

1st ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 8 OCTOBER 2019

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston commencing at 5.30pm.



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENT

1	ACKNOWLEDGEMENT OF COUNTRY	Page 1
2	OPENING OF MEETING	Page 1
3	APOLOGIES AND LEAVE OF ABSENCE	Page 1
4	REQUEST FOR TELECONFERENCE	Page 1
5	DECLARATION OF INTEREST	Page 1
6	CONFIRMATION OF MINUTES	Page 1
7	MAYORAL REPORT	Page 1
8	DEPUTATIONS AND PRESENTATIONS	
	8.1 2019 Seniors Forum	Page 1
9	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)	Page 1
10	CONFIDENTIAL ITEMS	Page 1
11	PETITIONS	Page 2
12	NOTICES OF MOTION	Page 2
13	OFFICER REPORTS	
	13.1 Receive and Note Reports	
	13.1.1 City of Palmerston Seniors Fortnight 2019	Page 3
	13.1.2 Palmerston Safe Communities Committee September 2019 Minutes	Page 33
	13.1.3 Organisational Services and Finance Departments Quarterly Report July – September 2019	Page 41
	13.1.4 City Growth and Operations Quarterly Report July – September 2019	Page 52
	13.2 Action Reports	
	13.2.1 Pop Up Park Program	Page 67
14	INFORMATION AND CORRESPONDENCE	
	14.1 Information	
	14.1.1 LGANT Draft Executive Minutes – 9 September 2019	Page 76
	14.2 Correspondence	
	14.2.1 LGANT Call for Nominations – NT Heritage Council	Page 85
15	REPORT OF DELEGATES	Page 88
16	QUESTIONS BY MEMBERS	Page 88
17	GENERAL BUSINESS	Page 88
18	NEXT ORDINARY COUNCIL MEETING	Page 88
19	CLOSURE OF MEETING TO PUBLIC	Page 88
20	ADJOURNMENT OF MEETING AND MEDIA LIAISON	Page 88

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 17 September 2019 pages 9888 to 9898 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

- 8.1 2019 Seniors Forum
Presentation by the Palmerston and Litchfield Seniors Association

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
23.1		This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act and 8(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

13.1 Receive and Note Reports

13.1.1	City of Palmerston Seniors Fortnight 2019	9/0316
13.1.2	Palmerston Safe Communities Committee September 2019 Minutes	9/0318
13.1.3	Organisational Services and Finance Departments Quarterly Report July – September 2019	9/0321
13.1.4	City Growth and Operations Quarterly Report July – September 2019	9/0314

AGENDA ITEM:	13.1.1
REPORT TITLE:	City of Palmerston Seniors Fortnight 2019
REPORT NUMBER:	9/0316
MEETING DATE:	8/10/2019
AUTHOR:	Acting Director Lifestyle and Community, Amelia Vellar
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report presents an update on Council-funded activities offered in Palmerston as part of Seniors Month held in August.

KEY MESSAGES

- City of Palmerston provided Platinum level funding of \$15,000 in 2019/2020 to the Palmerston and Litchfield Seniors Association (PLSA) to assist in the provision of two weeks of activities for local and rural-living seniors during August, Seniors Month: City of Palmerston Seniors Fortnight.
- This year the City of Palmerston Seniors Fortnight ran from Sunday 11 to Sunday 25 August 2019 (inclusive).
- As part of the program, City of Palmerston hosts an annual forum for local seniors, providing opportunities to network, share information and provide feedback directly to Council.
- The 2019 Palmerston Seniors Forum was held Monday 19 August 2019.
- The Committee have provided an evaluation report to Council.

RECOMMENDATION

THAT Report Number 9/0316 entitled City of Palmerston Seniors Fortnight 2019, be received and noted.

BACKGROUND

City of Palmerston provided three years Platinum level funding to the Palmerston and Litchfield Seniors Association (PLSA) to assist in the provision of two weeks of activities for local and rural-living seniors during Seniors Month. City of Palmerston provided funding of \$15,000 from the Community Benefit Scheme (CBS) 2019/2020 budget.

Seniors Month is held each year in August with PLSA organising a fortnight of activities including luncheons, a Harbour Cruise, a trip to the Butterfly Farm, a Mystery Bus Tour, a Forum and a tour of Mt Bundy.

A copy of the program is presented at **Attachment A**.

A Place for People

The week began with an opening ceremony on the Village Green in Humpty Doo officiated by Her Worship the Mayor of Litchfield – Maree Bredhauer and culminated in a closing ceremony at Woodroffe Primary School, officiated by Her Worship the Mayor of Palmerston – Athina Pascoe-Bell.

Each year, Palmerston Seniors Advisory Committee (PSAC) assist in facilitating a Seniors Forum as part of the fortnights program. PSAC is an advisory committee to Council, providing advice and feedback in relation to issues that affect Palmerston (and rural) seniors who access services, businesses, events and activities in Palmerston. The annual Forum traditionally provides a list of current issues for the PSAC to consider at subsequent meetings.

DISCUSSION

2019 Palmerston Seniors Forum



Mayor Athina Pascoe-Bell

The 2019 Palmerston Seniors Forum was held at Palmerston Recreation Centre on Monday 19 August 9.45am to 1.30pm. This venue was selected as it is now a Council-managed community facility and offers a lot of scope for reinvigorating the event.

Additional grant funding of \$1,500 from the Office of Senior Territorians, Territory Families allowed this event to be produced within budget. This grant will be acquitted by the deadline of 8 October 2019.

City of Palmerston was represented by Mayor Athina Pascoe-Bell, addressed the participants and issues raised; Alderman Sarah Henderson PSAC Committee Chair, reported the Committee's achievements throughout the year, and participated in the workshop session. Chief Executive Officer, Luccio Cercarelli and Acting Director Amelia Vellar attended.



Alderman Henderson, Chair PSAC

The three guest presentation sessions were very well received and initiated a lot of discussion afterwards:

- Superintendent Antony Deutrom and Senior Sergeant Nathan Finn presented information and answered questions about the Palmerston Police services and statistics.
- Jan Schneider and Cate Povey, NT Planning Commission, provided a lively overview of the Central Palmerston Area.
- Charlie King OAM, winner of 2019 NT Senior of the Year & Local Media Sports Broadcaster for ABC, gave an enthralling presentation on the 'NO MORE' anti-family violence campaign and his very interesting life so far.



**Superintendent Antony Deutrom
Senior Sergeant Nathan Finn**



**Charlie King OAM
2019 NT Senior of the Year**

We are fortunate to have some extremely dedicated seniors who contribute their time and expertise to make the Seniors Forum the success that it is; including Marg Lee (Mistress of Ceremonies), Sandra

A Place for People

Palmer (Poet Laureate), members of the PLSA (RSVP's, promotion, assistance throughout the event) and members of PSAC, who assist at the event and also consider issues raised to provide advice to Council.

In attendance, and available for informal discussion and reporting were Litchfield Council Community Development Officer, Jessica Watts and MLAs Lia Finocchiaro, Eva Lawler and Tony Sievers.

A function of this event is consultative and involves small groups participating in workshops. These ideas and suggestions contributed, may form action table items for the PSAC to work on at their bi-monthly meetings. The usual process is that actions/outcomes from the workshop elements of the Senior's Forum will form the table of actions to be presented to the following Palmerston Seniors Advisory Committee (PSAC) meeting. The scheduled PSAC meeting for September failed to get a quorum so these actions will now be presented to the next scheduled PSAC (18 November 2019). Council will receive the outcomes of the forum via the Council report following the November PSAC meeting.



Ann Brown participating in the Workshop

Seniors Fortnight - Evaluation

An evaluation report, tabulated by response to a participant survey following each individual activity, has been provided by the PLSA and is presented at **Attachment B**.

Representatives of PLSA will undertake a presentation at the Council Meeting.

A Place for People

Of the 320 financial members of the PLSA (prerequisite for inclusion in the activities), 228 (approx. 71%) undertook at least one program event during the 2019 Seniors Fortnight.

Of the 320 participants 140 people reside in the Litchfield Council region; 180 are Palmerston residents.

1,200 places were available across all events, taking into consideration the maximum limits associated with safety and available facilities of some venues/activities. The lowest group number available was 102 participants (Mystery Bus Tour and Lunch); the highest group number available was 165 (City of Palmerston Closing Ceremony).

The PLSA are extremely helpful to Council in the lead up to, and delivery of, City of Palmerston Seniors Forum. In 2017 the PLSA (then Palmerston and Rural Seniors Committee) offered to include the Council event in the Seniors Fortnight program Calendar and take RSVP's for that event at their sign on events.

In summary: 64.21% of senior participants responded via survey at the end of the event: 95% approved of both the new venue and the new caterer; 95% enjoyed the guest speakers and considered them relevant; 86.67% considered the forum to be of assistance and were able to provide input to Council.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Council has a current three-year agreement with (PLSA) to provide two weeks of community-based activities and events for local seniors to attend during the month of August in 2019, 2020 and 2021. Platinum level sponsorship was offered in 2018 as a result of the group (then named The Palmerston and Rural Seniors Committee Inc.) submitting an eligible application for sponsorship through Council's Community Benefit Scheme.

In 2018/2019 Council provided \$15,000 sponsorship of the 2019 City of Palmerston Seniors Fortnight. In 2019/2020 Council will provide \$18,000 sponsorship to support the 2020 event, and in 2020/2021 the sponsorship will increase to \$20,000 for the 2021 event.

Payment is released in April upon receipt of Tax Invoice from PLSA; as the event is held in August, each event's sponsorship funding is budgeted within the previous financial year.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Palmerston and Litchfield Seniors Association Inc Seniors Fortnight Program

Attachment B: Palmerston and Litchfield Seniors Association Inc. Evaluation Report Seniors Fortnight 2019

City of Palmerston Seniors Fortnight Program 11th to 25th August 2019



Palmerston And Litchfield Seniors Association Inc.

Activities Are Open to Residents of the Palmerston And Litchfield Council Municipalities.

All Participants Must be a Financial Member of the Palmerston And Litchfield Seniors Association Inc.

BOOKINGS

Registrations will be conducted at:

Litchfield Council - Taminmin Community Library on Wednesday 17 July 2019 from 10:00AM till 2:00PM (for Rural Members only)

City of Palmerston – Palmerston Shopping Centre on Thursday 18 July 2019 (opposite food hall) from 10:00AM till 2:00PM.

Registrations are to be made in person, and if a couple is registering only one-party need attend.

To be eligible to attend events each Senior will need to be a current financial member of the Association.

To be a current financial member an annual membership fee **must have been paid PRIOR to the registration dates**. Any new members who attend registrations will need to provide a valid NT Seniors Card, Proof of residency in the Palmerston / Rural Area and pay their \$10.00 membership fee.

Please note that membership of the association does not guarantee access to any specific event(s).

Seniors will need to organise travel to most events themselves, however, buses will be provided to events as indicated on the program. Each Senior needs to ensure that they are capable of entering and exiting the bus with minimal assistance. Only collapsible wheelchairs and walkers can be accommodated in the under bus storage bins.

If you are unable to attend any event that you have registered for, please telephone 0455 660 026 and cancel your registration. Failure to do so may constitute a “No Show” as per our Association By-Laws.

- 3.7.7 Seniors who do not advise the Committee that they are not attending an event or events and are “no shows” for 2 events or more may be penalised the following year should they book.
- 3.7.8 In accordance with By-Law Clause 3.7, subclause 3.7.7 seniors may be automatically disqualified from attending 2 of the most popular events in the subsequent year.

PROGRAM

SUNDAY 11th AUGUST – CITY OF PALMERSTON SENIORS FORTNIGHT OPENING CEREMONY **VENUE: Village Green, Humpty Doo - 11:00AM – 2:00PM**

Celebrate the commencement of Seniors Fortnight with lunch, drinks and entertainment provided. **Bookings are essential as places are limited to 130. Transport will not be provided.** Opening Ceremony will be officiated by Her Worship the Mayor of Litchfield - Maree Bredhauer.

TUESDAY 13th AUGUST – CAZALY'S CLUB – LUNCH **VENUE: CAZALY'S CLUB TIME: 12:00PM – 2:30PM**

Enjoy a scrumptious Luncheon. All drinks are to be purchased by the attendees. **Bookings are essential as places are limited to 140. Transport will not be provided.**

THURSDAY 15th AUGUST – LITCHFIELD COUNCIL HARBOUR CRUISE - LUNCH**VENUE: STOKES HILL WHARF TIME: 12:00PM – 3:00PM****BUS TIMETABLE:****PICKUP:****Humpty Doo Bus Depot: 10:30am****Coolalinga Bus Depot: 10:45am****Palmerston Interchange 11:00am****DROP OFF:****Palmerston Interchange 4:00pm****Coolalinga Bus Depot: 4:15pm****Humpty Doo Bus Depot: 4:30pm**

Come and join us on the Harbour Cruise for lunch which will be aboard the **Charles Darwin**. Enjoy a scrumptious buffet lunch. All drinks are to be purchased by the attendees. **Bookings are essential and are limited to 160. Bus transport will be provided.** If you wish to use your own transport and meet us at the wharf that is your choice. You are required to walk from the buses / cars to the boat and negotiate a rampway down to and up from the boat. The angle of the rampway can be quite steep.

Please Note: There are a number of limited spaces for wheelchairs and walkers on the boat.

FRIDAY 16th AUGUST – BUTTERFLY FARM & LUNCH AT HUMPTY DOO TAVERN**VENUES: BUTTERFLY FARM, Batchelor & HUMPTY DOO TAVERN****BUS TIMETABLE:****PICKUP:****Palmerston Interchange 8:45am****Coolalinga Bus Depot: 8:55am****DROP OFF:****Coolalinga Bus Depot: 2:30pm****Palmerston Interchange 2:40pm**

Enjoy an amazing tour to the Butterfly Farm and see the many species of Butterflies. **Please note: Do Not use insect repellent whilst visiting the butterflies.** After the Butterfly Farm we will return to the Humpty Doo Tavern for a delicious luncheon. All drinks are to be purchased by the attendees. **Bookings are essential and are limited to 110. Bus transport will be provided.**

MONDAY 19th AUGUST – CITY OF PALMERSTON SENIORS FORUM AND LUNCHEON**VENUE: Recreation Centre, Palmerston – 9:45AM – 1:00PM**

The City of Palmerston and the Palmerston Seniors Advisory Group invite Seniors to their FREE annual forum.

- Come & meet your Seniors Advisory Group Members
- Hear from interesting guest speakers
- Share your thoughts about issues for Palmerston Seniors

Numbers are limited to 95, and bookings are required for catering purposes. Transport will not be provided.

TUESDAY 20th AUGUST – CITY OF PALMERSTON MYSTERY BUS TOUR AND LUNCH**BUS TIMETABLE:****PICKUP:****Palmerston Interchange 8:15am****Coolalinga Bus Depot: 8:25pm****Humpty Doo Bus Depot: 8:40pm****DROP OFF:****Humpty Doo Bus Depot: 3:00pm****Coolalinga Bus Depot: 3:15pm****Palmerston Interchange 3:30pm**

Enjoy an amazing Bus Tour and see how wonderful our rural environment is. Sit back, relax and enjoy the day out with a delicious Lunch. All drinks to be purchased by the attendees. **Bookings are essential and are limited to 102. Bus transport will be provided.**

THURSDAY 22nd AUGUST – Cazaly's Club Morning Tea and Bingo**VENUE: Cazaly's Club 10am -12noon**

Enjoy a scrumptious Morning Tea followed by Bingo. **Numbers are not limited, however bookings are required for catering purposes. Transport will not be provided.**

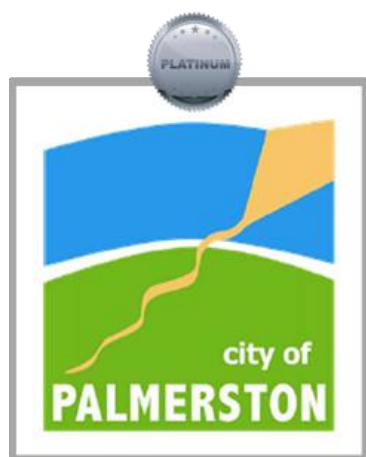
FRIDAY 23rd AUGUST – PALMERSTON SHOPPING CENTRE MT BUNDY TOUR & PIZZA**VENUE: MT BUNDY STATION****BUS TIMETABLE:****PICKUP:****Palmerston Interchange 10:15am****Coolalinga Bus Depot: 10:30am****DROP OFF:****Coolalinga Bus Depot: 3:30pm****Palmerston Interchange 3:45pm**

This tour is another amazing tour. Enjoy the scenery on the way and finish with some Pizza. All drinks to be purchased by attendees. **Bookings are essential and are limited to 110. Bus transport will be provided.**

SUNDAY 25th AUGUST – CITY OF PALMERSTON SENIORS FORTNIGHT CLOSING CEREMONY**VENUE: Woodroffe Primary School, 11AM to 2PM**

Celebrate the conclusion of Seniors Fortnight with lunch, drinks and entertainment provided. **Bookings are essential and places are limited to 130. Transport will not be provided.** Closing Ceremony will be officiated by Her Worship the Mayor of Palmerston – Athina Pascoe-Bell

2019 SPONSORS





PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

Linking Seniors through
Smart Partnerships

EVALUATION REPORT SENIORS FORTNIGHT 2019

The Palmerston And Litchfield Seniors Association Inc. (PLSA) comprises of 15 **VERY dedicated seniors who are all volunteers**. PLSA's main objective is to ensure seniors have an enjoyable Seniors Fortnight whilst interacting with likeminded people of the community.

Our Committee Members are a cross section of representatives from both the City of Palmerston and Litchfield Council. The Litchfield Council is represented by 33.3% Committee Membership presently, including the Vice President **(L)**.

Seniors Fortnight in the City of Palmerston and Litchfield Council is regarded as a premier event in the region and is generously supported by numerous local business houses in both local government provinces.

The Palmerston And Litchfield Seniors Association Inc. (PLSA) currently comprises of the following very dedicated volunteers:

Management Team

President:	Margaret Lee
Vice President (L)	Diane Spicer
Secretary:	Sally Howarth
Treasurer:	Sheryl Sephton
Public Officer	Neville Driver
Grants Officer	Rod Edwards

General Committee Team

Lillian Mann (L)	Mary Oliffe
Trevor Miller	Janette Ashby
Pam Christian-Jones (L)	Dell Kelly (L)
Geraldine Crowhurst	Rod Edwards
Maria McAlister	Helen Lemcke (L)

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 1 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Recommendation 1

Note: The summation of our evaluation has yielded excellent results for Seniors Fortnight 2019. **The percentage of seniors scoring the Association either “Good” or “Very Good” ACROSS ALL EVENTS 1 through 9 is 93.69%.**

Recommendation 2

The Committee will continue to survey clientele in 2020 Seniors Fortnight for each event delivered.

Recommendation 3

The Committee note the comments/commentary throughout the Evaluation Report for further discussion at a Committee Meeting in preparation for 2020 Seniors Fortnight Program.

Recommendation 4

That PLSA should continue to deliver a lunchtime cruise in 2020, as greater than 80% of seniors indicated they would prefer a lunchtime cruise.

Background

The PLSA would like to thank all the volunteers, organisations, local business houses and sponsors who make possible these events each year.

The PLSA acknowledges the input from each and every sponsor; without whom the events for Seniors Fortnight would not be possible. The major sponsors include:

Platinum Sponsor: City of Palmerston

Gold Sponsors: Litchfield Council
Northern Territory Government

Silver Sponsors: Palmerston Shopping Centre
Flight Centre Palmerston
Cazalys Palmerston Club
Didgeridoo Hut & Art Gallery

Bronze Sponsors: Bunnings Warehouse Palmerston
TWW – Totally Workwear Palmerston
Arafura Bluewater Charter

Partners: Woodroffe Primary School
Business Houses – Palmerston and Litchfield

Seniors Fortnight was delivered during the 11 - 25 August 2019. The Association undertook a qualitative and quantitative evaluation of all events held during Seniors Fortnight.

It was felt that the data collected at each event would allow for a more responsive improvement where required and as has often been discussed, the clientele is not the same for all events.

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 2 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

In the calendar year of 2019, the Association has 320 financial members. Our registration database indicates that 228 or 71.25% of our members have in fact undertaken at least one event during Seniors Fortnight. This trend dispels previously held anecdotal evidence and hear-say, that a few people attend nearly or all events, preventing the majority of members from participating. Clearly this is not a trend or the case.

The responses associated with seniors ages were collected for each event. The collection data looks at whether more sedate events perhaps attracted an older clientele, while the other events attracted the younger seniors. It would appear from Committee observations that whilst some events were more challenging for some seniors, most with a little help and assistance from an understanding Committee have been able to achieve activities that they and we thought might not be possible.

The Committee are here to serve and assist the seniors of the Palmerston and Litchfield region and take their task very seriously. We believe from comments from seniors and feedback, that this is indeed the case. The Committee plays a very important role.

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 3 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

The design nomenclature in 2019 included the follows:

- 1 – Very Bad
- 2 – Bad
- 3 – Neutral
- 4 – Good
- 5 – Very Good



Very Bad -1



Neutral - 3



Very Good - 5

As with good design practice, “Very Bad” was located on the left hand side of the evaluation form whilst “Very Good” was located on the right hand side of the evaluation form – a natural sequence of nomenclature.

Events – Seniors Fortnight 2019

The PLSA made available 1,200 event places in 2019. The distribution of events places, as previously mentioned was taken up by 228 of the 320 financial members this year. There was also an increase in members from Litchfield Council region in 2019, up to 140; whilst the Palmerston seniors made up the balance of 180 financial members. The events for 2019 were as follows:

Events	Available Event Places
City of Palmerston Seniors Fortnight Opening Ceremony – Village Green, Humpty Doo	150 (includes VIP Guest)
Cazalys Palmerston Club - Lunch	140 (Waiting list 22 people)
Litchfield Council Harbour Cruise - Lunch	160 (Waiting list 20 people)
Butterfly Farm & Lunch – Humpty Doo Tavern	125 (110 originally, but increased due to booking pressures and the waiting list)
City of Palmerston Seniors Forum And Luncheon	110 (15 nominated by Council in addition to the original 95)
City of Palmerston Mystery Bus Tour And Lunch	102 (Waiting list of 26 people)
Cazalys Palmerston Club Morning Tea & Bingo	120 (100 originally, increased due to booking pressures)
Palmerston Shopping Centre Mt Bundy Tour And Pizza	128 (110 originally, but increased due to booking pressures)
City of Palmerston Seniors Fortnight Closing Ceremony	165 (150 originally, but increased due to booking pressures)
<u>TOTAL EVENT PLACES MADE AVAILABLE IN 2019</u>	<u>1,200</u> <u>Waiting List - 68</u>

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 4 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Event 1 - Opening Ceremony Village Green, Humpty Doo

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 150 Waiting List Required: NIL Even though not all Seniors at the Opening Ceremony provided feedback, 87 of 150 feedback forms distributed were returned.
12	60 - 65	
19	66 -70	
24	71 -75	
20	76 -80	
5	81 - 85	
5	86 -90	
1	91 -95	
1	96+	
87	TOTAL	This is a good percentage return rate: 58.00%

Q1. Overall, how would you rate the Opening Ceremony at the Village Green, Humpty Doo?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	4	18	64	87	
1.149%		4.598%	20.690%	73.563%	Good or Very Good	94.253%

Q2. What did you think of the opening Ceremony venue - the Village Green, Humpty Doo?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	1	1	14	70	87	
2.299%		1.149%	16.092%	80.460%	Good or Very Good	96.552%

Q3. We changed caterers this year. Did you enjoy your lunch and the menu?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	8	9	69	87	
1.149%		9.195%	10.345%	79.310%	Good or Very Good	89.655%

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 5 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Q4. Do you think we should continue to alternate the Opening and Closing Ceremony between the Village Green and Woodroffe Primary School?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
4	0	8	10	65	87	
4.598%		9.195%	11.494%	74.713%	Good or Very Good	86.207%

Q5. How was the entertainment this year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	1	13	18	53	87	
3.448%		14.943%	20.690%	60.920%	Good or Very Good	81.609%

Q6. We purchased a new sound system this year. Could you hear/was it better than previous years?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
3	1	7	16	60	87	
4.598%		8.046%	18.391%	68.966%	Good or Very Good	87.356%

Overall - 89.272% of the clientele responded either Good or Very Good

Specific Comments:

- 1) Australian Army personnel appreciated at the event.
- 2) Change of caterer and improved meals appreciated.
- 3) Entertainment was improved this year, in particular Peter Chandler.
- 4) Many comments regarding the excellent work put in by the Committee.

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 6 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Event 2 – Cazalys Palmerston Club Lunch

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 140 Waiting List Required: YES Even though not all Seniors at the Cazalys Palmerston Club Lunch provided feedback, 122 of 140 feedback forms distributed were returned.
18	60 - 65	
31	66 -70	
28	71 -75	
32	76 -80	
7	81 - 85	
5	86 -90	
1	91 -95	
0	96+	This is a good percentage return rate: 87.14%
122	TOTAL	

Q1. Is Cazalys Palmerston Club a good lunch venue?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	8	15	99	122	
0.000%		6.557%	12.295%	81.148%	Good or Very Good	93.443%

Q2. Did you enjoy the lunch menu and the service at the Cazalys Palmerston Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	6	21	95	122	
0.000%		4.918%	17.213%	77.869%	Good or Very Good	95.082%

Q3. Should we continue to use this venue?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	5	18	98	122	
0.820%		4.098%	14.754%	80.328%	Good or Very Good	95.082%

Overall - 94.536% of the clientele responded either Good or Very Good

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 7 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Specific Comments:

- 1) Venue layout was too tight for seniors with walkers and walking sticks.
- 2) Meal was exceptionally good, with improved menu.
- 3) Staff at Cazalys Palmerston Club very friendly towards Seniors.
- 4) The luncheon was really appreciated by Seniors.

Event 3 – Litchfield Council Cruise Darwin Harbour Lunch

No of Respondents	Age Brackets	Comments
1	Sponsors	Bookings Available: 160
21	60 - 65	
35	66 -70	Waiting List Required: YES
43	71 -75	
26	76 -80	Even though not all Seniors at the Litchfield Council Darwin Harbour Cruise Lunch provided feedback, 142 of 160 feedback forms distributed were returned.
11	81 - 85	
3	86 -90	
0	91 -95	
2	96+	This is an excellent percentage return rate: 88.75%
142	TOTAL	

Q1. Should we continue to deliver this event, having a lunch cruise instead of dinner cruise?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
3	1	10	11	117	142	
2.817%		7.042%	7.746%	82.394%	Good or Very Good	90.141%

Q2. What do you think of the Charles Darwin for harbour cruising?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	4	7	131	142	
0.000%		2.817%	4.930%	92.254%	Good or Very Good	97.183%

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 8 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Q3. Did you enjoy the lunch on the Charles Darwin?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	5	9	128	142	
0.000%		3.521%	6.338%	90.141%	Good or Very Good	96.479%

Q4. Was the service and staff friendly and helpful?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	12	129	142	
0.000%		0.704%	8.451%	90.845%	Good or Very Good	99.296%

Q5. Is it important to you that we continue to provide transport for this event?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	1	10	130	142	
0.704%		0.704%	7.042%	91.549%	Good or Very Good	98.592%

Overall - 96.338% of the clientele responded either Good or Very Good

Specific Comments:

- 1) Wonderful engagement between seniors and staff of Charles Darwin.
- 2) Excellent cruise and meal, fantastic lunch.
- 3) Large percentage of seniors thought the meal was excellent.
- 4) Charles Darwin staff very good and friendly towards seniors.
- 5) Greater than 80% of seniors prefer a lunchtime cruise.

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 9 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Event 4 – Butterfly Farm & Lunch Humpty Doo Tavern

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 125 Waiting List Required: NO Even though not all Seniors at the Butterfly Farm and Lunch provided feedback, 107 of 125 feedback forms distributed were returned.
18	60 - 65	
27	66 -70	
29	71 -75	
20	76 -80	
5	81 - 85	
5	86 -90	
2	91 -95	
1	96+	This is a good percentage return rate: 85.60%
107	TOTAL	

Q1. Did you enjoy the visit to the Butterfly Farm at Batchelor?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	5	19	17	64	107	
6.542%		17.757%	15.888%	59.813%	Good or Very Good	75.701%

Q2. Did you enjoy lunch at Humpty Doo Tavern?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	3	6	14	83	107	
3.738%		5.607%	13.084%	77.570%	Good or Very Good	90.654%

Q3. Did the transport arranged meet your needs?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	1	2	10	94	107	
0.935%		1.869%	9.346%	87.850%	Good or Very Good	97.196%

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 10 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Q4. Overall, was the day trip enjoyable?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	1	16	89	107	
0.935%		0.935%	14.953%	83.178%	Good or Very Good	98.131%

Overall - 90.421% of the clientele responded either Good or Very Good

Specific Comments

- 1) Whilst the questionnaire comments were quite critical of the Butterfly Farm (nearly 25%); people's main concerns were around their service levels, poor paths, untidy facility, café's poor performance etc. This was borne out in the number of comments from seniors rating the Butterfly Farm either "Very Bad", "Bad" or "Neutral" (Question 1).

"Neutral" responses, whilst appears to neither support or denigrate the venue; clearly painted a different picture by the volume of additional comments which were generally not favourable.

- 2) Good comments about Committee organisation and helpfulness at lunch and overall.
- 3) Varying comments about the fish; either under cooked or over cooked at Humpty Doo Tavern.

Event 5 – City of Palmerston Seniors Forum – Palmerston Recreation Centre

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 95 Waiting List Required: YES Even though not all Seniors at the City of Palmerston Seniors Forum provided feedback, 60 of 95 feedback forms distributed were returned.
9	60 - 65	
15	66 -70	
18	71 -75	
16	76 -80	
4	81 - 85	
0	86 -90	
0	91 -95	
0	96+	This is a good percentage return rate: 64.21%
60	TOTAL	

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 11 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Q1. Was the Palmerston Recreation Centre a good choice of venue for the City of Palmerston Seniors Forum?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	3	8	49	60	
0.000%		5.000%	13.333%	81.667%	Good or Very Good	95.000%

Q2. Did you enjoy the guest speakers and were they relevant to you?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	3	11	46	60	
0.000%		5.000%	18.333%	76.667%	Good or Very Good	95.000%

Q3. Was the forum of assistance to you and were you able to provide input to the Council?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	8	12	40	60	
0.000%		13.333%	20.000%	66.667%	Good or Very Good	86.667%

Q4. Did the change of catering for lunch meet your requirements?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	3	12	45	60	
0.000%		5.000%	20.000%	75.000%	Good or Very Good	95.000%

Overall - 92.222% of the clientele responded either Good or Very Good

Specific Comments:

- 1) Guest speakers very entertaining and worthwhile.
- 2) Selection of food great improvement on 2018.
- 3) Acoustics in the main room was not good when it came to the focus groups. Many suggestions related to having break-out rooms for the discussion, then come together for summary. Time lines for focus group for each topic was not long enough.

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 12 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Event 6 – City of Palmerston Seniors Mystery Tour and Lunch

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 102 Waiting List Required: YES Even though not all Seniors at City of Palmerston Mystery Bus Trip and lunch provided feedback, 98 of 102 feedback forms distributed were returned.
16	60 - 65	
29	66 -70	
22	71 -75	
18	76 -80	
7	81 - 85	
5	86 -90	
0	91 -95	
1	96+	This is an excellent percentage return rate: 96.08%
98	TOTAL	

Q1. Did you enjoy the Mystery Bus Trip?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	0	1	97	98	
0.000%		0.000%	1.020%	98.980%	Good or Very Good	100.000%

Q2. What did you think of Corroboree Billabong Boat Tour?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	0	3	95	98	
0.000%		0.000%	3.061%	96.939%	Good or Very Good	100.000%

Q3. Was lunch at Corroboree Park Tavern enjoyable?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	4	93	98	
0.000%		1.020%	4.082%	94.898%	Good or Very Good	98.980%

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 13 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Q4. Did you enjoy the stop at the Windows on The Wetland?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	0	12	86	98	
0.000%		0.000%	12.245%	87.755%	Good or Very Good	100.000%

Q5. Were the transport arrangements OK for you?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	0	2	96	98	
0.000%		0.000%	2.041%	97.959%	Good or Very Good	100.000%

Overall - 99.796% of the clientele responded either Good or Very Good

Specific Comments:

- 1) Best trip of the Seniors Fortnight.
- 2) Meal absolutely fabulous.
- 3) Excellent day out.
- 4) Excellent planning by Committee.
- 5) Repeat the trip next year.

Event 7 – Cazalys Palmerston Club Morning Tea and Bingo

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 120
10	60 - 65	
25	66 -70	Waiting List Required: NO
27	71 -75	
23	76 -80	Even though not all Seniors at the Morning Tea and Bingo at the Cazalys Palmerston Club provided feedback, 95 of 120 feedback forms distributed were returned.
5	81 - 85	
3	86 -90	
1	91 -95	
1	96+	
95	TOTAL	This is a good percentage return rate: 79.17%

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 14 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Q1. Did you enjoy the Morning Tea at the Cazalys Palmerston Club?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	3	91	95	
0.000%		1.053%	3.158%	95.789%	Good or Very Good	98.947%

Q2. Was bingo enjoyable and prizes to your liking?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	0	4	9	81	95	
1.053%		4.211%	9.474%	85.263%	Good or Very Good	94.737%

Q3. Should we run this type of event next year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	4	90	95	
0.000%		1.053%	4.211%	94.737%	Good or Very Good	98.947%

Overall - 97.544% of the clientele responded either Good or Very Good

Specific Comments:

- 1) Cazalys staff and Committee very helpful.
- 2) Morning tea lovely.
- 3) Excellent day out.
- 4) Excellent planning by Committee.

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 15 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Event 8 – Cazalys Palmerston Shopping Centre Mt Bundy Tour and Lunch

No of Respondents	Age Brackets	Comments
0	Sponsors	Bookings Available: 123 Waiting List Required: YES Even though not all Seniors at Palmerston Shopping Centre Mt Bundy Tour and Lunch provided feedback, 109 of 123 feedback forms distributed were returned.
19	60 - 65	
24	66 -70	
26	71 -75	
27	76 -80	
8	81 - 85	
4	86 -90	
1	91 -95	
0	96+	This is a very good percentage return rate: 88.62%
109	TOTAL	

Q1. Did you enjoy the bus trip to Mt Bundy?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	6	13	90	109	
0.000%		5.505%	11.927%	82.569%	Good or Very Good	94.495%

Q2. What did you think of Mt Bundy?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
1	6	14	26	62	109	
6.422%		12.844%	23.853%	56.881%	Good or Very Good	80.734%

Q3. Did you enjoy the pizza at the Mt Bundy Station?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
6	5	20	11	67	109	
10.092%		18.349%	10.092%	61.468%	Good or Very Good	71.560%

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 16 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Q4. Was the staff at Mt Bundy supportive and friendly towards Seniors?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	5	4	21	79	109	
4.587%		3.670%	19.266%	72.477%	Good or Very Good	91.743%

Q4. Were the transport arrangements OK for you?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	2	12	95	109	
0.000%		1.835%	11.009%	87.156%	Good or Very Good	98.165%

Overall - 87.339% of the clientele responded either Good or Very Good

Specific Comments:

The data/results associated with this event were a little disappointing. The overall result from seniors indicated 87.339% was the response of the clientele scoring either "Good or Very Good" for the event.

Comments and responses to question 2, 3 and 4 did not reflect the overall data however.

- 1) Q2 – 7 seniors (6.422%) scored Mt Bundy as either "Very Bad or Bad".
- 2) Q2 – A further 14 seniors (12.844%) scored Mt Bundy as "Neutral".
- 3) Q2 – reflects that 21 of 109 people or 19.466% were not happy with the trip to Mt Bundy.
- 4) Q3 – 11 seniors (10.092%) were not happy with the Pizza or the service provided – many comments said service was very slow and unprofessional, thus the rating of "Very Bad or Bad".
- 5) Q3 – A further 20 seniors (18.349%) scored the Pizza and service as "Neutral", indicating that they were not impressed by the service.
- 6) Q3 - reflects that 31 of 109 people or 28.441% were not happy with the pizza, service or professionalism provided.
- 7) Q4 – It was disturbing that 4.587% of seniors indicated that the staff from Mt Bundy Station was not supportive or friendly to seniors.
- 8) Q4 – A further 3.670% of seniors provided "Neutral" feedback, indicating they were probably not impressed by the staff at Mt Bundy.
- 9) Q4 – reflects that 9 of 109 or 8.257% seniors were not happy with the friendliness or service provided by staff at Mt Bundy.

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 17 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Event 9 – City of Palmerston Seniors Fortnight Closing Ceremony

No of Respondents	Age Brackets	Comments
1	Sponsors	Bookings Available: 150 Waiting List Required: YES Even though not all Seniors at the City of Palmerston Seniors Fortnight Closing Ceremony provided feedback, 110 of 150 feedback forms distributed were returned.
13	60 - 65	
20	66 -70	
26	71 -75	
29	76 -80	
13	81 - 85	
6	86 -90	
1	91 -95	
1	96+	This is a good percentage return rate: 73.33%
110	TOTAL	

Q1. Is the Woodroffe Primary School a good venue for the Closing Ceremony?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	1	12	97	110	
0.000%		0.909%	10.909%	88.182%	Good or Very Good	99.091%

Q2. What did you think of the entertainment this year?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
2	1	10	16	81	110	
2.727%		9.091%	14.545%	73.636%	Good or Very Good	88.182%

Q3. As we have changes caterers, was lunch at the Closing Ceremony good?

Very Bad	Bad	Neutral	Good	Very Good	Total No Respondents & Satisfaction Rate	
0	0	0	9	101	110	
0.000%		0.000%	8.182%	91.818%	Good or Very Good	100.000%

Overall - 95.758% of the clientele responded either Good or Very Good

Form:	OF38 – Evaluation Report				Version 1.0
Updated: 01 February 2019		Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 18 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019			Palmerston and Litchfield Seniors Association Inc.		

Specific Comments:

- 1) 100% of seniors said “hold onto the caterer for next year”.
- 2) Lunch was; fantastic, excellent, change nothing, very good!!!!
- 3) 12 seniors classified the entertainment as either “Very Bad or Bad”, whilst 95 seniors classified the entertainment as “Good or Very Good”.
- 4) 109 of 110 (99.091%) seniors classified Woodroffe Primary Scholl as either “Good or Very Good” as a venue.
- 5) Many people have verbalised to the Committee and in their evaluations that Membership fees should rise. Some people believe that it needs to rise to \$20-25/member, given the events and services provided to seniors each year.
- 6) Other verbal suggestions from some seniors have recommended that Seniors fortnight be spread out over three weeks, providing more recovery time between events.

Summation

Seniors Fortnight 2019 has been a very successful season. This year we have had a record number of financial members, and volunteers assisting with the sale of raffle tickets and volunteering to assist at Bunnings barbecues has been outstanding.

It is worth noting that 71.25% of our members attended at least 1 event during Seniors Fortnight. The diversity of our seniors has assisted with making this Seniors Fortnight an exceptional event indeed.

Strategic moves this year to improve catering have paid dividends, looking both statistically and at the comments provided in the evaluation sheets. The only possible blot on the copy book this year would appear to be Mt Bundy which would appear not to have performed as well as expected. This venue, service and treatment of seniors need a serious review.

Sponsorship – without the sponsors (outlined on Page 2) we would be more the poorer. The PLSA works closely with our sponsors and where achievable jointly market services and products for the betterment of the local community. Sponsors may advertise in the PLSA Newsletter at no charge, for the betterment of both partners.

Suppliers – our suppliers of meals, venues, equipment and activities has also been fabulous this year. Where repeat business has occurred we have been able to negotiate some wonderful deals/prices to ensure that our events can allow as many seniors as possible to attend, ensuring that our precious dollars raised go as far as possible.

Local Business Houses - the PLSA solicit donations from local business houses; such that we have an absolutely diverse range of gifts to utilise as door prizes for seniors during Seniors Fortnight. Without our local business houses who have a belief in what the PLSA are aiming to achieve, our seniors would be more the poorer.

It is astounding that some seniors comment in their evaluation profiles that the distribution of door prizes takes too long; yet they are quite happy to be the recipient of such generosity from these local business houses!

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 19 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

Purchasing Policy – In support of local business houses, the PLSA has a purchasing policy, which explicitly targets the purchase of good and services from within the municipalities of City of Palmerston and Litchfield Council. Where ever possible we target our purchases towards LOCAL BUSINESS. There are of course some services which must be obtained from outside the municipalities, but they are kept to a minimum wherever possible.

Seniors Fortnight 2020 – we look forward to receiving feedback from our sponsor and supplies as to how we can improve our events and services in 2020. Thank you for your assistance and understanding throughout the year.

Form:	OF38 – Evaluation Report			Version 1.0
Updated: 01 February 2019	Updated By: NWD	Review Date: 01 January 2020	Approved: PRSC Mgt.	Page 20 of 20
D:\PRSC\Administration Update 2019\Operation Forms 2019		Palmerston and Litchfield Seniors Association Inc.		

AGENDA ITEM:	13.1.2
REPORT TITLE:	Palmerston Safe Communities Committee September 2019 Minutes
REPORT NUMBER:	9/0318
MEETING DATE:	8/10/2019
AUTHOR:	Community Development Officer, Rosalind Clarke
APPROVER:	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 presents the unconfirmed minutes from the Palmerston Safe Communities Committee (PSCC) meeting held on 12 September 2019.

KEY MESSAGES

- Palmerston Safe Communities Committee (PSCC) members provide program updates, advice and feedback in relation to safety issues that affect Palmerston residents and businesses.
- A PSCC meeting was held 12 September 2019 and unconfirmed minutes are presented at **Attachment A**.
- An update was given by Superintendent Deutrom regarding the opening of the new Palmerston Police Station and what impact it will have on the Palmerston community.

RECOMMENDATION

THAT Report Number 9/0317 entitled Palmerston Safe Communities Committee September 2019 Minutes be received and noted.

BACKGROUND

PSCC works in partnership with Council, the Northern Territory Government, businesses and the community. The core committee objectives are to reduce and prevent injuries, accidents and crime.

The Committee meets bi-monthly and comprises of representatives from over 30 organisations.

DISCUSSION

A PSCC meeting occurred on the 12 September 2019 at the Palmerston Recreation Centre.

The unconfirmed minutes of the 12 September 2019 PSCC meeting are provided as **Attachment A**.

These minutes were circulated to the Committee on 26 September 2019.

The following points of interest were discussed during the meeting by committee members and guests:

- Elected Members had the opportunity to tour the new Palmerston Police Station.
- NT Police advised that the Police Station Open Day was attended by over 3,000 people. It is estimated that 7,000 hours per annum will be saved in operational costs and there are an additional 35 staff located at the new station.
- Mission Australia are launching a new pilot program called Missionbeat, which is a mobile outreach service to support young people at risk of homelessness in Darwin, Palmerston and surrounds.
- The Anti-Social Behaviour App pilot period has finished. The NT Government are determining how the app will be managed into the future.
- Mayor Athina Pascoe-Bell updated the group about the City's laneway trial.
- A calendar of activities for the school holidays is being finalised. The program will run from 28 September to 13 October.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Palmerston Safe Communities Committee Meeting Minutes 12 September 2019

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

CITY OF PALMERSTON

Minutes of Palmerston Safe Communities Committee Meeting
held in Community Room 1, Palmerston Recreation Centre, 11 The Boulevard,
Thursday 12 September 2019 at 1:30 pm

COMMITTEE MEMBERS

Alderman Damian Hale, City of Palmerston (Chair)
Mayor Athina Pascoe-Bell, City of Palmerston
Alderman Lucy Morrison, City of Palmerston
Alderman Sarah Henderson, City of Palmerston
Shalom Kaa, Department of Infrastructure Planning and Logistics
Lorraine Terese, Catholic Care NT
Serena Dalton, Grassroots Action Palmerston
Olga Dalrymple, Member for Brennan (Representative)
Kirby Bolton, Member for Drysdale (Representative)
Renate Dwyer, Victims of Crime NT
Michael McLean, NT Police - CCTV
Debbie Muir, Mission Australia
Puja Sharma, Mission Australia
Rachael Hart, YWCA
Melinda Schroeder, NT Legal Aid Commission
Marcelo Alvarez, Mission Australia
Kathy Bannister, Red Cross
Antony Deutrom, NT Police
Nathan Finn, NT Police

GUESTS

Nil

STAFF

Amelia Vellar, Acting Director - Lifestyle & Community
Amanda Stevenson, CDO, Lifestyle & Community
Rosalind Clarke, CDO, Lifestyle & Community (Minutes)

1 OPENING OF MEETING

The Chair declared the meeting open at 1:35pm

2 APOLOGIES AND LEAVE OF ABSENCE

Gemma Bellenger
Amanda Foord

NT Fire and Emergency Services
NT Fire and Emergency Services

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

Alana Chapman
Meron Looney
Tracy-Dale Middleton
Jan Peters
Luke Gosling
Kim Burns
David Boustead
Elle Jackson
Kellie Shewring
Jodie Barlow
Sally Weir
Dave Russell

Territory Families
NAPCAN
Neighbourhood Watch NT
Manager, Community Services, City of Palmerston
Member of Parliament
Catholic Care NT
Department of the Chief Minister
Jesuit Social Services
Kid Safe NT
Mission Australia
Department of the Chief Minister
Territory Families

3 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes

Moved: Alderman Lucy Morrison
Seconded: Michael McLean

THAT the minutes of the Palmerston Safe Communities Committee meeting held on Thursday 1 August 2019, be confirmed.

Carried

4 ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Action: Amelia Vellar, Director Lifestyle and Community, to organise a tour of the new Palmerston Police Station for Elected Members.

Update: EMs had a tour of the police station. **Completed**

4.2 Action: DIPL to arrange meeting with Mayor to discuss collected network data and improvements to bus network connectivity in Palmerston.

Update: Strategic Plan being developed regarding the bus network connectivity in Palmerston. Mayor Pascoe-Bell would like to see a transport activity survey which should then inform the Plan.

New Action: Mayor to follow up with Director of City Growth to contact DIPL to discuss the transport activity survey.

4.3 Action: Alderman Hale to contact Kevin Thomas and invite him to the next PSCC meeting.

Update: Kevin was unable to attend today. Kevin will attend the meeting on 14 November.

5 PALMERSTON NETWORKS UPDATE

5.1 Palmerston Kids Network (PKN) – Rosalind Clarke

The next Palmerston Kids Network meeting is on Friday 27 September 2019 from 9.30am to 11.00am at the Driver Resource Centre. The network is open to representatives from

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

organisations working with or for children in Palmerston aged 0 – 12 years. Council's annual Children's Week event will be held on Tuesday 22 October 2019, aimed at families with children aged 0-5.

5.2 Palmerston and Rural Youth Services (PARYS) – Amanda Stevenson

The next PARYS meeting will be held on Tuesday 5 November 2019, 9am at Palmerston Recreation Centre and will focus on upcoming goals and activities. The last meeting held in July, reviewed the events and competitions held during the inaugural Palmerston Youth Festival.

5.3 Palmerston Seniors Advisory Committee (PSAC) – Rosalind Clarke

The next PSAC meeting will be held on Monday 16 September 2019 at Palmerston Recreation Centre. The meeting will be reviewing the actions arising from the Palmerston Seniors Forum, which was held on Monday 19 August 2019.

6 GUEST SPEAKER

Nil.

7 NEW BUSINESS

Nil.

8 STAKHOLDER UPDATES

8.1 NT Police (CCTV), Michael McLean

Michael is continuing to work the CoP on the Smart Cities Project. Locations for CCTVs are being identified. A more detailed update can be provided at the next meeting.

8.2 NT Police, Antony Deutrom

The Police Station opening was attended by over 3000 people.

Larrakia Nation are providing transport when people are released from custody.

More people who are intoxicated are being taken to a sobering up shelter rather than being held in police custody.

There will be a readjustment of teams to include a Social Order Unit, focusing on anti-social behaviour, and an increase of foot patrols in the CBD, Shopping Centre and police presence at Palmerston markets.

An estimated 7000 hours will be saved per year transporting people to the Darwin Watch House. Within the first week of opening, 86 people were processed through Palmerston instead of being taken to Darwin.

There are 35 additional staff located at the Palmerston Police Station. They are part of the Traffic Unit and Police Relief Pool.

Crime statistics have seen a decrease in all areas including alcohol related assaults, DFV, crimes against property and crimes against the person.

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

8.3 Mission Australia, Debbie Muir

A new pilot program is being launched called Missionbeat, which is a mobile outreach service providing support to young people at risk of homelessness in Darwin, Palmerston and surrounds, running on Friday and Saturday nights. The launch will be held on Wednesday 2 October 2019 from 12-1pm, at The Quarter, Casuarina Square. If anyone would like a stall at the event, please contact Mission Australia.

Mission Australia are holding a pool party for all ages at Casuarina on 27 September 2019 from 5-9pm.

Debbie inquired about the night-time basketball in Palmerston. Serena stated this is no longer in operation as they need new basketball hoops.

Action: Serena to email Debbie regarding the cost of the hoops.

8.4 Mission Australia, Marcelo Alvarez

The sobering up shelter is often at full capacity. The shelter is looking at having a nurse to reduce hospital presentations to Emergency Department at RDH.

The 12-week rehabilitation program is still operational.

A new, non-clinical, mental health service is being delivered for people over the age of 16.

8.5 YWCA, Rachael Hart

YWCA's safe house accommodation has been reduced from seven (7) to five (5) houses and all accommodation is currently full.

YWCA runs several other programs including 'Keeping Women Safe in Their Homes'. Contact YWCA directly for more information and referral pathways.

8.6 NT Legal Aid Commission, Melinda Schroeder

A reminder that the Legal Aid Helpline is available for everyone to access and is a free service. The number is 1800 019 343.

8.7 Catholic Care NT, Lorraine Terese

Catholic Care NT have a new Youth Mental Health program called YAMS, which provides assessment and support to young people aged 12-25 with severe mental health issues. Young people can self-refer. Call Catholic Care NT for more information or for referral.

8.8 Department of Infrastructure Planning and Logistics, Public Transport, Shalom Kaa

DIPL recently worked with APM, disability employment service to roll out a 'try before you ride' program, which helps people with a disability learn how to use public transport and increase confidence in using public transport.

Mayor Pascoe-Bell raised the issue that some bus stops close to popular shops and services had been closed, making it difficult for senior to walk from the bus stops to their destination as it is now too far.

Marcelo Alvarez from Mission Australia highlighted Mission Australia and Life Without Barriers' transport services for seniors. Please contact Mission Australia or Life Without

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

Barriers directly to make a booking. The service is available to anyone over 65, Monday to Friday.

- 8.9 City of Palmerston, Acting Director – Lifestyle and Community, Amelia Vellar**
The Anti-Social Behaviour App pilot period has finished. The NT Government are currently deciding who will manage the App into the future.
Action: Acting Director Lifestyle and Community, to contact Russell Willis and David Boustead, Department of Chief Minister (DCM) to invite them to attend the next meeting to present the outcomes from the completion of the pilot scheme, focusing on statistics from Palmerston.
- 8.10 Victims of Crime NT, Renate Dwyer**
Victims of Crime can resecure property at any time of day or night. They may also be able to provide some financial reimbursement for the costs associated with resecuring property after a break in.
They have a psycho-social program that helps people recover from the emotional trauma following a crime.
They have had a restorative justice pilot program recently evaluated and many recommendations were made moving forward with the program.
- 8.11 City of Palmerston, CDO, Rosalind Clarke**
'In My Blood It Runs' is an impact documentary being released early next year. There is an advanced screening at the Deckchair Cinema this Sunday. The Director of Deckchair Cinema would be happy for PSCC to hold a private screening. The documentary follows a boy from a remote community in the Northern Territory and his experience of the youth justice system, child protection system and education system. The group agreed that they would like to see the documentary.
Action: Rosalind to organise a private screening of 'In My Blood It Runs' by the end of the year, preferably early in the week in the evening.
- 8.12 City of Palmerston, Mayor Athina Pascoe-Bell**
Mayor Pascoe-Bell raised the issue of crimes being committed in Palmerston by people from outside of Palmerston. She has contacted the Mayor of West Arnhem Regional Council to discuss the issue. Larrakia may be able to be involved in these conversations directly with community members.
The first stage of the laneway trial is complete. If people affected have feedback, they can pass this onto City of Palmerston by emailing: palmerston@palmerston.nt.gov.au
- 8.13 City of Palmerston, CDO, Amanda Stevenson**
The Local Drug and Alcohol Team have had two (2) meetings and would like to have a representative on PSCC. The Committee agreed to this.
The Team are looking for information on what is currently happening in relation to drug and alcohol use in the community, what action is already being taken, and what gaps there are in relation to services. The group will use this to inform what programs they run, and

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

how they can value-add. Please forward relevant information to Amanda:
amanda.stevenson@palmerston.nt.gov.au

- 8.14 **Grassroots Action Palmerston, Serena Dalton**
Youth activities will run in Palmerston over the school holidays, Monday to Friday between 9am and 9pm. A calendar of activities for the school holidays is being finalised.
- 8.15 **Red Cross, Kathy Bannister**
Congratulated everyone on their collaborative effort to reduce crime in the area.
Grow Well, Live Well - Kathy invited people from services and the community to work on one of the three (3) action groups: Youth, Mental Health, and Domestic and Family Violence. Contact Kathy for more information: kbannister@redcross.org.au
- 8.16 **Member for Drysdale (Representative), Kirby Bolton**
Had received some concerns from a community member at Moulden regarding the laneway lighting. Mayor Pascoe-Bell reiterated that people can contact council directly with feedback and concerns.

9 NEXT MEETING

Thursday 14 November 2019, 1:30pm – 3:00pm, Palmerston Recreation Centre, 11 The Boulevard.
Action: As this is the last meeting of the year, Rosalind will organise some afternoon tea.

10 CLOSURE

The Palmerston Safe Communities Committee meeting, held in Palmerston Recreation Centre, 11 The Boulevard, Palmerston on Thursday 12 September 2019 closed at 2:56 pm

ATTACHMENTS:

Nil.



Alderman, Damian Hale
Chair

Initials: _____

AGENDA ITEM:	13.1.3
REPORT TITLE:	Organisational Services and Finance Departments Quarterly Report July – September 2019
REPORT NUMBER:	9/0321
MEETING DATE:	8/10/2019
AUTHOR:	Records Coordinator, Sorcha Redmond
APPROVER:	Acting Executive Manager Organisational Services, Richard Iap

COMMUNITY PLAN

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

PURPOSE

This report summarises the key activities undertaken by Organisational Services and Finance Departments in the July to September 2019.

KEY MESSAGES

- Organisational Services and Finance Departments provides a quarterly report in its activities.
- Council's media monitoring detected 157 media mentions reaching a cumulative audience of 350,137.
- Council began the Public Consultation of the Rates Strategy (2 September - 13 October 2019).
- Council's website had 58,361 sessions and 116,366-page views between 1 July and 25 September 2019.
- A key focus for the marketing and communications team this quarter was to ensure Council's vision statement 'A Place for People', changes to the homepage include placing the vision statement on the parallax banner.
- Over the last quarter, Council has provided 115 instances of training to staff.
- Three tenders were awarded during this quarter, with one additional tender expected to be awarded within this quarter.

RECOMMENDATION

THAT Report Number 9/0321 entitled Organisational Services and Financial Departments Quarterly Report July - September 2019 be received and noted.

BACKGROUND

The Council is provided with a quarterly report of key activities undertaken by Organisational Services and Finance Departments.

DISCUSSION

Highlights from the Organisational Services and Finance Departments include:

Media and Communications

Media

- Council issued seven media releases from July-September 2019:
 - *Palmerston Youth Festival kicks off with Geekfest Top End*
 - *New Deputy Mayor Appointed*
 - *Community Benefits from Council's Support*
 - *Library Program has Tails Wagging*
 - *City of Palmerston Ratepayers to have a say with Rates Strategy Consultation*
 - *Laneway Treatment Trials continue in Palmerston*
 - *Community Satisfaction above average in Palmerston*
- Council's media monitoring detected 157 media mentions reaching a cumulative audience of 350,137.
- The highest volume of coverage occurred on 24 July 2019 (Mayor's weekly radio interview). Topics included:
 - Palmerston Youth Festival Wrap Up
 - Royal Darwin Show
 - Events: On Frances – A Little Bit Country and Reboot Your Loot
 - New Deputy Mayor announcement.

Social Media

Facebook

- Council made 119 posts between 1 July and 23 September 2019 with a total of 258,668 views.
- Council attracted 524 new followers on Facebook, making a total of 12,547 followers.
- The most popular individual posts (organic) for this quarter were:
 - Pre-cyclone clean up video (18,873 reach)
 - Pop-up dining at Sanctuary Lakes (6,152).
- Council uploaded 13 new videos to Facebook with the total viewing time of 19,173 minutes.
- Mayor's Talk continued, highlighting a relevant topic of that week:
 - 9 July: Reporting anti-social behaviour: 10k views
 - 2 August: Palmerston painted rocks placed in parks: 633 views
 - 16 August: Tales to Tails: 1k views
 - 23 August: Council continues its support for the Youth drop-in sport sessions: 442 views
 - 30 August: Pre-cyclone clean up reminder: 493 views
 - 6 September: Rates Strategy Consultation: 1.7k views
 - 13 September: Free Wi-Fi and Smart Bins at Marlow Lagoon: 710 views.

Public Consultations in Progress:

- Rates Strategy (2 September -13 October 2019)

Public Consultations Completed:

- Community Satisfaction Survey 2019 (June – July 2019)
- Laneway Treatments Stage 2 (1 August -22 August 2019)

Instagram

Instagram gives Council the ability to share and promote Palmerston's unique environment, lifestyle and brand "A Place for People".

- 562 followers.
- 38 Instagram posts were made during this quarter.
- Posts average likes has increase to between 35-50 per image.
- Most liked posts (organic):

Geekfest Top End



Sanctuary Lakes Fishing

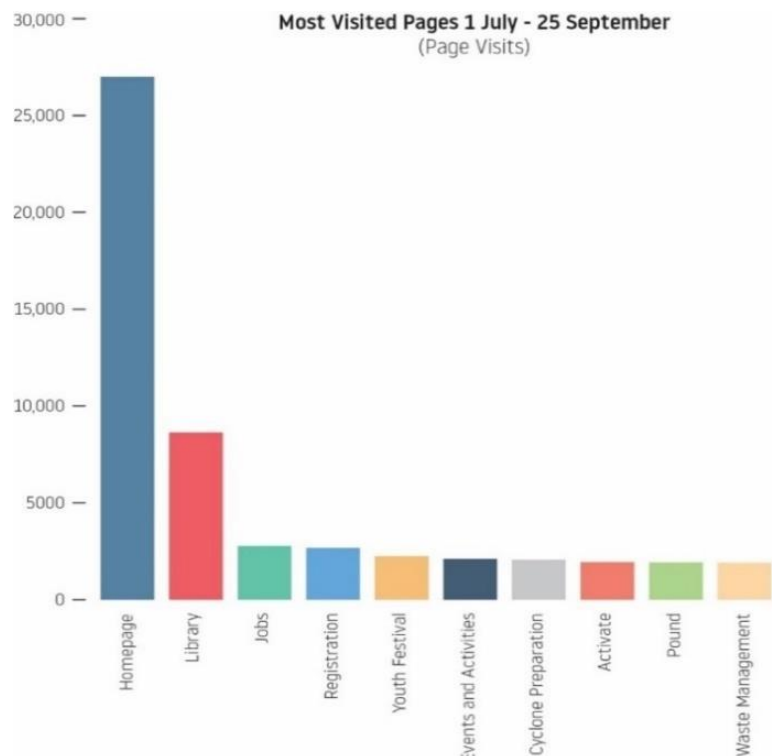


On Frances



Website

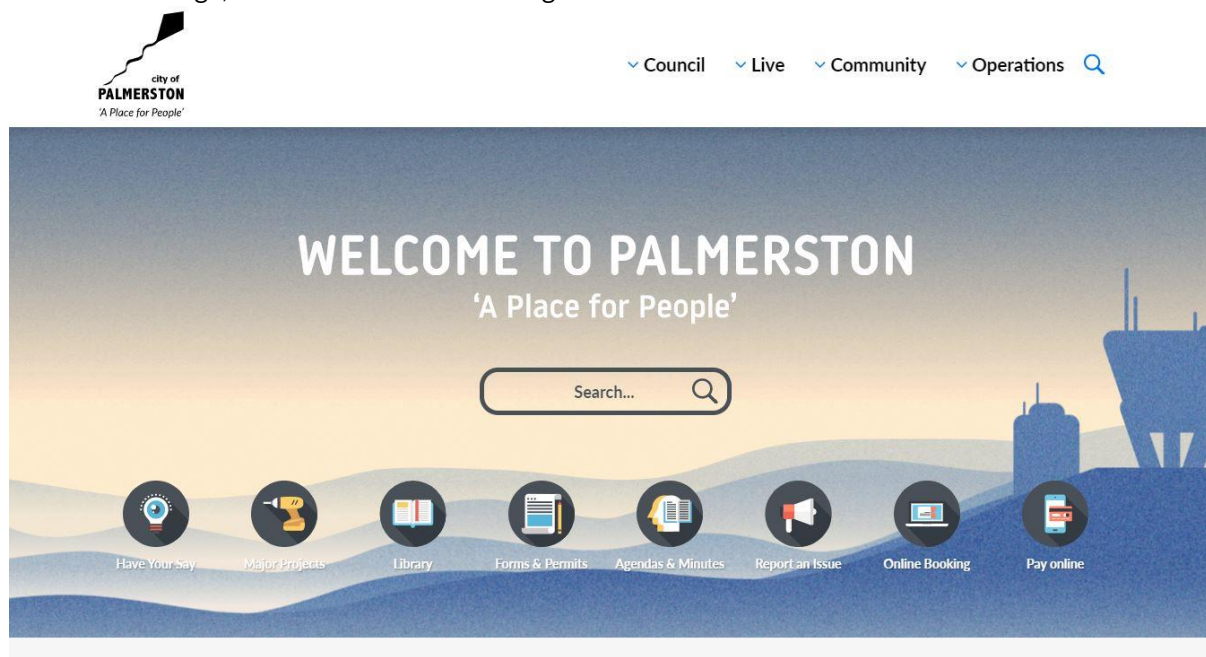
- Council's website had 58,361 sessions and 116,366-page views between 1 July and 25 September 2019.
- Users session duration averaged 2 minutes 8 seconds.
- Most visited pages:
 - Homepage
 - Library
 - Jobs



Website Homepage

A key focus for the marketing and communications team this quarter was to ensure Council's vision statement 'A Place for People' was forefront and recognisable on our Website's Homepage. This action was based on feedback from the 2019 Community Survey which reported low levels of brand awareness surrounding Council's vision statement 'A Place for People', with just 37% of survey participants recognising the vision.

The changes to the homepage include placing the vision statement on the parallax banner under our welcome message, and to the home button logo.



The team also implemented a customer reporting function at the bottom of each page. This allows users to let us know whether a webpage was helpful.

Was this page helpful? ☐ Yes ☐ No



Have Your Say



Major Projects



Library



Forms & Permits



Agendas & Minutes



Report an Issue



Online Booking



Pay online

Information Technology

Council is continuing to upgrade its public Wi-Fi service, part of Council's Smart Cities Project, with new installs at Marlow Lagoon. updates for the Library, Recreation Centre and Civic Plaza. Sanctuary Lakes, Phyllis Uren, Joan Fejo and Delaney Gwa as well as Marlow Lagoon dog park are on track to be completed by the end of October 2019.

The electrical infrastructure to Civic Plaza has been upgraded, to ensure continuity of electricity supply to the building. Once completed Civic plaza will be able to operate during a total loss of power to the surrounding area thus allowing business to continue and if required, emergency operations to be set up. The last stage of the project will be completed with the installation of a generator due at the end of October 2019.

The ageing and inadequate server room has been replaced with a new fit for purpose data centre utilising redundant air conditioning and uninterruptible power supply. In conjunction with the upgraded electrical infrastructure to Civic Plaza as well as server hardware upgrades, Council is now well positioned to meet the increase requirements of technology services into the future.

An audit at the Operations Centre identified inadequate IT network setup and CCTV infrastructure, causing issues for staff accessing Council business systems which adversely affected their ability to perform daily tasks. CCTV coverage of the pound area was also found to be insufficient with only one camera and little video storage capability. Network and Wi-Fi hardware has since been upgraded with new security software providing a reliable connection back to the Civic Plaza building. A new multi camera CCTV system has also been deployed covering the whole pound area including adjacent fence lines. The new system has increased capability to store up to a fortnight of video footage and notify staff if the pound has been broken into.

A review of the IT network and CCTV infrastructure at Archer Waste Management Facility is also currently underway and will be completed in December 2019.

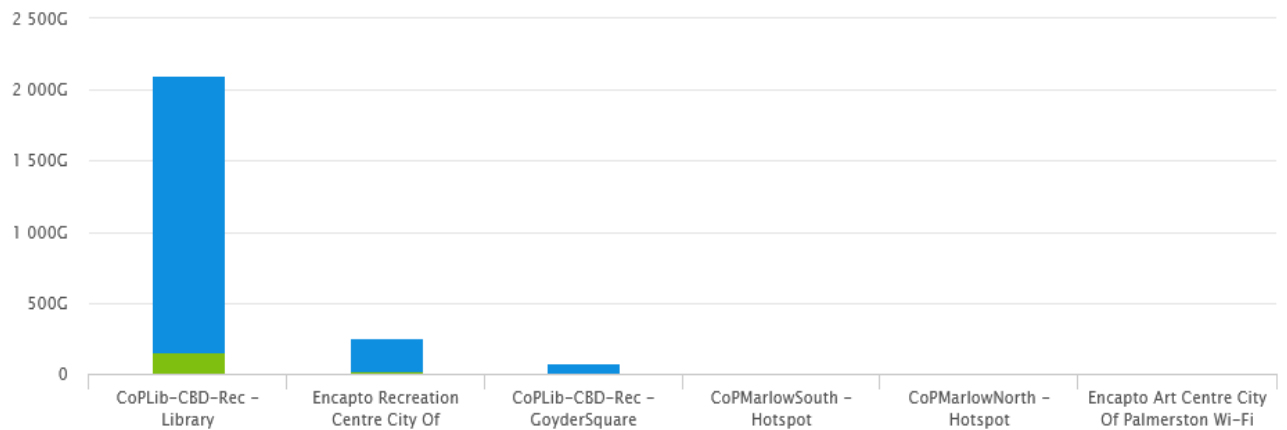
CAMPAIGN VIEWS

CSV

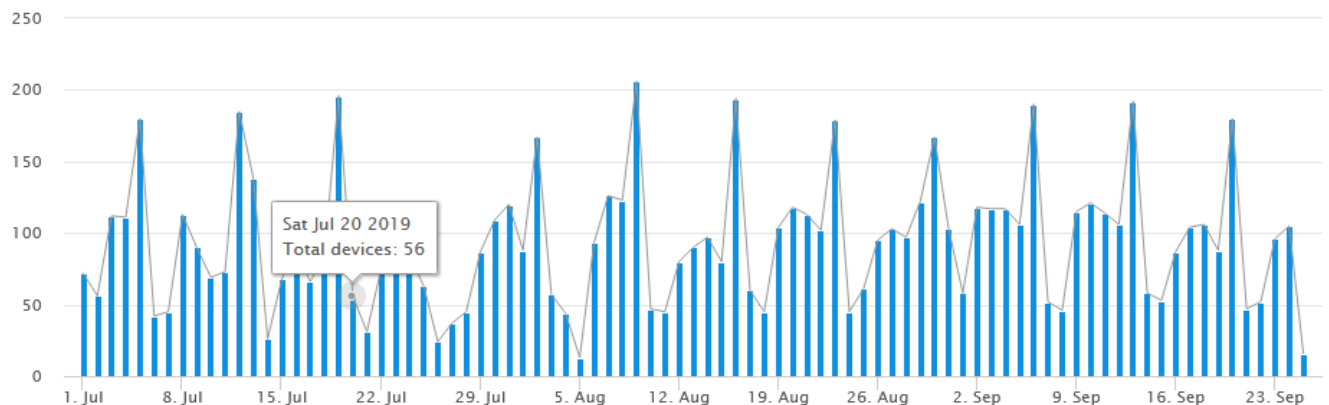
CAMPAIGN	TOTAL VIEWS	IPHONE	IPAD	ANDROID	WINDOWS PHONE	LAPTOPS
Palmerston Youth Festival	3498	1294	303	1527	0	372
	11162	3986	751	4957	0	1417
Total	14660	5280	1054	6484	0	1789

Council Wi-Fi Statistics

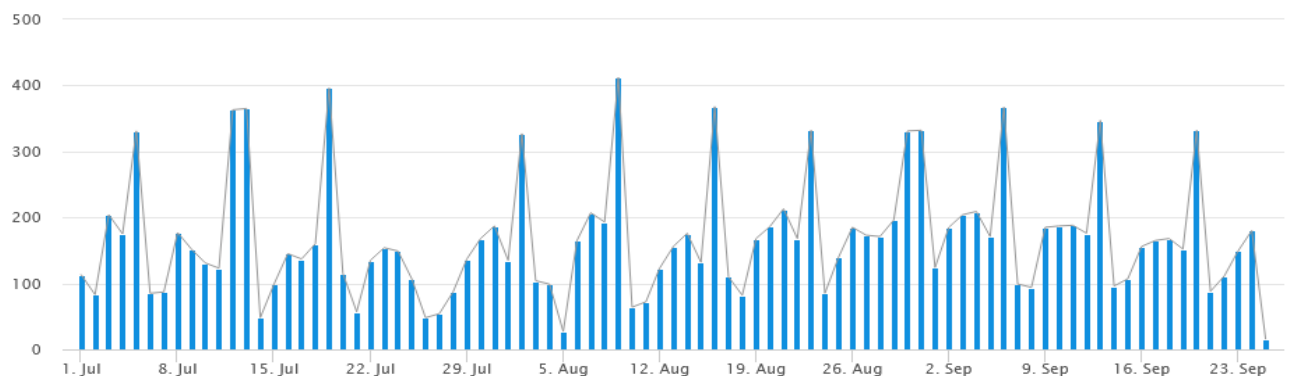
TRAFFIC BY HOTSPOT



DEVICES



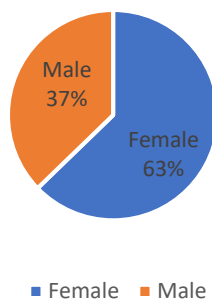
SESSIONS OVER TIME



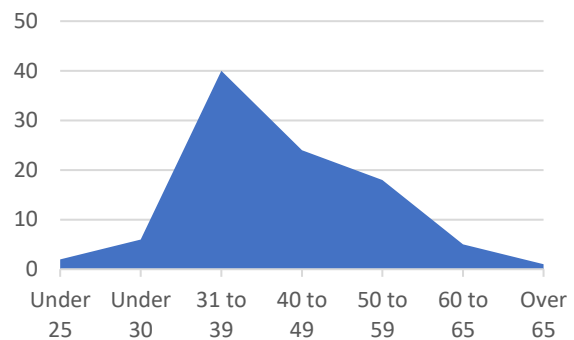
Our People

Council has a diverse workforce performing many functions on behalf of the community. As of 25 September 2019, Council has 96 employees and 82.5 Full Time Equivalents (FTE). Our employees comprise of 63% females and 37% males. The average age of a staff member is 41.3 with the average length of service with Council being 4.43 years

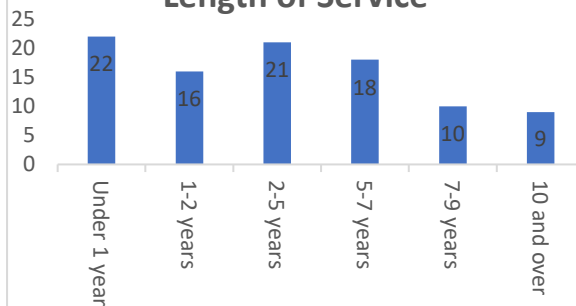
Council Employees



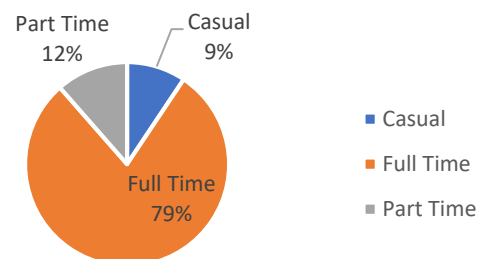
Age Distribution



Length of Service



Employment Type



Council staff recruitment statistics

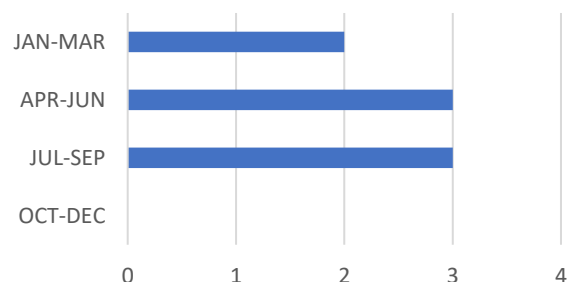
Over the last quarter, three recruitment actions were undertaken across the organisation. Two of those filled were in response to new positions approved in the adopted Municipal Plan and Budget 2019/2020:

- Finance Project Officer
- Animal Education officer

In addition, a third role was filled in the Records and IT Department:

- Records Officer

Quarterly Recruitment Campaigns



Training

Council provides training opportunities to staff to enhance satisfaction, address skill and knowledge gaps and ensure that employees are up to date with the latest trends in their fields and local government.

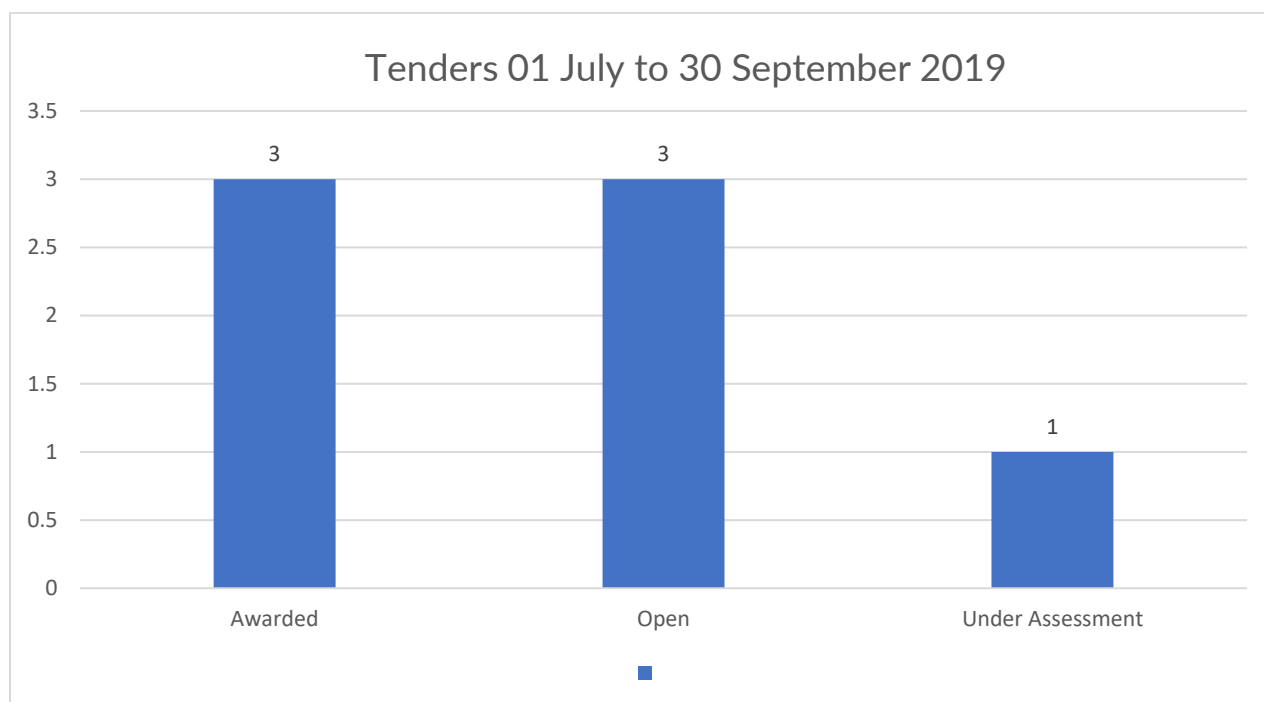
Over the last quarter, council has provided 115 instances of training to employees, which include:

- First Aid Training
- Australian Human Resource Institute State Conference
- Higher education in a Finance related discipline
- Leadership training
- Health and Safety Representative training
- Procurement and Contract training
- Community Engagement training
- Safety System training
- Workplace Bullying and Harassment.
- Workplace Mental Health.

Procurement

There were three tenders awarded during the period 1 July to Current (details below) along with four Tenders advertised, with one that closed on 13 September 2019 (currently awaiting finalisation of assessment) the other three close in October 2019.

Awarded Tenders



Awarded Tenders – 01 July 2019 – 30 September 2019

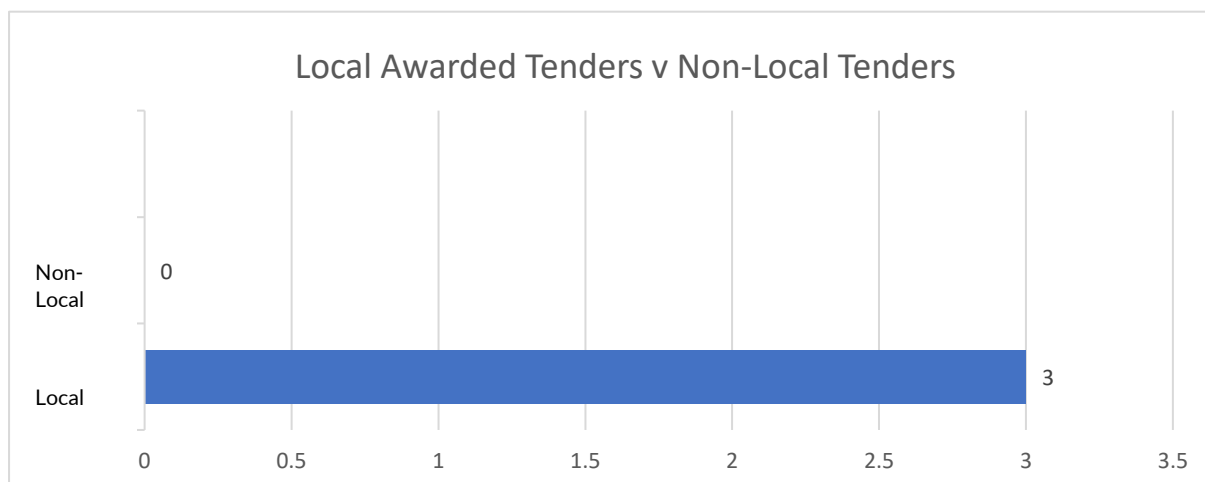
Contract Number	Contract Type	Contract Name	Awarded	Awarded Date	Awarded Price
OS2019-01	Lump sum	Civic Plaza Server Room and Power Upgrade	Server-Room Specialists	24 July 2019	\$260,850.00
RS2019-01	Schedule of Rates	Pound Cleaning and dog feeding services	PAWS Darwin	6 August 2019	\$96,000.00
TS2019-14	Schedule of Rates	Reseal Various Roads 2019-2020	Downer EDI Works Pty Ltd	13 September 2019	\$605,213.66

Open Tenders – 01 July 2019 – 30 September 2019

Contract Name	Contract Type	Date Advertised	Date Closed
City of Palmerston Tree Planting	Schedule of Rates	13/08/2019	04/10/2019
City of Palmerston Concreting Works	Schedule of Rates	16/09/2019	07/10/2019
City of Palmerston Civil Works Miscellaneous Services Period Contract	Schedule of Rates	16/09/2019	07/10/2019

Under Assessment – 01 July 2019 – 30 September 2019

Contract Name	Date Advertised	Date Closed
Supply, Installation and Commissioning of Electronic Speed Signs at Palmerston School Crossings	23/08/2019	13/09/2019



Finance

The first quarter of the financial year is predominately focussed around the preparation and external audit of the financial statements from the previous year. Significant time and effort have been invested into this key deliverable over the past three months.

Highlights for the quarter include:

Final Onsite External Audit

During the final onsite audit, Merit Partners interviewed key staff, reviewed working papers and undertook testing and analysis on the figures provided in the draft financial statements. Although this process is continuing at present, no concerns have been raised to date with management with any of the balances or disclosures.

Levying of Rates and Charges

During August, the rates & charges for the 2019/2020 financial year were levied and rates notices sent to ratepayers.

Introduction of SMS Reminders

This quarter also saw the introduction of SMS rate notice reminder messages been sent to ratepayers who subscribed to the service. There are currently 858 subscribers.

Capital Roll-Overs and Unexpended Grants Allocation

At 30 June the capital program was 87% complete for the year. The balances of these projects were rolled over to complete the capital projects that have already commenced and are committed for completion in the 2019/2020 year.

CONSULTATION PROCESS

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

- Communications, Media and Marketing Lead
- Manager People Performance and Change
- Executive Manager Finance
- Strategic Procurement Advisor
- IT Systems & Network Administrator

POLICY IMPLICATIONS

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

BUDGET AND RESOURCE IMPLICATIONS

All activities are undertaken and are within Council's adopted Municipal Plan and Budget 2019/2020

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

There are no attachments for this report.

AGENDA ITEM:	13.1.4
REPORT TITLE:	City Growth and Operations Quarterly Report July – September 2019
REPORT NUMBER:	9/0314
MEETING DATE:	8/10/2019
AUTHOR:	Executive Assistant to Director City Growth and Operations, Natasha Curyer
APPROVER:	Director City Growth and Operations, Kathy Jarret

COMMUNITY PLAN

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

PURPOSE

This report summarises the key activities undertaken by City Growth and Operations in the July to September quarter 2019.

KEY MESSAGES

- City Growth and Operations provides a report on its activities for the previous quarter.
- Council submitted its feedback in response to Stage 1 of the Central Palmerston Area Plan (CPAP).
- Works will commence during the next quarter on the installation of 18 Electronic Speed Limit Signs (ESLS) for various school crossings within Palmerston.
- The Laneways Trial Program second round of consultation was undertaken during this quarter. Results of the consultation were presented to Council on 17 September.
- Designs for the beautification of Zuccoli Parade between Lambrick Avenue and Vitex Street have been completed and it is expected works will commence by late November.
- Concept designs have been completed for the landscaping of Temple Terrace between Tilston Avenue and Chung Wah Terrace. Stage 1 works for this project is between Kafcaloudes Crescent and Chung Wah Terrace which are expected to commence before the end of the year.
- Planting of an orchard in Strawbridge Park has been planned and fruit trees are currently being sourced. Planting and irrigation will be completed by the end of October.
- Works have commenced on developing a concept plan for the provision of a Small Dog Area at Marlow Lagoon Dog Park.
- Works to replace existing playground equipment in Pretty Park and Woodroffe Park have been completed.
- Stage 1 of the Dark Spot Program has been developed with lighting upgrades being planned for selected areas within the suburbs of Driver, Moulden and Woodroffe, to be completed in January 2020.

RECOMMENDATION

THAT Report Number 9/0314 entitled City Growth and Operations Quarterly Report July – September 2019 be received and noted.

BACKGROUND

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

DISCUSSION

The activities report for the July to September 2019 quarter is provided as **Attachment A**.

Highlights include:

- New pathways constructed in Marlow Lagoon Reserve, Zuccoli and Woodroffe.
- Council submitted its feedback in response to Stage 1 of the CPAP.
- A tender was issued and closed for the installation of 18ESLS's at nine school crossings within City of Palmerston .
- The Laneways Trial Program Stage 2 consultation was completed. Further consultation will now be completed on an additional five temporary night-time closures and two temporary full-time closures. If supported these treatments will be implemented immediately.
- Designs for the beautification of Zuccoli Parade have been completed.
- Concept designs have been completed for the landscaping of Temple Terrace.
- Landscape concept designs were completed for the open space located at 6 Haydon Street, Rosebery.
- Planting of an orchard in Strawbridge Park has been planned, to be completed by the end of October.
- Playground equipment was replaced at Pretty Park and Woodroffe Park.

Future activities to be undertaken include, but are not limited to:

- Construction of new pathways are planned to be completed in Zuccoli Stage 3, 4 and substage 2C, and along Tilston Avenue, Moulden.
- Asphalt pathway resurfacing works will be completed along Elrundie Avenue between Tilston Avenue and Bonson Terrace.
- Completion of the installation of 18 ESLS at the nine school crossings.
- Release of tenders for landscaping works for both Zuccoli Parade and Temple Terrace.
- Completion of the landscaping of the open space located at 6 Haydon Street, Rosebery.
- Completion of works to upgrade the pathway and drain in Woodroffe Park.
- Completion of a concept plan for the provision of a Small Dog Area at Marlow Lagoon Dog Park.
- Commencement of Stage 1 lighting upgrades for the Dark Spot Program.

CONSULTATION PROCESS

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

- A/Manager Infrastructure and Maintenance
- Environment and Emergency Operations Officer
- Environment and Strategic Support Officer
- Civil Operations Team Leader
- Capital Works and Development Coordinator
- Private Works Officer
- Technical Officer
- Asset Inspection Officer's
- Public Lighting Coordinator
- Open Space Contract Supervisor's

- Irrigation and Maintenance Coordinator's

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.

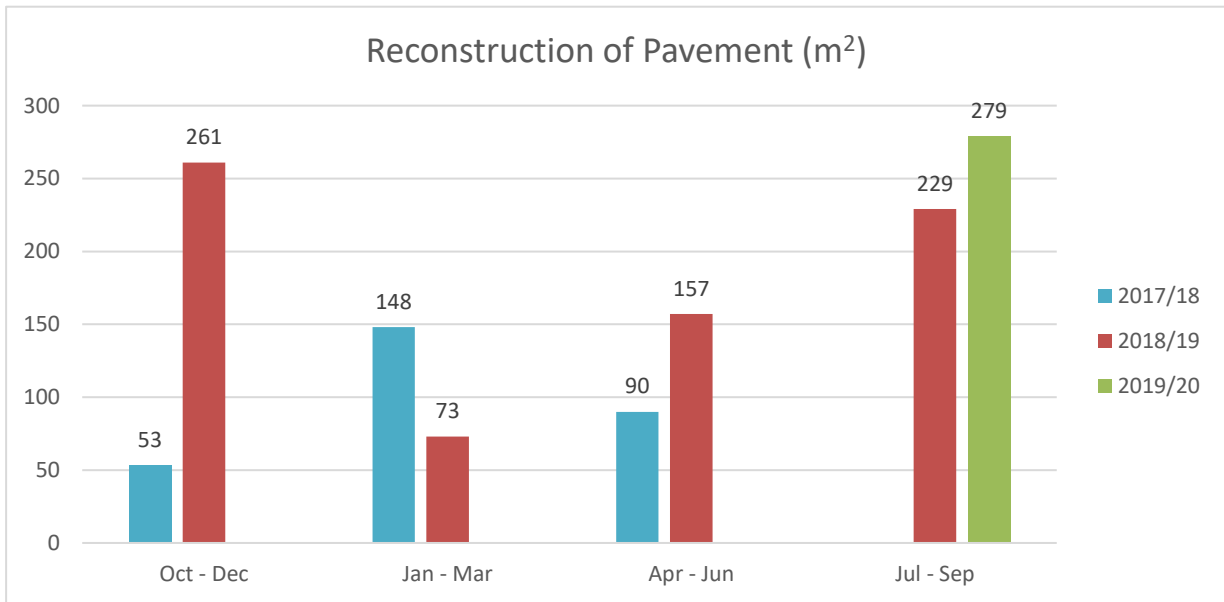
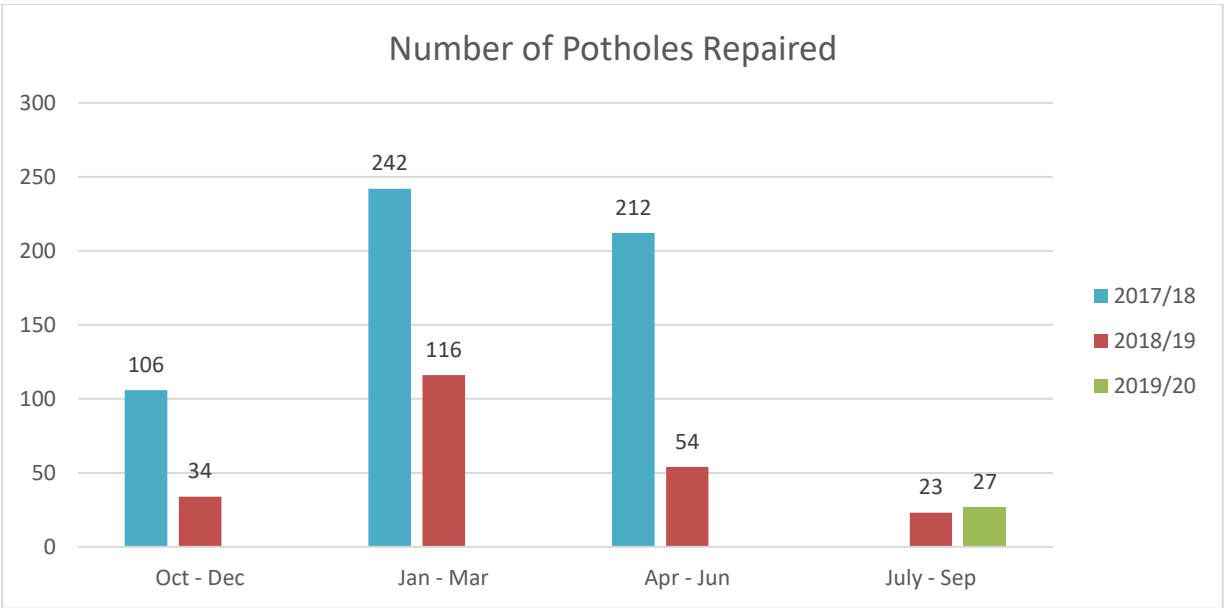
ATTACHMENTS

Attachment A: City Growth and Operations Quarterly Report July – September 2019.

Assets and Infrastructure

Roads

Council has repaired 27 potholes across the municipality between July to September 2019, this is comparable to the same quarter in 2018/2019.



A total of 279.21m² (93m single lane width) of reconstructed road sections was completed during the last quarter in Rosebery, Gunn and Gray, this is an increase in comparison to the previous quarter.

Footpaths

A total of 1725.7m² of concrete works was completed during this period. This consisted of 1573.8m² of new pathways constructed in Marlow Lagoon, Zuccoli and Woodroffe, and replacement of 151.9m² of pathways in Gray, Woodroffe and Gunn improving the connectivity, safety and amenity of our pathway network.

Construction of new pathways are planned to be completed in Zuccoli Stage 3, 4 and substage 2C, and along Tilston Avenue, Moulden during the next reporting period. In addition to this, asphalt resurfacing works will be completed along Elrundie Avenue between Tilston Avenue and Bonson Terrace.



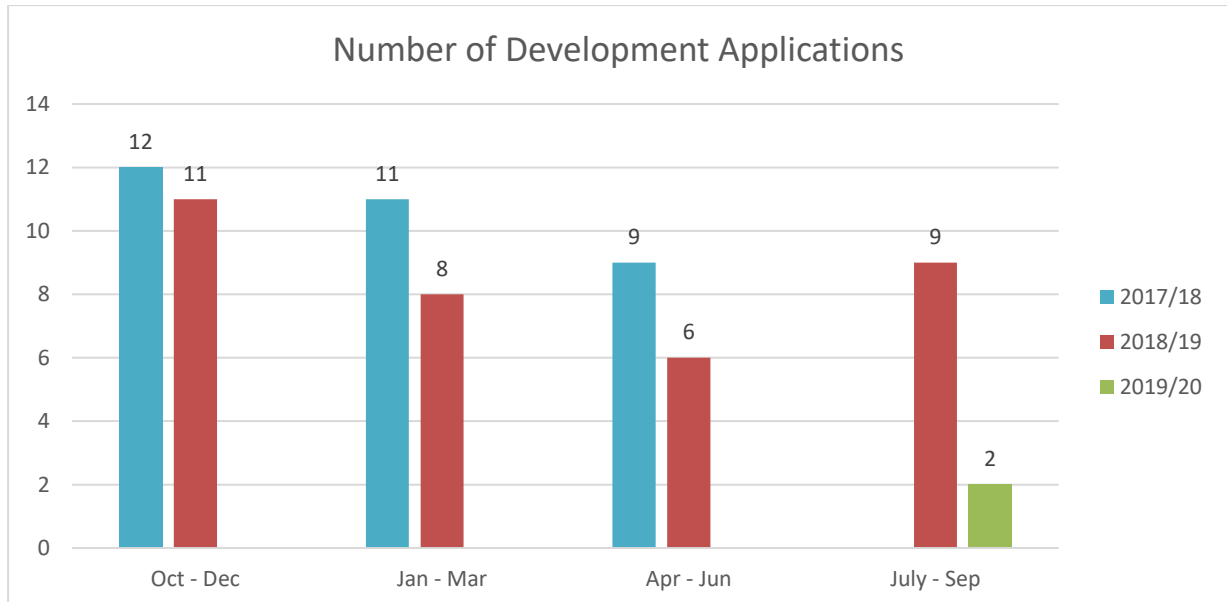
New path linking Elrundie Avenue to Marlow Lagoon

Driveways

A total of 33 new driveways were constructed to connect new homes to the road network within the new developments, as well as 20 permits issued to builders for the construction of new driveways where works were not undertaken by Council.

Development Applications

Council commented on two development applications during this quarter in comparison to nine responses issued in the same quarter of 2018 (refer to Graph 3).



Central Palmerston Area Plan Discussion Paper

During this Quarter, Northern Territory Planning Commission (NTPC) sought feedback from the community on a reviewed discussion paper for the Central Palmerston Area Plan (CPAP). Open between 24 July 2019 to 30 August 2019, this consultation was an opportunity for Council to help shape the future of the central Palmerston area that is reflected in the Community Plan. Council made its submission on 21 August 2019.

There are three stages to this planning process and the feedback received during Stage 1 along with a range of infrastructure and other assessment information is now being used to prepare a draft Area Plan for consultation as Stage 2. The date for Stage 2 has not been released, but when it has it will be another opportunity for Council to provide further feedback.

Electronic Speed Limit Signs (ESLS)

Work will commence during the next quarter on the installation of 18 ESLS for nine school crossings within Palmerston including crossings located at Rosebery Primary School, Bakewell Primary School, Gray Primary School, Woodroffe Primary School, Zuccoli Primary School and Mother Teresa Catholic Primary School.

Laneway Trial Program

Council progressed the second round of consultation on the Laneway Trial Program during this Quarter. The results from the second round of consultation were presented to Council at the Ordinary Council Meeting held on 17 September.

It has been widely commented that addressing anti-social behaviour requires the efforts of many different people and levels of government. Over the next six months, Council will undertake further research and consultation, and will work closely with Police, Department of Housing, Territory Families, other organisations, Members of Parliament and residents in an effort to seek solutions to these difficult problems.

Council will be receiving a further report in November 2019 and March 2020 to consider all consultations and the 11 trial treatments. Over this time, we will also be reviewing and seeking to implement trial treatments at other laneways.

Other Asset and Infrastructure Updates

- Landscape Concept Designs were completed for the development of the open space located at 6 Haydon Street, Rosebery. Public consultation is to be undertaken by mid-October and the project is expected to be completed in November. This project involves tree planting, a pathway and sections of irrigated and dryland grasses.
- Development commenced in Zuccoli Mitchell Creek Green (MCG) Stage 2H.
- Northern Territory Government (NTG) commenced works on upgrading the section of pathway along Elrundie Avenue adjacent to the entry of Marlow Lagoon Recreation Area (MLRA). In conjunction with this, Council completed works on extending this pathway providing a complete connection to MLRA from Elrundie Avenue.
- NTG have awarded Stage 2 design, development and construction of the new Zuccoli Primary School, which will include a pre-school and eight primary school classrooms. Construction is expected to commence in Quarter 1 2020.
- The upgrade of Tulagi Road and Pierssene Road has reached 50% completion.
- Design and costings for the upgrade of the Woodroffe Park pathway and drainage upgrade have been received. Works are expected to commence in October and completed in November.

Open Space and Tree Planting

Tree Planting

During this period, 20 newly planted trees along Temple Terrace between Essington Avenue and Driver Avenue were vandalised. New trees were planted in replacement.

In addition, 44 new trees were planted along Emery Avenue between Chung Wah Terrace and Temple Terrace, and

A total of 13 requests for residential verge tree planting was received, with works to commence within the next quarter.

During the past quarter 44 new trees were planted along Emery Avenue between Chung Wah Terrace and Temple Terrace.

In addition, there were five tree replacements within Flinders Park, Durack.



Trees planted along Emery Avenue, Gray

Tree Planting Strategy

Work has progressed on developing a strategy for tree planting with Stage 1 commencing this financial year. The strategy will outline where new trees are to be planted and will accommodate for the planting of replacement trees lost through cyclones. The initial program has allowed for the cost of watering during the first three years of establishment. Stage 1 plantings (approximately 600 trees) are expected to commence in November.

Street Tree Maintenance

The street tree pruning program is undertaken in each suburb each year to maintain tree canopies above pedestrians and vehicles. The pruning program comprises two parts:

- 1) Canopy lift and inspection of trees to identify faults and hazards.
- 2) Reactive work to address faults and hazards.

During this quarter, reactive pruning was completed in the suburb of Moulden. The next quarter will see clearance street tree pruning in the suburbs of Woodroffe, Gray, Gunn, Rosebery and Bakewell completed.

In addition to this, clearance pruning works were carried out on various trees in Woodroffe, Gray, Gunn, Bakewell, Strawbridge Park, Dunbar Park, Woodroffe Park, Marlow Lagoon Recreation Area and drains in Moulden and Gray, in response to requests received from members of the community and from Council inspections.

Zuccoli Parade Streetscape Project

Funded by both Northern Territory Government and City of Palmerston, designs for the beautification of Zuccoli Parade between Lambrick Avenue and Vitex Street have been completed and have been delivered to residents with frontage to the affected road sections informing them of this initiative.

The project will involve the planting of a large number of native trees and grasses across the verges, median, and roundabouts, which will make a great contribution to Palmerston being a cool, shaded and green Place for People.

It is anticipated that works will commence in late November. The work will be undertaken over several stages to cater for the availability of trees and plants as well as to minimise disruption to local traffic.



Streetscape Concept Design of Zuccoli Parade – artists impression

Temple Terrace Streetscape Project

Concept designs have been completed for the section between Tilston Avenue and Chung Wah Terrace. Stage 1 will be between Kafcaloudes Crescent and Chung Wah Terrace. Affected residents will receive information during early-October and a tender to be invited by the end of October.

Strawbridge Park Orchard

The planting of an orchard to complement the edible garden has been planned and fruit trees are currently being sourced. Planting and irrigation will be completed by the end of October.

Marlow Lagoon Dog Park Improvements

Works have commenced on developing a concept plan for the provision of a Small Dog Area at Marlow Lagoon Dog Park in consideration with the feedback received from a Petition Council received on 16 July 2019. These works will also include good practice principles in the development of successful dog parks.

It is anticipated that the concept plan will be completed by late October and will go out to community

consultation early November. Following community consultation, a report will be presented to Council in December 2019 advising the outcomes of the consultation together with a recommended implementation plan and costs for any proposed improvements.

Other Open Space Projects

As part of City of Palmerston's Capital Works Program, works were completed on replacing the existing playground equipment in Pretty Park and Woodroffe Park.



Pretty Park

The following table outlines further activity completed in relation to parks and open space in the last quarter:

Task	Number
Routine park safety inspections carried out	20
Contract compliance inspections carried out	38
Routine play equipment safety inspections carried out	71
Playground inspection compliance checks carried out	71
Requests received from residents to inspect trees	53
Tree works required after inspections carried out in response to requests received from residents	16

Tree works completed in response to enquiries received from residents	10
Locations recorded that required tree works to be carried out	54
Requests received from residents regarding irrigation	53
Irrigation system repairs issued	228
Irrigation system repairs completed	249
Customer service requests/enquiries received	183
Customer service requests/enquiries completed	138

Sustainability Initiatives

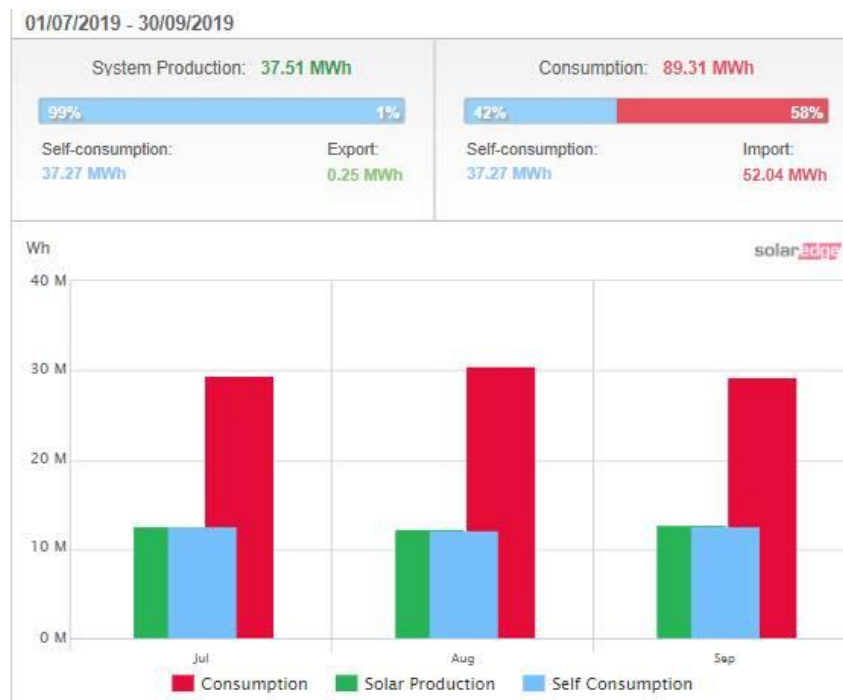
Solar Photovoltaic (PV) Systems on Council Buildings

When evaluating the benefits of installing solar systems on Council buildings the modelling indicated an average financial saving of 36% on power drawn from the grid. The following information shows that we are currently achieving a better result than anticipated.

City of Palmerston Library

In this quarter the City of Palmerston Library solar PV system generated over 37.51 megawatts of power, which equated to approximately 42% of the energy provision for the facility.

The power produced is consistent with the anticipated power generation for the system.



Palmerston Recreation Centre

In this quarter, the Palmerston Recreation Centre solar PV system generated over 33.78 megawatts of power, which equated to approximately 40% of the energy provision for the facility.

This is consistent with the anticipated power generation of the system consultant.



Dark Spot Program

Council has recently identified a number of dark and unsafe areas with poor or no lighting. Preparation of the program has considered a variety of factors including but not limited to: safety; design standards; crime statistics; local uses and risk mitigation.

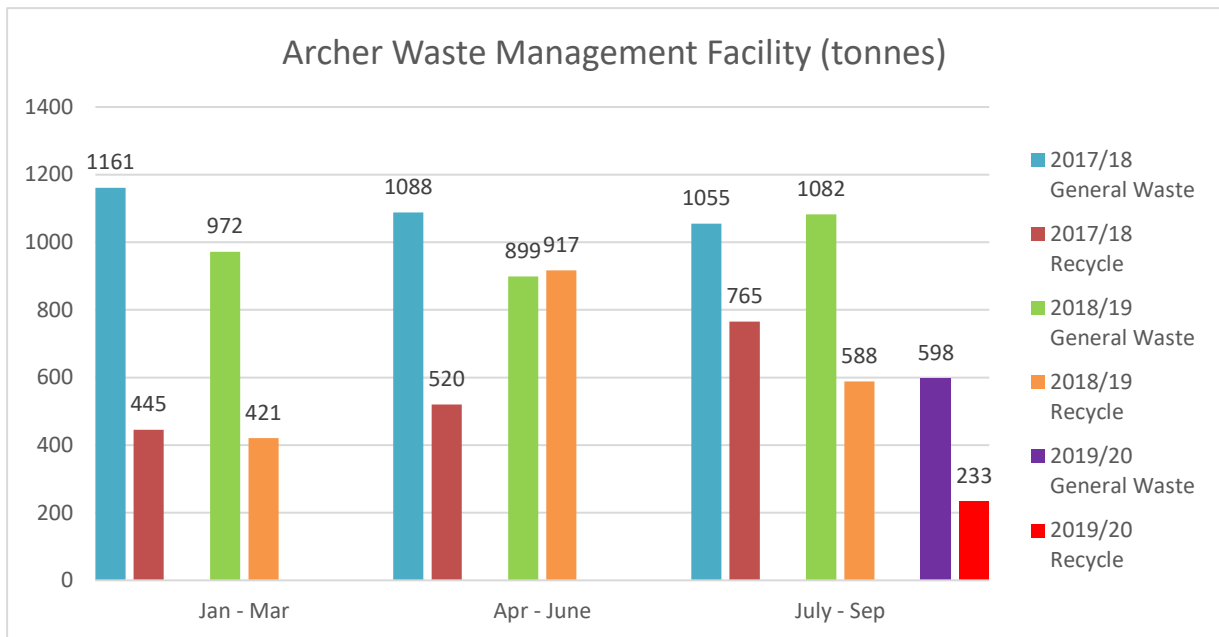
For the first stage in 2019/20, Council has identified areas within the suburbs of Driver, Moulden and Woodroffe to receive lighting upgrades, to be completed in January 2020.

Following these initial works, an evaluation will be undertaken to inform the scope of works for the next stage of the Dark Spot Program.

Waste Management

Archer Waste Management Facility (AWMF)

Due to the timing of writing this report statistics were only available for July and August, this will be updated at the Council meeting on 8th October to include the September statistics. In the meantime, statistics for July and August are lower in comparison to the same period for 2018/2019.



During this period 329 individual items have been diverted from AWMF by HPA to the Shoal Bay Recycle shop. The following data shows a breakdown of these items;

- 15 Fridges
- 52 Washing Machines
- 69 Bicycles
- 57 Lawn Mowers
- 4 Clothes Dryers
- 31 TV's
- 101 Sundry Items i.e. lounges, tables etc.

As of the end of August Litchfield Green Waste have processed 1,200 cubic metres of green waste.

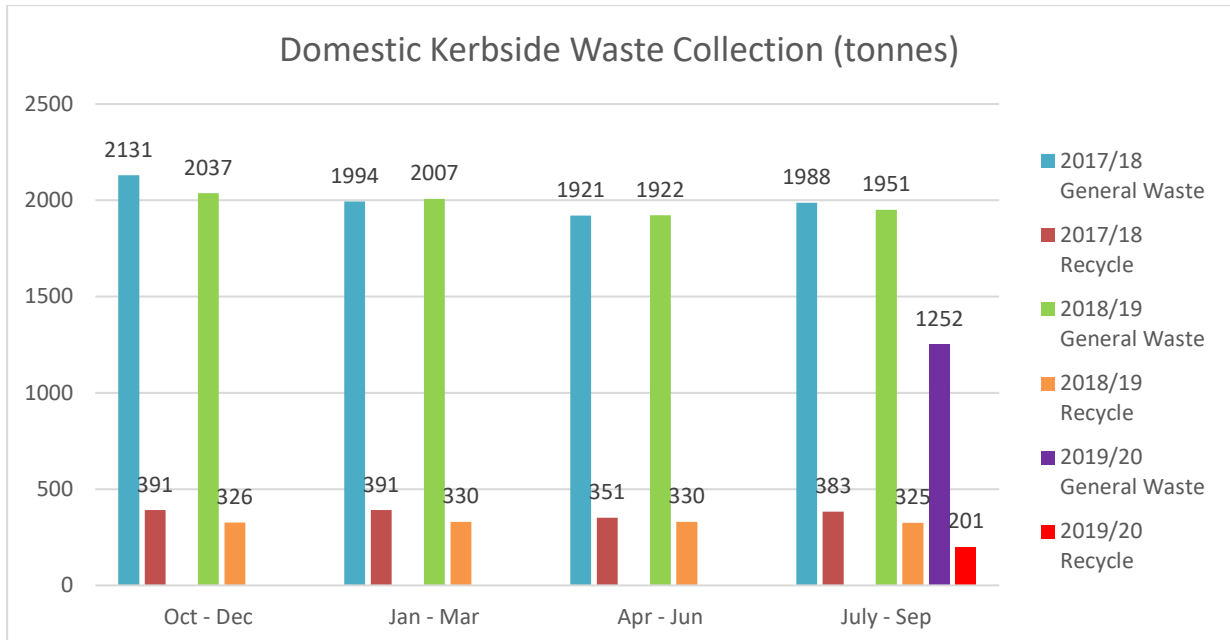
Domestic Kerbside Waste Collection:

Due to the timing of writing this report statistics were only available for July and August, statistics will be updated at the next quarterly report to include statistics for September.

Council received a total of 210 requests relating to waste as shown in the below table:

Request type	Number of requests
New bin service	29
Stolen bin	36
Missed bin	8
Damaged bin	127
Bin upgrade	3
General Enquiries	7
TOTAL:	210

The below graph shows tonnage of waste collected in July and August in comparison to previous quarters. September tonnages were not available at the time of writing this report and will be incorporated into the next quarterly report.



Pre-Cyclone Clean Up Program 2019

Stage 1 of the Pre-Cyclone clean up has been completed in the suburbs of Durack, Marlow Lagoon, Driver, Gray, Moulden and Woodroffe. Data received to date on general waste and recyclables collected is included in the table below. Note that it does not include final totals for the suburbs of Moulden and Woodroffe.

Suburb	% of households that participated	2019 tonnages collected	2018 tonnages collected
Durack	38.7	8.54	8.58
Marlow Lagoon	24	2.88	6.66
Driver	49.9	8.14	13.02
Gray	48.7	12.84	15.74
Moulden		6.2	14.94
Woodroffe		2.84	15.6
		41.44	74.54

Stage 2 of the Pre-Cyclone clean up commences in the suburbs of Farrar, Gunn, Bakewell, Rosebery, Johnson, Bellamack and Zuccoli on Monday 7 October.

A full report detailing the outcomes of the 2019 Pre Cyclone Cleanup will be presented to Council in November.

13 OFFICER REPORTS

13.2 Action Reports

13.2.1 Pop Up Park Program

9/0308

AGENDA ITEM:	13.2.1
REPORT TITLE:	Pop Up Park Program
REPORT NUMBER:	9/0308
MEETING DATE:	8/10/2019
AUTHOR:	Acting Manager Infrastructure and Maintenance, Alex Douglas
APPROVER:	Director City Growth and Operations, Kathy Jarrett

COMMUNITY PLAN

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

PURPOSE

This report seeks Council consideration of implementing a pilot Pop Up Park Program in the City Centre during the 2020 dry season.

KEY MESSAGES

- Pop Up Parks are an initiative to utilise under used urban spaces and transform the urban form into a temporary park for activities or relaxing.
- Pop Up Parks have been established in spaces ranging from car parks to development lots, awaiting construction.
- The purpose is to transform the nature of the space into one that is inviting for active or passive pursuits.
- Pop Up Parks create opportunities for interaction with and enjoyment by all; from individuals to family and community groups.
- Trialling a Pop Up Park initiative within the City of Palmerston during the 2020 dry season has the potential to activate the CBD / Goyder Square during school holidays and accordingly, it is recommended that the holding of two pilot Pop Up Park events in 2020 and that this be referred to the 2020/2021 budget for funding consideration.

RECOMMENDATION

1. THAT Report Number 9/0308 entitled Pop Up Park Program be received and noted.
2. THAT Council refer the proposed trial of two pilot Pop Up Park events (July and September 2020) to be held within the Palmerston Central Business District as described in Report Number 9/0308 entitled Pop Up Park Program to the 2020/2021 budget considerations.

BACKGROUND

At the 1st Ordinary Council Meeting of 4 June 2019 Council resolved:

Palmerston Temporary Pop Up Park Program

THAT a report outlining the benefits to our community, options, feasibility, potential locations with a focus on the City Centre, partnerships and costs of a Palmerston Temporary Pop Up Park Program to enhance community well-being and liveability, be presented to Council by the 2nd Ordinary Council Meeting in September 2019.

CARRIED 9/0648 – 04/06/2019

Council is committed to community building, beautifying and activating our city. Council recognises the need to create spaces that provide benefits for the environment and the physical and mental wellbeing of our community.

Council is delivering many programs to this objective such as tree planting, enhancement of play spaces, conservation of natural bushland and renewing and managing over 170 hectares of open space throughout the city.

This report presents the outcomes of research and opportunities for a Pop Up Park pilot program in the Palmerston City Centre for Council consideration.

DISCUSSION

Pop-up and temporary green and recreational spaces are becoming increasingly popular in cities. Given the rate of development has slowed across the Northern Territory there may be opportunities for place-making and to utilise vacant or underutilised spaces both public and private providing places for people. By way of potential sites there are several vacant allotments within the Palmerston City Centre that could be considered for Pop Up Parks.

Pop-up parks could be a great and cost-effective way to revitalise areas that have been otherwise forgotten or are underutilised.

The presence of public green spaces and recreational activities in urban areas may have benefits beyond health and could include revitalisation of city centres or neighbourhoods, drawing more people to the city centre, managing vacant allotments and increasing passive surveillance. The process could be further enhanced with the engagement of the community in the delivery of the initiative, for example a space for young people designed by young people that can pop up throughout the City to increase inclusiveness and accessibility.

In the research undertaken, Pop Up Parks have been used as a means to achieve a broad range of outcomes. The underlying consistent themes are to create a space where social interaction does not normally occur through activities or features that aren't typically experienced in that space where the outcome is to build community spirit and connections.

Images and examples of Pop Up Parks that have been researched and used as a guide in the development of this report are provided as **Attachment A**.

Benefits to our community

Pop Up Parks have the potential to provide a safe hub for people of all ages and diverse backgrounds, to connect whilst participating in activities. Progressing this initiative is aligned with Council's commitment seeking to provide engaging and fun activities, and places for people to gather and connect. The Friday Markets and other events such as On Frances clearly demonstrate the benefits of the Council facilitating community building and engagement that exemplifies our vision as A Place for People.

Other benefits include:

- Activating a quiet CBD on weekends especially during school holidays.
- Potential to create business opportunities for Palmerston business engaged to activate the Pop Up Parks.
- Beautification of a hot sparse space such as a car park or vacant lot.
- Opportunity to trial different /new play equipment.

Proposal

Based on research undertaken to date and to test further the feasibility of adopting a Pop Up Park Program in the City of Palmerston, it is proposed that a pilot trial be undertaken by holding two Pop Up Park events during the 2020 dry season (July and September) to be held within the Palmerston Central Business District (CBD). The Pop Up Park trials would be included within the Council's events schedule to ensure complementarity with other activities. It is further recommended that the trialling of this initiative be referred to the 2020/2021 budget for funding consideration as outlined later in this report.

The type of elements in the two Pop Up Park trials would be temporary and cost effective in nature and could include:

- Grass (real or artificial)
- Park benches
- Temporary shade structures
- Decking
- Play equipment
- Trees in planter boxes

Pop Up Parks provide an opportunity for an exciting temporary park in the Palmerston CBD. Apart from the obvious need for activities to be inviting and creative, the basic components to create a Pop Up Park would be to provide shade, flooring such as artificial grass and a visual boundary to complement the idea of creating a space for activities or relaxation.

Potential locations- focus on the CBD

Whilst there are several sites within the CBD that could accommodate Pop Up Parks, for this trial it is considered using Council managed land is the most appropriate approach. Should the trial be successful, and the program be developed further, other locations can be considered in partnership with the various owners.

The carpark at the northern end of the Palmerston Recreation Centre off Frances Drive is the current preferred site, with other options being within Goyder Square and the southern end of Memorial Park near the Post Office.

The Palmerston Recreation Centre location provides plenty of space for flexibility and access to power, lighting etc.

Goyder Square has its benefits however may be restricted by the range of dry season events already centred around that venue. It is also a space that is already regularly activated.

The southern end of Memorial Park has potential due to its proximity to the Post Office and the ability to attract participation by the steady stream of visitors to the Post Office and its proximity to a number of office buildings.

Venue selection for the first events will be guided by the theme of the Pop Up Park and the hours of operation.

Without limiting the consideration of venues and themes, the following graphical representation has been developed for the Recreation Centre carpark site:



Programming and duration

The dry season, with its moderate climate and low risk of rainfall, has developed to be the traditional season for outdoor events in and around Palmerston. In the way that the timing of the Friday Markets and many other events are programmed around the dry season, it is proposed that the program for Pop Up Parks also be developed for the same timing. This timing is aimed to achieve participation and engagement with the community and to maximise the success of the trial.

The duration of each Pop Up Park venue may vary over time however the current concept for the 2020 dry season is to have the park operate over a minimum 3 week period in both July and September (aligning with school holidays) either at the same or another location.

Costs of a Palmerston temporary pop up park program

Whilst a detailed item by item costing for a specific Pop Up Park has not been provided, knowledge of costs for the hiring of equipment such as shade structures, furniture and equipment indicate a reasonable budget allocation of \$60,000 to \$80,000 for two venues over a combined minimum of 6 weeks would be required to achieve the desired outcomes.

Measures of Success

Should Council endorse the trial of a Pop Up Park Program by holding two Pop Up Park events during the 2020 dry season, a detailed evaluation will be undertaken in order to inform Council's decision making about future Pop Up Park events. Measures of success to be used in the evaluation will include, but not be limited to:

- Amount of interest/utilisation
- Community feedback indicates satisfaction with the program, with a focus on CBD activation
- Delivery of the Pop Up Park trial within budget
- Asset condition at the conclusion of the trial

Conclusion

In conclusion, trialling a Pop Up Park initiative within Palmerston during the 2020 dry season has the potential to activate the CBD / Goyder Square during school holidays and accordingly, it is recommended that the holding of two pilot trials of Pop Up Park events in 2020 and that this be referred to the 2020/2021 budget for funding consideration.

CONSULTATION PROCESS

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

- Acting Director Lifestyle and Community

In preparing this report, and in advance of the Council considering the concept there has been no consultation with external parties to date.

Based on Council's endorsement of the concept, external parties to be consulted would / may include:

- Businesses within the CBD precinct,
- Various community groups within Palmerston.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

As proposed within the report an allocation of between \$60,000–\$80,000 is considered necessary to enable a successful trial program.

The consideration of this allocation within the 2020/2021 budget process enables further work to be undertaken on researching the exact timing and theming of the Pop Up Parks and if funded delivery in 2020 dry season.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

A risk assessment will be undertaken for each instance of a Pop Up Park to determine what needs to be factored in, such as separation from vehicles, liquor consumption, agreements with adjoining land owners if necessary, temporary power/lighting sources, overnight/weekend storage of activity equipment, and insurance requirements.

The following are potential risks identified to date:

- Expectations may be set within the community to permanently transform the space into a park.
- Businesses within the CBD may think the Pop Up Park detracts patronage from their business activities.
- The program may fail due to low levels of promotion, inappropriate components being provided within the Pop Up Park or other activities taking patronage away from the Park.

Such risks can be managed by ensuring clear communication and marketing of a Pop Up Park Program.

To maximise opportunity and usage it is proposed to undertake the trial in the dry season where the weather is considered more suitable for the proposal.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Increased use and participation of the community within the CBD increases awareness and expectations of how the city centre meets the needs of the community. Increased awareness of the facilities within the CBD, be they the Recreation Centre, Library, local businesses and access to public transport in to and out of the city can enhance opportunities for participation in sports, use of public transport, use of local businesses and community wellbeing.

Pop Up parks alone cannot achieve these aspirations, however it is another opportunity for the Council to demonstrate its aim to be a place for people by complementing all of the other activities already in place and yet to be conceived.

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: Pop Up Park Examples

POP UP PARK EXAMPLES

The images provided by Alderman Giesecke at the time of his Notice of Motion provide examples of the style and function of pop up parks that range from passive to active participation.



Image 1: Example of a Pop Up Park

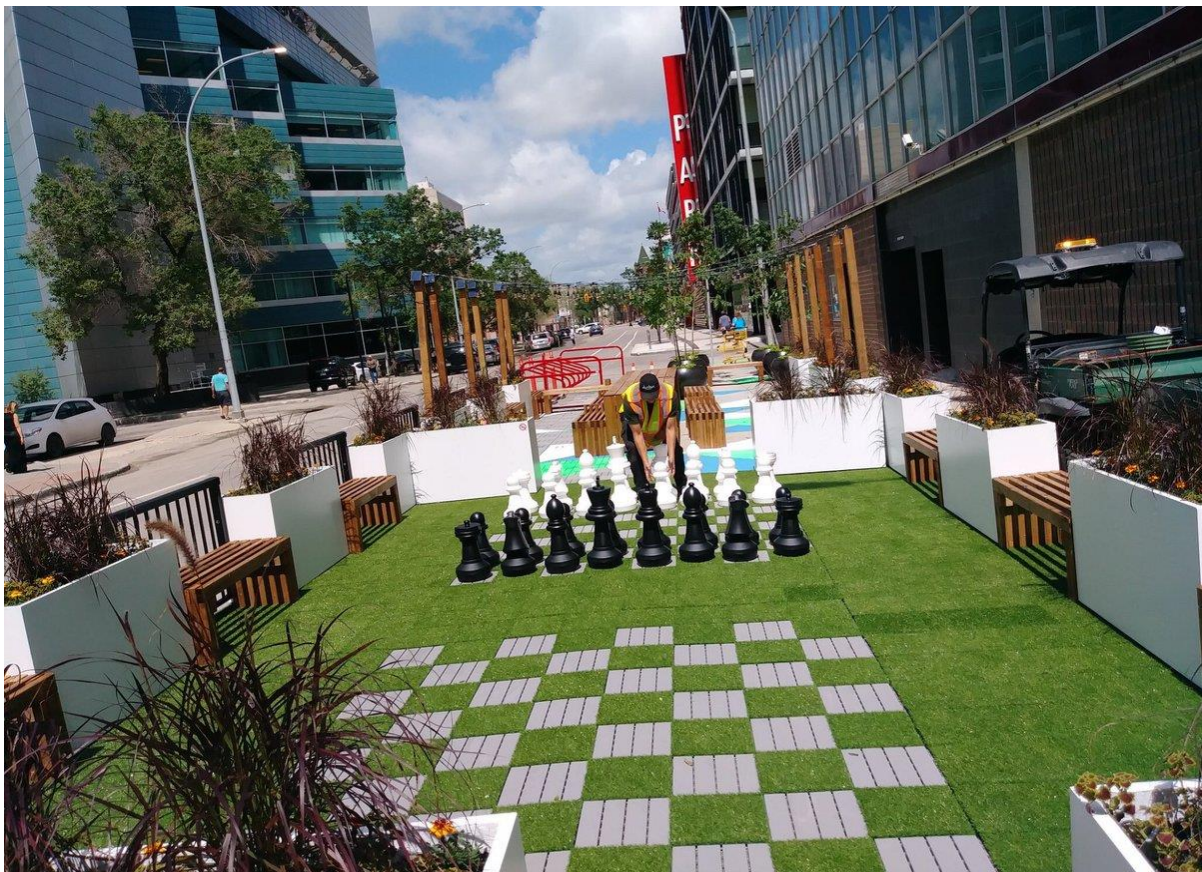


Image 2: A life size chess board in a Pop Up Park

The above examples show the use of existing grassed spaces and temporarily converted hard landscaped spaces.

Other examples that were researched are similar to providing a 'staged' venue for multiple pop up activities organised by individuals or community groups. An extract from the Point Cook Pop Up Park website, Point Cook Action Group, Victoria reads:

Take time to breath between tasks at the Point Cook Pop Up Park. The ideal place to break away from the stress of work and the monotony of home, our pop up park offers space to relax, spend time with family and friends as well as get involved with your local community The park is free, accessible and welcoming, so you can drop in and drop out as you please. Enjoy one of our planned events, or just take a moment to relax.

This particular venue operates in a similar format and intent to City of Palmerston's Friday Market whereas the more likely format of Pop Up Parks within the CBD is shown in the above images.

City of Greater Dandenong has had pop up parks featuring a synthetic sports pitch, a BBQ area with picnic tables, and a community garden.



Palm Beach, Queensland, Australia – Local business owners teamed up to establish a patch of grass for Park(ing) Day at Palm Beach in Queensland. One of the reasons they set up the park was to calm traffic outside the shops, which worked as drivers slowed down to take a look.

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.1.1 LGANT Draft Executive Minutes – 9 September 2019

THAT Council receive and note Item 14.1.1 entitled LGANT Draft Executive Minutes - 9 September 2019.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

**MINUTES OF THE LGANT EXECUTIVE MEETING
HELD ON MONDAY 9 SEPTEMBER 2019 IN THE LGANT OFFICE
COMMENCING AT 9:00 AM**

1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

Mayor Damien Ryan	President – Municipal
Alderman Gary Haslett	Vice President – Municipals (<i>commenced 9:55 am</i>)
Mayor Fay Miller	Executive – Municipal
Councillor Bobby Wunungmurra	Executive – Regional and Shires
Mayor Steven Edgington	Vice President – Regional and Shires (<i>left 10:05 am</i>)
Alderman Peter Pangquee	Executive – Municipal
IN ATTENDANCE:	
Tony Tapsell	LGANT CEO
Jenny Jan	LGANT – Secretariat

2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING

Mayor Judy MacFarlane	Executive – Regional and Shires
Mayor Matthew Ryan	Executive – Regional and Shires
Mayor Maree Bredhauer	Executive – All Councils

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: Councillor Wunungmurra

Carried

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

THAT the minutes of the Executive meeting held on 19 August 2019 as circulated, be confirmed as a true and correct record of this meeting.

Moved: Mayor Edgington

Seconded: Alderman Pangquee

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: Councillor Wunungmurra

Seconded: Mayor Miller

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 July 2019

Discussion

Clarification was given that the income from Local Buy is income earned in the last 3 months.

RESOLUTION

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

Moved: Mayor Edgington

Seconded: Mayor Miller

Carried

6.2 Incorporation of LGANT

Discussion

Clause 24.3

Members agreed that nominations for the LGANT President and Executive members close by late September after the local government elections which are held in August.

Clause 24.4

This clause will need to change accordingly.

Action

1. Update the draft constitution before sending to the Executive for endorsement by circular resolution.

RESOLUTION

That the Executive endorses the draft constitution along with changes by circular resolution and following legal sign-off before it is circulated to member councils.

Moved: Mayor Miller

Seconded: Alderman Pangquee

Carried

6.3 Review of LGANT Policy Statements

Discussion

Members agreed to the CEO's recommendations with the following comments:

Policy 2.4 (b)

Members supported this policy and requested it be retained.

Policy 2.9 (e)

Members agreed that "*Department of Health*" be changed to "*lead agency*".

Policy 2.10 (g)

Members supported this policy as it stands without any further additions.

Policy 2.12

Members agreed that this be cut down to the essential policy and that a policy ensuring plain English documents are produced be added.

Action

2. LGANT to update Policy Statements and present at the next Executive Meeting.

RESOLUTION

That the Executive approves the changes to LGANT's policy statements with the suggested amendments.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

Moved: Alderman Pangquee
Seconded: Mayor Bredhauer
Carried

6.4 2017-2018 Local Government National Report

Discussion

Members heard that the LGANT submission is compiled from data collected from council annual reports.

Action

3. The number of elected members that attended the AICD course to be included in LGANT's submission.
4. Executive members to check with their councils for additional data to be included in the submission and send it to LGANT.
5. The final draft submission to be presented at the next Executive meeting.
6. LGANT to forward the Department's submission to Executive members.

RESOLUTION

That the Executive endorses the submission on the 2017-18 Local Government National Report.

Moved: Alderman Pangquee
Seconded: Councillor Wunungmurra
Carried

6.5 2018-2019 LGANT Annual Report

Discussion

Members asked that the Executive Member Attendance Record be refined to show for each Executive member:

- how many possible meetings
- how many meetings attended
- date appointed to the Executive
- date retired from the Executive.

On page 104 of the report, the number of Executive meetings for the year should be 9.

Action

7. Double check the number of ALGA meetings held during the year.
8. Make above amendments to the LGANT Annual Report.

RESOLUTION

That the Executive endorses the draft 2018-19 LGANT Annual Report being presented at the November 2019 annual general meeting.

Moved: Councillor Wunungmurra
Seconded: Mayor Edgington
Carried

Alderman Gary Haslett joined the meeting at 9:55 am.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING**7.1 Draft LGANT Policy on Protective Security****7.2 Child Safety Officer Positions in Local Government****RESOLUTION**

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

Moved: Mayor Miller
Seconded: Mayor Edgington
Carried

8. BUSINESS WHICH ONLY REQUIRES THE EXECUTIVE TO RECEIVE AND NOTE INFORMATION**8.1 LGANT Submission to the Indigenous Evaluation Strategy****8.2 LGANT Member Satisfaction Survey****RESOLUTION**

THAT the Executive receives and notes agenda items 8.1 and 8.2.

Moved: Alderman Haslett
Seconded: Councillor Wunungmurra
Carried

9. PRESIDENT'S REPORT

The President:

- updated members on the LGANT CEO recruitment
- expressed appreciation to Tony Tapsell for deferring his retirement until a replacement has been found, continuing the smooth running of LGANT
- thanked Tony Tapsell for his work with the Department
- told members he will be meeting with the Minister to discuss water issues on a date to be decided.

RESOLUTION

That the Executive receives and notes the President's report.

Moved: Mayor Damien Ryan
Seconded: Alderman Pangquee
Carried

10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED**Discussion**

Members asked that this section be shortened to a list format highlighting only items that have an update.

Mayor Steven Edgington left the meeting at 10:05 am.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY****10.1 Transfer of Local Roads from the NT Government to Local Government****Future Action**

Attend Regional Roads Committees meetings and report. The next meeting of the Central Australia Regional Roads Committee will be held on 1 October 2019.

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

Provide progress reports to the Executive. LGANT will forward the NTG quarterly publication "Construction Snap Shot" (which provides details of the many NTG projects that are being undertaken) to member councils. LGANT will forward monthly procurement update reports on roads and buildings to CEOs and EIRTG reference group members.

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 NT Alcohol Policies and Legislation Review**Future Action**

Wait for a response from the Chief Minister.

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

Await responses from the Commonwealth and Territory governments.

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

Continue to attend DIPL meetings and provide progress reports.

10.8 East Arnhem Region – LGANT Road Network**Future Action**

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

10.9 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.

10.10 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.

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

Circulate advice once it has been received.

10.12 Environmental Regulatory Reform**Future Action**

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

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY****10.13 Council Motion – Uniform Animal Management Legislation Future Action**

Review the discussion paper the Department releases in November 2019.

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

Provide a further report following the national conference.

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

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

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

Continue to provide progress reports.

10.17 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.

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

City of Palmerston to provide LGANT with guiding principles.

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

Follow up on matters that will be handled at the national level as per the attached letter.

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

Councils to become conversant with the processes of the NT Remuneration Tribunal.

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

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

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

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

10.23 Bench Marking the Rating of Mining and Pastoral Properties in Northern Australia**Future Action**

Commission somebody to do research and report.

10.24 Senate Inquiry into Regional Inequality**Future Action**

Wait to see if the 46th Parliament decides to recommence the inquiry.

10.25 Submission to the Review of the Draft Local Government Bill 2019**Future Action**

Ascertain the date for when the Bill is to be introduced.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

10.26 Infrastructure for Water in Regional and Remote Communities**Future Action**

Include in the 2020-21 LGANT budget submission a request for increased investment in water infrastructure for remote communities. Put a submission to Infrastructure Australia on its Infrastructure Audit report calling for increased investment in water infrastructure for remote communities.

10.27 Town Planning for Towns on Aboriginal Land Trust Land**Future Action**

Follow up on the suggestions in the Minister's letter.

Action

9. Send letter from the Minister to Executive members.

10.28 Independent Town Camps Review**Future Action**

Councils that have town camps in their local government areas to monitor developments with investment plans.

10.29 Statutory Immunity for Roads Authorities**Future Action**

Await the Coroner's report on the recent Arnhem Highway accident and possible changes to the Traffic Act and Control of Roads Act following this and other accidents. Refer item 10.7. Place agenda item in Business Not Yet Finished But Inactive section of the Executive agenda.

10.30 Funding for Coastal Communities to Build Cyclone Shelters

Councils to monitor and work with the Department over the provision of funding for cyclone shelters in remote communities.

RESOLUTION

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

Moved: Alderman Haslett

Seconded: Mayor Miller

Carried

11. BUSINESS NOT YET FINISHED BUT INACTIVE

11.1	Constitutional Recognition of Aboriginal and Torres Strait Islander People
11.2	Territory Wide Logistics Master Plan – Discussion Paper

RESOLUTION

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

Moved: Mayor Miller

Seconded: Alderman Pangquee

Carried

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

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

14. COMPLETED BUSINESS

14.1	National Congress and Business Expo 2019
14.2	Terms of Reference for LGANT Reference Groups
14.3	Roads to Recovery Report 2014-2019
14.4	New Roads to Recovery Program 2019-2024
14.5	Australian Institute of Company Directors Course – Governance Essentials for Local Government
14.6	Concerns About Local Government Response to Media Scrutiny of Glyphosate
14.7	Risk Management Report
14.8	JLT Public Sector Risk Report 2019
14.9	Submission to the Aviation Inquiry
14.10	Council Motion – Stamp Duty Exemption for Councils in the Northern Territory
14.11	Energy Productivity, Efficiency Measures and Renewable Energy
14.12	Submission on Remote Employment and Participation
4.13	NAPCAN Prevent Child Abuse and Neglect

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 Miller
Seconded: Alderman Pangquee
Carried

RESOLUTION

That the Executive meeting closes and moves into Confidential Business.

Moved: Mayor Miller
Seconded: Councillor Wunungmurra
Carried

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

The next meeting of the LGANT Executive will be held on Monday, 21 October 2019 at 9:00 am in the LGANT Boardroom or by Zoom videoconference.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10:15 am.

17. LIST OF ACTIONS FROM THE MEETING

ACTIONS	Item No
1. Update the draft constitution before sending to the Executive for endorsement by circular resolution.	6.2
2. LGANT to update Policy Statements and present at the next Executive Meeting.	6.3
3. The number of elected members that attended the AICD course to be included in LGANT's submission.	6.4
4. Executive members to check with their councils for additional data to be included in the submission and send it to LGANT.	6.4
5. The final draft submission to be presented at the next Executive meeting.	6.4
6. LGANT to forward the Department's submission to Executive members.	6.4
7. Double check the number of ALGA meetings held during the year.	6.5

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

ACTIONS	Item No
8. Make above amendments to the LGANT Annual Report.	6.5
9. Send letter from the Minister to Executive members.	10.27

DRAFT

14 INFORMATION AND CORRESPONDENCE

14.2 Correspondence

14.2.1 LGANT Call for Nominations – NT Heritage Council

1. THAT Council receive and note Item 14.2.1 entitled LGANT Call for Nominations – NT Heritage Council.
2. THAT _____ be nominated as a member of the NT Heritage Council.

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN
TERRITORY

NOMINATION FORM

NT HERITAGE COUNCIL



COUNCIL NAME:

1. Agreement to be nominated

I, _____ agree to be nominated as a
(name in full)

member of the **NT HERITAGE COUNCIL**.

Signature: _____ Date: _____

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the
NT HERITAGE COUNCIL at a meeting held
on / /2019

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: _____

Phone No: _____

4. Nominee Information

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

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

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

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

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

I agree ☐ I Disagree ☐

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

Yes ☐

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, 15 October 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, 17 SEPTEMBER 2019**

CITY OF PALMERSTON

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 17 September 2019 at 5:33pm.

ELECTED MEMBERS

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

STAFF

Acting Chief Executive Officer, Richard Iap
Director City Growth and Operations, Kathy Jarrett
Director Governance and Regulatory Services, Chris Kelly
Acting Director Lifestyle and Community, Anna Ingram
Executive Manager Finance, Shane Nankivell
Acting Manager Infrastructure and Maintenance, Alex Douglas
Communications Officer, Samantha Abdic
Communications Officer, Brigitte Brown
Minute Secretary, Alexandra Briley

GALLERY

2 members of the public
Sowaibah Hanifie, ABC

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Mayor declared the meeting open at 5:33pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Alderman Lewis

Seconded: Alderman Garden

1. THAT the leave of absence received from Mayor Pascoe-Bell for 27 September 2019 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Henderson for 19 September to 21 September 2019 inclusive be received and noted.
3. THAT the leave of absence received from Alderman Spick for 26 September to 29 September 2019 inclusive be received and noted.

CARRIED 9/0817 – 17/09/2019

4 REQUEST FOR TELECONFERENCING

Moved: Mayor Pascoe-Bell

Seconded: Deputy Mayor Giesecke

THAT the request for teleconferencing received from Mayor Pascoe-Bell for the meeting to be held on 8 October 2019 be received and noted.

CARRIED 9/0818 – 17/09/2019

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

Initials: _____

5.2 Staff

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Giesecke

Seconded: Alderman Garden

THAT the minutes of the Council Meeting held on Tuesday, 3 September 2019 pages 9874 to 9885, be confirmed.

CARRIED 9/0819 - 17/09/2019

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil.

10.2 Moving Open Items into Confidential

Nil.

Initials: _____

10.3 Confidential Items

Moved: Alderman Morrison
Seconded: Alderman Henderson

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) 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.

CARRIED 9/0820 – 17/09/2019

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme September 2019 Update

9/0305

Moved: Alderman Hale
Seconded: Alderman Morrison

THAT Report Number 9/0305 entitled Community Benefit Scheme September 2019 Update be received and noted.

CARRIED 9/0821 – 17/09/2019

Initials: _____

Minute Book Page 9892
2nd Ordinary Council Meeting

13.1.2 Financial Report for the Month of August 2019 9/0310

Moved: Alderman Morrison
Seconded: Alderman Henderson

THAT Report Number 9/0310 entitled Financial Report for the Month of August 2019 be received and noted.

CARRIED 9/0822 – 17/09/2019

13.1.3 Palmerston Animal Management Advisory Committee Meeting – August 2019 9/0309

Moved: Alderman Garden
Seconded: Alderman Henderson

THAT Report Number 9/0309 entitled Palmerston Animal Management Advisory Committee Meeting – August 2019 be received and noted.

CARRIED 9/0823 – 17/09/2019

13.2 Action Reports

13.2.1 2019 Community Satisfaction Survey Outcomes 9/0291

Moved: Alderman Garden
Seconded: Deputy Mayor Giesecke

1. THAT Report Number 9/0291 entitled 2019 Community Satisfaction Survey Outcomes be received and noted.
2. THAT Council note the improvement in the overall score and the actions, initiatives and programs that are underway to improve community satisfaction as part of the 2019/2020 Municipal Plan and Budget that are outlined in Report Number 9/0291 entitled 2019 Community Satisfaction Survey Outcomes.

CARRIED 9/0824 – 17/09/2019

Initials: _____

Minute Book Page 9893
2nd Ordinary Council Meeting

13.2.2 Community Benefit Scheme Sponsorship Applications 9/0297

Moved: Alderman Garden
Seconded: Deputy Mayor Giesecke

1. THAT Report Number 9/0297 entitled Community Benefit Scheme Sponsorship Applications be received and noted.
2. THAT Council does not approve the sponsorship request from Australian Institute of Animal Management for the AIAM 2019 National Workshop.
3. THAT Council does not approve the sponsorship request from Child Australia for the 2019 Northern Territory Children's Learning and Development Conference.

CARRIED 9/0825 - 17/09/2019

13.2.3 Trial of Laneway Treatments - Update September 2019 9/0304

Moved: Alderman Henderson
Seconded: Alderman Morrison

1. THAT Report Number 9/0304 entitled Trial of Laneway Treatments - Update September 2019 be received and noted.

CARRIED 9/0826 - 17/09/2019

Moved: Alderman Henderson
Seconded: Alderman Garden

2. THAT Council continue with the existing trial for the laneways as follows and as detailed within Report Number 9/0304 entitled Trial of Laneway Treatments - Update September 2019:
 - Helio Court to Sibbald Park
 - Priest Circuit to Phineaus Court
 - Bonson Terrace to Staghorn Court
 - Manson Court to Bonson Terrace

CARRIED 9/0827 - 17/09/2019

Initials: _____

Moved: Alderman Henderson
Seconded: Alderman Spick

3. THAT Council continue the existing trial of treatments for the following laneways (as detailed in Report Number 9/0304 entitled Trial of Laneway Treatments – Update September 2019) as well as undertake consultation during October 2019 for a trial on temporary night-time closure of the below laneways and report the outcome of the consultation back to Council at the Second Ordinary Meeting in November 2019:

- Gumnut Way to Livistona Park
- Livistona Park to Melastoma Drive
- Staghorn Court to Livistona Park
- Staghorn Court to Gumnut Way
- Priest Circuit to Emery Avenue

CARRIED 9/0828 – 17/09/2019

Moved: Alderman Spick
Seconded: Alderman Henderson

4. THAT Council continue the existing trial of night-time closure for the following laneways (as detailed in Report Number 9/0304 entitled Trial of Laneway Treatments – Update September 2019) as well as trial the temporary full-time closure of the laneways subject to the outcomes of additional community consultation (to be conducted during October 2019) indicating support for the closure:

- Politis Court to Strawbridge Park
- Politis Court to Strawbridge Crescent

CARRIED 9/0829 – 17/09/2019

Moved: Alderman Garden
Seconded: Alderman Henderson

5. THAT a report be presented to Council at the Second Ordinary Meeting in March 2020 detailing the outcomes of the further trial as outlined within Report Number 9/0304 entitled Trial of Laneway Treatments – Update September 2019 including a draft policy to guide decision making on laneway treatments including the option of closures.

CARRIED 9/0830 – 17/09/2019

Initials: _____

**13.2.4 INPEX – operated Ichthys LNG Sponsorship Program – 2019
Halloween at Goyder**

9/0306

Moved: Alderman Morrison
Seconded: Alderman Spick

1. THAT Report Number 9/0306 entitled INPEX- operated Ichthys LNG Sponsorship Program – 2019 Palmerston Halloween event be received and noted.
2. THAT Council accepts the INPEX - operated Ichthys LNG Sponsorship Program of \$5,000 for the 2019 Palmerston Halloween event.

CARRIED 9/0831 – 17/09/2019

13.2.5 Marlow Lagoon Dog Park Improvements

9/0307

Moved: Alderman Garden
Seconded: Alderman Hale

1. THAT Report Number 9/0307 entitled Marlow Lagoon Dog Park Improvements be received and noted.
2. THAT Council develops a concept plan for the provision of a Small Dog Area at Marlow Lagoon Dog Park considering the feedback raised in the Petition received as well as good practice principles in the development of successful dog parks.
3. THAT following the development of the concept plan, community consultation be undertaken regarding the concept plan outlining possible improvements to Marlow Lagoon Dog Park.
4. THAT a report be provided to Council by the Ordinary Meeting in December 2019 advising outcomes of the consultation together with a recommended implementation plan and costs for any proposed improvements to the Marlow Lagoon Dog Park in particular the provision of a small dog area.

CARRIED 9/0832 – 17/09/2019

Initials: _____

13.2.6 Capital Rollovers and Unexpended Grant Allocations 2018/2019 9/0311

Moved: Alderman Garden

Seconded: Alderman Lewis

1. THAT Report Number 9/0311 entitled Capital Rollovers and Unexpended Grant Allocations 2018/2019 be received and noted.

2. THAT Council adopts the reserve movements for 30 June 2019 of:

(i) Transfer to reserve:

- \$7,949,501.48 transferred to Unexpended Grants Reserve;
- \$1,195,254.81 transferred to Unexpended Capital Works Reserve;

3. THAT Council adopts reserve movements and associated expenditure as at 1 July 2019 of:

(i) Transfer from reserve:

- \$2,306,792.69 transferred from Unexpended Grants Reserve;
- \$1,195,254.81 transferred from Unexpended Capital Works Reserve;

CARRIED 9/0833 – 17/09/2019

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

Initials: _____

15 REPORT OF DELEGATES

15.1 Tourism Top End Meeting

Moved: Alderman Henderson
Seconded: Alderman Spick

THAT the verbal report provided by Alderman Henderson regarding Tourism Top End Meeting be received and noted.

CARRIED 9/0834 – 17/09/2019

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

17.1 Abandoned Vehicles

Moved: Alderman Lewis
Seconded: Alderman Spick

THAT a report outlining the legislative requirements, procedures, practices and timeframes associated with the management of abandoned vehicles within Palmerston including any opportunities to improve service delivery, be presented to Council by the First Ordinary Meeting in December 2019.

CARRIED 9/0835 – 17/09/2019

18 NEXT COUNCIL MEETING

Moved: Alderman Morrison
Seconded: Alderman Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 8 October 2019 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0836 – 17/09/2019

Initials: _____

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Garden
Seconded: Alderman Spick

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 9/0837 - 17/09/2019

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Hale
Seconded: Alderman Morrison

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

CARRIED 9/0838 - 17/09/2019

The meeting adjourned at 6:52pm.



Athina Pascoe-Bell
MAYOR

Date:
