** Council's Tender Register

**2018/19 TENDER REGISTER**

<b>Contract Number</b>	<b>Contractor Name</b>	<b>Description</b>	<b>Date Awarded</b>	<b>Contract Awarded</b>	<b>Lump Sum/ Schedule of Rates</b>	<b>Local Yes/ No</b>
TS2018-03	Industrial Power Sweeping Services	Street Sweeping	6/07/2018	\$306,611.11	Schedule of Rates	Yes (Berrimah)
TS2018-05	Alderbaran Contracting	Archer Landfill Rehabilitation Stage 3	2/08/2018	\$1,774,080.00	Lump Sum	Yes (Manton)
TS2018-04	Class A Energy Solutions	Library PV System	7/08/2018	\$99,900.00	Lump Sum	Yes (Yarrwaonga)
TS2018-06	Veolia	Management of the Archer Waste Transfer Facility	5/10/2018	\$1,101,705.01	Schedule of Rates	Yes (Berrimah)
TS2018-10	Asphalt Co Pty Ltd	Reseal Various Roads 2018-2019	13/12/2018	\$696,866.63	Schedule of Rates	Yes (Berrimah)
TS2018-12	Delta Water Nt Pty Ltd	Irrigation Refurbishment	11/02/2018	\$212,250.00	Schedule of Rates	Yes (Winnellie)
TS2019-02	LightSource Solutions, Orangetek and Philips	LED Luminare Supply	22/03/2019	\$1,554,059.75	Schedule of Rates	No
TS2019-03	ESPEC	LED Luminare Installation	22/03/2019	\$614,503.28	Schedule of Rates	Yes (Tumbling Waters)
TS2019-04	NC Electrical and Air Conditioning	Rec Centre PV System	26/02/2019	\$95,925.00	Lump Sum	Yes (Berrimah)
TS2019-05	NT Shade and Canvas	Playground Refurbishment - Various Locations	1/03/2019	\$180,000.00	Lump Sum	Yes (Winnellie)
TS2019-06	NT Shade and Canvas	Supply and Installation of Shade Sails	12/03/2019	\$123,290.00	Lump Sum	Yes (Winnellie)
TS2019-07	Downer EDI	Reseal Various Roads 2018-2019	12/03/2019	\$751,351.00	Schedule of Rates	Yes (Berrimah)
2018-021	Telensa Systems	Smart Controls Tender - Collaborative Procurement, Darwin, Palmerston and Litchfield Councils	11/01/2019	\$662,700.00	Schedule of Rates	No
TS2019-10	NT Electrical Group	Install LED Street Lights and Poles for Laneways	4/04/2019	\$134,913.00	Lump Sum	Yes
TS2018-11	Cleanaway	Domestic Waste and Recycling Services	17/04/2019	\$1,917,280.00	Schedule of Rates	Yes (Pinelands)

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Moulden Community Garden update
<b>REPORT NUMBER:</b>	9/0277
<b>MEETING DATE:</b>	6/08/2019
<b>AUTHOR:</b>	Director City Growth and Operations, Kathy Jarrett Acting Director Lifestyle and Community, Amelia Vellar
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This report seeks to update Council on the establishment of community gardens in Moulden.

## KEY MESSAGES

- The Moulden Community Garden proposal was presented to Council at the 1st Ordinary meeting 7 August 2018.
- Further community consultation was sought regarding the establishment of a community garden in Moulden.
- Whilst traditional means of consultation with residents concerning a community garden at Strawbridge Park indicated little interest in the concept, it is apparent that community interest exists for the establishment of a community garden at nearby Lindsay Park.
- A stronger communities grant for \$9000 was received and used to install watering infrastructure at Strawbridge Park. This infrastructure can be used for future plantings.

## RECOMMENDATION

THAT Report Number 9/0277 entitled Moulden Community Garden update be received and noted.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council meeting of 7 August 2018 Council made the following decisions.

### 13.2.7 Moulden Community Garden Proposal

9/0061

1. THAT Report Number 9/0061 entitled Moulden Community Garden Proposal be received and noted.
2. THAT Council approve, in principle, the development of an open community garden in Strawbridge Park, Moulden to allow for further community consultation.

3. *THAT a further report be presented to Council on the outcomes of further exploration and community consultation outcomes regarding an open community garden in Strawbridge Park, Moulden.*

CARRIED 9/0208 – 07/08/2018

The previous report presented to Council in August 2018 outlined the direction the proposed community garden in Moulden would take. The principle, and the core of a successful community garden, is that it is driven and owned by community. This was taken into consideration when initial interest from the community was not at a level required to get this project off the ground. It was decided that further consultation directly with Moulden and the broader Palmerston community would be sought before any further plans were developed.

### DISCUSSION

Whilst traditional means of consultation with residents concerning a community garden at Strawbridge Park indicated little interest in the concept, it is apparent that community interest exists for the establishment of a community garden at nearby Lindsay Park, **Attachment A**.

Council staff will further review the current site at Strawbridge Park with the view to establishing greater shading through the commitment of additional tree plantings to the park as well as the establishment of an orchard garden. The proposed orchard garden would consist of 10-20 trees from a range of indigenous and Asian/tropical fruiting trees in an underutilised corner of the park. These plantings will assist not just with shading the park but will also provide fruit and improved amenity to the area. By having a range of fruiting trees appropriately sign posted they can also serve as educational and introduce the public to new food sources.

Council staff also recommend that Council continues to support Edible Pocket Gardens through maintenance of the existing Edible Pocket Garden in Strawbridge Park (including providing water to it) and the potential development of new gardens in Lindsay Park if this gains further support through ongoing community consultation. Initial ideas from community members include engaging a bush tucker consultant and partnering with the near by childcare centre on several small Edible Pocket Gardens to improve ownership of the project from the local community. Consideration of further infrastructure including a playground was also raised.

The establishment of gardens in Moulden will completely change the amenity of the area and build on the work begun by Council including the recent street and park lighting upgrades that were completed in Moulden in May this year. Creating gardens will provide a sense of place and pride in the parks within the community.

### CONSULTATION PROCESS

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

- Manager Community Services
- Community Development Officer Health and Wellbeing

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

- Harvest Corner Community Garden, Moulden Community Garden Facebook Group

- Broader Palmerston Community

During this consultation period various forms of traditional promotion were used to increase the interest within the community:

- Letter box drop to the suburb of Moulden
- Promotion through the Moulden Garden Facebook page (50 members)
- Signs erected at Strawbridge Park to promote the space
- Installation of an Edible Pocket Garden at the site
- Promotion through Council Facebook pages and network meetings
- Posters and flyers distributed throughout Palmerston

Direct communication with residents provided the most feedback on the project and further consultation of this nature is required.

### **POLICY IMPLICATIONS**

There currently is no Community Garden Policy, however the Edible Pocket Garden Policy and Guidelines have been created and can be used to guide any works at the garden site as it stands. If the project is to proceed, Community Garden Guidelines would need to be developed.

### **BUDGET AND RESOURCE IMPLICATIONS**

The current water installation at the Strawbridge Park site was funded through a \$9,000 Stronger Communities Grant. This work included the installation of a meter and two taps for the watering of the Edible Pocket Garden. It also provided for the installation of some further irrigation infrastructure that can be used for the additional proposed plantings.

If the proposed tree and orchard planting and establishment of trial community gardens was to go ahead, the budget implication will be approximately \$25,000 plus ongoing costs for the maintenance of the garden. These costs would be able to be supported through existing approved operational budgets.

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

Although consultation has indicated little community interest in establishing a Community Garden at Strawbridge Park, the benefits of the proposed plantings in providing shade and a sense of place in the Moulden community will outweigh what is considered to be a very low risk of residents being concerned with Council's expenditure on this project.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Increasing the planting of trees and community involvement in gardening will improve the environmental sustainability of the area.

### **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.





*A Place for People*

# COUNCIL REPORT

---

1st Ordinary Council Meeting

## ATTACHMENTS

**Attachment A:** Arial view of Strawbridge and Lindsay parks, Moulden



Lindsay Park

Possible location of  
Community Garden

Strawbridge Park

Current Edible Pocket  
Garden

Proposed Orchard Site



<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	<i>Prójects</i> – Making the Switch, Update August 2019
<b>REPORT NUMBER:</b>	9/0280
<b>MEETING DATE:</b>	6/08/2019
<b>AUTHOR:</b>	Public Lighting Coordinator, Jiri Heider
<b>APPROVER:</b>	Acting Executive Manager Organisational Services, Richard Iap

## COMMUNITY PLAN

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

## PURPOSE

This report provides Council with an update on the *Prójects* – Making the Switch, Public lighting transition to smart LED's project.

## KEY MESSAGES

- Council has identified the replacement of some 4,700 street and public lights with small LED lighting as a major initiative with *Próject*.
- Council has committed a total of \$3.65 million (GST exclusive) to the program.
- Council has awarded contracts for the delivery of this project to the estimated value of \$3 million.
- Physical replacement of lights commenced in Moulden in April 2019, and it is anticipated that all suburbs will be completed within nine (9) months from commencement being earlier than the original scheduled completion.
- In total, 370 lights have been replaced with new LEDs and smart controls thus far which is about 7.5% of the total project.
- 194 street lights on main roads have been upgraded in Bellamack, the CBD, Driver, Johnston, Moulden, Rosebery and Zuccoli.
- 176 street lights on residential roads and in parks have been upgraded primarily in Moulden.
- This accelerated Smart LED Street & Public Lighting replacement program has the potential to be a transformational project for the City by reducing power and maintenance expenditure and improving liveability via the range of benefits that would result from LED lighting and smart controls over traditional lighting.
- A Dark Spots program for lighting improvements is currently under development.

## RECOMMENDATION

THAT Report Number 9/0280 entitled *Próject* – Making the Switch, Update August 2019 be received and noted.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting on the 5 February 2019, Council resolved the following:

*Próject - Making the Switch, Update February 2019*

9/0147

*THAT Report Number 9/0147 entitled Próject - Making the Switch, Update February 2019 be received and noted.*

**CARRIED 9/0460 - 05/02/2019**

At the 1<sup>st</sup> Ordinary Council Meeting on the 02 April 2019, Council resolved the following:

*Próject - Making the Switch, Update March 2019*

9/0204

*THAT Report Number 9/0204 entitled Próject - Making the Switch, Update March 2019 be received and noted.*

**CARRIED 9/0558 - 02/04/2019**

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

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

Originally it was expected that this project would be completed over 15 months from the project's commencement date of April 2019.

At Council's request they will receive, at a minimum, quarterly reports providing updates on the progress of this project. The last update report was presented to Council at the 1<sup>st</sup> Ordinary Meeting on the 2 April 2019.

## DISCUSSION

Council has been actively working on the timely delivery of this significant project. The roll-out of the smart controlled LED luminaires commenced in April 2019 in Moulden. In total, 370 lights have been replaced thus far which is about 7.5% of the total project.

To date, 176 new LED street lights have been deployed on residential roads and in parks primarily in Moulden. Moulden served as an important pilot site for Council staff to validate the choice of equipment and deployment approach. This validation allowed the bulk of orders for lights to be finalised.

There has been unexpected delays in manufacturing and delivery of some LED luminaires, although this will not change the expected timeline of the replacement program. Due to the earlier availability of some main road lights, Council has been able to upgrade selected main roads ahead of schedule. 194 new LED street lights have now been deployed on main roads in Bellamack, the CBD, Driver, Johnston, Moulden, Rosebery and Zuccoli.

It is anticipated on current progress and delivery times that the conversion project will be completed ahead of schedule being January 2020 (nine months).

It is also anticipated that the conversion of the 370 lights on residential and main roads to date will result in energy savings of approximately \$24,400 per annum as well as maintenance savings of a similar magnitude.

Council has recently received delivery of 250pcs main road lights with more lights of the same category to be delivered in the coming weeks. The next stage of the upgrade has commenced with the upgrading of main road lighting starting in Moulden and continuing as per the initial plan schedule.

The main delivery of approximately 3500pcs of lights for residential roads and parks is scheduled to arrive in late September.

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

Council staff have commenced the development of a 'Lighting Dark Spots' program which will commence in the first part of 2019/2020. Consideration is being given to a variety of factors including but not limited to:

- Safety;
- Design standards;
- Crime statistics;
- Local uses; and
- Risk mitigation.

It is expected that this program will deliver lighting improvements in the residential suburbs of Driver, Woodroffe, Marlow Lagoon and Rosebery. A further Council report will be prepared once locations and project plans have been identified.

### **CONSULTATION PROCESS**

Council is undertaking a media and social media campaign advising of this project and its commitment.

A live map of the replacement program has been published on the CoP website, and can be viewed here: <http://www.palmerston.nt.gov.au/operations/major-projects/making-switch>.


A media release regarding the awarding of contracts was issued on 22 March 2019.

All phases will require further consultation to inform the community of the transition works program.

The majority of the feedback received through Council's Facebook page has been overwhelmingly positive.


A recent update post shared on Council's Facebook page about the project's installation works in Bellamack and Roseberry. Reactions and comments shared on the post have also been very positive.

Facebook Post on 28 June 2019



**City of Palmerston**  
Published by Richard Iap [?] · June 28 ·

Council's "Making the Switch" project moves to Flynn Circuit in Bellamack today where new smart controlled LED street lights will be installed. These LED street lighting upgrades will continue through the suburbs of Bellamack and Roseberry over the next week. Track the progress of our upgrades on our live map: <https://bit.ly/2VRSDQn>



**1,905**  
People Reached

**138**  
Engagements

[Boost Post](#)

16 6 Comments 3 Shares

Like Comment Share

Most Relevant

Write a comment...

**Sharon Young** Donald ours was done today. We may need to get the kids rooms new curtains. The light is so bright.  
Like · Reply · Message · 4w

**Kay Stevens** What a great project. My son's home was broken into several times last year so I'm pleased to see his street had been done already. Kicking goals, CoP!  
Like · Reply · Message · 4w

**Sandie Bell** Mannikan crt desperately needs new street lighting it is so dark  
Like · Reply · Message · 4w

**Brett Harris** What about the older suburbs ?  
Like · Reply · Message · 4w

**Jay Craig** Click the map man, she's all there  
Like · Reply · Message · 4w

**Athina Kazepidis Pascoe-Bell** Brett Harris all of Palmerston is being upgraded between now and December.  
Like · Reply · Message · 4w

Write a reply...

### POLICY IMPLICATIONS

There are no policy implications for this report.

### BUDGET AND RESOURCE IMPLICATIONS

The approved total budget allocation for this project is \$3.65 million (GST exclusive).

- Council has approved that the project be funded by a 10-year internal loan at an interest rate of 2.6%.
- The project will provide savings after associated costs, in the order of magnitude of \$2.59 million over 12 years which will be utilised to further improve lighting in the City.
- The provision of new lighting through this element will result in a marginal increase in operational costs per annum subject to the extent of work, which will be addressed through normal budget processes.
- Contracts awarded for this project are schedule of rates contracts.
- The estimated total schedule of rates contract costs for this project is \$2,831,263.03.
- The current estimate of direct contract costs are below those originally estimated, and it is expected that Council will deliver this project at a saving to the approved budget. That said, this is a complex project with a number of unknowns relating to condition of *in-situ* assets and other costs such as specialised consulting services, consultation and the like that will impact on final delivery costs. It, however, is still anticipated that final costs will be below original approved budget at this stage. The budget status will be updated as part of the regular reports to Council.
- It is anticipated that this project will result in operational savings of an estimated \$650,000 annually once completed.

- Energy savings from all currently installed LED luminaires are estimated at \$24,400 per annum.

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

With all large projects there are project management risks as part of project delivery. These were substantially addressed at the contracting stage and any further risks are to be identified, and mitigation measures put in place as the project progresses. The recent addition of an additional FTE to specifically manage this project and use of specialised consultants is further mitigating risk.

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

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

Although it is not legislatively required, the monthly financial report will be updated to include information relating to the internal loan. The report will include how much from the reserve has been borrowed, how much has been repaid, and the final outstanding balance of the loan. Furthermore, the Council will be provided with regular updates on the progress of the project. These reports will also include financial details related to the project.

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Ownership of street lighting has a material impact on Council's carbon footprint but has also provided Council with increased control and flexibility in implementing energy efficient lighting solutions. A large-scale accelerated Smart LED Street and Public Lighting Programme provides the best mitigation of increased emissions and reduced energy usage.

The project will deliver benefits such as:

- Lower levels of light pollution.
- Improved pedestrian and vehicle safety.
- Improved general community safety.
- Improved liveability.

Council's installation contractor, ESPEC, as part of the installation of the new LED infrastructure, will also recycle and dispose of existing street lights in an environmentally appropriate manner to meet Council's sustainability expectations for the works. ESPEC is a signatory for FluoroCycle and will recycle old lamps at accredited facilities.

This project is also another step in Council's commitment to create a more sustainable environment, with carbon emissions being reduced by more than 64%, the equivalent of planting more than 500 hectares of Australian forest trees.

### **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.



*A Place for People*

# COUNCIL REPORT

---

1st Ordinary Council Meeting

## ATTACHMENTS

There are no attachments for this report.



**13** OFFICER REPORTS

---

13.2 Action Reports

13.2.1	Council Policy Review – <i>FIN22 Grant Income</i>	9/0278
13.2.2	Review of Policy <i>FIN17 – Financial Reserve</i>	9/0279

**AGENDA ITEM:** 13.2.1

**REPORT TITLE:** Council Policy Review – *FIN22 Grant Income*

**REPORT NUMBER:** 9/0278

**MEETING DATE:** 6/08/2019

**AUTHOR:** Executive Manager Finance, Shane Nankivell

**APPROVER:** Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This report seeks Council approval to rescind Council Policy *FIN22 – Grant Income*.

## KEY MESSAGES

- Policies are not required if they simply restate statutory obligations, outline operational procedures or do not add any value to Council's decision-making process.
- Council Policy *FIN22 Grant Income* is superfluous as it reiterates taxation legislation and the application of Australian Accounting Standards.
- The policy also refers to procedural matters that should not be captured in policy.
- If the policy is rescinded, Council will continue to follow taxation legislation and Accounting Standard requirements.
- The procedural elements will form part of Council's documented operational processes.

## RECOMMENDATION

1. THAT Report Number 9/0278 entitled Council Policy Review – *FIN22 Grant Income* be received and noted.
2. THAT Council rescind Council Policy *FIN22 Grant Income* at **Attachment A** to Report Number 9/0278 entitled Council Policy Review – *FIN22 Grant Income*.

## BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting of 20 September 2016 Council made the following decisions:

### 11.1.2 Review *FIN22 Grant Income* Policy GOC/0309

*THAT Council adopt the amended FIN22 Grant Income Policy.*

**CARRIED 8/2253 – 20/09/2016**

This report outlines the recommendations from the review of this policy by Council staff.

## DISCUSSION

In line with the policy review schedule adopted by Council, Council Policy *FIN22 Grant Income* has been reviewed.

Policies are not required if they simply restate statutory obligations, outline operational procedures or do not add any value to Council's decision-making process.

The policy is superfluous as it simply reiterates taxation legislation and the application of Australian Accounting Standards. Council is legally required to adhere to both and restating these as a policy adds no value to Council's decision making or processes. The policy also includes procedural elements of applying and reporting on grants and sponsorship. The policy also includes considerations to make when deciding to apply for a grant or accept a sponsorship. These are operational in nature and should not be captured in policy. Furthermore, the policy also refers to the levels of delegations for accepting a grant or sponsorship. This delegation is covered by the delegation to the CEO and subsequent sub-delegations. As a consequence, it is recommended that the policy is rescinded.

If the policy is rescinded, Council will continue to follow taxation legislation and Accounting Standard requirements and ensure that procedural elements form part of Council's documented operational processes.

## CONSULTATION PROCESS

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

## POLICY IMPLICATIONS

If rescinded, this policy will no longer be a policy of Council, however matters addressed will still be covered by Taxation Legislation and Australian Accounting Standards.

Council is not required to have a policy relating to this matter.

## BUDGET AND RESOURCE IMPLICATIONS

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

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

## 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 A:** Council Policy *FIN22 Grant Income*.

## FIN22

Name:	Grant Income		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	20/09/2016	Next Review Date:	1/04/2019
Records Number:	365980	Council Decision:	8/2253

### 1 PURPOSE

This policy aims to establish a single, coordinated, transparent approach to the way City of Palmerston enters into any form of grant and contribution agreements with other organisations.

### 2 PRINCIPLES

In order to enhance, extend and/or offset costs associated with producing outcomes for the community, the Council will explore and if appropriate, enter into formal agreements and receive money and/or 'in-kind' benefits. All benefits will be used to support the Council's strategic objectives.

### 3 DEFINITIONS

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

Term	Definition
Grant	A grant is a sum of money given to City of Palmerston by a government or other organisation for a particular purpose. Grants are generally of a non-commercial nature. A funding agreement outlines purpose and other requirements of the grant.
Sponsorship	A contribution made by a group, individual or organisation to City of Palmerston for a Council project, event, service or facility in return for perceived tangible benefits from Council such as signage, advertising etc. The contribution may be either monetary and/or 'in kind'. Contributions can be sponsorships, donations or other agreements of similar nature.
In kind support	'In kind' support is a non-monetary contribution e.g. Goods and services, business expertise or advertising.
Agreement	Refers to any form of funding agreement for grants or/and contributions.

### 4 POLICY STATEMENT

#### 4.1 Grant Funding

##### 4.1.1 Application for Grants

- 4.1.1.1 All Council Officers can seek opportunities for grant funding or contributions to support Council projects.
- 4.1.1.2 Before the approval of applications the grant and contribution agreement needs to be evaluated under the following aspects:
  - Budget implications
  - Compliance with legislation
  - Promotion of Council's goals and objectives as outlined in the Municipal Plan
  - Impact on the long-term financial plan

## FIN22

- Benefit for the community

4.1.1.3 Approval of Applications is determined by the dollar value exclusive GST and the length of the agreement:

<b>Level of Approval</b>	<b>Dollar Value</b>	<b>Period</b>
Manager	Up to \$5,000	One financial year
Director	Up to \$100,000	One financial year
Chief Executive Officer	Over \$100,000	More than one financial year

### 4.1.2 Acceptance of Grants

4.1.2.1 Approval of the acceptance is determined by the dollar value exclusive of GST and the length of the agreement:

<b>Level of Approval</b>	<b>Dollar Value</b>	<b>Period</b>
Manager	Up to \$5,000	One financial year
Director	Up to \$100,000	One financial year
Chief Executive Officer	Up to \$100,000	One financial year
Council	Over \$100,000	More than one financial year

4.1.2.2 The Chief Executive Officer is able to approve acceptance of funding above the mentioned dollar value if the grant has been part of the annual budget.

4.1.2.3 Agreement needs to be signed by a Council Officer with appropriate authority.

4.1.2.4 Finance needs to be provided with a signed copy of the Agreement.

### 4.1.3 Financial Recognition and Taxation of Grants

4.1.3.1 Grants are recognised as revenues when City of Palmerston obtains control over assets comprising the contributions. Control over granted assets is normally obtained upon their receipt.

4.1.3.2 Where contributions recognised as revenues during a reporting period are obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions are undischarged as at financial year end, the nature of, and amounts pertaining to those undischarged conditions are disclosed in the June Financial Management Report and reported as committed funds in reserves in the annual financial statements.

4.1.3.3 Responsible officer must request a Tax Invoice from Finance for every funding agreement in line with GST legislation.

### 4.1.4 Acquittal of Grants

4.1.4.1 Where the funding agreement requires an acquittal of funds the officer responsible for the agreement will initiate the process.

4.1.4.2 Every financial acquittal will be approved by a Council Officer with appropriate authority and reported to finance to be recorded in the grants register.

4.1.4.3 Approval of acquittals is determined by the funding agreement.

### 4.1.5 Reporting of Grants

4.1.5.1 As part of the final financial management report for the financial year, finance will report to Council about the following items:

- Number of grants to be received
- Number of grants to be acquitted

## 4.2 Sponsorship

### 4.2.1 Proposal for Sponsorship

- 4.2.1.1 City of Palmerston will only enter into sponsorship agreements that provide monetary and/or in-kind benefits for Council run community events, projects, services or facilities.
- 4.2.1.2 A sponsorship proposal will be developed for each event or project requiring sponsorship. The proposal will include an overview of the event/project, details on the value/items being sought, benefits being provided to the sponsor and sponsorship selection criteria.
- 4.2.1.3 The benefits provided by City of Palmerston to the sponsor may include one or more of the following:
- Branding exposure (e.g. logo inclusion on signage, promotional material, etc.)
  - Inclusion in newspaper, radio, social media and/or television advertising
  - The provision of a site/stall to promote or sell goods and services
  - PA announcements during the event
  - Networking opportunities
  - Naming rights
  - Distribution of brochures or product samples

### 4.2.2 Acceptance of Sponsorship

- 4.2.2.1 Where sponsorship takes the form of the provision of a sponsor's product, the product should still be evaluated for its fitness for purpose against objective operational criteria. Council may decline to accept or distribute product that does not meet objective operational criteria.
- 4.2.2.2 Council will assess sponsorship offers against pre-determined criteria which will be either published in advance or distributed to organisations which submit an expression of interest.
- 4.2.2.3 Approval of the acceptance is determined by the dollar value exclusive of GST:

<b>Level of Approval</b>	<b>Dollar Value</b>
Manager	Up to \$5,000
Director	Up to \$10,000
Chief Executive Officer	Up to \$100,000
Council	Over \$100,000

- 4.2.2.4 In circumstances where sponsorship over the value of \$100,000 requires an immediate response, the Chief Executive Officer may agree to the sponsorship. This agreement must be presented to the next Council meeting for ratification.

### 4.2.3 Agreement for Sponsorship

- 4.2.3.1 An agreement under this policy will only be entered into with organisations whose image supports the values and strategic objectives of City of Palmerston.
- 4.2.3.2 Sponsorships must include a deed of agreement between Council and the sponsor. The terms and conditions of the agreement must be clearly and transparently documented.
- 4.2.3.3 A single sponsorship agreement may cover single or multiple events or projects for one or more years.

## FIN22

- 4.2.4 Financial Recognition and Taxation of Sponsorships
  - 4.2.4.1 Contributions are recognised as revenues when City of Palmerston obtains control over assets comprising the contributions. Control over granted assets is normally obtained upon their receipt.
  - 4.2.4.2 Finance will create a Tax Invoice for every sponsorship agreement in line with GST legislation.
- 4.2.5 Reporting of Sponsorships
  - 4.2.5.1 The officer responsible for the sponsorship will provide details of the agreement including details of the sponsored event, project, service or facility, sponsors details, sponsorship amount and term to finance.
  - 4.2.5.2 The relevant Unit Manager is responsible for reporting, budgeting and making recommendations associated with the sponsorship.
  - 4.2.5.3 Councillors will be advised, via report, of the details of all sponsorship arrangements approved by staff under delegated authority.

### 4.3 Staff Responsibilities

City of Palmerston is committed to high standards of ethics, responsibility and fair dealing. Staff must be extremely vigilant in ensuring that a conflict of interest does not arise in dealing with such agreements.

## 5 ASSOCIATED DOCUMENTS

---

- 5.1 City of Palmerston Policies

## 6 REFERENCES AND RELATED LEGISLATION

---

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australian Accounting Standards
- 6.5 Ministerial Guidelines

**AGENDA ITEM:** 13.2.2

**REPORT TITLE:** Review of Policy *FIN17 – Financial Reserve*

**REPORT NUMBER:** 9/0279

**MEETING DATE:** 6/08/2019

**AUTHOR:** Executive Manager Finance, Shane Nankivell

**APPROVER:** Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This report seeks Council to adopt the amended Policy *FIN17 – Financial Reserve*.

## KEY MESSAGES

- Councils external auditors raised an audit observation during the year end audit on the structure and operation of Council's financial reserves.
- Management had already identified that the reserves did not follow best practice and the policy was under review.
- The audit observation referred to the fact that there are no clearly identified purposes for cash held in specific purpose reserves.
- Based on the audit observation, a new structure for reserves is proposed in the amended policy.
- The amended policy merges several reserves, closes two and creates an unrestricted reserve for funds with no specifically identifiable purpose.
- It is recommended to transfer the balance on the existing reserves into the new reserve categories as per **Attachment A**.

## RECOMMENDATION

1. THAT Report Number 9/0279 entitled Review of Policy *FIN17 – Financial Reserve* be received and noted.
2. THAT Council rescind Council Policy *FIN17 – Financial Reserve* as **Attachment B** to Report Number 9/0279 entitled Review of Policy *FIN17 – Financial Reserve*.
3. THAT Council adopt Council Policy *FIN17 – Financial Reserve* as **Attachment C** to Report Number 9/0279 entitled Review of Policy *FIN17 – Financial Reserve*.
4. THAT Council adopt the reserve movements as contained within the body of the report and **Attachment A** to Report Number 9/0279 entitled Review of Policy *FIN17 – Financial Reserve*.



## BACKGROUND

During the end of year financial audit for 2017/18, Council's external auditors identified the way reserves are structured and allocated at City of Palmerston as a low risk audit observation. Under the *Local Government (Accounting) Regulations* Council is required to report on any specific purpose reserves that it holds in its financial statements. Although Council does provide this disclosure, there is no record or data of what individual components make up the balance of particular reserves. The auditors also identified that reserve balances fluctuated due to movements in net working capital (short-term assets less short-term liabilities) which is inconsistent with the concept of specific restricted cash backed reserves. The management responses to the auditors was that it was already identified that the reserves policy and reserve structure was not consistent with best practice and a review was currently underway to refine the policy and align it with better practice including a review of the reserve structure.

## DISCUSSION

Based upon the audit observation, the Council reserves have been reviewed and it is proposed to make several major changes to the structure of the reserves and the way that Council manages and allocates to its reserves.

These proposed changes are:

- The convergence of the current Property Reserve, Plant and Equipment Reserve, Infrastructure Reserve & Streetlight reserve into a single reserve entitled 'Asset Renewal Reserve.' This reserve will hold funds for any identified renewal of assets. It is envisioned that funds for major renewals will be allocated to this reserve over the course of several years to fund the major renewals of assets.
- Election expense reserve, this reserve currently holds a balance of \$250,000 in the event of an election or by-election. It is proposed that this reserve be retained but decreased to a balance of \$150,000. After the reserve has been drawn upon to pay for an election or by-election an equal amount is allocated to the reserve each financial year so that the cost impact of an election or by-election is 'smoothed' out over the course of several years rather than covering the cost in a single year.
- The Strategic Initiatives Reserve be renamed and repurposed to the Major Initiatives Reserve. This reserve is to hold funds that are to be allocated to major initiatives of the Council such as *Pr6jects* and any similar projects in the future. It is intended that the funds in this reserve be used for new assets, programs, strategy documents or significant upgrades of assets rather than simply asset renewals.
- That the Community Grant Reserve be removed. It is proposed that community grants given are taken into consideration during the budgetary process and if any unique contributions are required and are outside the scope of the usual community grants system, they can be allocated from Working Capital if approved by Council.
- City Centre Improvement Reserve – This reserve currently has a balance of zero. It is recommended that this reserve is removed as both the Major Initiatives Reserve and the Asset Renewal Reserve can cover the intended purposes of this reserve.
- That as the there are no legal obligations on Council for the way that funds are spent, that the Developer Contribution Reserve be reclassified as internally restricted rather than externally restricted.

- That an unrestricted reserve entitled Working Capital be established, this reserve will hold Council's excess cash that is not aligned to a specific purpose. This represents the unrestricted working capital of the Council.
- That the formula that dictates the way cash surpluses and deficits are allocated to the three reserves be removed from the policy, and that any surpluses or deficits be allocated to Working Capital as a true reflection of Council's available working capital.

In line with the audit observation, funds will only be allocated to reserves where it can be identified exactly what the funds will be spent on. All other funds will be transferred to Working Capital to accurately reflect the working capital of Council. Once a purpose for the funds is identified, the funds can always be transferred into a restricted reserve with Council resolution. **Attachment A** presents the proposed changes to reserves and reserve balances.

### CONSULTATION PROCESS

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

- Executive Leadership Team

The proposed reserve structure contained within the amended policy was presented to Council in a workshop held Saturday, 6 April 2019.

### POLICY IMPLICATIONS

If adopted, the proposed policy at **Attachment C** FIN17 - Financial Reserves will become the policy of Council.

### BUDGET AND RESOURCE IMPLICATIONS

The identified reserve movements as included in **Attachment A** are:

- Transfer \$100,000 from Election Expense Reserve to Working Capital Reserve
- Transfer \$865,949 from Strategic Initiative Reserve to Major Initiatives Reserve
- Transfer \$38,368 from the Property Reserve to the Plant & Equipment Reserve
- Transfer \$683,736 from the Property Reserve to the Working Capital Reserve
- Transfer \$4,634,199 from the Infrastructure Reserve to the Working Capital Reserve
- Transfer \$40,000 from the Community Grants Reserve to the Working Capital Reserve
- Transfer \$63 from the Streetlight Reserve to the Working Capital Reserve

### RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In preparing the annual financial statements, Council has a legislated obligation to comply with the *Local Government (Accounting) Regulations*. It has been recognised by management as well as Council's external auditors that the current reserve policy does not align with best practice as reserves are allocated to specific purpose reserves without a specific purpose. Also, a problem arises with fluctuating reserve balances due to the fluctuations in Council's working capital which is inconsistent with the purpose of restricted cash reserves.

### 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 A:** Current to Proposed Reserve Structure

**Attachment B:** Current Council Policy *FIN17 – Financial Reserves*

**Attachment C:** Proposed Council Policy *FIN17 – Financial Reserves*

CURRENT RESERVES	Balance 2020	Movement To	Movement From	Action	PROPOSED RESERVES	Movement To	Closing Balance
<b>Externally Restricted Reserves</b>					<b>Externally Restricted Reserves</b>		
Unexpended Grants Reserve	150,000	-	-	Retain	Unexpended Grants Reserve	-	150,000
Developer Contributions	3,101,377	-	-	Change to internally restricted			
<b>Internally Restricted Reserves</b>					<b>Internally Restricted Reserves</b>		
Election Expenses Reserve	250,000	-	(100,000)	Retain	Election Expenses Reserve	-	150,000
Disaster Recovery Reserve	500,000	-	-	Retain	Disaster Recovery Reserve	-	500,000
Strategic Initiatives Reserve	865,949	-	(865,949)	Close	Developer Contributions	-	3,101,377
Unexpended Capital Works Reserve	-	-	-	Retain	Unexpended Capital Works Reserve	-	-
Property Reserve	722,104	-	(722,104)	Merge into Asset Renewal	Asset Renewal Reserve	-	-
Plant & Equipment Reserve	(38,368)	38,368	-	Merge into Asset Renewal	Major Initiatives Reserve	865,949	865,949
Infrastructure Reserve	4,634,199	-	(4,634,199)	Merge into Asset Renewal	Waste Management Reserve	-	657,180
Community Grants Reserve	40,000	-	(40,000)	Close			
Waste Management Reserve	657,180	-	-	Retain	<b>Unrestricted Reserves</b>		
Streetlight Reserve	63	-	(63)	Merge into Asset Renewal	Working Capital	5,457,998	5,457,998
City Centre Improvement Reserve	-	-	-	Close			
<b>Total Reserves</b>	<b>10,882,504</b>	<b>38,368</b>	<b>(6,362,315)</b>			<b>6,323,947</b>	<b>10,882,504</b>

RESERVES	Current Balance	Action	Closing Balance
Property	922,104	Merge into Asset Renewal	0
Plant & Equipment	271,632	Merge into Asset Renewal	0
Infrastructure	5,074,161	Merge into Asset Renewal	0
Street Lighting	161,063	Merge into Asset Renewal	0
Asset Renewal		New	411,632
Election Expenses	250,000	Close	0
Disaster Recovery	500,000	Remain as is	500,000
Strategic Initiatives	10,000	Close	0
Major Initiatives		New	661,063
Community Grants	70,000	Close	0
Unexpended Capital Works	0	Remain as is	0
Waste Management	522,180	Remain as is	522,180
City Centre Improvement	0	Close	0
Developer Funds In Lieu Of Construction	5,395,377	Remain as is	5,395,377
Unexpended Grants	500,000	Remain as is	500,000
Unrestricted Unallocated	0	New	5,686,265
<b>Totals</b>	<b>13,676,517</b>		<b>13,676,517</b>



## FIN19

Name:	Financial Reserve		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Executive Manager Finance		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Decision Number:	[Policy Code]

### 1 PURPOSE

To ensure sustainable and responsible financial management of City of Palmerston's cash reserves, through consistent identification, administration and usage of these reserves.

### 2 PRINCIPLES

City of Palmerston is committed to the responsible use and allocation of public funds with consideration of long-term financial sustainability and responsible asset management.

### 3 DEFINITIONS

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

Term	Definition
Financial Reserves	The term includes Asset Revaluation Reserves under Australian Accounting Standards and cash backed reserves as described in this policy.
Asset Revaluation Reserves	Are reserves required by the Australian Accounting Standards for the movement in fair value of assets. These are not cash backed reserves.
Internally Restricted Reserves	Are reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.
Externally Restricted Reserves	Are reserves that are subject to external restrictions in their purpose. These reserves are cash backed.
Internal Borrowing	The transfer of reserve funds from one reserve to another, as an alternative to external borrowing, to be repaid at a future date as determined by council.

### 4 POLICY STATEMENT

#### 4.1 Classification of Financial Reserves

##### 4.1.1 Asset Revaluation Reserves

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values due to asset revaluations.

##### 4.1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:

- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.

## FIN19

The following Council reserve is an externally restricted reserve:

Unexpended Grants and Contributions	This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements.
-------------------------------------	---

### 4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:

- The reserve is not subject to legal requirements governing the use of the funds or;
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes.

The following Council reserves are internally restricted reserves:

Asset Renewal Reserve	The reserve holds funding for renewal, replacement or upgrading of existing assets, including infrastructure, property and fleet. Specific renewals must be identified, and funds are to be allocated to those.
Election Expense Reserve	This reserve will hold funds for any upcoming Council election, or to help fund a by-election.
Major Initiatives Reserve	This reserve will fund major initiatives for the future development of the City of Palmerston in line with identified major capital works, the Municipal Plan and the Long-Term Financial Plan. Specific initiatives must be identified, and funds are to be allocated to those.
Unexpended Capital Works Reserve	This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.
Developer Contribution Reserve	This reserve holds the balance of unexpended funds in lieu of construction received by developers.
Disaster Recovery Reserve	This reserve will fund expenses incurred due to storms, cyclones, floods or any other natural disaster. The fund will enable City of Palmerston to recover from these disasters and return to normal operations.
Waste Management Reserve	This reserve holds funds for the direct and indirect expenditures for the rehabilitation of the Archer landfill and for development of the Archer transfer station to accommodate expected future requirements.

#### 4.1.4 Working Capital Reserve

The following criteria of this reserve is:

- This reserve is not subject to any legal obligations and;
- The funds in this reserve are not currently allocated to a specific purpose.

Working Capital Reserve	This reserve holds funds that have not been allocated to a specific purpose.
-------------------------	--

#### 4.2 Establishment of Financial Reserves

Asset Revaluation Reserves	Establishment of reserves follows the Australian Accounting Standards.
Externally Restricted Reserves	A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.
Internally Restricted Reserves	An establishment of a new reserve must be authorised by Council and shall not be established for an amount less than \$100,000.

#### 4.3 Transfer of Funds In/ Out of Financial Reserves

Asset Revaluation Reserves	Transfer of funds will follow the Australian Accounting Standards.
Externally Restricted Reserves	Transfer of funds are restricted to the terms and conditions of individual funding agreements. All transfers must be authorised by Council resolution.
Internally Restricted Reserves	Transfer of funds are restricted by the internal purpose of the reserve. All transfers must be authorised by Council resolution.
Working Capital Reserve	Transfer of funds will occur at the end of the financial year or during budget review processes if excess funds exist or funds are required. All transfers must be authorised by Council resolution.

Appropriate records and sufficient detail must accompany any reserve transfer.

All transfers of reserves shall be assessed during the preparation of the annual budget and the annual financial statements. Budgeted reserve movements will also be reviewed during the budget review process.

The total of all reserves shall not exceed current assets less current liabilities held by Council. Required adjustments at the end of the financial year will be made against the Working Capital Reserve, however any operational surplus funds shall be utilised to secure minimum balances on reserves in the first instance.

The following internal fund transfers shall not require Council resolution:

Surplus funds of the waste service charge under Section 157 *Local Government Act* are to be transferred to the Waste Management Reserve. Surpluses are calculated as income from waste charges less waste management related expenditure.

## FIN19

Externally restricted reserves as the funds must be expended for the purpose that they were received.

### 4.4 Balances for Financial Reserves

Reserve balances at the end of a financial year shall be:

Disaster Recovery Reserve	This reserve shall be maintained at or near \$500,000. External funds received after the event for the purpose of disaster recovery shall be used to maintain the reserve on this level of funds.
Election Expense Reserve	This reserve shall be increased annually over the Council term. This reserve should not exceed \$150,000

### 4.5 Internal Borrowing from Reserves

Any internal borrowings must be authorised by Council and require disclosure in Council's Municipal Plan and are to be repaid at a future date as determined by Council.

### 4.6 Reporting on Finance Reserves

In line with the *Local Government (Accounting) Regulations*, Council is required to disclose all reserves set aside for a specific purpose in its annual financial statements.

In addition, these reserves are reported on as follows:

- A detailed statement with expected movements as part of the annual budget.
- A detailed statement with expected performance compared to current approved annual budget as part of the budget review reports.
- A statement of approved budgeted balances as part of the monthly finance report.

## 5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Municipal Plan
- 5.2 City of Palmerston Long-term Financial Plan

## 6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government (Accounting) Regulations*
- 6.2 Australian Accounting Standards

## 14 INFORMATION AND CORRESPONDENCE

---

### 14.1 Information

#### 14.1.1 LGANT Draft Executive Minutes – 15 July 2019

THAT Council receive and note Item 14.1.1 entitled LGANT Draft Executive Minutes - 15 July 2019.



**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**MINUTES OF THE LGANT EXECUTIVE MEETING  
HELD ON MONDAY 15 JULY 2019 IN THE LGANT OFFICE  
COMMENCING AT 9:05 AM**

**1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE**

Mayor Damien Ryan	President – Municipal
Mayor Steven Edgington	Vice President – Regional and Shires
Alderman Gary Haslett	Vice President – Municipals
Mayor Fay Miller	Executive – Municipal
Mayor Maree Bredhauer	Executive – All Councils
Councillor Bobby Wunungmurra	Executive – Regional and Shires ( <i>commenced 10:05 am</i> )
Mayor Judy MacFarlane	Executive – Regional and Shires
Mayor Matthew Ryan	Executive – Regional and Shires
<b>IN ATTENDANCE:</b>	
Tony Tapsell	LGANT CEO
Peter McLinden	LGANT
Elaine McLeod	LGANT – Secretariat

**2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING**

Alderman Peter Pangquee	Executive – Municipal
-------------------------	-----------------------

**RESOLUTION**

That members:

1. accept the acknowledgements from members that they are unable to attend the meeting
2. approve the applications from members for leave of absence from the meeting.

**Moved:** Mayor Miller

**Seconded:** Mayor Edgington

**Carried**

**3. NOTIFICATION OF CONFLICT(S) OF INTERESTS****4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING****RESOLUTION**

THAT the minutes of the Executive meeting held on 24 June 2019 as circulated, be confirmed as a true and correct record of this meeting.

**Moved:** Mayor Miller

**Seconded:** Mayor Edgington

**Carried**

**5. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS****RESOLUTION**

THAT the papers as circulated be received for consideration at the meeting and there were no notifications of matters to be raised in general business.

**Moved:** Mayor Matthew Ryan

**Seconded:** Mayor Bredhauer

**Carried**

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

## **6. DECISIONS THE EXECUTIVE IS BEING ASKED TO MAKE THIS MEETING**

### **6.1 Financial Reports for 31 May 2019**

#### **Discussion**

Members endorsed the financial reports.

#### **RESOLUTION**

THAT the Executive receives and adopts the financial reports for 31 May 2019.

**Moved :** Mayor Bredhauer

**Seconded:** Mayor Miller

**Carried**

### **6.2 Submission to the Review of the *Draft Local Government Bill 2019***

#### **Discussion**

Members agreed that the suggestions from last meeting have been captured in the submission. Members heard that TOPROC, Litchfield Council and West Arnhem Regional Council have already put in submissions. Barkly and Roper Gulf regional councils are currently drafting submissions.

#### **RESOLUTION**

That the Executive approves the submission on the Local Government Bill 2019 being sent to the Department responsible for local government.

**Moved :** Alderman Haslett

**Seconded:** Mayor Matthew Ryan

**Carried**

### **6.3 Governance Charter for LGANT Reference Groups**

#### **Discussion**

Members asked that the Governance Charter be amended so that recommendations from the reference groups are submitted to principal members as well as CEOs.

#### **Action**

1. Amend governance charter 3.2 (c) to include principal members.

#### **RESOLUTION**

That the Executive endorses the amended governance charter for LGANT reference groups.

**Moved :** Mayor Miller

**Seconded:** Mayor MacFarlane

**Carried**

### **6.4 Review of LGANT Policy Statements**

#### **Discussion**

Members heard that the LGANT Policy Statements have been updated and statements that are no longer relevant have been removed.

#### **RESOLUTION**

That the Executive endorses the LGANT policy statements for circulation to member councils.

**Moved :** Mayor Edgington

**Seconded:** Mayor Miller

**Carried**

LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY

**7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING**

**7.1 NT Alcohol Policies and Legislation Review**

**Discussion**

Members heard that the letter to the Chief Minister was sent on 12 July 2019.

**RESOLUTION**

THAT the Executive receives and notes the reports on actions required to be done from the last meeting and noting those that are completed.

**Moved:** Mayor Bredhauer  
**Seconded:** Mayor MacFarlane  
**Carried**

**8. BUSINESS WHICH ONLY REQUIRES THE EXECUTIVE TO RECEIVE AND NOTE INFORMATION**

**8.1 Bench Marking the Rating of Mining and Pastoral Properties in Northern Australia**

**Discussion**

Members noted the report.

**8.2 Funding for Coastal Communities to Build Cyclone Shelters**

**Discussion**

Danielle Wilson and Scott Perry of the Security and Emergency Recovery Team, Department of Chief Minister attended the meeting and spoke to members about their project to map out cyclone shelters across the Northern Territory. The data collected will form a database aimed at providing emergency management decision makers with accurate and reliable building information that can help with decisions about whether or not it is necessary to evacuate a community that is threatened by a tropical cyclone. This data is hoped to be collected by the start of the 2019/20 cyclone season.

Members voiced concerns over the lack of consultation with councils from the command centre in preparations for Cyclone Marcus. They reiterated that councils can provide valuable local knowledge in the lead up to a cyclone.

Members asked that:

- there be close consultation with councils in the lead up to a cyclone
- the Department considers funding opportunities for councils going forward
- a copy of the terms of reference for the project be circulated to the Executive.

The Department will be writing to councils soon requesting data on cyclone shelters and responses will be required within 2-3 weeks. Members queried whether the response time could be extended to take council meeting dates into consideration.

Members were told that LGANT is having discussions with the Department about having this data stored on Bushtel to make it readily available to all government agencies to access.

**Action**

2. LGANT to provide council meeting dates to the Department.
3. Request a copy of the terms of reference from the Department and circulate to the Executive.

*Councillor Wunungmurra joined the meeting at 10:05 am.*

**8.3 Robinson River Roads Project – Roads to Recovery**

**Discussion**

Members noted the report.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**RESOLUTION**

That the Executive receives and notes the reports 8.1 to 8.3.

**Moved:** Mayor Matthew Ryan

**Seconded:** Mayor MacFarlane

**Carried**

**9. PRESIDENT'S REPORT****Discussion**

The President mentioned that the NT Grants Commission met last week with its new regional member, President Kaye Thurlow. He said the allocations of Financial Assistance Grants to councils throughout Australia have been presented to both the Northern Territory and Federal ministers for local government.

The President advised that he attended the Asian Pacific City Summit in Brisbane last week. The City of Darwin Lord Mayor presented at this forum and spoke about the lack of population growth in the Northern Territory.

**10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED****10.1 Transfer of Local Roads from the NT Government to Local Government****Future Action**

Attend Regional Roads Committees meetings and report.

**10.2 Northern Territory Government Remote Housing****Future Action**

Provide progress reports. The NTG quarterly publication "Construction Snap Shot" provides details of the many projects that are being undertaken.

**10.3 Roadmap for Renewable Energy****Future Action**

LGANT to monitor deliberations of NTG to do with its Renewable Energy Strategy 2030.

**10.4 Administration and Legislation Advisory Committee****Future Action**

Attend the next meeting when it is called and report.

**10.5 Independent Town Camps Review****Future Action**

An update will be provided the meeting following the return of the Executive Officer from leave.

**10.6 Draft LGANT Policies on Language, Literacy and Numeracy****Future Action**

Draft letters to the Commonwealth and Territory governments about the policies.

**10.7 Territory Wide Logistics Master Plan – Discussion Paper****Future Action**

Progress of the Territory Wide Logistics Master Plan has been delayed pending finalisation of the National Freight and Supply Chain Strategy and associated National Action Plan.

**10.8 Coroner's Report and Recommendations to do with Work Zone Traffic Management****Future Action**

Continue to attend DIPL meetings and provide progress reports.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY****10.9 East Arnhem Region – LGANT Road Network****Future Action**

East Arnhem Regional Council is to consider the matter at one of its meetings.

**10.10 Health, Safety and Security Projects for Regional Council****Future Action**

Awaiting direction from the Department of Local Government and also responses from councils to the government's offers.

**10.11 Subdivision Development Guidelines****Future Action**

Await receipt of the final copy of the Guidelines and consultation letters to go to member councils. Councils to adopt Guidelines as policies.

**10.12 Council Motion – Councils' Legal Obligation to Manage and Maintain Aboriginal Land Trust Land****Future Action**

Circulate advice once it has been received.

**10.13 Environmental Regulatory Reform****Future Action**

LGANT to continue discussions with the NT EPA and Department in regards to Stage 2 of the reforms.

**10.14 Life Membership of LGANT Award****Future Action**

Executive to consider the matter at its September 2019 meeting.

**10.15 2019/20 LGANT NT Budget Submission****Future Action**

No further action required.

**10.16 Members' Satisfaction Survey****Future Action**

Review survey and submit report along with recommendations for improving participation in the survey.

**10.17 Council Motion – Remote Engagement and Coordination Strategy****Future Action**

No further action required.

**10.18 Council Motion – Stamp Duty Exemption for Councils in the Northern Territory****Future Action**

Write letter to the Minister.

**10.19 Council Motion – Uniform Animal Management Legislation****Future Action**

Write letter to the Minister.

**10.20 Local Government Workforce and Future Skills Report****Future Action**

Provide a further report following the national conference.

**10.21 Nominations to the NT Grants Commission****Future Action**

No further action required.

**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**10.22 Energy Productivity, Efficiency Measures and Renewable Energy****Future Action**

Advise councils if decision on tariff charges have been determined.

**10.23 Per- and Poly-Fluoroalkyl Substances (PFAS)****Future Action**

Councils to review their monitoring of the above plan to the extent it affects them.

**10.24 Improve Outcomes for Closing the Gap of Aboriginal Disadvantage****Future Action**

Continue to provide progress reports.

**10.25 Council Motion – Improving Voting and Voter Turnout at Council Elections****Future Action**

Review the matter following the release of the NT Electoral Commissioner's report on the 2017 council elections.

**10.26 Council Motion – Family Friendly Policies to Attract and Retain Elected Members****Future Action**

Follow up with the City of Palmerston.

**10.27 Nominations to the NT Planning Commission****Future Action**

No further action required.

**10.28 Council Motion – Development of Emergency Management Plans****Future Action**

Draft a letter to the Minister responsible.

**10.29 LGANT Executive Motion – Fair Superannuation and Remuneration for Mayors, Presidents, Aldermen and Councillors in the Northern Territory****Future Action**

Ascertain the status of amendments to the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act* and prepare a submission to the Tribunal.

**10.30 Eligibility for Election as a Member of Council****Future Action**

The Executive to decide if it wishes to pursue the matter any further.

**10.31 Aged Care Across the Northern Territory****Future Action**

CEOs to advise if they have anything to add for a submission.

**10.32 Renal Dialysis in Remote Areas****Future Action**

No further action required.

**RESOLUTION**

THAT the Executive receives and notes the reports on business from previous meetings that is not yet finished.

**Moved:** Mayor Miller

**Seconded:** Mayor Bredhauer

**Carried**



**LOCAL GOVERNMENT ASSOCIATION  
OF THE NORTHERN TERRITORY**

**11. BUSINESS NOT YET FINISHED BUT INACTIVE**

11.1	Submission on Remote Employment and Participation
11.2	Senate Inquiry into Regional Inequality
11.3	Submission to the Aviation Inquiry
11.4	Constitutional Recognition of Aboriginal and Torres Strait Islander People

**RESOLUTION**

THAT the Executive accept the business not yet finished but inactive.

**Moved:** Mayor Matthew Ryan

**Seconded:** Mayor Edgington

**Carried**

**12. MEMBERS QUESTIONS – Nil****13. GENERAL BUSINESS – Nil****14. COMPLETED BUSINESS**

14.1	LGANT Executive Casual Vacancy – Executive Member Regional and Shires
14.2	ALGA Board Report – June 2019
14.3	2019 Regional Cooperation and Development Forum
14.4	Licences for Performance Protected Sound Recordings and Music Video Clips
14.5	Council Motion – Review of Natural Disaster Relief and Recovery Arrangements Conditions and Eligibility
14.6	Building Better Regions Fund – Local Road Mapping
14.7	Changes to the <i>Pastoral Land Act</i>
14.8	Cemeteries

**RESOLUTION**

That the Executive recommends to LGANT that the items of completed business be removed from the Executive meeting agenda for the next meeting.

**Moved:** Mayor Bredhauer

**Seconded:** Alderman Haslett

**Carried**

**15. CONFIDENTIAL BUSINESS****16. NEXT MEETING**

The next meeting of the LGANT Executive will be held on Monday, 19 August 2019 at 9:00 am in the LGANT Boardroom or by Zoom videoconference.

**THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10:18 am.**

**17. LIST OF ACTIONS FROM THE MEETING 24/06/19**

<b>ACTIONS</b>	<b>Item No</b>
1. Amend governance charter 3.2 (c) to include principal members	6.3
2. LGANT to provide council meeting dates to the Department.	8.2
3. Request a copy of the terms of reference from the Department and circulate to the Executive.	8.2

---

**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 20 August 2019 at 5.30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

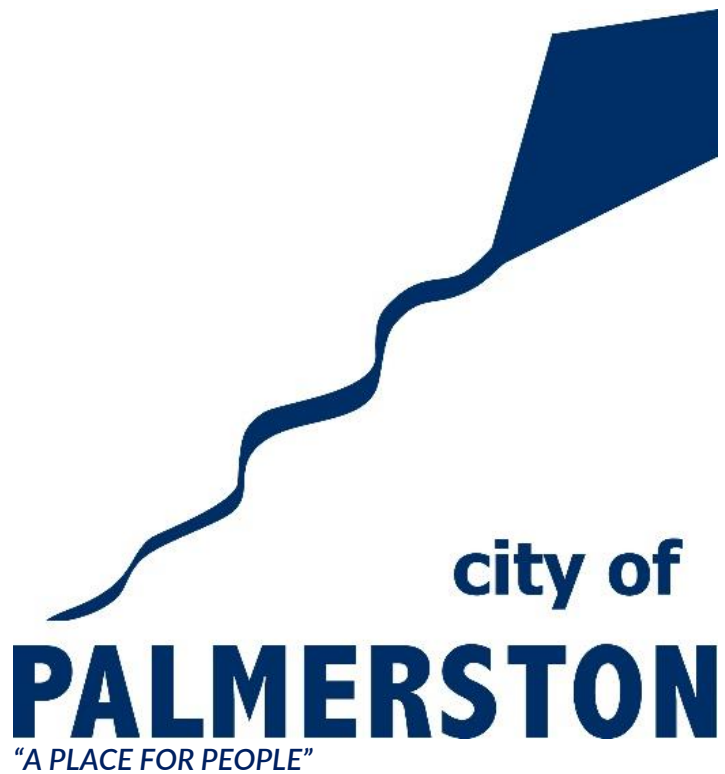
**19** CLOSURE OF MEETING TO PUBLIC

---

THAT pursuant to Section 65(2) of the *Local Government Act* 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 JULY 2019**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 16 July 2019 at 5:31pm.**

### ELECTED MEMBERS

Mayor Athina Pascoe-Bell (via teleconference)  
Acting Mayor Sarah Henderson  
Alderman Amber Garden  
Alderman Benjamin Giesecke  
Alderman Damian Hale (via teleconference)  
Alderman Mick Spick

### STAFF

Acting Chief Executive Officer, Amelia Vellar  
Director City Growth and Operations, Kathy Jarrett  
Director Governance and Regulatory Services, Chris Kelly  
Executive Manager Finance, Shane Nankivell  
Acting Executive Manager Organisational Services, Richard Iap  
Manager Growth and Sustainability, Rebecca de Vries  
Manager Library Services, Anna Ingram  
Human Resources Advisor, Charisse Gallagher  
Minute Secretary, Alexandra Briley

### GALLERY

Mitchell Abram, ABC  
2 members of the public

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

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

## 2 OPENING OF MEETING

---

### Appointment of Chair

Moved: Alderman Spick  
Seconded: Alderman Giesecke

THAT Council appoint Acting Mayor Henderson as Chair of the Ordinary Council Meeting on 16 July 2019, in accordance with Council Policy MEE04 *Teleconferencing*.

CARRIED 9/0724 – 16/07/2019

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

## 3 APOLOGIES AND LEAVE OF ABSENCE

---

### 3.1 Apologies

Moved: Alderman Spick  
Seconded: Alderman Garden

THAT the apology received from Alderman Buhr for 16 July 2019 be received and noted.

CARRIED 9/0725 – 16/07/2019

### 3.2 Leave of Absence Previously Granted

*THAT the leave of absence received from Alderman Lewis for 30 June 2019 to 21 July 2019 inclusive be received and noted.*

CARRIED 9/0641 – 04/06/2019

### 3.3 Leave of Absence Request

Moved: Alderman Giesecke  
Seconded: Alderman Spick

THAT the leave of absence received from Alderman Giesecke for 1 November to 17 November 2019 inclusive be received and noted.

CARRIED 9/0726 – 16/07/2019

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

## 4 REQUEST FOR TELECONFERENCING

---

1. *THAT the request for teleconferencing received from Mayor Pascoe-Bell for the meeting to be held on 16 July 2019 be granted.*
2. *THAT the request for teleconferencing received from Alderman Hale for the meeting to be held on 16 July 2019 be granted.*

CARRIED 9/0702 – 02/07/2019

## 5 DECLARATION OF INTEREST

---

### 5.1 Elected Members

Nil.

### 5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

---

### 6.1 Confirmation of Minutes

Moved: Alderman Garden

Seconded: Alderman Spick

THAT the minutes of the Council Meeting held on Tuesday, 2 July 2019 pages 9817 to 9826, be confirmed.

CARRIED 9/0727 – 16/07/2019

### 6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

---

Nil.

## 8 DEPUTATIONS AND PRESENTATIONS

---

Nil.

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



## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving Confidential Items into Open

Nil.

### 10.2 Moving Open Items into Confidential

Nil.

### 10.3 Confidential Items

Moved: Alderman Spick  
Seconded: Alderman Garden

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

ITEM	REGULATION	REASON
25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to <i>Section 65(2)</i> 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.
25.2.2	8(c)(iv)	This item is considered 'Confidential' pursuant to <i>Section 65(2)</i> 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.

CARRIED 9/0728- 16/07/2019

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

*Alderman Giesecke left the Council Chambers at 5:42pm.*

*Alderman Giesecke returned to the Council Chambers at 5:45pm*

Moved: Alderman Garden  
Seconded: Alderman Giesecke

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

ITEM	REGULATION	REASON
23.1	8(e)	This item is considered 'Confidential' pursuant to <i>Section 65(2)</i> 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.

CARRIED 9/0729– 16/07/2019

## 11 PETITIONS

### 11.1 Call for a Designated Small Dog Area at Marlow Lagoon Dog Park

Moved: Alderman Garden  
Seconded: Alderman Spick

1. THAT the petition presented by Alderman Garden on behalf of Ashley Horton regarding Call for a Designated Small Dog Area at Marlow Lagoon Dog Park be tabled at the Council Meeting held on Tuesday, 16 July 2019.
2. THAT Council receives and notes the petition received 4 July 2019 by Ashley Horton regarding Call for a Designated Small Dog Area at Marlow Lagoon Dog Park.
3. THAT a report be presented to the Second Ordinary meeting of Council in September 2019 regarding the petition requesting the Call for a Small Dog Area at Marlow Lagoon Dog Park.

CARRIED 9/0730 – 16/07/2019

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

## 12 NOTICES OF MOTION

---

Nil.

## 13 OFFICERS REPORTS

---

### 13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme July 2019 Update 9/0266

Moved: Alderman Hale  
Seconded: Alderman Garden

THAT Report Number 9/0266 entitled Community Benefit Scheme July 2019 Update be received and noted.

CARRIED 9/0731- 16/07/2019

13.1.2 Lifestyle and Community Quarterly Report April – June 2019 9/0267

Moved: Alderman Garden  
Seconded: Alderman Spick

THAT Report Number 9/0267 entitled Lifestyle and Community Quarterly Report April – June 2019 be received and noted.

CARRIED 9/0732 – 16/07/2019

13.1.3 Financial Report for the Month of June 2019 9/0272

Moved: Alderman Garden  
Seconded: Alderman Spick

THAT Report Number 9/0272 entitled Financial Report for the Month of June 2019 be received and noted.

CARRIED 9/0733 – 16/07/2019

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

## 13.2 Action Reports

### 13.2.1 Review of Council Policy REG02 Feral Cat 9/0268

Moved: Alderman Spick  
Seconded: Alderman Garden

1. THAT Report Number 9/0268 entitled Review of Council Policy *REG02 Feral Cat* be received and noted.
2. THAT Council rescind Council Policy *REG02 Feral Cat* at **Attachment A** to Report Number 9/0268 entitled Review of Council Policy *REG02 Feral Cat*.

CARRIED 9/0734 - 16/07/2019

### 13.2.2 Receipt of Cyclone Marcus Claim 9/0269

Moved: Alderman Giesecke  
Seconded: Alderman Spick

1. THAT Report Number 9/0269 entitled Receipt of Cyclone Marcus claim be received and noted.
2. THAT National Disaster Relief and Recovery Arrangements reimbursement of \$865,949 being for Cyclone Marcus costs, be transferred to Strategic Initiative Reserve to fund potential future strategic initiative projects.

CARRIED 9/0735 - 16/07/2019

### 13.2.3 Facing North 2019 9/0270

Moved: Alderman Spick  
Seconded: Alderman Giesecke

1. THAT Report Number 9/0270 entitled Facing North 2019 be received and noted.
2. THAT Council approve the Mayor or Deputy Mayor as their representative to attend Facing North on 9 September 2019 held in Canberra.

CARRIED 9/0736 - 16/07/2019

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

13.2.4 2018/2019 Special Purpose Grant Partial Acquittal of Shared Paths – Walk, Cycle or Scoot to School 9/0271

Moved: Alderman Garden  
Seconded: Alderman Giesecke

1. THAT Report Number 9/0271 entitled 2018/2019 Special Purpose Grant Partial Acquittal of Shared Paths – Walk, Cycle or Scoot to School be received and noted.
2. THAT Council approve the 2018/2019 partial acquittal of the Special Purpose Grant to the value of \$6,677.46 to promote and implement the Shared Paths project to Palmerston schools.

CARRIED 9/0737 – 16/07/2019

13.2.5 Draft Local Government Bill Submission 9/0274

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Garden

1. THAT Report Number 9/0274 entitled Draft *Local Government Bill* Submission be received and noted.
2. THAT Council endorse **Attachment A** and **Attachment B** to Report Number 9/0274 entitled Draft *Local Government Bill* Submission to be submitted to the Department of Local Government, Housing and Community Development as Council's submission to the Draft *Local Government Bill*, with the following amendments:
  - i. **Attachment A:**
    1. administrative changes; and
    2. inclusion of a recommendation that the Minister have broader intervention powers.
  - ii. **Attachment B:**
    1. Section 198-the original budget, plus all variations should be published on Council's website to ensure they are available to the public;
    2. Sections 244-247-typographical change;
    3. Section 312-if an Official Manager is appointed, a person with the power of an investigator should be appointed; and
    4. Section 358-initial review of allowances to be completed no later than 1 March following commencement of the Act.
3. THAT Council provide a copy of Council's submission to the Draft *Local Government Bill* to the Minister for Local Government, Housing and Community Development.

CARRIED 9/0738 – 16/07/2019

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

## 14 INFORMATION AND CORRESPONDENCE

---

### 14.1 Information

Nil.

### 14.2 Correspondence

Nil.

## 15 REPORT OF DELEGATES

---

Nil.

## 16 QUESTIONS BY MEMBERS

---

Nil.

## 17 GENERAL BUSINESS

---

### 17.1 Palmerston Youth Festival

Moved: Deputy Mayor Henderson

Seconded: Alderman Garden

THAT the Acting Mayor's positive feedback on Palmerston Youth Festival be received and noted.

CARRIED 9/0739 - 16/07/2019

## 18 NEXT COUNCIL MEETING

---

Moved: Alderman Spick

Seconded: Alderman Garden

THAT the next Ordinary Meeting of Council be held on Tuesday, 6 August 2019 at 5.30pm in the Palmerston Swimming and Fitness Centre, 31 Tilston Avenue, Moulden.

CARRIED 9/0740 - 16/07/2019

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



## 19 CLOSURE OF MEETING TO PUBLIC

---

Moved: Alderman Spick  
Seconded: Alderman Giesecke

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

CARRIED 9/0741 - 16/07/2019

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

---

Moved: Alderman Spick  
Seconded: Alderman Giesecke

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

CARRIED 9/0742 - 16/07/2019

The meeting adjourned at 6:23pm.



---

Sarah Henderson  
CHAIR  
Date:

---