

AGENDA

1st Ordinary Council Meeting

Tuesday 6 April 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
Smoking Ceremony conducted by Larrakia Man, Trent Lee.
- 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 16 March 2021 pages 10360 to 10372 be confirmed.
 - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

MAYORAL REPORT

1st Ordinary Council Meeting

AGENDA ITEM: 7.1
REPORT TITLE: Mayoral Update Report - 6 April 2021
MEETING DATE: Tuesday 6 April 2021
AUTHOR: Mayor, Athina Pascoe-Bell

COMMUNITY PLAN

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

PURPOSE

This Report provides Council with a summary of recent activities of the Mayor, on behalf of Council.

KEY MESSAGES

- Advocating on behalf of Council with Australian and Northern Territory Government.
- Attending Community Events on behalf of Council.
- Holding an Elected Member BBQ to connect with the Palmerston Community.
- Release of Salvinia Weevils for Durack Lakes with Djurrubu Rangers from Kakadu.
- Celebrating International Women's Day with a host of wonderful events.
- Showcasing the City of Palmerston projects and initiatives to Hon. Natasha Fyles, Minister.
- Northern Territory Cricket Sponsorship signing and photo opportunity.
- Attending TOPROC meeting with the Chief Executive Officer (CEO).
- Welcoming the Community's newest Australians at two Citizenship Ceremonies, welcoming a total of 140 new citizens.
- Celebrating Harmony Day and the wonderful diversity of the Palmerston Community.
- Commencement of consultation on major initiatives being the IDA Policy Framework and Animal Management By-Laws Review Discussion Paper.

RECOMMENDATION

THAT Report entitled Mayoral Update Report - 6 April 2021 be received and noted.

DISCUSSION

Meetings with Federal and Northern Territory Ministers

The CEO and I had the opportunity to meet with the following members of the Federal and Northern Territory Parliament:

- Hon. Eva Lawler, Minister for Infrastructure
- Hon. Natasha Fyles, Minister for Health
- Mr Mark Turner, Member for Blain
- Ms Marie Clare-Boothby, Member for Brennan; and
- Ms Lia Finocchiaro, Member for Spillett

to discuss current projects, funding opportunities, ongoing support, and community issues in Palmerston.

Elected Member BBQ and Community Engagement Event

On 28 February, City of Palmerston Elected Members held a Community Engagement Barbeque at Flinders Park in Durack. It was wonderful to take the opportunity to engage, interact and speak to a wide range of Palmerston residents and address their feedback and concerns.

Release of Salvinia Weevils for Durack Lakes with Djurrubu Rangers

City of Palmerston released 4,000 Salvinia Weevils (Weevils) into Durack lake system, to assist in the management of Salvinia Weed. Council worked closely with the Djurrubu Rangers and Department of Environment, Parks and Water Security, to transport the Weevils from their rearing tanks in Kakadu, and for them to be rehomed in Palmerston.

This sustainable approach to weed management has been finalised in Council's Lakes Management Plan. The Weevils feed only on Salvinia Weed and there is no environmental impact to the lake's ecosystem.

Council was extremely pleased to be able to work with Djurrubu Rangers.



Image: Djurrubu Rangers and Mayor Pascoe-Bell at Durack Lake 1

Celebrating International Women's Day

International Women's Day is held globally on 8 March 2021 in celebration of the social, economic, cultural, and political achievements of women and to raise awareness of gender equality and foster positive change.

I attended the International Women's Week Community Art Exhibition Launch and was privileged to deliver a speech to highlight the importance of the occasion and declare the event open.

A weeklong program of diverse events was on offer for the whole community to enjoy, these included, a Community Art Exhibition, Aboriginal weaving circle, Storytime in the Sky and an event attended by Her Hon. the Honourable Vicki O'Halloran AO, Administrator of the Northern Territory called "Cultural

Fusion of Fashion and Food” featuring dance performances, cultural fashion, guest speakers and a lunch of multicultural dishes. I would like to thank the Administrator for taking the time to attend the event.

I would also like to thank the Palmerston International Women’s Day Collective for their passion in organising the wonderful celebration and recognition of women in the Palmerston Community and the Northern Territory.



Image: City of Palmerston International Women’s Day Collective and Mayor Pascoe-Bell.

Showcasing the City of Palmerston’s exciting projects to Hon Natasha Fyles, Minister for Health

I had the pleasure of showing the Hon. Natasha Fyles, Minister, around the City of Palmerston, showcasing some of our exciting projects and works in progress. Stops on the tour included the Palmerston Swimming and Fitness Centre to discuss the proposed SWELL master plan as part of Council’s strategic vision. We also visited the site of the Gray Hall Redevelopment and talked through the contemporary ideas planned for the design and what it will mean for the Community.

I would like to thank the Minister for Health for her continued support and advocacy for these projects.

Northern Territory Cricket Sponsorship

City of Palmerston are proud to Sponsor NT Cricket’s innovative new program, bringing high-level cricket to the Palmerston community.

The Cricket 365 program involves 30 of Australia’s best up and coming players, joining the Territory’s thirty best cricketers, to live and play in the Top End over the dry season.

Elected Members and I are looking forward to some exciting matches over the dry season, and encourage Palmerston residents to attend, support and enjoy Cricket 365.



Image: Mayor Pascoe-Bell and Cricket NT Chief Executive Officer, Joel Morrison.

Attending TOPROC with the Chief Executive Officer

The CEO and I attended the Top End Regional Organisation of Council's meeting this month, where relevant issues relating to Local Government were discussed. These issues included the discussion of Animal Management By-Laws which has been topical of late for the Palmerston Community.

Citizenship Ceremony

140 members of the Palmerston Community became Australia's newest citizens on 20 March 2021, in a two-part Citizenship Ceremony. Family and friends were invited to attend in person, and it was wonderful to see so many smiling faces. Thank you to the events team, who ensured the ceremony ran smoothly.

Celebrating Harmony Week and the wonderful Diversity of the Palmerston Community

The theme for Harmony Week 2021 is "Everyone Belongs" and is a celebration of Australia's diverse, multicultural society. Harmony Week is about inclusiveness, respect and belonging for all Australian's regardless of cultural or linguistic background. I was very privileged to speak at The City of Palmerston's Harmony Day Event and would like to thank Council staff for organising a fantastic event.

Consultation of the IDA Policy Framework and Animal Management By-Laws Review Discussion Paper

Council commenced community consultation on two major initiatives being the IDA Policy Framework and the Animal Management Discussion Paper. I, with other Elected Members, continue to promote and encourage the community to have their say on these matters.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ATTACHMENTS

Nil

- 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 2008* and *Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

Item	Confidential Clause
25.1.1	<p>This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(iv) of the <i>Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.</p> <p>This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(d) of the <i>Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.</p>
25.2.1	<p>This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(iv) of the <i>Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.</p>
25.2.2	<p>This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(iv) of the <i>Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.</p>

- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Organisational Services Quarterly Report - January to March 2021
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	EA to Director Organisational Services, Stoney Dethmore
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 summarises the key activities undertaken by Organisational Services and the Governance Section in the January to March 2021 quarter.

KEY MESSAGES

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

- The January to March quarter saw 217 ratepayers signing up to receive their notices electronically, bringing the total to 2,238 as of 19 March 2021.
- Staff have been developing a new Customer Service Charter to continue to improve our Customer Service, both internally and externally.
- Council has made \$6 million in payments to vendors during this quarter as of 19 March, with 84% of these payments being made to local businesses.

RECOMMENDATION

THAT Report entitled Organisational Services Quarterly Report - January to March 2021 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 January to March 2021 quarter are detailed in **Attachment 13.1.1.1** to Report entitled Organisational Services Quarterly Report - January to March 2021, with some highlights included below.

Customer Service Charter

Council staff have been developing a new Customer Service Charter (Charter) over the quarter to continue to improve customer service across the organisation, internally and externally. The new

Charter includes four Commitments, being *Make It Easy*, *Perform with Pride*, *Listen, Learn & Act*, and *Evaluate and Improve*. Council will roll out the new Charter throughout the organisation over the coming weeks and will present the four Commitments on relevant documents to the Community.

COVID-19 Update

Council staff continue to operate within the NT Government and Chief Health Officer guidelines and recommendations in the fight against COVID-19. In early March, Civic Plaza was inspected, and awarded an updated Statement of Compliance, by the Department of Health in relation to safety requirements for staff and visitors at Civic Plaza.

Rates Notices and Direct Debits

Ratepayers registered to receive their notices electronically has increased by 217 ratepayers this quarter, bringing the total ratepayers registered to 2,238. Council is continuing to review mechanisms to make payments easier for ratepayers, as part of this direct debits can now be processed on any day of the week to suit ratepayers' financial situations.

Procurement

This quarter, Council awarded one tender to a local company for the replacement of the vandalised playground equipment in Rosebery and Johnston. Council opened two new projects for tender submission's and are currently assessing three other tenders to be awarded, there are currently three tenders under assessment to be awarded.

Governance

During the quarter, Council has reviewed and updated seven Council Policies to ensure they are current and in line with the new *Local Government Act* (new Act) coming into effect on 1 July 2021. Staff are continuing to review four outstanding policies prior to the new Act being implemented.

CONSULTATION PROCESS

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

- People and Customer Lead
- 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

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.

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 January to March 2021 [13.1.1.1 - 12 pages]



ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

1. Community Plan Outcome: Family and Community
Palmerston is a safe and family community where everyone belongs

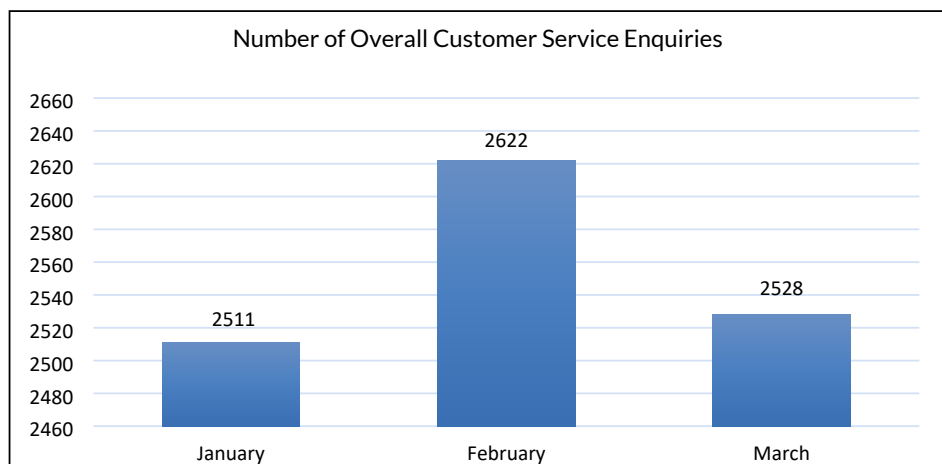
1.1 Customer Service

Customer Service recommenced cross training and placement at the Library as part of Council's ongoing commitment to offer the community multiple locations for customer enquires such as rates and dog registration payments. Advertising for this service has been established to increase awareness of the service, with a half page advertisement printed in the NT News on 26 February 2021.



Image: Advertisement promoting Customer Services available at the Palmerston Library.

During the quarter until 19 March 2021, the Customer Service Team recorded a total of 7,661 enquiries. These included enquires received in person at Civic Plaza and the Library, over phone and via email. The graph below demonstrates the number of overall Customer Service enquires per month as of 19 March 2021.





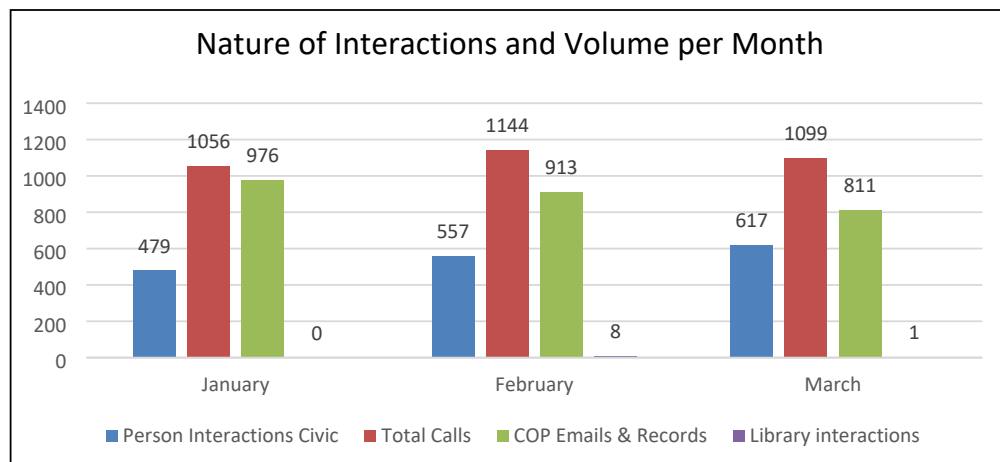
ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

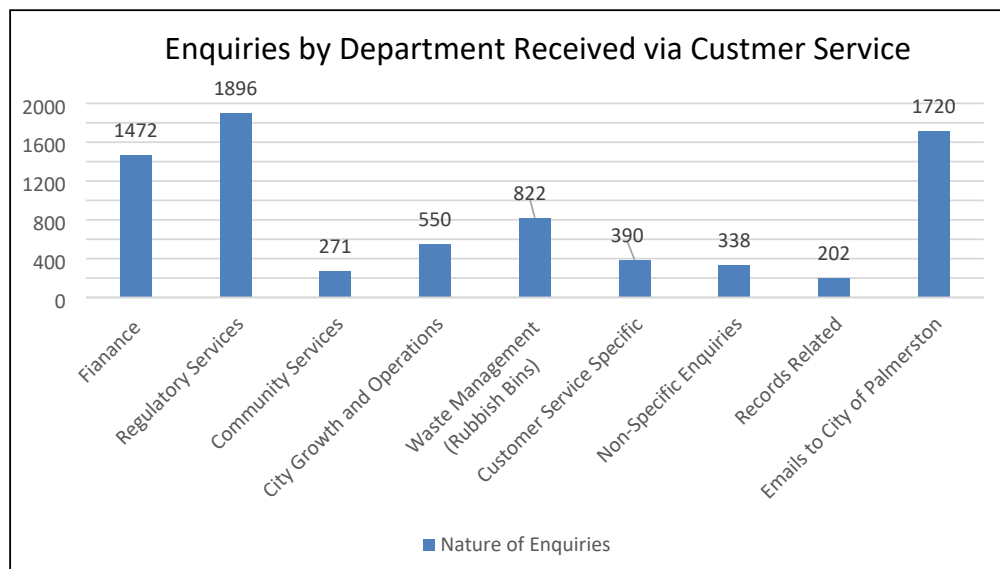
This quarter saw an increase in Customer enquiries through the generic Palmerston email inbox from the previous quarter. Rates and waste enquires were at their highest for the quarter during January.

February 2021 recorded the highest volume of enquiries for City Growth and Operations and Regulatory and Community Services saw March as their highest month for enquiries.

Below is a breakdown by month, of the nature and number of enquires received by Customer Service from 4 January 2021 to 19 March 2021.



Below is a breakdown of the enquires by departments, handled by Customer Service from 4 January 2021 to 19 March 2021.





ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

1.2 Customer Service Charter

Staff have been working on a new Customer Service Charter (Charter) over the past months to continue to improve the customer service experience across the organisation in a positive manner and enhance Council's existing vision and mission statements.

Staff understand that providing a positive customer experience for our Community and our workplace is important. Staff actively participated in enhancing our commitment with each other through team workshops and staff engagement activities as part of the Charter development. Elements of the Charter rollout will include displaying the four Customer Service Charter Commitments, as below, on relevant documents to present the Commitments to the Community.

Our Vision at City of Palmerston is to continue to be "A Place for People", and our Mission is to place people at the centre of all we do and deliver by providing excellent services to our Community.



Image: New Customer Service Charter Commitments.

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 Employee Movements

The January to March 2021 quarter welcomed 12 employees to City of Palmerston filling existing vacancies and giving opportunity to short term graduate roles. Council also farewelled 11 employees.

Opportunities for improving our onboarding process are continuously being identified and the process has seen a significant improvement over the last 12 months. These updates include an induction process and welcoming employees in a more holistic and contemporary way.

Council has an approved Full Time Equivalent (FTE) of 88.35 and employed 79.88 FTE as of 19 March 2021. Council's staff headcount as of 19 March 2021 is 99 employees, comprising of FTE's, Casuals, limited tenure and labour hire staff.

2.2 Recruitment of our People

The People and Customer Team continued to support 16 recruitment activities across Council, with some of these continuing beyond the 19 March 2021 reporting date.

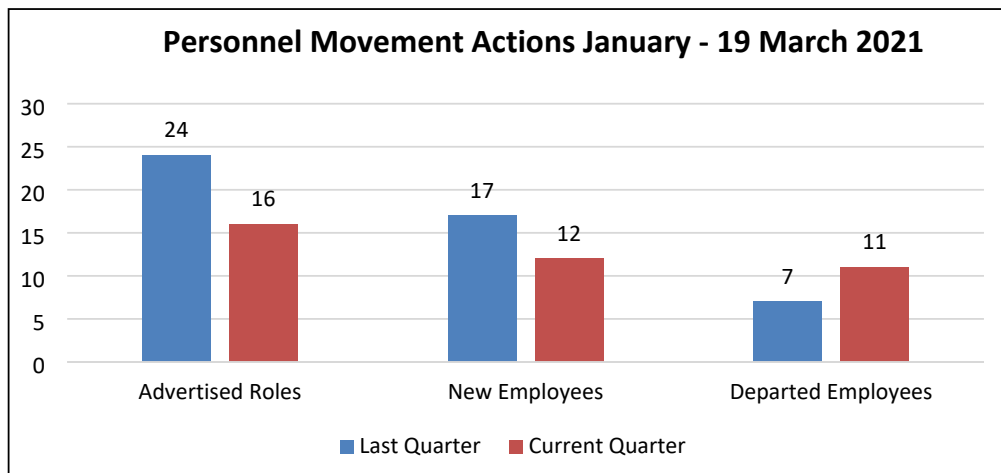


ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

Recruitment activities were attributed to natural attrition, as well as the recruitment of new roles to support the delivery of Community Plan outcomes and two promotional transfers within Council.

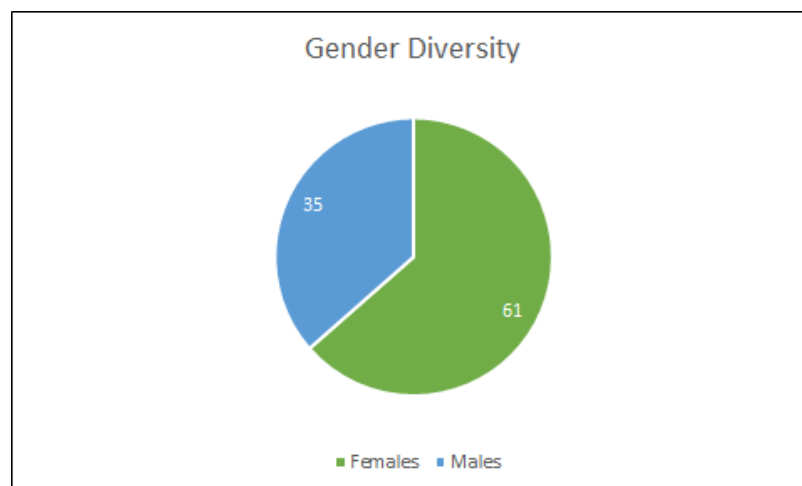
The below table provides a breakdown of Personnel Movement Actions across the quarter, until 19 March 2021.



3. Community Plan Outcome: Cultural Diversity *In Palmerston we celebrate our cultures in a way that values our diversity*

3.1 Quarterly Workforce Statistics

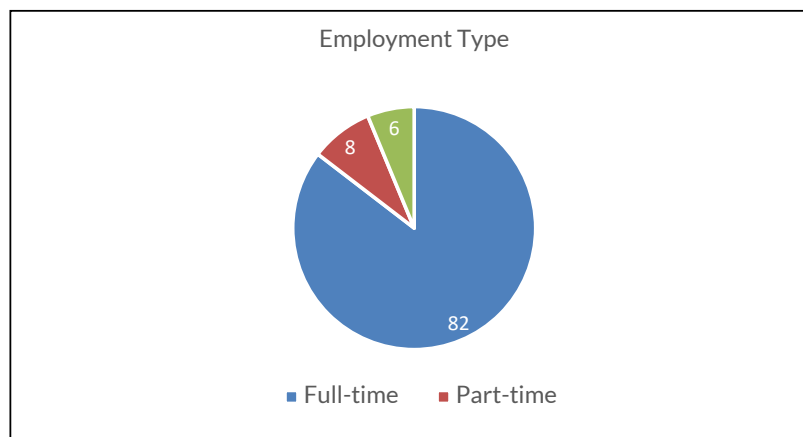
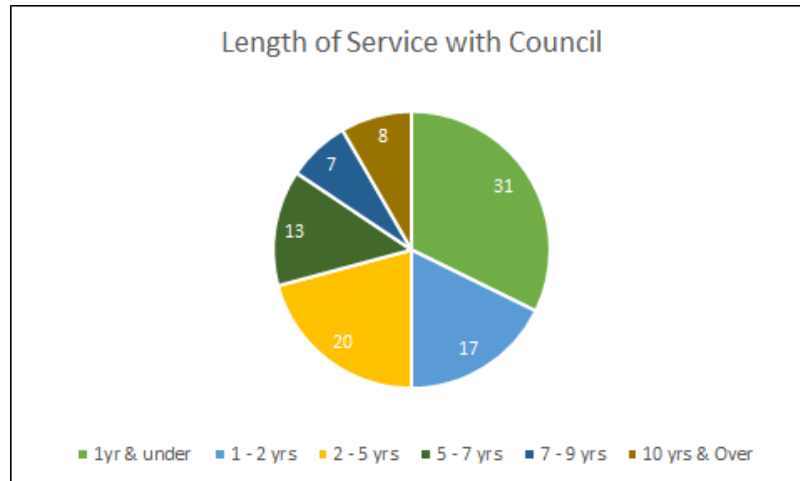
Council has a dedicated workforce performing many functions on behalf of the Community. As of 19 March 2021, Council employs 96 staff from over 15 different nationalities demonstrating a culturally diverse workforce reflective of our Community. Our employees comprise of 61 females and 35 males and the average age of a staff member is 40 years. The average length of service with Council is 3.7 years, with eight staff completing 10 plus years of service.





ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021



3.2 Professional Development of our People

Over the past quarter Council has continued to invest in the professional development of our employees. An excess of 114 training activities and professional development opportunities have been undertaken by staff within the quarter on a variety of topics. This development included, but was not limited to:

- Customer Experience Improvements
- Governance Training
- Compliance Training
- Mental Health and Crisis Support Awareness
- Conflict of Interest Training
- No Woman Left Behind Conference
- Writing Workshop
- Certificate I in Maritime Operations



ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

In February 2021, employees provided feedback through the quarterly engagement survey, to obtain employees views of the organisation and any ideas for improvements. Council is delivering these results to employees and conducting workshops to identify continuous improvement opportunities. Staff's commitment to continuous improvement is recognised through the participation rate in the survey being double from the benchmark and an overall satisfaction rate of 70.8%.

3.3 Harmony Day 2021 – A Taste of Harmony

On Friday 19 March 2021, City of Palmerston celebrated our cultural diversity by holding a Taste of Harmony event at the Recreation Centre. Staff were encouraged to bring in a dish to share with their colleagues to showcase their culture and heritage. Staff were also invited to learn a new game from a different culture, and to learn more about their colleagues originating from over 15 different nations. Encouraging cross departmental conversations will continue to assist Council in delivering wholistic customer services to our community.



Image: Staff attending the Harmony Day Taste of Harmony luncheon.

4. Community Plan Outcome: A Future Focus
Palmerston is an innovative City can sustain itself through the challenges of the future.

4.1 Internal Service Requests

During this quarter, the Information and Technology Team received 244 internal service requests, as of 19 March 2021. From the received requests, 85% were resolved, 4% of jobs

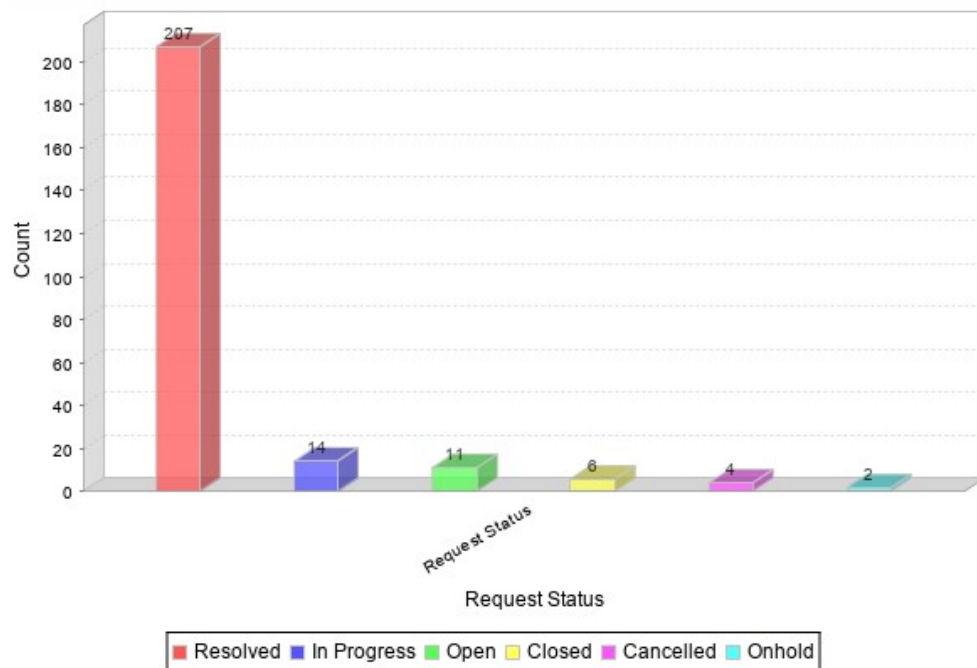


ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

have been closed or cancelled as they did not require any actions, 10% of jobs are still in progress or open and awaiting further information, and two jobs are on hold.

The below graph shows the recorded jobs within the quarter.



4.2 Records Management

This quarter, staff have captured 18,485 documents, in the document management system, MAGIQ, compared to 11,985 in the October to December 2020 quarter. This is a 154% increase in documents registered compared to last quarter.

Capturing records in MAGIQ ensures all documents are kept in a central location. Records support the business operations to ensure all Council's information assets and interactions are maintained, recorded appropriately, secure, searchable and usable.

The number of documents captured fluctuates throughout the calendar year, due to different events and project work, however document management and the capturing of Council's corporate information continues to increase yearly.

Our statistics show Record Keeping is up 51% in comparison to 2019 and up 110% between January and March 2021 into comparison to 2020, this is due to ongoing and regular training provided to staff by the Records Management Team.

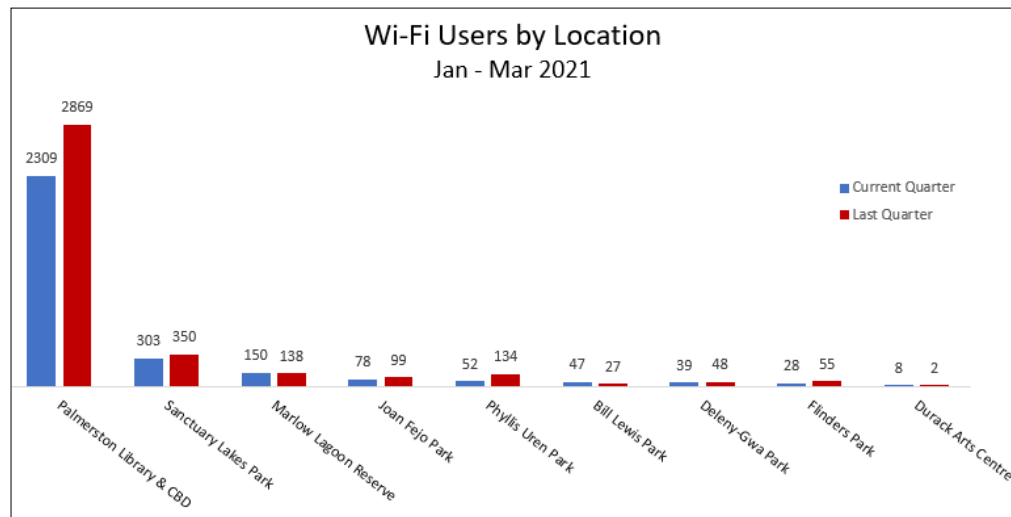
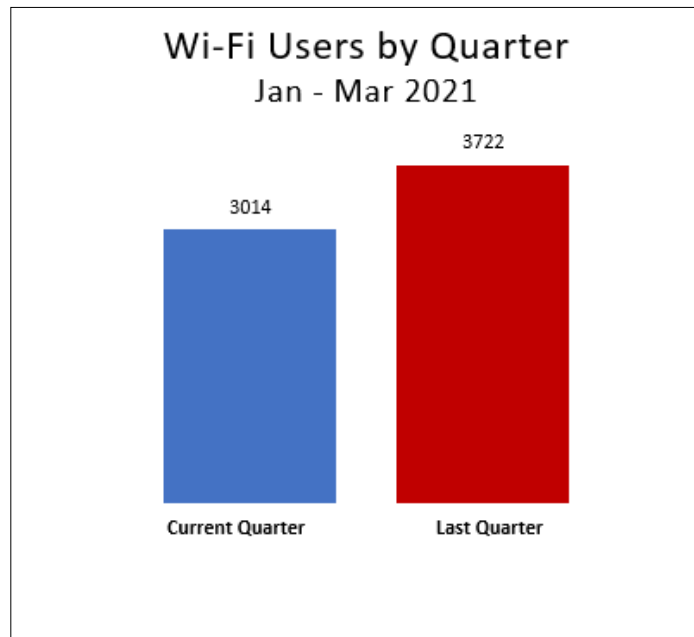


ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

4.3 Public Wi-Fi

There was a slight decrease in the public Wi-Fi users this quarter, with users decreasing from 3,722 in the last quarter to 3,014 in the current quarter.





ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

4.3 COVID-19 Statement of Commitment

In March 2021, the Department of Health conducted an inspection at Civic Plaza in relation to COVID-19 safety requirements for staff and visitors. City of Palmerston received an updated Statement of Commitment on 3 March 2021 for demonstrating commitment to the COVID-19 Safety Plan, and adhering to physical distancing measure, and health and hygiene principles.

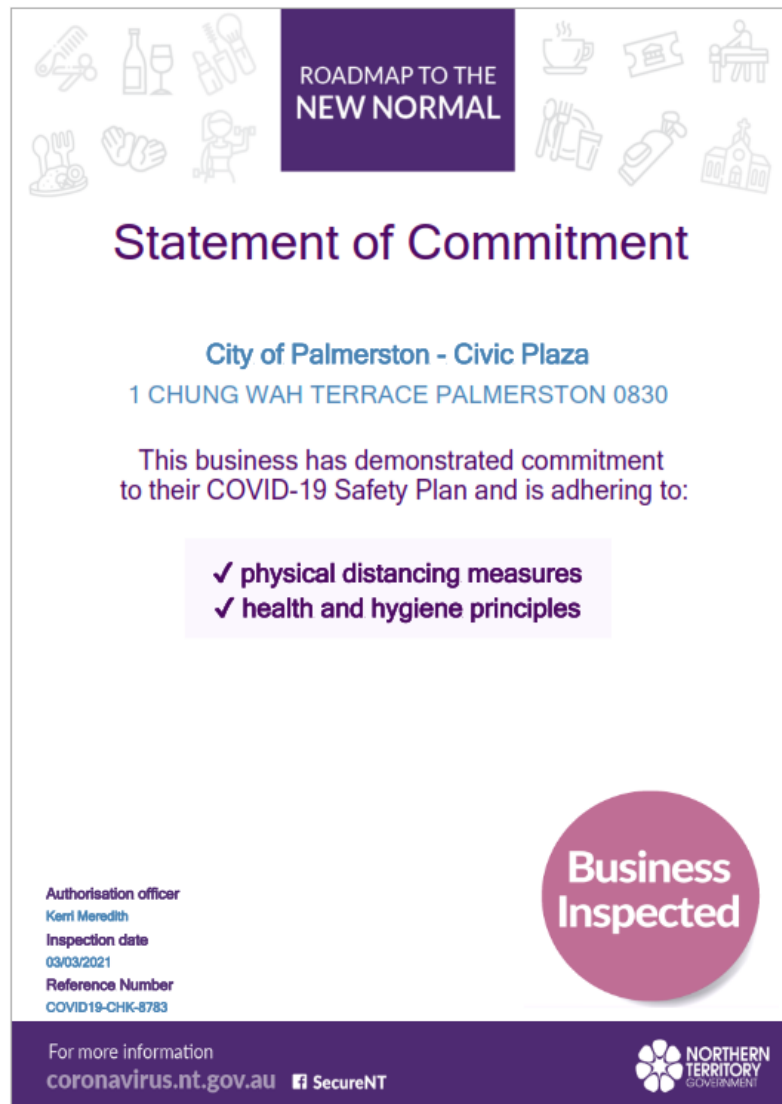


Image: Statement of Commitment of Business Inspected provided to Council.



ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

5. Community Plan Outcome: Environmental Sustainability
Palmerston in an environmentally friendly, livable city that promotes renewable practices and sustainability

5.1 Online Rates Notices

Council is continuing to encourage ratepayers to sign up to receive their notices online via BPay and EzyBill. This is promoted through reminders printed on notices, and when speaking with ratepayers.

The January to March quarter has seen an increase in 217 users as of 19 March 2021 opting to receive their rates notices online, bringing the total to 2,238 ratepayers as of 19 March 2021, resulting in 15% of our ratepayers currently registered to receive their notices electronically.

5.2 Direct Debits

Council also continues to promote ratepayers to make regular weekly, fortnightly or monthly payment. To encourage this, the direct debit option which was originally only available on Thursdays, is now available Monday to Friday giving the ratepayer more flexibility.

6. Community Plan Outcome: Governance
Council is trusted by the community and invest in things that the public value.

6.1 Rates

The 3rd rates installment was due on 30 January 2021, and the usual debt recovery process continues with overdue notices for the 3rd rates instalment issued in February 2021.

Council continues to offer a business rates concession under the *Public Benefit Concession Policy for Commercial Ratepayers*. To date the concession and interest remission, totals just over \$27,000 and consists of eight applications.

Council offers rate concessions to ratepayers experiencing financial hardship under Councils *Rates Concession Policy*. Under this Policy, financial hardship applications can apply to have the interest for the balance of the financial year waived 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 Council Policy *Rates Concession*. Public benefit concessions have been granted to four sporting clubs in this financial year.

6.2 Accounts Payable

Council continues to make payment to vendors at fourteen-day terms to assist business that may be under financial pressure due to the Coronavirus (COVID-19) Pandemic. Council has made over \$6 million in payments to vendors as of 19 March 2021, with 84% of these payments being made to local businesses.



ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

6.3 Procurement

During the January to March 2021 quarter, Council has awarded one tender, as outlined below:

Tender	Awarded Amounts	Awarded Date	Tender Duration	Awarded To	Local Business
Replacement of vandalised Playground equipment	\$276,300	20 January 2021	2021 – pending supply delivery	NT Shade and Canvas	Yes

There are currently an additional eight tenders that have not yet been awarded, as outlined below:

Tender	Status	Comment
Grounds Maintenance Mowing	Under Assessment	To be awarded by April 2021
Playground Replacement Phyllis Uren and Tiverton Parks	Under Assessment	To be awarded by April 2021
Gray Community Hall Redevelopment	Under Assessment	Under assessment
Landscape Maintenance	Open for Submissions	Closing 24 March 2021
Library Recording Studio Internal Fit Out	Open for Submissions	Closing 9 April 2021
Spray Sealing and Asphalt Works	Awaiting Release	Released next quarter
Cleaning of Council Buildings and Facilities	Awaiting Release	Released next quarter
Streetlight and Electrical Maintenance	Awaiting Release	Released next quarter

6.4 Risk Management

Council's Risk Management framework is currently under review, and an Operational Risk Register is formulated to capture risks that affect Council at a departmental level. This would further feed into the Strategic Risk pack which will be presented to the upcoming Risk Management and Audit Committee meeting in May.

Council is currently holding internal workshops for the formulation of Insurance Strategy. The intention is to facilitate discussion of current insurance programs and at a high level, identify gaps, expectations, and potential risk transfer solutions. Findings and recommendations from these workshops will be used in developing the Insurance Strategy for 2021 and beyond.

Council is facilitating the internal audits as per the initial internal audit plan. A review of the Pathways, Stormwater Drainage and Transport Asset Management Plans by KPMG is currently in progress for this quarter, and Council has also initiated the procurement for internal audits for the next financial year.

As part of the risk mitigation strategy, Council started rolling out governance training for staff on a regular basis. In February 2021, representatives from Department of Chief Minister and Cabinet presented an overview of the changes in legislative requirements and reporting. In March 2021, the Independent Commissioner Against Corruption (ICAC) delivered training to staff on conduct, reporting and management of Conflict of Interest.



ORGANISATIONAL SERVICES

Quarterly Report – January to March 2021

6.5 Council Policy Update

A Policy Plan was drafted to monitor the review of existing policies and implementation of new policies required under the incoming Act in the required timeframe.

Council can adopt policies with an 'effective start date', allowing for a smooth transition and providing Council with appropriate time to review and consider these policies prior to the commencement of the incoming Act. Model policies are being released by the Department in batches. As the policies progress updates on risk and timeframes will be provided to Council.

This quarter, Council has endorsed seven updated policies, and has four policies outstanding for review prior to 30 June 2021, which are:

- Community Consultation
- Annual Financial Statement
- Procurement
- Public Question Time

In addition to the current existing Council Policies, Council is required to adopt 12 new policies to ensure compliance with the incoming Act. Two of the required policies, being *Breach of Code of Conduct* and *Confidential Information* have already been adopted by Council to take effect from 1 July 2021.

There are 10 required new policies that are scheduled to be adopted prior to 1 July 2021 which are:

- Gifts and Benefits (Council Members)
- Casting Vote
- Filling Casual Vacancies
- Shared Services
- Sufficient Interest in the Assessment Record
- Human Resource Management
- Credit Card (CEO)
- Use of Accountable Forms (Elected Members)
- Gifts and Benefits (CEO)
- Accounting Privacy

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	City Growth and Operations Quarterly Report January - March
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Director City Growth and Operations, Nadine Nilon
APPROVER:	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 January to March 2021.

KEY MESSAGES

A number of projects were completed this quarter, including;

- Tenders were awarded for playgrounds in Tiverton Park Moulden and Phyllis Uren Park, Farrar.
- Council commenced development of a Play Space Strategy.
- City of Palmerston in collaboration with Department of Environment, Parks and Water Security released 4000 weevils into the Durack Lakes as a trial method for managing Salvinia.
- Maurice Dog Park soft opening.
- Central Business District (CBD) Maintenance and Clean-up.
- Mansfield Laneway upgrade.
- Marlow Lagoon pedestrian bridge was refurbished.

RECOMMENDATION

THAT Report entitled City Growth and Operations Quarterly Report January - March 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

Maurice Dog Park – The new Dog Park development is approximately 80% complete and is open to the public. The newly fenced area is approximately 3,500 sqm. Equal access gates and compounds have been installed on both sides of the park, ensuring that dogs can be unleashed/leashed safely when entering or

leaving the park. An onsite carpark has been installed and can accommodate 7 vehicles. The carpark is environmentally friendly, being constructed with grass and grass cell reducing the heat that sealed carparks typically produce. A new 2m wide pathway has been installed at the entrance to the park. Agility equipment, a dog drinking fountain and bench seat are scheduled for installation.



Maurice dog park and new pathway



Marlow Lagoon Dog Park

Marlow Lagoon Dog Park Upgrade Stage 1- New pathways, Irrigation installation and fencing works are programmed to commence after Easter.

Central Business District (CBD) Maintenance and Clean-up

Memorial Park landscape and surrounds is currently undergoing preparation for Anzac Day celebrations. The outdoor workforce team has focused on removing dead and dying vegetation within garden beds and refreshing all mulched areas. The maintenance routine will continue up until April 25 to ensure that these areas are presented to the community to the high standard required of Council



Memorial Park Landscaping



Memorial Park Garden beds

Goyder Square will see the commencement of the Palmerston Markets on 30 April 2021. Council's Open Space team and Outdoor Work Force have devoted large amounts of time and resources this quarter to ensure that Goyder Square is ready to house the markets in a clean and safe manner. A significant tree maintenance program is due to start through the CBD in early April, prior to the onset of dry season events. This will include the pruning and maintenance of Goyder Square trees.

Mansfield Laneway Upgrade

This quarter will see the completion of the Mansfield Laneway Project, with hydroseeding and temporary irrigation installed on the adjacent vacant land in February. Once established, the temporary fencing will be removed to allow community access to the area.

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

Playground Projects

City of Palmerston has undertaken several playground improvements this quarter including assessing and awarding the vandalised playground renewals, assessing the Tiverton and Phyllis Park Playground Tender Submissions, and undertaking various maintenance works for playgrounds across the City.

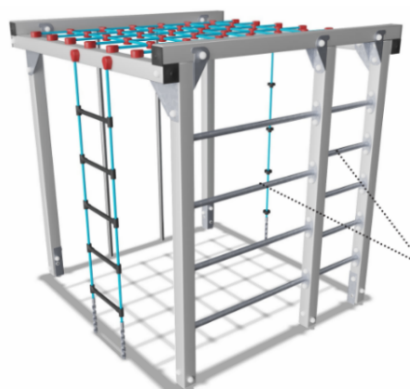
Playground Maintenance and Repairs:

The following repair and maintenance of playgrounds will occur this quarter:

- Eric Ashe playground shade sails, damaged due to a recent storm will be replaced by start of April 2021.
- Vandalised shade sail at Hobart Park, Johnston will also be reinstated in April 2021.

George and Joan Fejo Vandalised Parks

The Tender for the replacement of vandalised equipment at Joan Fejo Park and George Park has been awarded, with works expected to be completed end of June 2021. While many of the playground pieces chosen are 'like-for-like' replacements of what was originally in the parks, there has been some improvements included, such as a universal access play option (at Joan Fejo) and a climbing frame that can also accommodate adult work out sessions (George Park). The universal play equipment has been funded under a Local Roads and Community Infrastructure (LCRI) grant. Further LCRI funding has been received to upgrade the shade structures at Joan Fejo Park. Some of this shade structure funding will be spent as part of this refurbishment, additional shading under the LCRI program will be undertaken next quarter.



New Climbing Frame George Park



Universal Play Equipment Joan Fejo

Tiverton and Phyllis Uren Parks

The Tiverton and Phyllis Uren Parks Refurbishment Tenders closed this quarter, and an assessment of the submissions have been undertaken. Once awarded, it is anticipated that works for Tiverton will be completed by late June 2021 and works for Phyllis Uren completed by the second week of July 2021. The Tiverton Park project is a significant capital investment for Council and will result in an interactive, purpose-built playground for Moulden (see images below).



Proposed Concepts for Tiverton Park

Laneway Program

Council has now completed 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. Last quarter, Council removed approximately 44m² of graffiti from public facilities and infrastructure.

Litter collections have also been increased this quarter in the CBD in preparation for the dry season, and to combat the growing litter events that are occurring across the City. Over the past 12 months there has been a 40% increase in the amount of litter that is being collected from the CBD. On average, 12 months ago, single litter clean-ups would result in the removal of two full 240L bags of rubbish. For the past 4 weeks the average removal of rubbish on a single clean-up event has been 7-8 240L bags. The changing contents of this rubbish is also a concern, with a recent clean-up event resulting the collection 21 liquor bottles from Goyder Square and surrounds.

Public litter bins continue to be serviced across the City, with an approximately 190 bins attended to across this. This quarter 10.6 tonnes of waste have been collected from the public litter bins.

Planning Responses

Council continued to contribute to Territory planning processes, responding to all development planning applications referred for review. During the quarter 11 applications were referred, with 10 responses so far submitted. Significantly, an additional phase (3.6) of the Stage 1 subdivision in Zuccoli was submitted to Development Assessment Services for planning approval. The 62-lot subdivision is pending assessment and decision at the next Development Consent Authority meeting held in Palmerston. Council continues to provide advice prior to and throughout the process, seeking to represent the interests of the community, and ensure sustainable future assets for the organisation.

There are several strategic planning projects which Council has supported on through various engagement phases. The Central Palmerston Area Plan is awaiting adoption after the final stage of consultation concluded late last year. Council also provided comment on a regional social infrastructure assessment of wider Palmerston environs. Council staff also contributed to DIPL shared path review, seeking to work towards greater coordination in programming and pathway delivery.

4. A Future Focus

Objective 4.1: 'We Support and foster innovation'

Open Data Hub

City of Palmerston Open data hub was launched in February, it hosts a total of 19 data layers that can be viewed and downloaded by the community, a further 9 maps display or highlight these data sets.

The open data hub has been live for 26 days with 459 views since its 26/02/2021 launch, this correlates to an average of 13.5 views per day.

Open data will continue to be a focus for City of Palmerston with additional 'smart' and community-based' data being available over the next 6 months. For example, interactive story maps might show case all City of Palmerston's Art installations or walking trails for community members or visitors to follow along and explore.

4. A Future Focus

Objective 4.2: 'Infrastructure is fit for purpose'

Play Space Strategy

Council commenced development of the City of Palmerston Play Space Strategy this quarter. This strategy will ensure that our playgrounds are fit for purpose by ensuring a strategic, equitable and sustainable approach to playground renewals. Community engagement for the strategy will start in April to consider comments and suggestions from the public and assess the current usage of the playgrounds.

Archer Waste Management Facility

A concept design for the redevelopment of the Archer Waste Management Facility has been commissioned this quarter. The redevelopment of the site will result in increased recycling opportunities for the community and improved site safety. The overall project will be undertaken in three stages, with stage 1 to be completed by October 2021.

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:

Council undertook pavement reconstruction works within Pinelands, Yarrawonga, Moulden and Gray. Approximately 705m² of the pavement was resurfaced, restored and rehabilitated to extend the service life of an existing pavement.

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. Council has received the report and have programmed to undertake works for the section identified as priority 1 in the report. The works will increase the life of the pavement and reduce the ongoing maintenance requirement for the road.

Council submitted application for black spot funding 2020-2021 for safety upgrade of intersection of Georgina Crescent and Callanan Road and intersection of Temple Terrace and Essington Avenue.

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. 164 potholes were repaired this quarter, an increase from 53 from the previous quarter, which can be attributed to the extreme weather event.

Council investigated 3 different sinkholes within Moulden, Driver & Woodroffe which has been caused by removal of material below the ground and was collapsed or has been gradually subsidence of the surface into the resulting void due to wet weather event.

Following major activities are expected to occur in next quarter:

Reseal Works: Tender documents are being reviewed for road reseal works. Council aims to award the contract 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.

Reconstruction works for Priority Section 1 of Temple Terrace will be undertaken and completed by mid - June 2021.

Pavement Marking Works: Council is undertaking procurement for pavement marking works 2020-2021. The works are expected to be completed by mid-May 2021.

Pavement reconstruction works for selected section of various roads within Gunn, Woodroffe, Pinelands and Bakewell are scheduled with anticipated completion by mid-June.

Pathways

Over a six-week period, a defect and condition assessment were carried out on all City of Palmerston's Pathways, Laneways and Driveways assets. Temporary data collection staff were employed for the works, and all employees were based in the Greater Darwin Region, with two being long term Palmerston residents. This opportunity either provided the staff with their first experience in their chosen field of work, a source of work since leaving school, or an opportunity for re-entering the workforce. It provided all staff with valuable experience within a local government environment.

Through training provided data the staff collected close to 24,000 individual data points across all 230km of pathways and 12,000 driveways owned by City of Palmerston. The survey resulted a condition rating to be attributed to every pathway and driveway. Condition ratings will form part of the data valuers will use for the revaluation of assets and will be integral to future Asset Management Plans and Capital Works programs.



Zuccoli MCG Stage 2K – Pathway construction works underway

Maintenance:

Council undertook various maintenance activities on its pathway network and carried out upgrades during this quarter to provide safe pedestrians access and improve connectivity.

Some of the major works undertaken in this quarter include:

- Pathway construction works in Zuccoli MCG Stage 2K, approximately 80% complete.
- A new pathway installed on Maurice Terrace. The pathway connects Hutchinson Terrace to the existing pathway between Masson Court and Behm Court. The new pathway provides connectivity to the new Maurice Terrace Dog Park.
- Pathway upgrade within Flinders Park & Woodlake Boulevard, Durack 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.



Maurice Terrace Pathway

Council is continually focusing on 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 to places such as schools, shopping centres, sporting facilities, parks, and public amenities.

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

The following pathway works are programmed for next quarter:

- Granites Drive, between Golden Grove Park and Forrest Parade.
- Driver Avenue, between President Park and Elrundie Avenue

Driveways

The following driveway activities were undertaken this quarter:

- Council received 98 driveway pre-approval requests.
- 27 driveways have been constructed by the council across various suburbs, with Zuccoli being the highest (24), Moulden (2) and Gunn (1).
- Council has issued 5 "**Work on Public Places-Driveway**" permits for construction of driveway by builders.

- 4 Lots have been approved for re-imbursement of driveway cost.

Stormwater

Council undertook works on stormwater infrastructure, which includes open drains, underground pipe networks, 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, the drain that runs along Forrest Parade between Owston Avenue and Applegate Drive, Rosebery was cleaned.
- Council is currently investigating the issue with stormwater within Bellamack and have cleared the underground stormwater pipe networks within Don Circuit, Gambier Way & Piper Court, Durack and Everest Court & Pollux Court Woodroffe.

Also,

- Council received 86 Stormwater Plan Pre-Approval requests out of which 63 plans have been approved.
- 6 lots have been issued stormwater clearance permits.

Planned Activities:

- New Concrete Invert works along Flockhart Drive & Brumby Court, Marlow Lagoon.
- Drainage upgrade works within Driver Drain and Confalonieri Park to improve the safety and efficiency of stormwater pits.
- Invert cleaning works along Waler Roads and Flockhart Drive.

Lights

As continuation of Council's ongoing commitment to improve lighting and to enhance public safety for all road users, Council have now completed the assessment of existing lighting at Broadarrow Circuit Woodroffe, Davoren Circuit Moulden and Mannikan Court, Bakewell. New lighting design works are underway for these roads to improve the lighting and to comply with relevant standards.

During last quarter, as part of maintenance 119 light faults were attended by City of Palmerston to repair.

Council Facilities

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

Highlights include:

- Repair works for Civic Centre building has been completed, to repair significant damage inflicted by a vehicle accident.
- Footbridge timber decks at Marlow Lagoon has been replaced.
- Installed new bin compound for Civic Plaza.
- Enclosure installation for anytime library at the Palmerston Swimming Pool and Fitness Centre has been completed.
- Construction works for installation of ramp and stairs to Library Recording Studio entrance has been completed.
- Internal painting works at Durack Art Centre has been completed.



Anytime library at Palmerston swimming pool and fitness centre and Marlow lagoon footbridge decking replacement.



Ramp installation for library recording studio entrance

Recreation Centre: Landscaping along the Mural wall is now complete.

Planned Activities:

- Requests for Quotation for the supply and delivery of 2 x Prefabricated Modular Toilet Facilities have been submitted through Local Buy. The toilet facilities are currently planned to be installed at Joan Fejo Park and Marlow Lagoon Dog Park. The current program is to secure and install the toilets by August 2021.
- Council is preparing procurement documents for the stadium lighting and lighting for mural in Recreation Centre.
- Designs for solar shade structure for Civic Centre Car parks have been received and reviewed. The installation works will commence soon and will be completed in last quarter of financial year 2020-2021.

- Request for quote completed for replacement of one of the package air-conditioner unit at Civic Plaza. Works to be completed next quarter.
- Council is preparing tender documents for the design and construction of dog kennels to upgrade existing pound at Council's depot.
- Tender has been advertised for the construction of library sound recording studio, with tender closing on 9 April 2021. Works are anticipated to be completed by August 2021.
- Library toilets renovation works scheduled to commence next quarter.

Asset Management

City of Palmerston has upgraded its Asset Management System from its old on-premises server based Assetic myData to a new and improved more versatile Assetic Cloud Based System.

Capabilities Assetic Cloud will now offer users:

- Flexibility and mobility in accessing and updating data.
- Improved workflows and clear delegation of responsibilities.
- Improved financial and asset reporting capabilities.

AS Construction drawings for every subdivision stage since Palmerston was developed have been converted to electronic format and linked to City of Palmerston's ArcGIS system.

How was it achieved:

- More than 20,000 copies of drawings were sorted to determine the latest available version for each subdivision stage.
- 12,370 drawings catalogued into City of Palmerston's record management system Magiq.
- Drawings link to ArcGIS

These works took several months to undertake and will ensure City of Palmerston has the right detailed information available to continually make informed decisions for the community into the future.

5. Environment Sustainability

Objective 5.1: 'Reduce our footprint on the environment'

Weed Management

City of Palmerston has expanded its Salvinia management program this quarter to include Lake 1 in Durack (off Woodlake Boulevard, St Andrews Gardens) and Lake 9 (Hayes Court, Durack).

Salvinia is an environmental weed, listed for priority management under Northern Territory weeds legislation. One of the control methods for Salvinia is the introduction of the Salvinia weevil, which eat only Salvinia and have recently been used successfully in the management of the weed at Sanctuary Lakes.

City of Palmerston in collaboration with the with Department of Environment, Parks and Water Security and the Djurrubu rangers from Kakadu, released 4000 weevils into these lakes. Due to the connectivity of all Durack lakes, (and as the weevils breed and expand in number) it is anticipated that they will move throughout the system having an impact on other Salvinia infestations. A monitoring program will be undertaken over the next few months, in which weevil numbers will be counted and Salvinia extent mapped, to track the success of the program. Signage on the Salvinia Weevil program will also be installed around lake 1 to provide information on the program.



Salvinia infestation lake 1 – Durack Palmerston.

Legislated weeds

This quarter all legislated weeds on council verges were mapped and collated via the a data collection app. Most of these weeds are Gamba grass and Neem trees. Contractors have been engaged to undertake treatment of these weeds, with Gamba grass sprayed in Bellamack, Durack Heights, Yarrowonga, and Marlows Lagoon. Additional Gamba treatment has been contracted for Farrar, Gray, Gunn, Johnston, Moulden, Rosebery, Zuccoli, with works due to be completed by mid-April.

All Neem trees identified will be removed and treated with herbicide to prevent regrowth by tree contractors that are undertaking the upcoming Street Tree pruning program.



Gamba Grass Durack Heights.



Neem Trees in Durack.

Mitchell Creek & Palmerston Escarpment Feasibility and Operations Study

A Mitchell Creek feasibility study is in the developmental phase. This quarter, a request for quote has been drafted to ascertain an implementation plan for natural area remediation works.

A few topics of this implementation plan are as follows:

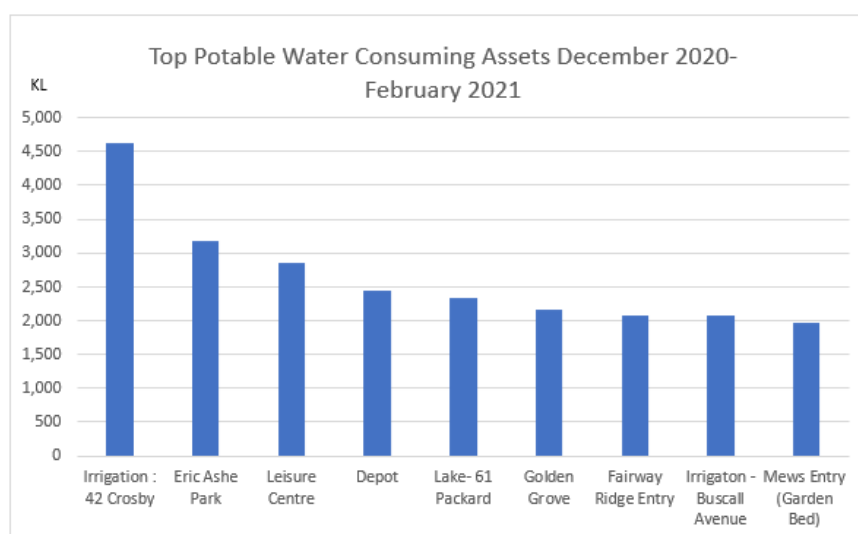
- Determining vegetation communities, species diversity, density and rare and threatened plants.
- Significant environmental and cultural values.
- Invasive species and weed management.
- Fire Management including Fire breaks and Fire protection Zones.

- Erosion and sediment controls – Stormwater management systems.
- Infrastructure maintenance requirements, (pathways, fixed assets, bollards).
- illegal dumping and litter control.
- Exploring the potential nature-based recreation possibilities.

Another more comprehensive update will be available in the next quarterly report.

Irrigation Audits

City of Palmerston has continued to take advantage of the above average wet season, keeping irrigation switched off in our parks, and undertaking auditing to determine maintenance and improvements that will result in water use efficiencies. As indicated in the graph below, irrigation attributes for many of the top water consuming assets in Council.



In addition to improving current infrastructure, the Irrigation team is trialing the use of different irrigation controllers (Rainbird and Signal Control Systems) in two parks that are not currently linked to the CTS irrigation system. These new controllers provide hourly feedback on water consumption and costs, allowing fast and effective changes to run times should it be needed. These trials are free of charge and will give Council the opportunity to utilise more efficient systems, without the costly rollout of changing from the City-wide CTS irrigation system.

Palmerston Lakes

City of Palmerston's first quarter water quality monitoring program was completed in March. This program, which has changed from previous monitoring programs as per recommendations of the Lakes Management Plan, looks at in-situ water quality monitoring to allow for a quick snapshot on health.

While the full results of quarter monitoring have yet to be released, data on Dissolved Oxygen (DO) for Lake 9 & 10 have been provided. These lakes have had lakebed aerators installed and the data was requested to see if there have been some positive effects from the aeration on DO.

Unfortunately, Lake 9, has had close to 0% oxygen saturation, at all depths. The lake nine lakebed diffuser system has a DO sensor which will trigger use once the levels are low. On investigation, this system has been triggered five times since its installation, suggesting that it is working. However, the level of plant matter on the surface of the water is such that no sunlight can penetrate, meaning that

intense stratification of the water column is occurring. Stratification is when distinct layers of water occur in a water body with no mixing between. Stratification can be very detrimental to aquatic fauna.

Lake ten, fairs better, with the top levels of the water body well-oxygenated both day and night. The runs times on this lakes diffuser system will need to be investigated as there is still stratification in the lower levels of the water body, suggesting that the oxygen is not mixing through effectively.

In summary, Lake 10 was rated as in moderate to poor condition, and Lake 9 was in very poor condition. The primary cause is the extent of plant matter; Council is progressing all avenues to get the Weed Harvester back in operation.

The remaining results of the water quality monitoring data will be provided in the next quarterly report.

Solar Generation on the Recreation Centre and Palmerston Library

The PV System at the Palmerston recreation System generated approximately 25.09MWh of power this quarter, providing of the buildings electricity need. The Palmerston Library's PV system generated 27.5MWh of power, providing approx. 32% of the buildings electricity needs. In total, both systems mitigated the release of approximately of 23,000kg of carbon emissions (equivalent to planting 750 trees)

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

Street Tree Clearance Pruning Program

City of Palmerston undertakes regular street clearance pruning programs to ensure that access and sight lines are maintained. The program assesses and removes dead, diseased and/or dying trees.

This quarter, pruning within Bakewell & Rosebery commenced and is due to be completed by early April 2021. Further suburbs of Marlow Lagoon, Yarrawonga, Moulden & Woodroffe have been scheduled to commence mid-April 2021. Several ad hoc trees maintenance requests were also attended to this quarter, of the 102 residential tree enquiries, 31 required tree maintenance.

Tree Planting Program

City of Palmerston undertakes annual tree planting to mitigate heat affects, increase urban biodiversity, and add amenity to street scapes and parks. The upcoming 2020/21 planting program has been scoped this quarter, with planting due to commence on April the 16th. Planting areas have been chosen in the eastern and western portion of the City including:

- East: The Bakewell Escarpment, Atria park, Farrar Boulevard (between Roystonea and Inverway), and the Farrar health Precinct.
- West: Elrundie Avenue in Moulden and Driver.

In total approximately 410 trees will be planted under this program.

In addition, 8 residential tree planting requests have been received with a total of 13 trees planted for the quarter.

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

Archer Waste Management Facility

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

- 754 tonnes of general waste.
- 132 tonnes of recyclable materials diverted.
- 314 tonnes of green waste converted to mulch.

The diversion rates from AWMF this quarter was 28%, in comparison to 37% the same time last year. Site managers have indicated that the above average wet season has had some impact on the ability to recycle some of the larger diversion items such as cardboard, which can become waterlogged in the heavy downpours. This may account for some of the reduced diversion figures.

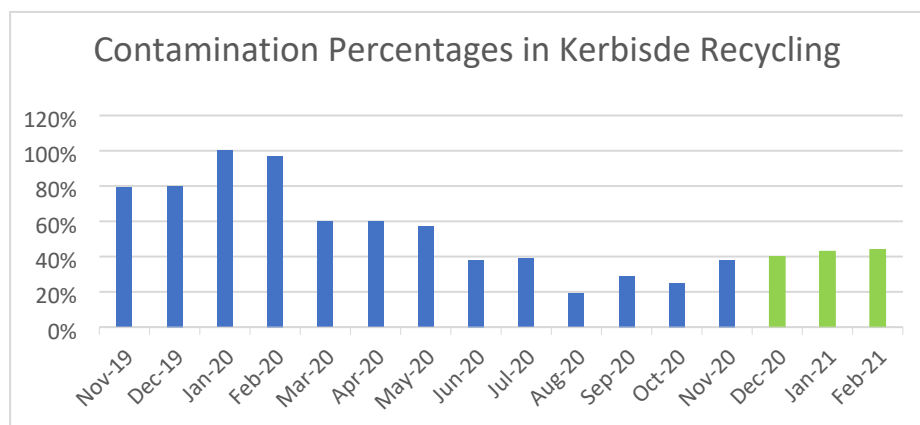
Domestic Kerbside

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

- 1,519 tonnes of General Waste
- 208 tonnes of Recyclable Waste.

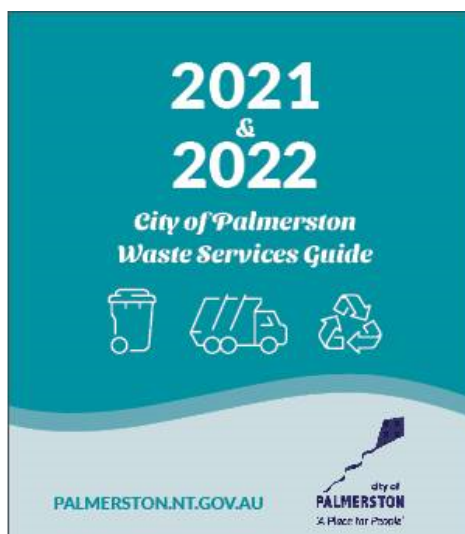
Recycling and Contamination.

Contamination of kerbside recycling material has remained consistent this quarter at approximately 40%. Cleanaway have also indicated that wet weather has impacted on cardboard recycling, which makes up a large percentage of divertible material from the kerbside collections.



City of Palmerston Waste Services Guide

This quarter the City of Palmerston developed the Waste Service Guide. This booklet will be provided to all residents, and includes information and guidance on correct recycling practices, pre-cyclone clean-up, and correct recycling practices for Archer Waste Management Facility. The guide also includes a two-year waste calendar which details the correct days for kerbside collections. The booklet will be delivered to all households in April, and available online.



Governance

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

As of 25 March 2021, 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
Total Received	431	525
Total Completed	340	427

CONSULTATION PROCESS

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

- City Sustainability Manager
- City Operations Manager
- Executive Assistant to Director City Growth and Operations
- Civil Operations Team Leader
- Project Coordinator
- Project Officer

A Place for People

- Asset Officers
- Open Space Lead
- Open Space Officer
- Facilities & Structures Officer

POLICY IMPLICATIONS

NIL

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

AGENDA ITEM:	13.2.1
REPORT TITLE:	SWELL Major Project Update Report
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Executive Officer - Strategic Projects, Francheska Gobel
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

The purpose of this report is to update Council on the Palmerston Swimming and Fitness Centre project, known as SWELL.

KEY MESSAGES

- The SWELL Master Plan provides Council with a vision enhances the users experience and continues to service the needs of the local community.
- The SWELL project delivers a catalytic community hub that is committed to inclusion and provides social health and wellness benefits.
- Overall, the community and stakeholders support the revitalisation of the Palmerston Swimming and Fitness Centre (to be renamed SWELL; Swimming, Wellness, Events, Leisure, Lifestyle).
- A major initiative by City of Palmerston (CoP) was to ensure accessibility to all members of our community by providing free access.
- Development Planning was lodged, and only standard service authority submissions have been received.
- A \$5 million (GST exclusive) grant application has been submitted to the Building Better Regions Fund (BBRF), Round Five (Infrastructure Projects Stream).
- A letter of support identifying \$5 million (GST exclusive) funding commitment has been received from the Northern Territory Government (NTG) in March 2021.
- Letters of support for councils BBRF submission have been received from a variety of elected representatives.
- The project is 'shovel ready' and tenders can be called within four weeks of confirmation of funding from the Australian Government.

RECOMMENDATION

1. THAT Report entitled SWELL Major Project Update Report be received and noted.
2. THAT The Mayor write to all parties who provided letters of support advising that CoP has lodged its BBRF submission and thanking them for their support to date.

BACKGROUND

City of Palmerston is revitalising the more than 30-year-old Palmerston Swimming and Fitness Centre into a family friendly and inclusive swimming and recreation destination for those living in Palmerston and surrounds.

The upgrades will include a purpose built learn to swim and wellness program pool, and family-friendly activity features for all ages and abilities, as well as an adventure play zone unlike any others in the Top End.

Key features of the proposal include:

- Refurbished 50m pool with compliant entry ramp and starting platforms that will improve accessibility for all members of the community.
- Dedicated warm water program pool will support increased physical activity for the community, improve aquatic safety school and cater to overall wellness needs.
- Toddlers zero depth and play pool, will promote physical activity through fun while providing an area for water familiarisation and exploration.
- Aquatic adventure play structure that will provide activity opportunity for youth, young adults and the young at heart, ensuring that there are facilities for all ages and social groups.
- New amenities will provide accessible and inclusive facilities, bringing the Centre in line with current contemporary approaches to provision of sanitary facilities.
- New Café that will provide a social hub and meeting place, increasing the sense of community as well as economic outcomes.
- Energy efficient, modern pool plant and equipment will provide operational efficiencies and water hygiene to contemporary standards.

At the 1st Ordinary Confidential Council Meeting of 8 December 2020, Council made the following decisions:

13.2.1 *SWELL Community Consultation*

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

DISCUSSION

CoP has been progressing the SWELL project to ensure it is ready to be delivered for the Palmerston and Regional Community.

Following the outcomes of the Community Consultation the designs have been updated to include the approved consultation variations.

In late February 2020, a development application was submitted. On closing, only one submission from service authorities (PowerWater) was received. This is considered standard and not a barrier to the proceedings. The matter will now be considered by the Palmerston Division of the Development Consent Authority in April 2021.

In accordance with Council's decision, an Australian Building Better Regions Funding submission was made and submitted, on time, on 12 March 2021. The submission is seeking \$5 million dollars from the Australian Government, with the balance of the funding being \$10 million, to be a funding partnership between NTG and Council.

An independent Economic and Social Impact Analysis Report identified that:

Operationally, the SWELL Centre will generate in the order of:

- 350,000 annual visitations (this is an increase of over 300%)
- \$3.5 million in direct expenditure; and
- 20 direct on-going full-time-equivalent (FTE) jobs.

Major economic benefits to be generated as a result of the SWELL Centre are:

Approximately 39 construction jobs and 20 ongoing full-time equivalent operational jobs;

- Approximately 39 construction jobs;
- Total cost related benefits over ten years of \$75,229,195;
- Total economic and social benefits over ten years of \$156,417,883;
- Net present value of benefits of between \$99,402,136 and \$137,012,256;
- Net present value of costs of between \$47,249,320 and \$61,326,646; and
- Benefits Cost Ratio of between 2.1 to 2.23.

A range of social benefits will be generated from the SWELL Centre, including the following outcome types:

- Liveability;
- Social interaction and inclusion;
- Health; and
- Education.

Letters of support received from:

- Chief Minister Northern Territory Michael Gunner
(NTG and CoP agreed on a singular letter approach for the BBRF submission, however it is noted, that ongoing support has been provided by Eva Lawler MLA, Minister of Infrastructure, Planning and Logistics, Member for Drysdale).
- Senator Dr Sam McMahon, Senator for the Northern Territory
- Warren Snowden MP, Member for Lingiari
- Luke Gosling OAM MP, Member for Solomon
- Senator Malarndirri McCarthy, Senator for the Northern Territory
- Lia Finocchiaro MLA, Leader of the Opposition, Member for Spillett
- Marie-Clare Boothby MLA, Member for Brennan
- Kate Peake, Chief Executive Officer, Regional Development Australia
- Matt Feutrill, Chief Executive Officer, YMCA of the Northern Territory - 2020

The project has received ongoing response from all Palmerston MLA's.

SWELL is shovel ready and once funding has been confirmed, public tenders for construction could be called within four weeks, providing a significant economic boost to the local economy. It is hoped that works could commence in July 2021, with a construction period of around 16 months. The works will be constructed in stages to ensure that water elements remain available for use to the community.

CONSULTATION PROCESS

Community Consultation undertaken late last year, clearly indicated overwhelming community support for this project, with 79% of the respondents advising they like the entire concept, reasoning that the revitalisation is great for families, it is inclusive and user friendly. Those that like the whole concept believe that the revitalisation is an exciting prospect for those living in Palmerston and provides all ages with something to do. Several people suggested additions which have been considered and incorporated where appropriate.

Council will continue to communicate regarding SWELL, and a specific Communications Plans will be developed for the construction phase of the project.

A major initiative by CoP is to ensure accessibility to all members of our diverse community by providing free access to the facility for all. This has been included in the Long-Term Financial Plan (LTFP) and future budgets.

The Council has continued to advocate for the project, in the Northern Territory, with Members of Government and Opposition, and Australian Members of Parliament.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The SWELL budget has been established at \$15 million.

Council is seeking a tri government partnership and has submitted a BBRF application. The funding mix being sought is \$5 million from the Australian Government, with the \$10 million balance to be a funding partnership between NTG and CoP. Councils current LTFP identified Council funding of \$2.5 million via

a loan. A further request will be presented to Council at 2nd Ordinary Meeting in April 2021, regarding the loan and the required Ministerial approval.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

6 Fails to create and deliver the strategic vision for the City

Context: Ensuring a vision is enduring and clear to all relevant stakeholders, guiding future decision making, delivered effectively and efficiently, and that progress is measurable and celebrated.

Community expectation is high, as evident from the consultation results, with 79% of respondents advising they like the concept. To ensure community expectations are met, it is important the project is delivered in a timely manner, with a suitably qualified construction contractor and resources, and communication is made progressively.

During construction, there will be periods that the public will not be able to access all elements of the Palmerston Swimming Pool. Council will work to deliver SWELL in stages, to minimise the impact on the community and ensuring access to all, be it restricted activities.

Given recent economic indicators in the NT with all projects, there is a risk that tender prices will exceed available funding. Should this occur, further direction will be sought from Council and options to proceed.

There is a risk that Council cannot secure the entire \$15 million in funding. No contract will be awarded beyond available funding secured at the time the contract is awarded. Council continues to work with Australian and Territory Governments to finalise funding arrangements. Councils' contribution is via a loan. Loans are subject to Ministerial approval. A report will be presented to council at 2nd Ordinary Meeting in April 2021, regarding loans and approvals.

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

AGENDA ITEM:	13.2.2
REPORT TITLE:	Palmerston Safe Communities Committee Unconfirmed Minutes March 2021
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Community Development Officer - Children & Families, Safe Communities, Liz Middleton
APPROVER:	Director Lifestyle and Community, Amelia Vellar

COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.
Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report presents to Council the unconfirmed minutes from the Palmerston Safe Communities Committee (PSCC) meeting held on Thursday 18 March 2021.

KEY MESSAGES

- Palmerston Safe Communities Committee met on Thursday 18 March 2021.
- Members of the Committee have recommended the preparation of a letter of appreciation for PSCC Member Senior Sergeant Nathan Finn from NT Police, Fire and Emergency Services.
- The agenda and minutes are available on Council's website.

RECOMMENDATION

1. THAT Report entitled Palmerston Safe Communities Committee Unconfirmed Minutes March 2021 be received and noted.
2. THAT Council endorse the recommendation from the Palmerston Safe Communities Committee that a letter of appreciation be prepared on behalf of the Palmerston Safe Communities Committee for Nathan Finn from the Northern Territory Police & Emergency Services for his service on the Committee and his work within the community.

BACKGROUND

Palmerston Safe Communities Committee (PSCC) works in partnership with Council, the Northern Territory Government, business, community service organisations and the community. The core Committee objectives are to reduce and prevent injuries, accidents, and crime in the Palmerston municipality. Palmerston Safe Communities Committee has traditionally met approximately every two months with a total of six meeting dates each calendar year.

DISCUSSION

The Palmerston Safe Communities Committee meeting was held on 18 March 2021 with the unconfirmed minutes provided at **Attachment 13.2.2.1**.

Reports received and noted by the Committee at this meeting included:

- Palmerston Seniors Advisory Committee Update
- Palmerston and Rural Youth Services Update
- Palmerston Safe Communities Committee Action Report

These reports are available to be viewed on Council's website within the PSCC Agenda.

Committee members and guests had the opportunity to share information as part of our Stakeholder Updates which included:

- Thank You Letter for Senior Sergeant Nathan Finn from Palmerston Police Station
- Redevelopment of Public Housing Complexes in Moulden
- Community Works Opportunities from NT Correctional Services
- Neighbour Day event hosted by Neighbourhood Watch NT

Grassroots Youth Engagement recommended the PSCC prepare a letter of appreciation for Nathan Finn from NT Police, Fire and Emergency Services for his work in the Committee given his impending reassignment. Nathan Finn is the Senior Sergeant at the Palmerston Police Station however will be redeployed outside of the Palmerston area within the NT Police. Members of the Committee would like to thank him for his ongoing attendance and participation, and his work within the community.

NT Correctional Services advised that they are looking for organisations to provide work opportunities for community-based adult offenders with court ordered community service. Opportunities should be directed to the NT Correctional Services, Community Work Coordinator.

The announcement of the redevelopment of the Davoren Circuit and Bonson Terrace public housing complex in Moulden was shared with the Committee. Tenants of the complex will be re-housed by May 2021 and this de-densification will assist with improving anti-social behaviour in the area.

Neighbourhood Watch NT are hosting a Neighbour Day event on 27 March 2021 at Sanctuary Lakes, Gunn from 7.30 - 8.30am. Neighbour Day is celebrated on the last Sunday in March every year with the aim of fostering strong personal connections that last beyond the day.

The next Palmerston Safe Communities Committee will be held on Thursday 20 May 2021, from 1.30pm at the Palmerston Recreation Centre, 11 The Boulevard.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

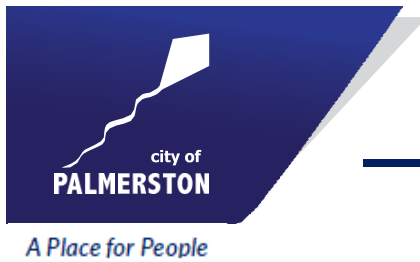
There are no environment sustainability implications for this report.

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. PSCC - Unconfirmed Minutes 18 MARCH 2021 [**13.2.2.1** - 5 pages]



PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

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CITY OF PALMERSTON

**Minutes of Palmerston Safe Communities Committee Meeting
held in Community Room 1,
Palmerston Recreation Centre, 11 The Boulevard,
on Thursday 18 March 2021 at 1:30pm.**

COMMITTEE MEMBERS

City of Palmerston, Alderman Damian Hale (Chair)
City of Palmerston, Mayor Athina Pascoe-Bell
City of Palmerston, Alderman Sarah Henderson
Department of Chief Minister & Cabinet, Sarah Gotch
Department of Territory Families, Housing and Communities
(YORET), Dave Russell
Neighbourhood Watch NT, Hannah Finbow
NT Police CCTV, Michael Maclean
NT Correctional Services, Dominic Ferguson
Department of Territory Families, Housing and Communities
(Public Housing Safety), Jeff Ryan
Department of Infrastructure, Planning and Logistics (Public
Transport), Jennifer Ferguson
Department of Infrastructure, Planning and Logistics (Transit
Safety), Roque Cubillo
Buslink, Ross Robertson
YMCA NT, Leah Sanderson
Department of Infrastructure, Planning and Logistics (Road
Safety), Mel Roomes
Victims of Crime NT, Mandy Pearce
Red Cross NT, Kaitlyn Anderson

STAFF

Deputy CEO & Director of Lifestyle & Community, Amelia
Vellar
Community Development Officer, Liz Middleton (Minute
Secretary)
Community Services Lead, Tom Murphy

GUESTS

Member for Brennan, Marie-Clare Boothby
Member for Spillett, Angie Walker (Representative)
Member of Drysdale, Liz Cruse (Representative)
Buslink, Colin Majid
Department of Chief Minister & Cabinet, Brandon Evans
Grassroots Youth Engagement, Serena Dalton
Royal Life Saving NT, Laura Withers
Office of the Leader of the Opposition, Kylie Wilson
Department of Infrastructure, Planning and Logistics (Road
Safety), Tamara Boehme

Initials: _____



PALMERSTON SAFE COMMUNITIES

COMMITTEE MINUTES

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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 1:34pm

3 APOLOGIES

3.1 Apologies

Moved: Alderman Damian Hale
Seconded: Colin Majid

THAT the following apologies received for the Palmerston Safe Communities Committee meeting on 18 March 2021 be received and noted.

City of Palmerston, Alderman Lucy Morrison
Mission Australia, Michael Soler
YWCA, Stephanie Metry

CARRIED

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

Initials: _____



PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

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5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Sarah Gotch
Seconded: Ross Robinson

THAT the minutes of the Palmerston Safe Communities Committee Meeting held Thursday, 21 January 2021, pages 26 to 31, be confirmed.

CARRIED

6 CORRESPONDENCE

Nil.

7 CONFIDENTIAL ITEMS

Nil.

8 OFFICER REPORTS

8.1 Receive and Note Reports

8.1.1 Palmerston and Rural Youth Services Update

Moved: Mayor Athina Pascoe-Bell
Seconded: Colin Majid

THAT Report entitled Palmerston and Rural Youth Services Update be received and noted.

CARRIED

8.1.2 Palmerston Seniors Advisory Committee Update

Moved: Alderman Sarah Henderson
Seconded: Mayor Athina Pascoe-Bell

THAT Report entitled Palmerston Seniors Advisory Committee Update be received and noted.

CARRIED

Initials: _____



PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

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8.1.3 Palmerston Safe Communities Committee Action Report

Moved: Ross Roberston
Seconded: Mayor Athina Pascoe-Bell

THAT Report entitled Palmerston Safe Communities Committee Action Report be received and noted.

CARRIED

9 OTHER BUSINESS

9.1 9.1.1 Stakeholder Updates

Moved: Ross Roberston
Seconded: Mayor Athina Pascoe-Bell

THAT the following verbal updates provided by the following Committee Members and Guests be received and noted.

- Buslink
- City of Palmerston
- Department of Chief Minister & Cabinet
- Department of Infrastructure, Planning and Logistics (Road Safety)
- Department of Infrastructure, Planning and Logistics (Public Transport)
- Department of Infrastructure, Planning and Logistics (Transit Safety)
- Department of Territory Families, Housing and Communities (Public Housing Safety)
- Department of Territory Families, Housing and Communities (YORET)
- Grassroots Youth Engagement
- Member for Brennan
- Member for Drysdale
- Member for Spillett
- Neighbourhood Watch NT
- NT Police CCTV
- NT Correctional Services
- Red Cross NT
- Royal Life Saving NT
- Victims of Crime NT
- YMCA NT

CARRIED

Initials: _____



PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

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9.2 9.2.1 Letter of Appreciation

Moved: Alderman Damian Hale

Seconded: Michael Maclean

THAT the Palmerston Safe Communities Committee recommend to Council:

THAT a letter of appreciation be prepared on behalf of the Palmerston Safe Communities Committee for Nathan Finn from the Northern Territory Police & Emergency Services for his service on the Committee and his work within the community.

CARRIED

10 NEXT MEETING

The next meeting for the Palmerston Safe Communities Committee will be held on Thursday 20 May 2021 at 1:30pm at the Palmerston Recreation Centre, 11 The Boulevard, Palmerston.

11 CLOSURE OF MEETING

The Palmerston Safe Communities Committee meeting, held at Palmerston Recreation Centre, 11 Palmerston, on Thursday 18 March 2021 closed at 2:37pm.

Chair

Print Name

Date

Initials:

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Palmerston Seniors Advisory Committee Unconfirmed Minutes March 2021
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Community Services Officer, Tess Riches
APPROVER:	Director Lifestyle and Community, 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 the 1 March 2021 Palmerston Seniors Advisory Committee meeting minutes and seeks council approval for actions listed.

KEY MESSAGES

- Palmerston Seniors Advisory Committee (PSAC) is an advisory committee to City of Palmerston, and an advocacy body for the community regarding issues relating to seniors in the Palmerston Municipality.
- Meetings are currently held approximately bi-monthly.
- Unconfirmed Minutes from the 1 March 2021 are included as **Attachment 13.2.3.1**
- Agendas including attachments, and minutes of the PSAC meetings can be found on Council's website.

RECOMMENDATION

1. THAT Report entitled Palmerston Seniors Advisory Committee Unconfirmed Minutes March 2021 be received and noted.
2. THAT Council endorse the recommendations from the Palmerston Seniors Advisory Committee being:
 - THAT a letter of thanks be forwarded to the Hon Warren Snowdon MP, Member for Lingjari, Northern Territory, from the Chair of Palmerston Seniors Advisory Committee regarding Postal Services Bakewell and Zuccoli Shopping Centres.
 - THAT a site plan of the new Gray Hall be emailed to Palmerston Seniors Advisory Committee members.
 - THAT Palmerston Seniors Day be held in the Palmerston Recreation Centre on Wednesday 18 August 2021.

BACKGROUND

Palmerston Seniors Advisory Committee (PSAC) is an advisory committee to City of Palmerston, and an advocacy body for the community regarding issues relating to seniors as recorded in an action table. Meetings are currently held every two months and agendas and minutes of these are available on Council's website.

DISCUSSION

PSAC members met on Monday 1 March 2021 to consider the current action table.

Members received advice from the Hon Warren Snowdon that two new postal boxes would be installed in the community and requested that the PSAC Chair write in reply to express their gratitude.

The Director of Lifestyle and Community provided an overview of progress to date of the tender process for redevelopment of Gray Hall. PSAC members requested a copy of the updated Gray Hall site plan via email.

Possible activities, topics of interest and guest speakers were suggested for the 2021 City of Palmerston Seniors Day, which will be held in the Palmerston Recreation Centre on Wednesday 18 August 2021.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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.

Changes to Terms of Reference (TOR) may be made following review by the incoming Council after the August 2021 election. Additional PSAC members may be recruited according to the TOR.

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. Unconfirmed Palmerston Seniors Advisory Committee Minutes 1 March 2021 [13.2.3.1 - 5 pages]

CITY OF PALMERSTON

Minutes of Palmerston Seniors Advisory Committee Meeting
held in Community Room 1
Palmerston Recreation Centre, Palmerston
on Monday 1 March 2021 at 12:00pm.

COMMITTEE MEMBERS

Alderman Sarah Henderson, City of Palmerston (Chair)
Neville Driver
Ann Brown
Anne Coutts
Barbara Crane
Dot Chapman
Trevor Miller
Sandra Parker
Mary Oliffe

STAFF

Deputy Chief Executive Officer/Director Lifestyle and
Community, Amelia Vellar
Community Support Officer (Minute Secretary), Tess Riches

GALLERY

Chris Murray
Jessica Bradley, Electorate Officer - Spillett, CLP

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 12.07pm.

3 APOLOGIES

3.1 Apologies

Moved: Neville Driver
Seconded: Ann Brown

THAT the apologies received from Mayor Athina Pascoe-Bell, City of Palmerston;
Sheryl Sephton, Maggie Grave for meeting 1 March 2021 be received and noted.

CARRIED

Initials: _____

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Mary Oliffe
Seconded: Neville Driver

THAT the minutes of the Palmerston Seniors Advisory Committee Meeting held on Monday, 23 November 2020 pages 5 to 9 be confirmed.

CARRIED

6 CHAIRS REPORT

6.1 Chair's Report

Moved: Sandra Parker
Seconded: Mary Oliffe

THAT the verbal updated provided by Alderman Henderson be received and noted.

CARRIED

Initials: _____

7 CORRESPONDENCE

7.1 Postal Services Bakewell Shopping Centre

Moved: Mary Oliffe
Seconded: Dot Chapman

THAT correspondence received from the Hon Warren Snowdon MP, Member for Lingiari, Northern Territory, regarding Postal Services Bakewell Shopping Centre be received and noted.

CARRIED

8 CONFIDENTIAL ITEMS

Nil.

9 OFFICER REPORTS

9.1 Receive and Note Reports

Nil.

9.2 Action Reports

9.2.1 Action Report March 2021

Moved: Dot Chapman
Seconded: Trevor Miller

1. THAT Report entitled Action Report March 2021 be received and noted.

CARRIED

2. THAT the Palmerston Seniors Advisory Committee recommend to the Council:

Moved: Mary Oliffe
Seconded: Dot Chapman

- i. THAT a letter of thanks be forwarded to the Hon Warren Snowdon MP, Member for Lingiari, Northern Territory, from the Chair of Palmerston Seniors Advisory

Initials: _____

Committee regarding Postal services Bakewell and Zuccoli Shopping Centres.

CARRIED

Moved: Sandra Parker
Seconded: Mary Oliffe

- ii. THAT a site plan of the new Gray Hall be emailed to Palmerston Seniors Advisory Committee members.

CARRIED

Moved: Neville Driver
Seconded: Trevor Miller

- iii. THAT Palmerston Seniors Day be held in the Palmerston Recreation Centre on Wednesday 18 August 2021.

CARRIED

10 OTHER BUSINESS

Nil

11 NEXT MEETING

Moved: Mary Oliffe
Seconded: Anne Coutts

THAT the next meeting for the Palmerston Seniors Advisory Committee be held on Monday, 10 May 2021 at 12:00pm in Community Room 1, Palmerston Recreation Centre, 11 The Boulevard, Palmerston.

CARRIED

12 CLOSURE OF MEETING

Moved: Ann Brown
Seconded: Mary Oliffe

The Palmerston Seniors Advisory Committee meeting, held in the Community Room 1, Palmerston Recreation Centre, 11 The Boulevard, Palmerston on Monday, 1 March 2021 closed at 1.02pm.

CARRIED

Initials: _____

CHAIR

Date:

UNCONFIRMED

Initials:

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Council Policy Review - Community Consultation
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Deputy Chief Executive Officer, Amelia Vellar
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval for changes to Council Policy Review - Community Consultation following a review of this policy.

KEY MESSAGES

- As part of Council's review of all its policies within its term, Council Policy Review - *Community Consultation* has been reviewed and changes are being recommended.
- City of Palmerston is committed to open, accessible, and accountable decision-making informed by consultation with the Palmerston community.
- This policy provides the governance for meaningful and engaging community consultation practices in Council's planning and decision-making process.
- The revised Policy removes procedural information and explains the standard of consultation the community can expect from Council.
- It is recommended that all community consultation be conducted in line with the *IAP2 International Association for Public Participation*.

RECOMMENDATION

1. THAT Report entitled Review of Council Policy - *Community Consultation* be received and noted.
2. THAT Council endorses the amended Council Policy *Community Consultation* being **Attachment 13.2.4.3** to report entitled Council Policy Review - Community Consultation.

BACKGROUND

City of Palmerston has a policy review schedule in place for all Council policies whereby all policies must be reviewed at least once in the term of Council.

A review of Council Policy COMM003 *Community Consultation* was scheduled for 1 January 2019 however the review was delayed, and the impact of COVID-19 subsequently further delayed the review.

Policy COMM003 *Community Consultation*, was last reviewed and replaced with a new policy, (being the existing policy) on 16 February 2016. **Attachment 13.2.4.1.**

At the 2nd Ordinary Council Meeting of 16 February 2016 Council made the following decisions:

Review Community Consultation Policy

1. THAT Council approve the COMM003 Community Consultation Policy.
2. THAT community assets be defined in the policy to reflect those assets directly providing amenity to the community.
3. THAT changes to the rating structure of Council be identified as requiring a level 2 city wide consultation.

CARRIED 8/1830 – 16/02/2016.

DISCUSSION

The existing Council Policy COMM003 *Community Consultation* outlines the framework for how Council will undertake community consultation and includes the level of consultation, however the focus is operational and should better reflect the standard of consultation the community can expect from Council. **Attachment 13.2.4.1.**

The updated Policy includes additions such as:

- Providing accessible ways to present information to include people from a range of different demographics,
- Taking into consideration any conflicting consultation activities and working around times where the community may not be available to provide feedback, for example, during the school holidays,
- Being up front with the community about how their feedback will be used to inform Council decisions; and
- Closing the loop by providing timely feedback to the community and explaining how their input was used in the final decision.

The current Policy outlines the timeframes for consultation and tactics that will be used. In some instances, the duration of consultation is set by legislation, however in other cases it is determined by Council decision upon recommendation by staff, so it is redundant to set it out in a policy. Council staff also have a significant number of tactics to choose from, and they may vary depending on the level of engagement, the timeframe for engagement, or resources available and not specifying them in a policy provides Council staff with the flexibility they require to deliver the best outcome. **Attachment 13.2.4.2.** The changes made are reflected in the amended Council Policy, *Community Consultation*.

The IAP2 Public Participation Spectrum is used for the used extensively by government and the private sector in guiding community engagement and the updated Policy references using this methodology in Council's future consultation planning.

A review of this policy will be required during the term of the next Council as per the *Local Government Act 2019*.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

If the proposed council Policy *Community Consultation* is adopted, it will replace the current version as presented at **Attachment 13.2.4.3** to 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.

By following best-practice consultation methodology and committing to actively engage the community in meaningful conversations, Council can continue to build trust and enhance community confidence, support for and involvement in our programs and projects.

6 Fails to create and deliver the strategic vision for the City

Context: Ensuring a vision is enduring and clear to all relevant stakeholders, guiding future decision making, delivered effectively and efficiently, and that progress is measurable and celebrated.

8 Fails to develop effective relationships and manage expectations of relevant parties

Context: Engagement and communication with stakeholders (internal and external to the Council).

The updated Policy aligns with the strategic vision outlined in the Community Plan and commits to informing the community on Council's future initiatives. The Policy includes the importance of providing timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by 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. COMM003 Community Consultation Policy [13.2.4.1 - 5 pages]
2. COMM003 Community Consultation Policy Tracked [13.2.4.2 - 7 pages]
3. Community Consultation Policy Clean [13.2.4.3 - 3 pages]



POLICY

COMM003

Name:	Community Consultation		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Lifestyle and Community		
Approval Date:	16/02/2016	Next Review Date:	1/01/2019
Records Number:	365895	Council Decision:	8/1830

1 PURPOSE

This policy provides the framework and governance for community involvement in Council's planning and decision making. Community consultation allows Council access to wider sources of information, points of view and potential solutions. It gives the community a better understanding of the issues behind the decision making process and the related constraints or opportunities that exist.

The City of Palmerston is committed to open, accountable and responsive decision making which is informed by effective communication and consultation between Council and Community.

The level of consultation undertaken relates directly to the nature complexity and impact of the issue, plan or strategy. In a number of areas, the Council is required to comply with specific legislative requirements such as minimum periods, publication in the Gazette and newspapers. Consultation processes identified in this Policy should be seen as complementing any prescribed statutory requirements.

2 PRINCIPLES

The City of Palmerston's Community Consultation Policy is underpinned by the following principles:

- The Community will be involved and informed about key decisions that may affect them.
- Consultation methods and strategies will be designed to maintain focus on the issue being addressed.
- Council will establish the level of consultation and identify potential stakeholders in each specific circumstance.
- Council will provide information that is accessible and easily understood.
- Council will provide contact details for obtaining further information and instructions on how to submit feedback in all consultation communications.
- A range of opportunities appropriate to the level will be provided for people to access information and be involved.
- Council will consider community views and take into account submissions made by various stakeholders.
- The best interest of the community will prevail over individual or vested interests.
- Council's requirement to balance community views and interest with other influences such as budgetary constraints.



POLICY

COMM003

3 DEFINITIONS

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

Term	Definition
Community	Residents, property and business owners of the City of Palmerston
Consultation	The process of formal and informal consulting or discussion
Statutory	Required, permitted or enacted by statute
City Wide	The entire Municipality of Palmerston
Neighbourhood	Immediate environment, surroundings or related vicinity

4 POLICY STATEMENT

4.1 Community Consultation Levels

Council reserves the right to review the elements of the consultation process to suit the requirements of any particular issue.

The Community Consultation Policy specifies three levels designed to suit all consultation requirements, ranging from the most basic public notification to seeking input on a major project or issue of community-wide significance.

- Level 1 consultation is the lowest level
- Level 2 consultation is the medium level
- Level 3 consultation is the highest level

Each level has a city wide or neighbourhood focus to suit the circumstances.

Where there is no statutory requirement for consultation, selection of the appropriate level will determine the level of resources to be allocated for consultation.

- Level 1 specifies no minimum period
- Level 2 sets a minimum of 21 days
- Level 3 sets a minimum of 35 days and requires Council to make a specific budget allocation commensurate with the importance of the topic.

It is Council's prerogative to establish the level of consultation required when considering a subject requiring community consultation. The level will need to reflect the minimum statutory requirements relating to that subject. It will be applied to any matter where consultation is required by legislation, Council policy or when Council considers this is to be appropriate.

The Chief Executive Officer will be responsible for implementation of the policy, which will include establishing the consultation level and determining which of the elements within that level will be undertaken where Council has not done so.

Any good consultation strategy requires a certain degree of flexibility to suit the specific situation. While setting out minimum standards, each activity level reflects this need by not being too prescriptive. The following list indicates which level may apply for certain activities. Clearly, according to community interest and perception at the time, the appropriate level can change and so the following list indicates only which level is more likely to apply certain activities. There are examples only and should not be regarded as comprehensive.



POLICY

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CITY WIDE

Level 1

- Code of Practice
- Change of Consultation Policy
- Changes to dates, times and venues to Council and committee meetings
- Changes to Council operating hours
- Temporary closure to Council facilities
- Road closure for Traffic Management
- Road re-sealing program
- Playground installation/removal of equipment (regional and major parks)

Level 2

- Municipal Plan (including budget)
- Major upgrade to Council facilities
- Permanent road closures
- Lease of community land or community asset
- New By-laws
- Policies in relation to order making power

Level 3

- Strategic Plans (Palmerston City Centre Master Plan)
- Major Projects
- Review of representation, Council boundaries and amalgamation

NEIGHBOURHOOD

Level 1

- Change of Street Name
- Notice of Works
- Changing of parking restrictions
- Closing Laneway
- Playground installation/removal of equipment (local parks)

Level 2

- Traffic Management proposals
- Planting vegetation where it will have a significant impact
- Local streetscape proposal

Level 3

- Sale of park or community asset
- Closure and sale of road
- Lighting of public places



POLICY

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The City of Palmerston's Community Consultation Policy		
Level 1	Level 2	Level 3
City Wide Issues:		
<ul style="list-style-type: none"> - Compliance with statutory requirements (if any) - Advertisement in the NT News. Options are a public notice advertisement or a display advertisement - Consider submissions made in response <p>* A letter box drop may be done as well, or instead of, press advertising.</p>	<ul style="list-style-type: none"> - Compliance with statutory requirements (if any) - Advertise in the NT News - Council's website - Council's Facebook Page - Media release, if appropriate - Allow a minimum of 21 days for response - Copies of major reports/plans available in the Library, Council Front Counter and for purchase - Consider submissions made in response - Report to Council summarising submissions for formal Council decision <p>* A letter box drop may be done as well, or instead of, press advertising</p> <ul style="list-style-type: none"> - As directed by Council, any or all of: <ul style="list-style-type: none"> ▪ Workshops ▪ Focus groups ▪ Open days ▪ Displays/notice boards ▪ Community forums ▪ Public debates 	<ul style="list-style-type: none"> - Council allocates a specific budget - Compliance with statutory requirements (if any) - Advertise in NT News including Palmerston Sun and NT News - Council's website - Council Facebook Page - Media release and/or briefings - Minimum 35 days response - Newsletter articles and specific publication to all residents - As directed by Council, any or all of: <ul style="list-style-type: none"> ▪ Workshops ▪ Focus groups ▪ Open days ▪ Display/notice boards ▪ Variable notice boards ▪ Community forums ▪ Public debates ▪ Surveys ▪ Outreach to key groups wh they are located - Copies of major reports/plans available in the Library, Council Front Counter and for purchase - Consider submissions made in response - Report to Council summarising submissions for formal Council decision
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<ul style="list-style-type: none"> - Compliance with statutory requirements (if any) - Letter of advices to affected properties, or properties within 250m of site, as appropriate 	<ul style="list-style-type: none"> - Compliance with statutory requirements (if any) - Letter of advices to affected properties, or properties within 250m of site, as appropriate - Allow a minimum of 21 days for response - Copies of major reports/plans available in the Library and for purchase - Consider submissions made in response - Report to Council summarising submissions for formal Council decision 	<ul style="list-style-type: none"> - Compliance with statutory requirements (if any) - Letter of advices to affected properties, or properties within 250m of site, as appropriate - Neighbourhood forums - Minimum 35 days of response - Copies of major reports/plans available in the Library and for purchase - Consider submissions made in response - Report to Council summarising submissions for formal Council decision



POLICY

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The City of Palmerston's Community Consultation process will be complimented by:

- Continued community participation on Advisory Groups and Committees;
- Elected Members maintaining a close contact with the community and keep Council informed of real experiences and views of residents within the Municipality;
- A Public Question Time session at each Ordinary Meeting of Council;
- A combination of web based applications, questionnaires, social media and professional surveys, as appropriate;
- Information packages consisting of information sheets, brochures and pamphlets.

In a number of areas, the Council is required to comply with specific legislative requirements, such as minimum periods and publication in a local newspaper. Consultation processes identified in this policy should be seen as complementing any prescribed statutory requirements.

This policy will be reviewed once during the term of Council.

Council's Community Consultation Policy is available for inspection without charge at the Council office. The policy may also be downloaded from Council's website www.palmerston.nt.gov.au.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act 2014



POLICY

COMM003

Name:	Community Consultation		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Lifestyle and Community Deputy Chief Executive Officer		
Approval Date:	16/02/2016	Next Review Date:	1/01/2019
Records Number:	365895	Council Decision:	8/1830

1 PURPOSE

~~The City of Palmerston is committed to open, accessible, accountable and accountable responsive decision-making which is informed by consultation with the Palmerston community, effective communication and consultation between Council and Community.~~

This policy provides the ~~framework and governance~~ for meaningful and engaging community consultation practices in Council's planning and decision-making process.

Outcome 6 in City of Palmerston's Community Plan states:

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

To deliver on this outcome, Council must be closely connected to its community, working in partnership to deliver what is needed to support people's lives. In doing so, Council is actively pursuing its communities' trust, through being open, accessible, and accountable.

It is essential that Council has a consistent approach to community engagement in place, and this policy sets out the framework for how we undertake consultation. The processes identified in this Policy complement any prescribed statutory requirements.

~~community involvement in Council's planning and decision-making. Community consultation allows Council access to wider sources of information, points of view and potential solutions. It gives the community a better understanding of the issues behind the decision making process and the related constraints or opportunities that exist.~~

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2 PRINCIPLES

~~The City of Palmerston's Community Consultation Policy is underpinned by the following principles:~~

- Encourage contributions from the community on decisions that will affect them.
- Identify the appropriate stakeholders and communicate how much influence the community has on the decision-making process.
- Provide a variety of appropriate and accessible ways for all people to have their say, including 24/7 online engagement options.
- Inform the community on Council's future initiatives and enhance community confidence, support for and involvement in these programs.
- Improve Council's understanding and management of community needs in all community consultation projects through the development of tailored community consultation plans, communication and media plans and reports.
- Actively listen to community views and use feedback to inform Council decisions.
- Provide appropriate minimum consultation periods and schedule consultation activities around any conflicting priorities such as school holidays, Council elections and/or other consultation activities.
- Provide timely feedback to participants and the broader community explaining how community input has been considered and what final outcomes have been determined by Council.

~~The Community will be involved and informed about key decisions that may affect them:~~

- ~~— Consultation methods and strategies will be designed to maintain focus on the issue being addressed.~~
- ~~— Council will establish the level of consultation and identify potential stakeholders in each specific circumstance.~~
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POLICY

COMM003

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Term	Definition
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<u>Consultation</u>	<u>The process of formal and informal consulting or discussion</u>
<u>Stakeholders</u>	<u>Stakeholders are recognised as individuals and groups who have an interest in Council's decision-making and who are affected by Council's decisions.</u>
<u>Statutory</u>	<u>Required, permitted or enacted by statute</u>
<u>IAP2</u>	<u>The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.</u>
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4 POLICY STATEMENT

4.1 Community Consultation LevelsGeneral

- 4.1.1 This Policy applies to employees, contractors, volunteers, consultants and any other person(s) undertaking public engagement on behalf of City of Palmerston.
- 4.1.2 The Community Consultation Policy specifies the consultation timeframes depending on the project(s) public impact.
- 4.1.3 Consultation methodology will be guided by internal procedural strategies in line with the IAP2 International Association of Public Participation.
- 4.1.4 All consultation will reflect the minimum statutory requirements where applicable.
- 4.1.5 Where there is no statutory requirement for consultation, selection of the appropriate timeframe and actions will be at the discretion of Council.
- 4.1.6 The Communications and Media Team is responsible for providing advice and assistance for engaging with internal and external stakeholders and keeping this Policy up to date, visible and readily accessible.
- 4.1.7 The Chief Executive Officer will be responsible for implementation of the policy, which will include establishing the appropriate consultation methodology for each issue or project and reporting outcomes of consultations and review(s) of this Policy to Council.

4.2 Ongoing community consultation

Council's commitment to engage with the community includes the following ongoing community engagement activities:

- 4.2.1 Open Council meetings including a 30-minute public forum.
- 4.2.2 Continued community participation in Advisory Groups and committees.
- 4.2.3 Open communication through the customer service team including phone, email, social media, web and face to face conversations.
- 4.2.3 Regular engagement opportunities with Elected Members.



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~~Council reserves the right to review the elements of the consultation process to suit the requirements of any particular issue.~~

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- ~~— Level 1 consultation is the lowest level~~
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CITY WIDE

Level 1

- ~~— Code of Practice~~
- ~~— Change of Consultation Policy~~
- ~~— Changes to dates, times and venues to Council and committee meetings~~
- ~~— Changes to Council operating hours~~
- ~~— Temporary closure to Council facilities~~



POLICY

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- Road closure for Traffic Management
- Road re-sealing program
- Playground installation/removal of equipment (regional and major parks)

Level 2

- Municipal Plan (including budget)
- Major upgrade to Council facilities
- Permanent road closures
- Lease of community land or community asset
- New By-laws
- Policies in relation to order making power

Level 3

- Strategic Plans (Palmerston City Centre Master Plan)
- Major Projects
- Review of representation, Council boundaries and amalgamation

NEIGHBOURHOOD

Level 1

- Change of Street Name
- Notice of Works
- Changing of parking restrictions
- Closing Laneway
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Level 2

- Traffic Management proposals
- Planting vegetation where it will have a significant impact
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Level 3

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The City of Palmerston's Community Consultation Policy		
Level 1	Level 2	Level 3
City Wide Issues:		
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POLICY

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<p>Consider submissions made in response</p> <p>* A letter box drop may be done as well, or instead of, press advertising.</p>	<p>Allow a minimum of 21 days for response</p> <p>Copies of major reports/plans available in the Library, Council Front Counter and for purchase</p> <p>Consider submissions made in response</p> <p>Report to Council summarising submissions for formal Council decision</p> <p>* A letter box drop may be done as well, or instead of, press advertising</p> <p>As directed by Council, any or all of:</p> <ul style="list-style-type: none"> • Workshops • Focus groups • Open days • Displays/notice boards • Community forums • Public debates 	<p>Council's website</p> <p>Council Facebook Page</p> <p>Media release and/or briefings</p> <p>Minimum 35 days response</p> <p>Newsletter articles and specific publication to all residents</p> <p>As directed by Council, any or all of:</p> <ul style="list-style-type: none"> • Workshops • Focus groups • Open days • Display/notice boards • Variable notice boards • Community forums • Public debates • Surveys • Outreach to key groups where they are located <p>Copies of major reports/plans available in the Library, Council Front Counter and for purchase</p> <p>Consider submissions made in response</p> <p>Report to Council summarising submissions for formal Council decision</p>
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- Continued community participation on Advisory Groups and Committees;
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POLICY

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5 ASSOCIATED DOCUMENTS

[5.1 AD02 Media Policy](#)

[5.1.1 Community Engagement Strategy \(internal document\)](#)

[5.1.2 Community Plan](#)

6 REFERENCES AND RELATED LEGISLATION

[6.1 Northern Territory Local Government Act ~~2019 section 291, Content of annual report.~~](#)

[The annual report of a council must include:](#)

[\(f\) the report on the consultations undertaken by the council in the relevant financial year.](#)

~~6.1 Northern Territory Local Government Act 2014~~



POLICY

Name:	Community Consultation		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Deputy Chief Executive Officer		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

City of Palmerston is committed to open, accessible and accountable decision-making informed by consultation with the Palmerston community.

This policy provides the governance for meaningful and engaging community consultation practices in Council's planning and decision-making process.

Outcome 6 in City of Palmerston's Community Plan states:

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

To deliver on this outcome, Council must be closely connected to its community, working in partnership to deliver what is needed to support people's lives. In doing so, Council is actively pursuing its communities' trust, through being open, accessible, and accountable.

It is essential that Council has a consistent approach to community engagement in place, and this policy sets out the framework for how we undertake consultation. The processes identified in this Policy complement any prescribed statutory requirements.

2 PRINCIPLES

- Encourage contributions from the community on decisions that will affect them.
- Identify the appropriate stakeholders and communicate how much influence the community has on the decision-making process.
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POLICY

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4 POLICY STATEMENT

4.1 General

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4.2 Ongoing community consultation

Council's commitment to engage with the community includes the following ongoing community engagement activities:

- 4.2.1 Open Council meetings including a 30-minute public forum.
- 4.2.2 Continued community participation in Advisory Groups and committees.
- 4.2.3 Open communication through the customer service team including phone, email, social media, web and face to face conversations.
- 4.2.3 Regular engagement opportunities with Elected Members.



POLICY

5 ASSOCIATED DOCUMENTS

- 5.1 Media Policy
- 5.2 Community Engagement Strategy (internal document)
- 5.3 Community Plan

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act NT*

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	NT Electoral Service Agreement: April 2021 to September 2021
MEETING DATE:	Tuesday 6 April 2021
AUTHOR:	Governance and Strategy Manager, Manu C Pillai
APPROVER:	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 update Council with details of the Electoral Service Agreement (ESA) to be entered with the Northern Territory Electoral Commission (NTEC) and associated costs for the conduct of the 2021 Local Government General Election.

KEY MESSAGES

- The Northern Territory Electoral Commission (NTEC) is responsible for the conduct of local government general elections.
- An Electoral Service Agreement establishes the services and costs for the conduct of the City of Palmerston General Election 2021.
- This Electoral Service Agreement will be in place for electoral services occurring within the period of April 2021 until September 2021.
- City of Palmerston has been working with NTEC to determine ways to improve voter participation as well as potential voting locations.
- NTEC will provide practical and reasonable assistance to the City of Palmerston during the performance of services under this Electoral Service Agreement.
- NTEC has quoted this service at \$251,679.69 (excluding GST).
- Council holds an election expenses reserve of \$150,000 for any upcoming Council election, or to help fund a by-election.
- Council endorsement is required for the additional expenses for the conduct of the 2021 Local Government Election.

RECOMMENDATION

1. THAT Report entitled NT Electoral Service Agreement: April 2021 to September 2021 be received and noted.
2. THAT Council approves an expenditure of \$251,679.69 (excluding GST) for the Palmerston Local Government Election 2021, to be included in the 2021/2022 budget as follows:
 - \$150,000 from the election expenses reserve
 - \$101,679.69 from general revenue

BACKGROUND

At the 2nd Ordinary Council Meeting of January 2017 Council made the following decisions:

2017 Local Government General Election Costs

1. *THAT Council receives Report Number 8/1065.*
2. *THAT the Chief Executive Officer be delegated authority to negotiate and finalise the Electoral Service Agreement with the Northern Territory Electoral Commission for the conduct of the 2017 Local Government General Election.*

CARRIED 8/2426 – 17/01/2017

The Northern Territory Electoral Commission (NTEC) is responsible for the conduct of local government general elections. This Electoral Service Agreement defines the costing and electoral service arrangements for the City of Palmerston.

DISCUSSION

NTEC will provide practical and reasonable assistance to the City of Palmerston during the performance of services under this Electoral Service Agreement. Practical and reasonable assistance includes, but is not limited to, providing access to premises, information, and resources that are administered, owned, or organised by the NTEC.

This Electoral Service Agreement does not procure the NTEC as a contractor to the City of Palmerston but instead recognises the parties' mutual interest in the preparation and conduct of the election required by the City of Palmerston under the Local Government Act. The City of Palmerston will provide practical and reasonable assistance to NTEC during the performance of services under this Electoral Service Agreement.

Council currently holds \$150,000 as an election expenses reserve. As per the current Financial Reserve policy, this reserve should not exceed \$150,000 which will be used fund any upcoming Council election, or to help fund a by-election. Based on the costing scenario, NTEC has quoted the service at \$251,679.69 (excluding GST). Additional amount needs to be budgeted in the 2021-22 budget to meet this expense. NTEC is proposing to provide election day voting services at the following five centres in the City of Palmerston area:

- Palmerston City- Palmerston Shopping Centre
- Rosebery - Palmerston Middle School
- Woodroffe - Sacred Heart Primary School
- Yarrawonga - Gateway Shopping Centre
- Zuccoli - Zuccoli Primary School

In addition to the requirements outlined in the *Local Government Act* and the Local Government (Electoral) Regulations, NTEC will provide the following agreed activities:

- Undertake all Statutory Advertising
- Provide Notebook Electronic Electoral Rolls for voter mark off
- Provide all Cardboard voting equipment
- An active Website with election information and results
- Voter information call centre

- Employment and training of election staff
- Easy Count software
- Deputy Returning Officer
- Ballot Papers and other associated printing products
- Voting Centre Election materials
- Declare the Election result at the City of Palmerston Council Office as per election timetable
- The Northern Territory Electoral Commission is proposing to provide election day voting services at the following five (5) centres in the City of Palmerston area:

Palmerston - Alderman	Election Day Voting Centre	Palmerston City	Palmerston Shopping Centre
Palmerston - Alderman	Election Day Voting Centre	Rosebery	Palmerston Middle School
Palmerston - Alderman	Election Day Voting Centre	Woodroffe	Sacred Heart Primary School
Palmerston - Alderman	Election Day Voting Centre	Yarrowonga	Gateway Shopping Centre
Palmerston - Alderman	Election Day Voting Centre	Zuccoli	Zuccoli Primary School

The Palmerston City and Yarrowonga voting centres are “super booths” and will issue votes for all councils on election day.

- The Northern Territory Electoral Commission will provide early voting centres at the following locations:

- Palmerston Shopping Centre (confirmed) and Gateway Shopping Centre (tbc)

Opening hours	16 August – 20 August 2020	8.00am – 5.00pm daily
	21 August 2020	9.00 am – 3.00 pm
	23 August – 26 August 2020	8.00 am – 5.00 pm daily
	27 August 2020	8.00 am – 6.00pm

The early voting centres will issue early votes for all Councils and wards.

It is noted that as both early voting centre venues are located within shopping complexes, the owners of the properties has requested that during the early voting period only, campaigning will not be permitted, however a table will be located at each centre to allow campaign material to be available for electors.

The City of Palmerston is expected to support NTEC in the conduct of the 2021 General Election by providing the following additional services:

- Undertake a candidate information session
- Promoting the election via council's social media outlets
- Providing banner space on council signage at no cost

CoP has been working with NTEC to explore options to increase voter turnout and participation in the 2021 Palmerston Local Government elections.

Chief Executive Officer will negotiate and finalise with NTEC regarding practical and reasonable assistance from City of Palmerston such as providing access to premises, information, and resources.

CONSULTATION PROCESS

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

- Finance Manager

No external parties were consulted in preparing this report.

POLICY IMPLICATIONS

Financial Reserve Policy: This policy will ensure sustainable and responsible financial management of City of Palmerston's cash reserves, through consistent identification, administration, and usage of these reserves.

BUDGET AND RESOURCE IMPLICATIONS

Based on the costing scenario, the Northern Territory Electoral Commission has quoted the service at **\$251,679.69** (excluding GST). The quote is prepared using a costing scenario and is not a fixed price. The list of qualifications and prescribed variations (below) will be applied for invoicing.

- Number of uncontested elections
- Estimated enrolment within the municipality
- Estimated turnout rate
- Size and length of the counting operation
- COVID-19
- Ability for council to offset election costs from council resources
- Unanticipated rate changes within existing suppliers
- EVC – EVC availability of venues.
- Council specific communication requirements.
- Overseas postal votes applications.

The cost for election is factored in the 2021-22 budget, to be paid after the election in the 2021-22 budget year.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

4 Fails to effectively design and implement contemporary governance practices

Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

The Northern Territory *Local Government Act* governs the electoral events of the Northern Territory local councils, including general elections and by-elections. These events are clarified or guided by further legislative instruments under the Northern Territory *Local Government (Electoral) Regulations*. Failure to comply with these requirements is a risk to Council in the enforcement of contemporary governance practices.

8 Fails to develop effective relationships and manage expectations of relevant parties

Context: Engagement and communication with stakeholders (internal and external to the Council).

The Northern Territory Electoral Commission is responsible for the conduct of local government general elections and will provide practical and reasonable assistance to the City of Palmerston. Failure to enforce requirements under this Electoral Service Agreement will pose potential risks to Council in managing effective relationships with external stakeholders.

The Chief Executive Officer has delegation to enter into contracts in accordance with approved budgets and financial delegations.

The Chief Executive Officer will negotiate with the NTEC regarding the costing arrangement for electoral services provided under the Electoral Services Agreement subject to the approved budget and legislation.

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

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, 20 April 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 2008* and *Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

COUNCIL MEETING MINUTES

TUESDAY, 16 March 2021

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 16 March 2021 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 Officer, Catherine Einoder
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 5:30pm.

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 Hale
Seconded: Alderman Morrison

THAT the leave of absence received from Alderman Hale for 17 March to 18 March 2021 inclusive be received and noted.

CARRIED 9/1526 – 16/03/2021

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Alderman Giesecke
Seconded: Alderman Henderson

1. THAT the Declaration of Interest received from Alderman Morrison for Item 26.2.1 be received and noted.
2. THAT the Declaration of Interest received from Alderman Giesecke for Item 25.2.1 be received and noted.
3. THAT the Declaration of Interest received from Alderman Henderson for Item 25.2.1 be received and noted.

CARRIED 9/1527 – 16/03/2021

Initials: _____

5.2 Staff

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Morrison

Seconded: Alderman Garden

THAT the minutes of the Council Meeting held on Tuesday, 2 March 2021 pages 10340 to 10354, be confirmed.

CARRIED 9/1528 - 16/03/2021

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

26.2.1 Palmerston Golf and Country Club Release of Confidential Council Decisions

Moved: Alderman Hale

Seconded: Alderman Garden

1. THAT the correspondence dated 3 March 2021 entitled Palmerston Golf and Country Club Release of Confidential Council Decisions be received and noted.

Initials: _____

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2nd Ordinary Council Meeting

2. THAT the following two Council Decisions be moved to the 16 March 2021 Open Minutes:

Water Sustainability and Trading Hours at Palmerston Golf Course

THAT the presentation by General Manager Matthew Hewer and Board Member Sharyn Innes of the Palmerston Golf and Country Club be received and noted.

CARRIED 9/0988 – 04/02/2020

Palmerston Golf and Country Club Stormwater Reuse and Irrigation Upgrade Project

1. THAT Report entitled Palmerston Golf and Country Club Stormwater Reuse and Irrigation Upgrade Project be received and noted.
2. THAT Council provide the Palmerston Golf and Country Club with:
 - a. in-principal support for the Club's Stormwater Reuse and Irrigation Upgrade Project (the Project)
 - b. letters of support to accompany grant applications made by the Palmerston Golf and Country Club seeking funding for the Project; and
 - c. commitment to work collaboratively in seeking and applying for grant funding in support of the Project as outlined in Report entitled Palmerston Golf and Country Club Stormwater Reuse and Irrigation Upgrade Project.
3. THAT Council work with the Palmerston Golf and Country Club to determine the potential to extract water from Lake 8 in Durack to supplement the irrigation requirements of the course, including environmental and legal considerations, with the results of this investigation to be reported back to Council by the 2nd Ordinary Meeting in September 2020.

CARRIED 9/1052 – 17/03/2020

CARRIED 9/1550 – 16/03/2021

10.2 Moving Open Items into Confidential

Nil.

Initials: _____

10.3 Confidential Items

Moved: Alderman Garden
Seconded: Alderman Spick

THAT pursuant to *Section 65(2) of the Local Government Act 2008* and *Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

ITEM	REGULATION	REASON
25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(c)(iv) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
26.2.1	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act 2008</i> and 8(e) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential

CARRIED 9/1529 - 16/03/2021

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

Initials: _____

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme Update - February 2021

Moved: Alderman Morrison
Seconded: Alderman Giesecke

THAT Report entitled Community Benefit Scheme Update - February 2021 be received and noted.

CARRIED 9/1530 – 16/03/2021

13.1.2 Financial Report for the Month of February 2021

Moved: Deputy Mayor Lewis
Seconded: Alderman Garden

THAT Report entitled Financial Report for the Month of February 2021 be received and noted.

CARRIED 9/1531 – 16/03/2021

13.2 Action Reports

13.2.1 Peckham Court Pedestrian Access Petition

Moved: Alderman Henderson
Seconded: Alderman Spick

1. THAT Report entitled Peckham Court Pedestrian Access Petition be received and noted.
2. THAT Council write to the petition organiser acknowledging the petition and advising that there will be no change to the public access and that Council will be undertaking a Crime Prevention Through Environmental Design for the open space area from Chung Wah Terrace to Peckham Court, Gunn.

CARRIED 9/1532 – 16/03/2021

Initials: _____

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2nd Ordinary Council Meeting

13.2.2 Community Benefit Scheme Grant Application - Riding for the Disabled in the Top End Inc.

Moved: Alderman Hale
Seconded: Alderman Garden

1. THAT Report entitled Community Benefit Scheme Grant Application - Riding for the Disabled in the Top End Inc. be received and noted.
2. THAT Council approves the 2020/2021 funding application from Riding for the Disabled in the Top End Inc. for \$7,600 to improve access to their centre and improve the outdoor arena, as per the application presented by Riding for the Disabled in the Top End Inc.

CARRIED 9/1533 - 16/03/2021

13.2.3 Appointment of Deputy Mayor

Moved: Alderman Spick
Seconded: Alderman Garden

1. THAT Report entitled Appointment of Deputy Mayor be received and noted.

CARRIED 9/1534 - 16/03/2021

Moved: Deputy Mayor Lewis
Seconded: Alderman Morrison

2. THAT Council appoints Alderman Henderson as Deputy Mayor in accordance with Council Policy *Appointment of Deputy Mayor* commencing 25 March 2021 until the declaration result of the 2021 Local Government Elections.

MOTION LOST

Moved: Alderman Hale
Seconded: Alderman Spick

3. THAT Council appoints Alderman Garden as Deputy Mayor in accordance with Council Policy *Appointment of Deputy Mayor* commencing 25 March 2021 until the declaration result of the 2021 Local Government Elections.

CARRIED 9/1535 - 16/03/2021

Initials: _____

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13.2.4 Council Policy Review - AD06 Open Data

Moved: Alderman Morrison
Seconded: Alderman Garden

1. THAT Report entitled Council Policy Review - AD06 Open Data be received and noted.
2. THAT Council endorse the amended Policy *Open Data* presented as **Attachment 13.2.4.3** to this report entitled Council Policy Review - AD06 Open Data.

CARRIED 9/1536 – 16/03/2021

13.2.5 Council Policy Review - Media

Moved: Alderman Henderson
Seconded: Alderman Hale

1. THAT Report entitled Council Policy Review - Media be received and noted.
2. THAT Council endorses the amended Council Policy *Media* being **Attachment 13.2.5.3**, to report entitled Council Policy Review - Media.

CARRIED 9/1537 – 16/03/2021

13.2.6 Council Policy Review - FIN21 Debt Collection

Moved: Alderman Morrison
Seconded: Alderman Henderson

1. THAT Report entitled Council Policy Review - FIN21 Debt Collection be received and noted.
2. THAT Council adopt the amended Policy *Debt Collection* as presented as **Attachment 13.2.6.3** to Report entitled Council Policy Review - FIN21 Debt Collection.

CARRIED 9/1538 – 16/03/2021

Initials: _____

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2nd Ordinary Council Meeting

13.2.7 Council Policy Review - CC01 Code of Conduct for Elected Members

Moved: Alderman Garden

Seconded: Alderman Spick

1. THAT Report entitled Council Policy Review - CC01 Code of Conduct for Elected Members be received and noted.
2. THAT Council Policy *CC01 Code of Conduct for Elected Members* be rescinded midnight 30 June 2021.
3. THAT Code of Conduct Elected Members and Committee Members being Schedule 1 of the Local Government Act 2019, **Attachment 13.2.7.2** to Report entitled Council Policy Review - CC01 Code of Conduct for Elected Members be received and published on the Council website on the commencement of the *Local Government Act 2019* being 1 July 2021.
4. THAT Council adopt Breach of Code of Conduct by Elected Member being **Attachment 13.2.7.3** to Report entitled Council Policy Review - CC01 Code of Conduct for Elected Members as a policy of Council on the commencement of the *Local Government Act 2019* being 1 July 2021.

CARRIED 9/1539 – 16/03/2021

13.2.8 Palmerston Animal Management Advisory Committee Meeting Minutes – 24 February 2021

Moved: Alderman Garden

Seconded: Alderman Henderson

1. THAT Report entitled Palmerston Animal Management Advisory Committee Meeting Minutes – 24 February 2021 be received and noted.
2. THAT the unconfirmed Palmerston Animal Management Advisory Committee minutes provided as **Attachment 13.2.8.1** to the Palmerston Animal Management Advisory Committee Meeting Minutes – 24 February 2021 be received and noted.
3. THAT Council notes the next Palmerston Animal Management Advisory Committee meeting will be held on Wednesday, 31 March 2021 at 5.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston, to discuss the City of Palmerston Animal Management By-laws discussion paper which is out for public consultation.

CARRIED 9/1540 – 16/03/2021

Initials: _____

13.2.9 Risk Management and Audit Committee Unconfirmed Minutes – 23 February 2021

Moved: Alderman Garden
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Risk Management and Audit Committee Unconfirmed Minutes - 23 February 2021 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided as **Attachment 13.2.9.1** to report entitled Risk Management and Audit Committee Meeting Minutes – 23 February 2021 be received and noted.
3. THAT Council endorse the recommendations from the Risk Management & Audit Committee meeting held on 23 February 2021:
 - i. THAT Report Number RMA/040 entitled Update on Information Technology Policies Review and IT Disaster Recovery Plan be received and noted.
 - ii. THAT Action Items RMA9/0130 (08/02/2018), RMA9/0131 (08/02/2018) be removed from the Action Report and that these be reported through the Control Improvement Plan.
 - iii. THAT the amended Asset Management Program within Report Number RMA/041 noting the due dates for Open Space, Vehicles and Plant being adjusted to July 2021 be received and reported through the Strategic Risk Register Control Improvement Plan.
 - iv. THAT Council endorse the Management Responses to the Internal Audit Report, request a renaming of the report to “COVID-19 Process Review (January 2021)” and internal control measures be included in the Strategic Risk Register as control improvements with the following amendments:
 - a. Recognition that regular reports are provided to Council regarding success of services and events.
 - b. Council IT infrastructure i.e., laptops already contain sim cards.
 - c. Council has already committed to upgrade the Archer Waste Management Facility to improve safety and usability.
 - d. Recognition that an event resulting in the closure or restricted access of the Shoal Bay Waste Management Facility would

Initials: _____

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require intervention and management by the Northern Territory Government.

- v. THAT a report regarding Insurance Portfolio be provided to Risk Management and Audit Committee at its meeting on Tuesday 25 May 2021.

CARRIED 9/1541 – 16/03/2021

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

16.1 Dog Issues Reporting Process and Education

Moved: Alderman Morrison

Seconded: Alderman Garden

THAT the question asked by Alderman Morrison regarding Dog Attack and at Large Reporting Process and Education, and the response provided by the Director, Lifestyle and Community be received and noted.

CARRIED 9/1542 – 16/03/2021

16.2 Library Borrowing Management System

Moved: Alderman Henderson

Seconded: Alderman Garden

THAT the question asked by Alderman Henderson regarding Library Borrowing Management System was taken on notice by Director, Lifestyle and Community.

Initials: _____

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CARRIED 9/1543 – 16/03/2021

17 GENERAL BUSINESS

Nil.

18 NEXT COUNCIL MEETING

Moved: Alderman Giesecke
Seconded: Alderman Garden

THAT the next Ordinary Meeting of Council be held on Tuesday, 6 April 2021 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1544 – 16/03/2021

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Morrison
Seconded: Alderman Garden

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

CARRIED 9/1545 – 16/03/2021

20 ADJOURNMENT OF MEETING

Moved: Alderman Spick
Seconded: Alderman Morrison

THAT the meeting be adjourned for 5 minutes

CARRIED 9/1546 – 16/03/2021

The meeting adjourned at 6:17pm.

The open section of the meeting closed at 6:17pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6:31pm.

Initials: _____

Chair

Print Name

Date

Unconfirmed

Initials: