

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 19 January 2021

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

#### **COVID-19 Statement of Commitment**

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



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

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

3.3 Leave of Absence Request

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 8 December 2020 pages 10281 to 10293 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.2 Moving Open Items into Confidential

10.3 Confidential Items

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

Item	Confidentiality
------	-----------------

25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(i) of the <i>Local Government (Administration)</i>
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*Regulations*, 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.

- 8(c)(ii) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(c)(ii) of the *Local Government (Administration) Regulations*, 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 maintenance or administration of the law.
- 8(d) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(d) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
- 8(e) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(e) of the *Local Government (Administration) Regulations*, 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.

## 11 PETITIONS

### 11.1 Peckham Court Fence

1. THAT the Petition presented by Alderman Spick on behalf of Residents of McPhee Place/Peckham Court, Gunn regarding Peckham Court Fence be received and noted.
2. THAT a Report be prepared considering the petition request and it be presented to Council at the 2<sup>nd</sup> Ordinary Meeting in March 2021.

# COUNCIL AGENDA Attachment 11.1.1

TO THE DEPARTMENT OF ATTORNEY-GENERAL AND JUSTICE  
OF THE NORTHERN TERRITORY:

## WE THE UNDERSIGNED RESPECTFULLY SHOWETH

We, the residents of the suburb Gunn in the Northern Territory are tired of the uninvited individuals who access the opening in the fence during the day or at night to perform illegal or suspicious behaviour in and around our homes.

## YOUR PETITIONERS THEREFORE HUMBLY PRAY THAT

The Northern Territory Government:

1. Work with City of Palmerston and install a locked gate at the opening to Chung Wah Terrace (adjacent to Peckham Court, Gunn) which has access only via a code for local residents to use.

## AND YOUR PETITIONERS, AS IN DUTY BOUND, WILL EVER PRAY.

	NAME	ADDRESS	SIGNATURE
1	Stephen + Rachael Sheppard	8 Peckham Court, Gunn, N.T., 0832	
2	Robert Ham	7 Peckham Ct Gunn NT	
3	A. Morton	4 Peckham Crs Gunn	
4	C. MYLES	31 PECKHAM CRT GUNN	
5	N. TURNER	2 McPhee Pl GUNN	
6	N DRIVER	14 McPhee Pl Gunn	
7	B LITTLE	12 McPhee Pl Gunn	
8	N. Turner	10 McPhee Pl Gunn	
9	A. KREN	13 MCPHEE PL GUNN	
10	DARREN WEBSTER	8 MCPHEE PL GUNN	
11	J. FOX	6 MCPHEE PL GUNN	
12	D. Newnham	6 Mcphee PL Gunn	
13	T. JAMES	13 PECKHAM CRT GUNN	
14	C. BRENNAN	13 PECKHAM CRT GUNN	
15	P. LEEDIE-DUNCAN	5 PECKHAM CRT GUNN.	
16	KEVIN KAMAT	9 MCPHEE CRT GUNN	
17	RHANA THOMAS	9 MCPHEE PLACE GUNN	
18	DOT CHAPMAN	3 MCPHEE PLACE	
19	Levin Brown	7 McPhee PL Gunn	
20	Peter Clouting	4 McPhee Pl Gunn	
21	Clint Roberts	5 McPhee Pl Gunn	
22	Norissa Sailer	5 McPhee Pl Gunn	
23	EDON BELL	20 PECKHAM COURT GUNN	
24	Brandon + Jo Caldwell	15 PECKHAM COURT GUNN	

# COUNCIL AGENDA Attachment 11.1.1

25	Hamish Botling	14 Peckham Ct Gunn	Botling
26	Linda Hopkinson	12 Peckham Ct Gunn	<del>Botling</del>
27	Chris Voigt	12 Peckham Ct Gunn	Botling
28	Alycia Wethering	10 Peckham Ct Gunn	Botling
29	Reg Rose	10 Peckham Ct Gunn	Botling
30			
31			
32			
33			
34			
35			
36			

To Whom it May Concern,

We are writing to you as we wish to submit a formal request to the Palmerston City Council for the closure of the laneway located on McPhee Place/Peckham Court Gunn backing onto Chung-Wah Terrace, Palmerston.

Due to the ease of access this laneway provides onto both Chung-Wah Terrace and another laneway located directly across leading into Bagshaw Terrace, Gray, this area has proved to be a popular and easy access/escape point for criminals.

With properties located on both McPhee Place and Peckham Court being subject to multiple break-ins, property damage and theft, we are under the belief with the closure of this laneway, both criminal and anti-social behaviours will be reduced within this particular area.

A separate document has been provided along with this application with details of incidents reported to NT police including period of occupancy as well as a petition for the closure of the laneway signed by the residents of Peckham Court/McPhee place.

We also understand that Palmerston City council wish to retain laneways to enable active transport options however due to the escarpment located at the end of Peckham Court we believe the closure of this particular laneway will not impact on the active transport options within the vicinity of this area.

Please also note we wish to also acknowledge that financial contribution will be paid to council on request prior to the instigation of the closure of the laneway.

We appreciate the time taken to consider our request. Should anyone require any further information or supporting evidence please don't hesitate in making contact with our community.

Regards

Residents of McPhee Place/Peckham Court, Gunn

## COUNCIL AGENDA

### Attachment 11.1.2

[illegible]













*A Place for People*

12 NOTICES OF MOTION

13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Financial Report for the Month of December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Manager Finance, Maxie Smith
<b>APPROVER:</b>	Director Organisational Services, Silke Maynard

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the report is to present to Council the Financial Report for the month of December 2020.

### KEY MESSAGES

- Operating income and expenditure are in-line with expectations and cashflows overall.
- Capital expenditure is showing as 39% of budget for the year inclusive of commitments. These expenses are inclusive of the Special Community Assistance and Local Employment (SCALE) projects and Swimming, Wellness, Events, Leisure, Lifestyle (SWELL) project. Significant capital programs to commence later in the financial year include Gray Community Hall Redevelopment and Council's roads reseal program.
- The Creditor Accounts Paid Report includes payments to vendors for the third and final round of myPalmerston which finished on 17 December 2020.

### RECOMMENDATION

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

### BACKGROUND

In accordance with Section 18 of the *Local Government (Accounting) Regulations* the proceeding month's financial report must be presented to Council. The commentary below and **Attachment 13.1.1.1** present the financial position of Council at the end of December 2020.

### DISCUSSION

Monthly cashflows for income and expenses have been updated and are recorded in the report.

#### Operating Income

- Total operating income is at 92% of the current budget.
- Subdivisional Works income is currently tracking higher than anticipated due to new developments coming online within the Palmerston region, and will be adjusted at subsequent budget reviews.



- Durack Heights Community Centre programs continue to perform well, and income will be adjusted at subsequent budget reviews.
- Director City Growth & Operations income is higher than forecast due to the collection of scrap metal from the pre-cyclone clean-up and will be adjusted at subsequent budget reviews.
- All other operating income items are tracking as expected at this point in the financial year.

## Operating Expenditure

- Total operating expenditure is at 51% of the budget inclusive of commitments.
- Emergency Operations is 11% above budget due to COVID-19 cleaning services and will be adjusted at subsequent budget reviews.
- Driver Resource Centre is marginally above budget due to additional maintenance work and will be adjusted at subsequent budget reviews.
- All other operating expenditure lines are in-line with expectations.

## Capital Income

- Capital income is at 12% of the current budget.
- Subdivisional Works income has exceeded budget due to increased development activity, with new areas in Zuccoli coming online. This will be adjusted at subsequent budget reviews.
- Budgeted capital grant income expected to be received this financial year, includes:
  - Gray Community Hall Redevelopment;
  - Reggie Park Open Space Upgrade;
  - Accessible for All Play Equipment;
  - Landscaping and Shade Palmerston Swimming and Fitness Centre;
  - Maurice Terrace Off-Leash Dog Park; and
  - SCALE.
- The SCALE grant funding of \$743,700 was received in last financial year and will be adjusted to show as income received for the January 2021 monthly financial report.

## Capital Expenditure

- Capital Expenditure is at 39% for the year including commitments raised.
- Several major projects are due to commence in the second half of the financial year. This is inclusive of the \$1 million reseal program, and the \$1.455 million Gray Hall Redevelopment as well as playground refurbishments and works at Marlow Lagoon including the Dog Park.
- SCALE projects continue to progress.
- Commitments raised against the Aquatic Centre relate to the SWELL project and the budget will be adjusted at subsequent budget reviews.

## Loans

Council approved an internal loan for \$3.65 million to fund Making the Switch and an external loan for \$1.96 million to fund the final stage of remediation works at the previous Archer Landfill site.

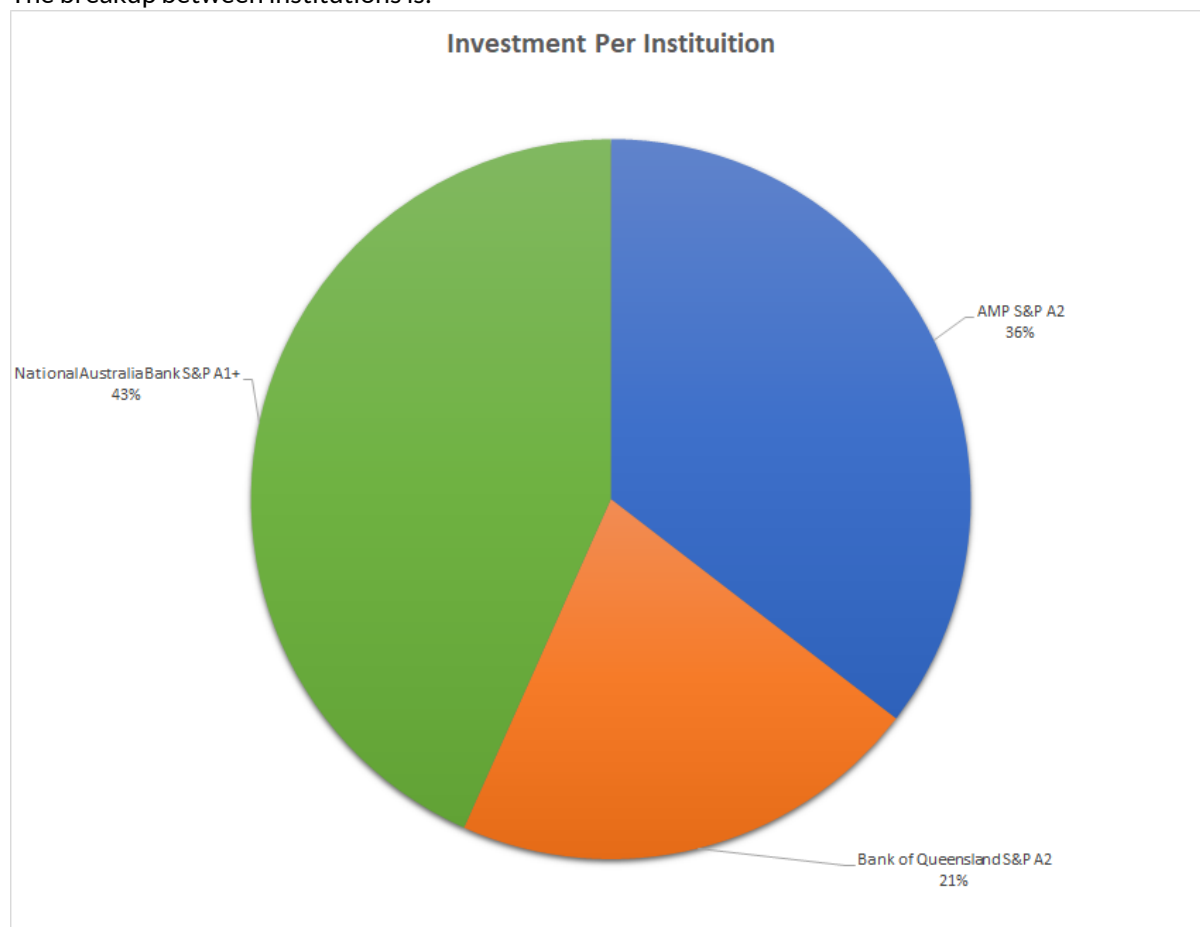
The internal loan for Making the Switch has been drawn upon, with the corresponding figures shown in **Attachment 13.1.1.1, Section 2.10 - Council Loans**. Total project costs for Making the Switch, exclusive of employee costs for the public lighting officer and interest incurred is \$3,223,849. Interest accrued to date is \$98,362 and Council commenced repayments in the 2019/20 financial year with an instalment of \$200,000 processed in conjunction with the Second Budget Review 2019/20. As energy savings from the project are realised, a portion will be allocated to the repayment of the loan, with the remainder allocated to improving the public lighting network as previously approved.

The loan for Archer Landfill Rehabilitation of \$1.96 million was drawn upon on 28 June 2019. The principal repayments for this loan commenced in November 2019 and will occur quarterly. The current outstanding balance on this loan is \$1,738,353. Details of the loan are provided in **Attachment 13.1.1.1, Section 2.10 - Council Loans**.

## Investments

As of 31 December 2020, Council held a total of \$21.165 million in term deposits across three separate financial institutions. The investment portfolio is compliant with Council Policy *FIN06 Investments*.

The breakup between institutions is:



## Outstanding Rates

To provide greater transparency in the area of overdue rates additional information has been incorporated to report 2.4 Debtor Control Accounts to reflect the number of properties overdue per year as well as the cumulative overdue amounts. Rates that remain overdue for more than three years attract an overriding statutory charge which gives Council priority over all other registered and unregistered mortgages, charges, and encumbrances except a previously registered overriding statutory charge. Council currently holds overriding statutory charges over all properties with overdue debt rated prior to 2017/2018. Council's overdue rates are currently worth \$1.56 million or 5.39% of total rates levied for the 2020/21 financial year.

Council continues to support ratepayers affected by COVID-19 through rate relief measures. This financial year nine commercial rates concessions have been approved for five business owners under Council's recently reviewed *FIN17a Public Benefit Concession Policy for Commercial Ratepayers*.

### Waste Charges

The purpose of *Section 2.8 - Waste Charges* in **Attachment 13.1.1.1**, is to provide an indicative overview of Council's progress against its budgeted Waste Reserve movement. In the previous months, this report reflected capital rollover amounts. These capital rollovers have already impacted on reserve balances. Consequently, capital expenditure has been revised to reflect only movements relating to this financial year, and capital rollover amounts have been removed.

### CONSULTATION PROCESS

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

### POLICY IMPLICATIONS

Investments are compliant with Council Policy *FIN06 Investments*.

### BUDGET AND RESOURCE IMPLICATIONS

Budget or resource implications are reflected in the body of the report.

### RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

2. Be sustainable into the long-term  
Context: Optimising the financial, social, and environmental sustainability of the Council.

The *Local Government (Accounting) Regulations - Part 8*, prescribes that:

#### *Financial Reports to Council*

1. *The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council. Setting out:*
  - a. *The actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month.*
  - b. *The forecast income and expenditure for the whole of the financial year.*
2. *The report must include:*
  - a. *Details of all cash investments held by the Council (including any money held in trust).*
  - b. *A statement of the debts owed to the Council including aggregate amount owed under each category with a general indication of the age of the debts.*
  - c. *Other information required by the Council.*

### ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

### COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

## **ATTACHMENTS**

1. Monthly Financial Report December 2020 [13.1.1.1 - 20 pages]



# Financial Management Reports

December 2020

- ❖ 1. Executive Summary
- ❖ 2. Financial Results



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December 2020

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# COUNCIL AGENDA Attachment 13.1.1.1

## Section 2 Financial Results

### 1.1 - Executive Summary as at

% of year passed

31 December 2020

50%

	Revised Budget \$	YTD Actual \$	% Utilised Actuals	YTD Committed \$	% Utilised Committed	Budget Forecast \$
<b>Operating Income</b>						
Rates & Annual Charges	28,867,274	27,848,406	96%	0	0%	28,867,274
Statutory Charges	138,450	36,435	26%	0	0%	138,450
User Charges & Fees	593,182	510,558	86%	0	0%	593,182
Interest & Investment Revenue	993,160	392,116	39%	0	0%	993,160
Reimbursements	0	125	0%	0	0%	0
Other Income	182,929	210,804	115%	0	0%	182,929
Grants, Subsidies & Contributions	2,002,921	1,269,390	63%	0	0%	2,002,921
<b>Operating Income</b>	<b>32,777,916</b>	<b>30,267,834</b>	<b>92%</b>	<b>0</b>	<b>0%</b>	<b>32,777,916</b>
<b>Operating Expenditure</b>						
Employee Costs	-10,187,188	-4,821,219	47%	-3,222	0%	-10,187,188
Professional Services	-1,819,076	-903,351	50%	-235,804	13%	-1,819,076
Auditor's Remuneration	-35,000	-3,830	11%	0	0%	-35,000
Operating Lease Rentals	-46,000	-6,394	14%	-16,028	35%	-46,000
Energy	-1,255,557	-494,605	39%	0	0%	-1,255,557
Materials & Contractors	-10,676,934	-3,776,484	35%	-1,243,518	12%	-10,676,934
Depreciation, Amortisation & Impairment	-10,400,000	-5,200,002	50%	0	0%	-10,400,000
Elected Members Expenses	-385,771	-140,149	36%	0	0%	-385,771
Legal Expenses	-242,200	-217,631	90%	-15,021	6%	-242,200
Water Charges	-1,333,095	-737,315	55%	0	0%	-1,333,095
Telephone & Other Communication Charges	-265,474	-176,467	66%	-46,008	17%	-265,474
Community Grants	-150,000	-22,541	15%	-66,818	45%	-150,000
Other Expenses	-3,502,634	-1,970,344	56%	-237,220	7%	-3,502,634
Borrowing Costs	-46,000	-12,268	27%	0	0%	-46,000
<b>Operating Expenditure</b>	<b>-40,344,929</b>	<b>-18,482,600</b>	<b>46%</b>	<b>-1,863,639</b>	<b>5%</b>	<b>-40,344,929</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-7,567,013</b>	<b>11,785,234</b>		<b>-1,863,639</b>		<b>-7,567,013</b>
<b>Capital Income</b>						
Net gain (loss) on disposal or revaluation of assets	60,856	46,533	76%	0	0%	60,856
Developer Contributions	42,000	219,194	522%	0	0%	42,000
Asset Income	0	0	0%	0	0%	0
Grants received	3,415,589	145,500	4%	0	0%	3,415,589
<b>Capital Income</b>	<b>3,518,445</b>	<b>411,226</b>	<b>12%</b>	<b>0</b>	<b>0%</b>	<b>3,518,445</b>
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>-4,048,568</b>	<b>12,196,460</b>		<b>-1,863,639</b>		<b>-4,048,568</b>
<b>Capital Expenditure</b>						
Land Purchase	0	0	0%	0	0%	0
Asset Purchase	-3,967,287	-1,892,098	48%	-602,455	15%	-3,967,287
Asset Upgrade	-7,653,268	-1,261,423	16%	-753,112	10%	-7,653,268
<b>Capital Expenditure</b>	<b>-11,620,555</b>	<b>-3,153,521</b>	<b>27%</b>	<b>-1,355,567</b>	<b>12%</b>	<b>-11,620,555</b>
Less Non-Cash Expenditure	-10,400,000	-5,200,002	50%	0	0%	-10,400,000
Plus Gifted Assets	0	0	0%	0	0%	0
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-5,269,123</b>	<b>14,242,941</b>		<b>-3,219,206</b>		<b>-5,269,123</b>
Borrowings	0	0	0%	0	0%	0
Repayment of Borrowings	-228,223	-56,325	25%	0	0%	-228,223
Reserve Movement	5,497,346	0	0%	0	0%	5,497,346
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>14,186,616</b>		<b>-3,219,206</b>		<b>0</b>

  
Approved by: Manager Finance

Section 2

Financial Results

31 December 2020

2.1 - Budget Summary Report as at

% of year passed  
Cashflowed Estimate of Budget YTD

50%  
95%

Operating Income

	Revised Budget \$	YTD Actuals \$	%
<b>Governance</b>			
Office of the CEO	559,605	364,660	65.16%
<b>Governance</b>	<b>559,605</b>	<b>364,660</b>	<b>65.16%</b>
<b>Organisational Services</b>			
Director Organisational Services	50,012	40,650	81.28%
<b>Organisational Services</b>	<b>50,012</b>	<b>40,650</b>	<b>81.28%</b>
<b>Finance</b>			
Financial Services	517,658	177,655	34.32%
Rates	22,131,884	20,981,465	94.80%
<b>Finance</b>	<b>22,649,542</b>	<b>21,159,120</b>	<b>93.42%</b>
Events Promotion	45,000	21,000	46.67%
Health and Wellbeing Services	0	3,390	0.00%
Library Services	756,273	758,496	100.29%
Senior Citizens	2,000	2,000	100.00%
Youth Services	355,067	55,067	15.51%
Animal Management	337,250	263,714	78.20%
Parking & Other Ranger Services	137,200	17,605	12.83%
<b>Lifestyle &amp; Community Services</b>	<b>1,632,790</b>	<b>1,121,272</b>	<b>68.67%</b>
<b>City Growth &amp; Operations</b>			
Civic Centre	104,999	81,667	77.78%
Driver Resource Centre	3,818	3,818	100.00%
Director City Growth & Operations	646	1,553	240.43%
Private Works	24,750	16,895	68.26%
Recreation Centre	0	145	0.00%
Roads & Transport	440,102	226,029	51.36%
Subdivisional Works	7,500	63,524	846.98%
Waste Management	6,857,590	6,921,656	100.93%
Odegard Drive Investment Property	446,160	260,260	58.33%
Durack Heights Community Centre	375	6,558	1748.83%
CBD Car Parking	27	27	100.19%
<b>City Growth &amp; Operations</b>	<b>7,885,967</b>	<b>7,582,133</b>	<b>96.15%</b>
	<b>32,777,916</b>	<b>30,267,834</b>	<b>92.34%</b>

Section 2

Financial Results

2.1 - Budget Summary Report as at

31 December 2020

% of year passed  
Cashflowed Estimate of Budget YTD

50%  
2%

Capital Income

	Revised Budget \$	YTD Actuals \$	%
<b>Governance</b>			
Office of the CEO	2,610,589	145,500	5.57%
<b>Governance</b>	<b>2,610,589</b>	<b>145,500</b>	<b>5.57%</b>
<b>Finance</b>			
Financial Services	60,856	46,533	76.46%
<b>Finance</b>	<b>60,856</b>	<b>46,533</b>	<b>76.46%</b>
<b>City Growth &amp; Operations</b>			
Director City Growth & Operations	125,000	0	0.00%
Roads & Transport	680,000	0	0.00%
Subdivisional Works	42,000	219,194	521.89%
<b>City Growth &amp; Operations</b>	<b>847,000</b>	<b>219,194</b>	<b>25.88%</b>
	<b>3,518,445</b>	<b>411,226</b>	<b>11.69%</b>

# COUNCIL AGENDA Attachment 13.1.1.1

## Section 2 Financial Results

### 2.1 - Budget Summary Report as at

31 December 2020

% of year passed  
Cashflowed Estimate of Budget YTD

50%  
65%

#### Operating Expenditure

	Revised Budget \$	YTD Actuals \$	% Utilised Actuals	Commitment \$	% Utilised Committed	Total YTD Actuals + Commitments \$
<b>Governance</b>						
Elected Members	-424,771	-147,879	34.81%	-278	0.07%	-148,157
Office of the CEO	-1,333,260	-734,700	55.11%	-15,484	1.16%	-750,184
<b>Governance</b>	<b>-1,758,031</b>	<b>-882,579</b>	<b>50.20%</b>	<b>-15,762</b>	<b>0.90%</b>	<b>-898,341</b>
<b>Organisational Services</b>						
Customer Services	-315,294	-152,758	48.45%	0	0.00%	-152,758
Human Resources	-751,227	-534,175	71.11%	-28,954	3.85%	-563,129
Information Technology	-1,042,345	-700,780	67.23%	-120,262	11.54%	-821,042
Director Organisational Services	-443,321	-279,928	63.14%	-1,713	0.39%	-281,641
Records Management	-267,861	-110,696	41.33%	-26,040	9.72%	-136,736
<b>Organisational Services</b>	<b>-2,820,048</b>	<b>-1,778,337</b>	<b>63.06%</b>	<b>-176,969</b>	<b>6.28%</b>	<b>-1,955,306</b>
<b>Finance</b>						
Financial Services	-12,748,319	-6,378,641	50.04%	-8,657	0.07%	-6,387,299
Rates	-374,700	-275,908	73.63%	-2,938	0.78%	-278,846
<b>Finance</b>	<b>-13,123,019</b>	<b>-6,654,550</b>	<b>50.71%</b>	<b>-11,596</b>	<b>0.09%</b>	<b>-6,666,145</b>
<b>Lifestyle &amp; Community Services</b>						
Public Relations and Communications	-639,759	-235,147	36.76%	-29,306	4.58%	-264,453
Arts & Culture	-102,000	-42,773	41.93%	-11,250	11.03%	-54,023
Community Development	-883,980	-364,579	41.24%	-67,131	7.59%	-431,710
Disabled Services	-3,000	0	0.00%	0	0.00%	0
Events Promotion	-380,000	-56,146	14.78%	-67,145	17.67%	-123,291
Families & Children	-27,000	-16,677	61.76%	-2,407	8.92%	-19,084
Health and Wellbeing Services	-66,140	-20,529	31.04%	-1,677	2.54%	-22,206
Library Services	-1,745,101	-850,079	48.71%	-68,369	3.92%	-918,448
Senior Citizens	-7,000	-5,726	81.80%	-325	4.64%	-6,051
Youth Services	-252,348	-33,423	13.24%	-27,871	11.04%	-61,294
Director Lifestyle & Community	-523,401	-206,921	39.53%	-11,270	2.15%	-218,191
Safe Communities	-70,797	-29,125	41.14%	-543	0.77%	-29,668
Animal Management	-166,000	-81,289	48.97%	-11,681	7.04%	-92,970
Parking & Other Ranger Services	-887,753	-429,307	48.36%	-1,733	0.20%	-431,040
<b>Lifestyle &amp; Community Services</b>	<b>-5,754,279</b>	<b>-2,371,720</b>	<b>41.22%</b>	<b>-300,709</b>	<b>5.23%</b>	<b>-2,672,429</b>
<b>City Growth &amp; Operations</b>						
Aquatic Centre	-750,134	-296,889	39.58%	-31,035	4.14%	-327,924
Archer Sports Club	-256	-72	28.00%	0	0.00%	-72
Civic Centre	-406,463	-178,939	44.02%	-30,234	7.44%	-209,173
Depot	-71,623	-42,271	59.02%	-14,311	19.98%	-56,582
Driver Resource Centre	-13,250	-9,029	68.14%	-4,889	36.90%	-13,917
Emergency Operations	-30,000	-32,608	108.69%	-665	2.22%	-33,272
Gray Community Hall	-29,567	-10,720	36.26%	-1,945	6.58%	-12,665
Director City Growth & Operations	-586,162	-384,876	65.66%	-85,929	14.66%	-470,805
Open Space	-4,649,433	-1,965,049	42.26%	-412,881	8.88%	-2,377,930
Private Works	-91,373	-46,638	51.04%	0	0.00%	-46,638
Recreation Centre	-253,653	-84,540	33.33%	-18,841	7.43%	-103,381
Roads & Transport	-2,254,926	-712,349	31.59%	-365,817	16.22%	-1,078,166
Stormwater Infrastructure	-234,350	-96,589	41.22%	-65,745	28.05%	-162,334
Street Lighting	-770,000	-321,484	41.75%	-2,525	0.33%	-324,009
Subdivisional Works	0	-112	0.00%	0	0.00%	-112
Waste Management	-6,376,926	-2,471,625	38.76%	-719,307	11.28%	-3,190,932
Odegaard Drive Investment Property	-141,407	-65,833	46.56%	-5,962	4.22%	-71,795
Durack Heights Community Centre	-22,220	-5,685	25.59%	-3,351	15.08%	-9,036
CBD Car Parking	-126,809	-46,302	36.51%	-9,660	7.62%	-55,962
Goyder Square	-81,000	-23,806	29.39%	-6,010	7.42%	-29,816
<b>City Growth &amp; Operations</b>	<b>-16,889,553</b>	<b>-6,795,415</b>	<b>40.23%</b>	<b>-1,779,108</b>	<b>10.53%</b>	<b>-8,574,523</b>
	<b>-40,344,929</b>	<b>-18,482,600</b>	<b>45.81%</b>	<b>-2,284,143</b>	<b>5.66%</b>	<b>-20,766,744</b>

# COUNCIL AGENDA Attachment 13.1.1.1

## Section 2

### Financial Results

#### 2.1 - Budget Summary Report as at

31 December 2020

% of year passed  
Cashflowed Estimate of Budget YTD

50%  
40%

#### Capital Expenditure

	Revised Budget \$	YTD Actuals \$	% Utilised Actuals	Commitment \$	% Utilised Committed	Total YTD Actuals + Commitments \$
<b>Organisational Services</b>						
Information Technology	-430,337	-94,659	22.00%	-69,860	16.23%	-164,519
Director Organisational Services	0	0	0.00%	-37,806	0.00%	-37,806
<b>Organisational Services</b>	<b>-430,337</b>	<b>-94,659</b>	<b>22.00%</b>	<b>-107,666</b>	<b>25.02%</b>	<b>-202,324</b>
<b>Finance</b>						
Financial Services	-713,415	-154,453	21.65%	0	0.00%	-154,453
<b>Finance</b>	<b>-713,415</b>	<b>-154,453</b>	<b>21.65%</b>	<b>0</b>	<b>0.00%</b>	<b>-154,453</b>
Arts & Culture	-85,000	0	0.00%	0	0.00%	0
Library Services	-530,000	-171,671	32.39%	-158,445	29.90%	-330,115
Director Lifestyle & Community	-80,000	0	0.00%	0	0.00%	0
<b>Lifestyle &amp; Community Services</b>	<b>-695,000</b>	<b>-171,671</b>	<b>24.70%</b>	<b>-158,445</b>	<b>22.80%</b>	<b>-330,115</b>
<b>City Growth &amp; Operations</b>						
Aquatic Centre	-301,273	-420,626	139.62%	-256,000	84.97%	-676,626
Civic Centre	-85,000	-2,220	2.61%	-8,795	10.35%	-11,015
Depot	-332,030	0	0.00%	0	0.00%	0
Driver Resource Centre	-20,000	0	0.00%	0	0.00%	0
Gray Community Hall	-1,480,000	-110,164	7.44%	-12,445	0.84%	-122,609
Director City Growth & Operations	-795,927	-106,502	13.38%	-461,718	58.01%	-568,220
Open Space	-2,755,280	-784,100	28.46%	-219,732	7.97%	-1,003,831
Recreation Centre	-510,393	-170,789	33.46%	-26,635	5.22%	-197,424
Roads & Transport	-2,099,686	-250,028	11.91%	-96,953	4.62%	-346,981
Stormwater Infrastructure	-150,000	-40,412	26.94%	0	0.00%	-40,412
Street Lighting	-608,665	-636,069	104.50%	-780	0.13%	-636,849
Subdivisional Works	-302,213	-132,088	43.71%	-11,805	3.91%	-143,893
Waste Management	-276,335	-49,711	17.99%	-145	0.05%	-49,857
Durack Heights Community Centre	-65,000	0	0.00%	0	0.00%	0
<b>City Growth &amp; Operations</b>	<b>-9,781,802</b>	<b>-2,702,709</b>	<b>27.63%</b>	<b>-1,095,009</b>	<b>11.19%</b>	<b>-3,797,718</b>
	<b>-11,620,555</b>	<b>-3,123,492</b>	<b>26.88%</b>	<b>-1,361,119</b>	<b>11.71%</b>	<b>-4,484,611</b>



**Section 2**  
**Financial Results**  
**2.2 Reserves Schedule**

	Balance as at 1/07/2020	TO RESERVES				FROM RESERVES				Balance as at 30/06/2021
		Original Budget \$	Carry Forwards & Rollovers \$	Budget Reviews 1st Review \$	Adopted Budget \$	Original Budget \$	Carry Forwards & Rollovers \$	Budget Review 1st Review \$	Adopted Budget \$	
<b>Externally Restricted Reserves</b>										
Unexpended Grants Reserve	456,846	300,000	0	250,000	550,000	250,000	0	42,708	292,708	714,138
	<b>456,846</b>	<b>300,000</b>	<b>0</b>	<b>250,000</b>	<b>550,000</b>	<b>250,000</b>	<b>0</b>	<b>42,708</b>	<b>292,708</b>	<b>714,138</b>
<b>Internally Restricted Reserves</b>										
Election Expenses Reserve	150,000	0	0	0	0	0	0	0	0	150,000
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	500,000
Unexpended Capital Works Reserve	2,597,173	0	0	0	0	0	1,400,050	1,197,123	2,597,173	0
Developer Funds In Lieu Of Construction	1,786,459	162,730	0	0	162,730	516,000	0	2,213	518,213	1,430,976
Waste Management Reserve	2,142,278	68,020	0	8,821	76,841	190,000	0	144,400	334,400	1,884,719
Asset Renewal Reserve	0	0	0	0	0	0	0	0	0	0
Major Initiatives Reserve	614,949	0	0	0	0	0	0	0	0	614,949
	<b>7,790,859</b>	<b>230,750</b>	<b>0</b>	<b>8,821</b>	<b>239,571</b>	<b>706,000</b>	<b>1,400,050</b>	<b>1,343,736</b>	<b>3,449,786</b>	<b>4,580,644</b>
<b>Unrestricted Reserves</b>										
Working Capital Reserve	9,546,226	0	0	0	0	997,179	0	1,547,245	2,544,424	7,001,802
	<b>9,546,226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>997,179</b>	<b>0</b>	<b>1,547,245</b>	<b>2,544,424</b>	<b>7,001,802</b>
<b>Total Reserve Funds</b>	<b>17,793,931</b>	<b>530,750</b>	<b>0</b>	<b>258,821</b>	<b>789,571</b>	<b>1,953,179</b>	<b>1,400,050</b>	<b>2,933,688</b>	<b>6,286,917</b>	<b>12,296,585</b>

  
Approved by: Manager Finance

# COUNCIL AGENDA

## Attachment 13.1.1.1

### Section 2

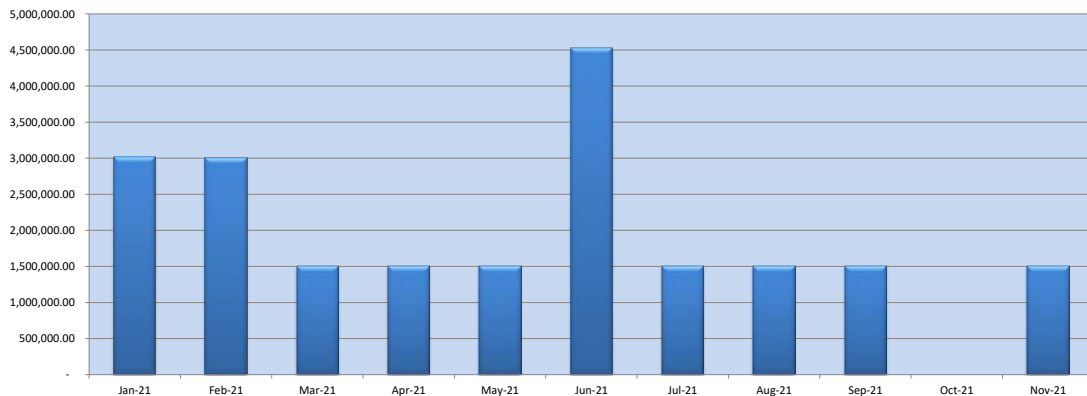
### Financial Results

### 2.3 Investments Management Report

#### INVESTMENTS REPORT TO COUNCIL AS AT 31/12/2020

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%			\$ 6.79	0.00%
AMP	S&P A2	\$ 1,500,000.00	1.40%	January 27, 2021	27		
AMP	S&P A2	\$ 1,500,000.00	0.80%	April 21, 2021	111		
AMP	S&P A2	\$ 1,500,000.00	0.80%	June 30, 2021	181		
AMP	S&P A2	\$ 1,500,000.00	0.70%	September 22, 2021	265		
AMP	S&P A2	\$ 1,500,000.00	0.75%	November 3, 2021	307	\$ 7,500,000.00	35.44%
Bank of Queensland	S&P A2	\$ 1,500,000.00	0.60%	May 5, 2021	125		
Bank of Queensland	S&P A2	\$ 1,500,000.00	0.65%	July 28, 2021	209		
Bank of Queensland	S&P A2	\$ 1,500,000.00	0.65%	August 25, 2021	237	\$ 4,500,000.00	21.26%
National Australia Bank	S&P A1+	\$ 7,657.67	0.31%				
National Australia Bank	S&P A1+	\$ 157,273.09	0.31%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.98%	January 13, 2021	13		
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.60%	February 10, 2021	41		
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.70%	February 24, 2021	55		
National Australia Bank	S&P A1+	\$ 1,500,000.00	1.00%	March 10, 2021	69		
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.75%	June 2, 2021	153		
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.60%	June 16, 2021	167	\$ 9,164,930.76	43.30%
TOTAL SHORT TERM INVESTMENT		\$ 21,164,937.55	Average Days to Maturity		140		
% OF TOTAL INVESTMENT PORTFOLIO		A1 (max 100%) 43%	A2/P2 (max 60%) 57%	A3 (max 40%) 0%		100%	
Weighted Average Rate		0.68%	BBSW 90 Day Rate Benchmark		0.01%		
GENERAL BANK FUNDS		\$ 7,857,162.47	Total Budget Investment Earnings		-\$ 400,000.00		
TOTAL ALL FUNDS		\$ 29,022,100.02	Year to Date Investment Earnings		-\$ 91,761.54		

Cashflow of Investments



#### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,200,000	\$ 260,260	\$ 71,916	\$ 188,344	78,641

Approved by: Manager Finance

Section 2  
Financial Results  
31 December 2020

2.4 Debtor Control Accounts

SUNDRY DEBTORS:								
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS		
	196,776.54	161,237.95	(2,300.00)	2,773.50	25,323.50	9,741.59		
RATES:								
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME					
Dec-20	\$1,559,856	\$362,148	5.39%					
Dec-19	\$1,423,694		4.96%					
TOTAL OVERDUE BY YEAR AND NUMBER OF PROPERTIES								
Year	Charged in 2020/2021	Charged in 2019/2020	Charged in 2018/2019	Charged in 2017/2018	Charged in 2016/2017	Charged in 2016/2017	Charged in 2015/2016	Charged in 2014/2015
Overdue Amount	\$788,633	\$432,593	\$213,335	\$76,242	\$35,605	\$11,536	\$1,621	\$291
Cumulative Number Of Properties	2082	342	146	57	32	13	5	1
INFRINGEMENTS:		\$						
Animal Infringements		141,811.23						
Public Places		10,307.00						
Parking Infringements		148,600.07						
Litter Infringements		875.00						
Signs		0.00						
Other Law and Order		0.00						
Net Balance on Infringement Debts		<u>301,593.30</u>						

  
Approved by: Manager Finance

## Section 2

### Financial Results

#### 2.5 - Financial Indicators

	Target	2021	2020	2019	2018
<b>Operating Surplus Ratio</b>					
Total Operating Surplus/Deficit	0.00%	-23.09%	-18.87	-23.02%	-26.12%
Total Operating Income					
This indicator shows the extent to which operational expenses are covered by operational income, and if in surplus, how much is available to use for other purposes such as capital expenses. This has been calculated from the forecast budget.					
<b>Debt Service Ratio (External Loans)</b>					
Net Debt Service Cost	<5%	0.76%	0.80%	0:00%	0:00%
Operating Revenue					
A Council's debt service ratio shows Council's debts (principal + interest) in relation to Council's income.					
<b>Rate Coverage Percentage</b>					
Rate Revenues	60%-75%	67.15%	54.69%	48.34%	56.67%
Total Revenues					
This indicator shows the percentage of total revenue raised through rates income.					
<b>Rates &amp; Annual Charges Outstanding Percentage</b>					
Rates & Annual Charges Outstanding	<5%	5.39%	5.08%	3.84%	3.39%
Rates & Annual Charges Collectible					
This percentage shows Council's total rates outstanding against rates payable to Council in this financial year. The rate will decrease as instalment dates pass.					

## SECTION 2

### Financial Results

		2.6 - Creditor Accounts Paid	December 2020
Creditor Name	Creditor Payment Type	Amount \$	
4256 AMP Bank	Investment	3,000,000.00	
1607 Sterling NT Pty Ltd	General Creditors	221,194.80	
2587 Top End RACE	General Creditors	188,962.40	
2 Australian Taxation Office - PAYG	General Creditors	184,494.00	
639 Cleanaway Pty Ltd.	General Creditors	165,224.08	
V01755 Liquid Blu Pty Ltd	General Creditors	127,820.00	
549 City of Darwin	General Creditors	102,062.10	
5104 JLM Contracting Services Pty Ltd	General Creditors	96,321.05	
V01904 Veolia Environmental Service (Australia) Pty Ltd	General Creditors	91,448.62	
V00295 Jacana Energy	Utilities	87,856.48	
V01789 Next Energy Lighting Pty Ltd	General Creditors	61,109.30	
V00773 Akron Group NT Pty Ltd	General Creditors	54,998.35	
87 Industrial Power Sweeping Services Pty	General Creditors	53,798.88	
798 YMCA of the Northern Territory	General Creditors	51,789.30	
V01619 Merit Partners Pty Ltd	General Creditors	50,440.07	
V01958 Ross Kourounis T/A Rossi Architects	General Creditors	47,958.90	
V01860 Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	44,602.04	
V02015 Darwin Mazda	General Creditors	44,193.72	
V03072 Larrakia Development Corporation	General Creditors	43,422.25	
V02474 HMG - Heath Motor Group Pty Ltd (Isuzu)	General Creditors	32,251.43	
938 Nightcliff Electrical	General Creditors	30,209.46	
4190 National Australia Bank	General Creditors	29,410.97	
5254 True North	General Creditors	27,052.16	
V02540 KESAB Environmental Solutions	General Creditors	26,840.00	
V00157 McArthur Management Services (Vic) P/L	General Creditors	25,520.00	
V02521 Darwin Commercial Construction and Maintenance Pty	General Creditors	25,043.07	
V02579 Human Synergistics Pty Ltd	General Creditors	23,785.44	
V02814 Agon Environmental Pty Ltd	General Creditors	22,059.40	
5031 All Aspects Recruitment & HR Services	General Creditors	21,625.58	
54 Powerwater	Utilities	18,272.38	
47 Telstra Corporation Ltd	General Creditors	17,277.83	
V03176 Fuji Xerox Australia Pty Limited	General Creditors	16,478.00	
5525 Easyweb Digital Pty Ltd	General Creditors	14,978.69	
V03010 Kelly Kanafani	General Creditors	12,672.00	
V00599 Athina Pascoe-Bell	Elected Members	11,886.70	
3971 Pipeline Renovations Pty Ltd trading as RenoFLO	General Creditors	11,476.04	
V00682 Leigh Dyson Plumbing	General Creditors	11,214.50	
479 Jardine Lloyd Thompson Pty Ltd	General Creditors	11,000.00	
V03075 KCOM Construction	General Creditors	10,588.75	
3936 Arafura Tree Services and Consulting	General Creditors	10,292.00	
2336 Flick Anticimex Pty Ltd	General Creditors	10,103.93	
V01009 Australian Parking and Revenue Control Pty Limited	General Creditors	10,065.00	
444 Ms Techy Masero	General Creditors	9,900.00	
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	9,867.51	
5508 Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	9,820.29	
V00368 iWater NT	General Creditors	9,745.45	
5651 Minter Ellison Lawyers	General Creditors	9,729.52	
V03222 Matrix on Board Training Pty Ltd	General Creditors	9,350.00	
5 Australia Post	General Creditors	8,740.40	
3880 PAWS Darwin Limited	General Creditors	8,700.00	
943 Territory Asset Management Services	General Creditors	8,580.00	
5615 EcOz Environmental Consulting	General Creditors	7,695.49	
V03214 Russell Kennedy	General Creditors	7,580.10	
V03107 Kerry's Body Therapy	MyPalmerston	7,552.50	
566 Stickers & Stuff	General Creditors	7,416.00	
V03237 Glen Collins	Refunds & Reimbursements	7,257.56	
V03101 Golden Nails	MyPalmerston	6,897.50	
V02915 m3architecture Pty Ltd	General Creditors	6,358.58	
V03113 Lakim Butcher	MyPalmerston	6,130.00	
1963 Western Australian Local Government	General Creditors	5,835.50	
V03118 Wicked NRG Pty Ltd	MyPalmerston	5,602.50	
V03208 Francheska Gobel	Refunds & Reimbursements	5,237.14	
184 Clouston Associates	General Creditors	5,236.00	
26 Viva Energy Australia Ltd	General Creditors	5,150.34	

# COUNCIL AGENDA

## Attachment 13.1.1.1

Creditor Name	Creditor Payment Type	Amount \$
V03090 Beans n More NT	MyPalmerston	5,060.00
V03057 Covai Cafe	MyPalmerston	4,927.50
V01612 News Corp Australia	General Creditors	4,893.77
V02369 Maher Raumteen Solicitors	General Creditors	4,400.15
3189 Seek Limited	General Creditors	4,179.23
V02431 Enosys Solutions Pty Ltd	Refunds & Reimbursements	4,107.80
V01584 Salary Packaging Australia	General Creditors	4,066.14
V02563 Amcom Pty Ltd Acc no 68842	General Creditors	3,976.87
V01118 Wilson Security Pty Ltd	General Creditors	3,854.12
4737 D & L Plumbing & Gasfitting	General Creditors	3,841.20
4561 Bendesigns	General Creditors	3,764.20
V02534 Water Dynamics Pty Limited	General Creditors	3,662.35
V02229 Studio B Designs	General Creditors	3,652.00
4065 Southern Cross Protection Pty Ltd	General Creditors	3,556.08
2199 SBA Office National	General Creditors	3,509.16
4538 Byrne Consultants	General Creditors	3,379.20
V00474 Lane Communications	General Creditors	3,372.84
V03115 Roseberyminimart	MyPalmerston	3,362.50
V03226 Carole & Phillip Peat	Refunds & Reimbursements	3,310.00
2977 Security & Technology Services P/L	General Creditors	3,283.30
V02852 DDAGroup Corp Comm P/L T/A Tangelo Creative	General Creditors	3,273.60
4007 Ark Animal Hospital Pty Ltd	General Creditors	3,265.00
V01570 Sarah Louise Henderson	Elected Members	3,264.12
V03061 Paper & Pen	MyPalmerston	3,220.00
V03076 Centreline Traffic Pty Ltd	General Creditors	3,168.00
V03096 Driver Supermarket	MyPalmerston	3,137.50
V01574 Dr Thomas A Lewis OAM	Elected Members	3,137.40
V03040 Zuccoli IGA	MyPalmerston	2,867.50
V00555 Rydges Palmerston	General Creditors	2,858.50
V00271 Fuji Xerox Business Centre NT	General Creditors	2,826.01
V00193 Amcom Pty Ltd Acc no CN5439	General Creditors	2,733.50
353 Otis	General Creditors	2,707.98
V02923 Instyle Hair and Beauty NT	MyPalmerston	2,685.00
V03006 FRM Refrigeration & Air Conditioning Pty Ltd	General Creditors	2,663.65
V00077 Mintidol Pty Ltd	General Creditors	2,442.00
V03085 Malones Butchery	MyPalmerston	2,425.00
V02886 KTLF Enterprises Pty Ltd Ta Sportspower Palmerston	MyPalmerston	2,422.50
112 Beaurepaires	General Creditors	2,396.30
V03120 Bodybar	MyPalmerston	2,320.00
V03065 Aussie Pooch Nutrition & Wellbeing	MyPalmerston	2,312.50
V01528 JKW Law Practice Pty Ltd	General Creditors	2,277.00
48 Top End Line Markers Pty Ltd	General Creditors	2,236.30
V00399 Palmerston and Regional Basketball Association	General Creditors	2,201.90
V00939 Defend Fire Services Pty Ltd	General Creditors	2,182.08
712 Paradise Landscaping (NT) Pty Ltd	General Creditors	2,179.10
5410 Majestix Media Pty Ltd	General Creditors	2,178.00
5640 Think Water - Winnellie & Virginia	General Creditors	2,172.57
V01615 Autopia Management Pty Limited	General Creditors	2,157.00
V01572 Lucy Morrison	Elected Members	2,136.07
V01573 Amber Garden	Elected Members	2,136.07
5272 Greville Fabrication Pty Ltd	General Creditors	2,123.00
V03155 HSE Management Australia (HSEMA)	General Creditors	2,117.50
V00200 Red Earth Automotive Pty Ltd	General Creditors	2,021.65
V01569 Benjamin Giesecke	Elected Members	1,986.07
V01829 Master Blaster High Pressure Cleaning	General Creditors	1,936.00
V03184 Cross Developments Pty Ltd	General Creditors	1,848.00
V03127 Palmerston Quality Meats	MyPalmerston	1,815.00
V03220 Taste of the Top End - Emma Lupin	General Creditors	1,800.00
V01571 Michael Spick	Elected Members	1,769.40
V01579 Damian Hale	Elected Members	1,769.40
V02306 Well Done International Pty Ltd	General Creditors	1,703.35
V03063 Fresh Point Co Cafe	MyPalmerston	1,517.50
V02277 Mowbray Investments Pty Ltd - On The Menu Catering	General Creditors	1,508.00
V03134 K Tong Thai and Chinese restaurant	MyPalmerston	1,507.50
V02714 Rachel Helen Fleming	Refunds & Reimbursements	1,500.00
256 The Bookshop Darwin	General Creditors	1,498.42
4029 Totally Workwear Palmerston	General Creditors	1,489.00
V03046 Palates of India Pty Ltd	MyPalmerston	1,465.00
V00542 Industry Health Solutions	General Creditors	1,463.00
V03125 Mensland	MyPalmerston	1,425.00

# COUNCIL AGENDA

## Attachment 13.1.1.1

	Creditor Name	Creditor Payment Type	Amount \$
1581	NT Broadcasters Pty Ltd	General Creditors	1,413.50
3313	Zip Print	General Creditors	1,386.00
V01420	CENTRELINK (PAYROLL)	General Creditors	1,364.94
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	1,330.80
V03121	Chada Thai Massage	MyPalmerston	1,310.00
5122	NT Electrical Group	General Creditors	1,257.56
V03088	Annabels Beauty Room	MyPalmerston	1,225.00
V01076	DJ's Peak Fitness	General Creditors	1,200.00
V01277	Express Studios	General Creditors	1,000.00
V03201	Kurt Ramjan	General Creditors	1,000.00
V01203	Tyreright Palmerston	General Creditors	979.00
V02227	The Landmark	MyPalmerston	972.50
V02167	Sanity Music Stores Pty Ltd	General Creditors	953.56
3594	Comics NT	General Creditors	950.00
V01703	Cazalys Brasserie - Jobize Pty Ltd	MyPalmerston	947.50
289	Bolinda Publishing Pty Ltd	General Creditors	941.91
V03116	Unforgettable Nails	MyPalmerston	935.00
4679	iSentia Pty Ltd	General Creditors	932.80
V03020	Ur Fitness DJ	General Creditors	920.00
4398	Quality Indoor Plants Hire	General Creditors	913.29
V01911	Darwin Plant Wholesalers	General Creditors	900.90
5357	Amiable Communications - Amy	General Creditors	880.00
4977	Masterplan	General Creditors	863.04
V01810	Jacana Energy - Payroll Deductions	General Creditors	860.00
V01234	Mulga Security	General Creditors	833.25
V03037	KWP Advertising Pty Ltd	General Creditors	829.40
V02269	Shyam Vyas	Refunds & Reimbursements	800.00
V03021	Tritanta Fitness NT	General Creditors	800.00
V01232	Mark D Blackburn	General Creditors	790.90
V03066	The Cheesecake Shop Palmerston	MyPalmerston	757.50
V02887	Incredible India	MyPalmerston	755.00
V03053	Jack's Style and Grooming	MyPalmerston	750.00
V03136	USC - Urban Style Collective	MyPalmerston	745.00
238	The Australian Local Government Job Directory	General Creditors	742.50
V01324	Leighs Catering	General Creditors	707.30
V01673	Groove Vitality (Kelly Hayes)	General Creditors	700.00
V03097	Ella Bache Palmerston	MyPalmerston	690.00
V03044	Rydges Palmerston	MyPalmerston	685.00
215	Employee Assistance Services NT Inc (EASA)	General Creditors	667.22
617	Barnyard Trading	General Creditors	663.52
V02073	Holistic Health Services NT	General Creditors	660.00
V03131	Palmerston Golf & Country Club (myPalmerston)	MyPalmerston	640.00
V00930	Hog's Breath Cafe Palmerston	MyPalmerston	630.00
V03102	Good Times Bar & Grill	MyPalmerston	617.50
272	City Wreckers	General Creditors	616.00
90	Local Government Association of the NT (LGANT)	General Creditors	600.00
2186	Optus Billing Services Pty Ltd	General Creditors	599.00
V02364	Shipping Containers Leasing Pty Ltd	General Creditors	594.00
V03188	Rida Fatima T/a Tabassums Salon	MyPalmerston	590.00
V03233	SDBH Golbert and CF Siqueira	Refunds & Reimbursements	559.36
V02599	Freddy's Car Installations	General Creditors	550.00
V03129	ShoeX Palmerston	MyPalmerston	545.00
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	540.39
V00902	Coles Motors	General Creditors	540.00
V03221	Alison Worsnop	General Creditors	525.00
V03123	SILK Laser Clinics	MyPalmerston	515.00
V02873	Jonathan Levy	General Creditors	500.00
V03138	Art by Miss Polly	General Creditors	500.00
V03207	Shadeteach	Refunds & Reimbursements	500.00
V03185	Pawsitive K9 Behaviour	General Creditors	495.00
V03204	Pangola Pets	General Creditors	480.00
V03166	Strength In Healing	MyPalmerston	472.50
4528	Miranda's Armed Security Officers Pty	General Creditors	466.40
V00787	Naomi Lacey	General Creditors	460.00
V03128	Palmerston Jewellers	MyPalmerston	460.00
V03234	T & G Kiranou, O Kaye	Refunds & Reimbursements	454.00
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	450.19
399	St John Ambulance (NT) Incorporated	General Creditors	445.00
V03232	Celso & Stephanie Perez	Refunds & Reimbursements	441.00
V03144	Outback Boat Hire	General Creditors	440.00




# COUNCIL AGENDA

## Attachment 13.1.1.1

Creditor Name	Creditor Payment Type	Amount \$
V03209 Alex Douglas	Refunds & Reimbursements	437.64
V03225 Mathew Mayo	Refunds & Reimbursements	429.00
V03231 LJ White and NL Clee	Refunds & Reimbursements	429.00
3428 Bunnings Group Limited	General Creditors	427.22
V03064 Ballantynes Fish and Chips	MyPalmerston	425.00
V01421 Shaun Lee	General Creditors	400.00
V03228 Next Level Gym	General Creditors	400.00
V03108 Red Lantern Chinese Restaurant	MyPalmerston	380.00
V03060 Saigon Street Pty Ltd	MyPalmerston	377.50
V03126 Palmerston Bags Luggage & Accessories	MyPalmerston	375.00
V03247 DR and RJ Mugridge	Refunds & Reimbursements	367.79
V00582 Ezko Property Services (Aust) Pty Ltd	General Creditors	362.34
V03105 Ahmets Kebabs	MyPalmerston	352.50
V03196 The Ark Animal Hospital	MyPalmerston	350.00
V02036 Telefoniz Technology Group Pty Ltd T/A Azentro	General Creditors	341.00
V03068 Pizza Hut Palmerston	MyPalmerston	335.00
3438 NT Shade & Canvas Pty Ltd	General Creditors	330.00
5036 Dormakaba Aust P/L T/as Territory Door Services	General Creditors	330.00
V03092 Candy Landz	MyPalmerston	327.50
4730 Sign City (NT) Pty Ltd	General Creditors	316.80
V01694 NT Advertising and Distribution	General Creditors	316.80
V02075 FL Pools Pty Ltd T/a Fingleaf Pool Products	General Creditors	308.00
V03058 Chatime Palmerston	MyPalmerston	307.50
4508 News 4 U	General Creditors	303.20
V03119 Zuccoli Plaza Rainmaker Cafe	MyPalmerston	300.00
V03051 Michel's Patisserie & Cafe Bakewell	MyPalmerston	282.50
4605 Top End Windscreens and Tinting	General Creditors	280.00
V03137 Moulden Supermarket	MyPalmerston	280.00
4912 Remote Area Tree Services Pty Ltd	General Creditors	275.00
V03133 Happy Garden Chinese Takeaway	MyPalmerston	272.50
30 Colemans Printing Pty Ltd	General Creditors	258.50
V03100 Gloria Jeans Coffees Gateway	MyPalmerston	255.00
V00499 Multicultural Council of the NT Inc.	Refunds & Reimbursements	250.00
V02573 Elite Strata Management NT - Unit Plan 2009/27	Refunds & Reimbursements	250.00
V03210 Stuart Fong Music	General Creditors	250.00
V03224 Medico Legal Reporting Services of Australia P/L	Refunds & Reimbursements	250.00
V03157 Browz Beauty	MyPalmerston	222.50
35 WINC Australia Pty Limited	General Creditors	217.64
V02046 Ray White City (NT)	Refunds & Reimbursements	216.76
V03161 I am Hair Wellness	MyPalmerston	210.00
V03041 The Coffee Club Oasis	MyPalmerston	197.50
V00443 Top End Hydraulic Services P/L T/A Forecast Machin	General Creditors	187.00
V03110 Hair Effex Hair Studio	MyPalmerston	185.00
V00504 Department of The Chief Minister	General Creditors	165.00
V00943 Rentokil Initial P/L - T/a NT Pest & Weed Control	General Creditors	165.00
V03035 Darwin Mobile Detailers	General Creditors	165.00
V03162 Newsexpress Palmerston	MyPalmerston	165.00
V03070 Mr Sushi Darwin 2	MyPalmerston	145.00
V01936 Arjays Sales & Services Pty Ltd	General Creditors	143.00
V02005 Satay Time	MyPalmerston	142.50
V03056 Cutterz and Minx Hair & Beauty	MyPalmerston	132.50
V03167 Palmerston Superclinic Pharmacy	MyPalmerston	132.50
V00255 Batchelor Institute	Refunds & Reimbursements	125.00
V01287 STEPS Group Australia	Refunds & Reimbursements	125.00
V01912 Timothy Garcia - Independent Church	Refunds & Reimbursements	125.00
V02383 Northern Land Council	Refunds & Reimbursements	125.00
V03039 The Playshack Indoor Play Centre & Cafe	MyPalmerston	125.00
V03203 Domino's Coolalinga	Refunds & Reimbursements	125.00
V03215 Diabetes Association of the NT	Refunds & Reimbursements	125.00
V03217 Mrinal Dey	Refunds & Reimbursements	125.00
V03218 Jodie Jensen	Refunds & Reimbursements	125.00
V03219 Arlene D'souza	Refunds & Reimbursements	125.00
V03229 Early Childhood Australia (ECA)	Refunds & Reimbursements	125.00
V03242 Aezel Ayson	Refunds & Reimbursements	125.00
V00075 Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	121.77
V03199 Rachel Wharam	General Creditors	120.00
V03216 Rachel Tickner	Refunds & Reimbursements	118.00
V03059 Boost Juice Palmerston Gateway	MyPalmerston	117.50
V01786 The Nook on Boulevard -Territory Projects Pty Ltd	General Creditors	104.00
637 Moulden Park School & Neighbourhood	Grants, Sponsorships, Donations & Prizes	100.00

# COUNCIL AGENDA

## Attachment 13.1.1.1

Creditor Name		Creditor Payment Type	Amount \$
895	Bakewell Primary School	Grants, Sponsorships, Donations & Prizes	100.00
V03213	Paige Horrigan	General Creditors	100.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	General Creditors	98.96
V03114	Lip's Cafe	MyPalmerston	90.00
V03069	Mr Sushi Palmerston	MyPalmerston	82.50
V03124	Bean Juice	MyPalmerston	82.50
V03049	Ogalo Palmerston	MyPalmerston	80.00
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	74.99
V02953	Fuyana Youth Support	General Creditors	74.99
V03038	Territory Graphics Pty Ltd T/as RISE Sign & Print	General Creditors	66.00
V03243	Kelli Sobieralski	Refunds & Reimbursements	62.40
V03236	Talysha Harrison	Refunds & Reimbursements	62.00
V01600	Property Council of Australia	General Creditors	60.00
V01718	Arnhem Nursery	General Creditors	60.00
V03023	Reeling Veterans Incorporated	Refunds & Reimbursements	60.00
V03098	Enrg Gymnastics Pty Ltd	MyPalmerston	60.00
V03244	Jamie Pearce	Refunds & Reimbursements	60.00
18	Integrated Land Information System	General Creditors	56.80
V00385	Automobile Association of Northern Territory -AANT	General Creditors	56.00
V03086	The Vac Shack	MyPalmerston	55.00
V02553	Catherin Stedman	Refunds & Reimbursements	50.00
V02612	Kate Hender	Refunds & Reimbursements	50.00
V02957	Alice Bowden	Refunds & Reimbursements	50.00
V03147	Stuart Reeve	Refunds & Reimbursements	50.00
V03211	David Tucker	Refunds & Reimbursements	50.00
V03235	Paige Fazldad	Refunds & Reimbursements	50.00
V03238	Nadya Clancy	Refunds & Reimbursements	50.00
V03246	Wendy Kutchel	Refunds & Reimbursements	50.00
V01938	Windcave Pty Limited	General Creditors	49.50
V03245	Rylan Blair	Refunds & Reimbursements	45.00
V00336	Next Level Gym	MyPalmerston	40.00
V01068	Everlasting Health	MyPalmerston	40.00
V03159	Flowers by Elise	MyPalmerston	40.00
V02694	Kylie Walford	Refunds & Reimbursements	33.00
V03206	Jayden Bucklar	Refunds & Reimbursements	32.00
2915	Territory Uniforms	General Creditors	30.00
V03186	Tropo Pool Shop - MyPalmerston	MyPalmerston	30.00
V03241	Katie Smith	Refunds & Reimbursements	30.00
V03103	Gray Supermarket	MyPalmerston	25.00
V03106	Handi Restaurant	MyPalmerston	20.00
V03163	OnPoint Barbers	MyPalmerston	20.00
V03193	Sage Landscape Material Supplies	MyPalmerston	20.00
V03164	Parap Bakery Gateway	MyPalmerston	12.50
V03062	NT Ink	MyPalmerston	10.00
V03022	Outback Auto NT	MyPalmerston	2.50
V02545	Amazon Web Services Inc	General Creditors	2.05
V02112	RTM - Corporate and Strategic Services - AGD	Refunds & Reimbursements	2.00
			5,579,055.78
Percentage of this month's payments made to local suppliers (excludes investments placed)			81%
 Approved by: Manager Finance			

## SECTION 2

### Financial Results

#### 2.7 - Creditor Accounts Outstanding December 2020

Creditor No.	Creditor Name	Amount \$
V00318	StatewideSuper Clearing House	13,519.17
5031	All Aspects Recruitment & HR Services	7,996.88
V01537	Ben's Tree Service Pty Ltd	6,820.00
V00074	Trafficwerx NT	1,749.00
4933	NT Sports & Playground Surfacing Pty Ltd	1,600.00
112	Beaurepaires	1,015.44
5357	Amiable Communications - Amy	880.00
47	Telstra Corporation Ltd	617.31
V00730	The Burning Circus	560.00
272	City Wreckers	462.00
V02035	Prayer Corby	350.00
35	WINC Australia Pty Limited	348.85
4731	Yeni Redding	292.00
V00200	Red Earth Automotive Pty Ltd	225.70
2009	The Big Mower (NT) Pty Ltd	163.00
V03240	Palmerston Ballet School	100.00
4679	iSentia Pty Ltd	99.00
V02115	Elizabeth Abdoo (Libby)	60.00
		36,858.35



Approved by: Manager Finance

## Section 2 Financial Results

### 2.8 - Waste Charges as at 31 December 2020 Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals + Commitments \$	% Utilised
<b>Income</b>					
Rates & Charges	6,857,590	6,921,656	0	6,921,656	100.93%
<b>Income</b>	<b>6,857,590</b>	<b>6,921,656</b>	<b>0</b>	<b>6,921,656</b>	<b>100.93%</b>
<b>Operating Expenditure</b>					
Employee Costs	-840,533	-420,276	0	-420,276	50.00%
Professional Services	-275,900	-89,274	-75,295	-164,569	59.65%
Grants / Donations/Contributions Paid	-20,000	-2,000	0	-2,000	10.00%
Utilities	-14,293	-4,807	0	-4,807	33.64%
Street Sweeping	-320,000	-125,417	-50,220	-175,637	54.89%
Litter Collection	-520,000	-82,567	-23,842	-106,409	20.46%
Domestic Bin Collection	-2,205,200	-803,376	-486,110	-1,289,486	58.47%
Waste Removal	0	-1,080	0	-1,080	0.00%
Slashing of Long Grass	0	-6,670	-1,313	-7,983	0.00%
Community Programs & Events	-10,000	0	0	0	0.00%
Kerb Side Collections	-110,000	-152,839	0	-152,839	138.94%
Tip Recharge Domestic Bin collection	-755,000	-315,492	0	-315,492	41.79%
Transfer Station	-1,150,000	-330,046	-82,528	-412,575	35.88%
Road Maintenance	0	-245	0	-245	0.00%
Loan Repayments	-46,000	-12,268	0	-12,268	26.67%
Tip Recharge Transfer Station	-440,000	-130,514	0	-130,514	29.66%
<b>Operating Expenditure</b>	<b>-6,706,926</b>	<b>-2,476,873</b>	<b>-719,307</b>	<b>-3,196,180</b>	<b>47.65%</b>
<b>Capital Expenditure</b>					
Reserve Funded Capital Works	-180,000	0	0	0	0.00%
<b>Capital Expenditure</b>	<b>-180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Borrowings</b>					
Repayments - Archer Loan Principal	-228,223	-56,325	0	-56,325	24.68%
<b>Borrowings</b>	<b>-228,223</b>	<b>-56,325</b>	<b>0</b>	<b>-56,325</b>	<b>24.68%</b>
<b>Profit/(Loss)</b>	<b>-257,559</b>	<b>4,388,459</b>	<b>-719,307</b>	<b>3,669,151</b>	

Approved by: Manager Finance

Section 2  
Financial Results

2.9 - Commercial Leases as at 31 December 2020

Commercial Leases

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals + Commitments \$	% Utilised
<b>Income</b>					
Library Services	22,676	23,241	0	23,241	102.49%
Director Organisational Services	50,012	40,650	0	40,650	81.28%
Civic Centre	104,999	81,667	0	81,667	77.78%
<b>Income</b>	<b>177,687</b>	<b>145,557</b>	<b>0</b>	<b>145,557</b>	<b>81.92%</b>
<b>Expenditure</b>					
Director Organisational Services	-24,000	-6,607	0	-6,607	27.53%
<b>Expenditure</b>	<b>-24,000</b>	<b>-6,607</b>	<b>0</b>	<b>-6,607</b>	<b>27.53%</b>
<b>Profit/(Loss)</b>	<b>153,687</b>	<b>138,950</b>	<b>0</b>	<b>138,950</b>	

Library Services includes lease held by The Nook

Civic Centre includes the lease held by Adult Mental Health

Director Organisational Services includes the leases held by Peter McGrath and Palmerston Re-Engagement Centre

McGees Management Fees charged to Director Organisational Services each month



Approved by: Manager Finance

### Section 2

### Financial Results

### 31 December 2020

#### 2.10 - Council Loans

#### Internal Loan - Making the Switch Expenditure

	Internal Loan \$	Expended from Loan \$	Interest on Loan \$	Total \$
<b>Expenditure</b>				
LED Lighting PR6JECT-3 Making the Switch	3,223,849	3,223,849	97,904	3,321,753
Public Lighting Officer 2019/20	114,000	114,000	227	114,227
Public Lighting Officer 2020/21	116,000	58,000	231	58,231
<b>Expenditure</b>	<b>3,453,849</b>	<b>3,395,849</b>	<b>98,362</b>	<b>3,494,211</b>

The above costs relating to the internal loan are over the life of the project to date, including the expenditure from the 2018/19 and 2019/20 financial years. The interest rate is fixed at 2.60% for the duration of the loan.

The final loan value for this project is \$3,223,849 not including employee costs for the Public Lighting Officer and interest incurred.

#### Internal Loan - Making the Switch Repayments

	Internal Loan \$	Prior Year Repayments \$	Current Year Repayments \$	Total \$	Outstanding Balance \$
<b>Expenditure</b>					
Making the Switch	3,494,211	200,000	0	200,000	3,294,211
	<b>3,494,211</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>3,294,211</b>

#### External Loan - Archer Landfill Rehabilitation

	External Loan \$	Principal Repayments \$	Interest Payments \$	Total \$	Outstanding Balance \$
<b>Expenditure</b>					
Archer Landfill Rehabilitation	1,960,000	221,647	12,268	233,916	1,738,353
	<b>1,960,000</b>	<b>221,647</b>	<b>12,268</b>	<b>233,916</b>	<b>1,738,353</b>

The External Loan - Archer Landfill Rehabilitation is for a term of 8 years commencing 28 June 2019 and concluding 30 June 2027. The interest rate is fixed at 2.78% for the duration of the loan.



Approved by: Manager Finance

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Community Benefit Scheme Update - November and December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Community Services Officer, Tess Riches
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report provides Council with a summary of the Community Benefit Scheme (CBS) 2020/2021 successful applications to date.

### KEY MESSAGES

- City of Palmerston provides funding to eligible community groups that offer activities, projects, and services that assist Council to deliver on Palmerston's vision of "A Place for People".
- The budget for the current financial year for grants, donations, sponsorships, and scholarships under the CBS is \$130,000. Currently \$91,050 has been expended and \$38,950 remains available.
- Friends of Mitchell Creek Catchment Landcare Group (FMCLCG) are the recipients of Council's first Environmental Initiative Grant (\$2,000). The project, Green Fire Break Trial at the interface of Council-owned and Crown Land in Johnston, aims to trial fire break plantings.
- Twelve schools have accepted the \$100 City of Palmerston Community Service Award funding offer.
- Two businesses remain outstanding in their obligation to acquit the COVID-19 Special Response grant funding received late in the previous financial year.

### RECOMMENDATION

THAT Report entitled Community Benefit Scheme Update - November and December 2020 be received and noted.

### BACKGROUND

City of Palmerston provides funding to eligible community groups which offer activities, projects and services that assist Council to deliver on its Community Plan outcomes and objectives. Individuals and sporting teams are supported with funding to assist representation at local, interstate, and international events and activities. Due to travel restrictions, there are fewer opportunities for interstate travel than previously, however, it is anticipated that this situation will soon improve and the first three applications for this category of funding have been received. Community Benefit Scheme applications are accepted year-round and the scheme is promoted at every opportunity so it is anticipated that representation support applications will continue to prove popular in the new year.

Council maintains a proactive and positive approach to developing and offering initiatives to benefit the Community in response to the ongoing COVID-19 pandemic. Initiatives designed to stimulate the local

economy were developed and continue to be implemented throughout this financial year. Initiatives such as the extension of free venue hire negate the need for application for in-kind support for that purpose. Acquittals by businesses that were successful in COVID-19 Special Response funding applications are now almost complete; two organisations are still to completely acquit their funding.

### DISCUSSION

A copy of City of Palmerston's Approved CBS Applications, November/December 2020 Update is provided as **Attachment 13.1.2.1**.

Following months of disruptions to travel due to COVID-19, Council has received and approved three successful applications from residents for Representation Support to attend:

- 2 x Evolution Dance National Competition at the Gold Coast
- NT State Team U13 Tennis Championships (which does require rescheduling due to hotspot status of the original venue at the time of planning, and funding will be held in place).

Two organisations requesting funds greater than \$2,000 were awarded sponsorship of 2021 sporting season activities by Council, at the 8 December 2020 meeting:

- Palmerston Rovers Football Club (\$5,000)
- Palmerston Netball Association (\$5,000)

Twelve of fifteen Palmerston schools have now accepted the City of Palmerston Community Service Awards funding of \$100 per school, utilising a total of \$1,300 in funding, as one school has two eligible campuses. Schools that have not so far accepted the funding offer may choose to do so before the end of the financial year. Each Palmerston school that accepted the City of Palmerston Community Service Awards funding supplied information about the awards process, which is at the discretion of each school.

Friends of Mitchell Creek Catchment Landcare Group (FMCLCG) are the recipients of Council's first Environmental Initiative Grant funding. The project, Green Fire Break Trial will be located at the interface of Council-owned and Crown Land in Johnston. The \$2,000 grant will assist FMCLCG to prepare the area for planting and install irrigation to support seedlings.

This trial will provide insight into fire risk reduction for suburbs bordered by bushland. Urban development in Palmerston has resulted in residential subdivisions/housing being built adjacent to natural bushland with the concomitant high fire-risk.

FMCLCG has developed this trial project to test three different approaches to weed and fire management at strategic locations.

Trial One: Enrichment planting of bushland with suitable hardy shade trees ('green' firebreak') to shade out grassy under-storey.

Trial Two: Integrated weed management using target slashing/spraying to reduce grassy fuel load.

Trial Three: Integrated fire/weed management undertaking wet season burning and follow up spraying.

This project extends existing collaboration with City of Palmerston, Crown Land Office, Department of Environment and Natural Resources - Weed Management Branch, Department of Infrastructure, Planning and Logistics.



## CONSULTATION PROCESS

With \$18,000 still remaining in the Environmental Initiative grants, Council will seek to expand its current promotion of the Community Benefit Scheme, which was rebranded and relaunched in September 2020, to include a targeted campaign on social media and in the NT News, to specifically promote the Environmental Initiatives grant. In addition, promotional collateral will be created to be handed out at Council Events and at the Elected Members stall at the Palmerston Markets.

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

- Communications Manager
- City Sustainability Manager

## POLICY IMPLICATIONS

Council Policy *FIN18 Grants, Donations, Sponsorships and Scholarships*.

## BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2020/2021 financial year for grants, donations, sponsorships, and scholarships under the CBS is \$130,000. Currently \$91,050 has been expended and \$38,950 remains available.

The budget for the 2020/2021 financial year for Environmental Initiative grants under the CBS is \$20,000. Currently \$2,000 has been expended with \$18,000 remaining to the community for new projects.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

### 1 Fails to effectively regain the trust from all stakeholders

Context: Council needs to be credible and trusted by those within and external to the Council.

Council is responsible for the effective, efficient, and transparent distribution of the Community Benefit Scheme budget.

Two businesses remain outstanding in their obligation to acquit the COVID-19 Special Response grant funding received late in the previous financial year. Council is mitigating this risk by regularly following up with the business representatives and working with them to agree on a suitable deadline for acquittal.

## ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The project outcomes from FMCLCG's Green Fire Break Trial initiative include healthier bushland with fewer weeds and reduced fuel load; reduced fire threat for adjacent houses; improved aesthetics of surrounding environment; enhanced habitat for wildlife; less water run-off resulting in sediment washing into Mitchell Creek.

## COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

### **ATTACHMENTS**

1. Approved Community Benefit Scheme Applications November- December 2020 Update  
[13.1.2.1 - 3 pages]

**City of Palmerston Approved Community Benefit Scheme Applications**  
**November-December 2020 Update**  
(Correct to 5 January 2021)

**Representation Support (Donation)**

Date	Activity	Applicant	Amount Requested	Amount Approved
4.11.2020	Evolution Dance Competition National Finals – Gold Coast Qld - 4-10 January 2021	Resident	\$250	\$250
5.11.2020	NT State Team U13 Tennis Championships – Adelaide SA (postponed, date/venue TBA)	Resident	\$250	\$250
27.11.2020	Evolution Dance Competition National Finals – Gold Coast Qld - 4-10 January 2021	Resident	\$250	\$250
Representation Support			\$750	\$750

**Sponsorships, Donations and Grants**

Date Received	Activity	Applicant	Amount Requested	Amount Received
3 year Sponsorship	PGA Golf Championships	Cazalys /Palmerston Golf Club (agreement concludes 2020/2021)	\$30,000	\$30,000
3 year Sponsorship	Palmerston & Rural Seniors Fortnight	Palmerston & Litchfield Seniors Committee (agreement concludes 2020/2021)	\$20,000	\$20,000
3 Year Sponsorship	ANZAC Day Services	RSL Palmerston Subbranch	\$10,000	\$10,000
13.02.2020	Open Court Session	Tennis NT (event reinstated after cancelled due to COVID-19)	\$2,000	\$2,000
16.07.2020	Tiwi Fishing Program 3 year Sponsorship	Reeling Veterans Inc.	\$10,000	\$10,000

## COUNCIL AGENDA Attachment 13.1.2.1

18.09.2020	Autism NT Luncheon 2020	Autism NT	\$2,000	\$2,000
7.09.2020	2020-21 Season	Palmerston Magpies Football Club	\$5,000	\$5,000
12.10.2020	PRFC wet and FNT seasons 2021	Palmerston Rovers Football Club	\$5,000	\$5,000
16.11.2020	Sponsorship 2021	Palmerston Netball Association Inc	\$8,000	\$5,000
Sponsorships, Donations and Grants			\$92,000	\$89,000

### In-Kind Support (Non-Venue Hire)

Date Received	Activity	Applicant	Amount Requested	Amount Received
In-Kind Support			nil	nil

### Scholarships

Date Received	Applicant	Amount Requested	Amount Received
Scholarships		nil	nil

### Annual School Awards

Date Received	School	Amount Requested	Amount Received
27.08.2020	Forrest Parade School	\$100	\$100
27.08.2020	Good Shepherd Lutheran College Palmerston Campus	\$100	\$100
27.08.2020	Rosebery Primary School	\$100	\$100
31.08.2020	Woodroffe Primary School	\$100	\$100
13.10.2020	Palmerston Christian School	\$100	\$100

## COUNCIL AGENDA Attachment 13.1.2.1

15.10.2020	MacKillop Catholic College	\$100	\$100
15.10.2020	Palmerston college (two campuses)	\$200	\$200
15.10.2020	Gray Primary School	\$100	\$100
23.10.2020	Driver Primary School	\$100	\$100
23.10.2020	Sacred Heart Primary School	\$100	\$100
7.12.2020	Bakewell Primary School	\$100	\$100
20.10.2020	Moulden Park School	\$100	\$100
City of Palmerston Community Service Award		\$1,300	\$1,300

### Community Benefit Scheme 2020/2021

	Budget	YTD	Balance
Grants/Donations/Sponsorships/Scholarships Paid	\$130,000	<b>\$91,050</b>	<b>\$38,950</b>

### Environmental Initiatives Grants

Date Received	Activity	Applicant	Amount Requested	Amount Received
25.09.2020	Green Fire Break Trial	Friends of Mitchell Creek Catchment Group	\$2,000	\$2,000
Environmental Initiatives Grant			\$2,000	\$2,000

### Community Benefit Scheme 2020/2021 - Environmental Initiatives Grants

	Budget	YTD	Balance
Grants/Donations/Sponsorships/Scholarships Paid	\$20,000	<b>\$2,000</b>	<b>\$18,000</b>

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Lifestyle and Community Quarterly Report - October to December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	EA to Director Lifestyle and Community, Stoney Dethmore
<b>APPROVER:</b>	Director of Lifestyle and Community, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report provides Council with the key activities undertaken by the Lifestyle and Community Department in the October to December 2020 quarter.

### KEY MESSAGES

The Lifestyle and Community Department provides a quarterly report of its activities, some highlights include:

- The 25<sup>th</sup> Anniversary of Reggie and Friends Adopt a Park was held on 7 October 2020 with over 60 people in attendance. The event included a range of free family activities and a special Storytime reading of Reggie and Friends.
- The first Pride Picnic in Palmerston was held on 10 October 2020 in conjunction with the NT Youth Round Table and recorded 133 people in attendance.
- Anytime Libraries was launched in December 2020 with one machine being installed at the Palmerston Swimming and Fitness Centre and the second machine being installed at the Zuccoli IGA.
- A reimagined Christmas in Palmerston was held in December 2020 which saw the introduction of the Christmas Wonderland in Goyder Square. The Christmas Wonderland was open from 18 December to 24 December 2020 from 5pm until 9:30pm and attracted 13,649 people over the week.

### RECOMMENDATION

THAT Report entitled Lifestyle and Community Quarterly Report - October to December 2020 be received and noted.

### BACKGROUND

City of Palmerston's Lifestyle and Community Department provides a quarterly update to Council on key activities undertaken during the previous quarter. The Lifestyle and Community Directorate comprises of the Community Services, Library Services, Communications and Media, and Regulatory Services teams.

### DISCUSSION

Activities completed during the October to December 2020 quarter are detailed in **Attachment 13.1.3.1** with some highlights identified as below:

### **Reggie's Park**

The 25<sup>th</sup> Anniversary of the Reggie & Friends Adopt-A-Park book was celebrated on Wednesday 7 October with over 60 people in attendance at Reggie's Park, Gunn. Families enjoyed a morning of free activities including balloon twisting, giant bubbles, nature craft and a special Storytime, reading Reggie and Friends Adopt-A Park, to celebrate the occasion. A copy of the Reggie and Friends Adopt-A Park storybook, that was written and illustrated by a local author and illustrator in 1995, was distributed to families in attendance to encourage a new generation of families learn about the story and art installations located at Reggie's Park. The celebration coincided with upgrades to Reggie's Park including accessible pathway upgrades, new signage, and irrigation improvements.

### **Anytime Libraries**

Two Anytime Libraries (book vending machines) were installed in December at the Palmerston Swimming and Fitness Centre and the Zuccoli Plaza IGA. Each machine holds in excess of 300 items which library patrons can borrow and return. To allow easy access for new members a new patron type has been created for which community members can sign up online.

### **Palmerston Pride Picnic**

The Northern Territory Youth Round Table is a direct communication avenue between young Territorians and the Northern Territory Government. City of Palmerston hosted its first Pride Picnic on 10 October 2020, after a member of the NT Youth Round Table approached City of Palmerston to discuss their community project to create a safe space in Palmerston for our LGBTQIA+ Community. A working group was formed with NT Youth Round Table, City of Palmerston, Headspace Darwin, Drag Territory and Rainbow Territory to support the Round Table member. City of Palmerston hosted the Picnic at the Recreation Centre, which included a community consultation, large picnic games, pride-themed badge making, drag show and a panel who shared their personal stories and experiences. Young people in the audience also shared their experiences and issues faced as a person a part of the Rainbow Family. The Picnic attracted 133 community members including special guests.

### **Christmas in Palmerston**

Due to COVID-19 restrictions, Council redesigned Christmas celebrations in Palmerston this year. Activities were held across multiple locations, including the Palmerston Swimming and Fitness Centre, Palmerston Library, Goyder Square and Frances Drive, as well as Pop-up Carollers at the various locations. Christmas in Palmerston featured a Winter Wonderland in Goyder Square, which ran over the week leading up to Christmas, and included a train to take a tour through the Wonderland and a number of interactive lighting displays. This year, the Goyder Square Christmas Tree became the center piece for the Christmas in Palmerston celebrations, and was lit on 18 December with a virtual Tree Lighting Ceremony. A total of 13,649 people visited the Christmas Wonderland over the week, with around 1,800 people riding the train each night. Including the activities at all venues, a total of 14,142 people engaged with the 2020 Christmas in Palmerston events.

## **CONSULTATION PROCESS**

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

- Community Services
- Library Services
- Regulatory Services
- Communications and Media

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders  
Context: Council needs to be credible and trusted by those within and external to the Council.
- 4 Fails to effectively design and implement contemporary governance practices  
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. October to December 2020 Quarterly Report [13.1.3.1 - 31 pages]





## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### 1. Family and Community

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

##### Halloween 2020 - Ghostly Gatherings

On 31 October 2020 from 1pm-5pm, City of Palmerston Ghostly Gatherings was held at Event Cinemas at Gateway Shopping Centre. Collaborating with Event Cinemas and Gateway Management, the event provided a variety of children's activities, including Trick or Treat, best dressed competition with a silent roaming judge, dance at the silent disco and the hair-raising Haunted House, along with three free separate movie screenings. The running of the Haunted House was coordinated by City of Palmerston Library program, Geek Squad. 15 Geek Squad participants volunteered their time to assist with the set up and to perform their characters throughout the Haunted House with 1500 people in attendance. This event was the first large-scale event since COVID-19 restrictions lifted, and first time many people had to "check in" to a venue for contact tracing.



##### Reggie & Friends Adopt-A-Park 25th Anniversary



The 25<sup>th</sup> Anniversary of the Reggie & Friends Adopt-A-Park book was celebrated on Wednesday 7 October with over 60 people in attendance at Reggie's Park, Gunn. Families enjoyed a morning of free activities including balloon twisting, giant bubbles, nature craft and a special Storytime, reading Reggie and Friends Adopt-A Park, to celebrate the occasion.

A copy of the Reggie and Friends Adopt-A Park storybook, that was written and illustrated by a local author and illustrator in 1995, was distributed to families in attendance to encourage a new generation of families learn about the story and art installations located at Reggie's Park. The celebration coincided with upgrades to Reggie's Park including accessible pathway upgrades, new signage, and irrigation improvements.

The following feedback was received on Council's Facebook page regarding the event:

Cassie Reed

*'This was an amazing day. Thanks to all involved, the kids had an absolute blast.'*

##### 'Splash Your Ideas Around' Family Day

City of Palmerston collaborated with Red Cross Australia, Palmerston Child and Family Centre, Save the Children and Grow Well, Live Well to host a family day at the Palmerston Swimming and



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

Fitness Centre. 402 people attended from 11am to 2pm on Saturday 10 October 2020. The event focused on offering families a fun and free day of activities along with opportunities for families to share their thoughts about their community. Cultural aspects of the event included Aboriginal Art activities, Mago (didgeridoo Kakadu style), Welcome to Country and damper. Children's voices were collected with support of Corrugated Iron and Polyglot Theatre with children answering questions about their community to culminate in a short video.

#### Palmerston Children's Week

Palmerston Recreation Centre along with the Palmerston Library hosted the annual Palmerston Children's Week Event on Tuesday 27 October from 9am to 11am. The event was coordinated by members of the Palmerston Kids Network in conjunction with City of Palmerston. Children aged five years and younger were treated to free activities, Storytime with Palmerston Library and a photobooth. 45% of attendees surveyed rated the quality of event as very good and 55% of attendees rated the event as excellent.



Over 300 children and adults attended the annual event. The event aims to celebrate the rights of children with this year's theme *"Children have the right to choose their own friends and safely connect with others"*.

#### October School Holiday Program

As part of the School Holiday Program in the Library, two weeks' worth of entertainment was organised for children from ages five to 12 years, in collaboration with various activity providers. The range of activities were offered, including movie screenings workshops, games and a range of exotic animals for children to interact with. Each activity was capped at 25 participants due to COVID-19 restrictions, with 86 young people attending along with 41 adults supervising their children.

#### Get Online Week

City of Palmerston Library hosted a special "Get Online Week" for seniors with funding support from Good Things Foundation Australia. Nine seniors attended on Wednesday 21 October and learned about online shopping as well as tips and tricks to make surfing the web easier. Three participants won a lucky door prize.

#### Youth Media Team

The Youth Media Team, which was established in 2018 to create content for our young people, is made up of people between 12-25 whom live in the Palmerston municipality. The Youth Media



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

Team worked with the Community Services Team to create relevant content for our youth promotions. In 2020 they shared five editions of their E-Update online which was converted into a hard copy newsletter that we distributed to the six local youth hubs in December. This included the team's first article 'Odd Jobs' where they interviewed local professionals about their careers and aimed to inform young people of alternative Territory occupations. Council will continue to support the writing skills of these emerging reporters, as they inform our community on what's relevant to young people in 2021 and beyond. The E-Update can be found at the following link: <https://trello.com/c/f4MkiPBH>.

#### Children's Book Week

In celebration of Children's Book Week, Council staff read nominated books at Nurserytime and Storytime. Following the programs, children had the opportunity to participate in craft activities. The colouring-in competition received 16 entries, 3 craft packs were awarded as prizes to the lucky winners.

#### Young Territory Author Awards 2020

Each year, City of Darwin host the Young Territory Author Awards in partnership with other NT Councils, including the City of Palmerston.

During 2020 there were 49 online entries from the Palmerston region, and Mayor Athina Pascoe-Bell was one of the four judges. The Palmerston Regional Winner was Samuel Au-Yeun, age 11 with his book: "Mr Turtle's Hat".

#### Volunteer Award

City of Palmerston Library long term volunteer Diane Spicer was awarded the Lifetime Contribution to Volunteering Award at the NT Volunteers awards night on 5 November 2020.

We thank Diane for all her hard work over the years in assisting with the delivery of Home Service items to our vulnerable housebound patrons.

#### International Games Week

International Games Week was held 9 – 13 November, a week to celebrate all kinds of games for all ages. The library showcased a variety of games including Giant Games throughout the library spaces, Robot Rally at Gadget & Games, Dungeons & Dragons at Geek Squad and a virtual reality and gaming session with Level-Up Esports

#### Author Visits

During the previous quarter, the City of Palmerston library received three author visits from three local Territory authors.

As part of a national campaign, Australia Reads, local author Sean Guy was invited to talk about his published books, and how to become a creative writer. This session was attended by six adults and youth.

Mel Kowalik is a Darwin-based writer, illustrator and self-publisher who has launched her children picture books in 2020. Mel participated in our regular Storytime session on the 8 December 2020 to share her story "Mocha the Water Buffalo".





## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

Mel also donated a copy of her three books to our library for the community to enjoy.

Leonie Norrington is a Territory writer, journalist and author who is inspired by living in the communities of the Top End. On 18 December 2020, nine participants joined Leonie to celebrate her recently published book, "The Last Muster".



Images: Left to right: Authors – Sean Guy, Mel Kowalik and Leonie Norrington

#### Senior's Christmas Morning Tea

City of Palmerston Library welcomed 40 seniors for its first Christmas Morning Tea in the library on 17 December 2020. Library staff took this opportunity to promote the programs and services the library has to offer. Christmas theme food was provided with Stuart Fong performing Christmas background music for the participants.



Images: Left to Right –

Palmerston Seniors Morning Tea participants and Christmas food. Santa and an Elf ready the final Storytime for 2020.

On the same day Santa (City of Palmerston Ranger) joined in on our final Storytime for the year. Many young children were excited and took part in singing along to Christmas carols with Santa.

#### Christmas Craft Week

School aged children were invited to take part of Christmas Craft Week in the library during the Christmas school holidays. A variety of activities were held over three days giving the opportunity for children to express their creativity and showcase their artwork. Between 21 to 24 December, 94 children and 67 adults attended.



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Palmerston and Rural Youth Services (PARYS) - RESET Session

In December 2020, 30 PARYS Network Members attended City of Palmerston's inaugural RESET Session facilitated by Amy Hetherington.

Amy used interactive activities to achieve the following outcomes:

**Reset** - their mindset and rethink their role and the importance of their support to young people and the flow-on effect that has on the community.

**Realign** - their values and opportunities for growth given everything we have learnt in 2020 and from the impact of COVID-19.

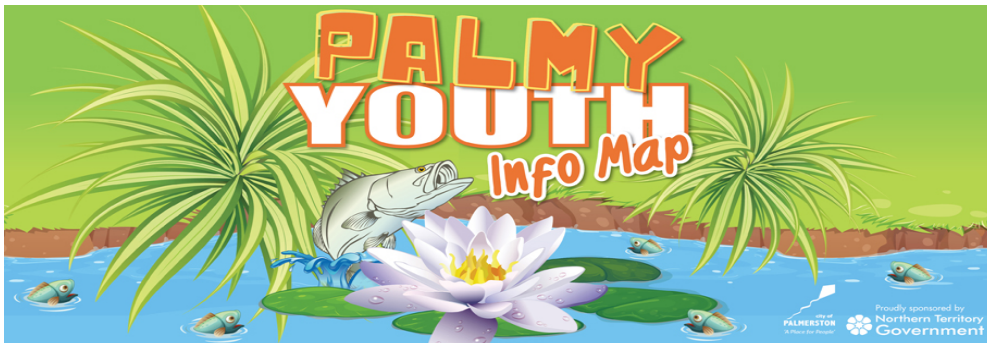
**Restart** - their plans and goals for next year, talking about what they would like to achieve through their work in 2021.



Amy reminded everyone that it's important to play and have fun when learning.

#### Palmy Youth Info Map

City of Palmerston was funded by the Northern Territory Government to develop a Palmerston specific Youth Information Map. The map was created to support the connection of young people to services and safe spaces in Palmerston. It highlights services and how young people can get in contact with them. It also includes important emergency numbers and informs young people about the six safe spaces that are available to them to socialise and or ask for help.



This project saw the completion of Goal 3 of the Palmerston Youth Action Plan. It also gave the opportunity to mentor a youth contractor in project management, who then collaborated with the Palmerston College Community Services Students and teacher Miss Polly. Miss Polly also supported her Community Services Class to paint a mock-up of the artwork at the Palmerston Recreation Centre. The map is available at Palmerston Middle and High Schools and at the services listed on the map.





## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020



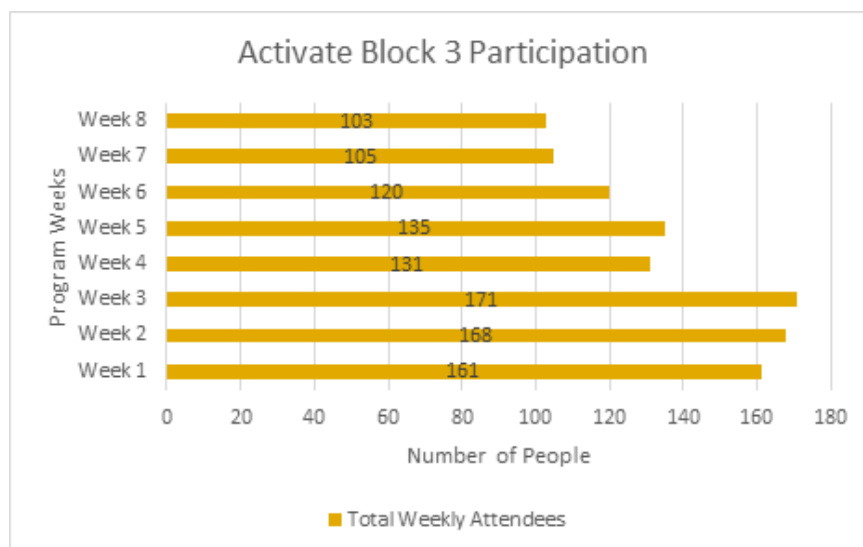
#### Activate Block 3

Activate returned for its final Block of 2020 from 5 October 2020 until 29 November 2020. 13 businesses providing a range of fitness and wellbeing services with total of 181 people registered for Activate Block 3 with solid participation across the eight weeks of program. The two most attended classes for Block 3 were Zumba with Ur Fitness DJ closely followed by Zumba Fitness with Adrijana.

62% of surveyed participants strongly agreed that Activate allows them to participate in fitness activities that they would not normally be able to afford. 56% of surveyed participants agree their wellbeing improved while participating in Activate.

The following feedback was also received from a participant:

*"Thank you for allowing us to access the Activate programs. I love them and it was so good that the effort was made to get the classes running again as quickly as possible after COVID-19 restrictions were lifted... I have made new friends and encouraged old friends to try it also. Thank you".*





## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Harvest Corner Weekend Workshop & Adventures in the Garden

Harvest Corner Community Garden was the location for the Harvest Corner Weekend Workshop series and Adventures in the Garden activities for children five years and under. Due to COVID-19 restrictions, attendance numbers were kept low to manage social distancing. One of each event was held in October and November. As a result of the program, four new members joined Harvest Corner Community Garden as members and one of those members signed up to be the Vice Chairperson.

#### Orange Sky Australia

Orange Sky has commenced trialing a weekly service outside of the Palmerston Recreation Centre. The service operates for two hours each week and provides laundry and shower services people experiencing homelessness. In addition to these services, the Orange Sky volunteers engage with the 'friends' visiting the service to offer them information about local support services. The soft launch has seen a total of 12 laundry loads and 8 showers with 40 conversations occur between November and December.

#### Visit from Woodroffe School

On 4 December 2020, 56 children from year 2/3 Woodroffe Primary School visited the Library and recreation Centre to learn the rules of Council's operations as part of their Civics class.

The children were given a questionnaire, then challenged to search for the answers throughout the library. A mini Gadgets & Games session was also provided. The children then continued on to visit the Recreation Centre for an information session with the Animal Management team.



#### Media releases

During the last quarter, Media and Communications issued 15 media releases:

1. Community satisfaction results are in – Wednesday, 7 October 2020
2. Making Palmerston School Zones Safer – Friday, 9 October 2020
3. Recording studio construction is now live – Monday, 12 October 2020
4. myPalmerston vouchers boosting sales for locals – Tuesday, 13 October 2020
5. \$90,000 up for grabs in myPalmerston's second round – Tuesday, 27 October 2020
6. One thousand people 'Hooked on Palmerston' - Monday, 2 November 2020
7. Palmerston set to sparkle this Christmas – Wednesday 4 November 2020
8. National Road Safety Week – Tuesday, 17 November 2020
9. Palmerston laneway treatments to continue – Wednesday, 18 November 2020
10. Marlow Lagoon Dog Park Gets a round of Ap-paws – Wednesday, 18 November 2020
11. Final Round of Vouchers on Offer in time for Christmas – Friday, 20 November 2020
12. The future of book borrowing is here – introducing the Anytime Library – Monday, 7 December 2020
13. Community Benefit Scheme Supports Local Sport – Friday, 11 December 2020
14. Palmerston's Christmas Wonderland – The Goyder Square lights will brighten your night! - Friday, 18 December 2020



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

15. That's a wrap! myPalmerston Round 3 is complete – Friday, 18 December 2020

#### Facebook

The City of Palmerston Facebook page attracted 569 new followers to the page, bringing the total Facebook following to 14,054 users, and the last quarter received 13,949 users liking the page.

During the quarter, we completed 104 posts with the most popular being:

Posted Date	Post Title	Users Reached
5 October 2020	It's Your Tell on SWELL	9,036
20 October 2020	Restriction of Alcohol – Marlow Lagoon Reserve	6,475
28 October 2020	myPalmerston Round 2 is here	7,286
29 October 2020	The search is on to find Palmerston's Local Legends	11,400
12 December 2020	Get keen! Palmo's Barra are on the Bite	11,857
17 December 2020	One more sleep! Candy cane lane is waiting for you	10,730
22 December 2020	Burst water pipe	15,359



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

The highest performing Facebook post was the burst water pipe in Driver.



18 new videos were uploaded to our Facebook page during the quarter. In total, these videos received 11,831 minutes of viewing time. The top performing video was the Hooked on Palmerston video, released on 12 December 2020 which reached 11,857 users.

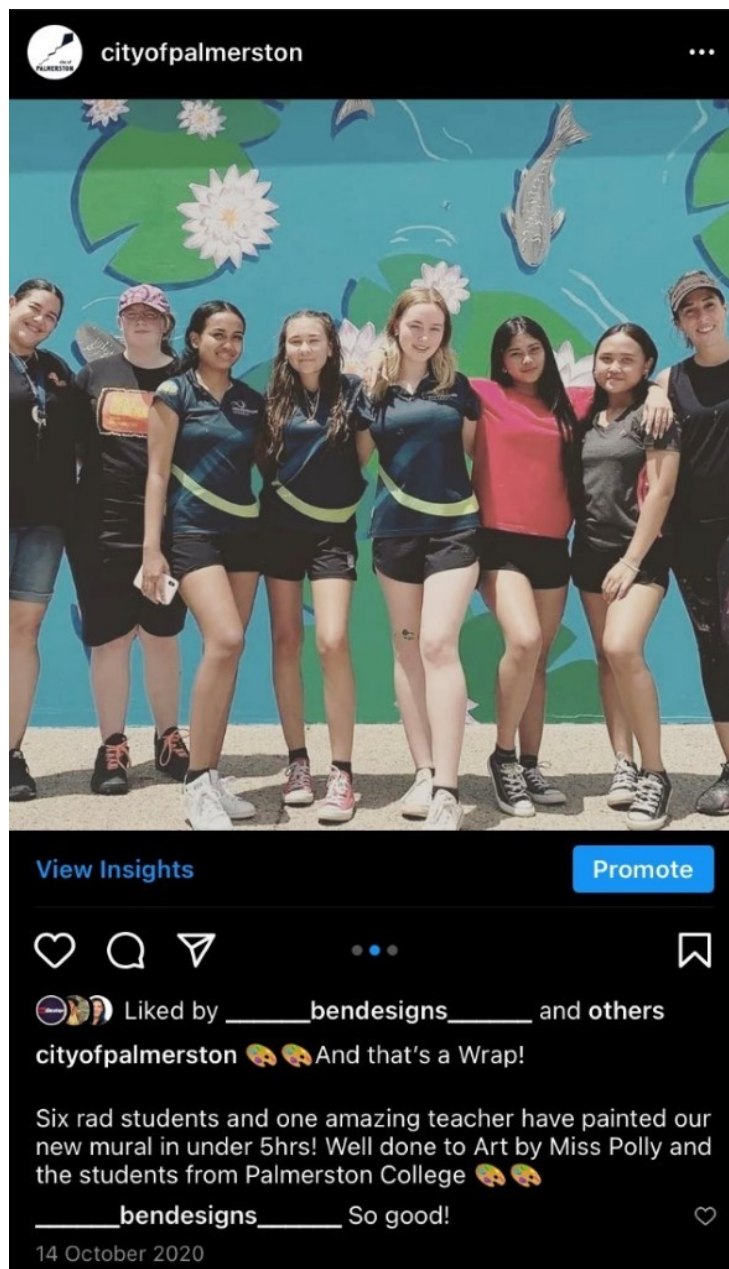


## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Instagram

The City of Palmerston Instagram account received 60 new followers since last quarter, bring the total following to 1,236 users. During the quarter, 33 new Instagram posts were published, with the most liked post being of the newly completed mural at the rear of the Recreation Centre, receiving 47 likes.







## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### LinkedIn

Council's LinkedIn page also received 119 new followers, bringing the total to 572. The page received 963 views during the quarter, and the top performing post was the Community Planning Excellence Awards win for the Community Plan. This post received 1,552 organic impressions from LinkedIn users.



#### Website

City of Palmerston's website had a total of 132,502 page views with 78.8% of these attributed to new users. Session duration averaged one minute, 43 seconds and the top performing pages were all from the news section of the website.



## LIFESTYLE AND COMMUNITY

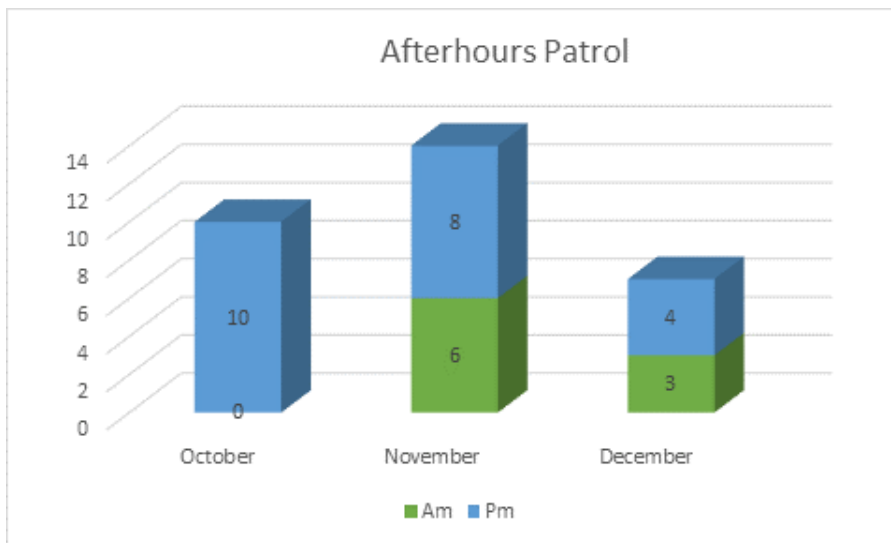
### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### 2. Family and Community

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

##### Afterhours Patrols

Regulatory Services conducted 31 afterhours patrols over the last quarter. This saw nine morning patrols and 22 evening patrols. These patrols included checking illegal camping sites, dogs at large and the dog parks.



##### Afterhours Callouts

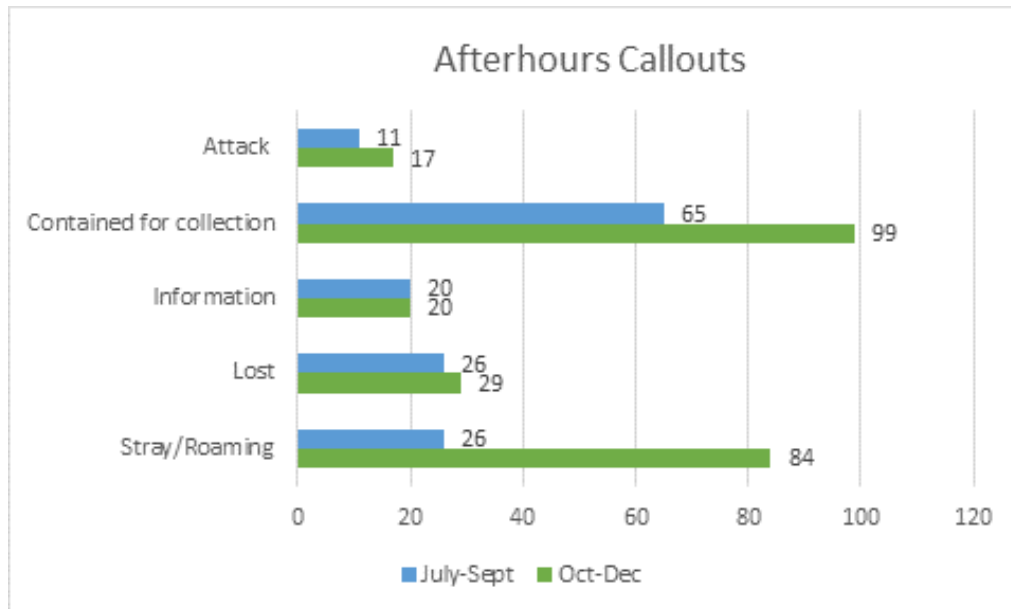
After hours called actioned by Regulatory Services team members in the last quarter totalled 249. The most common reason for calling the afterhours services is for collection of contained dogs and for stray or roaming.

Other calls included lost dogs, barking dogs and general animal information and enquires.



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### Animal Education

In October, the Animal Education Officer worked with a member of the Palmerston Youth Round Table to help with a project on cat management. The project was to be presented at the Youth Round Table December meeting which focused on cat control. Aspects considered included the role of local, state and territory governments in cat management, trap, neuter, release programs, and challenges in changing the mind sets of cat owners and the wider community.

The annual Children's Week in October was attended by the Animal Education Officer who engaged with local families and children and spoke to them about animal education and regulation in the municipality.

On 11 November 2020, Positive Pets Palmerston on behalf of City of Palmerston held a 'Stop the Bark' information session at the Recreation Centre with nine community members attending. Feedback from the session indicates the topic was well received with residents feeling they had a better understanding of their dog's and could implement minor changes to make a huge improvement in their behaviour.

In December 2020, an Animal Education Officer attended a civics information session conducted by City of Palmerston for Woodroffe Primary School students. The Education Officer presented a session discussing dog registration, licensing, nuisance behaviours and why dogs should be on leads in public places.

On 8 December, Pawsitive K9 in conjunction with City of Palmerston hosted an information session on "Understanding Canine Body Language" at the Recreation Centre with ten community members attending. Topics that were covered included how dogs use their senses, calming signals and dog behaviour.

On 21 December, representatives from Regulatory Services attended an animal management community event at the Palmerston Indigenous Village, hosted by Animal Management in Rural and



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

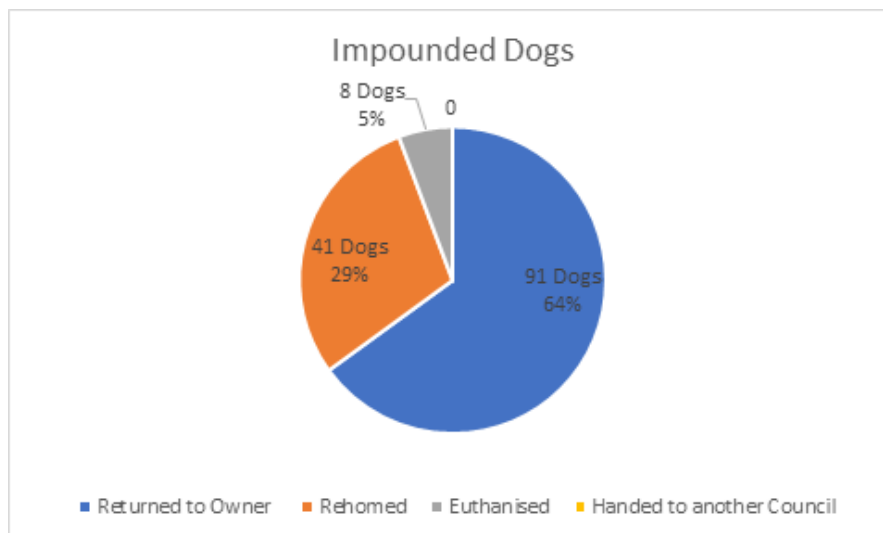
Remote Indigenous Communities and Yilli Rreung Housing. The event was a great opportunity to build stronger relations with the various stakeholders and educate on key animal management areas.

#### Animal Management

During the October to December 2020 quarter, Council recorded 1,323 new dog registrations and currently has a total of 3,850 dogs registered as of 31 December 2020.

During the quarter Council had 141 dogs impounded, with 112 dogs being unregistered and 29 being registered. For owners to have their unregistered dog released from the pound, they were required to register their pet before it was released. 64% of impounded dogs were returned to their owners, 29% of the dogs were rehomed and 5% were euthanised, and there were no dogs handed to other Councils.

There was also one dog that was impounded that was unlawfully obtained from the Council pound over the annual shut down period.

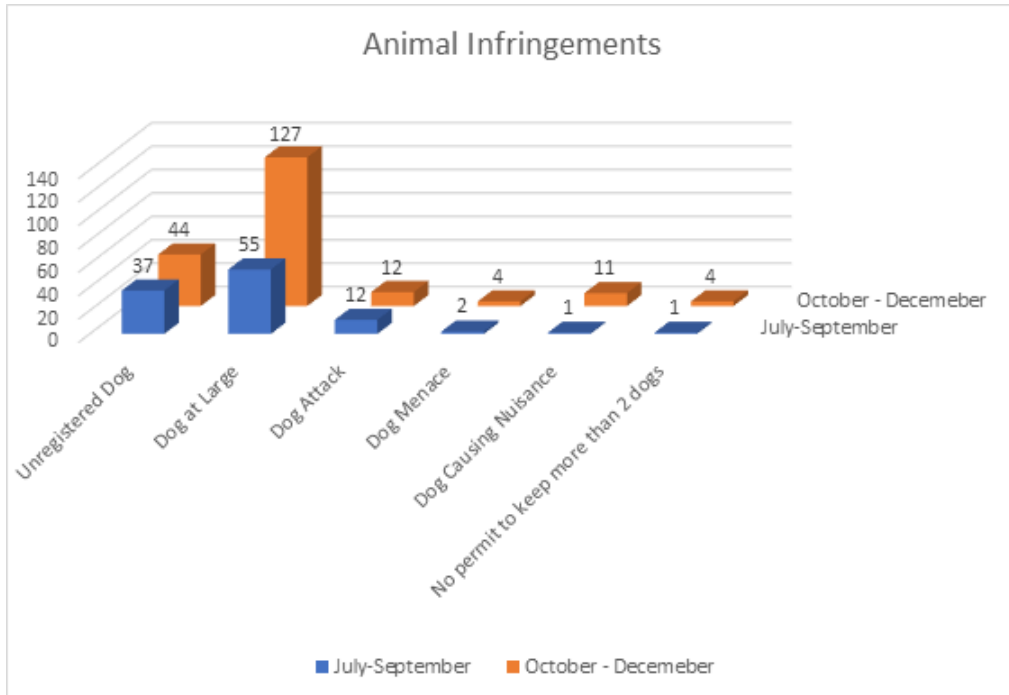




## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Animal infringements issued



There has been an increase in infringements that have been issued due to seasonal factors such as increased storm activity and increased enforcement action being taken by the Regulatory Services Team.

#### Parking

Over the quarter, 60 parking zone infringements were issued in total, out of the 60 infringements, 18 were issued due to zone overstay with 39 tickets issued due to failure to display or activate PayStay, and three infringements issued for an expired ticket or PayStay.

The table below outlines the quantity of infringements issued in each parking zone, with Zone C (2-hour Free Parking) having the most infringements issued, with majority of these infringements issued due to failure to display a current ticket or activating the PayStay option.

Council Rangers are investigating ways to further educate drivers regarding the requirement of tickets or the utilisation of the PayStay App during the free parking period.

Zone	Length of Stay	Number of Tickets Issued
A	15 - 30 min Free Parking No voucher required	3
B	1-Hour Free Parking Voucher or PayStay required	2
C	2-Hours Free Parking Voucher or PayStay required	46



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

D	4-Hours Free Parking Voucher or PayStay required	9
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Zone A and B has seen a decrease in infringements due to users abiding to the parking requirements, of presenting a parking ticket, or using PayStay to log their parking times. Zone C and D has seen an increase of customers declining to print a ticket or register with PayStay, resulting in higher infringements being issued.

### 3. Cultural Diversity

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

#### Pride Picnic in Palmerston

The Northern Territory Youth Round Table is a direct communication avenue between young Territorians and the Northern Territory Government. City of Palmerston hosted its first Pride Picnic on 10 October 2020, after a member of the NT Youth Round Table approached City of Palmerston to discuss their community project to create a safe space in Palmerston for our LGBTQIA+ Community. A working group was formed with NT Youth Round Table, City of Palmerston, Headspace Darwin, Drag Territory and Rainbow Territory to support the Round Table member.



City of Palmerston hosted the Picnic at the Recreation Centre, which included a community consultation, large picnic games, pride-themed badge making, drag show and a panel who shared their personal stories and experiences. Young people in the audience also shared their experiences and issues faced as a person a part of the Rainbow Family. The Picnic attracted 133 community members including special guests.





## LIFESTYLE AND COMMUNITY

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### Durack Creative Workshops – School Holiday Program

A series of creative school holiday programs were held at the Durack Arts Center in the September School Holiday period. Six workshops were run at full capacity with over 45 children attending the workshop program. Artists Francis Ricketts and Janie Andrews delivered a range of creative activities across the two-week period. The workshops were held as part of the activation of the Durack Arts Centre.

### NAIDOC Week - Always Was, Always Will Be.

City of Palmerston was proud to support the Palmerston NAIDOC Committee and Larrakia Nation to celebrate this year's program of events across Palmerston. NAIDOC Week, which is traditionally held in July, was postponed until 8 –15 November 2020 due to COVID-19. This year's NAIDOC Week theme – Always Was, Always Will Be – recognised that First Nations people have occupied and cared for the continent for over 65,000 years.

NAIDOC Week 2020 was launched in Palmerston with the Official Flag Raising Ceremony held at Memorial Park on Sunday 8 November at 10am. Alderman Mick Spick was joined by the Hon. Selena Uibo, Minister for Aboriginal Affairs, Hon. Eva Lawler and Mark Turner MLA together with around 140 community members to acknowledge this significant week in Australia. The event was hosted by Uncle Halpin Hart from the Palmerston NAIDOC Planning Committee and Top End NAIDOC Male Elder of the Year 2020.



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Image: L-R: Hon. Eva Lawler, Alderman Mick Spick, Mark Turner MLA, Les Huddleston, Hon. Selena Uibo, Minister for Aboriginal Affairs, Uncle Halpin Hart – Palmerston NAIDOC Planning Committee and Top End NAIDOC Male Elder of the Year 2020.

Over 400 people attended the Family Fun Day, including Mayor Athina Pascoe Bell, where food, culture, stories and dance were celebrated. The One Mob Dancers together with the Tiwi Island Women, danced and sung. The utilisation of the Palmerston Pool provided a cool relief from the hot sweltering November sun and humidity.



The NAIDOC Committee also planned a Seniors Luncheon, which was attended by the Mayor, together with a successful Family Fun Day and Youth Event out at the Palmerston Swimming and



## LIFESTYLE AND COMMUNITY

### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

Fitness Centre. Larrakia Nation Chairman Richard Fejo kicked off the event with a special Welcome to Country.

The City of Palmerston Library also hosted a special Dreamtime Story Session, with guest artist Dingo Cockatoo and City of Palmerston Staff John and Shinai, sharing local stories. The event was extremely well attended, and one of the most successful Storytime programs of the year.

#### Urban Jams

City of Palmerston, with sponsorship from the Northern Territory Government, delivered three Urban Jam Events in October, November and December, with 494 young people attending over the three events. Young people enjoyed a variety of activities from Basketball and Volleyball Competitions, Breakdancing and Hip-Hop Music, Street Art, Esports, Reptile Experience, Laser Tag, Gladiator Ring, Bubble Soccer, Interactive Services Stalls and a meal from Foodbank NT.

#### Bilingual Storytime

Bilingual Storytime continued on 15 December 2020 with stories and songs in both English and Mandarin with support from our local volunteer Nicole Cheung, with 22 adults and 29 children in attendance.

#### International Men's Day

Council formed a working group to support the development of community events for International Men's Day 2020.

International Men's Day gives our community the opportunity to work together towards the day's six key objectives, which apply equally to all males irrespective of their age, ability, social background, legal status, race, beliefs, sexual orientation or gender identity.

These are:

- Valuing male role models
- Acknowledging the contribution of men and boys
- Improving male health
- Tackling discrimination and disadvantage
- Fostering positive gender relations
- Making the world a safer place for everyone

The working group comprised of City of Palmerston, Palmerston and Regional Basketball Association, NDIS/APM, Buslink, Clontarf and Larrakia Elders.

The celebrations included a Community Breakfast hosted by NDIS/APM support by Clontarf and Mark Turner, a Special Storytime at the Library with special guest, Brent Watkinson from Hot 100 and a youth event at the Recreation Centre with Basketball Comps and Mel from On the Menu Catering volunteered to teach young men how to pipe cupcakes. 180 people of all ages attended across the three events.







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#### Palmerston Youth Festival Working Group

Nine young people aged between 15 to 20 formed the Youth Working Group 2021 for the Palmerston Youth Festival. These young people participated in an orientation workshop with Amy Hetherington. Amy upskilled the group on what would be expected of them and how they will support the development of the Festival.

The following day Amy facilitated a Panel for prospective event partners. These organisations were shortlisted by City of Palmerston and given the opportunity to pitch their ideas to the Youth Working Group. The working group gave feedback about each pitch and this information will be collated and used to guide all successful applications. The working group also decided on a theme for the Festival in 2021 - 'RISE' which reflects the year that was due to COVID and pushes us to rise and continue to be resilient in testing times. They also said they wanted the festival to focus on connection to country and local cultures and to use the slogan 'Run by Youth for Youth'.



#### Palmerston Art Projects

Council currently has over 20 community art projects across the municipality, with a number of new art projects currently being development for completion within 2021.

Council is currently creating a Public Art Register to capture, locate and research the history of these art pieces. The Public Art Register will also play a crucial role in the development of a Public Art Trail through Palmerston to further showcase the diverse and unique Art pieces on display throughout the municipality.

The current Art Strategy is due to expire in 2021, and Council is working on an updated Art Strategy that will identify a five-year plan for public art initiatives, as well as additional cultural development opportunities. The new Draft Art Strategy will be due to be completed in May 2021.



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#### Delay: Before the Wet

*Delay: Before the Wet*, was a small exhibition of artworks by local Larrakia artists Shaun Lee, Tony Lee and Trent Lee.

The exhibition aimed to celebrate the three artists who were responsible for the *Gudangwa (This Place)* mural on the exterior of the Palmerston Recreation Centre and deepen the community's understanding of our local Aboriginal arts and culture.

Inspired by the seasons, the title *Delay* is the Gulumoerrgin (Larrakia) language for the monsoon season, a time that replenishes a dry thirsty land. A small selection of artworks and objects were brought together, to showcase each artist's individual style and technique. The exhibition featured traditional ironwood hand carved spears through to contemporary sculptures and objects and provided the community an opportunity to see the display of works created by these three artists.

The exhibition was on view from 9 November 2020 through to 20 December 2020, coinciding with NAIDOC Week, with an estimated viewing of approximately 600 visitors to the venue.



#### Goyder Square Christmas Tree – A Palmerston Tradition



Image: Artist Techy Masero with the Tree.

This year, Goyder Square's much loved Christmas Tree became the center piece for the Christmas in Palmerston celebrations. The tree, which was designed by artist Techy Masero in 2013 was built and designed to withstand the tropical cyclonic conditions over the Christmas period. The artist works with a small team of installers, with the installation process taking approximately 12 days, working throughout the varying weather conditions. Each garland and handmade ornament had been individually tied to the 8m tall structural frame.

This year the tree features over 60,000 lights, together with 45 handmade custom ball decorations. The tree featured as part of the Christmas Wonderland and was surrounded by a sea of moving fibre optic lilies which further enhanced its appeal. The tree was lit on 17 December with a virtual Tree Lighting Ceremony by the Mayor and Alderman and was on display from 6.30pm until 6.30am until 4 January.



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#### Palmerston's Christmas Wonderland

Palmerston sparkled from 4 December 2020 up until Christmas Eve with a range of activities occurring throughout the month. The highlight of the festive season was Christmas Wonderland, running each night from the 18 to 24 December 2020 in Goyder Square. Palmerston families were treated to spectacular lighting display including nightly visits from Santa, free train rides, snow, candle flames and an interactive musical floor. Over the six nights, 13,649 people enjoyed free family fun with over 1,800 people riding the train each night.

Frances Drive was illuminated with hundreds of shimmering lights, snow and moving light installations from 4 December until 24 December 2020. Children's activities were run from 21 December 2020 until 24 December 2020 at the Palmerston Recreation Centre and Library with activities including balloon twisting, colouring in, Sand Art Craft and a Christmas movie.

The Palmerston Swimming and Fitness Centre ran a Christmas Adventure Hunt, Colouring in Competition along with other activities.

Another Christmas first for Palmerston was Pop-Up Carollers who performed each night at Christmas Wonderland and a various time at the Palmerston Library and Recreation Centre. Performers included John Levy, The Salvation Army Brass Band and Prayer Corby.

Feedback collected from attendees included the following statement:

*"It was fantastic to have something like this finally in Palmerston. It is usually the waterfront or the city that has events. This by far was better than any other Christmas activity my family attended. Thankyou."*







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### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### 4. A future focus

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

##### Recreation Centre Usage

A range of new users groups have commenced using the Recreation Centre during the quarter.

The free facility hire initiative across all user groups resulted in organisations that had successfully applied for in-kind support by way of a cost reduction on hire fees not requiring the awarded support. A letter from the Sport Education Coordinator for the Top End Region thanked Council for its support:



*"Over four days of 3x3 Basketball inviting primary, middle and senior schools 438 students attended the event. The majority of these students come from Palmerston schools, with the other students from surrounding rural and some remote areas. This was the most highly attended sport held this year in our region. Although the days are about participation and fun, the health and social benefits students get from these events cannot be undervalued and the quality of the facility undoubtable played a role in getting more students involved."*

*I am sending this letter to thank the staff at the Palmerston Recreation Centre and the Palmerston Council for allowing us to run our 3x3 Basketball Days in the Palmerston Recreation Centre in November this year. Each school commented on the quality and comfort of the facility, which would not have been possible had it not been for the "in kind funding" made available by the council. Although we did not have to use the funding due to the free hire of the facility, without the funding we would not have been able to put these days on our calendar and would have been unable to host the quality event that we did."*

##### Esports Australia Summit 2020

The Esports Australia Summit 2020 brings together industry leaders and stakeholders to focus discussion on the Australian esports industry. 2020 has been an interesting year for all, with esports enjoying explosive interest and growth.

City of Palmerston's Community Development Officer for Youth, Sports and Recreation was invited to participate in the online conference as a panelist for Grassroots Esports and Placemaking. The Australian Esports Association believe the foundation of any successful movement is its communities and the grassroots they have. In addition to the major events and the big leagues we often hear about there is a wide array of contributors building esports in their local communities,



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### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

nurturing local play and participation. This panel discussed local esports that thinks about inclusivity, sustainability and participation.

City of Palmerston had an opportunity to promote the work they did during COVID-19 Restrictions early this year to upskill and support local esports groups, provide Community Benefit Scheme funding for youth to create a youth lead esports organisation and forming the Geek Culture Collaborative working group which aims to develop the NT Geek Culture Sector and Geekfest Top End.

#### Anytime Libraries

Two Anytime Libraries (book vending machines) were installed in December at the Palmerston Swimming and Fitness Centre and the Zuccoli Plaza IGA. Each machine holds in excess of 300 items which library patrons can borrow and return. To allow easy access for new members a new patron type has been created for which community members can sign up online.





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### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Palmerston Facility Bookings

##### Palmerston Recreation Centre – Community Rooms – 1 October to 31 December 2020

Month	October	November	December	Total
Number of Bookings	201	218	124	543
Number of Hours	576.5	614	382	1572.5
Number of Attendees	5627	3409	2510	11546
Revenue	\$0	\$0	\$0	\$0
In Kind Support	\$12,520.00	\$12,440.00	\$8,780.00	\$33,740.00
In House Usage Value	\$2,500.00	\$12,00.00	\$1,425.00	\$6,025.00
Total	\$15,020.00	\$14,540.00	\$10,205.00	\$39,765.00

##### Palmerston Recreation Center – Stadium – 1 October to 31 December 2020

Month	October	November	December	Total
Number of Bookings	220	245	165	633
Number of Hours	545.5	527	407.5	1480
Number of Attendees	10984	7662	5967	24622
Revenue	\$0	\$0	\$0	\$0
In Kind Support	\$15,450.00	\$17,400.00	\$14,295.00	\$47,145.00
In House Usage Value	\$1,830.00	\$180.00	\$330.00	\$2,340.00
Total	\$17,280.00	\$17,580.00	\$14,625.00	\$49,485.00

##### Palmerston Recreation Center Bookings – Quarter Four 2019 vs 2020

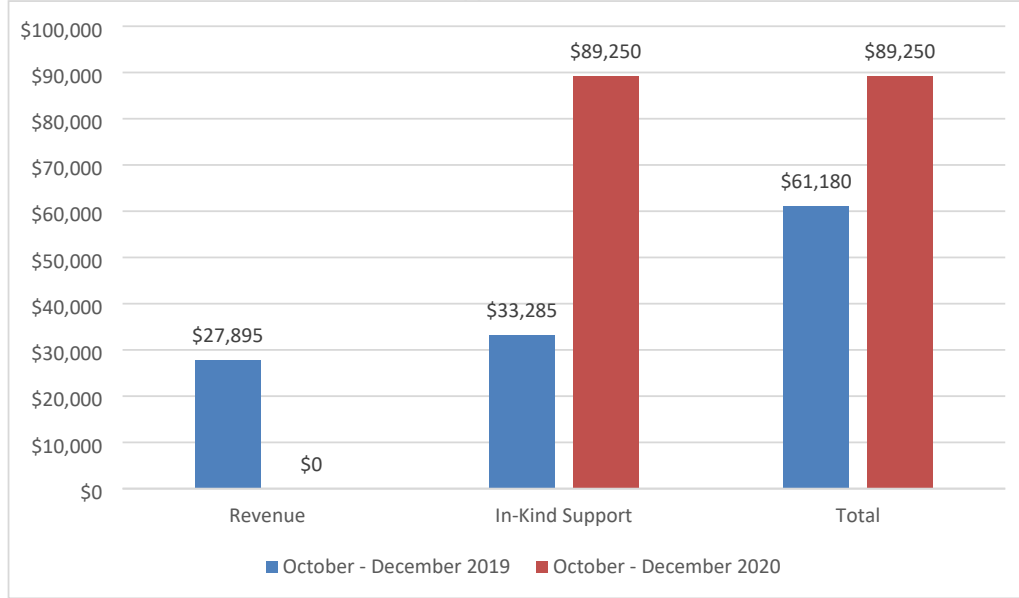
	October – December 2019	October – December 2020
Number of Bookings	618	1176
Number of Hours	1439	3052.5
Number of Attendees	17616	36168
Revenue	\$27,895.00	\$0
In Kind Support	\$33,285.00	\$80,885.00
In House Usage Value	N/A (Tracked Differently)	\$8,365.00
Total	\$61,180.00	\$89,250.00



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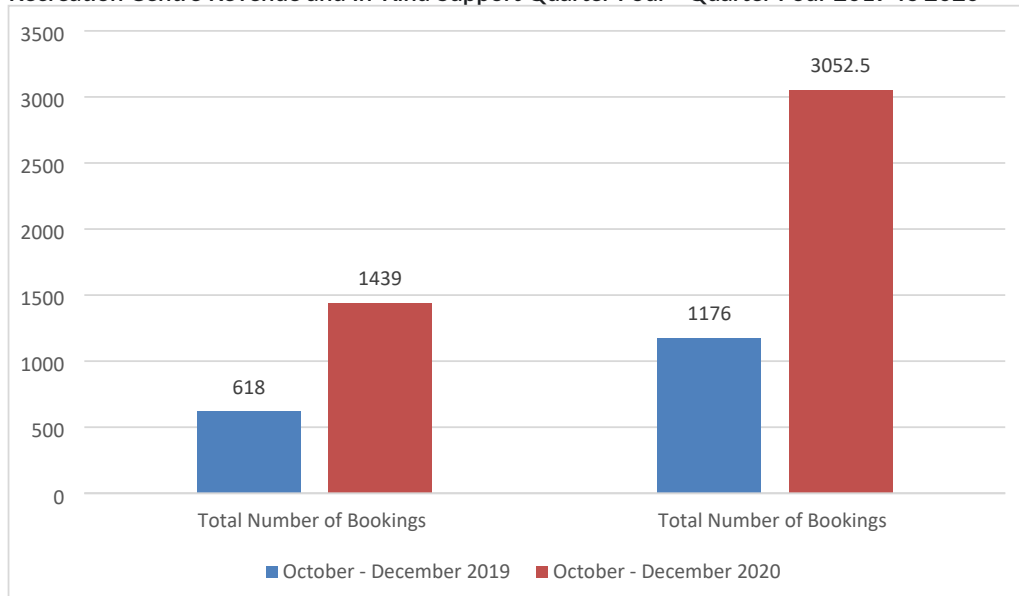
### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

**Recreation Centre Revenue and In-Kind Support Quarter Four - Quarter Four 2019 vs 2020**



Revenue has decreased by 100% due to the COVID-19 Free Facilities Initiative. In-Kind Support has increased by 168% compared to the same quarter in 2019, also as a result of the COVID-19 Free Facilities Initiative.

**Recreation Centre Revenue and In-Kind Support Quarter Four - Quarter Four 2019 vs 2020**





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The total number of facility bookings in the Recreation Centre has increased by 132% and the total hours booked has increased by 159% compared to the same time last year. The increased usage of the Recreation Centre is in large part due to the Free Facilities Initiative and the closure of the Gray Community Hall, resulting in user groups being moved to the Recreation Centre.

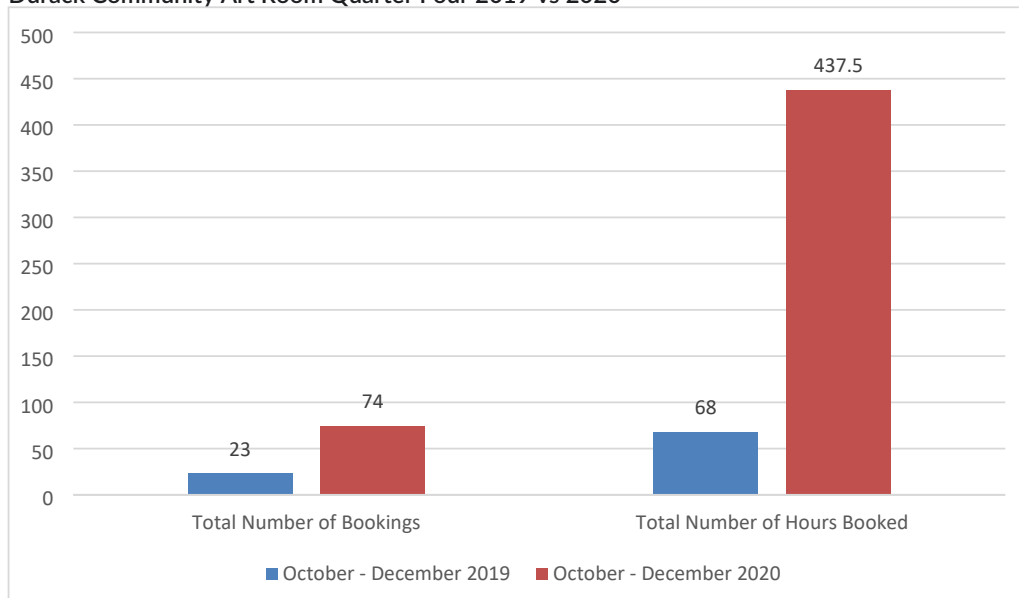
#### Durack Community Art Room Booking Numbers - 1 October to 31 December 2020

Month	October	November	December	Total
Number of Bookings	35	22	17	74
Number of Hours booked	180.5	142.5	114.5	437.5
Number of Attendees	385	265	190	840
Revenue	\$0	\$0	\$0	\$0
In Kind Support	\$770.00	\$1,450.00	\$1,270.00	\$3,490.00
In House Usage Value	\$2,840.00	\$1,360.00	\$1,020.00	\$5,220.00
Total	\$3,610.00	\$2,610.00	\$2,290.00	\$8,710.00

#### Durack Community Art Room Quarter Four 2019 vs 2020

	October - December 2019	October - December 2020
Number of Bookings	23	74
Number of Hours booked	68	437.5
Number of Attendees	Not tracked	840
Revenue	\$60.00	\$0
In Kind Support	\$0	\$3,490.00
In House Usage Value	\$1,300.00	\$5,220.00
Total	\$1,300.00	\$8,710.00

#### Durack Community Art Room Quarter Four 2019 vs 2020



The total number of facility bookings in the Durack Community Art Centre has increased by 221% and the total hours booked has increased by 437.5% compared to the same time last year. The increased usage of the Durack Community Art Centre is in large part due to the Free Facilities Initiative.



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### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

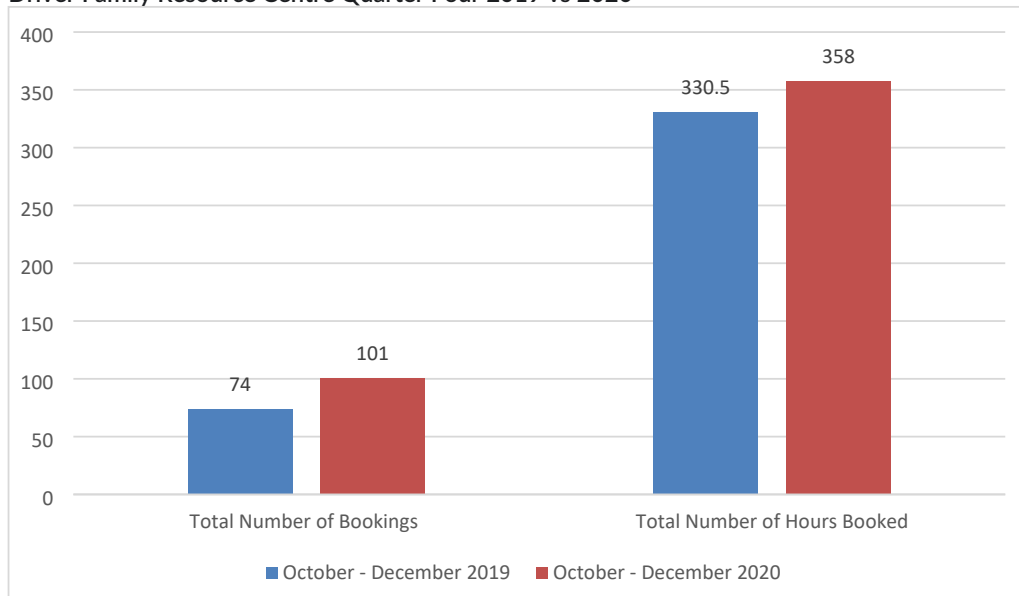
Driver Family Resource Centre Booking Numbers - 1 October to 31 December 2020

Month	October	November	December	Total
Number of Bookings	37	32	32	101
Number of Hours Booked	134	112	112	358
Revenue	\$0	\$0	\$0	\$0
In Kind Support	\$2,680.00	\$1,780.00	\$1,780.00	\$6,700.00
In House Usage Value	\$0.00	\$0	\$0	\$0
Total	\$2,680.00	\$1,780.00	\$1,780.00	\$6,700.00

Driver Family Resource Centre Quarter Four 2019 vs 2020

	October - December 2019	October - December 2020
Number of Bookings	74	101
Number of Hours booked	330.5	358
Revenue	\$2,830.00	\$0
In Kind Support	\$4,161.00	\$6,700.00
In House Usage Value	\$0	\$0
Total	\$6,991.00	\$6,700.00

Driver Family Resource Centre Quarter Four 2019 vs 2020



The total number of facility bookings in the Driver Family Resource Centre has increased by 36% and the total hours booked has increased by 8% compared to the same time last year. The increased usage of the Driver Family Resource Centre is in large part due to the Free Facilities Initiative.





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#### Library Community Room Bookings - 1 October to 31 December 2020

Month	October 2020	November 2020	December 2020	Total
Number of Bookings	45	71	44	160
Number of Hours	101	182	176	459
Revenue	\$0	\$0	\$0	\$0
In Kind Support	\$1,400.00	\$1,660.00	\$1,520.00	\$4,580
In House Usage Value	\$830.00	\$1,020.00	\$840.00	\$2,690
Total	\$2,230.00	\$2,680.00	\$2,360.00	\$7,270.00

#### Library Comparison Statistics for Quarter Two, Three and Four 2020

	April - June 2020	July - September 2020	October - December 2020
Library visits	9,660	32,263	28,528
Library items borrowed	7,811	24,656	24,315
Hours on public PC's	572	2,794	3,360
Attendance at library programs	216	2,172	2,457
Library programs and event delivered	16	106	97

#### Library Program Statistics – 1 October to 31 December 2020

Programs/Services	Number	Attendance				
		Pre School	School	Youth	Adults	Totals
Holiday	9	0	179	1	108	288
Otaku	4	0	0	0	12	12
Gadget & Games	10	14	64	0	46	124
Digital Literacy	9	0	0	0	39	39
Story Time Sessions	22	528	2	0	423	953
Nursery Time	11	242	3	0	247	492
Geek Squad	12	0	0	97	0	97
Code Club	9	0	149	9	27	185
Events	4	60	0	0	100	160
Author Visits	2	0	3	2	9	14
Orientations	1	0	56	0	8	64
Home Service	4	0	0	0	29	29
Totals	97	844	456	109	1048	2457

## 5. Environmental Sustainability

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

#### Community Benefit Scheme – Environmental Initiative Grant

Council offers funding to eligible community groups through the Community Benefit Scheme, which encompasses grants, sponsorships, scholarships and donations; A new grants category Friends of Mitchell Creek Catchment Landcare Group (FMCLCG) have received \$2,000 Environmental Initiative Grant funding for their project, Green Fire Break Trial. This trial will provide insight into fire risk reduction for suburbs bordered by bushland. The Project Outcomes include healthier



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bushland with fewer weeds and reduced fuel load; reduced fire threat for adjacent houses; improved aesthetics of surrounding environment; enhanced habitat for wildlife; less water run-off resulting in sediment washing into Mitchell Creek.

#### National Recycling Week

City of Palmerston Library promoted National Recycling Week from 9-15 November 2020 on Facebook to encourage people to come in and view all the wonderful resources we have available on recycling.

#### **6. Governance**

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

#### Palmerston Seniors Advisory Committee

Palmerston's senior community is represented by a small group of local and rural residents who comprise the Palmerston Seniors Advisory Committee. They meet regularly, most recently on Monday 23 November 2020, to consider issues and items of interest.

At this meeting the three remaining action table items were discussed and dates for 2021 committee meetings proposed. Agendas and minutes for committee meetings are available from Council's website and members of the public are welcome to observe meetings as part of a 'gallery'. Council has approved three 2021 meeting dates; the first is Monday 1 March.

#### Palmerston Safe Communities Committee

Palmerston Safe Communities Committee (PSCC) works in partnership with Council and the NT Government, businesses and the community to reduce and prevent injuries, accidents and crime. The PSCC is committed to promoting the safety and wellbeing of Palmerston residents and visitors. Meetings are held bi-monthly with membership of more than sixty people.

Two meetings were held during this quarter, Thursday 8 October 2020 and Thursday 26 November 2020. The November was hosted at the Palmerston Youth Centre in Moulden to showcase the facility to members and attended by 21 people. The October meeting was attended by 20 people at the Palmerston Recreation Centre. The meetings welcomed three guest speakers who provided members information about:

- YORET (Youth Outreach & ReEngagement Team) Review presented by Territory Families in October.
- Anti-Social Behaviour presented by Department of Chief Minister & Cabinet in November
- Batten Road Homelessness Response presented by Mission Australia in November.

#### Palmerston Kids Network

Palmerston Kids Network (PKN) is a committed network of workers representing organisations who provide services and programs to children (up to twelve years old) and their families. Meetings are held bi-monthly with a membership of over one hundred community service providers and attendees. Two meetings were held during the quarter, the first on Friday 2 October 2020 and the other on Friday 20 November 2020. The meetings covered the Palmerston's Children's Week events.



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### QUARTERLY REPORT/OCTOBER to DECEMBER 2020

#### Palmerston and Rural Youth Services Network

Palmerston and Rural Youth Services Network (PaRYS) members met on Tuesday 1 December 2020. Network members shared information regarding several projects being rolled out across the sector:

- School Holiday Calendar (December 2020 – January 2021)
- PaRYS Network Resilience and Capacity Building Session
- Palmerston Youth Information Map

The Northern Territory Government launched its Palmerston School Holiday Program for the December to January period for 2020/21. The program is supported by YMCA, Larrakia Nation, Palmerston and Regional Basketball Association and City of Palmerston. All activities are free, and the calendar is available on [youth.nt.gov.au](http://youth.nt.gov.au).

The next PaRYS meeting will be held on 2 February 2021 at the Palmerston Recreation Centre.

#### Palmerston Animal Management Advisory Committee

The last meeting for 2020 was held on the 25 November 2020. The first meeting for 2021 is still to be decided.

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Organisational Services Quarterly Report - October to December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	EA to Director Organisational Services, Stoney Dethmore
<b>APPROVER:</b>	Director Organisational Services, Silke Maynard

### 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 the Governance section in the October to December 2020 quarter.

### KEY MESSAGES

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

- This report includes the Governance Section of Council which reports to the Chief Executive Officer (CEO).
- In November 2020, Council promoted International Men's Day by hosting a morning tea for staff and community members to attend to raise awareness of Men's health.
- City of Palmerston has over 1,900 ratepayers currently signed up to receive their notices electronically.
- The myPalmerston Discount Voucher Scheme investment of \$220,000 delivered an \$1,220,536.72 increase to the Palmerston economy.
- Council has made \$9 million in payments to vendors over the period, with 81% of these payments being made to local businesses.

### RECOMMENDATION

THAT Report entitled Organisational Services Quarterly Report - October to December 2020 be received and noted.

### BACKGROUND

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

### DISCUSSION

Activities completed during the October to December 2020 quarter are detailed in **Attachment 13.1.4.1** with some highlights identified as below:

International Men's Day

During November 2020, Council promoted International Men's Day by coordinating a breakfast for all employees across City of Palmerston and community members to raise awareness of Men's health. City of Palmerston employees joined community members for breakfast cooked by the students at Clontarf Foundation and information packs were provided to attendees to raise awareness for Men's health.

### **Electronic Rates Notices**

Council has been actively promoting and encouraging ratepayers to sign up to receive their notices electronically via BPay View and EzyBill. As of 23 December 2020, Council had 1,996 ratepayers registered to receive their notices electronically.

### **Governance**

During the previous quarter, Council has separated Governance activities, such as management and oversight of all policies, audits and reviews, insurances, and procurement, as well as ensuring Council is meeting its responsibilities under the Local Government Act. This area reports to the CEO, however activities will be reported within this report.

### **CONSULTATION PROCESS**

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

- People and Customer Manager
- Finance Manager
- Governance and Strategy Manager
- Information and Technology Manager

### **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**

1. Organisational Services Quarterly Report October to December 2020 [13.1.4.1 - 9 pages]



## ORGANISATIONAL SERVICES

Quarterly Report – October to December 2020

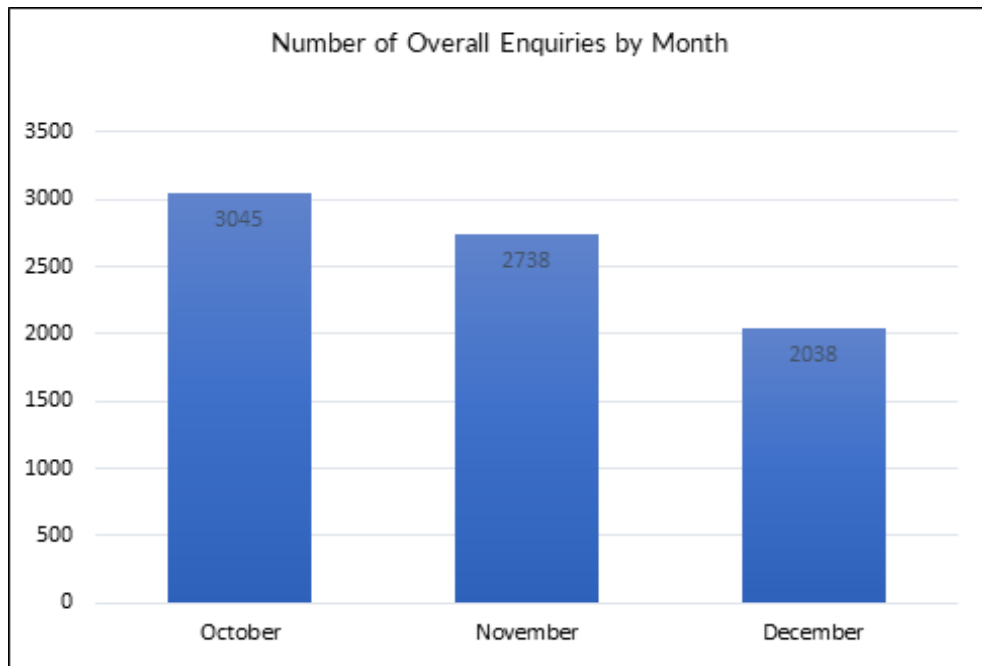
### 1. Community Plan Outcome: Family and Community

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

#### 1.1 Customer Experience

This quarter saw a decrease in Customer enquiries through the Customer Service team from the previous quarter due to the annual dog registration and rates issue process being predominantly completed in the previous quarter. Council closed at midday on 24 December for the annual Christmas shut down.

During the quarter the Customer Service Team at Civic Plaza recorded 7,821 enquiries and recorded over 1,600 of these enquiries as in persons interactions with members of the community.

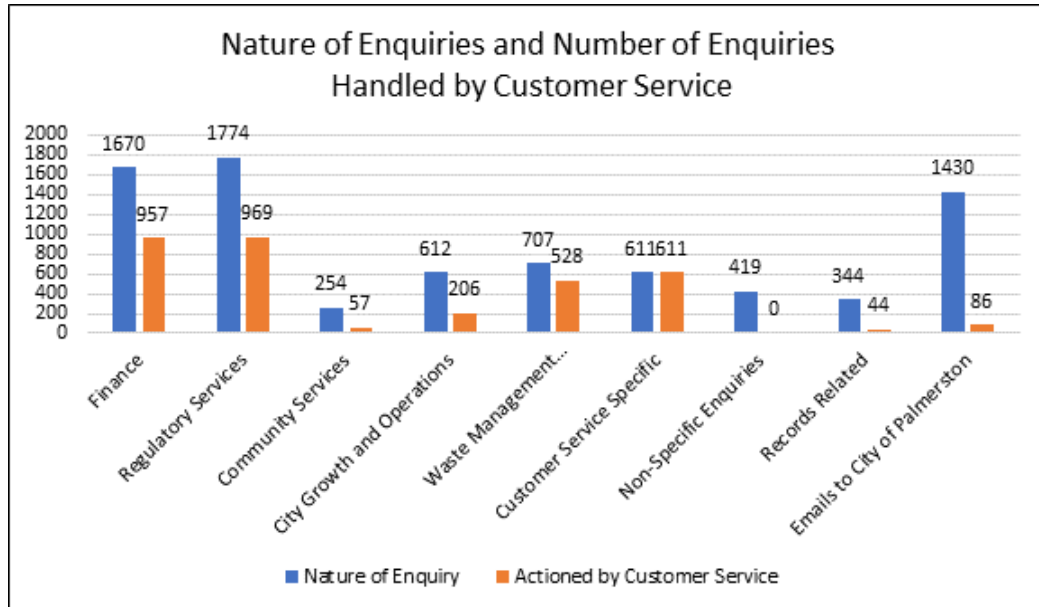






## ORGANISATIONAL SERVICES

Quarterly Report – October to December 2020



### 1.2 International Men's Health Day

On the 19 November 2020, the People and Customer Team in conjunction with Community and Lifestyle Team and Community Groups coordinated a breakfast for all employees across City of Palmerston and community members. This was to reiterate the importance of the day and raise awareness of Men's health. City of Palmerston employees joined community members for breakfast cooked by the students at Clontarf Foundation and information packs were provided to attendees.



Image: Mayor Athina Pascoe-Bell with attendees of the Internal Men's Day Event held at the Recreation Centre.



## ORGANISATIONAL SERVICES

Quarterly Report – October to December 2020



Image: City of Palmerston staff in attendance of the Internal Men's Day Event held at the Recreation Centre.

### 2. Community Plan Outcome: Vibrant Economy

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

#### 2.1 myPalmerston

The myPalmerston Discount Voucher Scheme (Scheme) was completed on 17 December 2020. The entire Scheme seen more than 90 businesses and 11,000 customers participate with over \$1.2 million being contributed into the Palmerston economy from September to December 2020 through the scheme.

A separate report on the success of myPalmerston is being presented to Council at January's Ordinary Meeting.

A summary of the results from all three rounds of myPalmerston are presented below.





## ORGANISATIONAL SERVICES

### Quarterly Report – October to December 2020

#### 2.3 Employee Movements

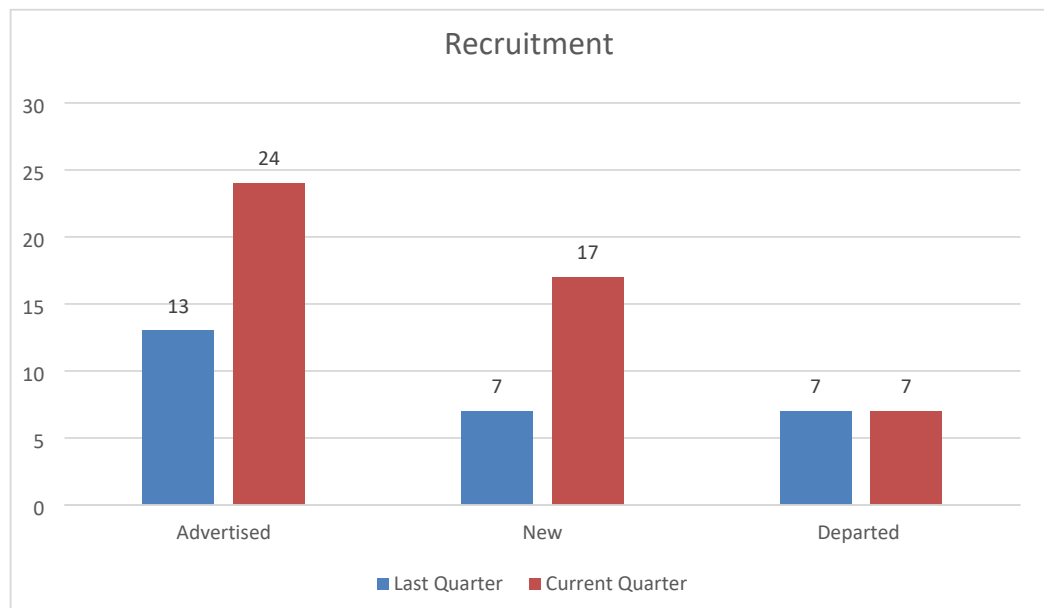
The October to December 2020 quarter welcomed 17 new employees to City of Palmerston and bid farewell to 7 employees.

Council currently has a current approved Full Time Equivalent (FTE) count of 88.35 and 83.1 FTE as of 31 December 2020.

Council's staff headcount as of 31 December is 101 employees, comprising of FTE's, casuals, limit tenure and labor hire staff.

#### 2.2 Recruitment of our People

The People and Customer Team continued to support 24 recruitment activities across Council, with all positions being externally advised to the community for an average of 20 days per advertisement. Recruitment activities were attributed to, natural attrition, as well as the recruitment of new roles to support the delivery of Community Plan outcomes.



### 3. Community Plan Outcome: Cultural Diversity

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

#### 3.1 Quarterly Workforce Statistics

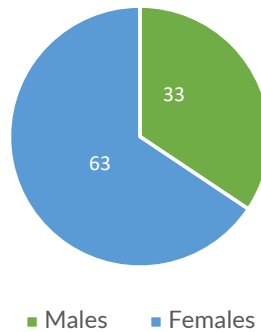
Council has a dedicated workforce performing many functions on behalf of the Community. As of 21 December 2020, Council employs 96 staff from over 15 different nationalities demonstrating a culturally diverse workforce reflective of our community. Our employees comprise of 63 females and 33 males and the average age of a staff member is 32 years. The average length of service with Council is 3.7 years, with seven staff completing 10 plus years of service.



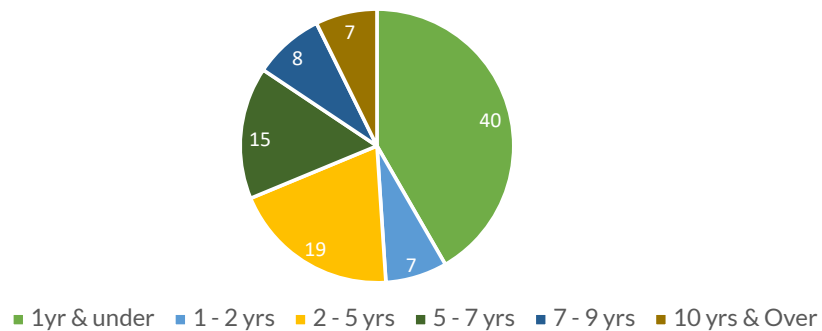
## ORGANISATIONAL SERVICES

Quarterly Report – October to December 2020

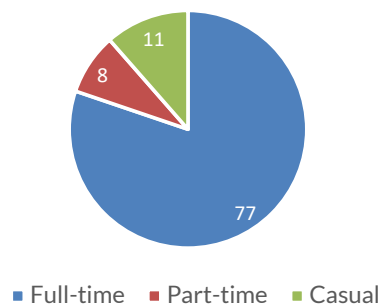
Gender Diversity



Length of Service with Council



Employment Type





## ORGANISATIONAL SERVICES

### Quarterly Report – October to December 2020

#### 2.4 Recognition of Service

In December 2020, City of Palmerston celebrated and awarded a number of service recognition awards to employees across the organisation. A total of six employees have completed five years of service, one employee has completed 10 years of service, and another employee has completed 20 years of service at City of Palmerston. We thank all employees for their continued service and commitment to the City of Palmerston and the Palmerston Community.

#### 2.6 Professional Development of our People

Over the past quarter Council has continued to invest in the professional development of our employees.

A total of 39 staff have undertaken professional development within the quarter on a variety of topics. This development included, but was not limited to:

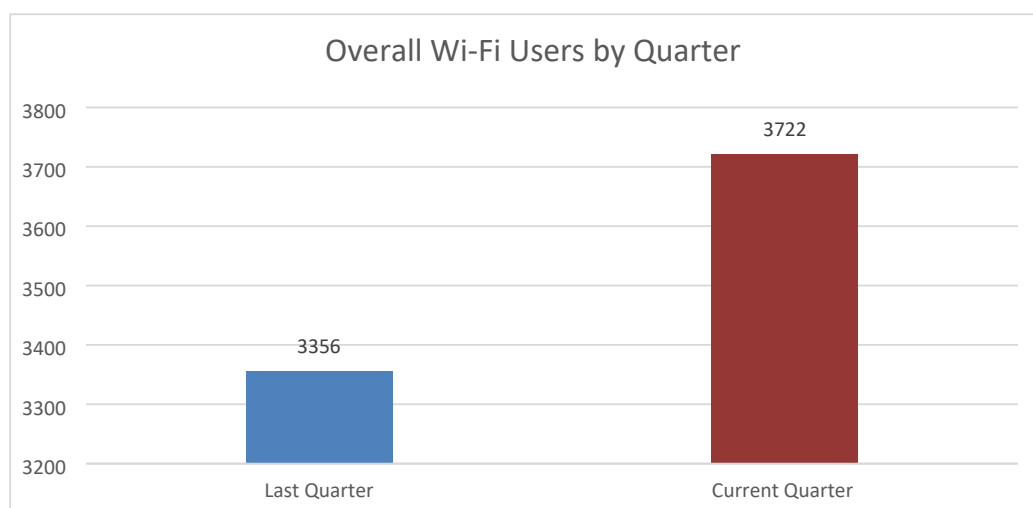
- Customer Experience Improvements
- Effective Teams
- Risk and Audit Training
- Records Management Training
- Cultural Diversity Training and Awareness
- Governance Training
- First Aid Training
- Individual Development and Coaching
- Tertiary Studies

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

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

#### 4.1 Public Wi-Fi

Public Wi-Fi usage has increased compared to the last quarter over majority of locations.



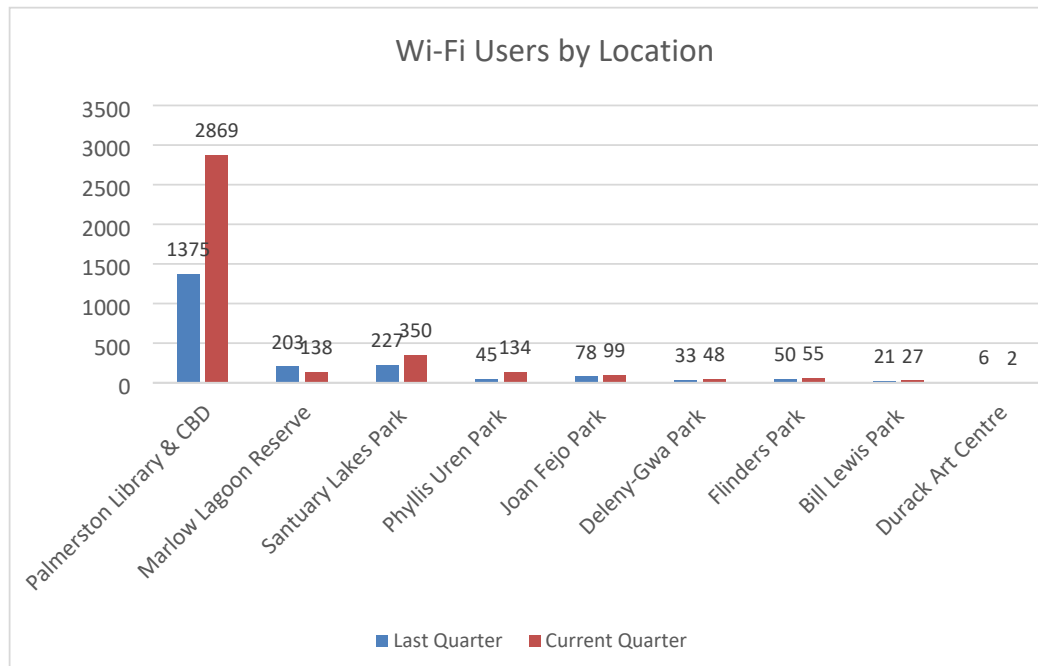


## ORGANISATIONAL SERVICES

### Quarterly Report – October to December 2020

The highest Wi-Fi usage increase was recorded at the Palmerston Library and CBD which has seen a doubling in the number of users compared to the last quarter. The increased usage was due to Esports activities and Get Online Week events for seniors that were held in the library.

The October and December 2020 school holidays has also contributed to additional users at the library, and the increased Wi-Fi use.



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

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

##### 5.1 Online Rates Notices

City of Palmerston has been actively promoting and encouraging ratepayers to sign up to receive their rates notices and reminders online via BPay View and EzyBill. As of 23 December 2020, Council had 1,996 ratepayers registered to receive their notices online.

#### 6. Community Plan Outcome: Governance

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

##### 6.1 Rates

The 2<sup>nd</sup> rates installment became due on 30 November 2020. The usual debt recovery process continues but very little activity occurs over December in consideration of the season. Letters of Demand will be sent to overdue ratepayers in January 2021.

The Business Hardship Package has been extended by the Department of the Chief Minister and





## ORGANISATIONAL SERVICES

### Quarterly Report – October to December 2020

Cabinet to 30 June 2021. Consequently, Council continues to offer a business rates concession under the recently reviewed policy *FIN17a – Public Benefit Concession Policy* for Commercial Ratepayers. To date the concession and interest remission total is just over \$27,000 and this consists of eight applications.

Council offers rate concessions to ratepayers experiencing financial hardship under *FIN17 – Rates Concession*. Financial hardship applications under this policy allow for the waiver of interest for the balance of the financial year when accompanied by a reasonable repayment plan. To date for the financial year council has received and approved applications for 33 properties.

Council also offers public benefit concessions under *FIN17 – Rates Concession*. Public benefit concessions have been granted to four sporting clubs in this financial year.

#### 6.2 Accounts Payable

Council has made \$9 million in payments to vendors over the period, with 81% of these payments being made to local businesses. All payments to vendors for the myPalmerston program were completed before the end of December 2020. Participating myPalmerston vendors are identified in Report 2.6 - Creditor Accounts Paid as a new Creditor Payment Type in the Financial Report for the month as part of this agenda.

#### 6.3 Procurement

Council started advertising tenders using the TenderLink platform, moving away from Tenders.net to support our procurement activities. TenderLink is used extensively by Local Government.

Since 1 July 2020, Council has awarded 3 tenders, with one awarded during the October to December 2020 quarter. In addition, Council withdraw one Tender application, as outlined in the below table:

Tender	Awarded Amount	Awarded Date	Tender Duration	Awarded To	Local Business
Tree Planting	\$54,606.00	17 September 2020	16 October 2020	Larrakia Development Group	Yes
Solar Shade Structure	\$362,649.08	30 September 2020	TBA	SEM Group	Yes
Public Bin Litter Collection	\$310,143.60	18 November 2020	Two years	Akron Group	Yes
Gray Community Hall Redevelopment	N/A	Tender Withdrawn 18 December 2020	N/A	N/A	N/A

The rejected Tender is schedule to be re-advertised in January 2021, and Council currently has nine projects in development stage that are planned to be opened for Tender during 2021.

#### 6.4 Implementation of the new Local Government Act

Council has identified requirements in accordance with the new *Local Government Act 2019*. A schedule has been formulated to ensure the adoption of these new requirements before 30 June



## ORGANISATIONAL SERVICES

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### Quarterly Report – October to December 2020

2021 and ensure compliance with the *Local Government Act 2019*.

Council received draft copies of the Electoral and General Regulations from the Department of Chief Minister and Cabinet for review. These draft regulations will be open for consultation until the end of January 2021.

#### 6.5 Council Policies

There are 10 outstanding policies for review within this Council's term, which are:

- Media
- Open Data
- Community Consultation
- Code of Conduct Elected Members
- Caretaker
- Annual Financial Statement
- Procurement Policy
- Debt Collection
- Access to Council and Committee Meetings and Confidential Minutes
- Public Question Time

The above policies are scheduled to be reviewed prior to 30 June 2021 and will be presented to Council as reviews are completed.

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.5
<b>REPORT TITLE:</b>	City Growth and Operations Quarterly - Report October to December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Director City Growth and Operations, Nadine Nilon
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report summarises the key activities undertaken by City Growth and Operations in the October to December 2020 quarter and recommends additional funds for verge beautification are referred to the 2<sup>nd</sup> budget review.

### KEY MESSAGES

- A number of projects were completed this quarter, including;
  - Temple Terrace Greening – Stage 2
  - Tree Planting – Elrundie Avenue shared path
  - Mansfield Laneway upgrade
- With the commencement of the wet season, capital projects were finalised with planning underway for the 2021 dry season.
- The Pre-Cyclone Clean Up was completed in October, with over 200 tonnes of material collected, of which approximately 28% of material was recycled.

### RECOMMENDATION

THAT Report entitled City Growth and Operations Quarterly - Report October to December 2020 be received and noted.

### BACKGROUND

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

### DISCUSSION

#### 1. Family and Community

##### Objective 1.1: 'We focus on families'.

##### Public Open Space facilities

Council undertakes maintenance and works on Public Open Space to ensure the community have year-round access to Council facilities. These activities are vital to ensure Council can encourage families to

gather and optimise use of amenities provided. Park structures are cleaned monthly to ensure the community can enjoy the outdoor benefits associated with living in the Top End. Play equipment is inspected monthly and any faults are rectified or made safe until repairs can be coordinated.

A number of playground and open space projects are currently underway. Key playground projects are outlined in a separate report to Council, which includes;

- A Play Space Strategy for Palmerston is under development, which will provide a strategic, equitable and sustainable approach to playground works.
- Playground infrastructure that was destroyed last year in Joan Fejo Park and George Park, are scheduled to be replaced. Joan Fejo Park will integrate accessible/inclusive play options.
- Refurbishment of the playgrounds in Tiverton Park and Phyllis Uren Park are to be undertaken, with concept drawings designed to maximise play opportunities in the spaces. Tiverton Park concept drawings were developed through consultation with Moulden Primary School and presented to the school in December.

Council's public litter bins continue to be serviced on a pre-prescribed frequency. Council has approximately 216 public place bins that require servicing on either a weekly, twice weekly, or daily frequency. In this quarter, 8.62 tonnes of litter have been collected from public place bins.

### Mansfield Laneway Upgrade

The laneway connecting Mansfield Street and Palmerton Circuit upgrade was completed this quarter. This involved the installation of new landscaping and seating. These works have activated what was previously an underutilised space and has significantly improved the amenity of the City centre.

Next steps include hydroseeding of the neighbouring vacant block (on approval of the landowner) and the installation of planter boxes along the Mansfield Street entrance to prevent illegal parking which will significantly improve the amenity of the area.

### **Objective 1.2: 'The wellbeing of our community is a focus for all of our work'.**

#### Planning Responses

Council continued to contribute to Territory Planning processes and provide advice on development applications. During the quarter 12 development applications were referred to the City of Palmerston for comment, and Council was represented at scheduled Development Consent Authority (DCA) meetings. An additional 56 responses were provided on applications lodged in the previous quarter. The DCA heard two applications of note, each for new telecommunications facilities, including monopoles. These applications had attracted community submissions with Council also providing submissions objecting to applications and attending the DCA meetings to voice relevant concerns. The application at 230 Woodlake Boulevard, Durack was deferred, while the telecommunication facility within the city centre at 10 Temple Terrace was refused, however this decision is now subject to appeal.

From a strategic planning perspective, Council continued to provide advice to the Northern Territory Planning Commission for the Central Palmerston Area Plan. The plan provides a detailed land use and development framework to inform future development decisions within the Palmerston City Centre. Engagement with NTG has been on-going to develop the plan, with final comments provided by Council during Stage 2 of consultation this quarter. The draft Plan is in its final stage, with the recent public exhibition inviting comment prior to adoption within the Northern Territory Planning Scheme.

### Laneway Program

Following the adoption of the Laneway Management Policy, responses to submissions were provided over the last quarter, and an information pack relating to the policy was made available on Council's website.

Council continued the seven full time and twelve part time laneway closures.

Council has continued with CCTV monitoring of the laneways, currently under treatment trial to monitor information on laneway usage. The data collected provides the number of people and the time of day the laneways are used.

### Graffiti, Vandalism and Litter Management

Council acknowledges that perceptions of public safety and civic pride in the community are affected negatively by graffiti and vandalism. Council assists in removal of graffiti on private property including fences by the owner/occupier of the property. Council also provides free graffiti removal kits which contain the materials required to remove the graffiti and instructions to use them.

Last quarter, Council removed approximately 96m<sup>2</sup> of graffiti from public facilities and infrastructure.

Council released a public tender for the refurbishment of the vandalised play equipment at George and Joan Fejo Park. The tender (which closed on the 23 December 2020) requested proposals for upgraded equipment at both parks and accessible play options at Joan Fejo park. The tender will be awarded early February with all works to be completed in May 2021.

## **4. A Future Focus**

### **Objective 4.2: 'Infrastructure is fit for purpose'**

#### Roads

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

- The unsealed area next to car park of Marlow Lagoon Dog Park, between the old car park to the gate of BMX club was sealed. This now provides all weather access to the BMX club and additional parking spaces to park users.
- Council undertook pavement patching works along Temple Terrace and sealed the potholes and wider cracks to prevent road pavement from further damage.
- Council engaged consultants to undertake full investigation of the pavement of Temple Terrace to develop pavement rehabilitation priorities and recommend on appropriate treatment to address the cracking and pumping issue of the pavement.
- Road Safety Assessments were undertaken on Temple Terrace and the intersection of Georgina Crescent and Callanan Road in the preparation of road safety black spot applications in January (for 2021/22 works if successful).

Early intervention of pothole on roads is very important for road safety as this prevents collisions caused by drivers while swerving to avoid or lose control after hitting the pothole. 53 potholes were repaired this quarter, an increase from 24 for the following quarter, which can be attributed to the commencement of the wet season.



Image: Sealed Carpark Area at Marlow Lagoon

Following major activities are expected to occur in next quarter:

- **Reseal Tender:** Tender documents are being compiled for road reseal works with the aim of awarding the contract in next quarter. Unlike previous years where the annual reseal works were undertaken by a short-term contract, this tender will be a three-year period contract enabling greater flexibility of timing and enable urgent works to occur within the contract scope.
- **Pavement Marking Tender:** Council is also preparing tender documents for pavement marking works for City of Palmerston. This will be the first period contract in place for line marking works, which will assist in undertaking efficient planned and unplanned pavement marking works without spending time on procurement activity.
- Council engaged its contractors for pavement reconstruction works within Pinelands and Yarrawonga and the work is expected to be completed by mid-January.

## Pathways

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

- Pathway construction works in Aspire 3A is close to completion. Approximately 95% of the works are completed.
- Council upgraded the pathway within Golden Grove Park, Rosebery, and Moulden drain as part of the pathway upgrades works to provide safe access all year around.

These newly constructed/upgraded pathways will provide a safe, convenient, and legible movement network for pedestrians in the area. This also provides excellent safe network to playgrounds, parks, school, and efficient access for other community services such as postal delivery and such.

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

As part of regular maintenance, damaged section of pathways within Driver, Roseberry, Gray, Durack, Bellamack, Moulden, CBD, Bakewell and Yarrawonga were replaced to provide safe access to pedestrians all year around.





Image: Pathway upgrade works, Golden Grove Park, Rosebery

### Driveways

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

- 66 driveway location plans were approved during this period.
- Council installed 21 driveways across various suburbs during this period
- Permits were issued for the construction of 5 driveways by builders
- Maintenance and repairs were completed on 14 driveways in this quarter

### Stormwater

Council undertook works on stormwater infrastructure, which includes open drains, underground pipe networks and pits, and associated lakes and basins to address general maintenance, safety issues, flood mitigation and environmental issues.

The following major stormwater works were undertaken in this quarter:

- As part of stormwater management, cleaning commence of the underground stormwater pipe networks within Moulden, Woodroffe, Gray & Gunn. Council undertakes this clean-up of open/underground stormwater infrastructure to assist in lowering the pollution and prevent public/private infrastructure from damage due to flooding.
- Letterbox pits upgrade works along Temple Terrace were completed. The upgraded pits will improve safety and efficiency of stormwater pits.



Image: Pit upgrade works along Temple Terrace

## Planned Activities:

- Wet season inspection of secured drains will be undertaken in the month of January. All secured stormwater infrastructure will be inspected to ensure that all securing mechanism of lids and grates for these pits are intact.
- As part of stormwater maintenance, the drain that runs along Forrest Parade between Owston Avenue and Applegate Drive, Roseberry will be cleaned.

## Electronic Speed Limit Sign (ESLS)

Council is committed to improving the safety of our Roads and provide safer environment for motorist and residents. As part of the Electronic Speed Limit Signs roll out programme, Council completed installation of speed limit signs at the Palmerston College (Tilston Avenue, Driver) and the Palmerston Christian School (Waler Road, Marlow Lagoon).



Image: Palmerston College - ESLS

### Lights

Dark spot initiatives continued this quarter, with the aim to replace existing luminaires with LED replacements aimed at reducing power costs and creating more efficient maintenance processes and enhance public safety for all users of roads and parks alike.

All dark spot works are designed to achieve relevant lighting compliance for the area.

During the last quarter, the following works occurred.

- Durack – Yale parade - completed
- Dwyer Circuit, Driver - completed

In addition, 99 light defects were repaired this quarter.

### Council Facilities

During the second quarter, scheduled and reactive maintenance works on all the council managed buildings were carried out as normal.

Additional activities included;

- Down lights and external lights at Palmerston Library were replaced with LED lights.
- Works are underway to replace all the internal lights in library to LED lights.
- Lights at the foyer, office area, community rooms, external walls, toilets and change rooms were replaced with LED lights at the Recreation Centre.
- Landscaping to the Mural theme at the north west side external wall face of Recreation Centre were completed during this quarter. Lights for Mural are being designed and are expected to be installed in the third quarter.
- Materials for the renewal of footbridge decks at Marlow Lagoon has been ordered and works are expected to be completed by the end of January 2021.
- Avenue and Applegate Drive, Rosebery will be cleaned.

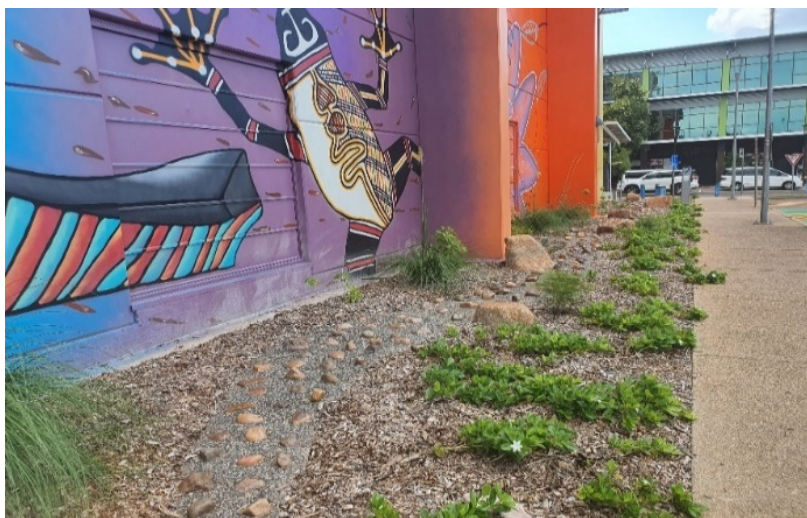


Image: Landscaping to the Mural



### 5. Environment Sustainability

#### Objective 5.1: 'Reduce our footprint on the environment'

##### Liveable Cities

Stage 2 of the greening of Temple Terrace was completed this quarter. This project improves the amenity and walkability of Temple Terrace through increased tree canopy, irrigated grass, and garden beds.

##### Lakes

The City of Palmerston Lakes Management Plan was finalised this quarter in preparation for presentation to Council in early 2021. The plan provides a coordinated approach to the management of Palmerston's lakes.

Some of the proposed short-term actions include:

- The development of a strategic weed harvesting regime.
- The completion of a water quality monitoring program for appropriate water quality parameters within the lakes (not the drain inlet and outlet points). Monitoring to include aquifer bores and E.coli testing.
- Improved and consistent data collection on water quality observations.
- Community education on impacts of backwash from pools, and what a 'natural' ecosystem looks like. This is to be undertaken in conjunction with an aquatic plant survey.

Proposed longer term actions include:

- Desilting of lakes and the installation of upstream desilting treatments.
- The development of an Irrigation Management Plan, which looks at catchment areas and the impact of irrigation runoff.
- The installation of box culverts in the causeway at Marlow's Lagoon to increase circulation through the waterbody.

##### Aeration Devices

Under remaining SCALE funding, several surface fountains were installed in this quarter. Lakes 1, 4, & 7 now all have floating fountains, which will increase water circulation and increase dissolved oxygen levels throughout the waterbodies. These fountains also improve the visual amenity of each area. Several positive comments regarding the fountains have been received, including;

*'Congratulations on the initiative to install aeration sprinklers to the Durack lakes. Not only do they look good but hopefully over time they will improve the water quality.'*



Image: Surface Fountain at Lake Four (near Durack Primary School)

Council has continued weed harvesting, with all lakes currently harvested on a rotational basis. Weed and algal build-up are ongoing management issues for these lakes, especially over the dry season when there is reduced flushing through rainfall. Weed harvesting is an effective tool in removing organic matter from the waterbody and thereby reducing nutrient loads. Council is also in the process of procuring a second harvester to increase the rotation through the lakes. In addition, management actions listed in the new Palmerston Lakes Management Plan, once implemented will reduce nutrient loads into these lakes, thus reducing plant growth.

**Objective 5.2: 'Palmerston is a cool, shaded, green city'**

**Verge Improvement Program**

The Verge Assistance Program was launched in April 2020 and offered free delivery of topsoil and grass seeds to residents for the establishment of verges. Between April and October 2020, Council received 537 applications. Approximately 238 properties, were awarded assistance under the program.

This equated to the approximate delivery of 2,228 cubic metres of soil, 598kg of seed, with a cost of \$70,390 to Council. Success of the program was also evident in community commitment to installing the material. Only 8 of the properties that were awarded the material have not laid the soil and seed to date.

An assessment of delivery options for the 2021 program has been undertaken. The best outcomes in 2020 were achieved for unestablished verges. This is due to the chosen soil and seed type being suitable for broadscale application. Many requests under the program in 2020 were for established verges, which required individual soil types (i.e., top dressing soil) and varying application rates. It is suggested that the 2021 program focuses on providing material to the remaining 'poor' condition verges, thereby ensuring the ability to purchase large quantities of a single soil type. Estimated costs for the 2021 program based on the remaining 165 high priority (low existing condition) verges is \$49,000.

The program will commence in May 2021, subject to the 2nd budget review, of which an additional \$20,000 will be recommended towards the program this financial year. This would then enable the continuation of the program from May 2021.

In addition, an option for reimbursement of establishment costs is under review and is a potential option. As there is a current list of active requests, it is proposed that these are addressed initially prior to further advertisement or changes to the program.

### Trees

The 2020 tree planting program, funded through the SCALE program, concluded this quarter with the planting of 250 mixed species along the Elrundie Avenue raised pedestrian/cycle track. At maturity, these trees are expected to provide a shaded avenue connecting people and the Community.

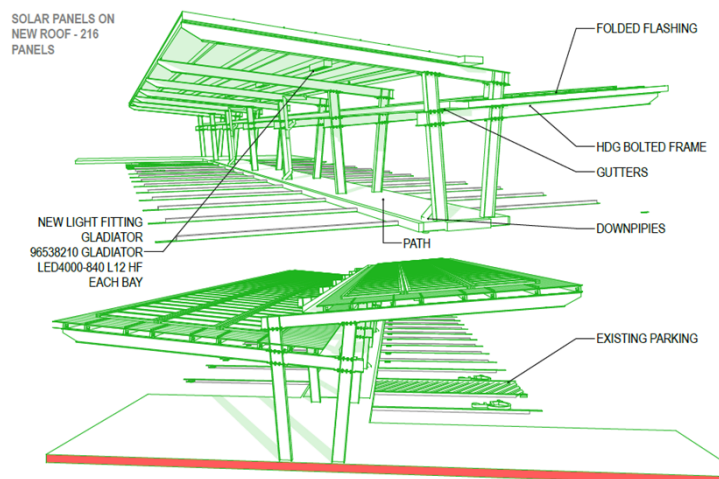
This quarter, Council planted 21 trees in response to residential requests. A new online tree request process also commenced this quarter, providing a more efficient request process for residents and Council.

The tree maintenance program saw major works undertaken within the CBD as part of preparation for Christmas celebrations. Council arborists also coordinated the removal of dead or declining trees at 35 locations within the suburb of Woodroffe. The October to December period has seen the early onset of the Wet Season.

### Solar Photovoltaic Systems on Council Buildings

#### **Civic Plaza Solar Shade Structure**

Construction of the Civic Plaza Solar Shade Structure commenced this quarter. Once installed, the shade structure will provide up to 40% of Council's Civic Plaza electricity requirements. This equates to an annual approximate savings of 3,500kgs of carbon emissions (equivalent to the planting of 115 trees). The final design for the shade structure was also chosen for its aesthetic properties, providing a unique and visually pleasing structure for the Civic Plaza Centre.



**Concept Drawings for the Civic Plaza Solar Shade Structure**

#### **Power Generation at the City of Palmerston Library and Palmerston Recreation Centre**

The PV system at the Palmerston Library generated approximately 35mwh of power this quarter, providing approximately 33% of the library's electricity needs. The Palmerston Recreation Centre's PV system generated approximately 32mwh, providing approximately 25% of the buildings electricity needs.



In total, both systems mitigated the release of approximately 26,000 kg of carbon emissions (equivalent to planting 804 trees).

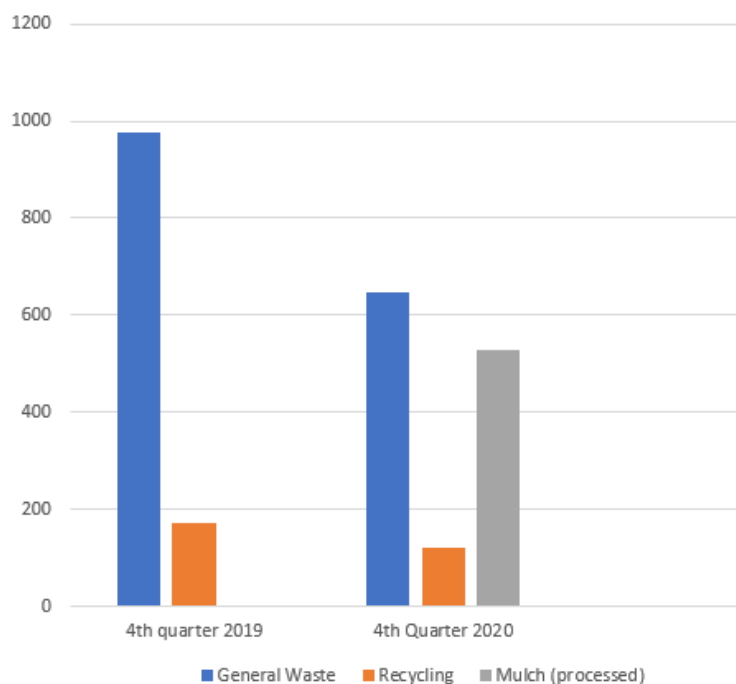
## Archer Waste Management Facility

### Waste Generation and Recycling Statistics

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

- 646.53 tonnes of general waste
- 122.178 tonnes of recyclable materials diverted.
- 529 tonnes of green waste converted to mulch (794 tonnes sold).

Comparing data with the same quarter last year indicates that total volumes of general waste collected is significantly lower than the previous year. The comparative diversion rates for the fourth quarter in 2019 and 2020 were similar at 15 and 16% retrospectively.



At the Ordinary Council meeting in November 2020, Council resolved to redesign the Archer Waste Management Facility in order to introduce best practice recycling measures to the site. These measures included realigning the current entrance of the site allowing traffic to divert past covered recycling receptacles. This design will increase diversion rates and reduce contamination of the recycling waste stream.

## Domestic Kerbside Waste Collection

### General and Recyclable Waste Tonnage

In this quarter the following amounts of material was collected in both our recycling and general waste collections.

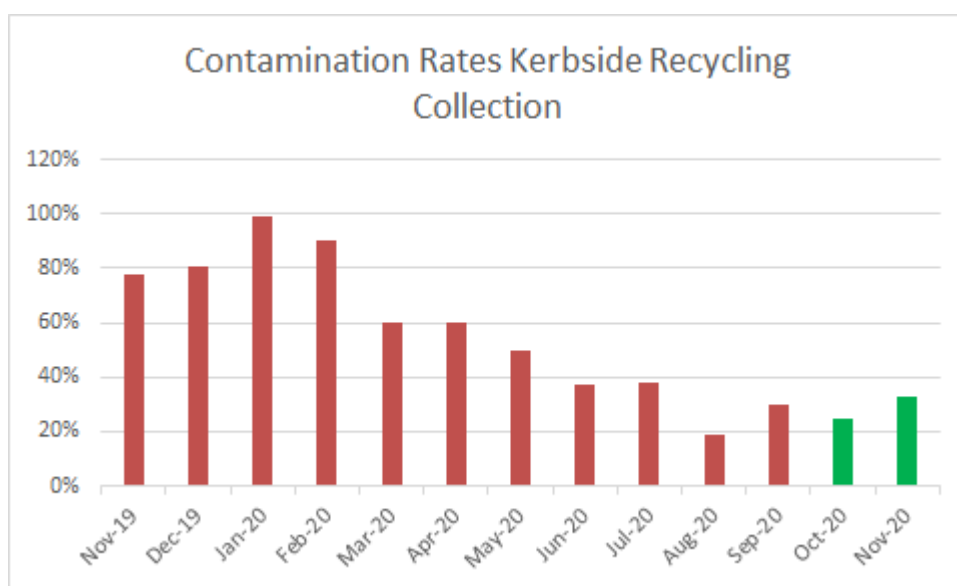
- 339 tonnes of recycling material collected.
- 1469 tonnes of general waste.

Please note at time of drafting quarterly report, Cleanaway's December Monthly report had not been received.

## Recycling and Contamination

Of the 339 tonnes of recyclable material collected kerbside this quarter, 198 tonnes were sent to repurposing facilities for recycling. The remainder was considered 'contaminated', which is when non-recycling material such as food scraps and soft plastics is intermingled within the recycling stream.

This quarter the contamination rates continue to remain low at 25% for October and 33% for November 2020 (see graph below).



## Objective 5.3: 'Encourage personal action and taking a leadership role'

### Pre-Cyclone Clean Up

The annual pre-cyclone clean-up was completed this quarter. This year the collection for each service area (i.e., Palmerston West and Palmerston East) was staged, with recycling waste collected first followed by general waste. The aim was to increase efficiencies and improve diversion rates. In addition, the materials collected in the recycling runs were taken directly to the repurposing facilities, which prevented the double handling and sorting of material at the Archer Waste Management Facility.

The western section of the City took 15 days, with several run backs to missed properties. Based on this, a review of operations for the collection was undertaken (including the scheduling and allocation of additional trucks). Efficiencies were gained in the eastern service area, with collection taking only 10 days, and only three call backs for missed material.

Another improvement in the 2020 program was the use of ARC GIS to track the collections on a live data base. This data base was then published on Council's webpage to allow the community to track progress of collection as it occurred.

The overall collection statistics for all suburbs are as follows:

White Goods (fridges, aircons, freezers) (units)	Household appliances (microwaves, dishwashers, washing machines) units)	E-waste (tv, printers) (unit)	Metal (scraps, bbq's ovens etc)	General Waste Collected (tonnage)
259	250	138	17.820 tonnes	147.95 tonnes

In total 28%\* of material recovered in the 2020 Pre-Cyclone Clean-up was sent to repurposing centres for recycling. \*Based on average weights of household appliances.

To increase diversion rates in 2021, a community education program will be undertaken to encourage people to 'pre-sort' their material into categories as they deposit it onto the verge. This will allow for easier collection and diversion as the service is undertaken. The scheduled dates for 2021 are the first week of September and first week of October. Learnings from this collection and the efficiency of the second collection will be used for the next collection.



Example of Material Left on Verges in the 2020 Clean-up

## Waste Education

### 'Take-the-Pledge'

Council's 'Take the Pledge' competition closed this quarter. 113 households registered to be part of the program, which provided prizes to those that demonstrated an improvement in their recycling practices.

On the close of the program a bin audit was undertaken of a sample of registrants in each suburb. 35 households were awarded a \$25 gift voucher for Event Cinema's due to their noticeably 'clean' recycling bins (i.e. no contaminated materials contained within).

## Governance

### Objective 6.1: 'Ensure we have a leading governance model'

As of 23 December 2020, a total of 525 requests were received from members of the community for the quarter.

Nature of Request	QRT1	QRT2
Irrigation	55	28
Litter	2	3
Public Places	47	80

Roads	24	22
Signs	8	4
Stormwater	6	9
Trees	64	125
Waste	224	252
General	1	2
<b>Total Received</b>	<b>431</b>	<b>525</b>
<b>Total Completed</b>	<b>340</b>	<b>427</b>

## CONSULTATION PROCESS

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

- City Sustainability Manager
- Executive Assistant to Director City Growth and Operations
- Civil Operations Team Leader
- Project Coordinator
- Project Officer
- Technical Officer
- Asset Officers
- Open Space Lead
- Open Space Officer
- Facilities & Structures Officer

## POLICY IMPLICATIONS

Urban Forest Policy

Laneway Policy

## 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

Nil

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Local Roads and Community Infrastructure Extension Phase Two
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Director City Growth & Operations, Nadine Nilon
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

The purpose of this report is to present to Council of an offer by the Australian Government for Local Roads and Community Infrastructure funding and present projects for endorsement.

### KEY MESSAGES

- In August 2020, the Australian Government delivered a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program). The City of Palmerston received \$411,889 (GST exclusive) and is delivering various initiatives.
- In late October 2020, the Australian Government advised that the LRCI Program has been extended into a Phase Two Program.
- The LRCI Program extension is designed to continue to support Councils to deliver priority local roads and community infrastructure projects.
- City of Palmerston has been allocated \$1,280,590 as part of Phase Two.
- Projects are required to be submitted and completed by the end of 2021.
- As per the original offer, the Chief Executive Officer (CEO) has accepted the offer.
- The following projects are being recommended for Council endorsement and submission:
  - Public Toilets:
    - Joan Fejo Park
    - Marlow Lagoon Reserve (Dog Park)
  - Dog Pound Stage Two
  - Playground Shading – Joan Fejo Park
  - New Dog Park – Zuccoli/ Johnston
  - Temple Terrace – Road Reconstruction
- Projects are required to meet eligibility criteria including that they have not already be funded. The above recommended projects meet the LRCI Program Phase Two criteria.

### RECOMMENDATION

1. THAT Report entitled Local Roads and Community Infrastructure Extension Phase Two be received and noted.

2. THAT Council approve the following projects including their indicative budget allocations to be delivered by 31 December 2021, under the Australian Government Local Road and Community Infrastructure Program Extension Phase Two allocation being \$1,280,590 (GST exclusive) as detailed in the Report entitled Local Roads and Community Infrastructure Extension Phase Two:
- Public Toilets:
    - Joan Fejo Park
    - Marlow Lagoon Reserve (Dog Park)
  - Dog Pound Stage Two
  - Playground Shading – Joan Fejo Park
  - New Dog Park – Zuccoli/ Johnston
  - Temple Terrace – Road Reconstruction

### **BACKGROUND**

On 22 May 2020, the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

The LRCI Program is part of the Government's \$1.8 billion boost for road and community projects through local governments across Australia. The LRCI Program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

The allocation to the City of Palmerston under the LRCI Program was \$411,889 (GST exclusive).

The original LRCI Program was to run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021.

The grant is being administered by the Department of Infrastructure, Transport, Regional Development and Community Department.

On the 30 October 2020, Council received notification from the Australian Government that it was extending the LRCI Program to Phase Two, and the CEO has accepted this grant offer.

Council now needs to nominate projects to be completed under the Phase Two grant agreement.

This report recommends a number of projects for Council's consideration.

### **DISCUSSION**

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia, to assist communities to manage the economic impacts of COVID-19.

The Phase Two extension of the LRCI Program is a temporary, targeted stimulus measure responding to the serious, ongoing economic impacts of COVID-19. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.



Council has been allocated \$1,280,590 (GST exclusive) to be expended by 31 December 2021.

The scope of the LRCI Program supports a broad range of eligible projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

Councils can choose which projects to nominate for funding under the LRCI Program, according to priorities for the local community.

The Department will assess nominated projects against the eligibility requirements in the Program Guidelines. Projects will be approved as long as all eligibility requirements are met.

Eligible local road projects are projects that can either be for roads or community infrastructure. The requirements for roads are that the project involves the construction or maintenance of roads managed by local governments and projects supporting improved road safety outcomes are encouraged. In relation to community infrastructure, eligible projects are those that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. In addition, the projects must be in addition to current programs this year.

Staff have identified a number of projects that are part of Council's delivery of the Community Plan and meet the grant criteria and can be delivered by the 31 December 2021.

The identified potential projects are in keeping with the positive initiatives and programs already being implemented by Council.

The projects are scalable, meaning they can be adjusted to ensure the expenditure of the grant allocation.

Council direction is sought on the projects to be delivered, and the following is being recommended by staff:

Project	Estimated Cost	Meets Criteria	Project Description
Public Toilets: ○ Joan Fejo Park ○ Marlow Lagoon Reserve (Dog Park)	\$450,000	Yes	<b>Attachment 13.2.1.1</b>
Dog Pound Stage Two	\$175,000	Yes	<b>Attachment 13.2.1.2</b>
Playground Shading – Joan Fejo Park	\$150,000	Yes	<b>Attachment 13.2.1.3</b>
New Dog Park – Zuccoli/ Johnston	\$350,000	Yes	<b>Attachment 13.2.1.4</b>
Temple Terrace – Road Reconstruction	\$155,590	Yes	<b>Attachment 13.2.1.5</b>
<b>TOTAL (GST exclusive)</b>	<b>\$1,280,590</b>		

## CONSULTATION PROCESS

Projects have been selected on the basis they are topical within the community and Council, asset management need, able to be delivered in timeframes, meet grant criteria and Community Plan and LTFP needs.

The Community will be informed of the projects as they are delivered as per our normal processes.

Project signage and media will also occur in line with the requirements of the grant agreement.

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

- Deputy Chief Executive Officer / Director Lifestyle and Community
- Director City Growth and Operations
- Director Organisational Services

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

The Australian Government has offered Council \$1,280,590 (GST exclusive) as a grant under its LRCI Program Extension, Phase Two.

Projects have been recommended within the grant allocation amount and can be scaled to ensure expenditure is within budget as the projects are further developed.

Council must absorb any costs above the grant value and overheads such as staff time, project management and any additional delivery costs.

This injection of \$1,280,590 (GST exclusive) in addition to Councils own budget spend will support businesses to deliver community well-being and benefits, stimulate the local economy and assist to expediate the deliverability of the projects.

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

The Grant Agreement with the Department is considered to contain normal and expected terms and conditions. This agreement has been executed by the CEO.

Council staff consider the terms and conditions to be achievable and Council can comply.

Projects can be nominated at any time but must be completed by 31 December 2021.

Failure to identify projects early may result in inadequate timeframes to deliver the program as required by the Grant. This may result in funds being withdrawn. To mitigate this, Council staff have identified projects that deliver the Community Plan and value add to Council programs and can be delivered within the timeframes.

This report addresses the following City of Palmerston Strategic Risks:

#### **2 Is not sustainable into the long term**

Context: Optimising the financial, social and environmental sustainability of the Council.

#### **7 Fails to be agile to respond to growth opportunities**

Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The delivery of the projects will improve the well-being of our community and deliver a number of improved environmental outcomes.

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

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

### **ATTACHMENTS**

1. Public Toilet Amenities [13.2.1.1 - 1 page]
2. Dog Pound Stage Two [13.2.1.2 - 1 page]
3. Playground Shading - Joan Fejo Park [13.2.1.3 - 1 page]
4. New Dog Park - Zuccoli/ Johnston [13.2.1.4 - 1 page]
5. Temple Terrace - Road Reconstruction [13.2.1.5 - 1 page]

#### **Public Toilet Amenities**

The 'highest' level in the hierarchy is the Regional park.

These tend to be the largest parks of the three considered here and serve a wider catchment population than Local and Neighbourhood parks.

Regional parks tend to be sited where a special feature, whether natural, or manmade, attracts people from a wide area, (including from outside the municipality).

It is assumed that visitor stays are longer, and that they are attracted for experiences not otherwise available in the Local and Neighbourhood park system.

A range of amenities such as extensive and a wide variety of age group play equipment, toilets, picnic tables, barbecues, parking, etc. are required, but the appropriateness and the nature of such facilities will depend upon the character of the site and the aims of the management plan.

It is being recommended that Council provided two new public toilet amenities at two of its regional parks being Joan Fejo Park, Rosebery, and Marlow Lagoon (Dog Park), Marlow Lagoon.

Joan Fejo Park does not currently contain a public toilet and will require this amenity to be installed. The provision of this amenity will ensure that this regional park is to the equivalent standard of facilities provided as the other regional parks in Palmerston.

Marlow Lagoon is the largest regional park within Palmerston (approximately 43.8 Hectares) and contains the largest dog park in the Northern Territory and is highly valued by users. It is a popular area for people to exercise their dogs off-leash.

Marlow Lagoon contains one existing facility located near the play equipment some 480 metres away from the dog park. The existing facility has averaged 21 occupations per day since its installation in April 2015.

In November 2020, following community consultation, Council resolved to upgrade and further develop the major dog park, with stage one works occurring this year. Given popularity, size and extensive use of the dog park combined with the size of Marlow Lagoon Regional Park it is being recommended that Council install public toilet amenity within the dog park area to further service users of the Park.

This project is currently unfunded.

#### **Dog Pound Stage Two**

The Palmerston Dog Pound was constructed over 20 years ago at the site of Council's depot facilities, at 60 Georgina Crescent, Yarrawonga. The pound has 18 pens within it for the impounding of dogs.

The pound facility requires an upgrade due to a range of issues, including;

- Operational functionality with limited wet weather protection.
- Safety concerns for staff with the design not being suitable for the handling of aggressive dogs.
- Animal welfare risks, with the site having limited facilities to segregate sick or aggressive dogs from each other.

Palmerston has over 6,000 registered dogs.

The design of the new pound facility has been completed and reported to Council, including identification of potential staging.

The facility, once complete will provide;

- 27 dog pens in an undercover, secure facility
- Four pens with external containment access, suitable for dangerous dogs
- Four pens with separated external pen access
- One storeroom
- Washdown and cleaning facilities suitable for dogs
- Solid separation between pens and external to half wall height, allowing for secure containment, weather protection and protection from other dogs.
- Undercover access for unloading and handling dogs.

The staging has been split to occur over three stages. These could also change as budget and priorities allow and has been designed in a way to enable the operational use of the constructed pens whilst new construction occurs.

The 2020/2021 adopted Municipal Plan includes funding of \$125,000 for stage one works, with the intend to secure further funding at future times for further stages.

It is being recommended that funding be allocated to allow a future unfunded stage to be delivered and expedite the project

**Joan Fejo Regional Park – Play Equipment Shading**

The 'highest' level in the hierarchy is the Regional park.

These tend to be the largest parks of the three considered here and serve a wider catchment population than Local and Neighbourhood parks.

Regional parks tend to be sited where a special feature, whether natural, or manmade, attracts people from a wide area, (including from outside the municipality).

It is assumed that visitor stays are longer, and that they are attracted for experiences not otherwise available in the Local and Neighbourhood park system.

A range of amenities such as extensive and a wide variety of age group play equipment, toilets, picnic tables, barbecues, parking etc. are required, but the appropriateness and the nature of such facilities will depend upon the character of the site and the aims of the management plan.

Council has a long-term program to shade all its play ground equipment to ensure the wellbeing of our community and useability of the community infrastructure. This project is multiple years and is based on prioritisation and age of equipment and available funds. The program has several more years to continue and will be subject to annual budget considerations.

Joan Fejo Park, Rosebery is a regional park and contains equipment that is unshaded. It is being recommended that based on park hierarchy and to expediate a long-term play equipment shading program that funding be allocated from this initiative. This specific project is currently unfunded.



**New Dog Park – Zuccoli /Johnston Catchment**

Current dog park infrastructure in Palmerston is highly utilised and further capacity is required to meet growth with over 6000 dogs registered in Palmerston.

Whilst undertaking work on the development of the existing dog park in Marlow Lagoon and a new park in Bakewell it has been identified that a further dog park is required to service the growing suburbs of Zuccoli and Johnston as part of good animal management practices.

Council is working to identify and secure land within Zuccoli or Johnson for the purpose of an additional dog park/off leash dog area.

This project has been identified and reported to Council.

The suburbs of Farrar, Johnston and Zuccoli have experienced the largest growth over the past several years and the density of development is high. Johnston and Zuccoli represent some of the highest density development within Palmerston and the Top End region.

No social infrastructure like the proposed dog park exists in this area of Palmerston.

It has been identified in Council's *Próject* strategic initiatives that a Community Hub is also required in these suburbs. The new dog park is to be designed and developed to be co located with such a future facility when its built.

It is estimated that the facility in this area could service a community of interest of over 10,000 people.

It is being recommended that Council utilise some of the funding to deliver stage one of a new dog park in Zuccoli or Johnston and that future stages be delivered subject to funding.

**Road Reconstruction – Temple Terrace**

Temple Terrace is a major sub-arterial road under the jurisdiction of City of Palmerston. The road was constructed in the early 1980s and is approximately 4 km long.

Sub-arterial roads are the 'highest' level in the hierarchy of road owned by the Council and serve as a major connector road across Palmerston.

Council has identified Temple Terrace requiring rehabilitation due to numerous areas of emerging pavement defects and increasing maintenance requirements. The defects include potholes, cracks and pumping of fines through the cracks, which lead to potholes and pavement failures.

Priority sections for pavement rehabilitation and resurfacing of Temple Terrace following a recent condition assessment and geotechnical investigation of the road. These assessments have also determined the appropriate rehabilitation treatment for the identified sections. The treatment will extend the life of road and reduce the ongoing maintenance requirement of the road.

There is \$180,000 currently available within the road reconstruction capital program and the priority 1 section has been estimated to cost \$345,000. Therefore, the LRCI funding would enable the completion of the majority of the section this dry season. A further three locations along Temple Terrace have been identified as requiring works in the short term to repair and protect the pavement which will be programmed in future years.

It is also recommended that funding be allocated to allow for future unfunded stage to be delivered and expedite the project.

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Local Government Priority Infrastructure Funding Round
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

The purpose of this report is to obtain Council approval for projects to be submitted as part of the Northern Territory Government, Local Government Priority Infrastructure Funding Round.

### KEY MESSAGES

- The Minister for Local Government, Hon. Chanston Paech MLA, has recently approved the new Local Government Priority Infrastructure Fund (PIF).
- The 2020/2021 PIF program has \$4 million available.
- Projects submitted should boost amenity and Community development and be consistent with Council's business plan.
- Only up to two opportunities can be submitted, and they must be prioritised.
- Closing date for submissions is 12 February 2021.
- Projects must be completed by 31 October 2021.
- This report recommends that Council endorse two submissions to 2020/2021 PIF being:
  - Archer Waste Management Facility Upgrade (Priority 1)
  - Business Continuity – Palmerston Recreation Centre and Library Emergency Generator (Priority 2)

### RECOMMENDATION

1. THAT Report entitled Local Government Priority Infrastructure Funding Round be received and noted.
2. THAT Council endorses the following two submissions to the Northern Territory Government, Priority Infrastructure Program as detailed in Report entitled Local Government Priority Infrastructure Funding Round:
  - Archer Waste Management Facility Upgrade (Priority 1)
  - Business Continuity – Palmerston Recreation Centre and Library Emergency Generator (Priority 2)

### BACKGROUND

The Minister for Local Government, Hon. Chanston Paech MLA, has recently approved the new Local Government PIF. The PIF program is an application-based grant program which enables councils to

apply for funding for a range of local government infrastructure projects with an intended completion date of 31 October 2021.

The PIF program is managed by Department of the Chief Minister and Cabinet. The purpose of the program is to allow recognised local governing bodies and other incorporated organisations providing local government services the opportunity to apply for funding for local government infrastructure related projects that are designed to boost amenity and community development.

The department of the Chief Minister and Cabinet wrote to Council on 22 December 2020 advising of the PIF, a copy of the correspondence is provided at **Attachment 13.2.2.1**.

There is only one funding round which closes on 12 February 2021. This Report recommends two projects for submission to PIF for Council's consideration.

### DISCUSSION

There is \$4 million available under the 2020/2021 PIF program. Council can submit up to two projects which must be prioritised.

The objectives of the program are to:

- Support the Northern Territory Government strategies and policies.
- Assist in the delivery of key strategic infrastructure projects outlined in annual plans or other corporate planning documents.
- Assist the improvement of community infrastructure.
- Provide eligible entities with opportunities to leverage additional funding to assist with immediate repairs and maintenance or on shovel ready infrastructure projects.
- Improve the quality and safety of eligible entities' community assets and infrastructure.
- Provide a potential source of additional funding to those non-local government bodies that provide local government/municipal services (e.g., trustees of reserves, cemetery trusts and the Local Government Association of the Northern Territory (LGANT)).

The Department has advised that for the development of applications, the following presents a guide with examples of the types of projects that would be eligible for approval, and is not an exhaustive list:

- Parks, playground, sporting, and recreational areas establishment/upgrades.
- Roadworks on council managed or controlled roads.
- Storm water management.
- Waste management sites establishment/upgrades.
- Plant and equipment to improve local government service delivery.
- Cemetery infrastructure establishment/upgrades.
- Community communications infrastructure establishment/upgrades.
- Council facilities repairs/maintenance.
- Staff housing renovations/upgrades in regional and remote communities.
- Swimming pool repairs and maintenance.

All successful projects must be completed by October 2021.

Council staff have reviewed Council's Community Plan, Long Term Financial Plan (LTFP) and Municipal Plan and projects initiatives with consideration of PIF and its criteria resulting in the projects being recommended for submission as follows.

## Archer Waste Management Facility Upgrade (AWMF)

The AWMF is a facility for the processing and transfer of Municipal waste generated by the City of Palmerston residents. This facility is regularly used, with an average of 366 vehicle movements per day (with peak visitation of approximately 750 vehicles per day on a Saturday and Sunday).

The current site configuration of the AWMF includes:

- Designated areas for collection of recyclable materials.
- A saw tooth drop-off area with containers for general waste. This area is designed so that customers reverse to the edge of the high side of the general waste area and dispose of waste directly into the bins.
- A green waste area for the processing and on selling of mulch.

Council is currently undertaking a range of activities relating to environmental sustainability and waste management. Waste diversion and appropriate waste management are common themes that have arisen as these are worked on, so a review of the current configuration of the AWMF has been undertaken to identify opportunities that would improve diversion opportunities and safety of the site. This review identified that the facility in its current form is not best practice for resource recovery and requires investments to improve functionality and the ability to effectively segregate and recover recyclable materials.

The review identified the following key issues:

- Separation and recovery of material
- Safety
- Traffic management
- Improved environmental outcomes

This was identified as a high priority in December 2020, Council approved the use of up to \$1.1 million from the Waste Management Reserve in 2020/2021 to fund Stage One of the AWMF.

Council's restricted Waste Reserve currently contains \$1.8 million. Council could fund this project fully however, if Council were able to source supporting funding, it would improve our reserve levels and provide additional financial security and sustainability. It would also allow Council the ability to fund future stages from the reserve. Seeking funding to undertake a future stage now is not being recommended, as it could not be appropriately delivered within the timeframe and criteria of the grant at this stage.

This project meets the PIF criteria, and intent and is further enhanced as it proposes to leverage funding in a partnership arrangement.

It is being recommended that Council submit the following funding arrangement and that it identifies this as its number one priority project for PIF.

Source	Amount (GST Exclusive)
City of Palmerston	\$700,000
NTG - PIF	\$400,000
<b>Total</b>	<b>\$1,100,000</b>

## Business Continuity – Palmerston Recreation Centre and Library Emergency Generator

As part of business continuity and emergency response planning, Council has been considering the installation of back-up power generator to its major facilities and social infrastructure.

In 2019, Council installed a backup power generator to the Civic Centre. Other facilities identified for potential protection are:

- Recreation Centre
- Library
- Palmerston Swimming and Fitness Centre

These major facilities play important business and social functions in our community. The priorities have been identified as the Recreation Centre and Library due to their versatility for usage for business continuity and in response to any regional emergency.

The current LTFP funding would see this program delivered over a period of future years. If successful in obtaining grant funding this would expediate delivery and result in a more resilient business and community.

A number of options are being considered and developed, being:

- Individual generators at the Recreation Centre and Library.
- Given the proximity of the buildings to each other, one larger generator to service both buildings.

The estimated cost of single generators is \$372,025 (GST exclusive). There may be savings if a single unit is used.

Council has a sustainability and emergency program within its budget. On the completion of the existing 2020/2021 projects, it is estimated that a balance of \$30,000 will exist.

In considering the submissions and, that the NTG has identified that projects which are joint funded would be attractive. It is being recommended that Council make a submission with the following funding model:

Source	Amount (GST Exclusive)
City of Palmerston – Existing Budget	\$30,000
NTG – PIF	\$342,025
<b>Total</b>	<b>\$372,025</b>

The Government requires that Council prioritise the application. It is being recommended that Council prioritise this project as number two, given available funding and overall risk and benefit considerations when compared to the AWMF Upgrade.

### Summary

The Report recommends that Council endorse the following projects and priority ranking for a submission under the NTG PIF.

Project	Priority	Initial Cost	Council Commitment	PIF Requirement
Archer Waste	1	\$1.1 Million	\$700,000	\$400,000



Management Facility Upgrade				
Business Continuity - Palmerston Recreation Centre and Library Emergency Generator	2	\$372,000	\$30,000	\$342,025

## CONSULTATION PROCESS

Each project will have consultation plans as required for delivery.

The following City of Palmerston Staff were consulted regarding this Report:

- Deputy Chief Executive Officer/ Director of Lifestyle and Community
- Director City Growth and Operations
- Director Organisational Services

## POLICY IMPLICATIONS

Council Policy *FIN04 Procurement Policy* recognises a minimum of 20% weighting to local content, the NTG requires 30% as part of any engagement. This can easily be accommodated as the policy only specifies a minimum.

## BUDGET AND RESOURCE IMPLICATIONS

The budget considerations have been detailed in the body of the Report.

The total value of both projects is \$1,472,025 with \$742,025 being sought through the PIF representing 50% of the costs.

A successful application will result in improved financial sustainability and expediated delivery of projects.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Projects must be completed by 31 October and meet the PIF conditions and criteria. Officers confirm that they consider that this can be achieved for the nominated projects.

All conditions of the grant appear to be standard for such programs.

There is a risk if Council is unsuccessful in its submissions or only receives approval for one. The Archer Waste Management Facility Upgrade Stage One will still proceed, however future stages will be subject to budget accommodations and may not be able to be expediated. The generator project would not proceed in 2021 and be referred to future budgets.

If Council fails to identify projects and make a submission it will lose the opportunity for financial support and improved outcomes.

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders

Context: Council needs to be credible and trusted by those within and external to the Council.

**5 Fails to make informed and timely decisions**

Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The Archer Waste Management Facility Upgrade will result in improved environmental outcomes.

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

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

### **ATTACHMENTS**

1. City of Palmerston - Local Government Priority Infrastructure Letter [13.2.2.1 - 2 pages]

# COUNCIL AGENDA

## Attachment 13.2.2.1



Department of  
**THE CHIEF MINISTER AND  
CABINET**

Level 1 RCG Centre  
47 Mitchell Street  
Darwin NT 0800

Postal address  
GPO Box 4621  
Darwin NT 0801

22 December 2020

E [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au)

T 08 8999 8573

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

File reference LGR2014/00187

Dear Mr ~~Cercarelli~~ *Luccio*

### Re: \$4 million Local Government Priority Infrastructure Funding Round – Open

The Minister for Local Government, Hon Chansey Paech MLA, has recently approved the new Local Government Priority Infrastructure Fund (PIF). The PIF program is an application based grant program which enables councils to apply for funding for a range of local government infrastructure projects with an intended completion date of 31 October 2021.

Under the 2020-21 PIF program, \$4 million is available. There is only one funding round and applications should be for projects that are designed to boost amenity and community development, and which are consistent with council's annual/business plan. Your council can submit up to two applications. Please prioritise the bids. The value of the grant being sought should be made in the context of the \$4 million funding pool and exclude administrative or management costs.

The grant assessment process will look favourably upon those submissions where a co-contribution is offered and on proposals which involve a component of shared services. Joint applications with other councils are encouraged.

The final selection of successful applications will be made by the Minister for Local Government. All approved projects are required to be procured in accordance with the Northern Territory Government "Buy Local" policy.

There is an expectation that councils will be in a position to commence delivery of projects as soon as funding has been approved. If there are other factors such as *Section 19* leases that are required before a project can commence, then this needs to be clearly noted in the funding application. The purpose for which funds are approved by the Minister for Local Government cannot be changed.

The PIF funding guidelines and FAQ Sheet are available on the Department of Chief Minister and Cabinet's webpage at:

<https://cmc.nt.gov.au/supporting-government/local-government/local-government-funding>.

All applications are to be submitted online via GrantsNT. Your council's registered contact officer will receive an invitation to apply through GrantsNT. Should you experience any technical issues with GrantsNT, please email [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) or call 8999 8576 for assistance.

The closing date for PIF submissions is close of business 12 February 2021.

If you have any queries regarding the PIF guideline requirements please contact Ms Donna Hadfield, Manager Grants Program, Local Government Grants Unit on 8999 8820 or email [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Lee Williams', is positioned above the printed name.

LEE WILLIAMS  
Acting Executive Director  
Local Government and Community Development

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Individual User Storage at Gray Community Hall
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Executive Officer Strategic Projects, Francheska Gobel
<b>APPROVER:</b>	Director Lifestyle and Community, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council approval to include individual user storage as part of the Gray Community Hall Redevelopment.

### KEY MESSAGES

- Council has received funding of \$1.455 million (GST exclusive) under the Community Development Grants Programme from the Australian Government for the renewal of the Gray Community Hall.
- Council will demolish the existing building and replace with a new purpose-built Gray Community Hall.
- Council undertook community consultation to gauge feedback from the community on the proposed designs of Gray Community Hall.
- The Council's response to the Community consultation was limited by the confines of the funding and the predetermined requirements of the building works which are specified in the funding agreement with the Australian Government.
- Council addressed a large proportion of requests identified during consultation with the exception of specific provision of individual user groups storage.
- Council requested further investigation of costs and feasibility of the provision of individual user groups storage.
- Council engaged with 34 known user groups to understand the need for storage.
- It is anticipated that once reopened that further user groups may request storage.
- Of the 34 groups only five groups identified a need for storage for their groups at this stage.
- The recommendation from Council officers is to endorse the built-in storage room option at the expense of approximately \$50,000.
- An administrative procedure will be required to appropriately manage and allocate storage to user groups in an equitable manner.

### RECOMMENDATION

1. THAT Report entitled Individual User Storage at Gray Community Hall be received and noted.

2. THAT Council endorse an amendment to the Gray Community Hall Redevelopment design plans to extend the current planned Council storage room to provide limited storage for users as detailed in **Attachment 13.2.3.1**.
2. THAT Council endorse the additional user storage space being funded from existing 2020/2021 capital works program (\$25,000 GST exclusive) and by a transfer from the asset renewal reserve (\$25,000 GST exclusive).

### BACKGROUND

City of Palmerston is redeveloping Gray Community Hall into a contemporary and versatile community space. Council has received funding of \$1.455 million (GST exclusive) under the Community Development Grants Programme from the Australian Government for the renewal of the Gray Community Hall. Council will demolish the existing building and replace with a new purpose-built Gray Community Hall.

The hall is located on the corner of Essington Avenue and Victoria Drive in the Palmerston suburb of Gray. It is Council's most frequently hired space and hosts a variety of users including the Palmerston 50+ Club, a range of dance and other community groups.

Council undertook community consultation to gauge feedback from the community on the proposed designs of Gray Community Hall. The Council's response to the Community consultation was limited by the confines of the funding and the predetermined requirements of the building works which are specified in the funding agreement with the Australian Government.

Council addressed a large proportion of requests identified during consultation with the exception of specific provision of individual user groups storage. Council requested further investigation of costs and feasibility of the provision of individual user groups storage.

At the 2<sup>nd</sup> Ordinary Council Meeting of 20 October 2020, following a community consultation period, Council resolved:

#### *Gray Community Hall Redevelopment Community Consultation*

1. THAT Report entitled *Gray Community Hall Redevelopment Community Consultation* be received and noted.
2. THAT following consideration of the community consultation Council approve the following changes to the design of the Gray Community Hall Redevelopment:
  - Inclusion of raised power points to assist with accessibility
  - Inclusion of hearing augmentation (audio induction loop)
  - Inclusion of an accessibility compliant push button sliding door to all ability access toilet
  - Inclusion of baby changing facilities
  - Inclusion of a floating timber floor being a like for like replacement to the existing flooring at the facility
  - Council notes that LED lighting and CCTV requests already formed part of the project scope



3. *THAT Report entitled Gray Community Hall Redevelopment Community Consultation be received and noted.*
4. *THAT following consideration of the community consultation Council approve the following changes to the design of the Gray Community Hall Redevelopment:*
  - *Inclusion of raised power points to assist with accessibility*
  - *Inclusion of hearing augmentation (audio induction loop)*
  - *Inclusion of an accessibility compliant push button sliding door to the all ability access toilet*
  - *Inclusion of baby changing facilities*
  - *Inclusion of a floating timber floor being a like for like replacement to the existing flooring at the facility*
  - *Council notes that LED lighting and CCTV requests already formed part of the project scope.*
5. *THAT Council further investigate the options for secure storage on site with a report to be presented to Council on possible options.*
6. *THAT Council approve staff proceeding with the Gray Community Hall Redevelopment tender and construction process utilising the detailed designs which incorporate the approved design changes resulting from the community consultation.*
7. *THAT Council write to all the community members and stakeholders who submitted feedback as part of the consultation process thanking them for their contribution and advises them of the outcome.*

***CARRIED 9/1339 – 20/10/2020***

This report addresses the investigation for individual user group storage to be included into the design of Gray Community Hall.

## **DISCUSSION**

A survey to better inform Council was established through Survey Monkey and sent out to 34 current and previous user groups of the Gray Community Hall to obtain their feedback regarding storage requirements.

From the 34 user groups, Council received seven responses in total. Out of the seven responses, three of these users has been using the facility for three or more years and the same percentage of the user's groups indicated they use the facility weekly. Of the responses received the majority chose to remain anonymous with the 50+ Club and COTA NT identifying their groups needs via the survey and an email.

Of the users requiring storage, the below type and size requirements have been raised:

Type of Storage	Description of Goods to Store	Storage Size Required
General Storage	Carpet Bowls Box	1.16m <sup>2</sup>
General Storage	Storage Cupboards	0.87m <sup>2</sup>
General Storage	PA System	0.54m <sup>2</sup>

Kitchen Storage	Kitchen Utensils	Small Box
General Storage	Personal Hygiene	Small Cupboard in female bathrooms.
General Storage	General Activity Equipment	Yoga Mats, and other equipment
General Storage	Storage cupboards	1.6m2

## Options

Given the feedback received the following options were considered:

Option	Advantages	Disadvantages
1. No action	<ul style="list-style-type: none"> <li>No costs associated</li> <li>Management of a new storage option is not required.</li> </ul>	<ul style="list-style-type: none"> <li>Community needs are not met.</li> <li>The new facility may not meet the future needs of the community including new user groups.</li> </ul>
2. Extend current planned Council Storage in new buildingBuilt in storage room <b>**Officer's recommendation</b>	<ul style="list-style-type: none"> <li>Meets user groups expectations</li> <li>Visually appealing</li> <li>Airconditioned and out of direct weather</li> <li>Easy access to stored goods</li> <li>More secure</li> <li>Future proofs the facility</li> <li>Storage Management Policy can apply</li> </ul>	<ul style="list-style-type: none"> <li>Costly to build (approximately \$50,000)</li> <li>Limited design work required</li> <li>Limited space</li> <li>Limited number of users will have access to space.</li> <li>Users who do not obtain storage may be aggrieved.</li> </ul>
3. Storage shed unattached to buildingStorage shed unattached to building <b>Attachment 13.2.3.2</b>	<ul style="list-style-type: none"> <li>Lower build costsLower build costs (approximately \$38,900)</li> </ul>	<ul style="list-style-type: none"> <li>Potential handling issues moving items to and from the building.</li> <li>Un-airconditioned</li> <li>Low visual appeal</li> <li>Less secure being detached to main building</li> <li>Limited space</li> </ul>

The recommendation from Council officers is to endorse the built-in storage room option as it provides the best outcome for users and presents a better whole of life outcome. It will also not adversely impact on the vision for the area.

This room as outlined in **Attachment 13.2.3.1** includes:

- Individual user/community group storage
- Room for a trolley for carpet bowls
- zone for table and chair storage
- purpose built room to house comms, power and solar equipment (which would be preferable to how these services were housed in the original design)

The new storeroom would be 16.4m<sup>2</sup>. In the proposed design 9 lockable storage cupboards would be available (this is working to a module of 910 wide x 450 deep cupboard).

Other storage requests such as storing a PA system, a box of kitchen utensils and yoga mats etc can be accommodated within this storage room. A small box for personal hygiene within the female bathrooms can be accommodated through either the vanity or a free-standing cupboard if required.

It must be noted that the provision of storage space under any option, will be limited and the number of users and amount of storage will need careful management to ensure equitable access.

An administrative policy is being developed regarding storage at all council facilities for equitable use between users.

If Council endorses for the internal storage room to be extended, the current detailed design plans will be updated to reflect the amendments. The tender for demolition and construction was unawarded in late 2020, the project will be retendered in January 2021. This change could be accommodated at this early stage of the project. All relevant bodies have been engaged with.

### **CONSULTATION PROCESS**

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

- Rossi Architects
- Troy Bond Construction

### **POLICY IMPLICATIONS**

An administrative policy is being developed regarding storage at all council facilities to try to ensure for equitable use of limited storage space between all users.

### **BUDGET AND RESOURCE IMPLICATIONS**

The amendments to the proposed building to increase the internal storage room (option 2) would incur an additional cost of approximately \$50,000 excluding Goods and Services Tax (GST). To supply and install a storage shed on the property (option 3) would incur an additional cost of approximately \$36,000 excluding GST.

The Capital Works Program currently has \$25,000 of unallocated money for Gray Community Hall, which is not tied to the Australian Government Grant and could be used to partly fund the endorsed storage option. The remainder of the funds will need to be sourced outside project funding, such as by transfer from the asset renewal reserve or the cutting of funding to other programs.

It is being recommended that the balance of funding be drawn from Working Capital reserve.

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

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders  
Context: Council needs to be credible and trusted by those within and external to the Council.
- 8 Fails to develop effective relationships and manage expectations of relevant parties

If Council chooses to not include any additional individual user storage, some long term and key community groups including the seniors may be disgruntled and this may lead to certain groups not using the new facility.

By providing the recommended option, Council may be seen to be catering to the needs of a small number of user groups at a significant cost. However, research of like facilities in the region show that some storage is available and therefore it is a reasonable community expectation.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

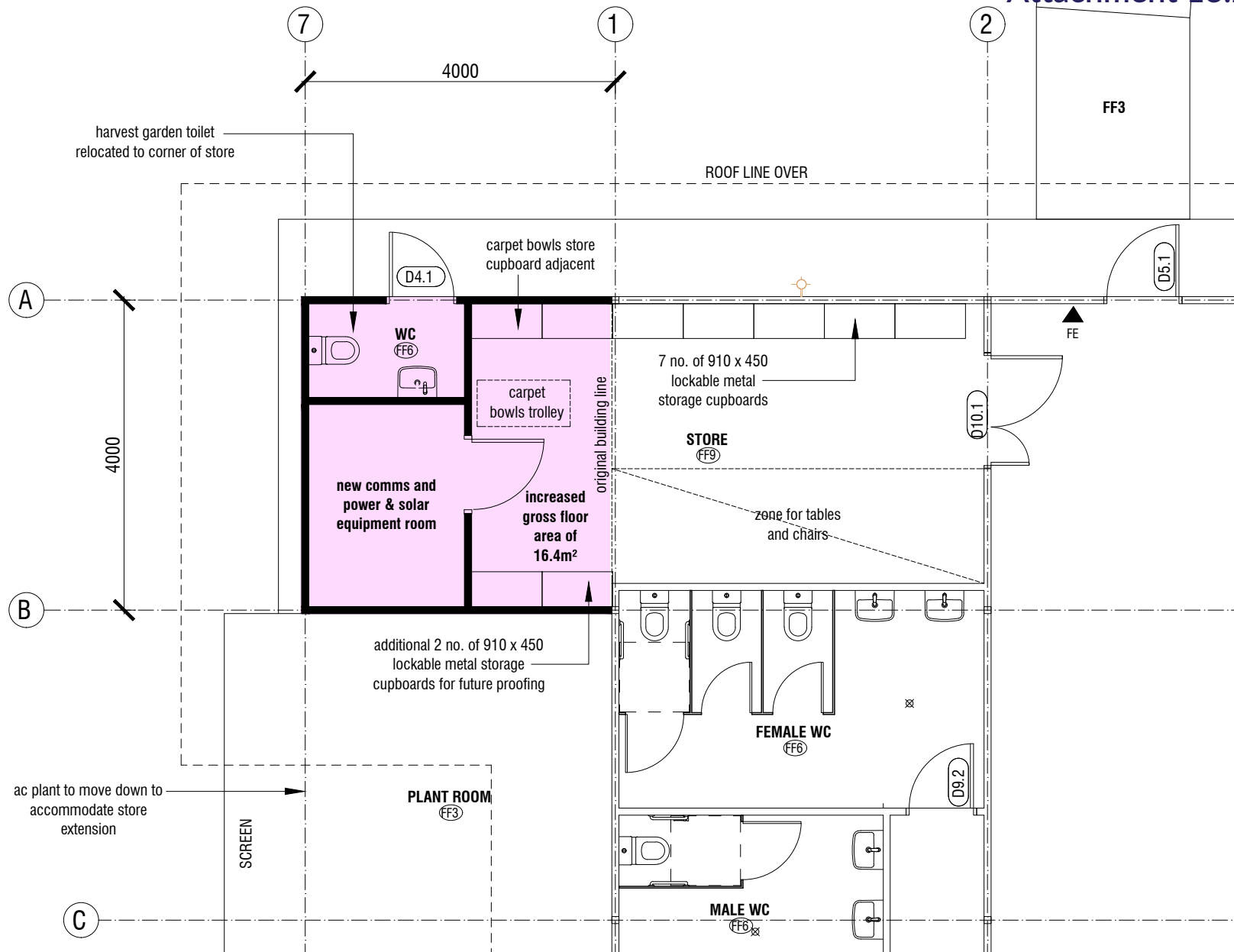
There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. Storage Room Extension [13.2.3.1 - 1 page]
2. Troy Bond Constructions Quotation [13.2.3.2 - 1 page]



ISSUED FOR REVIEW



## QUOTE

Francheska Gobel

**Date**

6 Jan 2021

**Expiry**

5 Feb 2021

**Quote Number**

QU-0178

**Reference**

Storage shed at gray

**ABN**

84 624 272 877

TB Construction (NT) Pty

Ltd

PO Box 917

HUMPTY DOO NT 0836

Troy Bond - (M) 0487 686

054

Description	Quantity	Unit Price	GST	Amount AUD
Supply and install a 5m x 4m storage shed on a concrete slab , power and lights and a foot path to the new shed,				
Supply and install a 5m x 4m steel framed shed with colour bond walls and roof and a 920mm access door on a concrete slab, building permit included	1.00	29,400.00		29,400.00
Run power to shed and install lights and 1x gpo	1.00	7,000.00		7,000.00
Install a foot path from existing to the new shed	1.00	2,500.00		2,500.00
			Subtotal	38,900.00
			<b>TOTAL AUD</b>	<b>38,900.00</b>



# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Community Benefit Scheme Sponsorship Application - Good Shepherd Lutheran College Palmerston Campus
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Community Services Officer, Tess Riches
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council approval for a Community Benefit Scheme (CBS) application for sponsorship from a local school.

### KEY MESSAGES

- Council provides funding through Community Benefit Scheme (CBS) to eligible community groups and organisations.
- Council has received a sponsorship application for \$5,000 from a local school, Good Shepherd Lutheran College, Palmerston campus, to install a Prayer Garden within their school grounds.
- Council's *FIN18* policy requires all requests in excess of \$2,000 to be referred to Council with a recommendation.
- The report recommends Council approves this request, due to the potential benefits to the wellbeing of the school and wider Palmerston community.

### RECOMMENDATION

1. THAT Report entitled Community Benefit Scheme Sponsorship Application - Good Shepherd Lutheran College Palmerston Campus be received and noted.
2. THAT Council approve the application from Good Shepherd Lutheran College for \$5,000 to install a Prayer Garden as per the Application presented as **Attachment 13.2.5.1** to Report entitled Community Benefit Scheme Sponsorship Application - Good Shepherd Lutheran College Palmerston Campus.

### BACKGROUND

City of Palmerston provides funding through the Community Benefit Scheme (CBS) to eligible community groups and organisations, by funding activities, projects and services that benefit the Palmerston community.

CBS funding for organisations includes sponsorships, donations and grants, with scholarships and representation support (a specific type of donation) also available to individuals. Representation

Support assists sportspeople and members of teams who represent Palmerston while competing or participating in activities, as well as other forms of representation.

Council Policy *FIN18 Grants, Donations, Scholarships and Sponsorships* provides governance of the Community Benefit Scheme. Clause 4.10.2 of Council's *FIN18* policy requires all requests in excess of \$2,000 to be referred by the Chief Executive Officer, to Council with a recommendation.

### DISCUSSION

Council has received a sponsorship application for \$5,000 from a local school, Good Shepherd Lutheran College, Palmerston Campus, to install a Prayer Garden within their school grounds. As detailed in the application, **Attachment 13.2.4.1**, it is proposed the garden would include raised garden beds and planter boxes, patio furniture, decorative and religious features, wooden bench seats, tiles for mosaics, plants and screening materials.

As per the Council Policy *FIN18 Grants, Donations, Scholarships and Sponsorships*, Policy Statement, Clause 4.1.1, all requests for grants, donations and sponsorships must benefit the Palmerston Community, and must identify how the proposed activity/event/item relates to one or more of the objectives within the City of Palmerston Community Plan.

The Prayer Garden would be an attractive addition to the school grounds and directly benefit the school community. The Prayer Garden would be accessible to the school community during school hours, as well as the wider community for a number of special events such as religious services during Christmas, Easter, ANZAC and Remembrance Day, as stated in the application.

The application also addresses a number of areas in the Community Plan, particularly Objective 1.2 in Family and Community: *The wellbeing of our community is a focus for all of our work.*

In September 2018 Council approved a Community Benefit Scheme grant of \$4,400 to assist the Rotary Club of Litchfield/Palmerston to purchase 10 'Buddy Benches' for Palmerston Schools, a project that was completed in October 2020. The intended outcome of the Buddy Benches was to assist with students' wellbeing, feeling of belonging, and sense of connection to their school environment. Similarly, the Prayer Garden is intended to be a place of quiet reflection and meditation, and as outlined in the application, is intended to be an example to other schools of how the mental and spiritual health of the school community can be nurtured and supported.

### CONSULTATION PROCESS

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

### POLICY IMPLICATIONS

Council Policy *FIN 18 Grants, Donations, Scholarships and Sponsorships* provides governance and outlines the support that is available through the Community Benefit Scheme.

### BUDGET AND RESOURCE IMPLICATIONS

The Community Benefit Scheme budget for the 2020-2021 financial year is \$130,000. At the time of writing this report, Council has \$91,050 has been expended and \$38,950 remains available. Should Council choose to grant approval of this sponsorship request, this will result in a further allocation of \$5,000 from that budget, leaving \$ 33,950 unexpended.

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

This report addresses the following City of Palmerston Strategic Risks:

**1 Fails to effectively regain the trust from all stakeholders**

Context: Council needs to be credible and trusted by those within and external to the Council.

Council is responsible for the efficient and sustainable management of the Community Benefit Scheme budget. Funding activities/items that are not seen to be benefitting the Palmerston Community, may erode trust in Council and its processes. Council mitigates this risk by following the policy relating to eligibility criteria as outlined in *FIN 18 Grants, Donations, Scholarships and Sponsorships*.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

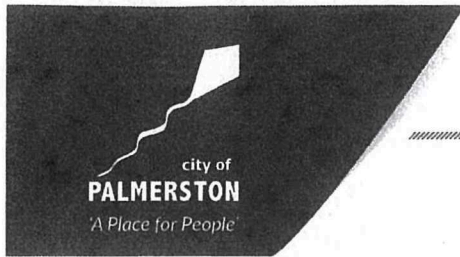
Should Council choose to grant approval of this sponsorship request, it would result in the creation of a new garden on the school grounds.

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

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

### **ATTACHMENTS**

1. Good Shepherd Application [13.2.4.1 - 4 pages]



## APPLICATION FORM

### SPONSORSHIP

### REQUESTS OF ANY VALUE

Organisation Name: Good Shepherd Lutheran College Palmerston Campus  
Contact Name: Vicki Trathen  
Position of Contact: Head of Junior School  
Telephone: 0889830300 Mobile: 0418438878  
Email: vicki.trathen@ntschoools.net  
Postal Address: P.O Box 1146 Howard Springs, NT 0835  
Residential Address: 11 Emery Avenue, Gray. 0830  
Account Name: Good Shepherd Lutheran School NT  
Account Number: 155408 BSB: 035318  
Amount Requested: \$5000 ABN: 67867915909  
Activity Name: Prayer Garden Activity Date: Term 4 2020 - Term 1 2021  
Location of Activity: Good Shepherd Lutheran College - Palmerston Campus

#### ATTACHED WRITTEN APPLICATION WHICH INCLUDES:

- ☒ A copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits to City of Palmerston.

Funding of this proposed activity/event/item will benefit the Palmerston Community, by:

Addressed in the written application

and relates to the following goals and strategies in the City of Palmerston Community Plan:

Addressed in the written application

Signed: 

Date: 5/11/2020

PLEASE RETURN COMPLETED FORM WITH ATTACHED APPLICATION TO THE CITY OF PALMERSTON

📍 In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

✉ PO Box 1 Palmerston NT 0831

☎ 8935 9922

📧 [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au)

☎ 8935 9900

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)



#### **Family and Community**

*Safe and family friendly community where everyone belongs*

*- As a community, we want to foster the wellbeing of families and of our community.*

The Good Shepherd Lutheran College Palmerston Prayer Garden could be a leading example of how other schools could incorporate similar spaces into their playgrounds to support their school communities. Besides the Christian Framework, other schools may like to create a quiet and peaceful space within their school grounds, a place for children to reflect, meditate and relax at recess and lunch, before or after school and take time out during the busy school day. Other ideas could include an ANZAC Memorial garden, a memorial garden for family and community members belonging to the school community who have passed or a mindfulness space.

If successful in obtaining the grant, the Good Shepherd Lutheran College Palmerston Campus Prayer Garden will be utilised by all members of the school community. Individual classes may use it as a space for a reflective chapel service, parents and friends dropping their children off at school can sit in the space, reflect, meditate or have a quiet chat with other members of the community. Larger events such as whole campus chapel services, Remembrance Day, ANZAC Day, religious services such as Easter and Christmas can be celebrated within the garden.

At Good Shepherd Palmerston we believe that the school belongs to all members of the school community – Staff, Students and Families. Because of this, students and families will have the opportunity to input their ideas into the design and creation of the prayer garden.

It is hoped the Garden will be created at the entranceway to our college, a welcoming and peaceful way to show all current and new community members that we are a Christian School with Christ at our centre.

We have had members of our community which are also members of the Palmerston Community both students and parents that have passed away. We would like to include a plaque in our space dedicated to their memory.

#### **A Vibrant Economy**

*Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and to grow. When businesses thrive, families also thrive, and our city becomes more liveable. Jobs enable community members to set down roots – and this means that they are more likely to stay. We promote 'employ local' and 'buy local' where possible.*

Our Prayer Garden will source local supplies from businesses within the Palmerston Region to continue to uphold our commitment and support within the local area. Our College has engaged with Helping People Achieve (HPA) for other resources over the past few years and we hope to continue to use them for furniture within our Prayer Garden. We will also be utilising the skills within the Industries section from Darwin Correctional Centre to design and construct some benches.

Local businesses will be engaged to assist us in designing and constructing our Prayer Garden. Within our school community there are a range of existing businesses from the Palmerston region which we intend to liaise with and work together to find out the best way to utilise their services.

#### **Cultural Diversity**

*In Palmerston we celebrate our cultures in a way that values our diversity. Our community is strong and successful when we live in harmony and tap into the diverse mix of people and cultures to enrich our lives. We all own the future of Palmerston and all people of Palmerston have the opportunity to contribute to their community. In Palmerston every individual matters.*

We aim to have the garden include plants that are significant to other religions (different herbs and flowers in raised beds could achieve this), and the space also incorporates the current flagpoles so the Prayer Garden will also be an integral part of ANZAC Day and Remembrance Day ceremonies. We will also ensure to include a representation from the various cultures of our school families

#### **A Future Focus**

**Palmerston is an innovative city that sustains itself through the challenges of the future.**

Considering we are moving ahead and adapting to the 'new normal' that Covid19 has presented to us, an outdoor prayer garden gives a safe space for our students and school community members to continue to practice their religion in a safe, peaceful space if churches and other social gathering spaces are closed again in the future.

#### **Environmental Sustainability**

*Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.*

The Prayer Garden will create a cooling green space next to the carpark and will establish habitat for birds, insects and lizards that is water wise using drought hardy plants including natives. All of which will be sourced locally.

We have been in contact with Katie Grimshaw, who is a horticulturalist and community member, she has suggested plants that will also pump nitrogen and other minerals into the soil making the soil healthier. We intend to source resources in collaboration with community members. We have also discovered that this area that we intend to use is a great habitat for soil bugs for example witchetty grubs.

#### **Governance**

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

We will acknowledge the local council and their assistance with a plaque in the garden, an article in our school newsletter and on our facebook page. We would also like to invite members of the local council including our Mayor Athina Pascoe-Bell to our opening ceremony, this will demonstrate the trustworthiness of our local Council to our school community.



## COUNCIL AGENDA Attachment 13.2.4.1

### Sponsorship

#### Costing

	Quantity	Item	Cost	Total Cost
Garden Beds NT	2	Basalt Raised bed 1500 x 500 x 430x 430mmD	300	600
Garden Beds NT	2	Elevated Woodland Grey Planter 500 x 500x 430mm	200	400
Bunnings	1	Gardman Nature Arch 2.3 x 1.2m	129	129
Kokoda Industries	1	Patio Table – Hardwood		2500
Humes NT		Cross (Cement)		Being donated by Humes
Bunnings		Timber for Cross formwork		250
Bunnings	1	Pryda Post Anchor High Wind 600 x 100mm M12	22	22
Industry – Prison	2	Wooden Bench Seats	420	840
		Pavers		150
		Tiles for Mosaics (to be made by the students)		150
		Plants		500
Bev's Glass and Security Palmerston	1	Decorative Screen		600

#### Benefit to the Palmerston City Council

##### How will we acknowledge Palmerston Council for sponsorship?

- Newsletter acknowledgement
- Facebook page acknowledgement
- Website
- Invitation to attend opening ceremony
- Invitation to events such as Anzac Service that will be held in the garden
- Signage – sponsored by Palmerston City Council

# COUNCIL REPORT

1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.5  
**REPORT TITLE:** Review of Policy FIN20 – Borrowing  
**MEETING DATE:** Tuesday 19 January 2021  
**AUTHOR:** Finance Manager, Maxie Smith  
**APPROVER:** Director Organisational Services, Silke Maynard

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council approval to adopt the amended existing Council Policy *FIN20 – Borrowing*.

### KEY MESSAGES

- As part of the policy review schedule *FIN20 – Borrowing* has been reviewed.
- Minor amendments have been applied to the policy to strengthen the policy.
- Legislative changes have been considered and incorporated into the policy.
- Council currently holds one minor transaction, one external loan and one internal loan under this policy.

### RECOMMENDATION

1. THAT Report entitled Review of Policy FIN20 – Borrowing be received and noted.
2. THAT Council adopt amended Council Policy *FIN20 – Borrowing* being **Attachment 13.2.5.3** to Report entitled Review of Policy *FIN20 – Borrowing*.

### BACKGROUND

City of Palmerston recognises that borrowing is an important funding method that may be utilised in order to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

Policy *FIN20 – Borrowing* provides the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

At the 2<sup>nd</sup> Ordinary Council Meeting of 15 October 2019, Council made the following decisions:

#### *Review of Policy FIN20 – Borrowing*

1. THAT Report Number 9/0325 entitled Review of Policy *FIN20 – Borrowing* be received and noted.

2. THAT Council rescind Council Policy FIN20 – Borrowing as Attachment A to Report Number 9/0325 entitled Review of Policy FIN20 – Borrowing.
3. THAT Council adopt Council Policy FIN20 – Borrowing as Attachment B to Report Number 9/0325 entitled Review of Policy FIN20 – Borrowing with the inclusion of the following amendments to section 4.4 being regard to Ministerial or Department borrowing guidelines and Council minutes approving the loan application to the Minister.

*CARRIED 9/0872 – 15/10/2019*

### DISCUSSION

Council policies should provide value adding direction in addition to legislation and guidelines without being overly prescriptive and procedural.

The *Local Government Act 2008* and all supporting regulations, guidelines and general instructions will be replaced by the *Local Government Act 2019* from 1 July 2021. Supporting legislation to the *Local Government Act 2019* is in draft form and has been considered in this review. Additions to the *Local Government Act 2019* in the relevant section include a distinguishment between a council and a local government subsidiary as well as adding additional content to be included in the council resolution to borrow.

As part of the policy review schedule, Council Policy FIN20 – Borrowing has been reviewed with minor amendments proposed to strengthen the policy. Additional changes include a change to the Minor Transaction definition in anticipation of a change in amount prescribed in the updated Borrowing Guideline. Borrowing considerations have been amended to align with Councils intent to consult with the community and align with the Community Plan. Approval for Borrowing has been amended with the removal of the reference to the long-term financial plan, as evidence of council's capacity to service the loan is included in the specific forward cash estimate for the borrowing.

The policy direction regarding external borrowings has been considered and cashflow management, long-term planning and risk minimisation remains pertinent.

It is recommended that the next review date for this policy be set at four years to ensure review within the next council term.

Council currently holds one minor transaction under this policy in the form of council credit cards.

Council currently holds one external loan and one internal loan under this policy. The external loan relates to the Archer Landfill Rehabilitation and the internal loan relates to Making the Switch. These loans are reported to Council as part of the Monthly Financial Report at part 2.10 - Council Loans.

### CONSULTATION PROCESS

No community consultation is required as part of this review.

### POLICY IMPLICATIONS

If adopted, the proposed policy as presented at **Attachment 13.2.5.3**, will continue to be a policy of Council with minor amendments to ensure prudent fiscal management and compliance with legislation.

### **BUDGET AND RESOURCE IMPLICATIONS**

This amended policy ensures that proper consideration is given to the long-term financial impacts of borrowing and that appropriate cashflow management is planned to ensure the serviceability of any external debt without unintentionally compromising service levels to the community.

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

This report addresses the following City of Palmerston Strategic Risks:

#### **2 Is not sustainable into the long term**

Context: Optimising the financial, social and environmental sustainability of the Council.

This amended policy ensures that proper consideration is given to the long-term financial impacts of borrowing. That appropriate cashflow management is planned to ensure the serviceability of any external debt considering required service levels and generational equity.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. FIN20 Borrowing Policy - Original [13.2.5.1 - 3 pages]
2. FIN20 - Borrowing Policy - Track Changes [13.2.5.2 - 3 pages]
3. FIN20 - Borrowing Policy - Clean [13.2.5.3 - 3 pages]

FIN20

Name:	Borrowing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Executive Manager Finance		
Approval Date:	15/10/2019	Next Review Date:	31/10/2020
Records Number:	394280	Council Decision:	9/0872

## 1 PURPOSE

To provide the appropriate parameters for Council to undertake borrowings without compromising the application of; sound fiscal management, risk minimisation and good governance.

## 2 PRINCIPLES

City of Palmerston recognises that borrowing is an important funding method that may be utilised in order to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

## 3 DEFINITIONS

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

Term	Definition
Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement.
Minor Transaction	An amount of \$200,000 or less. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions).

## 4 POLICY STATEMENT

### 4.1 Borrowing Purposes

City of Palmerston has a responsibility to ratepayers to employ the funds raised from borrowings in an efficient and productive manner.

City of Palmerston may apply to the Minister to borrow funds for capital projects or one-off special projects.

City of Palmerston will not borrow funds to meet normal operational requirements except for minor transactions.

Where City of Palmerston raises funds through borrowings (Internal or External), the funds will only be used for the purpose for which the loan was raised.

### 4.2 Borrowing Considerations

The following factors will be considered before City of Palmerston applies to borrow:

- The impact and alternatives to external borrowings, including alternative sources of revenue (e.g. special rates and charges), or borrowing from reserves are to be identified.

## FIN20

- Items that shall be funded through external borrowings will be identified in the Municipal Plan and Long-Term Financial Plan. This condition may be waived where an emergency or urgent matter requires borrowings and those borrowings comply with all other policy conditions.
- The structure, terms and repayment schedule of any proposed borrowings will be analysed to manage cashflows and minimise the risk to Council.
- City of Palmerston will identify the affordability of proposals having regard to the long-term financial impacts of borrowing and the ability of City of Palmerston to meet the proposed debt servicing obligations.

### 4.3 Borrowing Conditions

#### 4.3.1 Type and source of borrowing:

- Internal borrowing from reserves may be considered as part of any borrowing strategy.
- Borrowings will only be in Australian dollars.
- Borrowings will be sourced at the most competitive rate from sources available with an appropriate financial credit rating. Financial institutions need to be APRA listed.

#### 4.3.2 Debt term:

- Maximum term for all borrowings will be set at a level commensurate with the expected length of time a benefit would be derived from the resulting asset and evaluated on a case by case basis but not exceeding twenty years.
- Small borrowings (<\$3 million) will have a maximum term of ten years.
- If external borrowings are used to purchase or construct an asset, the borrowings will be repaid over a period no longer than the physical life of the asset. Where the borrowings have not been repaid if the asset is sold, City of Palmerston will first apply the proceeds of the sale to the repayment of the loan.
- Internal borrowings must be repaid and may attract interest.

### 4.4 Approval for Borrowing

City of Palmerston requires approval from the Minister for Local Government to undertake external borrowing. Such an application needs to consider any Ministerial or Department borrowing guidelines and be accompanied with a detailed business case including, but not limited to:

- Details of the purpose of the borrowing including an assessment of various alternative funding sources.
- Details of the proposed loan including; proposed loan value, intended term of the borrowing, type of the principal and interest repayments, total cost of borrowing and conditions attaching to any securitisation.
- Forward cash estimates as provided in the long-term financial plan detailing the capacity and ability to service the debt.
- A report on the current financial position and projected financial performance for the financial year.
- Council minutes approving the intention to borrow and approving the CEO to secure a loan.



## FIN20

- Council minutes approving the loan application to the Minister.

### 4.5 Reporting Requirements

As part of the monthly financial report the following information regarding both internal and external borrowing will be provided:

- Original borrowings per loan
- Total annual interest paid per loan
- Total annual principal repayments paid per loan
- Balance outstanding on each loan
- Relevant financial ratios

In the event of a loan payment default, the Council must be notified by the Chief Executive Officer.

## 5 ASSOCIATED DOCUMENTS

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

## 6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 Guideline 5 - Borrowing

## FIN20

Name:	Borrowing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	<del>Executive Manager Finance</del> Director Organisational Services		
Approval Date:	<del>15/10/2019</del>	Next Review Date:	<del>31/10/2020</del> [Next
Records Number:	<del>394280</del>	Council Decision:	<del>9/0872</del>

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- The impact and alternatives to external borrowings, including alternative sources of revenue (~~e.g.~~ e.g. special rates and charges), or borrowing from reserves are to be identified.

## FIN20

- Items that shall be funded through external borrowings will have undergone public consultation and align with the intent of the Community Plan~~be identified in the Municipal Plan and Long Term Financial Plan~~. This condition may be waived where an emergency or urgent matter requires ~~borrowings~~borrowings, and those borrowings comply with all other policy conditions.
- The structure, terms and repayment schedule of any proposed borrowings will be analysed to manage cashflows and minimise the risk to Council.
- City of Palmerston will identify the affordability of proposals having regard to the long-term financial impacts of borrowing and the ability of City of Palmerston to meet the proposed debt servicing obligations.

### 4.3 Borrowing Conditions

#### 4.3.1 Type and source of borrowing:

- Internal borrowing from reserves may be considered as part of any borrowing strategy.
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## FIN20

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For external financial reporting purposes borrowing will comply with Australian Accounting Standards.

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## 6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 Local Government Guideline
- 6.3 Local Government General Instruction5 - ~~Borrowing~~

## FIN20

Name:	Borrowing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

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## 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 *Local Government Act*
- 6.2 *Local Government Guideline*
- 6.3 *Local Government General Instruction*

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.6
<b>REPORT TITLE:</b>	Australian Local Government Association National General Assembly 2021
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Executive Assistant to Chief Executive Officer, Tree Malyan
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council's endorsement for City of Palmerston representation at the Australian Local Government Association's (ALGA) National General Assembly (NGA) on 20 to 23 June 2021 and informs Elected Members that the NGA are now calling for Motion submissions until 26 March 2021.

### KEY MESSAGES

- ALGA considers the NGA to be Australia's largest and most influential gathering of Local Government Elected Members, Chairs and Officials.
- The focus of the NGA is on partnerships, working together and resilience.
- The 2020 NGA was cancelled due to COVID-19, ALGA has retained last years' theme 'Working Together for our Communities' for this year's event.
- A discussion paper has been prepared that explores data identifying critical areas local government needs to consider now and into the future, **Attachment 13.2.6.1**.
- NGA are now calling for Motions, with submissions being accepted up until 26 March 2021.
- Given the uncertainty of COVID-19 the event will be a hybrid event offering both virtual and onsite registrations.
- Council has previously attended the NGA as it is considered significant to Local Government and provides a unique networking opportunity.
- Councils are entitled to one voting delegate in debating sessions.
- Elected Members are encouraged to attend the assembly given the unique opportunity of the largest local government gathering for networking, advocacy and exchanging of ideas.

### RECOMMENDATION

1. THAT Report entitled Australian Local Government Association National General Assembly 2021 be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell or her representative, Alderman \_\_\_\_\_ and Alderman \_\_\_\_\_ attendance to the 2021 Australian Local Government Association National General Assembly in Canberra being held 20 to 23 June 2021.

3. THAT Council endorse the Mayor or her representative to vote on behalf of the City of Palmerston at the Australian Local Government Association National General Assembly 2021 debating sessions, taking into consideration the interests of the Community and Council.
4. THAT any proposed Motions from Elected Members be sent to the Chief Executive Officer via email by close of business Friday 5 March 2021 for consideration and endorsement by Council.

### **BACKGROUND**

The ALGA NGA is Australia's largest and most influential gathering of Local Government Elected Members, Chairs and Officials attracting more than 800 representatives from councils across the states and territories.

The event is held in Canberra annually and in previous years, the Mayor and Chief Executive Officer have attended the event to represent the City of Palmerston. Representation has provided Council with an opportunity to network with Federal Government and keep abreast of current and contemporary local government issues.

In February 2020 Council approved for the Mayor, Alderman Garden and Alderman Giesecke to attend the 2020 NGA, however due to COVID-19 the event was cancelled. The ALGA Board received 153 motions from councils for debate for the 2020 event, and even though the event was cancelled, the Board met to consider these in late July 2020.

Council submitted one motion last year calling on the Australian Government to ensure all remote and regional areas of Australia have access to alternative, robust and reliable telecommunications. This Motion was considered by the Board who referred the motion to the Hon. Mark Coulton MP, Minister for Regional Communications, which is still under consideration.

This year the NGA has retained last years theme being 'Working Together for Our Communities' and Motions are currently being called until 26 March 2021. For a motion to be eligible for inclusion in the NGA business papers the Motion must address the theme of the event, a short discussion paper has been prepared by ALGA to assist and is provided as **Attachment 13.2.6.1**.

### **DISCUSSION**

The 2021 NGA has retained last year's theme being 'Working Together for our Communities'. The event's final program and list of keynote speakers are still being finalised, however due to popular demand and to benefit from its early bird offer endorsement is being sought from Council.

The primary focus for the event and its motions for debate is to engage directly with the Federal Government to develop national policy and to influence the future direction of councils and communities.

Elected Members are encouraged to attend given the large representation of Local Government's State and Australian Government representatives, providing a unique opportunity to hear and share contemporary ideas and practices for networking, advocacy and exchanging of ideas. Council is not limited to the number of Elected Members that can attend, however only Council nominated member (Mayor) can vote.

Due to COVID-19 the event will be a hybrid event offering both virtual and onsite registrations. Elected Members have the option to attend in person or virtually, should a booking be made to attend in person, this is transferable to a virtual attendance in the instance travel is not possible at the time of event.

The NGA are now calling for motions and will accept submissions up until 26 March 2021. To assist, a short discussion paper has been prepared by ALGA and is provided at **Attachment 13.2.6.1**.

Motions must meet the following criteria:

1. Be relevant to the work of Local Government Nationally.
2. Not be focussed on a specific location or region – unless the project has national implications. Justification will be asked why the motion has strategic importance and should be discussed at a national conference.
3. Be consistent with the theme of the NGA.
4. Complement or build on the policy objectives of the Northern Territory and territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome i.e. call on the Australian Government to do something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Any proposed Motions by Elected Members are to be received to the Chief Executive Officer via email by COB Friday 5 March 2021, where a report will be prepared to the Second Ordinary Council Meeting in March 2021.

Once motions have been received and collated by ALGA, Business Papers will be formulated and distribute approximately two weeks prior to the event. A copy of the business papers will be made available to Elected Members.

It is being recommended that the Mayor attend to represent the City of Palmerston, all Elected Members are welcome to attend should they wish.

### **CONSULTATION PROCESS**

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

- Governance Lead

### **POLICY IMPLICATIONS**

Council Policy EM02 Elected Members Benefits and Support, identifies entitlements for Elected Member Travel.

As good practise and to ensure valuable professional development and networking opportunities are available to Elected Members, attendance to the annual ALGA NGA will be placed to Council for endorsement and available to all Elected Members who wish to attend.

### **BUDGET AND RESOURCE IMPLICATIONS**

Following Council's Decision in February 2020 to attend the NGA 2020, registrations were processed for Elected Members and staff to attend, however due to event being cancelled in March no payment was made.

The Mayor and any other Elected Member wishing to attend the NGA 2021 will be accompanied by the Chief Executive Officer.

To attend the conference in person the cost is estimated to be approximately \$3,850 per person, which includes flexible flights, three nights' accommodation, early bird registration and incidentals.

Virtual attendance would incur the early bird registration of \$989.

The cost can be accommodated within the existing operating budget.

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

Each Council will be entitled to one vote in debating sessions. It is recommended that Council endorse the Mayor or her representative to vote on behalf of the City of Palmerston.

#### **1. Fails to effectively regain the trust from all stakeholders**

Context: Council needs to be credible and trusted by those within and external to the Council.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. ALGA NGA Discussion Paper 2021 [13.2.6.1 - 12 pages]

**WORKING  
TOGETHER  
FOR  
OUR  
COMMUNITIES  
NGA21**

## Call for Motions

**20 - 23 June 2021**

National Convention Centre Canberra



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION



## KEY DATES

16 November 2020  
Opening of Call for Motions

26 March 2021  
Acceptance of Motions Close

20 - 23 June 2021  
National General Assembly

To submit your motion go to:  
[alga.asn.au](http://alga.asn.au)

## SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

The 2020 NGA “Working Together for Our Communities” was unfortunately cancelled due to COVID-19 but the ALGA Board has decided to retain the theme and emphasise the importance of partnerships to building and maintaining resilience in our councils and our communities.

To assist you to identify motions that address the theme of the 2021 NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships, working together, and resilience so your questions could focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising to build back better.

### Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic national importance and should be discussed at a national conference;
3. be consistent with the themes of the NGA;
4. complement or build on the policy objectives of your state and territory local government association;
5. be submitted by a council which is a financial member of their state or territory local government association;
6. propose a clear action and outcome i.e. call on the Australian Government to do something;
7. be a new motion that has not already been debated at an NGA in the preceding two years; and
8. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

## OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows: This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

To ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 26 March 2021.

Please note that for every motion it is important to complete the background section on the form. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. There is a word limit of 150 for the motion and 200 for the national objective and 300 for the key arguments.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government and whether the motions meet all the criteria detailed above.

Please note that motions should not be prescriptive in directing how the matter should be pursued.

With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, the ALGA Secretariat will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local, state or territory issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any council that submits a motion will be present at the National General Assembly to move and speak to the motion.

## INTRODUCTION

2020 has been a year like no other. A year that many individuals and organisations, including councils, would wish to forget. While the drought lessened its hold on parts of the country to be replaced by floods, more than 110 local government areas were severely impacted by the Black Summer (2019-20) bushfires - and no one was spared the effects of the battle against COVID-19. The 2020-21 storm and fire season may add to the sense that it was a year of disasters.

Friedrich Nietzsche said: “That which does not kill us, makes us stronger.” So how can councils become stronger after 2020? How can we ensure that our communities are stronger and more resilient? How do we work together and with our partners to ensure that we build back better from the series of unprecedented events that have marked 2020?

## **COUNCIL RESILIENCE**

In the first quarter of 2020, state and territory Governments closed facilities where people gathered in numbers to reduce the probability that hospitals would be overwhelmed by a rise in COVID-19 cases. This included a substantial number of council owned and operated revenue generating facilities which had flow-on effects for other revenue- generating enterprises such as paid parking. Major funding gaps rapidly emerged in many councils that typically generated significant amounts of own revenue.

Councils that cannot generate significant amounts of the own revenue are typically dependent on grant funding from other levels of government, including Financial Assistance Grants from the Australian Government. These councils tend to service rural, regional and remote communities that are often large in area but small in terms of population. The capacity of these councils to deliver all their required services and infrastructure can be severely strained at any time.

With local government funding under pressure across the nation, and other levels of government facing fiscal constraints, councils may need to do more with less in the near term and be innovative with both budgeting, service delivery, balancing competing demands and longer term financial planning. Services may need to be scaled down or delivered in innovative ways. Asset management and maintenance programs may need to be varied. Working collaboratively with neighbouring councils or forming alliances may be a way of achieving efficiencies and enhancing service delivery along with fostering innovation, cutting red tape, and working in partnership with third parties may be others.

Digital service delivery and working from home - adopted during the height of the pandemic - may become the new norm. This may increase opportunities for councils to innovate, work together and share resources, and fill long term skill gaps. New challenges may emerge including how staff are supported and how productivity, collaboration and motivation maintained. There may be significant consequences for local democracy and council's ability to engage authentically with their communities. Digital transformation and technology modernisation will be essential for some councils. Even already well-established adopters of digital technology may need to rethink their approach.

***Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?***

***What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?***

***Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Government***



## COMMUNITY RESILIENCE

Community resilience is the capacity of communities to respond to, withstand, and recover from adverse situations including natural disasters, persistent drought, pandemics, fluctuations in global trade, recession, and a rise in inequality. In some circumstances in response to these pressures and stresses, local communities are not able to recover to their previous state. Instead they need to adapt to cope with long term stresses. But ideally, we want all communities to not only survive but thrive.

Local governments play a critical role in building resilient and sustainable communities and helping to buffer people and places against social, economic, and environmental disruptions and overcome adversity. One critical area is through the provision of resilient infrastructure. Councils' infrastructure should meet the community's current and future demand, be built to contemporary standards, be affordable for both the council and the user, and be reliable with appropriate asset management practices in place to ensure maximum return on investment.

In addition to physical infrastructure, social infrastructure is also vital for resilience. Social infrastructure is broader than just buildings, it includes the individuals and groups, places, and institutions, including councils, that foster community cohesion and social support. Communities and individuals with good social networks and connections demonstrate greater resilience.

The loneliness epidemic is challenging social resilience. Research produced before the coronavirus pandemic revealed that one in four adult Australians are experiencing loneliness with over half the nation reporting they feel lonely for at least one day each week. In addition to its impacts on community resilience, feeling lonely can pose a bigger risk for premature death than smoking or obesity and can be associated with depression, poorer cardiovascular health and, in old age, a faster rate of cognitive decline and dementia.

Communities that are more vulnerable to shocks and disasters are often reliant on only one industry, have minimal redundancy or no backups for essential services and infrastructure such as only one source of water, one powerline or one access road. They also often only have few voluntary or charitable organisations working in the community. Often community leadership is weak or fails to inspire, engage, and unleash the power of other leaders and critical social networks.

Community resilience cannot be built and then left to its own devices. It needs to be strengthened continuously, not just in times of crisis. It involves people getting together to create sustainable links within their community and the community and its leaders having the ability to learn from experience and improve over time.

***How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?***

***What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?***

***What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?***

## COLLABORATION AND PARTNERSHIPS

Creating a resilient community and ensuring a resilient and sustainable council requires partners. Councils can work with partners in different ways to find local solutions to local problems. They can partner with a wide range of organisations including other councils, other levels of government, the voluntary and community sector or business and research sector organisations. The aims of these partnerships are typically to improve services and deliver changes to benefit the local area.

Collaboration and partnerships with other councils and public or private organisations can also bring benefit from economies of scale in providing services or purchasing in bulk for example. Procurement partnerships have been a particularly successful example of this. Working in partnership can make a considerable contribution to efficiency improvements, such as through cost savings in back-office functions or sharing of plant and equipment.

Other benefits associated with partnerships and collaboration include opening the way for local communities to share ideas and connect with others. Partnerships enhance the ability of a council to access innovation, enhance skills development, work across council boundaries to address regional issues, and maximise competitive advantage in the delivery of major infrastructure projects.

Strategic collaboration is not just about savings and sharing resources. It is also about maximising capacity in addressing community expectations, or working with members of the community to overcome challenges and seize opportunities. For example, building and maintaining productive partnerships with Aboriginal and Torres Strait Islander people and communities is critical for councils committed to Closing the Gap and involving Aboriginal and Torres Strait Islander communities in decision-making and service development and delivery.

Collaboration and partnerships that work well are underpinned by good governance, an agreed purpose, and mutual benefit.

There is a long history of local government partnering with the Australian Government to deliver projects and programs that benefit local communities, achieve fairness and equity across the nation, and support local delivery of services and infrastructure. In the absence of constitutional change, how do we further build and strengthen this partnership with the Australian Government?

*How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?*

*What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?*

*How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?*



AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION  
8 Geils Court Deakin ACT 2600      PHONE (02) 6122 9400  
EMAIL [alga@alga.asn.au](mailto:alga@alga.asn.au)      WEB [www.alga.asn.au](http://www.alga.asn.au)

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.7
<b>REPORT TITLE:</b>	Call for Nominations - Neighbourhood Watch NT
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Governance and Strategy Manager, Manu C. Pillai
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report seeks a Council nomination to the Local Government Association of the NT (LGANT) for a representation on Neighbourhood Watch NT (NHWNT).

### KEY MESSAGES

- Neighbourhood Watch NT (NHWNT) provides crime prevention strategies to the community.
- The LGANT is seeking nominations from councils to represent on the NHWNT.
- This position is open to Elected Members and Council officers.
- A board member is required to participate in Board meetings and be part of relevant sub-committees when required.
- NHWNT holds nine meetings a year on every second Thursday of the month, from February till November.
- NHWNT operates under the [Constitution of Neighbourhood Watch Northern Territory Incorporated](#).

### RECOMMENDATION

1. THAT Report entitled Call for Nominations - Neighbourhood Watch NT be received and noted.
2. THAT Council submit a nomination to LGANT nominating \_\_\_\_\_ for consideration as LGANT's representation on the Neighbourhood Watch NT (NHWNT) to represent the interests of local government.

### BACKGROUND

- The purpose of NHWNT is to help Territorians stay secure, become more connected and feel safer.
- NHWNT use information from the Police and the community to develop and deliver safety resources.
- A board member is required to participate in Board meetings and be part of relevant sub-committees when required.
- Board members may need to work with and support the employees of NHWNT including Police positions to meet the strategic directions of the organisation.
- A board member must also ensure that NHWNT is compliant under the Constitution and legislation (Act and regulations).



- The policies governing NHWNT can be accessed using the link: <https://www.nhwnt.org.au/>.
- Correspondence was received from LGANT on 4<sup>th</sup> January 2021 calling for a nomination to be considered for representation on the NHWNT.

## DISCUSSION

NHWNT holds nine meetings a year on every second Thursday of the month from February until November. There are no meetings during December and January. As per the constitution there is a requirement to facilitate a minimum of six meetings annually. Meeting schedule for this year is as below:

- 11 February 2021
- 11 March 2021
- 8 April 2021
- 13 May 2021
- 10 June 2021
- 8 July 2021
- 12 August 2021
- 9 September 2021
- 14 October 2021
- 11 November 2021

These meetings start at 5:30pm and are usually held in the Northlakes MLA community room, although all meetings are accessible via zoom.

## CONSULTATION PROCESS

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

- Local Government Association of the Northern Territory (LGANT)
- Neighbourhood Watch NT (NHWNT)

## POLICY IMPLICATIONS

There are no policy implications for this report.

## BUDGET AND RESOURCE IMPLICATIONS

Should an Elected Member be nominated to represent on the Neighbourhood Watch NT (NHWNT), the Member would be entitled to claim Extra Meeting Allowance as per Council Policy EM02 Elected Members Benefits and Support.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Neighbourhood Watch NT (NHWNT) operates under the [Constitution of Neighbourhood Watch Northern Territory Incorporated](#) which sets out their functions and powers.

There are no Strategic Risks 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**

1. NHWNT Board Member [**13.2.7.1** - 1 page]
2. NHWNT Template nomination form [**13.2.7.2** - 2 pages]



<b>Position Title</b>	Volunteer Ordinary Board members Neighbourhood Watch NT
<b>Location</b>	Northern Territory
<b>Primary Objective</b>	Ordinary Board members are required to be active participants in the organisation to support NHWNT to provide crime prevention strategies to the community. Board members represent the organisation, regular members and volunteers across the NT. A board member is required to participate in Board meetings and be part of relevant sub-committees when required. A board member must also ensure that NHWNT is compliant under the Constitution and legislation (Act and regulations).
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Be well informed about all the organisation activities</li> <li>• Attend and participate in all Board meetings , including the AGM</li> <li>• Provide agenda items (if relevant and when called for)</li> <li>• Be prepared for Board meeting by reading all Board papers before attending the meetings to allow for active discussion. These include (not limited to):               <ul style="list-style-type: none"> <li>○ Agendas</li> <li>○ Minutes</li> <li>○ Reports</li> <li>○ Papers</li> <li>○ Financials</li> </ul> </li> <li>• Attend all meetings in line with the constitution and at the meetings:               <ul style="list-style-type: none"> <li>○ be interested and involved</li> <li>○ participate fully</li> <li>○ listen to others</li> <li>○ clarify points</li> <li>○ consider ideas carefully</li> <li>○ voice concerns / opinions</li> <li>○ act in the best interest of the organisation</li> </ul> </li> <li>• Board members may also be called upon to:               <ul style="list-style-type: none"> <li>○ fill executive committee casual vacancies that may arise</li> <li>○ perform specific tasks for the organisation</li> <li>○ sit on sub committees.</li> </ul> </li> <li>• Work with and support the employees of NHWNT inc Police positions to meet the strategic directions of the organisation</li> </ul>

LOCAL GOVERNMENT ASSOCIATION OF THE  
NORTHERN TERRITORY



NOMINATION FORM

**NEIGHBOURHOOD WATCH NT BOARD**

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**COUNCIL NAME:**

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**1. Agreement to be nominated**

I, \_\_\_\_\_ agree to be nominated as a member of the  
(full name)

**NEIGHBOURHOOD WATCH NT BOARD.**

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  
**NEIGHBOURHOOD WATCH NT BOARD** at a meeting held on     /     /2021.

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:

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

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

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**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 ☐

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.8
<b>REPORT TITLE:</b>	Special Community Assistance and Local Employment Grant Acquittal Report
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	Accountant, Brooke Prince
<b>APPROVER:</b>	Director Organisational Services, Silke Maynard

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council endorsement of the acquittal of funds provided by the Northern Territory Government under the Special Community Assistance and Local Employment (SCALE) Grant program.

### KEY MESSAGES

- Council accepted \$743,700 in SCALE funds from the Northern Territory Government (NTG) for projects to benefit the Palmerston community.
- The Northern Territory Government's Department of the Chief Minister and Cabinet requires the certification report for the acquittal of funds to be laid before Council.
- The certification report and acquittal shows expenditure of funds to 30 November 2020 as completion date for the grant.
- In addition to the SCALE funding, Council has co-funded the projects with \$256,300 from Reserves, and \$485,000 from existing project funds for the 2020/2021 financial year.
- At the reporting date a total of \$880,524 had been expended against the seven listed projects, with a further \$200,950 of commitments raised.

### RECOMMENDATION

1. THAT Report entitled Special Community Assistance and Local Employment Grant Acquittal Report be received and noted.
2. THAT Council endorse the certification of the Special Community Assistance and Local Employment Grant to the value of \$743,700 being **Attachment 13.2.8.1** to Report entitled Special Community Assistance and Local Employment Acquittal Report.

### BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting held on 19 May 2020, Council resolved:

*Special Community Assistance and Local Employment Grant Offer 2019-20*

1. THAT Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20 be received and noted.



2. THAT Council adopt FIN17(a) Public Benefit Concessions Policy for Commercial Ratepayers being **Attachment 13.2.3.2** to Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20 and that the policy be reviewed by 30 December 2020.
3. THAT Council accepts the Northern Territory Government Special Community Assistance and Local Employment Grant Offer 2019-20 of \$743,700 as described in Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20.
4. THAT Council provide additional funding of \$256,300 to the Northern Territory Government Special Community Assistance and Local Employment Grant Offer to deliver a total of \$1million of projects as part of Council's COVID-19 response in supporting the community and businesses and that this funding will be drawn from the Working Capital Reserve.
5. THAT Council approve the following projects to be delivered under the Special Community Assistance and Local Employment Grant Offer partnership with the Northern Territory Government:

<i>Project</i>	<i>Estimated Cost</i>
Temple Terrace Landscape Upgrading Moulden/Woodroffe	\$250,000
Urban Forrest - Tree Planting	\$125,000
Environmental Water Quality - Lake Aerators	\$120,000
Anytime Contactless Library	\$150,000
Recreation Centre Renewals	\$155,000
Dark Spot - Upgrade Public Lighting	\$150,000
Library - Music Recording Studio and Live Stream Storytime Technology	\$50,000
<b>Total</b>	<b>\$1,000,000</b>

*CARRIED 9/1125 - 19/05/2020*

Further, an update on the SCALE program was provided to Council at the 2<sup>nd</sup> Ordinary Council Meeting held on 18 August 2020 whereby the seven listed SCALE projects were shown to have a total budget allocation of \$1,485,000. This is inclusive of the SCALE Grant of \$743,700, Reserve funding of \$256,300 and existing project funds of \$485,000 for the 2020/21 financial year.

## DISCUSSION

The Northern Territory Government provided Council with \$743,700 as part of the SCALE program to undertake projects for the benefit of the Palmerston community. A list of seven projects was established, and after an initial Council reserve contribution of \$256,300, Council has allocated funds of \$485,000 from existing programs to extend the total expenditure on SCALE projects to \$1.485million for the 2020/21 financial year.

Under the conditions of the grant funding, Council is required to lay before Council a certification report for the expenditure of grant funds to a reporting date of 30 November 2020.

At 30 November 2020 Council had expended \$880,524 on the seven listed SCALE projects, with a further \$200,950 in commitments raised. This is a total of \$1,081,474, or 73% of the \$1.485million budget.

Attached to this Council Report is the certification report required by the Department of the Chief Minister and Cabinet for the acquittal of the SCALE grant, being **Attachment 13.2.8.1**, which after Council endorsement is to be signed by the Chief Executive Officer and submitted to the Department with a copy of the meeting minutes showing the document has been laid before Council.

The certification report intends to acquit the \$743,700 received by the Department for the SCALE program in full, with Council's own-source expenditure of \$136,824 to the reporting date. As the grant funding has been expended in full, all further own-source expenditure is not required to be reported to the Department under the SCALE certification and acquittal.

### **CONSULTATION PROCESS**

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

- Finance Manager

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

As of 30 November 2020, Council has expended \$880,524 of the total allocated funding for the SCALE projects. Council has expended the NTG grant funding of \$743,700 as required by the funding agreement.

The balance of funding is Council funds from Reserves, and this will be fully expended during the 2021/2022 financial year.

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

The Department of the Chief Minister and Cabinet requires Council to fully acquit the SCALE grant with a reporting date of 30 November 2020 by laying a copy of the certification report before Council prior to submission to the Department.

This report addresses the following City of Palmerston Strategic Risks:

- 2 Is not sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the Council.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. SCALE Certification Documentation [**13.2.8.1** - 1 page]

# COUNCIL AGENDA

## Attachment 13.2.8.1

### CERTIFICATION OF LOCAL GOVERNMENT SPECIAL COMMUNITY ASSISTANCE AND LOCAL EMPLOYMENT PROGRAM (SCALE) 2019-20

File number: HCD2020/02382

#### INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 NOVEMBER 2020

SCALE Grant 2019-20	\$743,700
Add - repurposed unspent/uncommitted SPG & SIF	\$-
<b>Total Income</b>	<b>\$743,700</b>
<b>Total Expenditure</b>	<b>\$880,524</b>
<b>Surplus / (Deficit)</b>	<b>\$(136,824)</b>

#### We certify that the (Council Name):

Spent the SCALE grant in accordance with,

- o the SCALE funding guidelines; Yes ☒ No ☐
- o the Local Government Act 2008 and the Local Government (Accounting) Regulations 2008; and Yes ☒ No ☐
- o the Northern Territory Government's "Buy Local" policy. Yes ☒ No ☐

Resolved to adopt and apply the "Public Benefit Concessions Policy for Commercial Ratepayers" in relation to waiving and deferring rates for commercial ratepayers based on hardship in 2019-20 and 2020-21. Yes ☒ No ☐

#### Certification report prepared by Brooke Prince 06/01/2020

List of projects completed under the program

• Temple Terrace Landscape – Upgrading Moulden/Woodroffe	\$356,997
• Urban Forest – Tree Planting	\$9,092
• Environmental Water Quality – Lake Aerators	\$85,820
• Anytime Contactless Library Units (2)	\$116,150
• Recreation Centre Renewals – Mural and Landscaping	\$90,777
• Dark Spot – Upgrade Public Lighting – Woodroffe Drain POS	\$205,482
• Library – Music Recording Studio	\$16,207

Laid before the Council at a meeting (held/to be held on) 19/01/2021

Copy of minutes attached (Yes/TBA)

CEO or CFO ...../...../2020

#### DEPARTMENTAL USE ONLY

Grant amount correct: Yes ☐ No ☐

Added unspent/uncommitted SPG & SIF funds confirms with 30 June 2020 Yes ☐ No ☐

Expenditure conforms to guidelines: Yes ☐ No ☐

Balance of funds to be spent: \$\_\_\_\_\_

Date of next certification ...../...../2020

#### CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Omor Sharif – Grants and Rates Officer ...../...../2020  
Donna Hadfield – Manager Grants Program ...../...../2020



# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.9
<b>REPORT TITLE:</b>	myPalmerston Update - December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	EA to Director of Organisational Services, Stoney Dethmore
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report updates Council on the myPalmerston Local Business Voucher Scheme.

### KEY MESSAGES

- In August 2020 Council resolved to undertake the myPalmerston Local Business Voucher Scheme in partnership with the Northern Territory Government (NTG), over three rounds in September, October, and November 2020.
- A total of \$220,000 was allocated for the three rounds and was funded in partnership with the NTG.
- In addition to the vouchers, Council continues to support local business and the community by providing free parking within the City Centre.
- Round Three of the myPalmerston Local Business Voucher Scheme has concluded and is considered a success and brings this program to a conclusion.
- The \$220,000 myPalmerston Local Business Voucher Scheme investment has boosted the Palmerston economy by \$1,220,536.72 over the three rounds.
- A total of 11,353 users and 91 business were registered to participate throughout the scheme.
- The third and final round of \$90,000 commenced on 26 November 2020 and has been fully expended by 17 December 2020.
- Round Three saw a total of 7,264 vouchers redeemed with a total transaction value of \$495,452.
- During Round Three, most vouchers were redeemed at Cafes, Restaurants and Takeaway Food Service business, totalling 2,477 redeemed vouchers, followed by Personal Care Services with 1,668 vouchers redeemed.
- The busiest times to redeem vouchers was recorded at 9am, 1pm and 4pm with Friday and Saturday's being recorded as the busiest days.
- Round Three captured postcode locations of existing and new users, with Palmerston residents making up around 61.55% of Round Three active users.
- Existing users from Round One and Two were surveyed regarding how they are using their vouchers, with 19.73% of users shopping at a new business, 33.44% upgraded or made an unplanned purchase and 40.57% of users saving on a planned purchase.

### RECOMMENDATION

1. THAT Report entitled myPalmerston Update - December 2020 be received and noted.

2. THAT Council endorse the full acquittal of the myPalmerston funds to the value of \$220,000 comprising of City of Palmerston \$60,000 and NTG \$160,000.

### **BACKGROUND**

COVID-19 pandemic continues to impact the local community and economies. Council has implemented numerous initiatives to support our ratepayers, residents, and businesses. These have included:

- Holding the cost of rates; no increase from 2019/20.
- Holding the cost of the waste service charge; no increase from 2019/20.
- Holding the cost on Council fees and charges; no increase from 2019/20.
- Continuing to provide free entry to the Palmerston Swimming and Fitness Centre.
- Continuing to provide free parking in our City Centre, including all day parking until 30 June 2021.
- Providing rates financial hardship assistance for both residential and commercial ratepayers.
- Maintaining our City's Capital Works Program and local spend.
- Providing \$1 million of expedited capital works projects with NTG as part of the Special Community Assistance and Local Employment Grant.
- Maintaining our service levels across the whole municipality, in all areas.

NTG, as part of its COVID-19 stimulus activities, has provided a partnership opportunity to NT councils to participate in a Local Business Voucher Scheme.

At the 2<sup>nd</sup> Ordinary Council Meeting in August 2020, Council resolved to accept the NTG offer and to participate.

#### *Local Business Voucher Scheme*

1. *THAT Report entitled Local Business Voucher Scheme be received and noted.*
2. *THAT Council participate in the Local Business Voucher Scheme with a funding commitment of \$20,000 for round one \$20,000 for round two and \$20,000 for round three being funded from Council's reserves, noting that the Northern Territory Government will match funding and provide an additional top up of funding of \$50,000 for round two and \$50,000 for round three to make an overall program amount of \$220,000, with the following transactions being exempt:*
  - Gift Vouchers
  - Alcohol
  - Tobacco and
  - Gambling
3. *THAT pursuant to Section 32(2)(b) of the Local Government Act 2008 Council hereby delegates to the Chief Executive Officer the power to negotiate and finalise the agreement for the City of Palmerston 'myPalmerston' Local Business Voucher Program and associated conditions and documents as outlined in Report entitled Local Business Voucher Scheme.*

***CARRIED 9/1246 – 18/08/2020***

Round One and Two have now been completed and this report updates Council on the success of Round Three and the overall outcomes of the myPalmerston Discount Voucher Scheme.

### **DISCUSSION**

Round Three commenced on 26 November 2020 with vouchers to the value of \$90,000 available to users.

Council continues to support local business and community not only through myPalmerston, but also by providing free parking within the City Centre.

Round Three is considered to be a success with the available vouchers being fully expended in a three-week period.

A total of 2,348 new user registration were received since the completion of Round Two. The myPalmerston Discount Voucher Scheme had a total of 11,353 users and 91 businesses by the completion of Round Three.

The \$90,000 of vouchers in Round Two generated a total spend with local Palmerston businesses of \$495,452.

Some of the Round Two statistics using the Australian and New Zealand Standard Industrial Clarification (ANZSIC) Class (Top 10) are presented in **Attachment 13.2.9.1** with an overview of the statistics presented below.

#### **Vouchers Redeemed**

During Round Three there was a total of 7,264 vouchers redeemed. The most popular incentivises were Cafés, Restaurant and Takeaway Food Services, and the least popular industry was Electrical Retailing.

#### **Total Customer Spend**

Customers spent a total of \$495,452 during Round Three. The most revenue was received by Personal Care Services, and the second highest revenue was received by Café's, Restaurants and Takeaway Food Services.

#### **Voucher Category**

Out of the 7,264 vouchers redeemed during Round Three, \$20 vouchers were the most popular with 2,984 vouchers being redeemed, totalling 66.31% of the \$90,000.

#### **Daily Vouchers**

Saturday was the most popular day to redeem vouchers, with an average of 451 vouchers being redeemed each Saturday over the three-week period. The second most popular day was Friday, averaging 431 vouchers redeemed on a Friday over the three-week period.

#### **Vouchers by Hour of Day**

The busiest time for shoppers was between 11am and 5pm, with 65% of the total Round Three vouchers being redeemed during this time.



### Average Transaction Value by Hour of Day and Day of Week

The average amount spent per hour of day is consistent with all of our data with the most being spent at 9am, 1pm, and 5pm. The average transaction per hour of day across these times was \$74.

The highest average transaction value per day of week was \$71.30 made on Saturday's.

### Active User Locations Based on Postcode's

Round Three has captured the postcodes of active participating users, with Palmerston residents making up around 61.55% of current active users and 24.24% of the active users travelling to Palmerston from Darwin and the surrounding suburbs, which is an increase of 1.15% since Round Two. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.63% of users and 1.59% of users were from interstate.

### Reason for Spend by Customers

During Round Three, active existing users were presented with a survey asking users how the myPalmerston discount encouraged them to spend their money. The survey questions were:

- upgrade or make an unplanned purchase,
- save on a planned purchase,
- shop at a new business, or
- none of the above.

2497 active users participated in the survey, with 40.57% of users saving on a planned purchase, 33.44% upgraded or made an unplanned purchase, 19.73% shopping at a new business and 6.27% answering to none of the above.

### Round One, Two and Three

The myPalmerston Discount Voucher Scheme has seen a total of 17,958 vouchers redeemed across Round One and Round Two and has created a boost to the Palmerston Economy of more than \$1,220,500.

Some of the Round One and Two statistics using the Australian and New Zealand Standard Industrial Clarification (ANZSIC) Class (Top 10) are presented in **Attachment 13.2.9.1** with an overview of the statistics presented below.

### Vouchers Redeemed

To date, across both rounds the most popular incentivises were Cafés, Restaurant and Takeaway Food Services with 3,574 vouchers redeemed. The least popular industry was Electrical and Electrical Goods Retailers, with 10 vouchers redeemed.

### Overall Spend and Revenue Received

The most revenue received to date was by Personal Care Services, with a total of \$200,305.41, followed by Cafes, Restaurants & Takeaway Food Services, with a total revenue of \$175,606.99.

The final round commenced on 26 November 2020, with an additional \$90,000 of redeemable voucher's available to spend with registered local Palmerston business, and was completed by 17 December 2020.

As part of the Grant Agreement with NTG, City of Palmerston is required to acquit the funds received by NTG within 20 business day of completion of the final round. Council received an extension until Wednesday 20 January 2021 to allow for the acquittal documentation, to be presented to the first possible Council meeting for endorsement, **Attachment 13.2.9.2**.

### CONSULTATION PROCESS

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

- Communications Manager
- Finance Manager

### POLICY IMPLICATIONS

There are no policy implications resulting from this report.

### BUDGET AND RESOURCE IMPLICATIONS

The \$220,000 partnership has delivered a total spend with registered local business of \$1,220,536.72.

Payments have been finalised to all business for all vouchers redeemed throughout the entire myPalmerston scheme.

The funding contribution for the Scheme saw \$60,000 from Council, \$60,000 from NTG and \$100,000 from NTG (top up) to make a \$220,000 local business voucher scheme program. The top up of \$100,000 was conditional on Council participating in all three rounds.

The funding from NTG totalling \$160,000 was received by Council in September 2020.

### RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

As part of the NTG acquittal requirements, Council must supply copies of all previous myPalmerston Council Reports, copies of documents used to publicly acknowledge the funding, and a statement of income and expenditure of the grant funding, as presented at **Attachment 13.2.9.3**.

Council implemented appropriate controls to ensure that fraudulent claims do not occur or significantly minimised. As part of those controls, Council engaged Probity Auditors, Merit Partners Chartered Accounts, to assist in business registrations, compliance checking and managing the program.

Where required Council also sought advice from Ward Keller Lawyers.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term  
Context: Optimising the financial, social and environmental sustainability of the Council.
4. Fails to effectively design and implement contemporary governance practices  
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

5. Fails to make informed and timely decisions  
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.
7. Fails to be agile to respond to growth opportunities  
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

1. myPalmerston Statistics [13.2.9.1 - 6 pages]
2. myPalmerston Project Acquittal form [13.2.9.2 - 3 pages]
3. my Palmerston Acquittal Supporting Documentation 2 [13.2.9.3 - 38 pages]

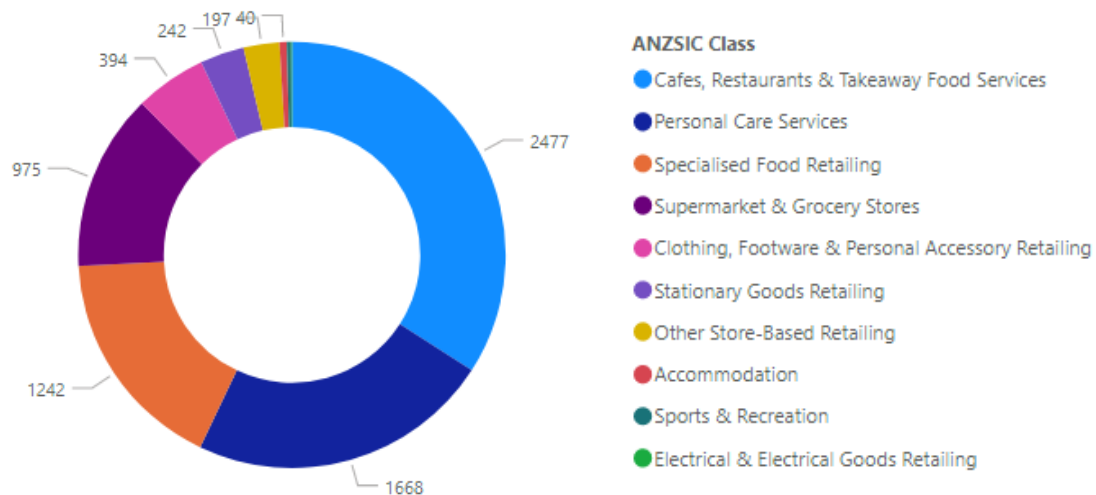


## MYPALMERSTON

### ROUND THREE STATISTICS

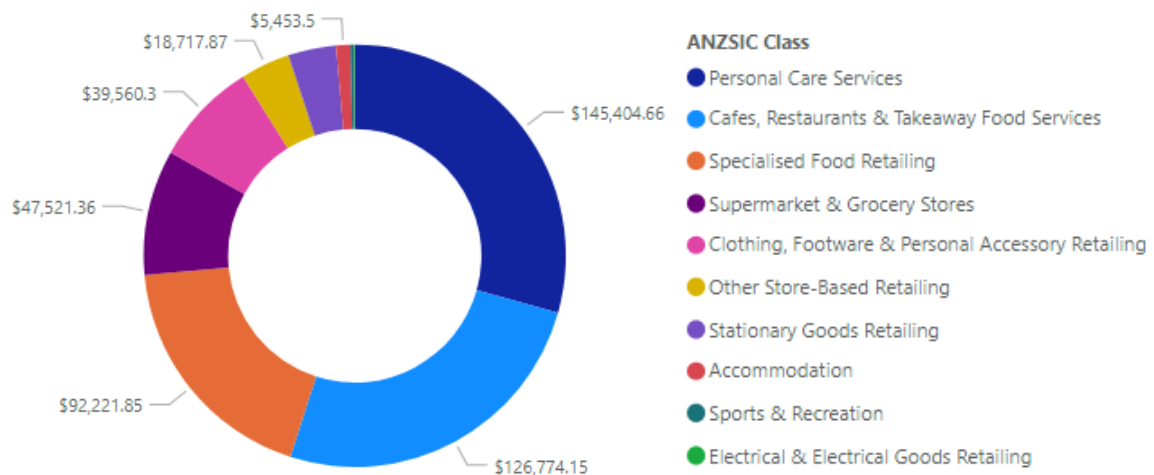
#### Vouchers Redeemed

Through Round Three there was a total of 7,264 vouchers redeemed, with the most popular incentives being Cafés, Restaurant and Takeaway Food Services, and the least popular industry being Accommodation.



#### Total Customer Spend

The most revenue was received by Personal Care Services, followed by Cafés, Restaurant and Takeaway Food Services.



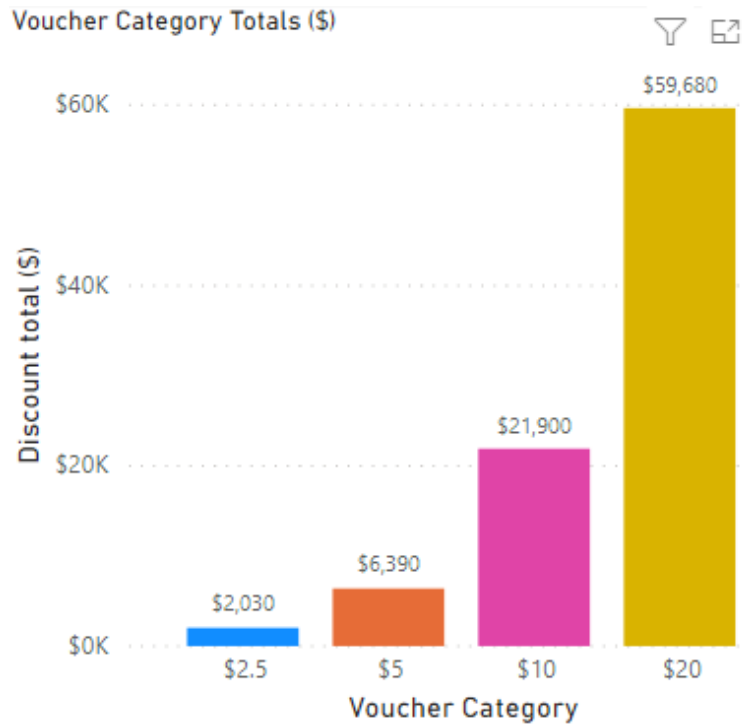


## MYPALMERSTON

### ROUND THREE STATISTICS

#### Voucher Category

During Round Two, \$20 vouchers were the most popular voucher to be redeemed, with a total of 2,984 vouchers redeemed.



The total \$90,000 was spent as follows:

Voucher Amounts	Quantity of Vouchers Redeemed	Total Value of Redeemed Vouchers
\$2.50 vouchers	812	\$2,030
\$5.00 vouchers	1,278	\$6,390
\$10.00 vouchers	2,190	\$21,900
\$20.00 vouchers	2,984	\$59,680
<b>Total Vouchers</b>	<b>7,264</b>	<b>\$90,000</b>



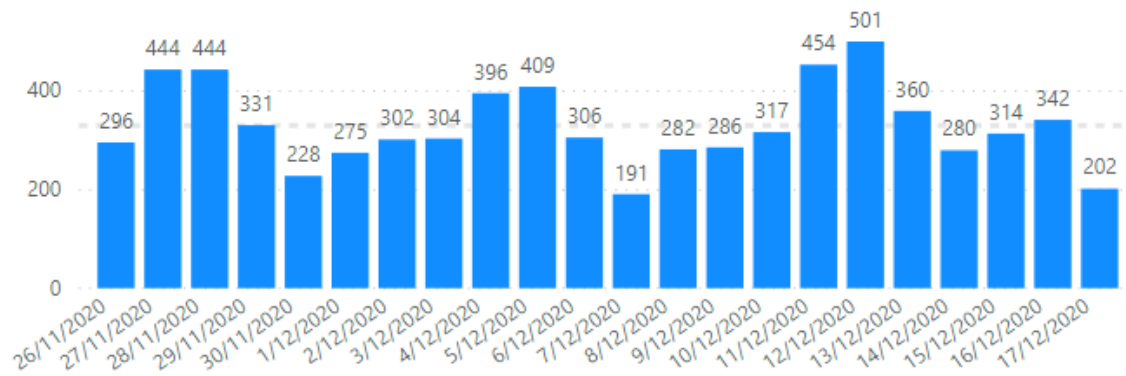
## MYPALMERSTON

### ROUND THREE STATISTICS

#### Daily Vouchers

Saturday was the most popular day to redeem vouchers with Friday being the next most popular day.

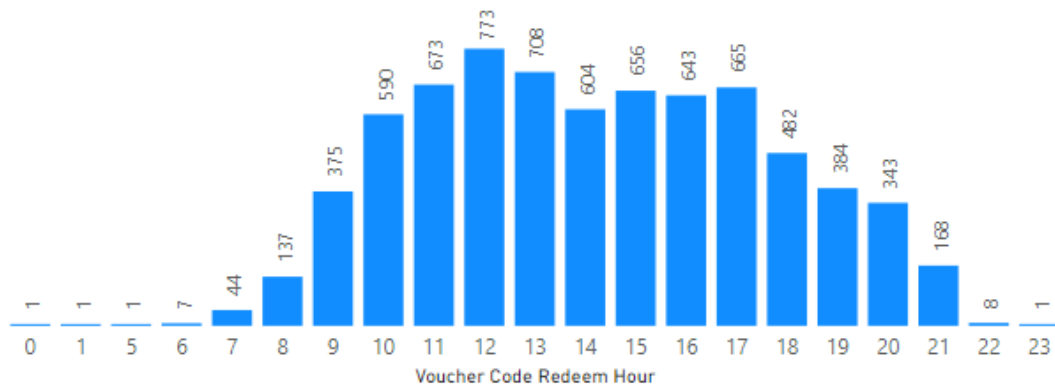
#### Daily Voucher Redemptions



#### Vouchers by Hour of Day

The busiest times for shoppers was between 11am and 5pm confirming that most people used their vouchers at Café's, Restaurants and Takeaway Food Services.

#### Vouchers by Hour of Day (0-24)







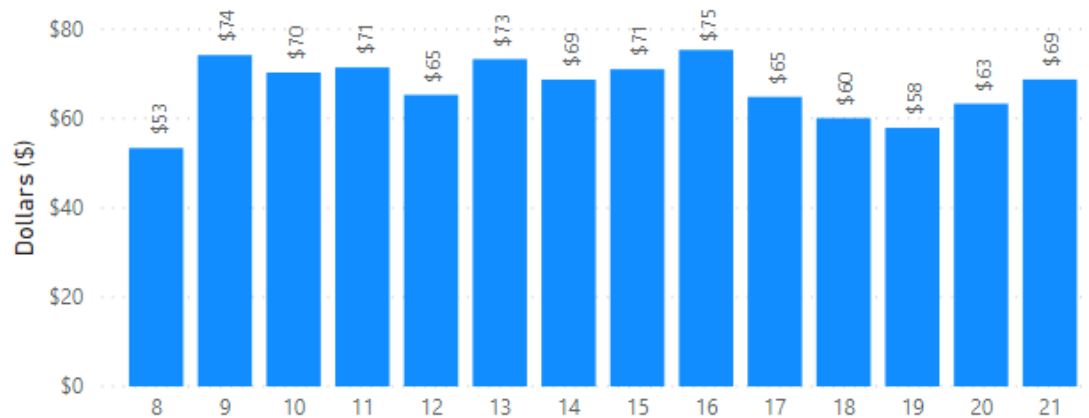
## MYPALMERSTON

### ROUND THREE STATISTICS

#### Average Transaction Value by Hour of Day

The average amount spent per hour is consistent with all of our data with the most being spent at 9am, 1pm, and 5pm.

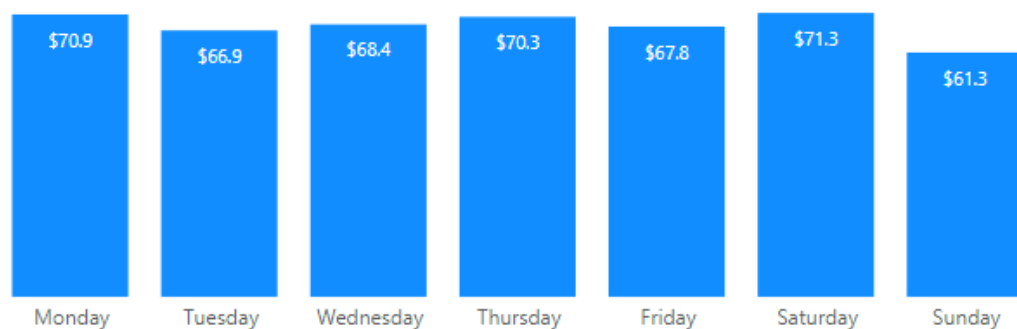
#### Average Transaction Value by Hour of Day (excl. < 100 transactions)



#### Average Transaction Value by Day of Week

The average transaction value was \$71.30 made on Saturday's.

#### Average Transaction Value by Day of Week



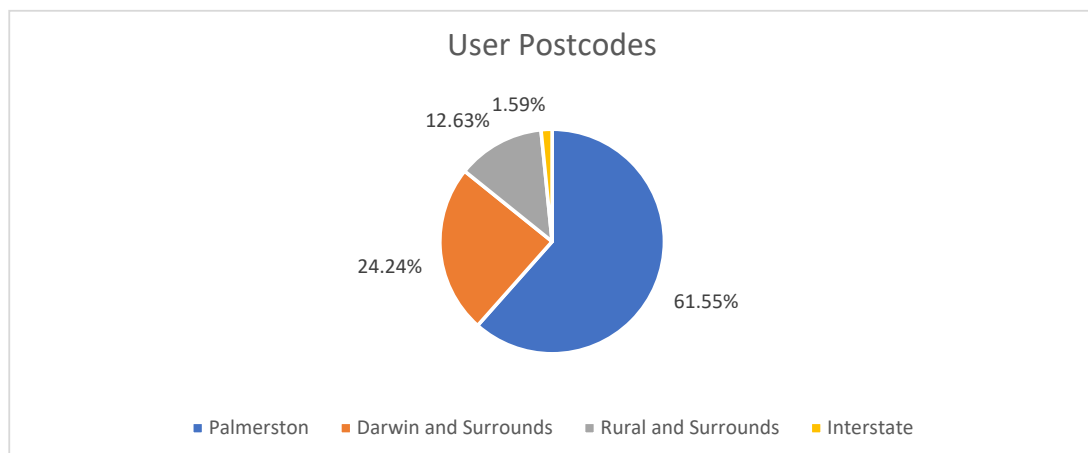


## MYPALMERSTON

### ROUND THREE STATISTICS

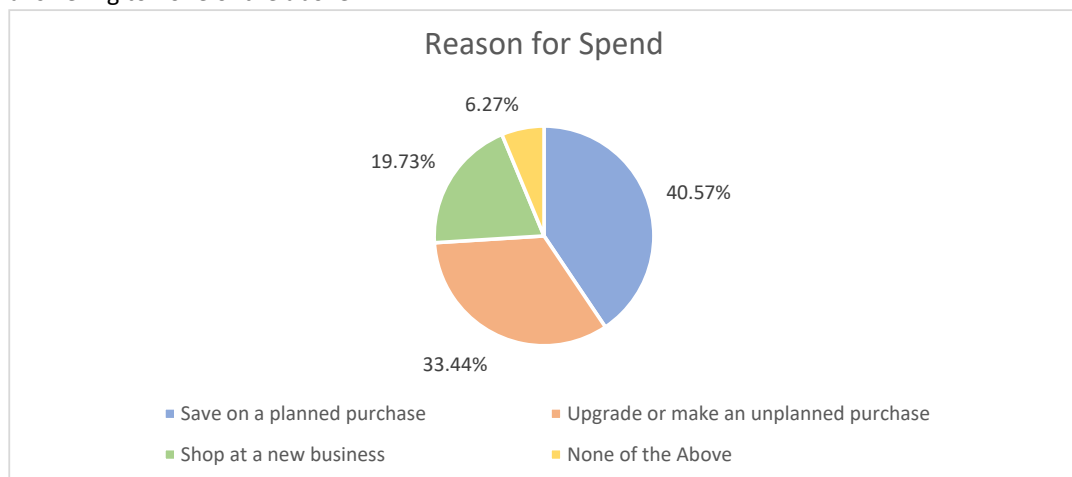
#### Postcodes

Round Three captured the postcodes of active participating users, with Palmerston residents making up around 61.55% of current active users and 24.24% of the active users travelling to Palmerston from Darwin and the surrounding suburbs, which is an increase of 1.15% since Round Two. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.63% of users and 1.59% of users were from interstate.



#### Reason for Spend by Customers

2497 active users participated in the survey, with 40.57% of users saving on a planned purchase, 33.44% upgraded or made an unplanned purchase, 19.73% shopping at a new business and 6.27% answering to none of the above.

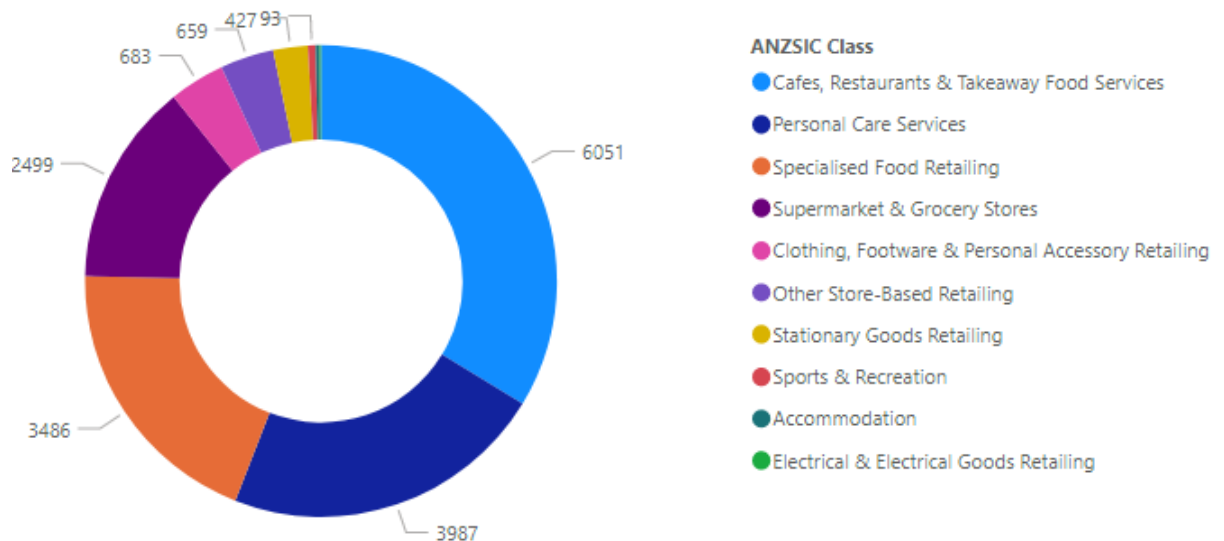




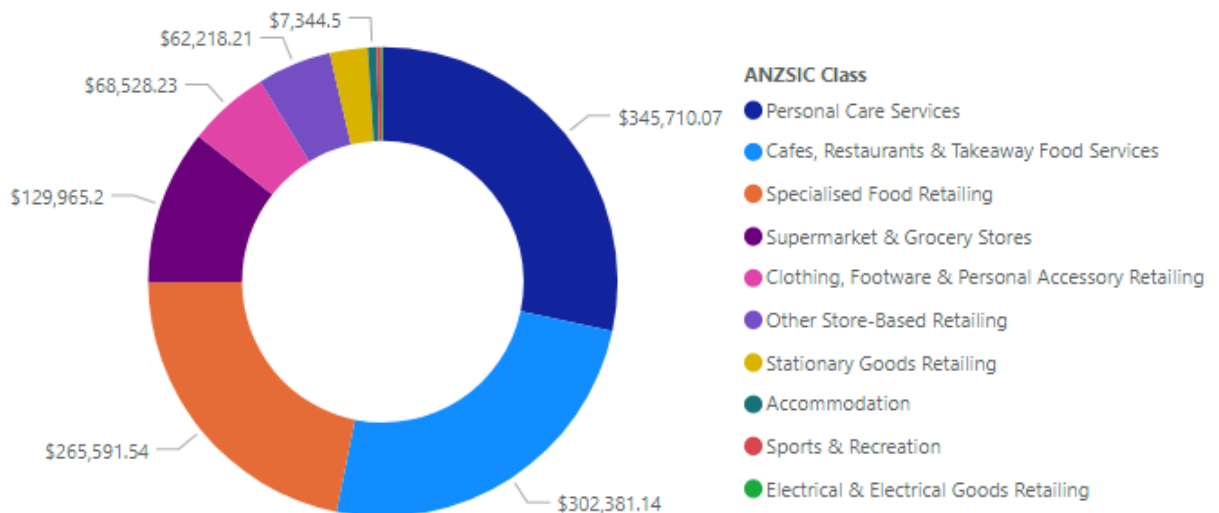
## MYPALMERSTON

### ALL ROUND STATISTICS

#### Vouchers Redeemed Over All Three Rounds



#### Overall Spend and Revenue Received Over All Three Rounds



# Acquittal Form

Grant Acquittal Form			
Grant Details			
Date of event(s) or activity*	26 September 2020, 28 October 2020, 26 November 2020	Financial Year*	2020/2021
Applicant Organisation *	City of Palmerston		
Purpose of Grant*	MyPalmerston Discount Voucher Program		
Total Amount of Approved Grant*	\$160,000	GST Amount (if applicable)	
Contact Details			
Contact Name*	Luccio Cercarelli		
Postal Address*	PO Box 1, Palmerston NT 0831		
Email Contact*	<a href="mailto:Luccio.cercarelli@palmerston.nt.gov.au">Luccio.cercarelli@palmerston.nt.gov.au</a>		
Phone Contact*	08 8935 9922		

## Your Organisations Obligations

Every Grant Recipient is required to provide a Grant Acquittal Report which demonstrates that the organisation has met all obligations in respect of discharging the grant in accordance with the Terms and Conditions of the signed Agreement.

Failure to complete all requirements in accordance with the signed Agreement or return of the Grant Acquittal Report and supporting documentation within the timelines above may result in a demand for repayment of the grant and render the responsible organisation ineligible for consideration for any further grants.

## Financial Acquittal

As per Section 9 (Funding Acquittal) of signed Grant Agreement the following are also required for the Financial Acquittal of the Grant;

- (i) **A completed acquittal form** which provides certification by an office bearer that funds have been used for the agreed purpose of this funding; and
- (ii) **A written report detailing the results of the project** (to assist in determining the success of the project, issues encountered and planning for future activities); and
- (iii) **Details of action taken by the organisation to publicly acknowledge the funding** (copies or extracts of public documents acknowledging the sponsorship) are to be supplied with Acquittal Report; and
- (iv) **Please attach** (ii) and (iii) above plus a detailed statement of income and expenditure to this form.

Note: Grant Funds are to be fully expended and not kept in the organisation's bank account.

Any surplus Grants Funds must be repaid to the Department of the Chief Minister. Any funds repaid from a GST Registered Administering Body/Recipient must include the GST applicable to the refund. A Tax Receipt/Invoice will be provided to the organisation on receipt of the refund. A cheque (payee – Receiver of Territory Monies) for any refund is to be returned to the Department of the Chief Minister within 30 days of the expiry of the Funding Period.

Certification by Authorised Officer			
<b>This certification must be completed by the Accountable Officer, Public Officer, President, Chairperson or other Officer with the power and authority.</b>			
<b>I hereby certify that the Grant Fund has been used for the purpose for which it was provided in accordance with the Terms and Conditions of the Agreement.</b>			
<b>Signed *</b>		<b>Date*</b>	
<b>Name *</b>	Luccio Franco Cercarelli		
<b>Position *</b>	Chief Executive Office	<b>Phone*</b>	08 8935 9922

## Further information

The completed Acquittal Form and attached reports should be emailed, posted or delivered to:

Zena Borg  
Department of the Chief Minister  
GPO Box 4396  
DARWIN NT 0801

11th Floor  
NT House  
22 Mitchell St  
DARWIN

Phone: 8999 7513  
Email: [zena.borg@nt.gov.au](mailto:zena.borg@nt.gov.au)

Office use only^			
Date Acquittal Received		Grant Amount Paid (Exc GST)	\$
Statement of Expenditure received	Y / N	Report attached?	Y / N
Acknowledgement Report Attached	Y / N	Copies of Tax Invoices Attached	Y / N
Unexpended Funds Returned (if applicable) ^			
Amount	\$	Cheque Number	
Signature of Grants Officer		Date	



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## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	myPalmerston Update - October 2020
<b>MEETING DATE:</b>	Tuesday 20 October 2020
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report updates Council on the myPalmerston Local Business Voucher Scheme.

### KEY MESSAGES

- Round One of the myPalmerston Local Business Voucher Scheme has concluded and is considered a success.
- In August 2020 Council resolved to undertake the myPalmerston Local Business Voucher Scheme over three rounds in September, October, and November 2020.
- A total of \$220,000 has been allocated for the three rounds and is funded in partnership with the Northern Territory Government (NTG).
- In addition to the vouchers, Council continues to support local business and the community by providing free parking within the City Centre.
- The first round of \$40,000 commenced on 29 September and has now concluded due to all funds being exhausted.
- A total of 5363 users and 75 business registered.
- Round One saw a total of 3376 vouchers redeemed with a total transaction value of \$227,377.28.
- Most vouchers were redeemed at Cafes, Restaurants and Takeaway Food Services, totalling 1251, boosting \$66,901.46 back into the local economy.
- The busiest times to redeem vouchers was recorded between 11am to 1pm and 4pm to 6pm with Friday, Saturday and Sunday's being recorded as the busiest days.
- Round Two will commence on Wednesday 28 October 2020, with \$90,000 of vouchers available.

### RECOMMENDATION

THAT Report entitled myPalmerston Update - October 2020 be received and noted.

### BACKGROUND

COVID-19 pandemic continues to impact the local community and economies. Council has implemented numerous initiatives to support our ratepayers, residents, and businesses. These have included:

- Holding the cost of rates; no increase from 2019/20.





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## COUNCIL AGENDA

- Holding the cost of the waste service charge; no increase from 2019/20.
- Holding the cost on Council fees and charges; no increase from 2019/20.
- Continuing to provide free entry to the Palmerston Swimming and Fitness Centre.
- Continuing to provide free parking in our City Centre, including all day parking until 30 June 2021.
- Providing rates financial hardship assistance for both residential and commercial ratepayers.
- Maintaining our City's Capital Works Program and local spend.
- Providing \$1 million of expedited capital works projects with NTG as part of the Special Community Assistance and Local Employment Grant.
- Maintaining our service levels across the whole municipality, in all areas.

NTG, as part of its COVID-19 stimulus activities, has provided a funding opportunity to NT councils to participate in a Local Business Voucher Scheme.

At the 2<sup>nd</sup> Ordinary Council Meeting in August 2020, Council resolved to accept the NTG offer and to participate.

### 13.2.2 Local Business Voucher Scheme

1. *THAT Report entitled Local Business Voucher Scheme be received and noted.*
2. *THAT Council participate in the Local Business Voucher Scheme with a funding commitment of \$20,000 for round one \$20,000 for round two and \$20,000 for round three being funded from Council's reserves, noting that the Northern Territory Government will match funding and provide an additional top up of funding of \$50,000 for round two and \$50,000 for round three to make an overall program amount of \$220,000, with the following transactions being exempt:*
  - Gift Vouchers
  - Alcohol
  - Tobacco and
  - Gambling
3. *THAT pursuant to Section 32(2)(b) of the Local Government Act 2008 Council hereby delegates to the Chief Executive Officer the power to negotiate and finalise the agreement for the City of Palmerston 'myPalmerston' Local Business Voucher Program and associated conditions and documents as outlined in Report entitled Local Business Voucher Scheme.*

*CARRIED 9/1246 – 18/08/2020*

A total of three rounds are planned, 29 September, 28 October, and 26 November 2020.

Round One has recently completed and this report updates Council on its success.

### DISCUSSION

Round One commenced on 29 September 2020 with vouchers to the value of \$40,000 available to users.

Council continues to support local business and community not only through myPalmerston, but also by providing free parking within the City Centre.

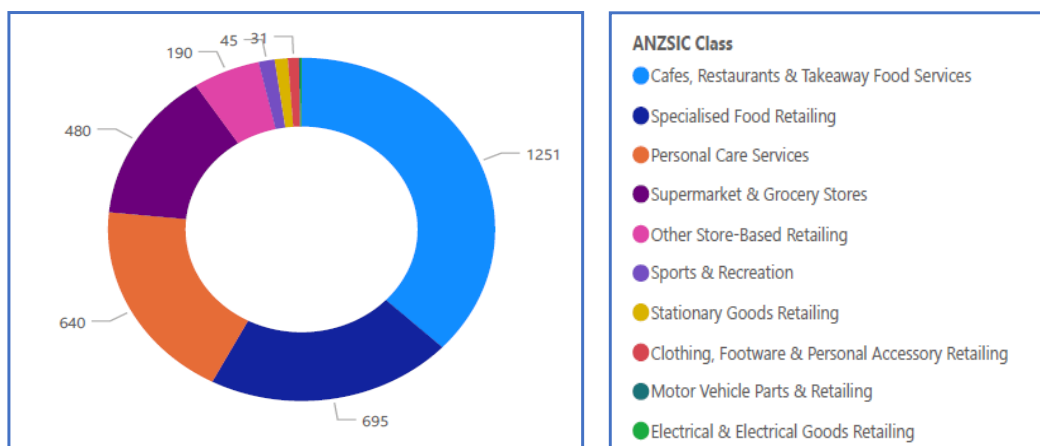
Round One is considered to be a success with the available vouchers being fully expended in a two-week period.

A total number of 5363 users and 75 local businesses registered in Round One.

The \$40,000 of vouchers generated a total spend with local Palmerston business of \$227,337.28.

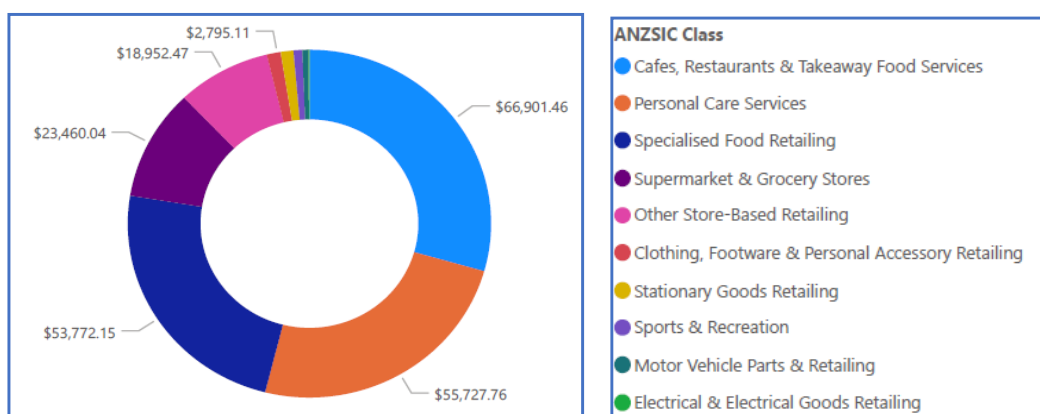
The following are some Round One statistics using the Australian and New Zealand Standard Industrial Clarification (ANZSIC) Class (Top 10).

#### Vouchers Redeemed



1. The most popular incentivises were Cafés, Restaurant and Takeaway Food Services.
2. The least popular industries at Electrical and Electrical Goods Retailers.

#### Total Customer Spend



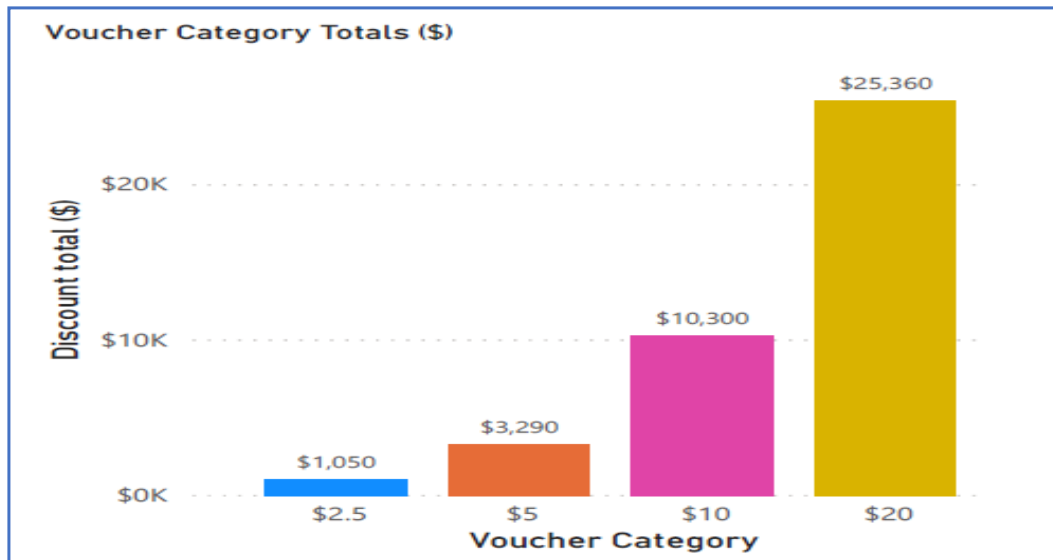
1. The most revenue was received by Cafes, Restaurants and Takeaway Food Services.
2. The second highest revenue was received by Personal Care Services.



## COUNCIL AGENDA

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### Voucher Category

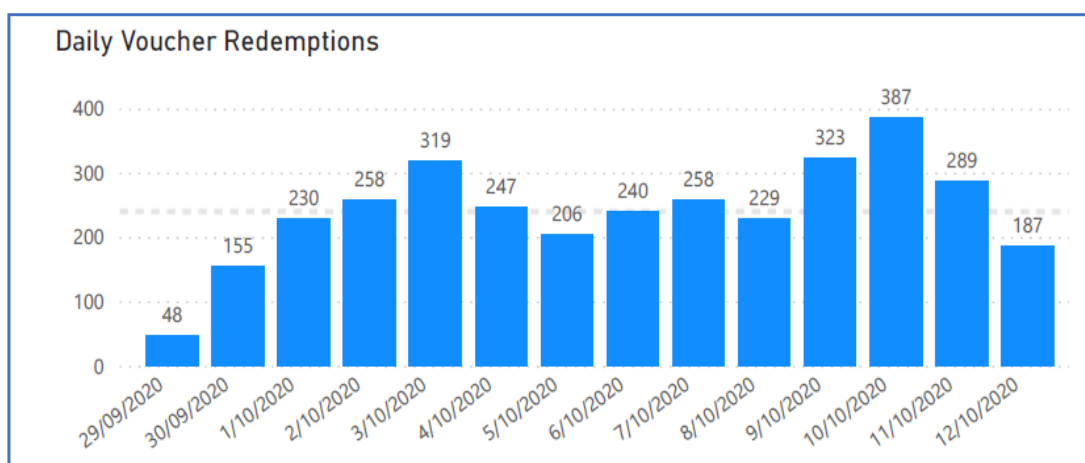


The total \$40,000 was spent as follows:

\$ 2.50 vouchers:	420 vouchers were redeemed to the value of	\$ 1,050
\$ 5.00 vouchers:	658 vouchers were redeemed to the value of	\$ 3,390
\$10.00 vouchers:	1030 vouchers were redeemed to the value of	\$10,300
\$20.00 vouchers:	1268 vouchers were redeemed to the value of	\$25,360

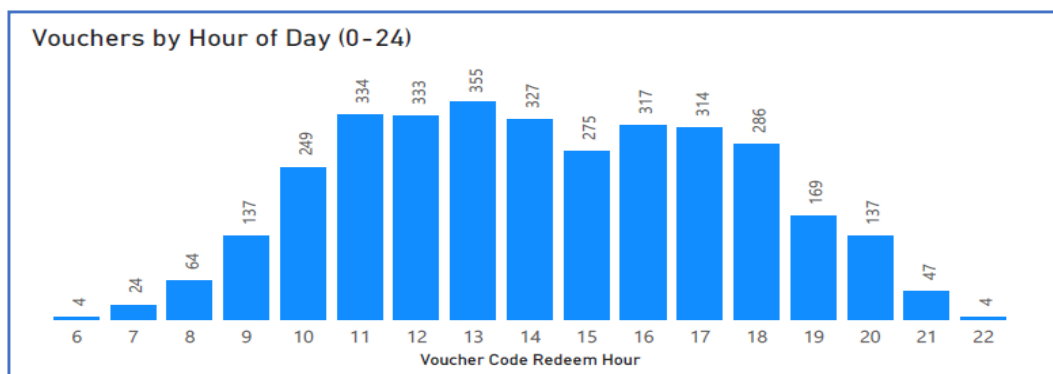
TOTAL Vouchers:	3376	TOTAL Value:	\$40,000
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### Daily Vouchers



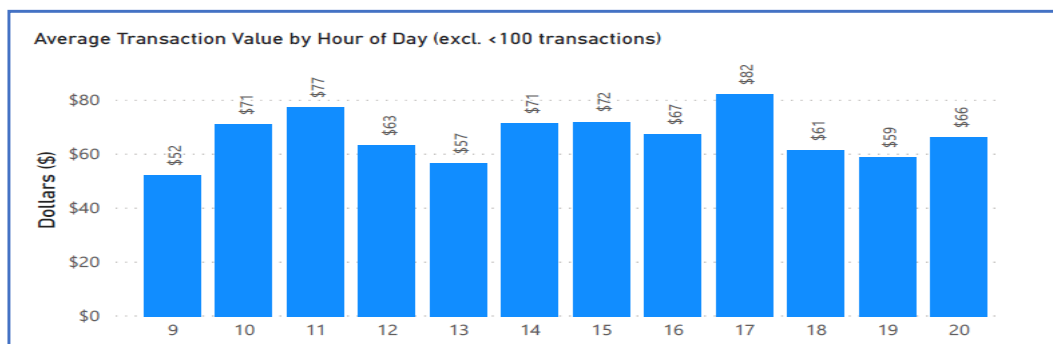
Saturday was the most popular day to redeem vouchers with Friday and Sunday being the next two most popular days.

### Vouchers by Hour of Day



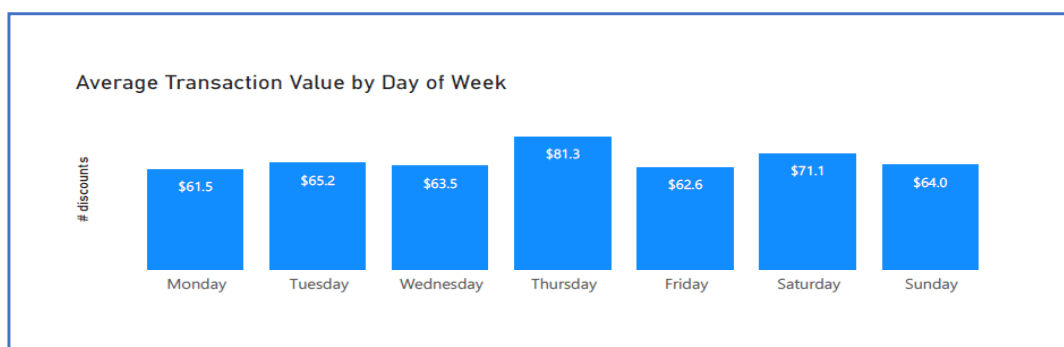
The busiest times for shoppers was between 11am and 1pm and again between 4pm and 6pm confirming that most people used their vouchers at Café's, Restaurants and Takeaway Food Services.

### Average Transaction Value by Hour of Day



The average amount spent per hour is consistent with all of our data with the most being spent at 11am and 5pm.

### Average Transaction Value by Day of Week



The average transaction value was \$81.30 made on Thursday's.



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Council is now planning for Round Two which will commence on 28 October 2020, with \$90,000 of redeemable voucher's available to spend within registered local Palmerston business.

Round One users and businesses will automatically be registered for Round Two and advised of its commencement.

Customers and businesses can continue to register throughout the entirety of the program.

### **COMMUNICATIONS**

As part of the ongoing campaign, the following tactics are planned to promote Round Two and to encourage users and business to register:

- Media release – round complete/round open
- Stakeholder emails – Support local list
- Mayor's Talk
- Cold calling
- Chamber of commerce – newsletter and mailing list
- Department of Business – Small business champions messaging/newsletter
- Facebook post – also on all Elected Members pages
- Television Commercial (TVC) – featuring small businesses involved in the program
- Goyder TV – running the myPalmerston TVC
- Weekly business visits – photography and social posts tagging
- NT News ad
- Regular Mayor radio segments
- Facebook ad campaign
- Instagram posts

### **CONSULTATION PROCESS**

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

- Communications Manager
- IT Manager
- Finance Manager
- Executive Assistant to Director Lifestyle and Community

### **POLICY IMPLICATIONS**

There are no policy implications resulting from this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

The funding contribution for the voucher program will see \$60,000 from Council, \$60,000 from NTG and \$100,000 from NTG (top up) to make a \$220,000 local business voucher scheme program. The top up \$100,000 is conditional on participating in all rounds.

The funding from NTG totalling \$160,000 has been received by Council.



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The Round One investment of \$40,000 have delivered a total spend with registered local business of \$227,377.28.

Council has also engaged external resources to assist with managing the program to ensure it is efficient and compliant.

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

Council has implemented appropriate controls to ensure that fraudulent claims do not occur or significantly minimised.

As part of the controls, Council has engaged Probity Auditors, Merit Partners Chartered Accounts, to assist in business registrations, compliance checking and managing the program.

Where required Council has also sought advice from Ward Keller Lawyers.

These resources will remain in place until all rounds are completed.

The Independent Commissioner Against Corruption (ICAC) has powers relating to instances of improper, corrupt, and unsatisfactory conduct, Council will need to ensure compliance and appropriate measures are in place.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term  
Context: Optimising the financial, social and environmental sustainability of the Council.
4. Fails to effectively design and implement contemporary governance practices  
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
5. Fails to make informed and timely decisions  
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.
7. Fails to be agile to respond to growth opportunities  
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

#### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

#### **ATTACHMENTS**

Nil



A Place for People

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	myPalmerston Update - November 2020
<b>MEETING DATE:</b>	Tuesday 8 December 2020
<b>AUTHOR:</b>	EA to Director of Lifestyle and Community, Stoney Dethmore
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report updates Council on the myPalmerston Local Business Voucher Scheme.

### KEY MESSAGES

- In August 2020 Council resolved to undertake the myPalmerston Local Business Voucher Scheme over three rounds in September, October, and November 2020.
- A total of \$220,000 has been allocated for the three rounds and is funded in partnership with the Northern Territory Government (NTG).
- In addition to the vouchers, Council continues to support local business and the community by providing free parking within the City Centre.
- Round Two of the myPalmerston Local Business Voucher Scheme has concluded and is considered a success.
- The second round of \$90,000 commenced on 28 October and has been fully expended by mid-November.
- Round Two saw a total of 7,318 vouchers redeemed with a total transaction value of \$497,707.
- During Round Two, most vouchers were redeemed at Cafes, Restaurants and Takeaway Food Service business, totalling 2,287 redeemed vouchers, followed by Personal Care Services with 1,679 vouchers redeemed.
- The busiest times to redeem vouchers was recorded between 11am to 5pm with Friday and Saturday's being recorded as the busiest days.
- Round Two captured postcode locations of existing and new users, with Palmerston residents making up around 62.75% of Round Two active users.
- Existing users from Round One were surveyed regarding how they are using their vouchers, with 21% of users shopping at a new business, 32% upgraded or made an unplanned purchase and 42% of users saving on a planned purchase.
- The \$130,000 myPalmerston Local Business Voucher Scheme investment has boosted the Palmerston economy by \$725,085.
- A total of 9,005 users and 91 business are currently registered.
- Round Three commenced on Thursday 26 November 2020, with an additional \$90,000 of vouchers available.





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## RECOMMENDATION

THAT Report entitled myPalmerston Update - November 2020 be received and noted.

## BACKGROUND

COVID-19 pandemic continues to impact the local community and economies. Council has implemented numerous initiatives to support our ratepayers, residents, and businesses. These have included:

- Holding the cost of rates; no increase from 2019/20.
- Holding the cost of the waste service charge; no increase from 2019/20.
- Holding the cost on Council fees and charges; no increase from 2019/20.
- Continuing to provide free entry to the Palmerston Swimming and Fitness Centre.
- Continuing to provide free parking in our City Centre, including all day parking until 30 June 2021.
- Providing rates financial hardship assistance for both residential and commercial ratepayers.
- Maintaining our City's Capital Works Program and local spend.
- Providing \$1 million of expedited capital works projects with NTG as part of the Special Community Assistance and Local Employment Grant.
- Maintaining our service levels across the whole municipality, in all areas.

NTG, as part of its COVID-19 stimulus activities, has provided a partnership opportunity to NT councils to participate in a Local Business Voucher Scheme.

At the 2<sup>nd</sup> Ordinary Council Meeting in August 2020, Council resolved to accept the NTG offer and to participate.

### *13.2.2 Local Business Voucher Scheme*

1. THAT Report entitled Local Business Voucher Scheme be received and noted.
2. THAT Council participate in the Local Business Voucher Scheme with a funding commitment of \$20,000 for round one \$20,000 for round two and \$20,000 for round three being funded from Council's reserves, noting that the Northern Territory Government will match funding and provide an additional top up of funding of \$50,000 for round two and \$50,000 for round three to make an overall program amount of \$220,000, with the following transactions being exempt:
  - Gift Vouchers
  - Alcohol
  - Tobacco and
  - Gambling
3. THAT pursuant to Section 32(2)(b) of the Local Government Act 2008 Council hereby delegates to the Chief Executive Officer the power to negotiate and finalise the agreement for the City of Palmerston 'myPalmerston' Local Business Voucher Program and associated conditions and documents as outlined in Report entitled Local Business Voucher Scheme.

*CARRIED 9/1246 – 18/08/2020*



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A total of three rounds are planned, 29 September, 28 October, and 26 November 2020.

Round One and Two have now been completed and this report updates Council on the success of Round Two and the overall outcomes to date of the myPalmerston Discount Voucher Scheme.

### **DISCUSSION**

Round Two commenced on 28 October 2020 with vouchers to the value of \$90,000 available to users.

Council continues to support local business and community not only through myPalmerston, but also by providing free parking within the City Centre.

Round Two is considered to be a success with the available vouchers being fully expended in a three-week period.

A total of 3,642 new user registration were received since the completion of Round One, and an additional 16 business have registered. The myPalmerston Discount Voucher Scheme now has a total of 9,005 users and 91 businesses. Registrations will remain open throughout Round Three.

The \$90,000 of vouchers in Round Two generated a total spend with local Palmerston businesses of \$497,707.

Some of the Round Two statistics using the Australian and New Zealand Standard Industrial Clarification (ANZSIC) Class (Top 10) are presented in **Attachment 13.1.3.1** with an overview of the statistics presented below.

#### **Vouchers Redeemed**

During Round Two there was a total of 7,318 vouchers redeemed. The most popular incentivises were Cafés, Restaurant and Takeaway Food Services, and the least popular industry was Accommodation.

#### **Total Customer Spend**

Customers spent a total of \$497,707 during Round Two. The most revenue was received by Personal Care Services, and the second highest revenue was received by Specialised Food Retailing.

#### **Voucher Category**

Out of the 7,318 vouchers redeemed during Round Two, \$20 vouchers were the most popular with 3,009 vouchers being redeemed, totalling 66.87% of the \$90,000.

#### **Daily Vouchers**

Saturday was the most popular day to redeem vouchers, with an average of 462 vouchers being redeemed each Saturday over the three-week period. The second most popular day was Friday, averaging 418 vouchers redeemed on a Friday over the three-week period.



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#### Vouchers by Hour of Day

The busiest time for shoppers was between 11am and 5pm, with 63% of the total Round Two vouchers being redeemed during this time. This data confirms that most people used their vouchers at Cafés, Restaurants and Takeaway Food Services.

#### Average Transaction Value by Hour of Day and Day of Week

The average amount spent per hour of day is consistent with all of our data with the most being spent at 11am, 1pm, 3pm and 4pm. The average transaction per hour of day across these times was \$72.50.

The highest average transaction value per day of week was \$72.50 made on Friday's.

#### Active User Locations Based on Postcode's

Round Two has captured the postcodes of active participating users, with Palmerston residents making up around 62.75% of current active users and 23.09% of the active users travelling to Palmerston from Darwin and the surrounding suburbs. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.88% of users and 1.28% of users were from interstate.

#### Reason for Spend by Customers

During Round Two, active existing users were presented with a survey asking users how the myPalmerston discount encouraged them to spend their money. The survey questions were:

- upgrade or make an unplanned purchase,
- save on a planned purchase,
- shop at a new business, or
- none of the above.

500 active users participated in the survey, with 42% of users saving on a planned purchase, 32% upgraded or made an unplanned purchase, 21% shopping at a new business and 5% answering to none of the above.

#### Round One and Round Two

The myPalmerston Discount Voucher Scheme has seen a total of 10,694 vouchers redeemed across Round One and Round Two and has created a boost to the Palmerston Economy of more than \$725,000.

Some of the Round One and Two statistics using the Australian and New Zealand Standard Industrial Classification (ANZSIC) Class (Top 10) are presented in **Attachment 13.1.3.1** with an overview of the statistics presented below.

#### Vouchers Redeemed

To date, across both rounds the most popular incentivises were Cafés, Restaurant and Takeaway Food Services with 3,574 vouchers redeemed. The least popular industry was Electrical and Electrical Goods Retailers, with 10 vouchers redeemed.



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### **Overall Spend and Revenue Received**

The most revenue received to date was by Personal Care Services, with a total of \$200,305.41, followed by Cafes, Restaurants & Takeaway Food Services, with a total revenue of \$175,606.99.

The final round commenced on 26 November 2020, with an additional \$90,000 of redeemable voucher's available to spend with registered local Palmerston business.

All currently registered users and businesses will automatically be registered for Round Three and advised of its commencement. Customers and businesses can continue to register throughout the entirety of the program.

### **COMMUNICATIONS**

As part of the ongoing campaign, the following tactics are planned to promote Round Three and to encourage users and business to register:

- Media release – round complete/round open
- Stakeholder emails – Support local list
- Mayor's Talk
- Cold calling
- Chamber of Commerce – newsletter and mailing list
- Department of Business – Small business champions messaging/newsletter
- Facebook post – also on all Elected Members pages
- Television Commercial (TVC) – featuring small businesses involved in the program
- Goyder TV – running the myPalmerston TVC
- Weekly business visits – photography and social posts tagging
- NT News advertisement
- Regular Mayor radio segments
- Facebook advertisement campaign
- Instagram posts

### **CONSULTATION PROCESS**

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

- Communications Manager
- Finance Manager

### **POLICY IMPLICATIONS**

There are no policy implications resulting from this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

The funding contribution for the voucher program will see \$60,000 from Council, \$60,000 from NTG and \$100,000 from NTG (top up) to make a \$220,000 local business voucher scheme program. The top up \$100,000 is conditional on participating in all rounds.

The funding from NTG totalling \$160,000 has been received by Council.



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The Round One and Two investment of \$130,000 has delivered a total spend with registered local business of \$725,084.63.

Payments have been finalised to all business for all redeemed vouchers in Round One and Two.

Council has also engaged external resources to assist with managing the program to ensure it is efficient and compliant.

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

Council has implemented appropriate controls to ensure that fraudulent claims do not occur or significantly minimised.

As part of the controls, Council has engaged Probity Auditors, Merit Partners Chartered Accounts, to assist in business registrations, compliance checking and managing the program.

Where required Council has also sought advice from Ward Keller Lawyers.

These resources will remain in place until all rounds are completed.

The Independent Commissioner Against Corruption (ICAC) has powers relating to instances of improper, corrupt, and unsatisfactory conduct, Council will need to ensure compliance and appropriate measures are in place.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term  
Context: Optimising the financial, social and environmental sustainability of the Council.
4. Fails to effectively design and implement contemporary governance practices  
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
5. Fails to make informed and timely decisions  
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.
7. Fails to be agile to respond to growth opportunities  
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

#### **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.



## COUNCIL AGENDA

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### **ATTACHMENTS**

1. myPalmerston Statistics [13.1.1.1 - 6 pages]

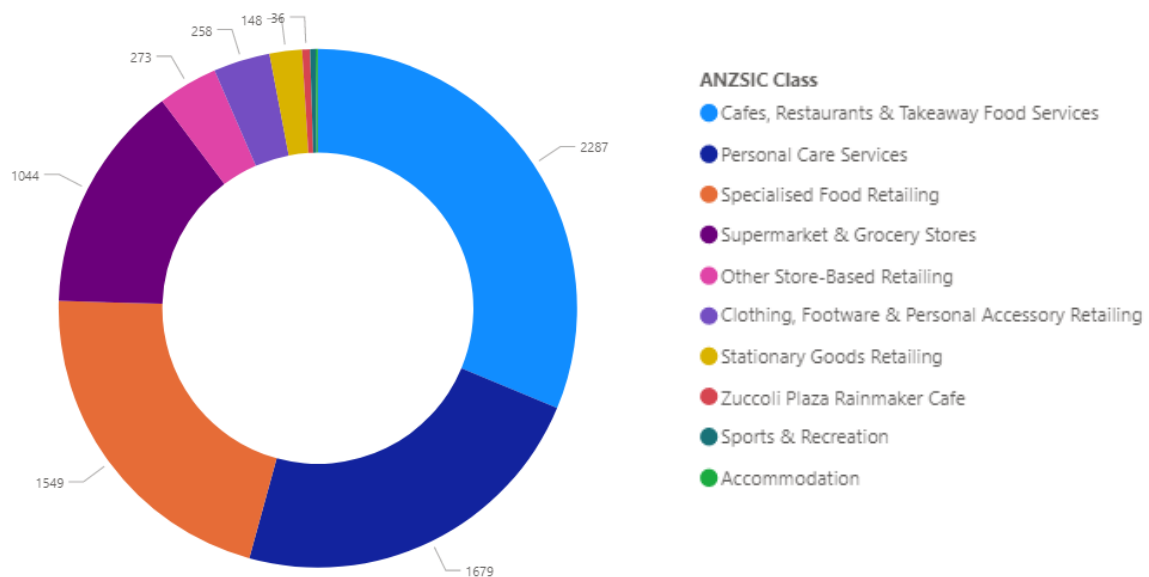


## MYPALMERSTON

### ROUND TWO STATISTICS

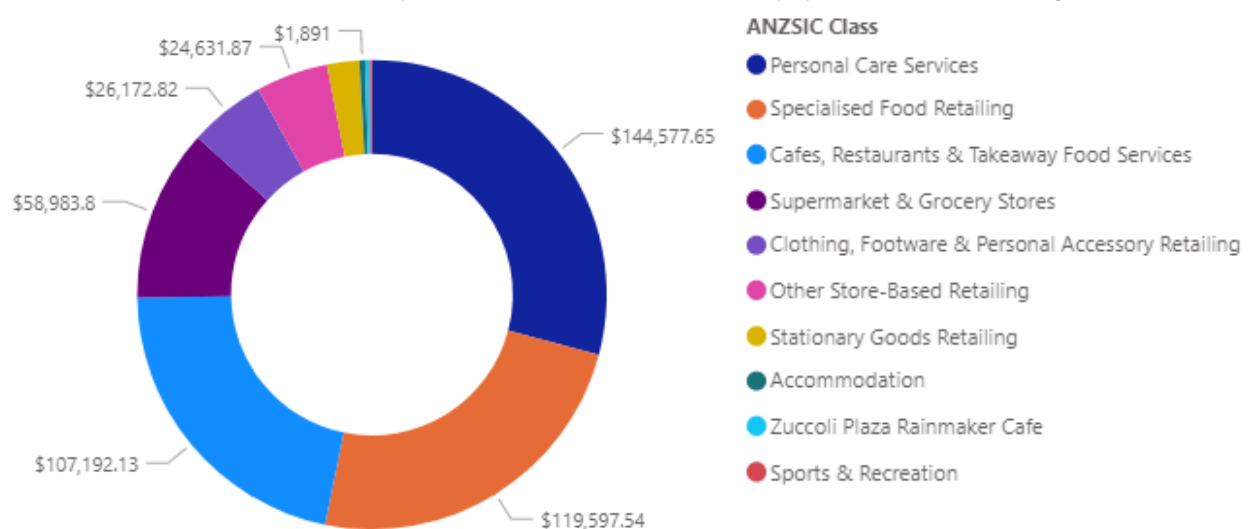
#### Vouchers Redeemed

Through Round Two there was a total of 7,318 vouchers redeemed, with the most popular incentives being Cafés, Restaurant and Takeaway Food Services, and the least popular industry being Accommodation.



#### Total Customer Spend

The most revenue was received by Personal Care Services, followed by Specialised Food Retailing.





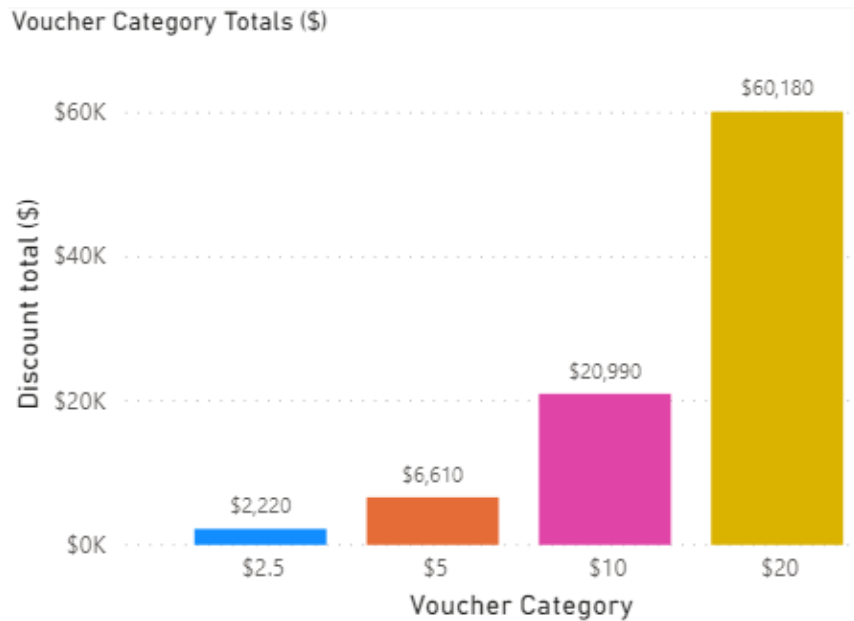


## MYPALMERSTON

### ROUND TWO STATISTICS

#### Voucher Category

During Round Two, \$20 vouchers were the most popular voucher to be redeemed, with a total of 3,009 vouchers redeemed.



The total \$90,000 was spent as follows:

Voucher Amounts	Quantity of Vouchers Redeemed	Total Value of Redeemed Vouchers
\$2.50 vouchers	888	\$2,220
\$5.00 vouchers	1,322	\$6,610
\$10.00 vouchers	2,099	\$20,990
\$20.00 vouchers	3,009	\$60,180
Total Vouchers	7,318	\$90,000



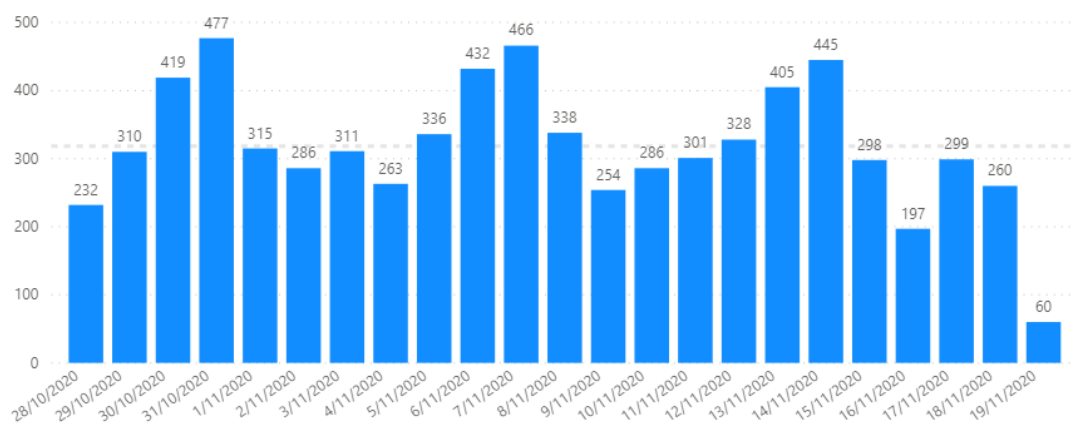
## MYPALMERSTON

### ROUND TWO STATISTICS

#### Daily Vouchers

Saturday was the most popular day to redeem vouchers with Friday being the next most popular day.

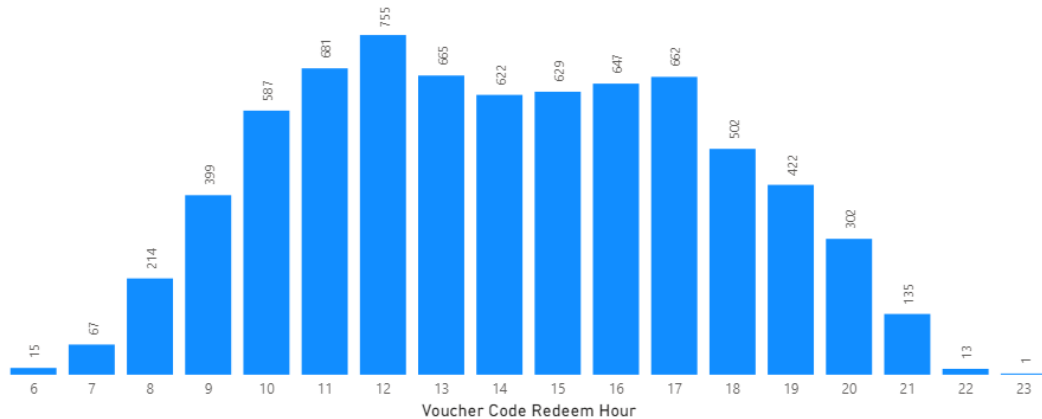
Daily Voucher Redemptions



#### Vouchers by Hour of Day

The busiest times for shoppers was between 11am and 5pm confirming that most people used their vouchers at Café's, Restaurants and Takeaway Food Services.

Vouchers by Hour of Day (0-24)





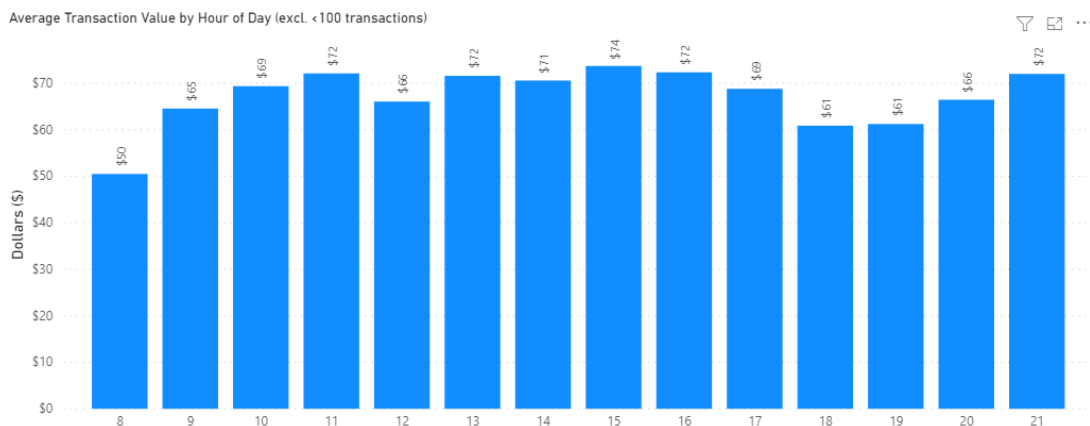
## MYPALMERSTON

### ROUND TWO STATISTICS

#### Average Transaction Value by Hour of Day

The average amount spent per hour is constant with all of our data with the most being spent at 11am, 1pm, 3pm and 4pm.

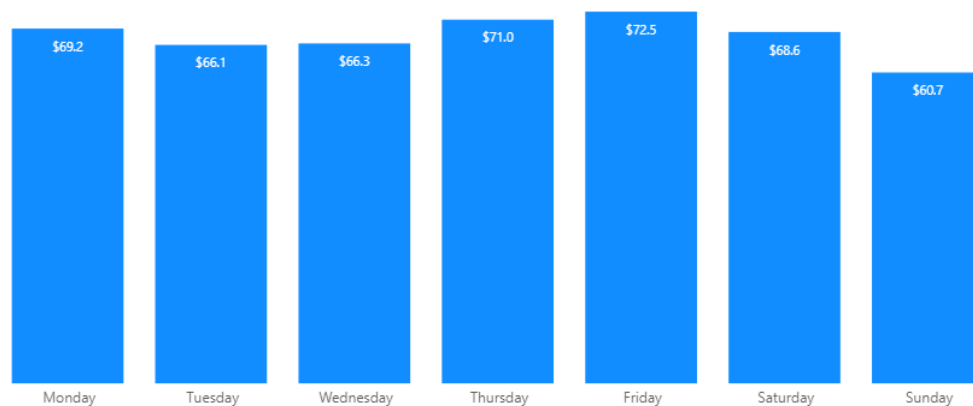
Average Transaction Value by Hour of Day (excl. <100 transactions)



#### Average Transaction Value by Day of Week

The average transaction value was \$72.50 made on Friday's.

Average Transaction Value by Day of Week



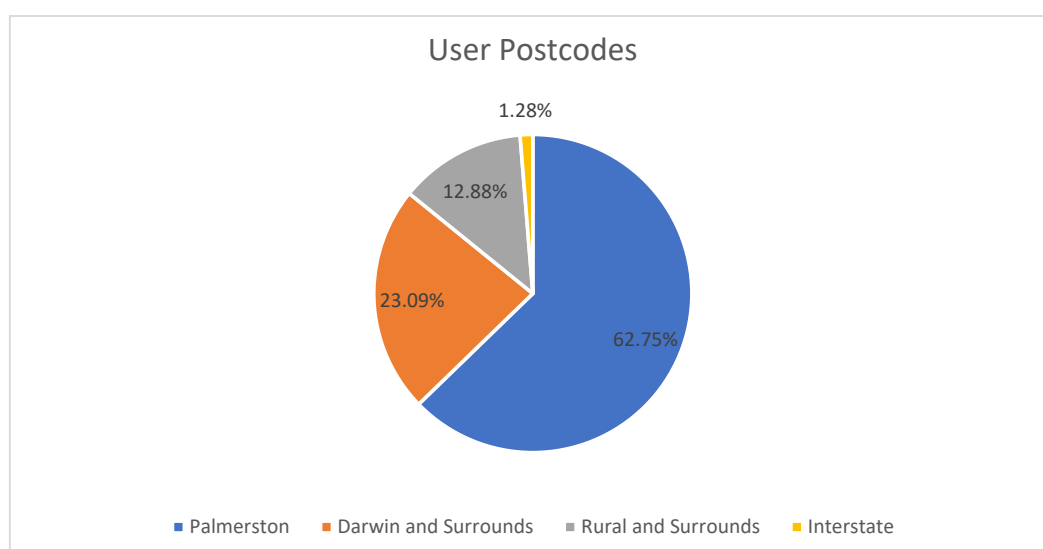


## MYPALMERSTON

### ROUND TWO STATISTICS

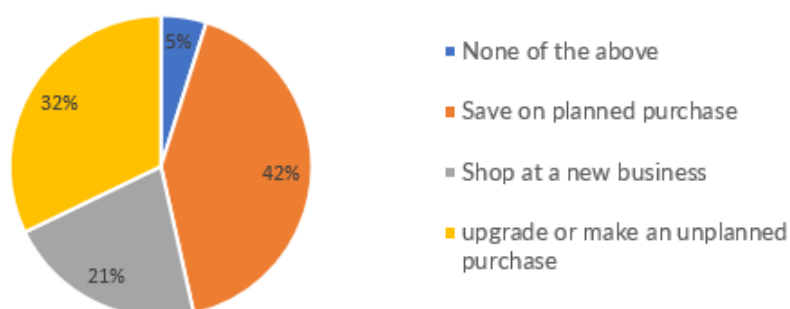
#### Postcodes

Round Two has captured the postcodes of active participating users, with Palmerston residents making up around 62.75% cent of current active users and 23.09% of the active users travelling to Palmerston from Darwin and the surrounding suburbs. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.88% of users and 1.28% of users were from interstate.



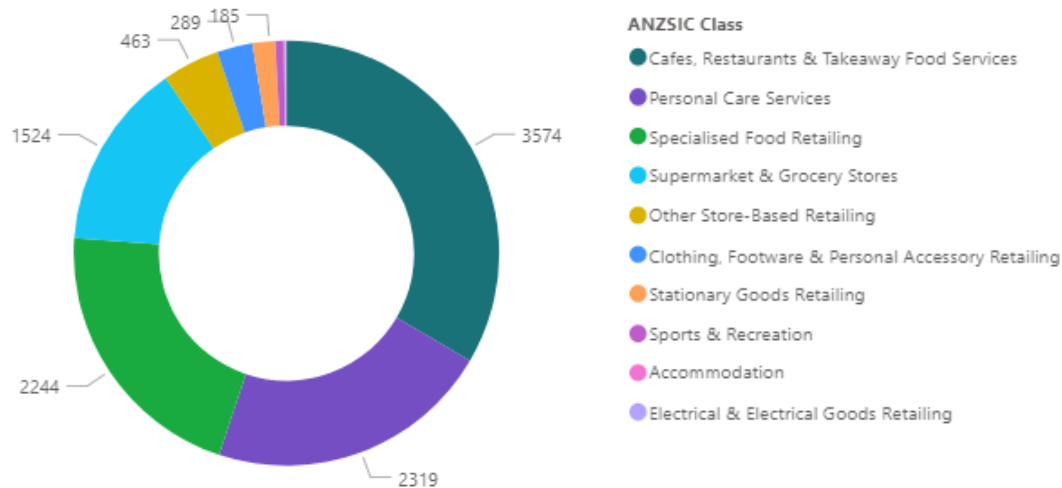
#### Reason for Spend by Customers

500 active users participated in the survey, with 42% of users saving on a planned purchase, 32% upgraded or made an unplanned purchase, 21% shopping at a new business and 5% answering to none of the above.

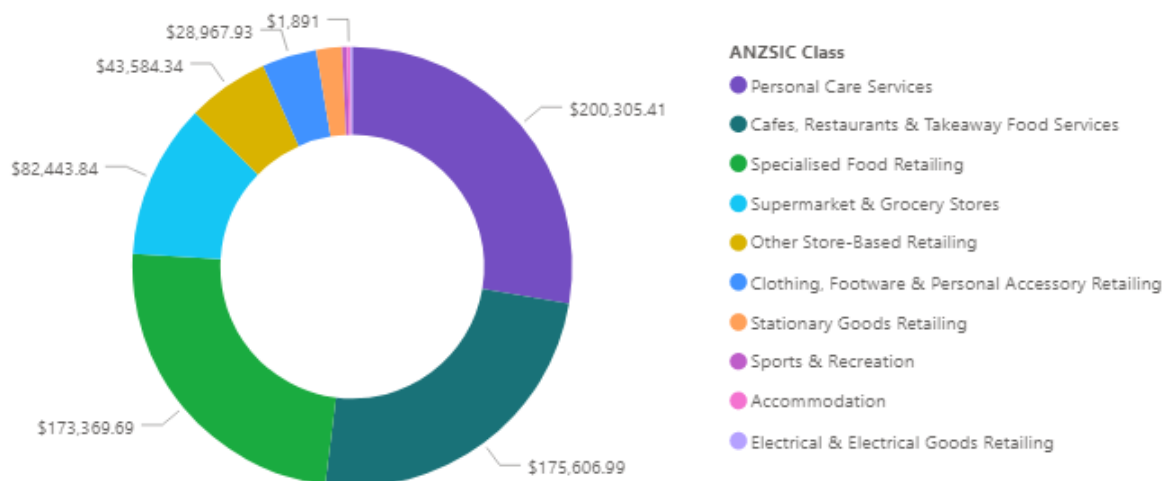


## ROUND ONE & TWO STATISTICS

### Vouchers Redeemed



### Overall Spend and Revenue Received



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.10
<b>REPORT TITLE:</b>	myPalmerston Update - December 2020
<b>MEETING DATE:</b>	Tuesday 19 January 2021
<b>AUTHOR:</b>	EA to Director of Organisational Services, Stoney Dethmore
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report updates Council on the myPalmerston Local Business Voucher Scheme.

### KEY MESSAGES

- In August 2020 Council resolved to undertake the myPalmerston Local Business Voucher Scheme in partnership with the Northern Territory Government (NTG), over three rounds in September, October, and November 2020.
- A total of \$220,000 was allocated for the three rounds and was funded in partnership with the NTG.
- In addition to the vouchers, Council continues to support local business and the community by providing free parking within the City Centre.
- Round Three of the myPalmerston Local Business Voucher Scheme has concluded and is considered a success and brings this program to a conclusion.
- The \$220,000 myPalmerston Local Business Voucher Scheme investment has boosted the Palmerston economy by \$1,220,536.72 over the three rounds.
- A total of 11,353 users and 91 business were registered to participate throughout the scheme.
- The third and final round of \$90,000 commenced on 26 November 2020 and has been fully expended by 17 December 2020.
- Round Three saw a total of 7,264 vouchers redeemed with a total transaction value of \$495,452.
- During Round Three, most vouchers were redeemed at Cafes, Restaurants and Takeaway Food Service business, totalling 2,477 redeemed vouchers, followed by Personal Care Services with 1,668 vouchers redeemed.
- The busiest times to redeem vouchers was recorded at 9am, 1pm and 4pm with Friday and Saturday's being recorded as the busiest days.
- Round Three captured postcode locations of existing and new users, with Palmerston residents making up around 61.55% of Round Three active users.
- Existing users from Round One and Two were surveyed regarding how they are using their vouchers, with 19.73% of users shopping at a new business, 33.44% upgraded or made an unplanned purchase and 40.57% of users saving on a planned purchase.

### RECOMMENDATION

1. THAT Report entitled myPalmerston Update - December 2020 be received and noted.

2. THAT Council endorse the full acquittal of the myPalmerston funds to the value of \$220,000 comprising of City of Palmerston \$60,000 and NTG \$160,000.

#### **BACKGROUND**

COVID-19 pandemic continues to impact the local community and economies. Council has implemented numerous initiatives to support our ratepayers, residents, and businesses. These have included:

- Holding the cost of rates; no increase from 2019/20.
- Holding the cost of the waste service charge; no increase from 2019/20.
- Holding the cost on Council fees and charges; no increase from 2019/20.
- Continuing to provide free entry to the Palmerston Swimming and Fitness Centre.
- Continuing to provide free parking in our City Centre, including all day parking until 30 June 2021.
- Providing rates financial hardship assistance for both residential and commercial ratepayers.
- Maintaining our City's Capital Works Program and local spend.
- Providing \$1 million of expedited capital works projects with NTG as part of the Special Community Assistance and Local Employment Grant.
- Maintaining our service levels across the whole municipality, in all areas.

NTG, as part of its COVID-19 stimulus activities, has provided a partnership opportunity to NT councils to participate in a Local Business Voucher Scheme.

At the 2<sup>nd</sup> Ordinary Council Meeting in August 2020, Council resolved to accept the NTG offer and to participate.

#### *Local Business Voucher Scheme*

1. *THAT Report entitled Local Business Voucher Scheme be received and noted.*
2. *THAT Council participate in the Local Business Voucher Scheme with a funding commitment of \$20,000 for round one \$20,000 for round two and \$20,000 for round three being funded from Council's reserves, noting that the Northern Territory Government will match funding and provide an additional top up of funding of \$50,000 for round two and \$50,000 for round three to make an overall program amount of \$220,000, with the following transactions being exempt:*
  - Gift Vouchers
  - Alcohol
  - Tobacco and
  - Gambling
3. *THAT pursuant to Section 32(2)(b) of the Local Government Act 2008 Council hereby delegates to the Chief Executive Officer the power to negotiate and finalise the agreement for the City of Palmerston 'myPalmerston' Local Business Voucher Program and associated conditions and documents as outlined in Report entitled Local Business Voucher Scheme.*

***CARRIED 9/1246 - 18/08/2020***

Round One and Two have now been completed and this report updates Council on the success of Round Three and the overall outcomes of the myPalmerston Discount Voucher Scheme.



## **DISCUSSION**

Round Three commenced on 26 November 2020 with vouchers to the value of \$90,000 available to users.

Council continues to support local business and community not only through myPalmerston, but also by providing free parking within the City Centre.

Round Three is considered to be a success with the available vouchers being fully expended in a three-week period.

A total of 2,348 new user registration were received since the completion of Round Two. The myPalmerston Discount Voucher Scheme had a total of 11,353 users and 91 businesses by the completion of Round Three.

The \$90,000 of vouchers in Round Two generated a total spend with local Palmerston businesses of \$495,452.

Some of the Round Two statistics using the Australian and New Zealand Standard Industrial Clarification (ANZSIC) Class (Top 10) are presented in **Attachment 13.2.10.1** with an overview of the statistics presented below.

### Vouchers Redeemed

During Round Three there was a total of 7,264 vouchers redeemed. The most popular incentivises were Cafés, Restaurant and Takeaway Food Services, and the least popular industry was Electrical Retailing.

### Total Customer Spend

Customers spent a total of \$495,452 during Round Three. The most revenue was received by Personal Care Services, and the second highest revenue was received by Café's, Restaurants and Takeaway Food Services.

### Voucher Category

Out of the 7,264 vouchers redeemed during Round Three, \$20 vouchers were the most popular with 2,984 vouchers being redeemed, totalling 66.31% of the \$90,000.

### Daily Vouchers

Saturday was the most popular day to redeem vouchers, with an average of 451 vouchers being redeemed each Saturday over the three-week period. The second most popular day was Friday, averaging 431 vouchers redeemed on a Friday over the three-week period.

### Vouchers by Hour of Day

The busiest time for shoppers was between 11am and 5pm, with 65% of the total Round Three vouchers being redeemed during this time.

#### Average Transaction Value by Hour of Day and Day of Week

The average amount spent per hour of day is consistent with all of our data with the most being spent at 9am, 1pm, and 5pm. The average transaction per hour of day across these times was \$74.

The highest average transaction value per day of week was \$71.30 made on Saturday's.

#### Active User Locations Based on Postcode's

Round Three has captured the postcodes of active participating users, with Palmerston residents making up around 61.55% of current active users and 24.24% of the active users travelling to Palmerston from Darwin and the surrounding suburbs, which is an increase of 1.15% since Round Two. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.63% of users and 1.59% of users were from interstate.

#### Reason for Spend by Customers

During Round Three, active existing users were presented with a survey asking users how the myPalmerston discount encouraged them to spend their money. The survey questions were:

- upgrade or make an unplanned purchase,
- save on a planned purchase,
- shop at a new business, or
- none of the above.

2497 active users participated in the survey, with 40.57% of users saving on a planned purchase, 33.44% upgraded or made an unplanned purchase, 19.73% shopping at a new business and 6.27% answering to none of the above.

#### Round One, Two and Three

The myPalmerston Discount Voucher Scheme has seen a total of 17,958 vouchers redeemed across Round One and Round Two and has created a boost to the Palmerston Economy of more than \$1,220,500.

Some of the Round One and Two statistics using the Australian and New Zealand Standard Industrial Classification (ANZSIC) Class (Top 10) are presented in **Attachment 13.2.10.1** with an overview of the statistics presented below.

#### Vouchers Redeemed

To date, across both rounds the most popular incentivises were Cafés, Restaurant and Takeaway Food Services with 3,574 vouchers redeemed. The least popular industry was Electrical and Electrical Goods Retailers, with 10 vouchers redeemed.

#### Overall Spend and Revenue Received

The most revenue received to date was by Personal Care Services, with a total of \$200,305.41, followed by Cafes, Restaurants & Takeaway Food Services, with a total revenue of \$175,606.99.

The final round commenced on 26 November 2020, with an additional \$90,000 of redeemable voucher's available to spend with registered local Palmerston business, and was completed by 17 December 2020.

As part of the Grant Agreement with NTG, City of Palmerston is required to acquit the funds received by NTG within 20 business day of completion of the final round. Council received an extension until Wednesday 20 January 2021 to allow for the acquittal documentation, to be presented to the first possible Council meeting for endorsement, **Attachment 13.2.10.2**.

#### **CONSULTATION PROCESS**

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

- Communications Manager
- Finance Manager

#### **POLICY IMPLICATIONS**

There are no policy implications resulting from this report.

#### **BUDGET AND RESOURCE IMPLICATIONS**

The \$220,000 partnership has delivered a total spend with registered local business of \$1,220,536.72.

Payments have been finalised to all business for all vouchers redeemed throughout the entire myPalmerston scheme.

The funding contribution for the Scheme saw \$60,000 from Council, \$60,000 from NTG and \$100,000 from NTG (top up) to make a \$220,000 local business voucher scheme program. The top up of \$100,000 was conditional on Council participating in all three rounds.

The funding from NTG totalling \$160,000 was received by Council in September 2020.

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

Council implemented appropriate controls to ensure that fraudulent claims do not occur or significantly minimised. As part of those controls, Council engaged Probity Auditors, Merit Partners Chartered Accounts, to assist in business registrations, compliance checking and managing the program.

Where required Council also sought advice from Ward Keller Lawyers.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term  
Context: Optimising the financial, social and environmental sustainability of the Council.
4. Fails to effectively design and implement contemporary governance practices  
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
5. Fails to make informed and timely decisions  
Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.

7. Fails to be agile to respond to growth opportunities  
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

**COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

**ATTACHMENTS**

1. myPalmerston Statistics [13.2.10.1 - 6 pages]

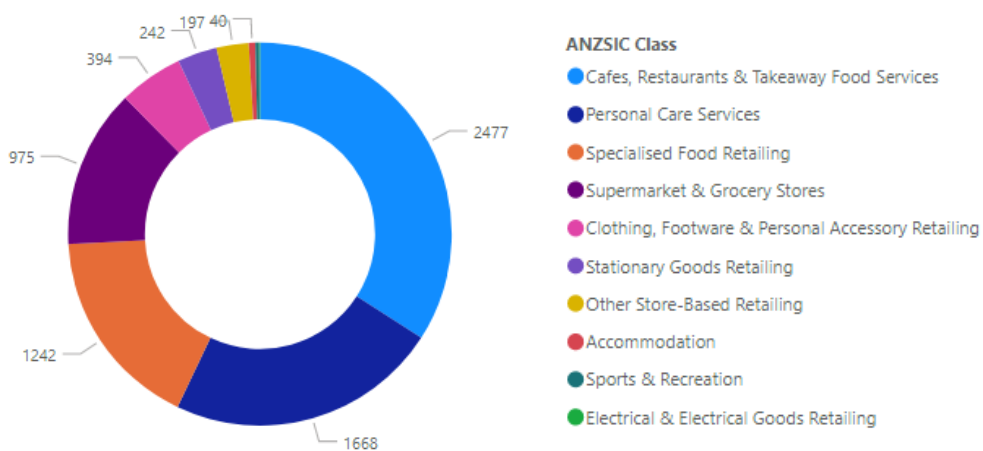


## MYPALMERSTON

### ROUND THREE STATISTICS

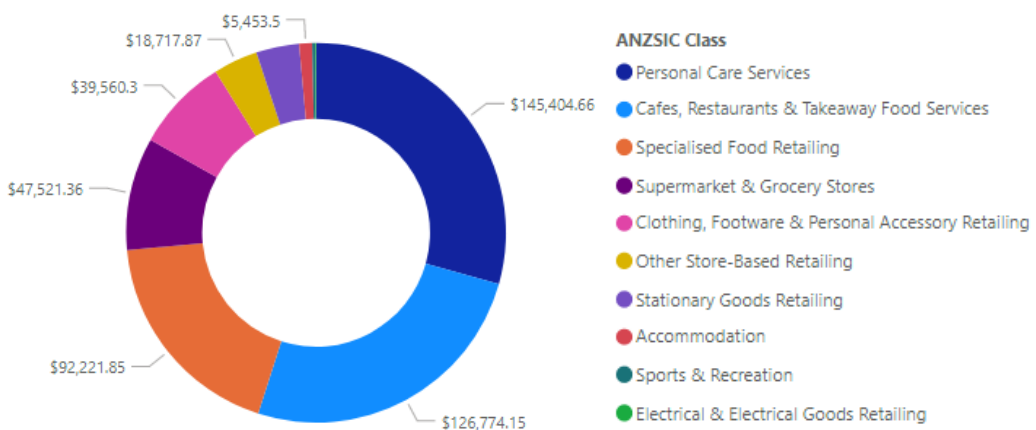
#### Vouchers Redeemed

Through Round Three there was a total of 7,264 vouchers redeemed, with the most popular incentivises being Cafés, Restaurant and Takeaway Food Services, and the least popular industry being Accommodation.



#### Total Customer Spend

The most revenue was received by Personal Care Services, followed by Cafés, Restaurant and Takeaway Food Services.



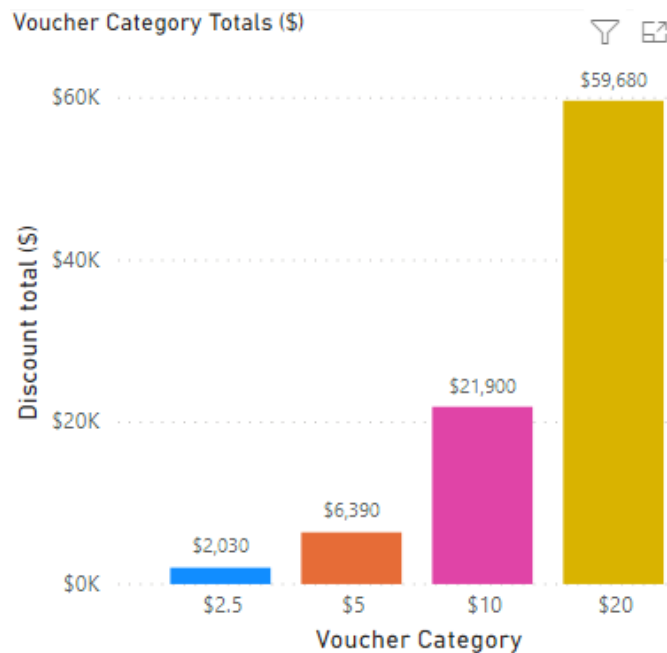


## MYPALMERSTON

### ROUND THREE STATISTICS

#### Voucher Category

During Round Two, \$20 vouchers were the most popular voucher to be redeemed, with a total of 2,984 vouchers redeemed.



The total \$90,000 was spent as follows:

Voucher Amounts	Quantity of Vouchers Redeemed	Total Value of Redeemed Vouchers
\$2.50 vouchers	812	\$2,030
\$5.00 vouchers	1,278	\$6,390
\$10.00 vouchers	2,190	\$21,900
\$20.00 vouchers	2,984	\$59,680
<b>Total Vouchers</b>	<b>7,264</b>	<b>\$90,000</b>



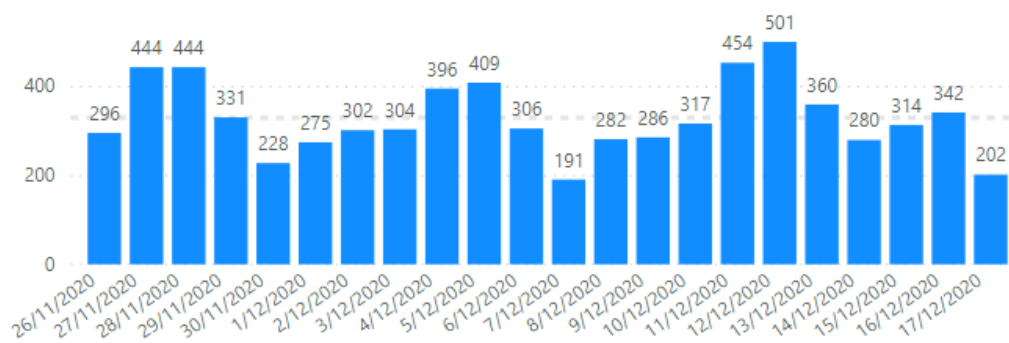
## MYPALMERSTON

### ROUND THREE STATISTICS

#### Daily Vouchers

Saturday was the most popular day to redeem vouchers with Friday being the next most popular day.

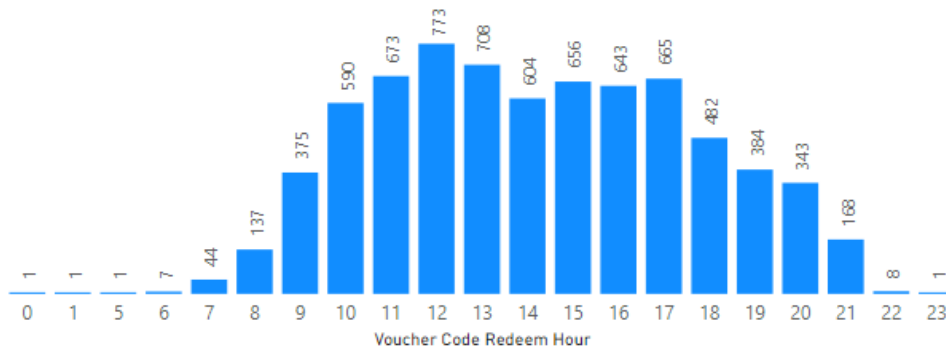
#### Daily Voucher Redemptions



#### Vouchers by Hour of Day

The busiest times for shoppers was between 11am and 5pm confirming that most people used their vouchers at Café's, Restaurants and Takeaway Food Services.

#### Vouchers by Hour of Day (0-24)







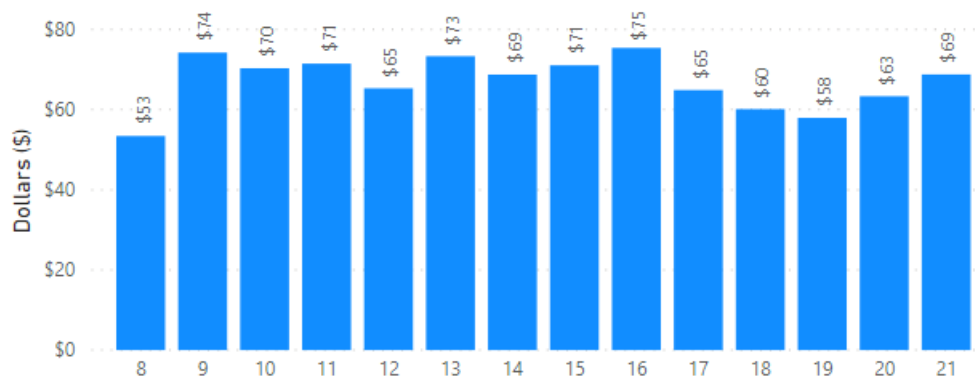
## MYPALMERSTON

### ROUND THREE STATISTICS

#### Average Transaction Value by Hour of Day

The average amount spent per hour is consistent with all of our data with the most being spent at 9am, 1pm, and 5pm.

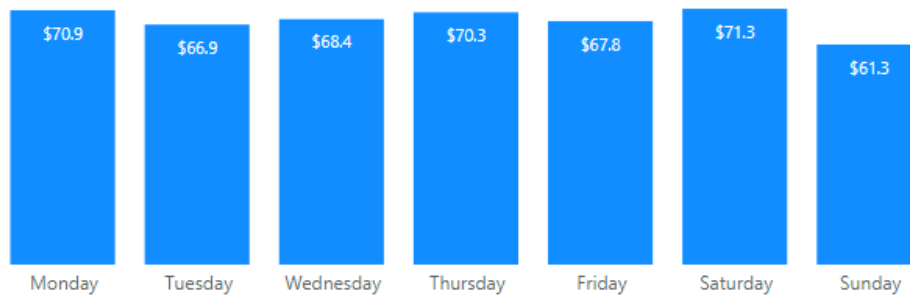
#### Average Transaction Value by Hour of Day (excl. < 100 transactions)



#### Average Transaction Value by Day of Week

The average transaction value was \$71.30 made on Saturday's.

#### Average Transaction Value by Day of Week



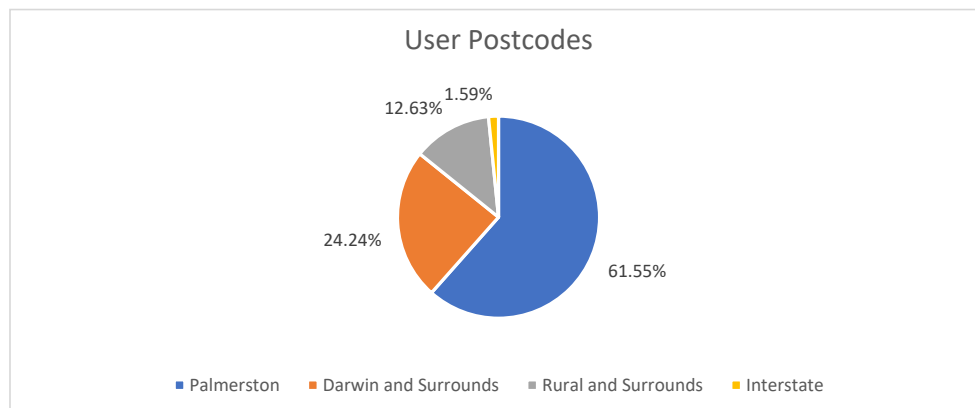


## MYPALMERSTON

### ROUND THREE STATISTICS

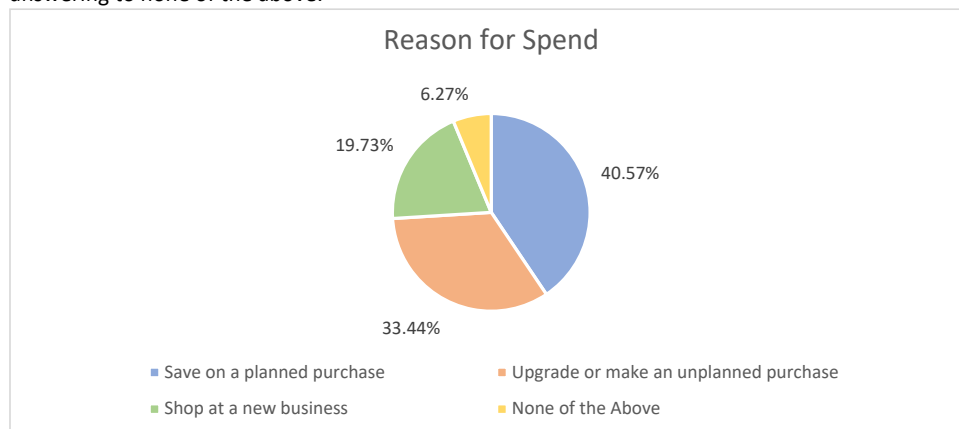
#### Postcodes

Round Three captured the postcodes of active participating users, with Palmerston residents making up around 61.55% of current active users and 24.24% of the active users travelling to Palmerston from Darwin and the surrounding suburbs, which is an increase of 1.15% since Round Two. Users that travelled from the rural and surrounding areas, including Jabiru, Katherine and Alice Springs made up 12.63% of users and 1.59% of users were from interstate.



#### Reason for Spend by Customers

2497 active users participated in the survey, with 40.57% of users saving on a planned purchase, 33.44% upgraded or made an unplanned purchase, 19.73% shopping at a new business and 6.27% answering to none of the above.

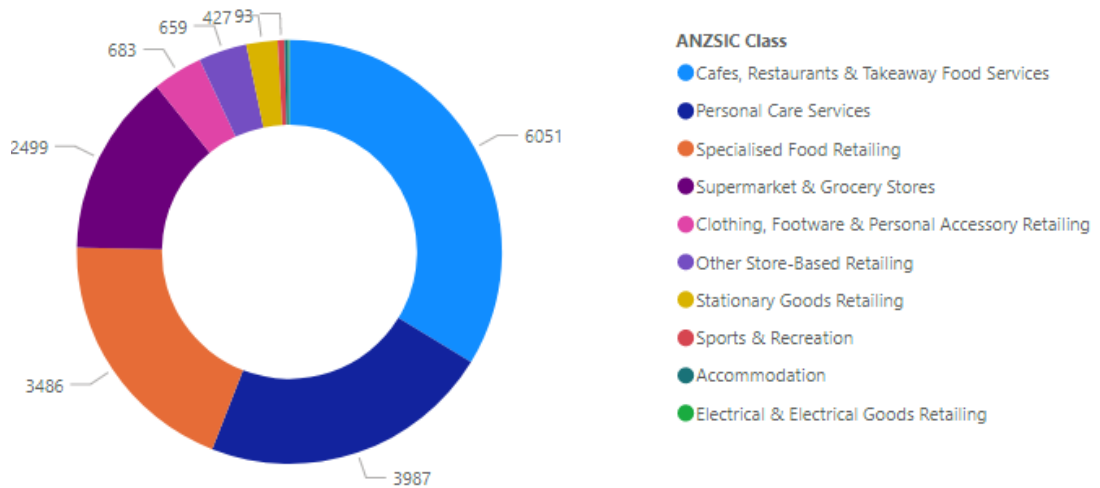




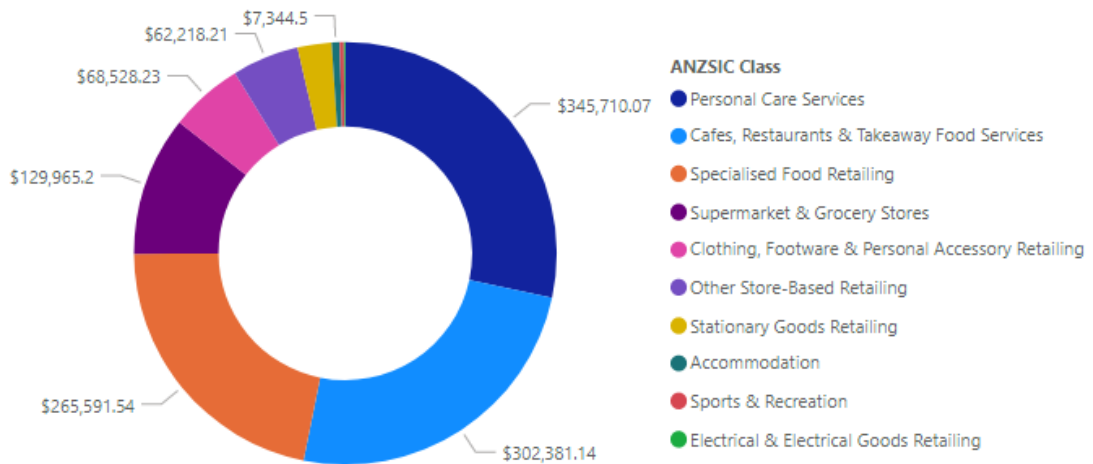
## MYPALMERSTON

### ALL ROUND STATISTICS

Vouchers Redeemed Over All Three Rounds



Overall Spend and Revenue Received Over All Three Rounds





## MYPALMERSTON

### PUBLIC ACKNOWLEDGEMENT OF FUNDING

An advertisement for the myPalmerston Program. It features two staff members from Next Level Gym, Rosebery, standing in a gym setting. One staff member is holding a myPalmerston voucher. The background is a blurred gym interior. Overlaid on the image are several circular graphics: a QR code, the myPalmerston logo, and a red circle with the text 'ENJOY FREE PARKING WHILE YOU SHOP IN PALMERSTON CBD!'. At the bottom, there is text about joining the program for Rounds 2 and 3, mentioning \$90,000 worth of discount vouchers available, and a link to visit mypalmerston.nt.gov.au. Logos for the City of Palmerston and the Northern Territory Government are also present.

**Join the successful myPalmerston Program for Rounds 2 and 3!**

The second round of myPalmerston has begun with \$90,000 worth of discount vouchers available.

Hurry! There's still time to register as a participating business for Round 2

Visit [mypalmerston.nt.gov.au](http://mypalmerston.nt.gov.au)

Next Level Gym,  
Rosebery

city of  
**PALMERSTON**  
A Place for People

**NORTHERN  
TERRITORY  
GOVERNMENT**

An advertisement for the myPalmerston Program. It features two staff members from Instyle Hair and Beauty, Durack, standing in a hair salon setting. One staff member is holding a myPalmerston voucher. The background is a blurred hair salon interior. Overlaid on the image are several circular graphics: a QR code, the myPalmerston logo, and a red circle with the text 'ENJOY FREE PARKING WHILE YOU SHOP IN PALMERSTON CBD!'. At the bottom, there is text about joining the program for Rounds 2 and 3, mentioning increased sales and new customers from Round 1, and a link to visit mypalmerston.nt.gov.au. Logos for the City of Palmerston and the Northern Territory Government are also present.

**Join the successful myPalmerston Program for Rounds 2 and 3!**

Round 1 resulted in increased sales and new customers for Palmerston businesses. Jump online and apply now in time for Christmas shopping

Visit [mypalmerston.nt.gov.au](http://mypalmerston.nt.gov.au)

Instyle Hair and Beauty,  
Durack

city of  
**PALMERSTON**  
A Place for People

**NORTHERN  
TERRITORY  
GOVERNMENT**



## MYPALMERSTON

### PUBLIC ACKNOWLEDGEMENT OF FUNDING



**REGISTER NOW**  
support local and Save.



City of Palmerston is partnering with the Northern Territory Government and launching its very own \$220,000 myPalmerston voucher scheme over three rounds starting in September 2020.

Our local community, including all visitors to Palmerston, will be able to register to receive a range of discount vouchers, redeemable at Palmerston businesses.

The program will start in September and occur over three rounds:

- **Round 1** - \$40,000 starting on Tuesday 29 September 2020
- **Round 2** - \$90,000 starting on Wednesday 28 October 2020
- **Round 3** - \$90,000 starting on Thursday 26 November 2020

Each round will continue until all funds are used.

myPalmerston is one of many initiatives being delivered by City of Palmerston in response to COVID-19 including the extension of free all-day parking in the city centre until 30 June 2021.



**PALMERSTON BUSINESS OWNERS**  
**REGISTRATIONS NOW OPEN**  
Register your business for free now and be listed on the myPalmerston Voucher Scheme at [my.palmerston.nt.gov.au](http://my.palmerston.nt.gov.au)  
Eligibility criteria applies.



**CUSTOMERS**  
**REGISTRATIONS OPEN 29 SEPTEMBER**  
Customer registrations will be open from Tuesday 29 September at our myPalmerston website.







A Place for People

## MYPALMERSTON

### TOTAL GRANT FUNDING RECEIVED

Total Grant Funding Amount Received:

EXEC002	103	1402	16/09/2020	1/09/2020	SINV03493	-\$ 160,000.00	myPalmerston
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Confirmed by Finance Manager:

Maxie Smith

Finance Manager

# **MYPALMERSTON**

## TOTAL VENDOR PAYMENTS

Vendor Name	Total Amount Paid
Ahmets Kebabs Total	\$ 790.00
Annabels Beauty Room Total	\$ 1,947.50
Ark Animal Hospital Pty Ltd Total	\$ 160.00
Aussie Pooch Nutrition & Wellbeing Total	\$ 8,570.00
Ballantynes Fish and Chips Total	\$ 1,460.00
Bean Juice Total	\$ 152.50
Beans n More NT Total	\$ 6,757.50
Bodybar Total	\$ 5,647.50
Boost Juice Palmerston Gateway Total	\$ 477.50
Browz Beauty Total	\$ 462.50
Candy Landz Total	\$ 977.50
Cash Advantage Total	\$ 240.00
Cazalys Brasserie - Jobize Pty Ltd Total	\$ 2,410.00
Chada Thai Massage Total	\$ 3,985.00
Chatime Palmerston Total	\$ 800.00
Covai Cafe Total	\$ 11,127.50
Cutterz and Minx Hair & Beauty Total	\$ 320.00
Driver Supermarket Total	\$ 6,132.50
Ella Bache Palmerston Total	\$ 1,395.00
Enrg Gymnastics Pty Ltd Total	\$ 100.00
Everlasting Health Total	\$ 70.00
Flowers by Elise Total	\$ 120.00
Fresh Point Co Cafe Total	\$ 4,640.00
Gloria Jeans Coffees Gateway Total	\$ 662.50
Golden Nails Total	\$ 17,610.00
Good Times Bar & Grill Total	\$ 1,722.50
Gray Supermarket Total	\$ 32.50
Hair Effex Hair Studio Total	\$ 732.50
Handi Restaurant Total	\$ 137.50
Happy Garden Chinese Takeaway Total	\$ 687.50
Hog's Breath Cafe Palmerston Total	\$ 1,800.00
Holistc Health Services NT (myPalmerston) Total	\$ 20.00
I am Hair Wellness Total	\$ 450.00
Incredible India Total	\$ 1,917.50
Instyle Hair and Beauty NT Total	\$ 6,155.00
Jack's Style and Grooming Total	\$ 1,520.00
K Tong Thai and Chinese restaurant Total	\$ 2,987.50
Kerry's Body Therapy Total	\$ 18,247.50





A Place for People

# COUNCIL AGENDA Attachment 13.2.9.3

## MYPALMERSTON

### TOTAL VENDOR PAYMENTS

KTLP Enterprises Pty Ltd Ta Sportspower Palmerston Total	\$ 4,557.50
Lakim Butcher Total	\$ 14,667.50
Lip's Cafe Total	\$ 220.00
Malones Butchery Total	\$ 7,505.00
Mensland Total	\$ 2,262.50
Michel's Patisserie & Cafe Bakewell Total	\$ 930.00
Moulden Supermarket Total	\$ 352.50
Mr Sushi Darwin 2 Total	\$ 490.00
Mr Sushi Palmerston Total	\$ 180.00
Newsexpress Palmerston Total	\$ 200.00
Next Level Gym Total	\$ 170.00
NT Ink Total	\$ 100.00
Ogalo Palmerston Total	\$ 257.50
OnPoint Barbers Total	\$ 45.00
Outback Auto NT Total	\$ 122.50
Palates of India Pty Ltd Total	\$ 3,657.50
Palmerston Bags Luggage & Accessories Total	\$ 547.50
Palmerston Golf & Country Club (myPalmerston) Total	\$ 1,717.50
Palmerston Indoor Sports Centre Total	\$ 2.50
Palmerston Jewellers Total	\$ 785.00
Palmerston Quality Meats Total	\$ 2,520.00
Palmerston Superclinic Pharmacy Total	\$ 320.00
Paper & Pen Total	\$ 5,510.00
Parap Bakery Gateway Total	\$ 37.50
Pizza Hut Palmerston Total	\$ 895.00
Red Lantern Chinese Restaurant Total	\$ 2,097.50
Rida Fatima T/a Tabassums Salon Total	\$ 815.00
Roseberyminimart Total	\$ 10,885.00
Rydges Palmerston Total	\$ 825.00
Sage Landscape Material Supplies Total	\$ 60.00
Saigon Street Pty Ltd Total	\$ 892.50
Satay Time Total	\$ 442.50
ShoeX Palmerston Total	\$ 1,000.00
SILK Laser Clinics Total	\$ 1,152.50
Strength In Healing Total	\$ 982.50
The Ark Animal Hospital Total	\$ 770.00
The Cheesecake Shop Palmerston Total	\$ 2,252.50
The Coffee Club Oasis Total	\$ 302.50
The Landmark Total	\$ 2,520.00
The Playshack Indoor Play Centre & Cafe Total	\$ 560.00
The Vac Shack Total	\$ 220.00



A Place for People


COUNCIL AGENDA  
Attachment 13.2.9.3

## MYPALMERSTON

### TOTAL VENDOR PAYMENTS

TotalWeld Sales & Services Pty Ltd Total	\$ 20.00
Troppo Pool Shop - MyPalmerston Total	\$ 30.00
Unforgettable Nails Total	\$ 2,035.00
USC - Urban Style Collective Total	\$ 1,105.00
Wicked NRG Pty Ltd Total	\$ 21,042.50
Zuccoli IGA Total	\$ 7,780.00
Zuccoli Plaza Rainmaker Cafe Total	\$ 732.50
Grand Total	\$ 220,000.00

Confirmed by Finance Manager:

  
\_\_\_\_\_

Maxie Smith

Finance Manager

**14 INFORMATION AND CORRESPONDENCE**

**14.1 Information**

**14.2 Correspondence**

**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, 2 February 2021 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**19 CLOSURE OF MEETING TO PUBLIC**

THAT pursuant to *Section 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, 8 December 2020**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on 8 December 2020 at 5:30pm.**

### ELECTED MEMBERS

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

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer, Director Lifestyle and  
Community, Amelia Vellar  
Director City Growth and Operations, Nadine Nilon  
Director Organisational Services, Silke Maynard  
Communications Manager, Christine Joyce  
Executive Officer Strategic Projects, Francheska Gobel  
Urban & Environmental Planner, Damien Scalora  
Minute Secretary, Ashlee Gaddes

### GALLERY

One Member of the Public

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5:30 pm.

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

## **3** APOLOGIES AND LEAVE OF ABSENCE

---

### 3.1 Apologies

Nil.

### 3.2 Leave of Absence Previously Granted

Nil.

### 3.3 Leave of Absence Request

Moved: Alderman Garden

Seconded: Alderman Hale

1. THAT the leave of absence received from Deputy Mayor Lewis for 20 December 2020 to 20 January 2021 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Henderson for 18 December 2020 to 3 January 2021 inclusive be received and noted.
3. THAT the leave of absence received from Alderman Hale for 10 December 2020 and 14 December to 16 December 2020 inclusive be received and noted.
4. THAT the leave of absence received from Alderman Morrison for 22 December 2020 to 30 December 2020 inclusive be received and noted.
5. THAT the leave of absence received from Alderman Giesecke for 27 December 2020 to 3 January 2021 inclusive be received and noted.

CARRIED 9/1401 - 08/12/2020

## **4** REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

---

Nil.

## **5** DECLARATION OF INTEREST

---

### 5.1 Elected Members

Nil.

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

5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

---

6.1 Confirmation of Minutes

Moved: Alderman Morrison  
Seconded: Alderman Henderson

THAT the minutes of the Council Meeting held on Tuesday, 17 November 2020 pages 10266 to 10277, be confirmed.

CARRIED 9/1402 - 08/12/2020

6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

---

7.1 Mayoral Update Report - 8 December 2020

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Garden

THAT Report entitled Mayoral Update Report - 8 December 2020 be received and noted.

CARRIED 9/1403 - 08/12/2020

## 8 DEPUTATIONS AND PRESENTATIONS

---

Nil.

## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

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Nil.

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



## 10 CONFIDENTIAL ITEMS

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10.1 Moving Confidential Items into Open

Nil.

10.2 Moving Open Items into Confidential

Nil.

10.3 Confidential Items

Nil.

## 11 PETITIONS

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Nil.

## 12 NOTICES OF MOTION

---

Nil.

## 13 OFFICERS REPORTS

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13.1 Receive and Note Reports

13.1.1 myPalmerston Update - November 2020

Moved: Alderman Garden

Seconded: Alderman Spick

THAT Report entitled myPalmerston Update - November 2020 be received and noted.

CARRIED 9/1404 – 08/12/2020

13.1.2 Financial Report for the Month of November 2020

Moved: Deputy Mayor Lewis

Seconded: Alderman Henderson

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

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

**Minute Book Page 10285**  
1st Ordinary Council Meeting  
CARRIED 9/1405 – 08/12/2020

### 13.1.3 Liquor Further Amendment Act 2020

Moved: Alderman Garden  
Seconded: Alderman Hale

THAT Report entitled Liquor Further Amendment Act 2020 be received and noted.

CARRIED 9/1406 – 08/12/2020

## 13.2 Action Reports

### 13.2.1 SWELL Community Consultation

Moved: Alderman Morrison  
Seconded: Alderman Henderson

1. THAT Report entitled SWELL Community Consultation be received and noted.
2. THAT Council approve the commencement of the SWELL project with the inclusion of 100% retractable shade and secure storage lockers for temporary day use, as authorised in Report entitled SWELL Community Consultation.
3. THAT Council approve staff proceeding with the SWELL tender and construction process utilising the detailed designs which incorporate the approved design change (the retractable shade) resulting from the community consultation, with contract only to be awarded subject to available funding.
4. THAT Council write to all the community members and stakeholders who submitted feedback as part of the consultation process thanking them for their contribution and advises them of the outcome.
5. THAT Council approve an Australian Government Building Better Regions Fund (BBRF) submission for the next round, for the SWELL project, for a minimum of \$5 million.

CARRIED 9/1407 – 08/12/2020

### 13.2.2 Community Benefit Scheme Sponsorship Application - Palmerston Netball Association Inc.

Moved: Alderman Morrison  
Seconded: Alderman Hale

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

**Minute Book Page 10286**  
**1st Ordinary Council Meeting**

1. THAT Report entitled Community Benefit Scheme Sponsorship Application - Palmerston Netball Association Inc. be received and noted.
2. THAT Council approve a Gold Level Sponsorship agreement with the Palmerston Netball Association Inc to the value of \$5,000 as detailed within the report entitled Community Benefit Scheme Application Palmerston Netball Association Inc.

**CARRIED 9/1408 – 08/12/2020**

**13.2.3 Community Benefit Scheme Sponsorship Application - Palmerston Rovers Football Club**

Moved: Alderman Garden  
Seconded: Alderman Henderson

1. THAT Report entitled Community Benefit Scheme Sponsorship Application Palmerston Rovers Football Club be received and noted.
2. THAT Council approve a sponsorship agreement with the Palmerston Rovers Football Club for a (double) Striker level sponsorship, with added benefits as described, to the value of \$5,000 as detailed within the report entitled Community Benefit Scheme Application - Palmerston Rovers Football Club.

**CARRIED 9/1409 – 08/12/2020**

**13.2.4 Central Palmerston Area Plan Planning Scheme Amendment**

Moved: Alderman Morrison  
Seconded: Alderman Henderson

1. THAT Report entitled Central Palmerston Area Plan Planning Scheme Amendment be received and noted.
2. THAT Council endorses **Attachment 13.2.4.1** Report entitled Submission – Central Palmerston Area Plan – Stage 3, as Council's submission relating to Planning Scheme Amendment PA2020/0349, noting the amendment, that the letter will be addressed to Director Lands Planning, NT Planning Commission, GPO Box 1680, Darwin NT 0801.

**CARRIED 9/1410 – 08/12/2020**

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

## 13.2.5 Grant Request – 14 Palmerston Circuit

Moved: Alderman Morrison  
Seconded: Alderman Garden

1. THAT Report entitled Grant Request - 14 Palmerston Circuit be received and noted.
2. THAT Council approve the granting to Carpaolo Nominees Pty Ltd up to half of the cost of landscaping upgrade works completed at 14 Palmerston Circuit, Palmerston, capped at \$14,744, subject to;
  - a. All landscaping works relating to the grant are completed by 30 June 2021
  - b. Submission of evidence of cost of landscaping works completed
  - c. Suitable replacement lighting of the publicly accessible space is reinstalled

CARRIED 9/1411 – 08/12/2020

## 13.2.6 Review of Policy FIN17(a) Public Benefit Concession for Commercial Ratepayers

Moved: Alderman Hale  
Seconded: Alderman Garden

1. THAT Report entitled Review of Policy FIN17(a) Public Benefit Concession for Commercial Ratepayers be received and noted.
2. THAT Council adopt amended Council Policy FIN17(a) Public Benefit Concession Policy for Commercial Ratepayers being **Attachment 13.2.6.3** to Report entitled Review of Policy FIN17(a) Public Benefit Concessions to Commercial Ratepayers and that the policy be reviewed by the 30 June 2021.

CARRIED 9/1412 – 08/12/2020

## 13.2.7 Council Policy FIN29 Security Payments

Moved: Alderman Spick  
Seconded: Alderman Giesecke

1. THAT Report entitled Council Policy FIN29 Security Payments be received and noted.
2. THAT Council adopt amended Council Policy FIN29 – Security Payments being **Attachment 13.2.7.3** to the Report entitled Review of Council Policy FIN29 Security Payments and that the policy be reviewed by 8 December 2022.

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

**Minute Book Page 10288**

1st Ordinary Council Meeting

CARRIED 9/1413 – 08/12/2020

**13.2.8 Palmerston Safe Communities Committee Unconfirmed Minutes 26 November 2020**

Moved: Alderman Morrison

Seconded: Alderman Garden

1. THAT Report entitled Palmerston Safe Communities Committee Unconfirmed Minutes 26 November 2020 be received and noted.
2. THAT the unconfirmed Palmerston Safe Communities Committee minutes provided as **Attachment 13.2.8.1** to the Palmerston Safe Communities Committee Unconfirmed Minutes 26 November 2020 be received and noted.
3. THAT Council endorse the recommendations from the Palmerston Safe Communities Committee, being:
  - THAT Palmerston Safe Communities Committee provide an update to Council in 2021 regarding investigations into the 'The Stones' performance by Shock Therapy.
  - THAT the Palmerston Safe Communities Committee meetings be held on 21 January, 18 March, 20 May, and 29 July 2021.

CARRIED 9/1414 – 08/12/2020

**13.2.9 Palmerston Seniors Advisory Committee 23 November 2020 Meeting Minutes**

Moved: Alderman Henderson

Seconded: Alderman Morrison

1. THAT Report entitled Palmerston Seniors Advisory Committee 23 November 2020 Meeting Minutes be received and noted.
2. THAT the unconfirmed Palmerston Seniors Advisory Committee minutes provided as **Attachment 13.2.9.1** to the Report entitled Palmerston Seniors Advisory Committee 23 November 2020 Meeting Minutes be received and noted.
3. THAT Council endorse the recommendations from the Palmerston Seniors Advisory Committee, being:
  - THAT the following items be removed from the Action Table:
    - Reducing Isolation of lonely local seniors.
  - THAT the Palmerston Seniors Advisory Committee write to the following to request their assistance with providing Postal Services or a Post Box at the Bakewell Shopping Centre.

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

## Minute Book Page 10289

### 1st Ordinary Council Meeting

- Mr Luke Gosling OAM, MP for Solomon, Northern Territory
- Senator Malarndirri McCarthy, Senator for Northern Territory
- Senator Sam McMahon, Senator for Northern Territory
- Hon Warren Snowdon MP, Member for Lingiari, Northern Territory
- THAT the Palmerston Seniors Advisory Committee proposed 2021 meeting dates be held on:
  - Monday 1 March
  - Monday 10 May
  - Monday 5 July
- THAT Council work with the committee to arrange a meeting with local Community Care to offer to share relevant seniors' information.

CARRIED 9/1415 – 08/12/2020

#### 13.2.10 Palmerston Animal Management Advisory Committee Meeting Minutes – 25 November 2020

Moved: Alderman Garden  
Seconded: Alderman Henderson

1. THAT Report entitled Palmerston Animal Management Advisory Committee Meeting Minutes – 25 November 2020 be received and noted.
2. THAT the unconfirmed Palmerston Animal Management Advisory Committee minutes provided as **Attachment 13.2.10.1** to the Palmerston Animal Management Advisory Committee Meeting Minutes – 25 November 2020 be received and noted.
3. THAT Council endorse the recommendations from the Palmerston Animal Management Advisory Committee, being:
  - THAT the Expression of Interest for Membership received from Ann-Maree Dsouza be received and noted.

CARRIED 9/1416 – 08/12/2020

#### 13.2.11 LGANT Call for Nominations – Animal Welfare Advisory Committee

Moved: Alderman Morrison  
Seconded: Alderman Hale

1. THAT Report entitled LGANT Call for Nominations – Animal Welfare Advisory Committee be received and noted.

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

2. THAT Council endorse Alderman Garden's nomination to LGANT for representation on the Animal Welfare Advisory Committee.

CARRIED 9/1417 – 08/12/2020

## 14 INFORMATION AND CORRESPONDENCE

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### 14.1 Information

Nil.

### 14.2 Correspondence

Council Submissions to the Director of Liquor Licensing

Moved: Alderman Spick  
Seconded: Alderman Garden

THAT Council receive and notes the two tabled submissions to the Director of Liquor Licensing entitled Application for Substitution of Liquor License – Oasis Shopping Centre – Palmerston and Substitution of Premises – Little Cashy Pty Ltd & Dunstall Pty Ltd.

CARRIED 9/1418 – 08/12/2020

## 15 REPORT OF DELEGATES

---

### 15.1 PRBA and Palmerston College

Moved: Alderman Giesecke  
Seconded: Alderman Spick

THAT the verbal report received by Alderman Giesecke regarding PRBA and Palmerston College Graduation Event be received and noted.

CARRIED 9/1419 – 08/12/2020

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



## 16 QUESTIONS BY MEMBERS

---

16.1 Electric Car Charging Station – Location Recreation Centre

Moved: Alderman Henderson  
Seconded: Alderman Morrison

THAT the question asked by Alderman Henderson regarding Electric Car Charging Station – Location Recreation Centre, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 9/1420 – 08/12/2020

16.2 Anytime Library – Book Cleaning

Moved: Alderman Henderson  
Seconded: Alderman Giesecke

THAT the question asked by Alderman Henderson regarding Anytime Library – Book Cleaning, and the response provided by the Director Lifestyle & Community be received and noted.

CARRIED 9/1421 – 08/12/2020

16.3 Council to the Community – Outdoor Council Meeting

Moved: Alderman Giesecke  
Seconded: Alderman Morrison

THAT the question asked by Alderman Giesecke regarding Council to the Community – Outdoor Meeting, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 9/1422 – 08/12/2020

## 17 GENERAL BUSINESS

---

17.1 Acting Mayor

Moved: Alderman Morrison  
Seconded: Alderman Henderson

THAT Alderman Morrison be Acting Mayor for period 10 January to 20 January 2021 inclusive, as Mayor and Deputy Mayor are on leave.

CARRIED 9/1423 – 08/12/2020

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

## Minute Book Page 10292

### 1st Ordinary Council Meeting

#### 17.2 Community Plan – Planning Institute of Australia (NT) 2020 Award

Moved: Mayor Pascoe-Bell

Seconded: Alderman Giesecke

THAT Council notes that the City of Palmerston Community Plan won the Planning Institute of Australia (NT) 2020 Award, for Public Engagement and Community Planning in recognition of the process utilised and Council acknowledge and thank the work by the Community, democracyCo and staff.

CARRIED 9/1424 – 08/12/2020

#### 18 NEXT COUNCIL MEETING

---

Moved: Alderman Hale

Seconded: Alderman Spick

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 January 2021 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1425 – 08/12/2020

#### 19 CLOSURE OF MEETING TO PUBLIC

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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 9/1426 – 08/12/2020

#### 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

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Nil.

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

**Minute Book Page 10293**

**1st Ordinary Council Meeting**

*The open section of the meeting closed at 6:19 pm for the discussion of confidential matters.*

*The Chair declared the meeting closed at 6:26 pm.*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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