

# **AGENDA**

## **1st Ordinary Council Meeting**

### **Tuesday 4 May 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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*A Place for People*

- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 OPENING OF MEETING
- 3 APOLOGIES AND LEAVE OF ABSENCE
  - 3.1 Apologies
  - 3.2 Leave of Absence Previously Granted
  - 3.3 Leave of Absence Request
- 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING
- 5 DECLARATION OF INTEREST
  - 5.1 Elected Members
  - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
  - 6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 20 April 2021 pages 10392 to 10402 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 - 4 May 2021  
**MEETING DATE:** Tuesday 4 May 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 and Deputy 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.
- Showcasing the City of Palmerston projects and initiatives to Hon. Kate Worden, Minister and Hon. Paul Kirby, Minister.
- Local Government Association of the Northern Territory Annual General Meeting attendance.
- Remembering those who laid down their lives for freedom at ANZAC Day Services.
- Planning Institute of Australia National Awards recognition.

### RECOMMENDATION

THAT Report entitled Mayoral Update Report - 4 May 2021 be received and noted.

### DISCUSSION

#### Meetings with Federal and Northern Territory Ministers

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

- Hon. Eva Lawler, Minister for Infrastructure, Planning and Logistics
- Hon. Paul Kirby, Minister for Small Business, Jobs and Training, Recreational Fishing, Veterans Affairs, Minister for Public Employment and Corporate and Digital Development and;
- Ms Lia Finocchiaro, Member for Spillett

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

#### Showcasing the City of Palmerston Projects to Northern Territory Ministers

I had the pleasure of showing the Hon. Paul Kirby, 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 Acting Mayor Garden for hosting and showing our wonderful city and projects to the Hon. Kate Worden in my absence.

I would like to thank the Minister for Territory Families and Urban Housing, Disabilities, Sport and Multicultural Affairs and the Minister for Small Business, Jobs and Training, Recreational Fishing, Veterans Affairs, Minister for Public Employment and Corporate and Digital Development for their continued support and advocacy for these projects.

### Holi Festival of Colours

The Holi festival is traditional Hindu festival, celebrating the beginning of spring as well as the triumph over evil. It is celebrated by throwing bright balls of coloured powder at each other leaving revellers coated by the end of the event. I was invited to the festivities at Marlow Lagoon by the Gujarati Cultural Associated of Darwin. The event was well attended and enjoyed by children and adults alike.

### Palmerston College Special Education Centre Art Exhibition Ribbon Cutting

I had the pleasure of being invited to open the Palmerston College Special Education Art Exhibition. The Students created some fantastic pieces and should be proud of their achievements. Thank you for the invitation and well done to all the exhibitors

### Local Government Association of the Northern Territory Annual General Meeting attendance

The Chief Executive Officer, Alderman Henderson, and I attended the Local Government Association of the Northern Territory Annual General Meeting on behalf of Council. The AGM is a great opportunity to discuss important issues that local communities are experiencing. Topics included housing, anti-social behaviour, and animal management.

### Come Walk with Me NT Demin and Diamonds Gala Dinner

I attended the Come Walk with Me NT Demin and Diamonds Gala Dinner with Deputy Mayor Garden on Saturday 24 April held at Double Tree by Hilton on the Esplanade. It was fun to dress up in our sparkly best and dance the night away in support of Suicide Prevention Awareness, an extremely worthwhile cause. Thank you to Come Walk With Me NT for a wonderful evening.

### ANZAC Day Services

I was humbled to have been invited to both Palmerston College ANZAC services on Friday 23 April. The students did a great job of honouring our service personnel.

I would like to thank Palmerston RSL for their coordination of the Dawn Service and subsequent parade recognising all those that served and still serve today. At the going down of the sun, and in the morning, we will remember them. Lest We Forget.

### Planning Institute of Australia National Awards

Council's Community Plan received the Planning Institute of Australia (NT Division) 2020 Public Engagement and Community Planning Award. This has resulted in this wonderful project being submitted to the National Awards and we have been advised that the National Awards will be announced on 24 May 2021. I feel honoured that this Community document and the Community who developed it are being recognised. I look forward to hearing who the winners are.

### **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	8(c)(iv) 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.
25.2.1	8(c)(i) This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	8(c)(i) This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.3	8(c)(iv) 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.
25.2.4	8(a) This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(a) 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 about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.



25.2.5	8(c)(iv) 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.
25.2.6	8(c)(iv) 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.

## 11 PETITIONS

## 12 NOTICES OF MOTION

## 13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	External Auditor Appointment Extension
<b>MEETING DATE:</b>	Tuesday 4 May 2021
<b>AUTHOR:</b>	Director Organisational Services, Silke Maynard
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report provides an update to Council on the external auditor agreement, and the extension of the current agreement for an additional financial year.

### KEY MESSAGES

- Merit Partners were appointed as Council's external auditor in February 2018, for a two-year period, with an extension provided in 2019 for an additional one-year.
- In line with the *Local Government Act 2008* Council must appoint an external auditor for a minimum of two and a maximum of five years.
- Appointment of the external auditor can be made under delegation by the Chief Executive Officer.
- A procurement process for the external auditor appointment was commenced in March 2021 but discontinued due to timing and transitional management concerns.
- Due to senior staff changes within the finance department, it is recommended that the current agreement with Merit Partners is extended by a further financial year to allow for timely preparation of financial statements.
- The Chief Executive Officer has endorsed this extension.

### RECOMMENDATION

THAT Report entitled External Auditor Appointment Extension be received and noted.

### BACKGROUND

Merit Partners were appointed as City of Palmerston's external auditor in February 2018, for a two-year period from 1 July 2017 to 30 June 19. The agreement had an option for a one-year extension, which was enacted to cover the period from 1 July 2019 to 30 June 2020.

### DISCUSSION

Due to the current contract with Merit Partners expiring on 30 June 2020, Council opened a Request For Quotation (RFQ) in March 2021. The RFQ for the external auditor was for a two-year period from 1 July 2020 to 30 June 2022.

At the end of the RFQ period, Council received five quotations and submissions. Staff initially reviewed the quotations, however during the process senior level staff have resigned from their roles within the finance department. This has resulted in the discontinuation of the procurement process. The management of transitioning auditors combined with the loss of internal knowledge and lack in staff would impact the timely preparation of financial statements.

The further extension to Merit Partners' agreement will be established on the existing agreement and be in line with Section 133 *Local Government Act 2008*, which states that Council must engage an auditor for at least two and no more than five years.

The current budget includes provisions for the external auditor, and the proposed cost for the extension is in line with Council's budget for the 2020/21 financial year.

It is recommended that the Chief Executive Officer appoints Merit Partners to undertake the audit for the 2020/21 financial year through a one-year extension of the original auditor agreement.

### **CONSULTATION PROCESS**

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

- Finance Manager
- Senior Procurement Advisor

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

- Merit Partners

### **POLICY IMPLICATIONS**

The extension to Merit Partner's agreement will not be required to be presented or endorsed by the Risk Management and Audit Committee (RMAC), as the requirement to review the appointment of the external auditor is no longer included within the Committee's Terms of Reference (Council Policy [FIN09 Risk Management and Audit Committee Terms of Reference](#)).

Whilst the original appointment of Merit Partners for a three-year term was made by Council resolution at the 20 February 2018 meeting (Resolution 8/3022- 20/02/2018), the *Local Government Act 2008*, Section 133 does not require the appointment to be by Council resolution. This has been verified with the Department of Chief Minister and Cabinet.

### **BUDGET AND RESOURCE IMPLICATIONS**

The current budget includes provisions for the external auditor, and the above figures are inline with Council's budget for the 2020/21 financial year.

The further extension to Merit Partners' agreement will incur a cost of \$35,800 (Excluding GST), an increase of 17 per cent or \$5,204 excluding GST, compared to the estimate costs provided by Merit Partners in 2018, with the contract start price of \$28,000 increasing by three percent each year until the contract end.

The current budget includes provisions for the external auditor, and the above figures are inline with Council's budget for the 2020/21 financial year.

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

Due to current staff changes in the finance department, a full induction process for a new external auditor could not be facilitated in a timely manner. There is a risk that the 2020/21 audits will not be completed within the legislative timeframes

This report addresses the following City of Palmerston Strategic Risks:

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

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

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

### **ATTACHMENTS**

Nil

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Palmerston Youth Festival 2021 Update
<b>MEETING DATE:</b>	Tuesday 4 May 2021
<b>AUTHOR:</b>	Community Development Officer - Youth, Sport and Recreation, Amanda Stevenson
<b>APPROVER:</b>	Director Lifestyle and Community, Amelia Vellar

### COMMUNITY PLAN

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

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

### PURPOSE

This report provides Council with an update on the 2021 Palmerston Youth Festival.

### KEY MESSAGES

- The Northern Territory Government (NTG) committed \$300,000 per annum grant funding in November 2018, for City of Palmerston to deliver a week-long Palmerston Youth Festival during the July school holidays.
- Due to the success of the 2019 Palmerston Youth Festival, NTG agreed to a further three year of PFY funding.
- The 2020 Palmerston Youth Festival was cancelled due to COVID-19. The funding agreement between NTG and Council was subsequently amended from funding the PYF from 2020-2022 to 2021-2023.
- Council is currently finalising plans for the delivery of the 2021 Palmerston Youth Festival (PYF) being held from the 10<sup>th</sup> to the 16<sup>th</sup> of July.
- The festival is to be centred around visual and performance arts, home economics and sport and recreation activities.
- PYF encourages young people to express themselves through sporting and recreational activities, music, the arts, performances, cooking, with prizes for winning participants in set categories.
- As per funding requirements, the PYF will deliver seven days of youth events, including three major events: Geekfest Top End, NT 3x3 State Basketball Championships and the Finale Music Event.
- For the Finale Music Event the full exciting line-up of artists will be announced in the near future, including a nationally renowned female DJ, and a unique and spectacular First Nations act.
- Several collaborative working groups have been formed to inform and support the development of the festival, including a 27-member Youth Working Group, an adult Geek Culture Collaborative (GCC), and the City of Palmerston Library Geeksquad.
- Council will also be working in partnership with local organisations and businesses to deliver the 2021 Palmerston Youth Festival including Event Cinema Palmerston, Charles Darwin University and Palmerston and Regional Basketball Association (PaRBA).
- In 2021, local musician J-MILLA will be the Palmerston Youth Festival Ambassador, in addition to performing at the PYF Finale Event.

- The theme of the 2021 PYF is 'Rise', which was chosen by the Youth Working Group to represent a response to the challenges posed by the COVID-19 Pandemic.

### RECOMMENDATION

THAT Report entitled Palmerston Youth Festival 2021 Update be received and noted.

### BACKGROUND

In November 2018, the Northern Territory Government (NTG) committed \$300,000 per annum grant funding, to coordinate a week-long Palmerston Youth Festival during the July school holidays.

At the 2nd Confidential Council Meeting of 20 November 2018 Council made the following decision:

#### 25.2.1 Palmerston Youth Festival Grant

1. *THAT Report Number C9/0121 entitled Palmerston Youth Festival Grant be received and noted.*
2. *THAT Council accept the Department of the Chief Ministers offer of ongoing grant funding of \$300,000 per annum to organise a week-long Palmerston Youth Festival in the July school holiday.*
3. *THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 (as amended), hereby delegates to the Chief Executive Officer, the power to finalise and enter the ongoing grant funding agreement with Northern Territory Government for a Palmerston Youth Festival.*
4. *THAT this matter be moved into Open following the joint public announcement with the Northern Territory Government.*

CARRIED 9/0386 – 20/11/2018

In 2019, City of Palmerston delivered the inaugural Palmerston Youth Festival between 13-20 July. The program included three major events as well as a number of smaller bespoke events.

Snapshot of 2019 festival outcomes:

- A week of Youth related activities and events, including visual and performance arts, cooking, sport, dance, gaming and geek culture, comedy and drama activities
- Participation from 16 young people in the Festival Working Group
- Over 5300 participations/attendances by young people at the festival events

Following this highly successful event, Northern Territory Government committed a further three consecutive years of funding for the Youth Festival from 2020-2022. However, in 2020, the festival was postponed due to the COVID-19 pandemic for the safety of the community, and NTG subsequently amended the funding agreement from 2020-2022 to 2021-2023.

### DISCUSSION

City of Palmerston is currently in the final planning stages for the 2021 Palmerston Youth Festival, which will run from 10-16 July 2021. The program will consist of a variety of activities and events designed to be creative, challenging, and inspiring to young people. The theme of the 2021 PYF is 'Rise', which was chosen by the Youth Working Group to represent a response to the challenges posed by the COVID-19 Pandemic.

### Working Groups and Partners

Several collaborative working groups have been formed to support the development of the festival, including:

- Youth Working Group, made up of 27 young people from across Palmerston, Darwin, and the Rural area
- Geek Culture Collaborative (GCC), an adult working group formed to support the development of Geekfest Top End
- City of Palmerston Library Geeksquad, an established group of young people that will continue to support the development of Geekfest Top End along with the GCC

Council will also be working in partnership with the following local organisations and businesses to deliver the 2021 Palmerston Youth Festival:

- Event Cinemas Palmerston
- Palmerston and Regional Basketball Association (PaRBA)
- Charles Darwin University (CDU)
- Amy Hetherington and YMCA
- Palmerston Raiders Rugby Club

### Festival Ambassador

In 2021, local musician J-MILLA will be the Palmerston Youth Festival Ambassador, in addition to performing at the PYF Finale Event. 22-year-old J-MILLA is a member of the Mak Mak Marranungu people, the traditional landowners of the Litchfield National Park in the NT. As a young man from Palmerston, he is a strong role model and will support the promotion of the festival over the coming months in the lead up to the festival.

### Palmerston Youth Festival Program

#### **Saturday 10 July – Geekfest Top End**

Opening the PYF, Geekfest Top End will be held across three locations in the Palmerston City Centre: Goyder Square, the Palmerston Library and Recreation Centre. There will be a range of free activities including Cosplay and Esports Competitions, Virtual Reality, PC Play, Console and Tabletop Gaming, Anime, Medieval Land, Demonstrations, Laser Tag, Artist Alley, Tech Expo and Kids Zone. Special guests to be announced soon.

#### **Sunday 11 July – The Great Duck Race**

Palmerston and Regional Basketball Association (PaRBA) will liaise with the Palmerston Waterpark and Surf Lifesaving Australia to hold the inaugural City of Palmerston Great Duck Race. Participants will race their ducks down the water slides in a game of elimination, and the winner will receive the Golden Duck. The race will be hosted by local Palmerston Young Citizen of the Year Paige Horrigan and the event will include a DJ, stalls and a blow-up obstacle course.

#### **Monday 12 July – Comedy Gold**

Local comedian Amy Hetherington will work with Larrakia comedian Richie Fejo from Deadly Darwin Comedy, to run workshops at the Palmerston Recreation Centre and Palmerston Youth Centre, in the lead up to the Comedy Gold event. This will be held at the Pop-Up Park at the back of the Recreation Centre and YMCA will also support this event.



## **Tuesday 13 July – Rookie Cooks Masterclass**

Charles Darwin University (CDU) will host Rookie Cooks with two days of Masterclasses with guest chefs and lecturers, the first featuring a culinary experience and the second a baking focus. 16 young participants will register for each class and CDU will provide two scholarships to be won by the most skilled participants. This pathway opportunity is aimed at any participants that have finished school.

## **Wednesday 14 July – NT 3x3 State Championships**

PaRBA will partner with Basketball Northern Territory and Mad Events to deliver the NT 3x3 Championships for Under 16 and 18 players in Palmerston. All minor rounds will be played in the Palmerston Recreation Centre stadium, with the Finals being held in Goyder Square in the evening using a drop-in court. The 3x3 competition will be enhanced with stadium seating and additional activities including music, food, dancing, and E-sports NBA 3K. It is anticipated teams will attend from all around the NT, including remote communities such as Gapuwiayk and Elliot. This event will be conducted under the banner of the NBL 3x3 Hustle programs with players selected at the completion to represent the Northern Territory at the Australian Championships.

## **Thursday 15 July – Event Cinemas Scavenger Hunt**

Event Cinemas will hold a storewide scavenger hunt at Gateway Shopping Centre beginning and ending at the cinema. Young people will be encouraged to dress up and complete the challenges throughout the shopping centre stores, before heading back to the cinemas for gaming activities, and a free movie for up to 380 young people.

## **Friday 16 July - Finale Music Concert**

City of Palmerston in partnership with Palmerston Raiders Rugby Club will hold the finale event out in the suburbs. Closing the festival, the finale event is an opportunity for young people and their families to come together and celebrate the cultural diversity of our city. Palmerston rising star J-Milla will return to the stage and support an exciting line-up of artists to be announced in the near future, including a nationally renowned female DJ, and a unique and spectacular First Nations act.

## **Competitions and Prizes**

As part of the funding requirements a range of competitions and prizes will be provided to encourage participation.

- **Geekfest Top End:**
  - Esports tournaments catering for a range of different groups including female and LGBTQI+ gamers
  - Cosplay competitions
  - Collectable pins for participating in special activities like esports and cosplay
- **Skateboard Design Competition:**  
50 young artists will compete for the most creative artwork design on a Skateboard deck. Boards will be displayed at the Palmerston Recreation Centre for public vote.
- **The Great Duck Race:**  
Based at the Palmerston water slide, participants will race their ducks down the Palmerston water slides in a game of elimination, and the winner will receive the Golden Duck and a Go Pro Kit.
- **NT 3x3 Championships:**

NT 3 x 3 Championships for under 16 and 18 male and female will take place at the Palmerston Recreation Centre and Goyder Square, with players selected at the completion to represent the Northern Territory at the Australian Championships.

- **Short Film Festival Competition:**  
Palmerston Youth are invited to submit a short film no more than 3 mins based on the theme of the Festival 'Rise' and a workshop will be organised for anyone wanting to learn how to create short films. All entries will be shown at the Events Cinemas Scavenger Hunt and Movie Night at Gateway. The films will be voted on by the attendees of the event in live time and prizes awarded on the night.
- **Early Bird Registration Prizes:**  
Early Bird prize for everyone that registers in advance. This will support planning and ensure we meet COVID safety requirements.
- **VIP Prize – Finale Event:**  
To end the festival, one young person attending the music finale event will be awarded the opportunity for a VIP meet and greet with J-Milla with some of the performers at the event. This will be a registration draw.

### Communications and Promotion

A detailed communication and promotional campaign for the PYF has been developed and will officially launch from 1<sup>st</sup> June 2021.

Promotions will include:

- Newspaper, radio and TV advertising
- Physical collateral including festival program booklet, flyers, posters and signage
- Online campaign including website and social media channels
- Media Releases
- Ambassadorship activities

### **CONSULTATION PROCESS**

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

- Community Services Team
- Communications and Media Team

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

- Festival Partners
- Youth Working Group
- Geek Culture Collaborative and Geeksquad

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

Under the funding agreement, the Northern Territory Government grant contribution is \$300,000.00 per year with City of Palmerston contributing an additional \$50,000.00 per year. Grant funding has been committed for three consecutive years from 2021 to 2023.

City of Palmerston have ensured all funding requirements have been met, including allocating \$25,000.00 for competitions and prizes, and \$25,000.00 for partnerships.

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

Details the risk any decision made from this report may relate to or explain why there is no risk.  
What legal information has been sourced to assist with a decision to be made from this report.

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.

Regular updates on the progress of the PYF are provided to Northern Territory Government to meet the requirements of the grant. This gives the funding body an opportunity to raise any concerns that can be addressed once identified. To date Northern Territory Government have approved the current plans and progress updates.

### **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

1<sup>st</sup> Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Council Policy Review - MEE03 Public Question Time
<b>MEETING DATE:</b>	Tuesday 4 May 2021
<b>AUTHOR:</b>	Governance Lead, Caroline Hocking
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This report reviews Council Policy *MEE03 Public Question Time* and reviews Council's process in handling Public Questions received.

### KEY MESSAGES

- All Council Policies are being reviewed to ensure they are compliant with legislation and up to date with current processes.
- Council Policy *MEE03 Public Question Time* has been reviewed and found that the content is up to date with Council's current process, however the information itself is considered procedural.
- Council endorsed its Order of Business (agenda format) and *MEE03 Public Question Time* policy at the commencement of the Ninth Council Term.
- There are no changes being recommended to Council's current process, however the information itself is not required as a Council Policy and may be adopted as a Council Guideline.
- It is being recommended that Council Policy *MEE03 Public Question Time* be rescinded, and that Council adopt Guideline Public Question Time.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - MEE03 Public Question Time be received and noted.
2. THAT Council Policy *MEE03 Public Question Time* be rescinded.
3. THAT Council adopt Guideline Public Question Time being **Attachment 13.2.1.2** to Report entitled Council Policy Review - MEE03 Public Question Time.

### BACKGROUND

Council policies are reviewed at least once within the Council's Term and are being reviewed to ensure they are consistent with incoming legislation and Council's processes.

The Palmerston (Procedures for Meetings) By-Laws states that members of the public must not partake or attempt to partake in the proceeding of a Council meeting except at the invitation of the chairperson.

At the commencement of the Ninth Council Term, Council approved its 'Order of Business' (the agenda format) for its Ordinary Council Meetings. The agenda format allows Council to consider written submissions from members of the public.

## **DISCUSSION**

Council Policy *MEE03 Public Question Time* has been reviewed and found that the content is procedural and is not required in a Policy of Council. The information is considered 'guideline information' to members of the public on how to submit a written question to an Ordinary Council Meeting and Council's process.

There are some elements within the current policy that require Council approval, these relate to procedures during a meeting. The time allowance set to consider written questions at a meeting and the maximum number of questions allowed per person, require a Council Decision.

It should be noted that Council is not required to hold a policy on Public Question Time under the current or incoming legislation. However, due to some elements requiring a decision by Council it is recommended the information be adopted as a Council Guideline approved by the Council.

There are no changes being recommended to Council's current process in receiving and responding to written questions. The information has been simplified and transferred into a Guideline, provided at **Attachment 13.2.1.2**.

Council's website is currently under review, with guidance information being prepared to assist members of the public when submitting a question to council, a petition, an application for a deputation and any other meeting procedural information.

The Public Question Time Form has been updated and a copy is provided at **Attachment 13.2.1.3**.

## **CONSULTATION PROCESS**

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

- Governance and Strategy Manager

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

- Department of the Chief Minister and Cabinet

Public consultation is not required for Council Guidelines.

## **POLICY IMPLICATIONS**

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

Should Council determine to rescind Council Policy *MEE03 Public Question Time* and adopt the information as a Guideline, the information will be updated on the Council's website within a week of adoption.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

Council is not required to hold a Public Question Time policy under the current or incoming legislation.

There are elements within the current policy that require Council decision, therefore it is recommended the information be adopted as a Guideline with Council approval.

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.

### **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. Council Policy - MEE03 Public Question Time [**13.2.1.1** - 2 pages]
2. Guideline Public Question Time [**13.2.1.2** - 1 page]
3. Public Question Time Form [**13.2.1.3** - 1 page]

**MEE03**

Name:	Public Question Time		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	17/04/2018	Next Review Date:	1/01/2021
Records Number:	365926	Decision Number:	9/0011

## **1 PURPOSE**

The purpose of this Policy is to provide a clear and transparent framework for the coordination of questions from members of the public at Ordinary Meetings of Council.

## **2 PRINCIPLES**

The City of Palmerston is committed to the principles of honest, open and accountable government and encourages the Community to raise issues and concerns which will be responded to and recorded in the Council Meeting Minutes.

## **3 DEFINITIONS**

## **4 POLICY STATEMENT**

A Public Question Time will be held within each Ordinary Council Meeting.

All questions to be asked a Public Question Time will be submitted in accordance with the following guidelines:

- Members of the public are able to submit public questions to the Council which will be responded to at Ordinary Council Meetings.
- All public questions are to be provided to the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided.
- Public questions may be lodged with Council by email, letter or facsimile machine.
- Debate or discussion on a response is not permitted.
- Council will endeavour to provide a response at the next Ordinary Meeting, however if a question is unable to be answered by the next Ordinary Meeting, Council will advise and provide an estimated date for the question to be answered.

Copies of questions and answers will be delivered to Elected Members prior to the commencement of the meeting.

Copies of questions will be tabled at the meeting and uploaded onto the City of Palmerston website prior to the meeting.

Public Question Time will occur prior to the reception of Officers Reports and be not more than fifteen (15) minutes duration or two questions per person.

Questions and responses only will be read by the Chief Executive Officer, not any statements.

The Chief Executive Officer may refuse to accept a question for Public Question Time if:



## MEE03

- The question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced; or
- The questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months; or
- The question pertains to a matter prescribed as confidential; or
- The question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively; or
- For any reason, the Chief Executive Officer deems to question to be inappropriate for answering.

In instances where the Chief Executive Officer refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.

The person asking the question must be in attendance at Public Question Time for the answers to be read out at the Ordinary Meeting otherwise the answer will only be tabled in the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

### 5 ASSOCIATED DOCUMENTS

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### 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 Palmerston (Procedures for Meetings) By-Laws



## GUIDELINE

Name:	Public Question Time		
Type:	Council Guideline		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:		Document ID:	

### 1 PURPOSE

To provide clear and transparent information to members of the public submitting written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for no more than 15 minutes or two questions per person.

### 2 HOW TO SUBMIT A PUBLIC QUESTION

- Questions must be received on the Council Approved Form.
- Questions must relate to the business of the Council.
- Questions must not take the form of a statement or a personal opinion.
- Name and address must be provided.
- Questions should be submitted by 12:00 (noon) the business day before the requested meeting date.

### 2 WHAT HAPPENS ONCE A PUBLIC QUESTION IS RECEIVED

- If a question is provided by 12:00 (noon) the business day before the meeting, Council will endeavour to provide a response at the meeting.
- If a question is unable to be answered within the timeframe, Council will advise and provide an estimated date for the question to be answered.
- A copy of the question will be tabled at the meeting and uploaded onto the Council website.
- Public Question Time must be attended for the question and answer(s) to be read aloud by the Chief Executive Officer, otherwise the response will be tabled at the meeting.
- No discussion on the question or answer can take place at the meeting.
- The Chief Executive Officer may reject a question that is considered either offensive, inappropriate, reflects adversely on the Council or is similar in nature to a question asked within the previous three months.

Questions can be submitted on the Public Question Time Form via:

Email: [governance@palmerston.nt.gov.au](mailto:governance@palmerston.nt.gov.au)  
Post: City of Palmerston, PO Box 1, Palmerston NT 0831  
Delivered to: City of Palmerston Customer Service Desk located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830



## PUBLIC QUESTION

### Ordinary Council Meeting

#### Public Question Time

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for no more than 15 minutes or two questions per person.

#### How to submit a Public Question?

- Questions must relate to the business of the Council
- Questions must not take the form of a statement or a personal opinion
- You must provide your name and address
- Questions should be submitted by 12:00 (noon) the business day before the requested meeting date.

Your Details	
Name:	
Residential Address:	
Postal Address:	
Email:	
Phone Number:	

Council Meeting Date Request	
Date:	

This Question Relates to
<i>If applicable identify the Council matter or agenda item, the question relates to.</i>

Question
<i>Please provide your question(s) here in a legible, clear, and concise manner.</i>

Privacy Statement
City of Palmerston believes that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Accordingly, Council is committed to full compliance with its obligations under the <i>Information Act 2002 (NT)</i> (the Act).
In particular, City of Palmerston will comply with the Information Privacy Principles contained in the Act. The City of Palmerston <a href="#">Privacy Policy</a> explains some of these Principles and how they may apply to you.

Questions can be submitted via:

Email: [governance@palmerston.nt.gov.au](mailto:governance@palmerston.nt.gov.au)  
Post: City of Palmerston, PO Box 1, Palmerston NT 0831  
Delivered to: City of Palmerston Customer Service Desk located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Community Benefit Scheme Sponsorship Application - Palmerston and Litchfield Seniors Association
<b>MEETING DATE:</b>	Tuesday 4 May 2021
<b>AUTHOR:</b>	Community Services Officer, Tess Riches
<b>APPROVER:</b>	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 seeks Council approval for a three-year Community Benefit Scheme (CBS) sponsorship application from a local community organisation, the Palmerston and Litchfield Seniors Association (PLSA).

### KEY MESSAGES

- Council provides funding through Community Benefit Scheme (CBS) to eligible community groups and organisations.
- Council has received a grant application for \$20,000 per year for three years, from a local organisation, the Palmerston and Litchfield Seniors Association (PLSA).
- Council's Grants, Donations, Scholarships and Sponsorships policy requires all funding requests in excess of \$2,000 to be referred to Council with a recommendation.
- The Palmerston and Litchfield Seniors Association, previously named the Palmerston and Rural Seniors Committee, has been funded through Council's Community Benefit Scheme since 2016.
- Since 2019, City of Palmerston has been the Platinum Sponsor of PLSA's main event – the Senior's Fortnight which consists of two weeks of Seniors Activities in August, annually.
- The PLSA has again invited the City of Palmerston to be its Platinum Sponsor for a further three years.
- Platinum Sponsorship includes but is not limited to naming rights for the Senior's Fortnight program as well as select events and acknowledgment of support across a wide range of media.
- The report recommends Council approves this request, as it offers significant benefits to Palmerston's senior residents, a key part of Palmerston's community.

### RECOMMENDATION

1. THAT Report entitled Community Benefit Scheme Sponsorship Application - Palmerston and Litchfield Seniors Association be received and noted.
2. THAT Council approve the three-year sponsorship funding application from the Palmerston and Litchfield Seniors Association of \$20,000 each year for the financial years of 2021/2022, 2022/2023 and 2023/2024 to be funded from the Community Benefit Scheme as detailed in report entitled Community Benefit Scheme Sponsorship Application - Palmerston and Litchfield Seniors Association.

## BACKGROUND

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

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

The Palmerston and Litchfield Seniors Association (PLSA), previously named the Palmerston and Rural Seniors Committee, has been funded through Council's Community Benefit Scheme since 2016 when Council authorised an agreement for a three-year sponsorship of \$12,000 per year for each of the financial years 2015-2016, 2016-2017 and 2017-2018.

Most recently a second three-year sponsorship agreement with this organisation has almost reached completion:

At the 1<sup>st</sup> Ordinary Council Meeting of 6 November 2018 Council made the following decisions:

### *13.2.5 Community Benefit Scheme – Palmerston and Rural Seniors Committee Inc 9/0101*

*Moved: Alderman Lewis*

*Seconded: Alderman Henderson*

*1. THAT Report Number 9/0101 entitled Community Benefit Scheme – Palmerston and Rural Seniors Committee Inc be received and noted.*

*2. THAT Council approve three (3) years Platinum Sponsorship to Palmerston and Rural Seniors Committee in the form of financial sponsorship being \$15,000 in 2018-2019, \$18,000 in 2019-2020 and \$20,000 in 2020-2021, to support the provision of the City of Palmerston Seniors Fortnight Program.*

***CARRIED 9/0339 – 06/11/2018***

Council has received a third sponsorship application for \$20,000 per year for three years, to support the PLSA to provide activities for local seniors including and in addition to the traditional Seniors Fortnight.

## DISCUSSION

The PLSA has successfully been operating since 1997 and in 2019 had 246 financial members, of whom, 162 are residents from the City of Palmerston (66% of membership).

The PLSA has a Management Team of five seniors (four Palmerston residents), and a General Committee of eight seniors (six Palmerston residents). The PLSA strives for continual improvement and increased opportunities for seniors. Highlights from their last report include the following:

- Changing the organisation's name to Palmerston and Litchfield Seniors Association Inc. (PLSA), better reflecting the membership and major sponsors.
- Members now more easily identified at events by their new teal blue shirts with the PLSA logo.
- PLSA has obtained an Australian Business Number (ABN) during the current contract period, assisting with greater access to funding previously not available.

- Pull-up banners and other promotional materials demonstrate sponsorship with the City of Palmerston as a platinum sponsor.
- PLSA continues its commitment to raise sufficient funds each year to ensure members are not required to pay for events which take place in Seniors Fortnight.

Membership and operations in 2020 were significantly impacted by COVID-19, with reduced membership and funding when compared to 2019. The Association has opened membership for 2021 and just over 50% of 2020 financial members have renewed their membership for 2021 to date.

Members pay an annual fee which entitles them to all the activities offered throughout the year. The fee structure for renewal of annual membership in 2021 is:

- 1 January to 30 June 2021 - \$20.00 (lower amount to encourage early renewal)
- 1 July to 31 December 2021 - \$30.00

As a Not-for-Profit Organisation all funds raised, including membership fees, are utilised for operation of the Association and to provide events/activities and services for members with minimal or no charge. The PLSA raises funds through sponsorship and agreements with local business and activities such as Palmerston Community Wheel, Bunnings Warehouse Palmerston NT BBQs, and raffles.

Council has provided Community Benefit Scheme funding to the PLSA (previously the Palmerston and Rural Seniors Committee – PRSC) since 2016. Since 2019 City of Palmerston has been Platinum Sponsor of their main event – two weeks of Seniors Activities in August, which includes naming rights for the program and select events and acknowledgment of support across a wide range of media. Each year the PLSA provides Council with an event, report on City of Palmerston Seniors Fortnight.

The PLSA has again invited the City of Palmerston to be its Platinum Sponsor for a further three years.

The PLSA accepts one single Platinum Sponsor per year with benefits including-

- Acknowledgment of Sponsor/Partner at Seniors Fortnight Opening /Closing Ceremony
- Opportunity to promote business with posters/flyer at Seniors Fortnight Opening /Closing Ceremony
- Receive a Certificate of Appreciation from the PLSA
- Logo on Seniors Fortnight Program and PLSA newsletter

Full benefits of the Platinum Sponsorship are detailed in the attachment.

Funding the PLSA supports the association to achieve a variety of events/activities throughout the year including:

- Cazalys Seniors Morning Teas - 2<sup>nd</sup> and 4<sup>th</sup> Thursday each month;
- Humpty Doo Golf Club Senior's Morning Tea – monthly;
- Taminmin Library Morning Tea – monthly;
- Event Cinemas – bi-monthly Seniors Movies and a light morning tea;
- Seniors Fortnight which comprises of notionally 9 events during the two-week period;
- Assist with the City of Palmerston Seniors Day, usually held in Seniors Fortnight;
- Delivery of the Palmerston Volunteer Drivers Program in conjunction with the Brennan Electorate Office;
- Printing, updating and distribution of Emergency Cards;
- Provision of a COVID Safety Plan, including a COVID Safety Coordinator as required by the Northern Territory Government;
- Provision of (currently) eight PLSA Members participating on the City of Palmerston Seniors Advisory Committee;
- Negotiating discounts for members with partners and/or sponsors.

## **CONSULTATION PROCESS**

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

### **POLICY IMPLICATIONS**

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

### **BUDGET AND RESOURCE IMPLICATIONS**

PLSA is seeking a three-year sponsorship agreement of \$20,000 per financial year for the period of 2022-2024, no GST payable.

If successful, payments to be received by 31 March of the relevant financial year on receipt of an invoice by 28 February of the relevant financial year.

Financial years that would be included in a new three-year agreement: 2021/2022, 2022/2023 and 2023/2024.

The PLSA will provide the acknowledgements and benefits described in the attached Sponsorship Package – Platinum Sponsor level.

The Community Benefit Scheme budget for the 2020-2021 financial year is \$130,000. Although the 2021-2022 draft budget is yet to be adopted, the draft CBS budget for 2021-2022 has been proposed at a similar value.

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

If successful with this funding application the Palmerston and Litchfield Seniors Association Inc. will enter a Memorandum of Understanding (MOU) with Council, which sets out all obligations of both the Committee and Council, in return for the agreed funding. The MOU will be finalised by the CEO.

There is a risk that the draft CBS budget for 2021-2022 is not supported by Council and if the application is supported this funding would be required to come from another source within Council's approved operating budget.

### **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. City of Palmerston Platinum Sponsorship Investment Package 2022-2024 [13.2.2.1 - 10 pages]



# PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

Palmerston And Litchfield  
Seniors Association Inc.

Linking Seniors through  
Smart Partnerships

## City of Palmerston

# Platinum Sponsorship Investment Package

# 2022 - 2024

## Background

The Palmerston And Litchfield Seniors Association Inc. (PLSA) is very grateful for the support received over many years, supporting seniors from the City of Palmerston.

The Association has successfully been operating since 1997 and as at 31 December 2020, there were 246 financial members, of whom, 162 are residents from the City of Palmerston (66% of our membership currently).

Membership and our operations in 2020 were significantly impacted by COVID-19, with a reduction of 62 members and funding when compared to 2019, as indicated in Table 1 – Membership.

**TABLE 1 - MEMBERSHIP**

<b>Year Ending</b>	<b>Total Financial Members</b>	<b>Palmerston Financial Members</b>
30 June 2015	84	75
30 June 2016	131	105
30 June 2017	166	116
30 June 2018	215	151
31 December 2019	320	224
31 December 2020	246	162

The Association has opened membership for 2021 and can advise that just over 50% of 2020 financial members have renewed their membership for 2021.

## Milestones

Since our previous Platinum Sponsorship Investment Package agreement with the City of Palmerston, the PLSA has strived for continual improvement and assessing opportunities for seniors, which includes improved marketing of our Platinum Sponsor. The City of Palmerston has assisted/supported the PLSA with these achievements. These achievements have included:

- (1) Improved recognition of the Association and sponsors through amending the name of the Incorporated Association from “*The Palmerston And Rural Seniors Committee Inc. (PRSC)*” to Palmerston and Litchfield Seniors Association Inc. (PLSA), better reflecting the senior’s cohort and our sponsors by adding “Seniors Association” into the title.
- (2) Replacement of the PRSC Committee Member’s “red shirts”; freshening the image of the Association with new shirts in a teal blue with the new PLSA name embossed on them.
- (3) The abovementioned changes required the re-working the PLSA governance system. This entailed an audit of every form, policy and document belonging to the Association.

This task had a considerable impact regarding the work load by a group of volunteers with no paid staff, particularly the time spent changing documents and notifications.

- (4) The PLSA has obtained an Australian Business Number (ABN) during the current contract period. This activity has assisted us to access grants from Local Government and Northern Territory Government previously not available to the PLSA due to no ABN.
- (5) The City of Palmerston has provided the PLSA with a Council “pull up banner” on a permanent basis which we utilise to demonstrate sponsorship with the City of Palmerston at every available opportunity.

The PLSA's owns three "pull up banners" which also have the Council logo on these banners and indicate that the City of Palmerston is our Platinum sponsor.

- (6) The PLSA CONTINUES its commitment to raise sufficient funds each year and as a result, our members are not required to pay any event fees to attend any events which take place in Seniors Fortnight.** The PLSA has maintained this policy position since incorporation in November 2014.

The PLSA believe that this milestone is very important as there are many senior members who would not otherwise be able to participate in our events throughout the whole year, especially during Seniors Fortnight if we were required to recover costs or partial costs for events.

## ***Current Initiatives***

The Committee continues to grow; building capability, improving governance, expertise and our skill base.

The PLSA is continuing to build and strengthen its City of Palmerston resident membership base, notwithstanding the impact of COVID-19 in 2020.

At the AGM in October 2020 the following people were elected to the PLSA Management Team (All Management Team Members were re-elected) (**Attachment - PLSA Organisational Chart**):

- 1) President – Marg Lee
- 2) Vice President – Diane Spicer **(L)**
- 3) Secretary – Sally Howarth
- 4) Treasurer – Sheryl Sephton
- 5) Public Officer – Neville Driver

The elected General Committee as at the AGM in October 2020 consisted of a further 9 volunteer representatives, noting that there is one (1) vacancy currently. Of the 9 Committee representatives, six (6) are residents of the City of Palmerston. They are:

- 1) Trevor Miller (re-elected)
- 2) Janette Ashby (Re-elected)
- 3) Geraldine Crowhurst (Re-elected)
- 4) Glenda Bradbury (Re-elected) – Grants officer
- 5) Angie Ng
- 6) Val Haydock

The input from these volunteer people is invaluable and they continue to represent the City of Palmerston region magnificently.

***The Committee continues to build its capacity through skills development, improved governance, budget reliability and sustainability as well as developing opportunities for seniors to undertake further events. Ongoing events and services include:***

### **Training**

- 1) Three (3) Committee Members are undertaking St Johns First Aid Course in February 2021
- 2) The Public Officer has undertaken Associations Act Compliance and Management Committee re-fresher training February 2021, which was conducted by Licensing NT

- 3) Two (2) new Committee Members have undertaken general training regarding the PLSA Operations
- 4) Three (3) Committee members are to undertake the competency HLTINFCOV001 – Comply with infection prevention and control policies and procedures (Nominal Duration 25 hours) under the Government's Free Infection Control Training for NT Businesses in March 2021.

## **Events**

The PLSA has a variety of events/activities which operate throughout the year. These include:

- 1) Cazalys Seniors Morning Teas (2<sup>nd</sup> and 4<sup>th</sup> Thursday each month – bingo on the 4<sup>th</sup> Thursday also)
- 2) Humpty Doo Golf Club Senior's Morning Tea - monthly
- 3) Taminmin Library Morning Tea – monthly
- 4) Event Cinemas – Bi-monthly Seniors Movies and a light morning tea
- 5) Seniors Fortnight which comprises of notionally 9 events during the two-week period (Seniors Fortnight is normally schedule during week 2 and 3 of August each year)
- 6) In conjunction with the City of Palmerston, the PLSA assist with the City of Palmerston Seniors Day usually held in Seniors Fortnight.

## **Services**

The PLSA provides or negotiates services for our seniors. These include:

- 1) Delivery of the Palmerston Volunteer Drivers Program in conjunction with the Brennan Electorate Office
- 2) Printing, updating and distribution of Emergency Cards (originally taken over from the City of Palmerston Seniors Advisory Committee)
- 3) Provision of a COVID Safety Plan to keep our members safe, including a COVID Safety Coordinator as required by the Northern Territory Government
- 4) Provision of eight (8) PLSA Members participating on the City of Palmerston Seniors Advisory Committee
- 5) Negotiating discounts for members with our partners and/or sponsors eg:
  - No Hassell's Electrical Air Conditioning and Solar - Holders of Seniors Card 10%
  - Specsavers Palmerston – inspections, cleaning and individual discounts
  - Beaurepaires Palmerston – inspections and discounts
  - Palmerston Shopping Centre - nominated shops 10%

## **Fundraising**

The PLSA, raises funds through; sponsorship, agreements with local business and additional activities. These include:

- 1) Sponsorships with Local Government – City of Palmerston
- 2) Sponsorship with local businesses – eg:
  - Palmerston Shopping Centre
  - Bunnings Warehouse Palmerston NT
  - Cazalys Palmerston Club

- 3) Sponsorships and distribution centres with local MLAs
- 4) Seeking of NT and Federal Government Grants through Community Benefits Funding and the like
- 5) PLSA Activities:
  - Palmerston Community Wheel (PCW) – 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> and sometimes 5<sup>th</sup> Saturday each month
  - Delivery of Bunnings Warehouse Palmerston NT BBQs – three (3) per year
  - Minor Raffles at Seniors Morning Teas and some Seniors Fortnight events
  - Major Raffles – two (2) per year – Dry Season Raffle / Seniors Christmas Raffle

As a Not-for-Profit Organisation (NFP) all funds raised are utilised for operation of the Association and to provide events/activities and services for our seniors with minimal or no charge.

### Governance

The PLSA continues to maintain and improve its governance structure whilst meeting all compliance obligations. This is demonstrated through:

- 1) Maintaining relevant raffle licences, audits and compliance requirements with Licensing NT
- 2) Continue meeting statutory obligations in accordance with:
  - Associations Act;
  - Northern Territory WorkSafe Act;
  - Gaming and Licensing Act;
  - Gaming Regulations; and
  - PLSA Constitution and By Laws
- 3) Audits and maintenance of all associated documentation for the successful operation of the Association.

### Evaluation

The PLSA provides sponsors and partners with a qualitative and quantitative Evaluation Report each year. This report specifically addresses measures of success and outcomes associated with Seniors Fortnight.

The document not only provides data and opinions of seniors but provides PLSA with an opportunity for continuous improvement. **During 2020 our membership data confirmed that the average age of our cohort is 77 years young. The following is an extract is from our Evaluation Report 2020:**

Page 21: - **“Aging Cohort – The data from our evaluations in 2020 from respondents who provided feedback supports the notion that the PLSA MUST continue with a more sedentary event program as 56.95% of our Seniors membership are aged between 71 and 85 years of age whilst the membership data confirmed average age of members is 77 years young.”**

### Buy Local

The PLSA has a policy to “buy local”, complying with the PLSA By Laws, Section 3.14 – Purchasing Goods and Services. We utilise suppliers for goods and services from local suppliers where ever possible. By way of example:

- (1) Palmerston and Rural Party Hire – hire of chairs and table where required
- (2) Cazalys Palmerston Club – Seniors Fortnight catering
- (3) Woodroffe Primary School – venue hire
- (4) Hollands Print – printing raffle tickets
- (5) Palmerston Quality Meats – meat for Bunnings Warehouse Palmerston NT BBQs and PCW Meat Trays
- (6) Palmerston Shopping Centre – Gift Cards for raffle prizes
- (7) Bunnings Warehouse Palmerston NT – purchase of Gift Cards for raffle prizes

## *New Initiatives*

**In addition to continuing to conduct events for seniors from the City of Palmerston the PLSA would like to continue working with the City of Palmerston relating to the following new initiatives:**

- 1) Invite the Mayor of the City of Palmerston (or their nominee) to attend the PLSA General Committee Meetings each month (except any confidential sessions).

This initiative will benefit both parties and provide a direct linkage to assist with planning and operation of the Association, ensuring that the PLSA is dovetailed into any new developments/initiatives of the Council and assisting with compliance of the City of Palmerston Community Plan. It will also assist the PLSA to be more responsive to emerging needs of the Community.

- 2) Assist the PLSA in recruiting an additional Committee Member, filling the current vacancy with a “*Palmerston Resident*”. This advertising might occur on the Council’s web site or through the Grey Goss or other advertising mediums.
- 3) Continuation of the present agreement whereby the PLSA utilise the Palmerston Recreation Centre as a venue for some of our General Committee Meetings through the year at no cost to the PLSA as the City of Palmerston is the Platinum Sponsor.

## *City of Palmerston Community Plan*

The PLSA draw Councils attention to Addendum 1 – Compliance with the City of Palmerston Community Plan.

This document is attached to our submission and provides a brief outline of where we believe our compliance lies with regards the Community Plan.



## ***PLSA Documents***

The PLSA has documentation to underpin this submission if required.

Attached for information is the PLSA Organisational Chart.

Documents available if required, include:

- ✓ Proof of incorporated body
- ✓ Contact Details of Elected Offices
- ✓ Proof of current insurances – Certificate of Currency – Public Liability \$20M
- ✓ PLSA Strategic Plan 2021 – 2025
- ✓ Updated Statement of Commitment
- ✓ PLSA COVID-19 Safety Plan
- ✓ PLSA SOP11 – COVID-19 Protocols

## ***Documents Referenced***

- PLSA By Laws
- City of Palmerston Municipal Plan 2020/2021
- City of Palmerston Community Plan 2018
- City of Palmerston Draft Inclusive, Diverse & Accessible Policy Framework 2021
- City of Palmerston Community Benefit Scheme

## ***City of Palmerston – Platinum Sponsorship Investment Package***

### ***Background***

We look forward to Council accepting our Platinum Sponsorship Investment Package with the City of Palmerston for the triennium of 2022-2024.

We are seeking a contribution from the City of Palmerston to provide a 3-year agreement, valued at \$20,000/financial year for the period of 2022-2024, no GST payable (PLSA is not registered for GST).

The City of Palmerston and PLSA contract period and payment schedule is as follows:

All payments to be received by 31 March of the relevant financial year with the invoice being forwarded to the City of Palmerston by 28 February of the relevant financial year.

- A contribution of \$20,000 for the 2021/2022 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$20,000 for the 2022/2023 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$20,000 for the 2023/2024 financial year towards supporting the events/activities of the PLSA.

In return, the PLSA offers the City of Palmerston the following Platinum Sponsorship Investment Package for consideration.

**The PLSA By Laws make provision for only one (1) single Platinum Sponsor.**

Item	Partner Various Sponsors	Bronze 8 Sponsors	Silver 6 Sponsors	Gold 2 Sponsors	Platinum 1 Sponsor
Acknowledgment of Sponsor/Partner at Seniors Fortnight Opening /Closing Ceremony	✓	✓	✓	✓	✓
Opportunity to promote business with posters/flyer at Seniors Fortnight Opening /Closing Ceremony		✓	✓	✓	✓
Receive a Certificate of Appreciation from the PLSA	✓	✓	✓	✓	✓
Logo on Seniors Fortnight Program		✓	✓	✓	✓
Logo and organisation name on PLSA Newsletter				✓	✓

# COUNCIL AGENDA

Attachment 13.2.21

Item	Partner Various Sponsors	Bronze 8 Sponsors	Silver 6 Sponsors	Gold 2 Sponsors	Platinum 1 Sponsor
Sponsor naming Rights 1 event during Seniors Fortnight			✓		
Two allocated Tickets for Opening /Closing Ceremony			✓		
Sponsor naming Rights 2 event during Seniors Fortnight				✓	
First Sponsor Naming Rights 1 event during Seniors Fortnight					✓
Naming Rights Seniors Fortnight Program					✓
Three allocated Tickets to Opening/Closing Ceremony				✓	
Five allocated Tickets to Opening/Closing Ceremony					✓
Name and Logo in prominent space on all PLSA "pull up banners" – Platinum Sponsor above Gold Sponsor				✓	✓
Invitation for Mayor to officiate at either the Opening/Closing Ceremony				✓	✓
Display at relevant events the Sponsors provided "pull up banner"					✓
Opportunity to market/display at Cazalys Morning Tea upcoming events					✓
Two allocated Tickets and Naming Rights Darwin Harbour Cruise					✓
Council nominee - member of the PLSA General Committee				✓	✓
Photo opportunities by Council at all PLSA events					✓
Engaging with key stakeholders related to issues affecting seniors' events, providing input					✓

## ***What's the deal for the PLSA?***

- ✓ Agreement - 3-year Platinum Sponsorship Investment Package between the City of Palmerston and the Palmerston And Litchfield Seniors Association Inc. (PLSA).
- ✓ Contract value - \$20,000 / annum paid into our account by the 31 March each year.

**Note: The PLSA does not ask for any CPI increases during the term of the agreement, nor require the City of Palmerston to pay GST as we are not registered for GST.**

- ✓ The Association will arrange, organise and manage all events, for seniors of the City of Palmerston. This will include:
  - ✓ Payment of all Association invoices
  - ✓ Arrange and manage all events for seniors, including Seniors Fortnight
  - ✓ Liaise with the City of Palmerston regarding planning of events
  - ✓ Fund raising to support the Seniors events
  - ✓ Design artwork and have printed programs for events
  - ✓ Ensure the City of Palmerston logos are displayed prominently on all marketing materials
  - ✓ Manage the registration / bookings process for all seniors' events
  - ✓ Ensure compliance with various Acts and Legislation
  - ✓ Arrange where required bus transport in association with the NT Government
  - ✓ Arrange where required venues in association with the City of Palmerston
  - ✓ Maintain relevant raffle licences, complying with Gaming and Licensing requirements
  - ✓ Maintain all relevant insurances, including Public Liability Insurance (currently \$20M)
  - ✓ Maintain all operational governance and administrative documentation
  - ✓ Maintain First Aid Kit and equipment
  - ✓ Maintain at least two qualified "First Aiders" on the Committee
  - ✓ Ensure "First Aiders" annually upgrade their CPR skills
  - ✓ Maintain all Risk Management requirements
  - ✓ Undertake Risk Management Matrix for all events
  - ✓ Maintain Association By-Laws
  - ✓ Maintain all policies and compliance with Work Health and Safety requirements
  - ✓ Provide sponsors with a qualitative and quantitative Evaluation Report annually associated with Seniors Fortnight events
  - ✓ Ensure financial records are managed, annually audited and submitted to relevant agency
  - ✓ Renew annually Raffle Licences with Gaming and Licensing as required
  - ✓ Seek local business support for the Association

In addition, PLSA will continue to strengthen events/activities and fund raising with its sponsors for seniors by looking for additional opportunities for seniors where ever possible.

**WE PRIDE OURSELVES ON THE FACT THAT NO SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT Program AND THIS POLICY REMAINS IN PLACE FOR THE TRIENNIUM 2022 - 2024.**

**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, 18 May 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 Confidential items of the Agenda.

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**

# **COUNCIL MEETING MINUTES**

**TUESDAY, 20 April 2021**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on 20 April 2021 at 5:30pm.**

### ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)  
Deputy Mayor Amber Garden  
Alderman Benjamin Giesecke  
Alderman Damian Hale  
Alderman Sarah Henderson  
Alderman Tom Lewis  
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  
Executive Officer Strategic Projects, Francheska Gobel  
Communications Officer, Ashlee Haslop  
Executive Assistant to Director Organisational Services,  
Stoney Dethmore  
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

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### 3.1 Apologies

Nil.

### 3.2 Leave of Absence Previously Granted

Nil.

### 3.3 Leave of Absence Request

Moved: Alderman Spick  
Seconded: Alderman Giesecke

1. THAT the leave of absence received from Alderman Morrison for 23 April to 3 May 2021 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Henderson for 30 April to 3 May 2021 inclusive be received and noted.
3. THAT the leave of absence received from Alderman Spick for 26 April to 7 May 2021 inclusive be received and noted.

CARRIED 9/1574 – 20/04/2021

## **4** REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

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Moved: Alderman Spick  
Seconded: Alderman Morrison

THAT the request for Audio/Audiovisual Conferencing received from Alderman Spick for the meeting to be held on 4 May 2021 be received and noted.

CARRIED 9/1575 – 20/04/2021

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



## 5 DECLARATION OF INTEREST

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### 5.1 Elected Members

Moved: Alderman Morrison  
Seconded: Alderman Spick

THAT the Declaration of Interest received from Alderman Morrison for Item 13.1.2 and Item 25.2.4 be received and noted.

CARRIED 9/1576 – 20/04/2021

### 5.2 Staff

Moved: Deputy Mayor Garden  
Seconded: Alderman Morrison

THAT the Declaration of Interest received from Chief Executive Officer, Luccio Cercarelli for Item 25.2.4 be received and noted.

CARRIED 9/1577 – 20/04/2021

## 6 CONFIRMATION OF MINUTES

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### 6.1 Confirmation of Minutes

Moved: Alderman Henderson  
Seconded: Alderman Hale

THAT the minutes of the Council Meeting held on Tuesday, 6 April 2021 pages 10378 to 10387, be confirmed.

CARRIED 9/1578 – 20/04/2021

### 6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

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Nil.

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

## 8 DEPUTATIONS AND PRESENTATIONS

### 8.1 Palmerston Kite Festival

Moved: Alderman Hale  
Seconded: Alderman Henderson

THAT the presentation by Andrew Arthur, Chair of Nightcliff Arts Music and Culture Inc be received and noted.

CARRIED 9/1579 - 20/04/2021

## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving Confidential Items into Open

Nil.

### 10.2 Moving Open Items into Confidential

Nil.

### 10.3 Confidential Items

Moved: Alderman Morrison  
Seconded: Deputy Mayor Garden

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
24.1	8(c)(iv)	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

Initials:

**Minute Book Page 10396**  
**2nd Ordinary Council Meeting**

		prejudice the interests of the council or some other person is discussed.
25.1.1	8(e)	This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 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 and would, if publicly disclosed, be likely to be contrary to the public interest.
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	8(c)(i)	This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 8(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.  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.
25.2.3	8(e)	This item is considered 'Confidential' pursuant to section 65(2) of the <i>Local Government Act 2008</i> and Regulation 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 and would, if publicly disclosed, be likely to be contrary to the public interest.
25.2.4	8(c)(iv)	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> .

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

## Minute Book Page 10397

### 2nd Ordinary Council Meeting

		Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
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CARRIED 9/1580 – 20/04/2021

## 11 PETITIONS

Nil.

## 12 NOTICES OF MOTION

Nil.

## 13 OFFICERS REPORTS

### 13.1 Receive and Note Reports

#### 13.1.1 Financial Report for the Month of March 2021

Moved: Alderman Morrison  
Seconded: Deputy Mayor Garden

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

CARRIED 9/1581 – 20/04/2021

*Alderman Morrison declared a conflict and left the meeting at 5:54pm*

#### 13.1.2 Community Benefit Scheme Update - March 2021

Moved: Alderman Spick  
Seconded: Alderman Henderson

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

CARRIED 9/1582 – 20/04/2021

*Alderman Morrison returned to the meeting at 5:54pm*

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

**Minute Book Page 10398**

**2nd Ordinary Council Meeting**

**13.1.3 Palmerston Animal Management Advisory Committee Minutes - March 2021**

Moved: Deputy Mayor Garden

Seconded: Alderman Morrison

1. THAT Report entitled Palmerston Animal Management Advisory Committee Minutes - March 2021 be received and noted.
2. THAT the unconfirmed Palmerston Animal Management Advisory Committee minutes 1provided as **Attachment 13.1.3.1** to the Palmerston Animal Management Advisory Committee Meeting Minutes, 31 March 2021 be received and noted.

CARRIED 9/1583 - 20/04/2021

**13.1.4 Lifestyle and Community Quarterly Report January to March 2021**

Moved: Alderman Morrison

Seconded: Deputy Mayor Garden

THAT Report entitled Lifestyle and Community Quarterly Report January to March 2021 be received and noted.

CARRIED 9/1584 - 20/04/2021

**13.1.5 Sustainability Strategy - Update April 2021**

Moved: Alderman Morrison

Seconded: Alderman Hale

THAT Report entitled Sustainability Strategy - Update April 2021 be received and noted.

CARRIED 9/1585 - 20/04/2021

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

## 13.2 Action Reports

### 13.2.1 Alcohol Management - Marlow Lagoon

Moved: Alderman Henderson  
Seconded: Alderman Lewis

1. THAT Report entitled Alcohol Management - Marlow Lagoon be received and noted.
2. THAT Council permanently remove the alcohol exemption at Marlow Lagoon Reserve.

CARRIED 9/1586 – 20/04/2021

### 13.2.2 Driver Family Resource Centre Rental Agreement Extension

Moved: Alderman Henderson  
Seconded: Alderman Hale

1. THAT Report entitled Driver Family Resource Centre Rental Agreement Extension be received and noted.
2. THAT Council endorse the rental agreement extension of two years to Red Cross Australia for the Driver Family Resource Centre, until 30 June 2023, in accordance with the alternative process for a long-term lease achieving greater community benefits outlined in Council Policy AD04 *Lease of Council Property*.

CARRIED 9/1587 – 20/04/2021

### 13.2.3 Council Policy Review - EM02 Elected Members Benefits and Support

Moved: Deputy Mayor Garden  
Seconded: Alderman Henderson

1. THAT Report entitled EM02 Elected Members Benefits and Support be received and noted.
2. THAT amended Council Policy Elected Member Allowances and Expenses at **Attachment 13.2.3.3** of Report entitled Council Policy Review – EM02 Elected Members Benefits, and Support be adopted to replace Council's current policy EM02 *Elected Members Benefits and Support* to come into effect on 1 July 2021 with the following amendments to clauses:

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

## Minute Book Page 10400

### 2nd Ordinary Council Meeting

- 4.2.1 *For Ordinary Elected Members this allowance may be paid by attending the following types of unpaid meetings (alternate members are only paid if the appointed member is not in attendance)*
- 4.3.3 *If an Elected Member is attending a training course that exceeds the professional development allowance available in the current financial year within the term of the Council:*
- 4.4.7 *Meals and incidentals are to be in accordance with the ATO taxation determination. Meal allowances are not to be paid when the meal is included in the cost of the meeting, conference, or other event.*
- 4.4.8 *All non-essential additional expenses such as telephone calls, room service or mini-bar supplies are the responsibility of the Elected Member. In the instance where there are no other options, exceptions may be applied to the CEO for approval.*
- 4.5.1 *Over the term of the Council term, each Elected Member is entitled to claim an Information Technology Capital Entitlement*
- 4.8.1 *(d) Administrative assistance for official use*
3. THAT Council adopt Gifts and Benefits for Elected Members at **Attachment 13.2.3.4** of Report entitled Council Policy Review – EM02 Elected Members Benefits, and Support as a policy of Council to come into effect on 1 July 2021 with the following amendment to clause:
- 4.3.1 *(h) Intention for the gift (personal use, gifted to, donated to)*  
*(i) Any other relevant details.*

CARRIED 9/1588 – 20/04/2021

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil.

### 14.2 Correspondence

Nil.

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

## 15 REPORT OF DELEGATES

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Nil.

## 16 QUESTIONS BY MEMBERS

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Nil.

## 17 GENERAL BUSINESS

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Nil.

## 18 NEXT COUNCIL MEETING

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Moved: Alderman Spick  
Seconded: Alderman Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 4 May 2021 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1589 – 20/04/2021

## 19 CLOSURE OF MEETING TO PUBLIC

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Moved: Deputy Mayor Garden  
Seconded: Alderman Hale

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 9/1590 – 20/04/2021

## 20 ADJOURNMENT OF MEETING

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Nil.

*The open section of the meeting closed at 6:19pm for the discussion of confidential matters.*

*The Chair declared the meeting closed at 7:28pm.*

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



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Chair

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Print Name

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Date

Unconfirmed

Initials:

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