

AGENDA

1st Ordinary Council Meeting

Tuesday 1 June 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 18 May 2021 pages 10426 to 10436 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 - 1 June 2021
MEETING DATE: Tuesday 1 June 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 the 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.
- Holding an Elected Member BBQ to connect with the Palmerston Community.
- Attended Chief Minister Budget Launch and Ward Keller Budget breakfast.
- Presented the CoP draft Municipal plan and Budget at the launch event.
- Attended Community events;
 - Fab on Frances.
 - Opening of Maurice Terrace Dog Park with Senator Sam McMahon.
- Attended Eid Al-Fitr celebrations at the Indonesian Consul Residence.
- Attended the Palmerston Youth Activity Grant Evaluation Launch.
- Attended Safe Communities Meeting.
- Hosted work experience student Grace Rooney, Year 10 student from Mackillop College.

RECOMMENDATION

THAT Report entitled Mayoral Update Report - 1 June 2021 be received and noted.

DISCUSSION

Meetings with Federal and Northern Territory Ministers

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

- Vice Chancellor of CDU Professor Scott Bowman
- Hon. Eva Lawler, Minister for Infrastructure
- Mr Mark Turner, Member for Blain

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

Launch of Draft Municipal Plan

On Thursday 6 May we held a media launch for the City of Palmerston Draft Municipal Plan and budget, the launch was well attended by various media outlets across Darwin and we received good Television and Media coverage that evening. The Draft Municipal Plan is still out for community consultation with a feedback option on the City of Palmerston website. Feedback closes 3 June 2021. Thank you to staff who made this possible.

Chief Ministers Budget Launch and Ward Keller Budget Breakfast

We received an invitation to attend the Chief Minister 2021/2022 Budget Presentation on 4 May which took place at the Darwin Convention Centre. It was a good opportunity to know what budget initiatives are being released from the other levels of government and also to hear independent thoughts on what it means for the Territory economy.

Palmerston Youth Activity Grant Evaluation Launch

This was an evaluation piece undertaken by Gretchen Ennis on the after school and school holiday activity programs being run in Palmerston to support our youth. The programs have been running for 2 years and the evaluation has provided valuable insights into how youth feel about the programs, the thoughts of community members and other stakeholders. The programs include Youth Drop In Sports and were supported by Northern Territory Government, Palmerston and Rural basketball Association, Larrakia Nation, YMCA and City of Palmerston.

Fab on Frances

This event and the lead up events to the big performances were well attended, it was a well organised and fun night. There was great participation in people coming along dressed up, one of the three award winners of the best dressed on the catwalk were, Glynis, Marge and Jaqui, Congratulations all round!



Image: Glynis, Marge and Jaqui, Winners of the Catwalk at Fab on Frances



Image: The Hon. Eva Lawler with Alderman Benjamin Giesecke, Alderman Spick, with Alderman Henderson in the background

Opening of Maurice Terrace Dog Park, Bakewell.

Senator Dr Sam McMahon, representing the Commonwealth Government, and I officially opened the Maurice Terrace Dog Park. there was a large turnout of dogs and their owners at the official opening of Maurice Dog Park on Saturday 15 May 2021. City of Palmerston community enjoyed the free sausage sizzle provided by Council. The project was funded by the Australian Government under the Local Roads and Community Infrastructure Program, and I would like to thank the Senator and Commonwealth Government for their continued support through this grant program.

Attended Eid Al-Fitr celebrations at the Indonesian Consul Residence.

I would like to extend my appreciation to Consul Gulfan Afero and Mrs Oeke Gumiarni for their kind invitation to the celebration of Eid Al-Fitr to mark the end of Ramadan, the Islamic Holy Month of Fasting. It was humbling to be invited to celebrate this significant religious event by the Consul and his wife.

Grace, work experience student from Mackillop College hosted by City of Palmerston and Office of the Mayor.

Grace is a year 10 student who was interested not just in Local Government but also in the role that elected representatives play. Grace attended a Council Meeting and the Palmerston Safe Communities Meeting, as well as my monthly catch up with Eva Lawler. Grace also got to experience the operation side of Council and was amazed with the amount of activities provided by the City of Palmerston.



Proposed expansion of the City of Palmerston local government boundary

On 11 May, the Northern Territory Government announced their intention to incorporate currently unincorporated areas of Northcrest, Wishart, Tivendale and Elrundie into the Municipality of Palmerston. The City of Palmerston welcomes the proposal and also the opportunity to provide our services and representation to the residents and businesses in that area.

Planning for the future of Palmerston Environs

On 27 May the NT Planning Commission announced the launch of the Palmerston Environs Subregional Land Use Plan. City of Palmerston welcomes the Planning Commissions consultation into the future requirements of the region and the opportunity to provide our feedback on the future requirements of not only Palmerston's population but also those surrounding our service centres.

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
25.2.1	<p>8(a) This item is considered 'Confidential' pursuant to <i>section 65(2) of the Local Government Act 2008</i> and <i>Regulation 8(a) of the Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the 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.</p> <p>8(c)(iv) This item is considered 'Confidential' pursuant to <i>section 65(2) of the Local Government Act 2008</i> and <i>Regulation 8(c)(iv) of the Local Government (Administration) Regulations</i>, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.</p>
25.2.2	8(c)(i) This item is considered 'Confidential' pursuant to <i>section 65(2) of the Local Government Act 2008</i> and <i>Regulation 8(c)(i) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.3	8(d) This item is considered 'Confidential' pursuant to <i>section 65(2) of the Local Government Act 2008</i> and <i>Regulation 8(d) of the Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

- 11 PETITIONS
- 12 NOTICES OF MOTION



city of
PALMERSTON

A Place for People

COUNCIL AGENDA

13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Palmerston Safe Communities Committee Unconfirmed Minutes
MEETING DATE:	Tuesday 1 June 2021
AUTHOR:	Community Development Officer - Children & Families, Safe Communities, Liz Middleton
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This report presents to Council with the unconfirmed minutes of the Palmerston Safe Communities Committee meeting held on Thursday 20 May 2021.

KEY MESSAGES

- The Palmerston Safe Communities Committee's core Committee objectives are to reduce and prevent injuries, accidents, and crime in the Palmerston municipality.
- Palmerston Safe Communities Committee met on Thursday 20 May 2021.
- The Association of Alcohol other Drug Agencies NT (AADANT) Volatile Substance Use discussion has been postponed until the 29 July 2021 meeting.
- NT Police have reported a decrease in reports of property crime.
- The agenda and minutes are available on Council's website.

RECOMMENDATION

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

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 every two months with a total of six meeting dates each calendar year.

DISCUSSION

The PSCC meeting was held on 20 May 2021 with the unconfirmed minutes provided at Attachment

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

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

The Committee endorsed the removal of the *Transport Activity Plan* item from Palmerston Safe Communities Committee Action Report.

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

The discussion regarding Volatile Substance Use (VSU) from the Association of Alcohol and Other Drug Agencies NT (AADANT) has been postponed until the 29 July 2021 meeting. However, the Department of Territory Families, Housing and Communities, Youth Outreach & Re-Engagement Team (YORET) was able to provide a brief update on the VSU advocacy work occurring in the Northern Suburbs. The YORET are working in conjunction with AADANT and Department of Chief Minister and Cabinet and other stakeholders. This work includes a Department of Health review of the legislation round Authorised Officers who have the legislative powers to support those engaging in VSU and make referrals to appropriate support services.

The opportunity to share information as part of our Stakeholder Updates included:

- NT Police, update on: Crime Statistics
- Member for Drysdale, update on: Davoren Circuit public housing complex
- Australian Bureau of Statistics, update on: 2021 Census
- YMCA NT, update on: Palmerston Youth Centre
- Buslink, update on: reduction in Rock Throwing and employment opportunities
- YWCA, update on: Keeping Woman Safe in their Homes
- Red Cross NT, update on : ChangeFest and Red Cross programs

The NT Police provided an update on Palmerston crime statistics. Police have reported a reduction in crime against property when compared to the same period last year.

The Davoren Circuit public housing complex site is now empty, with all tenants relocated to alternative public housing within the Darwin & Palmerston region. The site has been handed over to the demolition contractor with site works now underway.

The Australian Bureau of Statistics will be holding information stalls in the lead up to the Census in August in Palmerston. They are working with the service sector to support rough sleepers and homeless persons to complete the Census either online or hard copy. These locations will be located at the Palmerston Library, Palmerston Recreation Centre, in addition to Gateway & Bakewell Shopping Centres.

The Palmerston Youth Space is approaching one year of operation and is continuing to gather 40 plus visits per evening. The space runs regular arts and culture activities, including LGBTQI workshops to engage and support young people attending the space.

Buslink has reported a reduction in incidents of rock throwing this year however have noted incidents of VSU on buses and will be working to train drivers to respond to any future incidents.

All five of YWCA's safe houses are at capacity. YWCA highlighted that due to public housing waitlists they are unable to turn over the accommodation and have wait lists for those requiring accommodation. They have also fully expended their funding for the *Keeping Women in their Homes* program to support women to stay safe and anticipate high demand for funding at the commencement of the new financial year.

ChangeFest NT 2021 is a festival to be held in Palmerston from 8 to 10 June 2021. ChangeFest is designed to be a gathering of people to discuss making change in their communities through working

collaboratively. The full program is available on their website changeifest.com.au and tickets are required for access to the festival.

The next Palmerston Safe Communities Committee will be held on Thursday 29 July 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 20 MAY 2021 [13.1.1.1 - 4 pages]



PALMERSTON SAFE COMMUNITIES

COMMITTEE MINUTES

Minute Book Page 37

CITY OF PALMERSTON

**Minutes of Palmerston Safe Communities Committee Meeting
held in Community Room 1,
Palmerston Recreation Centre, 11 The Boulevard,
on Thursday 20 May 2021 at 1:30pm.**

COMMITTEE MEMBERS

City of Palmerston, Alderman Damian Hale (Chair)
City of Palmerston, Mayor Athina Pascoe-Bell
City of Palmerston, Alderman Lucy Morrison
Department of Chief Minister & Cabinet, Sarah Gotch
Department of Territory Families, Housing and Communities (YORET), Dave Russell
NT Police, Robert Overall
NT Police CCTV, Michael Maclean
Department of Infrastructure, Planning and Logistics (Public Transport), Jennifer Ferguson
Buslink, Ross Robertson
YMCA NT, Leah Sanderson
Licensing NT, Merg Mikaelian
YWCA, Stephanie Metry
Mission Australia, James Matheri
Red Cross NT, Kathy Bannister

STAFF

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

GUESTS

Member for Spillett, Angie Walker (Representative)
Member of Drysdale, Liz Cruse (Representative)
Buslink, Colin Majid
Australian Bureau of Statistics, Pru Soler
Australian Bureau of Statistics, Barbara Quick
Australian Bureau of Statistics, Michelle Collicoat
Grace Rooney

1 ACKNOWLEDGEMENT OF COUNTRY

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

Initials: _____



PALMERSTON SAFE COMMUNITIES

COMMITTEE MINUTES

Minute Book Page 38

2 OPENING OF MEETING

The Chair declared the meeting open at 1:33pm

3 APOLOGIES

3.1 Apologies

Moved: Merg Mikaelian
Seconded: Alderman Lucy Morrison

THAT the following apologies received Department of Infrastructure, Planning and Logistics (Transit Safety), Roque Cubillo Department of Territory Families, Housing and Communities (Public Housing), Jeff Ryan for 20 May 2021 be received and noted.

CARRIED

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Michael Maclean
Seconded: Ross Roberston

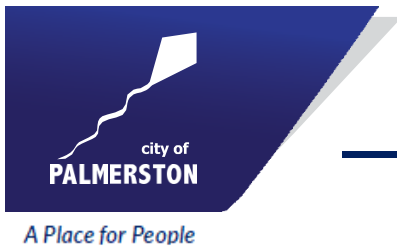
THAT the minutes of the Palmerston Safe Communities Committee Meeting held Thursday, 18 March 2021, pages 32 to 36, be confirmed.

CARRIED

6 CORRESPONDENCE

Nil.

Initials: _____



PALMERSTON SAFE COMMUNITIES

COMMITTEE MINUTES

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7 CONFIDENTIAL ITEMS

Nil.

8 OFFICER REPORTS

8.1 Receive and Note Reports

8.1.1 Palmerston and Rural Youth Services Update

Moved: Sarah Gotch

Seconded: Michael Maclean

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

CARRIED

8.1.2 Palmerston Safe Communities Committee Action Report

Moved: Mayor Athina Pascoe-Bell

Seconded: Alderman Damian Hale

1. THAT Report entitled Palmerston Safe Communities Committee Action Report be received and noted.
2. THAT the *Transport Activity Plan* item be removed from the Palmerston Safe Communities Committee Action Report.

CARRIED

9 OTHER BUSINESS

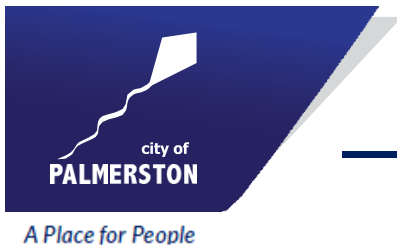
9.1 Stakeholder Updates

Moved: Sarah Gotch

Seconded: Ross Roberston

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

Initials:



PALMERSTON SAFE COMMUNITIES

COMMITTEE MINUTES

Minute Book Page 40

- Australian Bureau of Statistics
- Buslink
- City of Palmerston
- Department of Chief Minister & Cabinet
- Department of Infrastructure, Planning and Logistics (Public Transport)
- Department of Territory Families, Housing and Communities (YORET)
- Licensing NT
- Member for Drysdale
- Member for Spillett
- Mission Australia
- NT Police
- NT Police CCTV
- Red Cross NT
- YMCA NT
- YWCA

CARRIED

10 NEXT MEETING

The next meeting for the Palmerston Safe Communities Committee will be held on Thursday 29 July 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 20 May 2021 closed at 2:35pm

Chair

Print Name

Date

Initials:

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Council Policy Review - Procurement
MEETING DATE:	Tuesday 1 June 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

This report reviews *Council Policy Procurement* in accordance with the incoming *Local Government Act 2019*.

KEY MESSAGES

- A review has been undertaken on Council Policy *FIN04 Procurement* as per Council's policy revision schedule and in accordance with the incoming *Local Government Act 2019*.
- Additions were made to strengthen the policy and to ensure the procurement process is transparent, efficient and open.
- The policy objectives were expanded to include enhancement of the capabilities of local enterprises and the sustainable employment of people from diverse backgrounds.
- The policy introduces a procurement model where Council officers are responsible for the purchase of goods and services to raise accountability.
- The policy suggests using 'Local Buy', as a potential tool to facilitate local purchase.
- The policy gives emphasise to environmental sustainability and makes sure that it complies with Council's sustainability strategy.
- It is recommended that the amended Policy Procurement be adopted as a policy of Council with the changes suggested.

RECOMMENDATION

1. THAT Report entitled Council Policy Review - Procurement be received and noted.
2. THAT amended Council Policy Procurement at **Attachment 13.2.1.3** be adopted with the suggested changes to replace the current policy *FIN04 Procurement*.

BACKGROUND

Council Policy *FIN04 Procurement* hasn't been reviewed during the term of this Council. This policy details the process Council follows for debt management and collection, including ensuring correct records are kept of monies owed to Council in accordance with the Local Government Act and associated legislations.

In preparation of the incoming *Local Government Act 2019* a review has been undertaken to ensure the Council Policy *FIN04 Procurement* is compliant and consistent with Council's current processes. Amendments to this policy will provide an improved debt management/collection.

DISCUSSION

The Policy exists to ensure that council officers implement fair and transparent processes whilst undertaking procurement and purchasing activities for goods and services required for Council. The policy's main objective is to ensure that officers achieve value for money results for the Palmerston Community. It also ensures that we undertake all activities following a set of key principles.

The review has resulted in the policy being transferred to the new policy form template. Also, the rewording and updating of the policy to ensure that changes to the Act have been captured in the document. Following additional points were added to strengthen the policy:

- Added new points under principles to ensure value for money, benefits to the local economy, open and fair competition, environmental protection, and ethical behaviour.
- Expanded the policy objectives to establish a framework for the implementation of Council's purchasing arrangements.
- Suggested a 'Procurement Model' where the Council officers are responsible for purchasing goods and services and ensure compliance with the policy.
- Additional points were added on support to the local community through sponsorships and donations.
- Expanded the section on 'Sustainability' to ensure environmental and social implications were considered in the procurement process and Council promotes environmental protection and responsibility through its purchasing procedures. This section is prepared in compliance with Council's 'Sustainability Strategy'.

CONSULTATION PROCESS

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

- Executive Leadership Team
- Senior Leadership Team

No external consultations were made in preparing this report.

POLICY IMPLICATIONS

This policy suggests replacing the current Council Policy *FIN04 Procurement*.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

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

This policy ensures compliance with the following:

- *Local Government Act 2008; and*
- *Local Government Act 2019.*

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

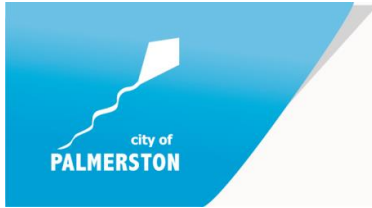
Procurement policy considers the environmental and social implications of procurement and ensure that they comply with Council's Sustainability Strategy.

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 - Procurement [**13.2.1.1** - 3 pages]
2. Tracked Council Policy - Procurement [**13.2.1.2** - 4 pages]
3. Clean Amended Council Policy - Procurement [**13.2.1.3** - 3 pages]



POLICY

FIN04

Name:	Procurement		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	6/03/2018	Next Review Date:	1/01/2021
Records Number:	365961	Council Decision:	8/3043

1 PURPOSE

The purpose of this policy is to ensure Council implements a fair, transparent and accountable process in the purchase of goods and services that achieves value for money and benefits the Palmerston Community.

2 PRINCIPLES

The primary goal of any Council procurement activity is to achieve the best value-for-Palmerston outcome. Value-for-Palmerston does not just entail the price, but broader considerations such as whole of life costs, past performance, commercial and other risks, compatibilities and local factors. The lowest price may not be the best overall option.

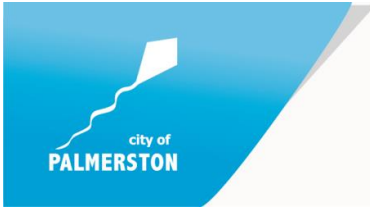
Council considers the following principles:

- Open and effective competition;
- Value for money;
- Encouraging the development of a competitive local business and industry;
- Quality of Service Provision;
- Environmental benefits; and
- Ethical behaviour and fair dealing.

3 DEFINITIONS

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

Term	Definition
Procurement	Procurement shall mean, purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods. Services to Council, or third parties acting as representatives for Council.
Cost	Cost is defined as the full cost of the procurement of the goods and services and is inclusive of Goods and Services Tax (GST).
Local Buy	A contractual arrangement established by the Local Government Association Queensland with the Local Government Association of the Northern Territory as a signatory that enables Council to purchase a variety of goods and services from accredited suppliers without tendering.
Local Supplier	A supplier operating in the Northern Territory and more particularly Palmerston or the Top End Region and satisfies elements such as operating in the Northern Territory, significant permanent resources and employs Northern Territory residents.
Purchasing Officer	An officer of Council with financial purchasing delegation as defined in the Delegations Manual.
Top End	The geographical area comprising the northern part of the Northern Territory including Darwin, Palmerston, Litchfield and surrounding rural area south to the township of Adelaide River.



POLICY

FIN04

4 POLICY OBJECTIVES

The objective of this policy is to establish a framework for the implementation of Council's purchasing arrangements to ensure:

- Compliance with relevant legislation in relation to purchasing;
- That all purchasing procedures, regardless of the size of the transaction, be open and transparent and able to withstand public scrutiny;
- Purchasing processes remain efficient and effective;
- That an appropriate system of internal control is in operation in relation to purchasing;
- All suppliers are given fair and equitable consideration at all times;
- That officers responsible for purchasing have a clear understanding of their responsibilities and authority; and
- Opportunities are provided to local businesses.

5 POLICY STATEMENT

The City of Palmerston has a centralised procurement model. Council officers responsible for purchasing goods and services must comply with this policy and it is the officer's duty to understand the meaning and intent of this policy.

Council officers are required to:

- Follow the standards of the Local Government Act and the corresponding regulations;
- Preserve Council's integrity to ensure that Council may be seen to have acted appropriately in all procurement dealings; and
- Abide by Council's Code of Conduct Policy and all applicable policies and instructions.

Any canvassing of Elected Members or Council Staff in relation to Procurement will result in the proposals being automatically disqualified.

Local Suppliers

Every effort should be made to utilise local suppliers and to ensure locally based businesses and industries are given an opportunity to participate in quotation or tender processes. Local businesses will still need to be competitive and present value for Palmerston including how they deliver local benefits.

A local supplier criteria weighting of at least 20% will be applied to the assessment process for the purpose of value-for-Palmerston, local development and value adding.

The assessment will consider a local content test. While the local content assessment criteria will vary depending on the procurement, typically it will consider principles such as:

- Employment
- Up-skilling
- Local industry participation
- Local and regional development initiatives

Local considers benefits to Palmerston, the Top End Region and the Northern Territory.



POLICY

FIN04

Whilst Council is committed to local suppliers, the reality is that certain types of goods and services cannot be purchased from within the Territory.

Local Buy

Where appropriate and provides value for money, Council can utilise the Local Buy Procurement arrangement administered by the Local Government Association Queensland which provides an electronic portal to facilitate compliant purchasing for Councils in Queensland and the Northern Territory. While Council is not legally bound to use Local Buy's services, using Local Buy arrangements save significant time and money and are fully compliant with the Local Government Act and the Local Government Accounting Regulations. The local supplier criteria will still be applied when this process is used. Purchasing capacity is unlimited for goods and services through Local Buy.

Environmental and Social Procurement

Officers must consider the environmental and social implications of procurement including impact on costs.

6 LEGISLATION, TERMINOLOGY AND REFERENCES

The procurement of all goods and services must comply with Council's obligation under the:

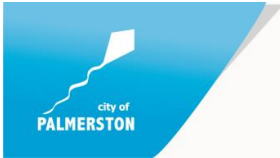
- Local Government Act
- Local Government (Accounting) Regulations
- Ministerial Guidelines
- Local Government General Instructions

Reference should also be given to the Northern Territory Government Buy Local Plan where appropriate.

7 IMPLEMENTATION AND DELEGATION

In accordance with Section 32(2) of the Local Government Act, Council has delegated the authority for implementation to the Chief Executive Officer.

Authorised purchasing limits based on delegated levels of authority are in place.



POLICY

Name:	Procurement		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	6/03/20186/03/2018	Next Review Date:	1/01/20211/01/2021
Records Number:	365961	Council Decision:	8/3043

1 PURPOSE

The purpose of this policy is to ensure Council implements a fair, transparent and accountable process in the purchase of goods and services that achieves value for money and benefits the Palmerston Community.

2 PRINCIPLES

The primary goal of any Council procurement activity is to achieve the best value-for-Palmerston outcome. Value-for-Palmerston does not just entail the price, but broader considerations such as whole of life costs, past performance, commercial and other risks, compatibilities and local factors.

The lowest price may not be the best overall option. Council's procurement system is underpinned by the following principles:

- Value for money
- Broader benefits to the local economy
- Open and fair competition
- Environmental protection
- Ethical behaviour and fair dealing
- Ensuring Transparency, Integrity, Openness and Accountability

The lowest price may not be the best overall option.

Council considers the following principles:

Open and effective competition;

Value for money;

Encouraging the development of a competitive local business and industry;

Quality of Service Provision;

Environmental benefits; and

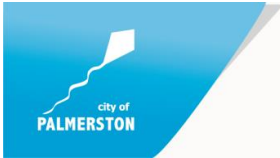
Ethical behaviour and fair dealing.

Commented [MCP1]: Added new values under principles

3 DEFINITIONS

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

Term	Definition
Procurement	Procurement shall mean, purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods. Services to Council, or third parties acting as representatives for Council.
Cost	Cost is defined as the full cost of the procurement of the goods and services and is inclusive of Goods and Services Tax (GST).
Local Buy	A contractual arrangement established by the Local Government Association Queensland with the Local Government Association of the Northern Territory as a signatory that enables Council to



POLICY

	purchase a variety of goods and services from accredited suppliers without tendering.
Local Supplier	A supplier operating in the Northern Territory and more particularly Palmerston or the Top End Region and satisfies elements such as operating in the Northern Territory, significant permanent resources and employs Northern Territory residents.
Purchasing Officer	An officer of Council with financial purchasing delegation as defined in the Delegations Manual.
Top End	The geographical area comprising the northern part of the Northern Territory including Darwin, Palmerston, Litchfield and surrounding rural area south to the township of Adelaide River.

4 POLICY STATEMENT

4.1 Objectives

The objective of this policy is to establish a framework for the implementation of Council's purchasing arrangements to ensure:

- the enhancement of the capabilities of local enterprises and industries.
- the sustainable employment of diverse people
- Ethical behaviour and fair dealings
- Environmental and social sustainability
- Open and effective competition
- Value for money.

Commented [MCP2]: This section is as per the requirements in the incoming legislations

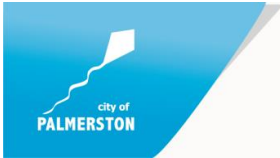
- Compliance with relevant legislation in relation to purchasing;
- That all purchasing procedures, regardless of the size of the transaction, be open and transparent and able to withstand public scrutiny;
- Purchasing processes remain efficient and effective;
- That an appropriate system of internal control is in operation in relation to purchasing;
- All suppliers are given fair and equitable consideration at all times;
- That officers responsible for purchasing have a clear understanding of their responsibilities and authority; and
- Opportunities are provided to local businesses.

4.1 Procurement Model

4.2.1 Council officers responsible for purchasing goods and services must comply with this policy and it is the officer's duty to understand the meaning and intent of this policy.

4.2.2 Council officers are required to:

- Follow the standards of the *Local Government Act* and the corresponding legislations;
- Preserve Council's integrity to ensure that Council may be seen to have acted appropriately in all procurement dealings; and
- Abide by Council's *Code of Conduct Policy* and all applicable policies and instructions.



POLICY

4.2 Local Suppliers

- 4.3.1 Every effort should be made to utilise local suppliers and to ensure locally based businesses and industries are given an opportunity to participate in quotation or tender processes.
- 4.3.2 Local supplier criteria weighing of at least 20% will be applied to the assessment process for the purpose of value-for-Palmerston, local development and value adding.
- 4.3.3 The assessment will consider a local content test. Local content assessment will consider principles such as, but not limited to:
 - Employment
 - Up-skilling
 - Local industry participation
 - Local and regional development initiatives
- 4.3.4 Local considers benefits to Palmerston, the Top End Region and the Northern Territory.
- 4.3.5 Whilst Council is committed to local suppliers, the reality is that certain types of goods and services cannot be purchased from within the Territory.

4.3 Local Buy

- 4.4.1 Council can utilise the Local Buy Procurement arrangement administered by the Local Government Association Queensland as an alternative.

4.4 Sustainability

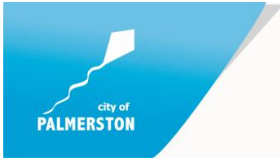
- 4.5.1 Considerations will be given to the environmental and social sustainability implications of the procurement. This should include, but not be exclusive to, lifecycle costs, resource use, greenhouse gas emissions, ethical purchasing implications, access and inclusivity and waste minimisation. These procurement factors should be considered at all stages of the product 'life cycle', including production, purchase, delivery and use.
- 4.5.2 Council may also consider the following:
 - the environmental performance of prospective contractors or suppliers;
 - the selection of products that may have a reduced impact on human health and or the natural environment; and
 - the environmental impact and performance of a requested product, such as energy and / or water efficiency rating, fuel efficiency, durability, recycled content, toxicity, origin of any components made from wood (e.g. paper products) and end of life disposal.

The City of Palmerston has a centralised procurement model. Council officers responsible for purchasing goods and services must comply with this policy and it is the officer's duty to understand the meaning and intent of this policy.

Council officers are required to:

- ~ Follow the standards of the Local Government Act and the corresponding regulations;
- ~ Preserve Council's integrity to ensure that Council may be seen to have acted appropriately in all procurement dealings; and

Commented [MCP3]: Strengthened the section in line with the sustainability strategy



POLICY

~~— Abide by Council's Code of Conduct Policy and all applicable policies and instructions.~~

~~Any canvassing of Elected Members or Council Staff in relation to Procurement will result in the proposals being automatically disqualified.~~

Local Suppliers

~~Every effort should be made to utilise local suppliers and to ensure locally based businesses and industries are given an opportunity to participate in quotation or tender processes. Local businesses will still need to be competitive and present value for Palmerston including how they deliver local benefits.~~

~~A local supplier criteria weighting of at least 20% will be applied to the assessment process for the purpose of value for Palmerston, local development and value adding.~~

~~The assessment will consider a local content test. While the local content assessment criteria will vary depending on the procurement, typically it will consider principles such as:~~

- ~~— Employment~~
- ~~— Up skilling~~
- ~~— Local industry participation~~
- ~~— Local and regional development initiatives~~

~~Local considers benefits to Palmerston, the Top End Region and the Northern Territory.~~

~~Whilst Council is committed to local suppliers, the reality is that certain types of goods and services cannot be purchased from within the Territory.~~

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Environmental and Social Procurement

~~Officers must consider the environmental and social implications of procurement including impact on costs.~~

5 ASSOCIATED DOCUMENTS

- [5.1 City of Palmerston Code of Conduct](#)
- [5.2 City of Palmerston Community Plan](#)

6 LEGISLATION, TERMINOLOGY AND REFERENCES

- [6.1 Local Government Act](#)
- [6.2 Northern Territory Government Buy Local Plan](#)

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POLICY

Name:	Procurement		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Senior Procurement Advisor		
Adopted Date:		Next Review Date	
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to ensure Council implements a fair, transparent, and accountable process in the purchase of goods and services that achieves value for money and benefits the Palmerston Community.

2 PRINCIPLES

The primary goal of any Council procurement activity is to achieve the best value-for-Palmerston outcome. Value-for-Palmerston does not just entail the price, but broader considerations such as whole of life costs, past performance, commercial and other risks, compatibilities, and local factors. The lowest price may not be the best overall option. Council's procurement system is underpinned by the following principles:

- Value for money
- Broader benefits to the local economy
- Open and fair competition
- Environmental protection
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Top End	The geographical area comprising the northern part of the Northern Territory including Darwin, Palmerston, Litchfield and surrounding rural area south to the township of Adelaide River.



POLICY

4 POLICY STATEMENT

4.1 Objectives

The objective of this policy is to establish a framework for the implementation of Council's purchasing arrangements to encourage:

- 4.1.1 the enhancement of the capabilities of local enterprises and industries.
- 4.1.2 the sustainable employment of diverse people
- 4.1.3 Ethical behaviour and fair dealings
- 4.1.4 Environmental and social sustainability
- 4.1.5 Open and effective competition
- 4.1.6 Value for money.

4.2 Procurement Model

4.2.1 Council officers responsible for purchasing goods and services must comply with this policy and it is the officer's duty to understand the meaning and intent of this policy.

4.2.2 Council officers are required to:

- Follow the standards of the *Local Government Act* and the corresponding legislations;
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- Up-skilling
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- Local and regional development initiatives

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4.4 Local Buy

4.4.1 Council can utilise the Local Buy Procurement arrangement administered by the Local Government Association Queensland as an alternative.



POLICY

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4.5.2 Council may also consider the following:

- the environmental performance of prospective contractors or suppliers;
- the selection of products that may have a reduced impact on human health and or the natural environment; and
- the environmental impact and performance of a requested product, such as energy and / or water efficiency rating, fuel efficiency, durability, recycled content, toxicity, origin of any components made from wood (e.g. paper products) and end of life disposal.

5 ASSOCIATED DOCUMENTS

- 5.1. *City of Palmerston Code of Conduct*
5.2. *City of Palmerston Community Plan*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
6.2 *Northern Territory Government Buy Local Plan*

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Durack Community Arts Centre Update
MEETING DATE:	Tuesday 1 June 2021
AUTHOR:	Executive Manager Community and Library Services, Anna Ingram
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This report seeks to update Council on the status of the recently acquired Durack Community Arts Centre and seeks Council's endorsement for use of the space to focus on developing Palmerston's creative sector through the prioritising of arts and cultural activities.

KEY MESSAGES

- Palmerston's first and only purpose-built art and culture space, the Durack Community Arts Centre is located at 33 Packard Avenue overlooking the Charles Darwin University lake.
- City of Palmerston has recently taken full possession of the Durack Community Arts Centre, following hand-over of the now vacant section from Charles Darwin University (CDU)/PEET back to Council as per the development agreement.
- A number of upgrades to the vacant side of the facility are either completed or underway, in order to prepare it for community use, with a launch planned for July 2021.
- A communications plan is being developed for the reopening of the facility to the community, including a letter box drop informing Durack residents of these developments, including taking management of the car park. This will occur by early June.
- The Centre will be a multi-purpose community facility available for public bookings, with its primary focus being recommended is a hub for arts/craft-based programs and activities to further support Palmerston's creative sector.
- The art workshop side of the facility is increasingly well utilised, demonstrating a desire/market for creative activities within the Palmerston Community.

RECOMMENDATION

1. THAT Report entitled Durack Community Arts Centre Update be received and noted.
2. THAT Council endorses the use of the Durack Community Arts Centre as a community facility that focuses on further developing Palmerston's creative sector, through the prioritising of bookings for arts and cultural activities as detailed in report entitled Durack Community Arts Centre Update.

BACKGROUND

The Durack Community Arts Centre (previously called The Heights Durack Community Centre) was officially opened in 2016, under the shared management of City of Palmerston and PEET Limited, a residential developer engaged on behalf of Charles Darwin University (CDU) to sell house and land packages in the new suburb of Durack Heights.



Image 1: The Durack Community Arts Centre

City of Palmerston took possession of the multifunctional art workshop side of the facility, which was equipped with wet areas and equipment intended to facilitate the development of visual arts activities. PEET took possession of the open plan office space, kitchenette and sales room, **Attachment 13.2.2.1**. Under an agreement with City of Palmerston, PEET was to vacate the facility when all the development was complete. PEET Limited moved out of the facility earlier this year as their board had decided previously to defer any further development works and no longer required a showroom/office in Durack. A number of upgrade works have been underway to prepare the space for community use, ready for a planned opening launch in July 2021, including:

- Removal and disposal of remaining PEET files, furniture, and general rubbish
- Deep clean and resurfacing of floors
- Internal painting throughout
- Installation of public WiFi on CoP network
- Clean-up of garden areas and addition to Council's outdoor maintenance schedule
- Installation of art track hanging system to enable possible future exhibitions

- Purchase of tables, chairs and whiteboards

Other upgrade works underway, to be completed by early June include:

- Installation of new FOB access and security system
- Installation of CoP branded external facility signage and banners
- Installation of CoP branded carpark signage, including disabled parking
- Defend Fire inspection of premises and fire safety equipment, installation of emergency evacuation maps
- Replacement of veranda fans
- Purchase of movable exhibition/partition walls

In addition, City of Palmerston will be taking management of the whole site, including the car park, **Attachment 13.2.2.2** and a communications plan is being developed for the reopening of the facility to the community, with a letter box drop informing Durack residents of these developments occurring in early June.

DISCUSSION

With the hand-over of the now vacant section of the Durack Community Arts Centre from CDU/PEET back to Council, there is an exciting opportunity to activate this additional multi-purpose space for both the use of the community and also for a greater range of Council programs, activities, exhibitions, and workshops. It is envisaged that the Centre will be a multi-purpose community facility available for public bookings, similar to Council's other facilities. However, given its picturesque location as well as the presence of the existing well utilised art workshop area on the other side of the facility, a number of creative art-related activities are being planned, to further activate the space and make it a hub for artistic endeavours, in addition to general bookings by community groups. Early discussion is in motion with CDU to allow Council to utilise this space. The site is ideal for small parties, live music and a variety of family events, and Council actively encourages the community to experience our many beautiful outdoor spaces.

ABC Radio Darwin Residence

City of Palmerston has been recently engaged in discussions with ABC Radio Darwin, who have expressed an interest in relocating their team to the Palmerston area temporarily, in order to focus more closely on stories about Palmerston people, activities and spaces. Representatives from ABC have inspected the Durack Community Arts Centre and have deemed it ideal for their purposes. As a result, Council has agreed to lease the space to ABC at no charge from 7 June to 2 July 2021, to assist with facilitating access to the Palmerston community for the purpose of producing their podcasts and radio segments. Following the vacation of ABC from the premises on 2 July, the facility will be officially reopened to the public with a launch event planned in July 2021.

In addition, the following Creative Palmerston initiatives are being explored by Council staff:

Arts and Cultural Activities

Given the success of the small art exhibitions that have taken place over the past year in the Recreation Centre foyer, an art exhibition program would be developed for Durack through Council initiated projects, as well as through the provision of opportunities for school groups and organisations to host or display exhibitions. It is envisaged that exhibitions would run for three to four weeks at a time. In addition to the permanent art track hanging system on the walls, there will be movable exhibition/partition walls available, which in addition to being flexible display options for the

exhibitions, could also potentially provide smaller spaces for other activities such as meetings for creative groups and physical activities such as yoga, music programs and talks.

City of Palmerston would work with established groups such as Tactile Arts and Darwin Community Arts to run additional programs, such as visual arts, craft, music and writing programs that would be suitable for the space. These activities and workshops may incorporate a small fee, to offset the cost of the programs.



Image 2: Art Journal Exhibition at Palmerston Recreation Centre

Artist in Residence

An Artist in Residence (AIR) program would provide an opportunity to work with a local Palmerston or Top End artist within the Durack art workshop space. As part of the residency, an AIR would develop a body of work that is inspired by Palmerston history and/or links to Palmerston community stories in some way, as well as running community workshops and open days to further support Palmerston's arts community. Following the residency, an exhibition would be developed and featured in the Durack exhibition space. The artist would be paid a stipend and materials fee as part of this program. This would be funded through existing approved budgets.

Council staff will continue developing an activation program for weekends & evenings as well as developing arts/craft-based school holiday programs in the additional space.

Usage Statistics

The usage for the Council-managed art workshop side of the facility has been regular and ongoing since opening, with a range of user groups utilising the space, predominantly for art and craft-based activities.

It is evident given this wide range of user groups that there is a strong desire/market for creative activities within the Palmerston community.

Bookings statistics for the past four years are as follows:

	2018	2019	2020	2021
January	10	0	4	13
February	20	3	8	20
March	25	3	9	36
Q1	55	6	21	69
April	17	5		25
May	25	5		
June	17	2	3	
Q2	59	12	3	25
July	7	1	21	
August	8	5	55	
September	6	18	50	
Q3	21	24	126	0
October	9	3	35	
November	7	10	22	
December	5	4	17	
Q4	21	17	74	0
Year Total	156	59	224	94

COVID Closure

Free Venue Hire

No Data



Image 3: Inside the art workshop space at Durack Community Arts Centre

User groups for the space are as follows:

Regular and ongoing bookings:

- Paint and Create – Art classes twice weekly
- Jan Herman (local artist) - Resin workshops twice weekly
- Street Art program - weekly
- Domestic Violence Art program – weekly

Other workshops and activities:

- Our Common Threads craft group
- Top End Flexible Learning
- Art Distraction for children
- Art Educators of the NT meetings
- Private art groups x 12, activities include: Film making, Lino printing, Paper Making, Candle making, Sand Cards, Photography workshops, Pastel art class

Creative Palmerston Workshops:

City of Palmerston partnered up with well-known arts and crafts organisation Tactile Arts to produce a full program of workshops over the August, September and October 2020 period. The workshop program employed six top end regional artists to deliver 28 workshop sessions across a three-month period. The program was subsidised by the City of Palmerston, ensuring affordable access for participants and raise awareness of the Centre.

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

A survey was undertaken with adult participants based on their experience participating in the workshop with the following results:

- 100% of participants agreed that the program stimulated their creativity.
- 100% of participants agreed that they learnt new ideas and gained insight.
- 78.9% said that they felt a sense of belonging.
- 94.7 % said that the program contributed to enhancing their wellbeing.
- 94.7% felt connected to other people.
- 84.2% said that they felt connected to their community. 100% of participants who took the survey said that they would recommend the workshops to others.

Activities included: Wire wrapping, Macramé, Painting for beginners, Earring making, Jewellery making, Clay workshop, Block printing, Mosaic tile making



Image 4: One of the workshops offered in the Creative Palmerston program with Tactile Arts

CONSULTATION PROCESS

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

- Community Development Officer, Arts and Culture
- Community Services Lead
- Administration Support Officer – Community Services
- Manager IT Services
- Senior Ranger
- City Sustainability Manager

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

- ABC Radio Darwin

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Council contributed in the order \$750,000 to the cost of building the Durack Community Arts Centre in a development agreement with Charles Darwin University (the landowners) who as part of the agreement sold the land to Council for \$1. The centre's construction was completed in 2016.

Council has allocated a capital budget of \$40,000 for upgrades to the Durack Community Arts Centre to make it fit for purpose for community use. To date, approximately 43% of this budget has been expended, with the remainder of the funds to be spent on the rest of the works underway (as detailed above). Budget for activation programs and activities will be incorporated into the Council's Community Services operational budget, in the area of Arts and Culture.

There are fees and charges set by Council for facility hire including rooms at the Durack Community Arts Centre. Currently room hire is free and given the quality of the facility staff expect that there will be significant demand to book the facility.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

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

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

This risk relates predominantly to the local Durack residents and neighbouring childcare centre, who may be affected by activity in the area, as well as the changed car parking conditions. Residents may be unhappy with City of Palmerston taking management of the site including the car park area. This risk will be mitigated by a communications plan, including a letterbox drop to local residents, clear signage in the car park, as well as a launch event to celebrate the reopening.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

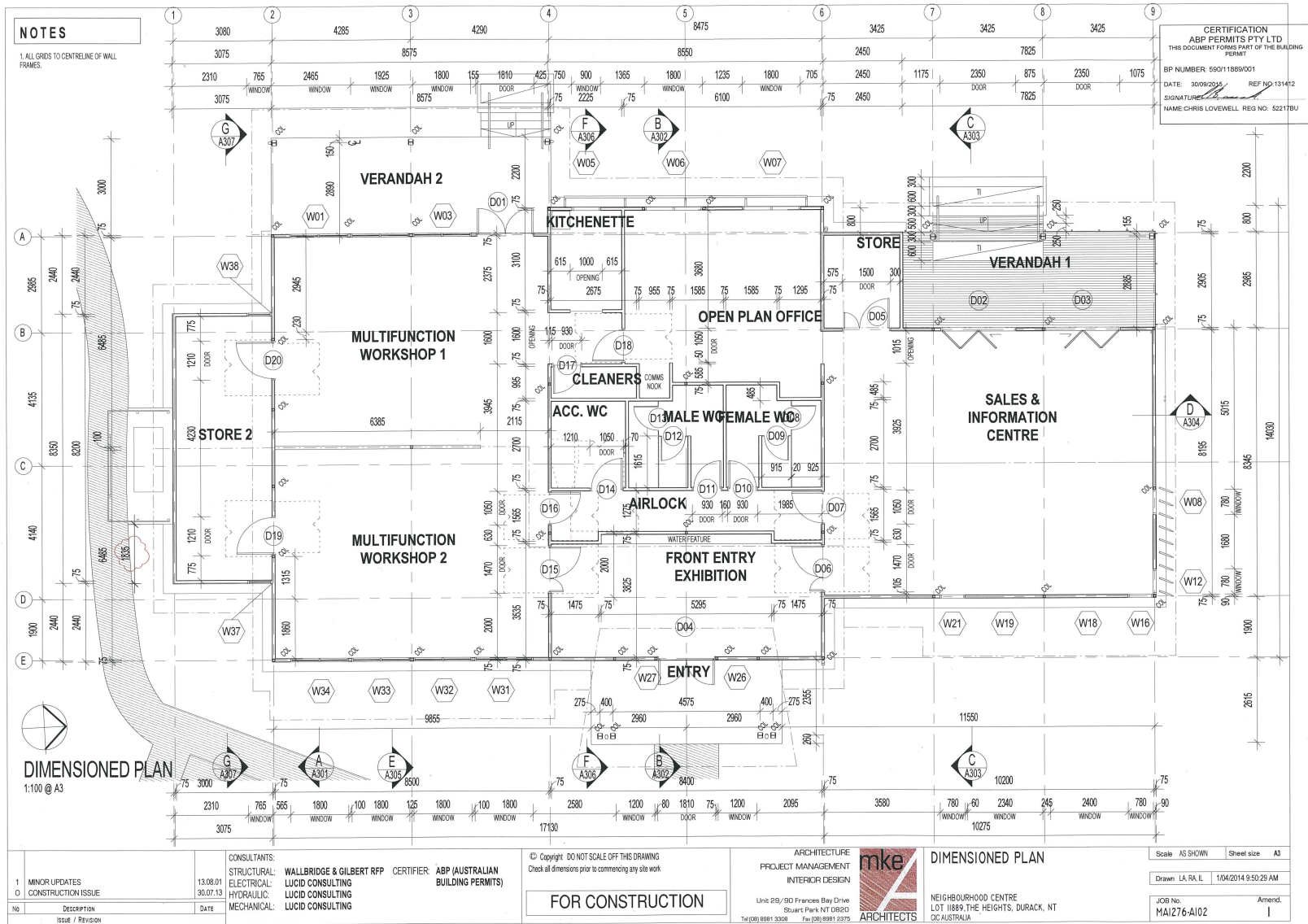
COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

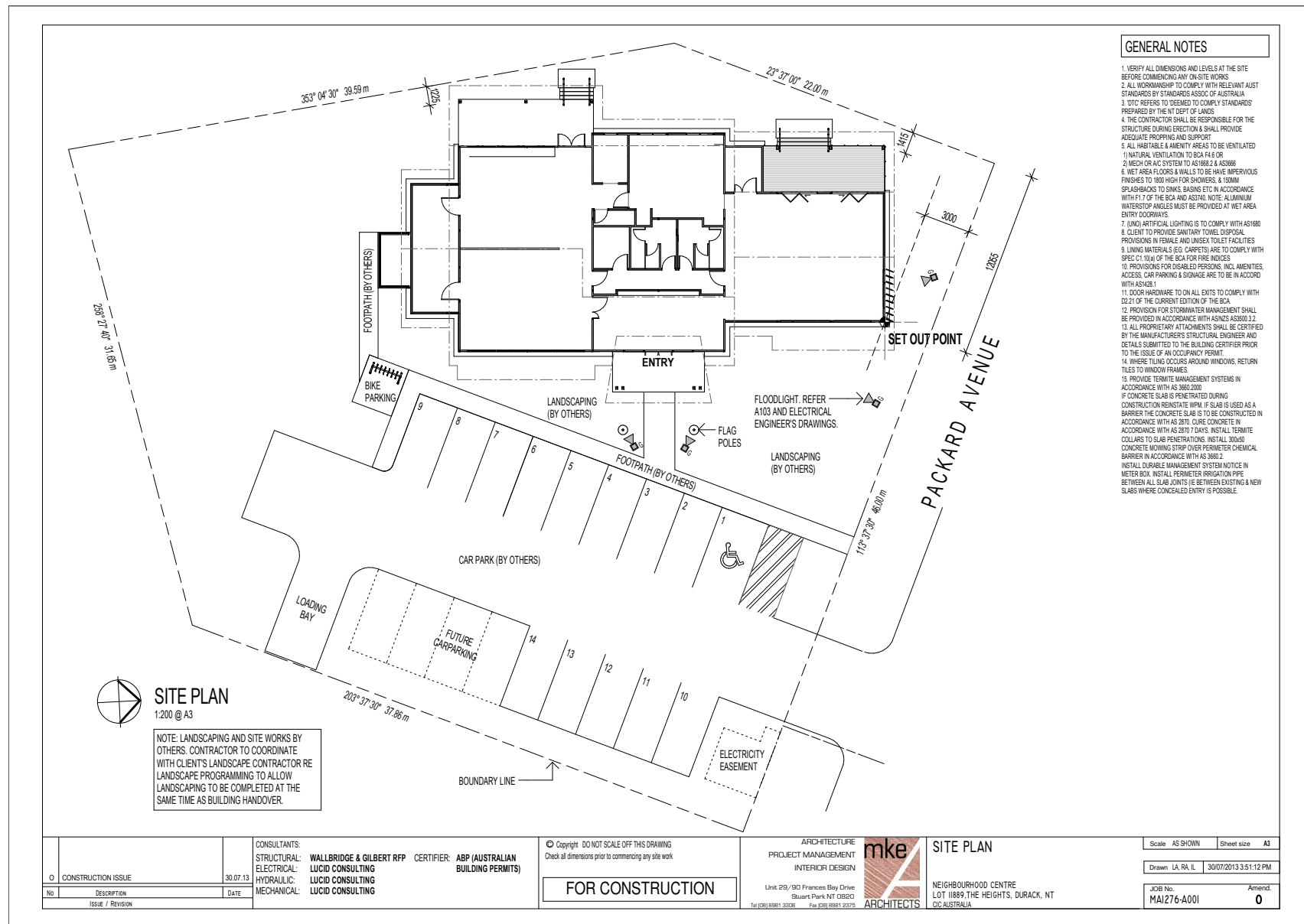
ATTACHMENTS

1. Durack Hall Floor Plan [13.2.2.1 - 1 page]
2. Durack Hall Site Plan [13.2.2.2 - 1 page]

COUNCIL AGENDA Attachment 13.2.2.1



COUNCIL AGENDA Attachment 13.2.2.2



COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM: 13.2.3
REPORT TITLE: Community Venue Hire – Free Initiative
MEETING DATE: Tuesday 1 June 2021
AUTHOR: Executive Manager Community and Library Services, Anna Ingram
APPROVER: Director Lifestyle and Community, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval to extend the current Community Venue Hire – Free Initiative for a further 3-month period to 30 September 2021.

KEY MESSAGES

- Removing fees for Council facility hire was designed to assist with free access to space in order for the community to continue or commence activities to enhance their wellbeing and social inclusion, without added financial burden.
- Council's Community Venue Hire – Free initiative was in response to the COVID-19 Pandemic has been very successful, with the initial period extended to 30 June 2021.
- In addition to the large increase in bookings, there has been a wide variety of new and diverse user groups utilising the spaces.
- The initiative has been well received by the Palmerston community, despite minimal issues and a loss of revenue to Council.
- It is recommended that the initiative be extended for a further 3-month period to 30 September 2021, with a further review and report to Council presented prior to this date.
- Council will be engaging a consultant to undertake an external review of Council's facility hire with the findings to come to Council to consider a policy position and potential new fee structure.

RECOMMENDATION

1. THAT Report entitled Community Venue Hire – Free Initiative be received and noted.
2. THAT Council continues to offer free hire of Council venues from 1 July 2021 to 30 September 2021 inclusive, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community Room, Driver Resource Centre, and Durack Arts Centre to assist the community.
3. THAT a report on the outcomes from the external review regarding hire charges for Council facilities be presented to Council by the 1st Ordinary meeting in October 2021.

BACKGROUND

At the 2nd Ordinary Meeting of 19 May 2020, Council made the following decision:

13.2.2 City of Palmerston 'Roadmap to the New Normal'

THAT Council approves free venue hire from 5 June to 30 September 2020, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community and Training Room, Driver Resource Centre, and Durack Arts Centre and this be reflected as part of the 2020/2021 Budget in response to COVID-19 to assist the community.

Further to this decision, at the 2nd Ordinary Meeting of 15 September 2020, Council made the following decision:

13.2.3 Community Venue Hire – Free Initiative

THAT Council continues to offer free hire of Council venues from 1 October 2020 to 30 June 2021 inclusive, at the Palmerston Recreation Centre's community rooms and stadium, the Palmerston Library's Community and Training Room, Driver Resource Centre, and Durack Arts Centre in response to COVID-19 to assist the community.

DISCUSSION

The initiative to offer free hire of Council venues was one of a number of measures City of Palmerston committed to, in response to the challenges faced by the community during the COVID-19 Pandemic. Removing fees for facility hire was designed to assist with free access to space in order for the community to continue or commence activities to enhance their wellbeing and social inclusion, without added financial burden. The initial trial endorsed by Council in May 2020, was very successful, and as a result, was extended to 30 June 2021. With this end date now approaching, a review of the Free Facility Hire initiative is required.

As can be seen by the statistics below, bookings across all facilities have seen a huge increase, with Recreation Centre bookings seeing a projected percentage increase of over 200% from 19/20 to 20/21, Driver with an increase of 85% and Durack with a percentage increase of over 300%.

Of particular note is the capacity of the venues, as well as the out of hours bookings both more than doubling, and the projected dollar value of the In-Kind Support exceeding \$440,000.

These figures demonstrate the value that this initiative has provided to the Palmerston community during a difficult and challenging time.

The increase in usage can also be partially explained by the closure of Gray Community Hall for renovation, which previous to the closure, was one of the city's most utilised community spaces. Existing bookings for Gray Community Hall were accommodated across Council's other community spaces, predominantly the Recreation Centre and the Library.

In addition to the statistical data, anecdotal evidence demonstrates the range of different user groups now utilising the spaces, with a variety of activities taking place across the centres, such as dance groups, multicultural and church groups, sporting organisations, mother's groups, private bookings and events.

Statistics

Free venue hire began June 2020, so there is an overlap of free venue hire for June 2020. Venues were also closed from March – 6 June 2020 due to COVID-19 so there were no bookings during that period.

Palmerston Recreation Centre

The third column includes projected data for the period April 2021 – June 2021, based on an increase of 2% from the previous quarter, as per the trend. This considers existing bookings as well as additional bookings for the new quarter.

Palmerston Recreation Centre	July 1, 2019 – June 30, 2020	July 1, 2020 – Mar 31, 2021	July 1, 2020 – June 30, 2021 (projected)	Percent change
Number of Bookings	1798	3933	5438	202.45%
Number of Hours booked	4617.50	10,595.50	14655.50	217.39%
Number of Attendees	51,627	102,163	140,680	172.5%
Revenue	\$66,455.00	\$0.00	\$0.00	-100%
COP Usage	\$28,030.00	\$30,410.00	\$47,280.00	68.68%
In-Kind Support	\$74,615.00	\$268,410.00	\$376,410.00	404.5%

Driver Family Resource Centre

The third column includes projected data for the period April 2021 – June 2021, based on the previous quarter, as there have been no changes to bookings.

Number of Attendees was not tracked until January 2021.

Driver Family Resource Centre	July 1, 2019 – June 30, 2020	July 1, 2020 – June 30, 2021	July 1, 2020 – Mar 31, 2021 (projected)	Percent change
Number of Bookings	277	512	348	84.84%
Number of Hours booked	1190	2131.50	1458.50	79.12%
Number of Attendees	N/A (not tracked)	2344	1172	N/A
Revenue	\$7006.65	\$1017.15	\$1017.15	-85.48%
COP Usage	\$16,954.28	\$1480.00	\$740.00	N/A*
In-Kind Support	\$0.00	\$43,998.50	\$28,698.50	159.5%

Durack Arts Centre

The third column includes projected data for the period April 2021 – June 2021, based on the previous quarter, as there have been no changes to bookings.

Number of Attendees was not tracked until January 2021.

Durack Arts Centre	July 1, 2019 – June 30, 2020	July 1, 2020 – Mar 31, 2021	July 1, 2020 – June 30, 2021 (projected)	Percent change
Number of Bookings	81	269	338	317.30%
Number of Hours	490	848.5	1186	142.04%

booked				
Number of Attendees	N/A (not tracked)	2128	2810	N/A
Revenue	\$2130.00	\$0.00	\$0.00	-100%
COP Usage	\$1380.00	\$14,650.00	\$15,300.00	1008.70%
In Kind Support	\$2695.00	\$15,302.00	\$21,482.00	697.11%

Benefit to the Community- In Kind Support - Summary

July 1, 2020 through to March 31, 2021

	Palmerston Recreation Centre	Driver Family Resource Centre	Durack Arts Centre	Total
In-Kind Support	\$268,410.00	\$28,698.50	\$15,302.00	\$312,410.50

July 1, 2020 through to June 30, 2021 (projected)

	Palmerston Recreation Centre	Driver Family Resource Centre	Durack Arts Centre	Total
In-Kind Support	\$376,410.00	\$43,998.50	\$21,482.00	\$441,890.50

Capacity - Snapshot

	January	February	March	Total
Hours booked/month				
Rooms	570.5	596	783.5	1950
Usage % Community Rooms	79.24%	70.95%	93.27%	81.25%
Hours booked/month				
Stadium	689	632	709	2030
Usage % Stadium	95.69%	75.24%	84.40%	84.58%
Hours booked total	1259.5	1228	1492.5	3980
Usage % total	87.47%	73.10%	88.84%	82.92%

Booking capacity per venue through until June 30, 2021 using the projections established above.

	July 1, 2019 - June 30, 2020	July 1, 2020 - June 30, 2021
Palmerston Recreation Centre	26.20%	70.40%
Durack Arts Centre	11.11%	22.79%
Driver Family Resource Centre	26.98%	40.95%
Total	21.43%	44.71%

Capacity is calculated by taking the total days the venue is open, multiplying by the number of bookable hours in a day and then dividing that by the number of hours booked.

Out of Hours Bookings - Snapshot

Out of hours bookings have only been tracked for October 2020 through to February 2021, but as there is an average of 60% of out of hours bookings each month, a projection using previous data sets can be used for comparison.

	July 1, 2019 - June 30, 2020	July 1, 2020 - March 31, 2021
Palmerston Recreation Centre		
Out of hours - bookings		
Out of hours - hours booked	1079 2770.5	2360 6360
Durack Arts Centre		
Out of hours - bookings	49	162
Out of hours - hours booked	294	509
Driver Family Resource Centre		
Out of hours - bookings	166	209
Out of hours - hours booked	714	875
Total out of hours - bookings	1294	2731
Total out of hours - hours booked	3778.5	7744

Community Stories

Baby Ballet Darwin contacted City of Palmerston to explore the option of trialing a class in Palmerston during the free venue hire period. This proved so successful that the instructor now runs three classes in Palmerston.

"Thanks so much for such a wonderful venue. We had a great first week of classes in Palmerston."
Bethan McElwee - Baby Ballet



Darwin Devine Dancers have increased their business presence in Palmerston with an additional site to their Darwin based school.

"The amazing free venue hire that we have been experiencing at Palmerston Recreation Centre has helped us in so many ways as a dance school. It has enabled us to buy dance props for our students to use (which we

wouldn't usually be able to afford). We were able to run cheaper one on one training sessions for dancers who were competing in a national competition. It has also aided us in starting a scholarship for our students who will represent Palmerston in National competitions. We would not have been able to give back to our community as much as we have been if it wasn't for the free room hire, we have experienced at Palmerston Recreation Centre.”
Millie Devine – Proprietor Darwin Devine Dancers

Zumba for Apryl saw the Top End Zumba Crew raise \$10,000 from a one-day event in the stadium, this group was nominated for Community Event of the Year for the City of Palmerston Australia Day awards. This group fundraised for a local child who has Pfeiffer Syndrome,

“Firstly, a very very big thank you for your support and assistance in our fundraiser last Sat 26th September 2020 without your help and the venue we would not have been successful in raising the record breaking \$10K. The Palmerston Recreation Centre played a very important and critical role, and the participants LOVED the venue and the facilities that they would like us to have 2021’s Fundraiser at the Palmerston Recreation Centre”.

Dennis and Junn – Ur Fitness Dj



Indigenous Basketball Australia “IBA is a not-for-profit entity that will deliver programs at the grassroots level for Aboriginal and Torres Strait Islander young people, so they have a better chance to advance in the sport and more importantly, succeed in life. These programs aim to develop fundamental basketball knowledge, skills and competition, leading to an opportunity for selection to a national tournament and beyond”.

<https://indigenousbasketballaustralia.com/about-indigenous-basketball-australia-iba/>

Palmerston was recognised as a location for the inaugural IBA selection site. Teams trained at the Palmerston Recreation Centre and played at a Darwin location due to the need for greater number of courts. Event coordinator Timmy Duggan has indicated a greater involvement in Palmerston for the 2022 program due to the high standard of basketball facility at the Recreation Centre.

Two young people from Palmerston have been selected from the City of Palmerston supported Youth Drop-in Sports program to attend the next stage of selection in Queensland in April.

Sew and Tell is a collective of mothers with young babies who utilise Community Room 1 at the Palmerston Recreation Centre to meet and sew while chatting and playing with their children. This group has expanded from 3 families to 126 people who take the opportunity to drop in and catch up. This group is currently capped at 30 people each session due to the COVID19 room capacity restrictions. It is anticipated should the limitations be lifted; the group will grow exponentially.



Palmerston and Regional Basketball Association (PaRBA) have communicated with City of Palmerston staff that through the free venue hire period they have reallocated the funds allocated to venue hire to

employ a full time Participation Officer, further developing the sport of basketball in Palmerston. This has seen an increase in program delivery in Palmerston and an increase in registered participants.

Music with Faith after hours music classes at Driver Family Resource Centre. Faith is a young person from Palmerston who has established an after-school music program at the Driver Family Resource Centre, teaching music to children 5 days a week at the centre.

Paint and Create – Sophie from local business Paint and Create has increased her bookings during the free venue hire period at the Durack Art Centre to 4 hours a week. Sophie reports an increase in participation and appreciates the opportunity to meet regularly with others with a similar interest in Palmerston.

Multicultural Groups - Several new multicultural groups have commenced bookings at the Recreation Centre because of the free venue hire period. These groups include the Russian Speaking Association of Palmerston, Russian Dance class, Tongan language school, Torres Strait Island Dance group, Torres Strait Island choir, Maori speaking group, STEPS belly dancing, African Zumba, Zimbabwean netball, and Brahma Kumaris meditation, Kokoro Busshu Karate, Baranagay Basketball (Phillipino for Suburban basketball), Sri Lankan Friends Association and a Bollywood Dance group. These groups have all conveyed to City of Palmerston staff that the free venue hire period has assisted with allowing the groups to trial the interest in Palmerston.

Seniors - Mulligas and Cudgeries, Simply Craft, 50+ Club, Busy bees Bingo, Seniors Indoor Croquet, Nuline dance and Palmerston Line Dancers have all relocated to the Palmerston Recreation Centre during the refurbishment of the Gray Community Hall. The free venue hire period has been greatly appreciated by all of our Palmerston seniors' groups, who also have all expressed gratitude to the City of Palmerston staff who are on site to assist with any requests on the day.

Level Up Esports - were a recipient of a Community Benefit Fund grant in 2020. This group purchased their equipment and expected to run for a 6-week trial. The Level Up crew have continued though the end of 2020 and into 2021 with a consistent group of young people attending. Level Up is run by young people for young people with the average age of participants and facilitators being 16-year-old. This group has now made connections to community to begin running events and expect to be an activity provider at the upcoming City of Palmerston Geekfest

School PE Classes - Mackillop Catholic College, Gray Primary School, Moulden Clontarf, Moulden OHSC, Top End Flexible Learning and Palmerston College have all accessed the venue during business hours to make use of the air-conditioned facility for PE classes.



Parties - Free venue hire has facilitated an increase in private parties such as baby showers, gender reveal parties, wedding receptions, engagement parties and birthday parties. This increase is also impacted by the closure of the Gray Community Hall.

Churches and Religious Community Groups - Currently eight churches and religious community groups operate from City of Palmerston venues.

Events - There was a notable increase in events in the Recreation Centre with the venue being used for;

- Palmerston Own Writers Book Launch,
- Launch of Mental Health Week,
- International Women's Week events,
- Launch of the Palmerston Wellbeing postcard project,
- Palmerston and Regional Basketball and Palmerston Indigenous Village joint Christmas party,
- Pride Picnic,
- Apryl's' Fundraiser,
- YouthX Forum,
- Palmerston and Rural Cluster Schools Volleyball and Basketball Gala Days, and
- Clontarf Academy Gala Day

The venues were also utilised in new configurations, ensuring all spaces were utilised to maximum capacity.



Issues

Unfortunately, due to demand, users are sometimes unable to secure regular bookings for weekly programs, making their programs unsustainable. Some long-term user groups looking to expand their programs and increase their bookings have been unable to do so. Because of the significant increase in demand for bookings, 56 bookings were unable to be accommodated and 16 further bookings were relocated to other venues

In addition, despite the obvious benefits to the Palmerston community as detailed in this report, the value of the In-Kind support represents a loss in revenue for Council. As the facilities used to have much higher vacancy rates the income generated previously was only within the order of \$110,000 annually. To date, this loss has been accommodated within Council's operational budget over the COVID-19 period through savings made in program cancellations and other cost-saving measures, however continuing with Free Facility Hire may result in a strain on future budgets.

On a regular basis over the past month, facility hirers have been requesting information regarding fees and charges, to enable them to set their budgets and costs for 2021/2022 bookings.

Staff have been unable to confirm if fees and charges will be reinstated at the beginning of the new financial year, which has caused some discord amongst the facility users mentioning that they are unable to plan their next financial year budget or charges until they receive this information.

Facilities Management- Fees and Charges

A review of Council's facility's fees and charges is required. Some user's groups have long standing arrangements with Council that give them significant discounts even from the not for profit rate (mainly groups at Gray Hall). Given the amounts of facilities effected and diversity of groups, Council will be engaging a consultant to undertake this body of work with the findings to come to Council to consider a policy position and a potential new fee structure.

Recommendation

Taking into consideration the success of the Free Facility Hire initiative, increased demand for bookings from the Palmerston Community, and ongoing closure of Gray Community Hall for renovation, it is recommended that this initiative is extended for a further 3-month period until 30 September 2021. Should Council endorse this recommendation, a further review and report will be presented to Council prior to this date for consideration.

CONSULTATION PROCESS

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

- Administration Support Officer – Community Services
- Community Facilities Officer

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Projections from the statistics outlined within this report estimate that In-Kind support for the quarter 1 July 2021 – 30 September 2021 would result in a revenue loss to Council of approximately \$110,470. This would need to be accommodated within Council's 2021/22 operational budget, in the First Budget Review.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

2 Is not sustainable into the long term

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

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

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

Should Council endorse the recommendation to extend the Free Facility Hire period to 30 September 2021, there is a financial risk to Council in terms of the revenue loss detailed above. This risk would be mitigated by undertaking a budget adjustment in the First Budget Review, to ensure operational requirements are met.

Should Council not endorse the recommendation to extend the Free Facility Hire period to 30 September 2021, the reintroduction of fees may receive negative feedback from community user groups and may result in some user groups being unable to afford to continue their activities. This risk would be mitigated by having a comprehensive communication strategy, and by promoting other avenues of support for facility hire, such as the Community Benefit Scheme.

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:	13.2.4
REPORT TITLE:	Third Budget Review 2020/21
MEETING DATE:	Tuesday 1 June 2021
AUTHOR:	Financial Accountant, Serene Lim
APPROVER:	Director Organisational Services, Silke Maynard

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval for the Third Review of the 2020/21 Budget.

KEY MESSAGES

- Council's Third Budget Review is based on year-to-date information to 30 April 2021.
- Council continues to deliver a balanced budget at the end of the Third Budget Review 2020/21.
- No increases to operational expenditure.
- \$180,000 to be transferred to Unexpended Capital Works Reserve for works scheduled for commencement after 1 July 2021.
- \$495,000 increase in Gray Hall Redevelopment project budget funded through capital works savings and \$89,201 movement from reserves as per Council resolution, 9/1594 on 20 April 2021.

RECOMMENDATION

1. THAT Report entitled Third Budget Review 2020/21 be received and noted.
2. THAT Council adopts the Third Budget Review 2020/21, per Section 128 (2) of the *Local Government Act*, as presented as **Attachment 13.2.4.1** to Report entitled Third Budget Review 2020/21.
3. THAT Council adopts the revised Reserve movements for 2020/2021 of:
 - Transfers of \$180,000 to Unexpended Capital Works Reserve for the purchase of a weed harvester in the next financial year;as presented as **Attachment 13.2.4.2** to Report entitled Third Budget Review 2020/21.
4. THAT Council will transfer \$180,000 from the Unexpended Capital Works Reserve to the Capital Works Budget 2021/22 for the purchase of a weed harvester on 1 July 2021.

BACKGROUND

Council adopted the 2020/21 Budget on 21 July 2020 as part of the Municipal Plan.

Council officers have completed a third review of the budget to assess both project and ongoing costs against the current budget and operational priorities.

DISCUSSION

The Third Budget Review considers the cost savings, operational efficiencies, and long-term benefits to our community.

The below comments have been added to reflect the movement as per Statement of Comprehensive Income presented as **Attachment 13.2.4.1**.

Operational Income

Operational Income Budget in total did not vary in the Third Budget Review. A reduction in anticipated Interest & Investment Revenue of \$158,000 is balanced through achieved additional income in rates.

Operational Expenditure

Operational Expenditure Budget in total did not vary in the Third Budget Review.

The movements within the budget are:

- \$25,000 increase in sponsorship for NT Cricket as per Council resolution, 9/1499 on 16 February 2021, funded through savings in advertising.
- \$13,000 increase for the Inclusive Diversity Accessibility Framework.
- \$108,000 increase in legal services funded through increase in capital income and savings in merchant fees and fuel consumption.
- \$52,000 increase in telecommunication costs funded through savings in operational fleet cost.

Capital Income

Capital Income Budget increased by \$75,000 related to an increase of resell value of replaced vehicles.

Capital Expenditure

Capital Expenditure is increasing in line with Council's resolution for the Gray Community Hall Redevelopment budget increase. The increase of \$495,000 is funded through \$405,799 in savings from other capital works programs and \$89,201 through movement from the Asset Renewal Reserve.

Furthermore, the replacement of the weed harvester worth \$180,000 has been transferred to the Unexpended Capital Works Reserve for the purchase to occur in the 2021/22 financial year.

Reserves

Reserves Movements of \$90,799 relate to:

- \$180,000 transfer to Unexpended Capital Works for the purchase of a weed harvester.
- \$89,201 for contingencies for the Gray Hall Redevelopment project.

The Statement of Reserves is shown as **Attachment 13.2.4.2**.

CONSULTATION PROCESS

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

- Budget Officers.
- Senior Leadership Team.
- Executive Leadership Team.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The budget and resource implications are detailed in body of this report and the attachments.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In accordance with Section 128 of the *Local Government Act* the budget amendments will be published on Council's website and an advertisement will be placed in the NT News.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term

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

Council responds with budget reviews to opportunities and changes, ensuring appropriate and sustainable planning.

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. Statement of Comprehensive Income [13.2.4.1 - 1 page]
2. Statement of Reserves [13.2.4.2 - 1 page]

COUNCIL AGENDA

Attachment 13.2.4.1

STATEMENT OF COMPREHENSIVE INCOME

	Original Budget	Carry Forwards & Roll Overs \$	1st Review Increase/ (Decrease) \$	2nd Review Increase/ (Decrease) \$	3rd Review Increase/ (Decrease) \$	Revised Budget \$
Operating Income						
Rates & Annual Charges	28,879,788	0	-12,514	43,000	158,000	29,068,274
Statutory Charges	138,450	0	0	30,490	0	168,940
User Charges & Fees	807,062	0	-213,880	66,641	0	659,823
Interest & Investment Revenue	993,160	0	0	0	-158,000	835,160
Reimbursements	0	0	0	125	0	125
Other Income	101,625	0	81,304	192,800	0	375,729
Grants, Subsidies & Contributions	2,846,524	0	-843,603	17,000	0	2,019,921
Total Operating Income	33,766,609	0	-988,693	350,056	0	33,127,972
Operating Expenses						
Employee Costs	10,164,650	0	22,539	127,201	0	10,314,389
Professional Services	1,642,676	0	176,400	82,055	0	1,901,131
Auditor's Remuneration	35,000	0	0	0	0	35,000
Operating Lease Rentals	46,000	0	0	-18,577	0	27,423
Energy	1,255,557	0	0	0	0	1,255,557
Materials & Contractors	10,703,905	0	-26,971	-1,984	0	10,674,950
Depreciation, Amortisation & Impairment	10,400,000	0	0	0	0	10,400,000
Elected Members Expenses	385,771	0	0	-29,214	0	356,558
Legal Expenses	242,200	0	0	57,706	108,000	407,906
Water Charges	1,333,095	0	0	0	0	1,333,095
Telephone & Other Communication Charges	237,828	0	27,646	0	52,000	317,474
Community Grants	130,000	0	20,000	0	25,000	175,000
Other Expenses	3,520,633	0	-17,999	132,869	-110,000	3,525,503
Borrowing Costs	46,000	0	0	0	0	46,000
Total Operating Expenses	40,143,315	0	201,614	350,056	75,000	40,769,985
Net OPERATING SURPLUS / (DEFICIT)	-6,376,706	0	-1,190,307	0	-75,000	-7,642,013
Capital Income						
Net gain (loss) on disposal or revaluation of assets	50,000	0	10,856	0	75,000	135,856
Developer Contributions	42,000	0	0	177,194	0	219,194
Asset Income	0	0	0	0	0	0
Grants received	830,000	0	2,585,589	1,160,090	0	4,575,679
Total Capital Income	922,000	0	2,596,445	1,337,284	75,000	4,930,729
Net SURPLUS / (DEFICIT) transferred to Equity Statement	-5,454,706	0	1,406,138	1,337,284	0	-2,711,284
Capital Expenses						
Land Purchase	0	0	0	0	0	0
Asset Purchase	-2,360,000	-650,163	-957,125	-480,109	355,000	-4,092,396
Asset Upgrade	-3,779,500	-749,887	-3,123,880	-1,827,333	-264,201	-9,744,802
Total Capital Expenses	-6,139,500	-1,400,050	-4,081,005	-2,307,442	90,799	-13,837,198
Less Non Cash Expenditure	-10,400,000	0	0	0	0	-10,400,000
Plus Gifted Assets	0	0	0	0	0	0
Net CAPITAL SURPLUS / (DEFICIT)	-1,194,206	-1,400,050	-2,674,867	-970,158	90,799	-6,148,482
Borrowings	0	0	0	0	0	0
Repayment of Borrowings	-228,223	0	0	0	0	-228,223
Reserve Movement	1,422,429	1,400,050	2,674,867	970,158	-90,799	6,376,705
NET OPERATING SURPLUS / (DEFICIT)	0	0	0	0	0	0

COUNCIL AGENDA Attachment 13.2.4.2

STATEMENT OF RESERVES - Budget Movements 2021

OTHER RESERVES	Opening Balance \$ 01/07/2020	Original Budget 2021 to Reserves \$	Original Budget 2021 from Reserves \$	Carry Forwards & Roll Overs to Reserves \$	Carry Forwards & Roll Overs from Reserves \$	1st Review 2021 to Reserves \$	1st Review 2021 from Reserves \$	2nd Review 2021 to Reserves \$	2nd Review 2021 from Reserves \$	3rd Review 2021 to Reserves \$	3rd Review 2021 from Reserves \$	Balance at the EOY 2021 \$
Externally Restricted Reserves												
Unexpended Grants Reserve	456,846	300,000	(250,000)	-	-	250,000	(42,708)	-	(3,445)	-	-	710,693
Externally Restricted Reserves	456,846	300,000	(250,000)	-	-	250,000	(42,708)	-	(3,445)	-	-	710,693
Internally Restricted Reserves												
Election Expenses Reserve	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	-	-	-	-	-	500,000
Unexpended Capital Works Reserve	2,597,173	-	-	-	(1,400,050)	-	(1,197,123)	-	-	180,000	-	180,000
Developer Funds In Lieu Of Construction	1,786,459	162,730	(516,000)	-	-	-	(2,213)	203,787	-	-	-	1,634,763
Waste Management Reserve	2,142,278	68,020	(190,000)	-	-	8,821	(144,400)	-	-	-	-	1,884,719
Asset Renewal Reserve	-	-	-	-	-	-	-	-	-	-	(89,201)	(89,201)
Major Initiatives Reserve	614,949	-	-	-	-	-	-	-	-	-	-	614,949
Internally Restricted Reserves	7,790,859	230,750	(706,000)	-	(1,400,050)	8,821	(1,343,736)	203,787	-	180,000	(89,201)	4,875,230
Unrestricted Reserves												
Working Capital Reserve	9,546,226	-	(997,179)	-	-	-	(1,547,245)	-	(1,170,500)	-	-	5,831,302
Unrestricted Reserves	9,546,226	-	(997,179)	-	-	-	(1,547,245)	-	(1,170,500)	-	-	5,831,302
Total Reserves	17,793,931	530,750	(1,953,179)	-	(1,400,050)	258,821	(2,933,689)	203,787	(1,173,945)	180,000	(89,201)	11,417,225

Reserve balances as at 01/07/2020 include 2019/20 year-end adjustments

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	Risk Management Audit Committee Unconfirmed Minutes- 25 May 2021
MEETING DATE:	Tuesday 1 June 2021
AUTHOR:	Executive Assistant to Director, Cara Currie
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 of the recommendations from the Risk Management and Audit Committee meeting held on Tuesday 25 May 2021.

KEY MESSAGES

- The Risk Management and Audit Committee (Committee) met on Tuesday 25 May 2021.
- Management Responses to the Asset Management Plan Review Internal Audit and Internal Control measures be included in the Strategic Risk Register.
- The committee accepted the resignation from Mr, Blackburn from his position as Independent Member and interim Chair to the Risk Management Audit Committee.

RECOMMENDATION

1. THAT Report entitled Risk Management Audit Committee Unconfirmed Minutes- 25 May 2021 be received and noted.
2. THAT the unconfirmed Risk Management Audit Committee minutes provided as **Attachment 13.2.5.1** to Report entitled Risk Management and Audit Committee Meeting Minutes – 25 May 2021 be received and noted.
3. THAT Council endorse the recommendations from the Risk Management & Audit Committee meeting held on 25 May 2021:
 - a. THAT the tabled correspondence received from Mr Mark Blackburn regarding resignation from the committee be received and noted.
 - b. THAT the Mayor write a letter of thanks to Mr Mark Blackburn for his tenure as an Independent Member and interim chair to the Risk Management and Audit Committee, we wish him all the best.

BACKGROUND

The Risk Management and Audit Committee (the Committee) is responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure, and assets of the Council.

DISCUSSION

The Risk Management and Audit Committee meeting was held Tuesday 25 May 2021 with the unconfirmed minutes provided at **Attachment 13.2.51**.

The Risk Management and Audit Committee agenda and reports are available for viewing on the Council's website.

The RMAC Committee noted that Management Responses to the Asset Management Plan Review Internal Audit and Internal Control measures will be included in the Strategic Risk Register as control improvements.

The committee accepted resignation from Mr, Blackburn from his position as Independent Member and interim Chair to the Risk Management Audit Committee. The Committee extended their thanks for his tenure and the Mayor will write a letter to Mr Blackburn thanking him for his contributions.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

The Strategic Risk Register and its review is in accordance with the recent adopted Council Policy *FIN09 – Risk Management & Audit Committee*.

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:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

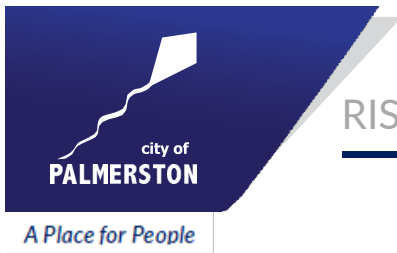
There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. UNCONFIRMED Risk Management and Audit Committee Minutes [**13.2.5.1** - 6 pages]



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 163

CITY OF PALMERSTON

Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
1 Chung Wah Terrace, Civic Plaza, Palmerston
on Tuesday 25 May 2021 at 5:00pm

COMMITTEE MEMBERS

Steve Bartlett, Independent Member (Chair)
Mayor Athina Pascoe-Bell
Alderman Amber Garden
Alderman Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Organisational Services, Silke Maynard
Governance and Strategy Manager, Manu Pillai
City Assets Manager, Jarrad Crawley
Minute Secretary, Jessica Schaecken
Executive Assistant, Cara Currie

GALLERY

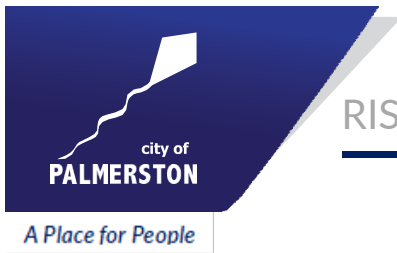
1 ACKNOWLEDGEMENT OF COUNTRY

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 5:03pm.

Initials: _____



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 164

3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
Nil.
- 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: Mayor Pascoe-Bell
Seconded: Deputy Mayor Garden

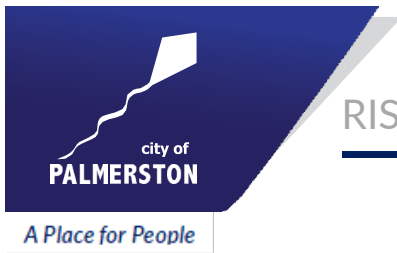
THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 23 February 2021 pages 156 to 161, be confirmed.

CARRIED RMA9/0118 – 25/05/2021

5.2 Business Arising from Previous Minutes

Nil.

Initials: _____



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 165

6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

Nil.

6.2 Moving Open Items into Confidential

Nil.

6.3 Confidential Items

Nil.

7 WORK PLAN

7.1 Action Report – May 2021

Moved: Deputy Mayor Garden
Seconded: Alderman Henderson

THAT Report entitled Action Report – May 2021 be received and noted.

CARRIED RMA9/0119 – 25/05/2021

8 FINANCIAL REPORTING

Nil.

9 INTERNAL CONTROLS AND RISK MANAGEMENT

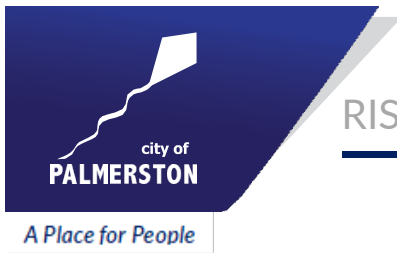
9.1 Strategic Risks - Review

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT Report entitled Strategic Risks - Review be received and noted.

CARRIED RMA9/0120 – 25/05/2021

Initials: _____



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 166

9.2 Policy Revision Report – May 2021

Moved: Deputy Mayor Garden
Seconded: Mayor Pascoe-Bell

THAT Report entitled Policy Revision Report – May 2021 be received and noted.

CARRIED RMA9/0121– 25/05/2021

9.3 Insurance Strategy Update

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Garden

THAT Report entitled Insurance Strategy Update be received and noted.

CARRIED RMA9/0122 – 25/05/2021

9.4 Asset Management Plan Update -May 2021

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

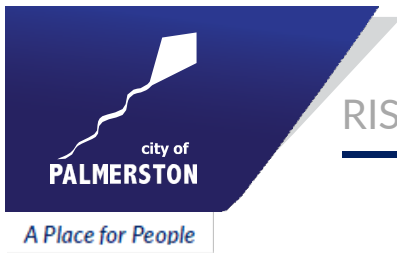
1. THAT Report entitled Asset Management Plan Update be received and noted.
2. THAT Buildings and Facilities Asset Management Plan presented in Report entitled Asset Management Plan Update is noted as complete.
3. THAT the revised Asset Management Plan Development Program within Report entitled Asset Management Plan Update be received and reported through the Strategic Risk Register Control Improvement Plan.

CARRIED RMA9/0123 – 25/05/2021

10 WHISTLE BLOWING

Nil.

Initials:



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 167

11 INTERNAL AUDIT

11.1 Asset Management Plan Review Internal Audit

Moved: Deputy Mayor Garden

Seconded: Alderman Henderson

1. THAT Report Number RMA/042 entitled Asset Management Plan Review Internal Audit be received and noted.
2. That Council notes the Management Responses to the Asset Management Plan Review Internal Audit and Internal Control measures be included in the Strategic Risk Register as control improvements.

CARRIED RMA9/0124 – 25/05/2021

12 EXTERNAL AUDIT

Nil

13 INFORMATION AND CORRESPONDENCE

13. Chair of Risk Management and Audit Committee

Moved: Deputy Mayor Garden

Seconded: Mayor Pascoe-Bell

THAT the committee recommends to Council

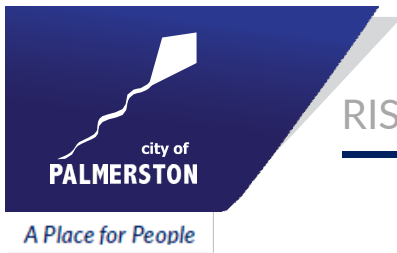
1. THAT the tabled correspondence received from Mr Mark Blackburn regarding resignation from the committee be received and noted.
2. THAT the Mayor write a letter of thanks to Mr Mark Blackburn for his tenure as an Independent Member and interim chair to the Risk Management and Audit Committee, we wish him all the best.

CARRIED RMA9/0125 – 25/05/2021

14 OTHER BUSINESS

Nil.

Initials: _____



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 168

15 NEXT MEETING

Moved: Deputy Mayor Garden
Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 27 July 2021 at 5:00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston and be open to the public subject to social distancing restrictions.

CARRIED RMA9/0126 – 25/05/2021

16 CLOSURE OF MEETING

Moved: Deputy Mayor Garden
Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee meeting Tuesday 25 May 2021 closed at 6:23pm

CARRIED RMA9/0127 – 25/05/2021

Chair

Print Name

Date

Initials:

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.6
REPORT TITLE:	Palmerston Seniors Advisory Committee Unconfirmed Minutes May 2021
MEETING DATE:	Tuesday 1 June 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 10 May 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 10 May 2021 meeting are included as **Attachment 13.2.6.1**.
- 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 May 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 Mrs. Ann Brown on behalf of the Committee acknowledging her resignation and expressing its gratitude for her participation.
 - THAT a letter of thanks be forwarded to Mrs. Marg Moore on behalf of the Committee acknowledging her resignation and expressing its gratitude for her participation.
 - THAT the Chair of the Palmerston Seniors Advisory Committee writes to Department of Infrastructure, Planning and Logistics – Traffic, to request an extension of the pedestrian crossing time at the traffic lights at Roystonea Avenue providing access to Gateway Shopping Centre.

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 10 May 2021 to consider the current action table, which has only one current item:

Seniors Day 2021 Event - progress of event planning to date

Council's Community Services Officer provided an update of planned activities, topics of interest and guest speakers for the 2021 City of Palmerston Seniors Day to be held Wednesday 18 August 2021.

Postal Boxes Bakewell Shopping Centre, Bakewell and Zuccoli Shopping Plaza, Zuccoli

A letter was received from the Hon. Warren Snowdon, updating the committee that discussions continue towards the two new postal boxes to be installed in the community at Bakewell Shopping Centre, Bakewell and Zuccoli Shopping Plaza, Zuccoli.

Committee Member Resignations

A letter was received from Mrs. Ann Brown, and verbal confirmation provided to Community Services officer from Mrs. Marg Moore to advise the committee of their resignation. Members requested the PSAC Chair write to Mrs. Ann Brown and Mrs. Marg Moore on behalf of the Committee, acknowledging their resignations and expressing its gratitude for their participation.

Extension of the pedestrian crossing time traffic lights at Roystonea Avenue, Palmerston

Committee members raised issues regarding the limited timing of the pedestrian crossing traffic lights to Gateway Shopping Centre on Roystonea Avenue, Palmerston.

Members are concerned that the traffic light crossing does not provide sufficient time for members of the public and specifically seniors and people with accessibility issues to safely cross the road.

The Committee have asked that the Chair of the Committee write to the Department of Infrastructure Planning and Logistics – Traffic Department to request an extension of the timing at this crossing.

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 10 May 2021 DRAFT [IOLT]
[13.2.6.1 - 5 pages]



PALMERSTON SENIORS ADVISORY

COMMITTEE **MINUTES**

Minute Book Page 15

CITY OF PALMERSTON

**Minutes of Palmerston Seniors Advisory Committee Meeting
held in Community Room 1
Palmerston Recreation Centre, Palmerston
on Monday 10 May 2021 at 12:00pm.**

COMMITTEE MEMBERS

Alderman Sarah Henderson
Mayor Athina Pascoe-Bell
Dot Chapman
Anne Coutts
Barbara Crane
Neville Driver
Maggie Grave
Lillian Mann
Mary Oliffe
Sandra Parker
Sheryl Sephton

STAFF

Community Services Lead, Tom Murphy
Community Services Officer (Minute Secretary), Tess Riches

GALLERY

Two members of the public

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 12.07pm.

3 APOLOGIES

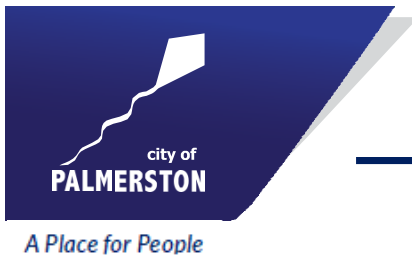
3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil.

Initials:



PALMERSTON SENIORS ADVISORY

COMMITTEE **MINUTES**

Minute Book Page 16

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: Sandra Parker
Seconded: Dot Chapman

THAT the minutes of the Palmerston Seniors Advisory Committee Meeting held on Monday, 1 March 2021 pages 10 to 14 be confirmed.

CARRIED

5.2 Business Arising from Previous Minutes

Nil

6 CHAIR REPORT

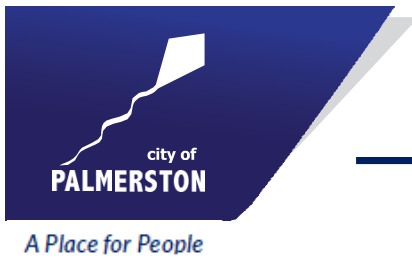
6.1 Chair Update Report – 10 May 2021

Moved: Neville Driver
Seconded: Mary Oliffe

THAT the verbal Chair Update Report – 10 May 2021 be received and noted.

CARRIED

Initials:



PALMERSTON SENIORS ADVISORY

COMMITTEE **MINUTES**

Minute Book Page 17

7 CORRESPONDENCE

7.1 Postal Services Bakewell Shopping Centre

Moved: Neville Driver
Seconded: Sandra Parker

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

7.2 Palmerston Seniors Advisory Committee Membership Resignation from Mrs. Ann Brown

Moved: Sandra Parker
Seconded: Dot Chapman

THAT the Palmerston Seniors Advisory Committee recommends to the Council:

1. THAT Correspondence entitled Palmerston Seniors Advisory Committee Membership Resignation from Mrs. Ann Brown, member of Palmerston Seniors Advisory Committee be received and noted.
2. THAT the Palmerston Seniors Advisory Committee accepts Mrs. Ann Brown's Resignation.
3. THAT the Chair of the Palmerston Seniors Advisory Committee writes to Mrs. Ann Brown on behalf of the Committee acknowledging her resignation and expressing its gratitude for her participation.

CARRIED

8 CONFIDENTIAL ITEMS

Nil.

9 OFFICER REPORTS

9.1 Receive and Note Reports

9.1.1 Palmerston Seniors Advisory Committee Action Table Report May 2021

Moved: Mary Oliffe
Seconded: Dot Chapman

Initials:



PALMERSTON SENIORS ADVISORY

COMMITTEE **MINUTES**

Minute Book Page 18

THAT Report entitled Palmerston Seniors Advisory Committee Action Table Report May 2021 be received and noted.

CARRIED

Maggie Grave arrived at the meeting at 12.25pm.

9.2 Action Reports

NIL

10 GENERAL BUSINESS

10.1 Mayoral Update

Moved: Neville Driver
Seconded: Sandra Parker

THAT the verbal Mayoral Update be received and noted.

CARRIED

Barbara Crane left the room at 12.35pm.

10.2 Palmerston Seniors Advisory Committee Membership Resignation from Marg Moore

Moved: Sheryl Sephton
Seconded: Lillian Mann

THAT the Palmerston Seniors Advisory Committee recommends to the Council:

1. THAT the Palmerston Seniors Advisory Committee accepts Mrs Marg Moore's resignation.
2. THAT the Chair of the Palmerston Seniors Advisory Committee writes to Mrs. Marg Moore on behalf of the Committee acknowledging her resignation and expressing its gratitude for her participation

CARRIED

Barbara Crane returned to the room at 12.39pm.

Initials:



PALMERSTON SENIORS ADVISORY

COMMITTEE MINUTES

Minute Book Page 19

10.3 Pedestrian Crossing Gateway Shopping Centre

Moved: Mary Oliffe
Seconded: Lillian Mann

THAT the Palmerston Seniors Advisory Committee recommends to the Council:

THAT the Chair of the Palmerston Seniors Advisory Committee writes to Department of Infrastructure, Planning and Logistics to request an extension of the pedestrian crossing time at the traffic lights near Gateway Shopping Centre.

CARRIED

Mayor Pascoe-Bell left the meeting at 12.50pm.
Dot Chapman left the meeting at 12.51pm.

11 NEXT MEETING

Moved: Mary Oliffe
Seconded: Lillian Mann

THAT the next meeting for the Palmerston Seniors Advisory Committee be held on Monday, 5 July 2021 at 12:00pm in Community Room 1, Palmerston Recreation Centre, 11 The Boulevard, Palmerston.

CARRIED

Neville Driver left the meeting at 12.55pm.
Barbara Crane left the meeting at 12.55pm.

12 CLOSURE OF MEETING

Moved: Maggie Grave
Seconded: Alderman Henderson

The Palmerston Seniors Advisory Committee meeting, held in the Community Room 1, Palmerston Recreation Centre, 11 The Boulevard, Palmerston on Monday, 10 May 2021 closed at 1.03pm.

CARRIED

CHAIR

Date:

Initials:

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Northern Territory Government Charges Letter

THAT correspondence dated 20 May 2021 14.2.1 entitled Northern Territory Government Charges Letter be received and noted.

COUNCIL AGENDA

Attachment 14.2.1.1



Department of
**THE CHIEF MINISTER AND
CABINET**

Level 1, RCG Centre
47 Mitchell Street Darwin NT 0801

Postal address
GPO Box 4621
Darwin NT 0801


E maree.delacey@nt.gov.au

T 08 8999 8573

File reference
HCD2021/00033-1

20 May 2021

Mr Luccio Cercarelli
Chief Executive Officer
City of Palmerston
PO BOX 1
PALMERSTON NT 0831
luccio.cercarelli@palmerston.nt.gov.au


Dear Mr Cercarelli

Re: Charges

It has come to the Department's attention that some councils may have mistakenly granted some concessions on charges. We have made direct contact with those councils who we understand may have done so.

I am writing to provide the same guidance on this matter to all councils, consistent with our usual practice where we become aware of an issue for more than one council.

Councils impose charges for services such as waste management.

Under the *Local Government Act 2008* (2008 Act) there is broad scope for granting concessions on rates. The 2008 Act does not permit any concessions to be granted on charges. This rule is continued by the *Local Government Act 2019*, which commences on 1 July 2021.

While the rules for charges are less flexible, the overall rules for rates, charges and fees for service provide ample flexibility for granting concessions or making payments optional.

For the above reasons, it is important that councils carefully structure the monetary amounts of:

- rates, for which concessions can be granted;
- charges, for which concessions are not permitted; and
- fees for service, which are optional.

While rates and charges legislation is complex and we understand the concessions were granted in error, it is important that councils comply with the relevant legislation and not grant any concessions on charges in the future.

Should your Council require any assistance in structuring its rates, charges or fees for service for future years, the Department would be glad to provide assistance.

It would be appreciated if this letter could be tabled at your next council meeting. If you have any queries please do not hesitate to contact Mr Hugh King, Manager Legislation and Policy, on 8995 5118 or at hugh.king@nt.gov.au.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Maree De Lacey', with a long, sweeping underline that extends to the right.

Maree De Lacey
Executive Director
Local Government and Community Development

A Place for People

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 15 June 2021 at 5:30pm at the Durack Community Arts Centre, 33 Packard Avenue, Durack Heights.

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, 18 MAY 2021

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 18 May 2021 at 5:30pm.**

ELECTED MEMBERS

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

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
EA to Director City Growth and Operations, Cara Currie
Minute Secretary, Stoney Dethmore

GALLERY

Four Members of the Public

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 05:30pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Alderman Lewis
Seconded: Alderman Giesecke

THAT the apology received from Alderman Spick for 18 May 2021 be received and noted.

CARRIED 9/1628 – 18/05/2021

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Deputy Mayor Garden
Seconded: Alderman Henderson

1. THAT the leave of absence received from Alderman Spick for 18 May 2021 to 29 May 2021 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Hale for 24 May 2021 to 26 May 2021 inclusive be received and noted.

CARRIED 9/1629 – 18/05/2021

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil.

Initials: _____

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Alderman Morrison
Seconded: Alderman Henderson

1. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 13.2.1 be received and noted.
2. THAT the Declaration of Interest received from Alderman Morrison for Item 25.2.1 be received and noted.

CARRIED 9/1630 – 18/05/2021

5.2 Staff

Moved: Deputy Mayor Garden
Seconded: Alderman Giesecke

THAT the Declaration of Interest received from Chief Executive Officer, Luccio Cercarelli for Item 25.2.1 and Item 22.1 be received and noted.

CARRIED 9/1631 – 18/05/2021

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Garden
Seconded: Alderman Hale

THAT the minutes of the Council Meeting held on Tuesday 4 May 2021 pages 10410 to 10418, be confirmed with the following amendment to Item 5.1:

THAT the Declaration of Interest received from Alderman Morrison for Item 25.2.6 be received and noted.

CARRIED 9/1632 – 18/05/2021

6.2 Business Arising from Previous Meeting

Nil.

Initials: _____

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

8.1 Zuccoli Aspire Update May 2021

Moved: Alderman Morrison
Seconded: Alderman Hale

THAT the presentation by Mike Schokman and Hermanus Louw from Costojic Pty Ltd on Zuccoli Aspire Update May 2021 be received and noted.

CARRIED 9/1633 - 18/05/2021

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.2 Gray Community Hall Project Update

1. THAT Report entitled Gray Community Hall Project Update be received and noted.
2. THAT Council approve a budget variation for the endorsed, tendered scope of the redevelopment of Gray Community Hall of \$2 million, consisting of \$1.455 million from the Australian Government and \$545,000 from the City of Palmerston, funded as follows:
 - \$50,000 as previously approved by Council relating to the addition of a storeroom
 - \$405,799 from reprioritised capital works programs as identified within the report
 - \$89,201 from asset renewal reserve as a contingency allowance
3. THAT Council note MJ Builders as the preferred tenderer for the new build of the Gray Community Hall (Tender TS2020/18), at a total price of \$1,832,645 with an anticipated construction period of 10 May 2021 to 19 October 2021.

Initials: _____

Minute Book Page 10430

2nd Ordinary Council Meeting

4. THAT the Council Decisions relating to Report entitled Gray Community Hall Update be moved to the Open Minutes on award of contract.

CARRIED 9/1594 – 20/04/2021

10.1.2 Draft Municipal Plan and Budget 2021/22

1. THAT Council receive and note the tabled City of Palmerston draft Municipal Plan and Budget 2021/22 to replace Attachment 25.2.3.1.
2. THAT Report entitled Draft Municipal Plan and Budget 2021/22 be received and noted.
3. THAT Council adopts the City of Palmerston draft Municipal Plan and Budget 2021/22 as presented as Attachment 25.2.3.1 as tabled at the Meeting for the purpose of 28-day public consultation.
4. THAT Council be presented with the City of Palmerston draft Municipal Plan and Budget 2021/22, inclusive of the feedback from the public consultation for adoption at the 2nd Ordinary Council Meeting of 15 June 2021.
5. THAT the decisions relating to Report entitled Draft Municipal Plan and Budget 2021/22 be moved into the Open Minutes following the Municipal Plan and Budget 2021/22 Media Briefing on 06 May 2021.

CARRIED 9/1621 – 04/05/2021

25.2.2 Draft Long Term Financial Plan 2022-2031

Moved: Deputy Mayor Garden

Seconded: Alderman Giesecke

1. THAT Report entitled Draft Long Term Financial Plan 2022-2031 be received and noted.
2. THAT Council notes the amended City of Palmerston draft Long Term Financial Plan 2022-2031 being **Attachment 25.2.2.1** to Report entitled Draft Long Term Financial Plan 2022-2031 includes the drawing of up to \$5 million in loan for the Swimming, Wellness, Events, Leisure and Lifestyle project.
3. THAT Council adopts the City of Palmerston draft Long Term Financial Plan 2022-2031 being **Attachment 25.2.2.1** to Report entitled Draft Long Term Financial Plan 2022-2031 for 15 days public consultation.

Initials: _____

Minute Book Page 10431

2nd Ordinary Council Meeting

4. THAT the Council decisions relating to report entitled Draft Long Term Financial Plan 2022-2031 be moved into the 18 May 2021 Open Minutes.

CARRIED 9/1647 – 18/05/2021

10.2 Moving Open Items into Confidential

Nil.

10.3 Confidential Items

Moved: Alderman Henderson
Seconded: Deputy Mayor Garden

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

ITEM	REGULATION	REASON
25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to section 65(2) of the Local Government Act 2008 and Regulation 8(c)(iv) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
25.2.2	8(c)(i)	This item is considered 'Confidential' pursuant to section 65(2) of the Local Government Act 2008 and Regulation 8(c)(i) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

CARRIED 9/1634 – 18/05/2021

11 PETITIONS

Nil.

Initials: _____

12 NOTICES OF MOTION

Nil.

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme Update - April 2021

Moved: Alderman Morrison
Seconded: Deputy Mayor Garden

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

CARRIED 9/1635 - 18/05/2021

13.1.2 Waste Management Planning Project Update May 2021

Moved: Alderman Morrison
Seconded: Deputy Mayor Garden

THAT Report entitled Waste Management Planning Project Update May 2021 be received and noted.

CARRIED 9/1636 - 18/05/2021

13.1.3 Financial Report for the Month of April 2021

Moved: Alderman Henderson
Seconded: Mayor Pascoe-Bell

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

CARRIED 9/1637 - 18/05/2021

Initials: _____

13.1.4 Municipal Boundary Review

Moved: Deputy Mayor Garden
Seconded: Alderman Morrison

THAT Report entitled Municipal Boundary Review be received and noted.

CARRIED 9/1638 – 18/05/2021

13.2 Action Reports

Mayor Pascoe-Bell declared a conflict of interest and left the Meeting at 05:56pm.

13.2.1 Laneway Update

Moved: Alderman Lewis
Seconded: Alderman Henderson

1. THAT Report entitled Laneway Update be received and noted.
2. THAT Council notes the continuation of the permanent closure process for the Politis Court to Strawbridge Crescent laneway, with land valuation, negotiation with land owners and community consultation to occur.
3. THAT Council cease the permanent closure process of the Politis Court to Strawbridge Park laneway, with any future request required to follow the Laneway Management Policy, with a continuation of the temporary full time closure until a further review occurs in conjunction with all temporary laneway closures.

CARRIED 9/1639 – 18/05/2021

Mayor Pascoe-Bell returned to the Meeting at 06:01pm.

Alderman Giesecke left the Meeting 06:01pm.

Alderman Giesecke returned to the Meeting at 06:02pm.

Initials: _____

13.2.2 Animal Management By-Laws Consultation Update

Moved: Deputy Mayor Garden

Seconded: Alderman Henderson

1. THAT Report entitled Animal Management By-Laws Consultation Update be received and noted.
2. THAT Council approves that a workshop be held with Elected Members to review the Community Consultation regarding the Animal Management By-Laws findings.
3. THAT a further Report on the outcomes of Community Consultation regarding the Animal Management By-Laws including recommendations be presented to Council, following the Elected member workshop, by the 1st Ordinary Council Meeting of July 2021.

CARRIED 9/1640 - 18/05/2021

13.2.3 Council Policy Review - FIN23 Credit Card

Moved: Alderman Morrison

Seconded: Alderman Giesecke

1. THAT Report entitled Council Policy Review - *FIN23 Credit Card* be received and noted.
2. THAT Council Policy *FIN23 Credit Card* be rescinded.
3. THAT Council authorises the issue of a credit card to the Chief Executive Officer with a monthly credit limit of \$5,000.
4. THAT Credit Card Policy for the Chief Executive Officer being **Attachment 13.2.3.2** to Report entitled Council Policy Review - FIN23 Credit Card be adopted as a policy of Council.

CARRIED 9/1641 - 18/05/2021

Initials: _____

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2nd Ordinary Council Meeting

13.2.4 LGANT call for nominations - Minister's Advisory Council for Senior Territorians

Moved: Deputy Mayor Garden

Seconded: Alderman Lewis

1. THAT Report entitled LGANT call for nominations - Minister's Advisory Council for Senior Territorians be received and noted.
2. THAT Council nominate Alderman Henderson as LGANT's representative on the Minister's Advisory Council for Senior Territorians.

CARRIED 9/1642 - 18/05/2021

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

Nil.

Initials: _____

18 NEXT COUNCIL MEETING

Moved: Alderman Hale
Seconded: Deputy Mayor Garden

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

CARRIED 9/1643 - 18/05/2021

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Henderson
Seconded: Alderman Giesecke

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

CARRIED 9/1644 - 18/05/2021

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil.

The open section of the Meeting closed at 06:07pm for the discussion of confidential matters.

The Chair declared the Meeting closed at 06:21pm.

Chair

Print Name

Date

Initials: