

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 7 June 2022

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

Council business papers can be viewed on the City of Palmerston website [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au) or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.



**LUCCIO CERCARELLI**  
CHIEF EXECUTIVE OFFICER

## TABLE OF CONTENT

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	OPENING OF MEETING .....	5
3	APOLOGIES AND LEAVE OF ABSENCE.....	5
3.1	Apologies .....	5
3.2	Leave of Absence Previously Granted.....	5
3.3	Leave of Absence Request .....	5
4	REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING .....	5
5	DECLARATION OF INTEREST .....	5
5.1	Elected Members.....	5
5.2	Staff.....	5
6	CONFIRMATION OF MINUTES.....	5
6.1	Confirmation of Minutes .....	5
6.2	Business Arising from Previous Meeting .....	5
7	MAYORAL REPORT .....	5
8	DEPUTATIONS AND PRESENTATIONS.....	5
9	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS) .....	5
10	CONFIDENTIAL ITEMS .....	5
10.1	Moving Confidential Items into Open .....	5
10.2	Moving Open Items into Confidential .....	5
10.3	Confidential Items .....	5

11 PETITIONS.....	6
12 NOTICES OF MOTION.....	6
13 OFFICER REPORTS .....	6
13.1 Action Reports.....	7
13.1.1 Fees and Charges 2022-2023 .....	7
13.1.2 Additional Information Council Policy - Sufficient Interest in the Assessment Record .....	34
13.1.3 Policy Review Political Involvement in Council Events .....	40
13.1.4 Northern Territory Government Recycling Modernisation Fund .....	45
13.1.5 Draft Social Media Strategy 2022 .....	50
13.1.6 Acknowledgment of Traditional Ownership update .....	61
13.1.7 Recreation Centre In-Kind Support for Youth Activities in Palmerston .....	65
13.1.8 Risk Management Audit Committee Unconfirmed Minutes - 24 May 2022 .....	75
13.1.10 Local Government Representation Review 2022 .....	83
13.2 Receive and Note Reports.....	119
13.2.1 Waste Management Infrastructure Planning .....	119
13.2.2 Fiber Sense June 2022 Update .....	189
13.2.3 Palmerston Youth Festival .....	193
14 INFORMATION AND CORRESPONDENCE .....	200
14.1 Information.....	200
14.1.1 Middle Arm Sustainable Development Precinct.....	200
14.1.2 Aboriginal Economic Participation Framework.....	208

14.1.3 Management Transfer of Public Housing Tenancies.....	211
14.2 Correspondence.....	213
14.2.1 LGANT Administered Code of Conduct Panel.....	213
15 REPORT OF DELEGATES.....	236
16 QUESTIONS BY MEMBERS .....	236
17 GENERAL BUSINESS.....	236
18 NEXT ORDINARY COUNCIL MEETING .....	236
19 CLOSURE OF MEETING TO PUBLIC.....	236
20 ADJOURNMENT OF MEETING AND MEDIA LIAISON .....	236

- 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 17 May 2022 pages 10732 to 10739 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS
  - 10.1 Moving Confidential Items into Open
  - 10.2 Moving Open Items into Confidential
  - 10.3 Confidential Items

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

Item	Confidential Category	Confidential Clause
25.1.1	External Request for Support	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a 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 personal circumstances of a resident or ratepayer.
25.1.2	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a 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.

## 11 PETITIONS

## 12 NOTICES OF MOTION

## 13 OFFICER REPORTS

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Fees and Charges 2022-2023
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Financial Accountant, Tinashe Gomo
<b>APPROVER:</b>	Director Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

This report provides Council with the draft Fees and Charges for the 2022-2023 Financial year, seeking Council's consideration and adoption.

### KEY MESSAGES

- Section 289 of the Local Government Act 2019, provides that Council, may, by resolution, impose a fee to be charged for a service.
- The majority of the Fees and Charges are recommended to remain the same for the 2022-2023 financial year as Council continues to provide many free services and has waived further charges.
- Council approved to continue free pool access to the community for the next four years.
- Free parking continues in the CBD to support our local business community.
- To allow more opportunities for businesses fees outdoor dining remain free.
- Community venue hire will remain free for 2022-23 except for private/business use which will be charged at the 2021-2022 published fees & charges.
- The fees for Gray Hall have been amended to reflect the newly created spaces and as per previous Council decision. The different use options have a separate fee for usage of different rooms and higher rate for the exclusive use of the whole building. The fees for not-for-profit remains free until 30 June 2023.
- Fees for the use of Gulwa Community Recording Studio will apply.
- Building Construction, Driveway Crossover and Work on Public Places have increased by 5%, in line with market increases in construction and service costs.
- Services for additional General Waste Kerbside bin and additional Recycle Waste Kerbside bin will no longer be part of the rates declaration but included in the fees and charges schedule.

### RECOMMENDATION

1. THAT Report entitled Fees and Charges 2022-2023 be received and noted.
2. THAT Council adopts the Fees and Charges 2022-2023 at **Attachment 13.1.1.1**. to be effective from 1 July 2022.

## BACKGROUND

Section 289 of the *Local Government Act 2019*, allows council to impose a fee to be charged for a service, by resolution..

A review of the Fees and Charges is carried out every year in conjunction with the Municipal Plan. Council staff carry out an assessment of the services offered to the community in line with the Community Plan to ensure that the desired outcomes are being achieved and that arising issues are also being addressed adequately.

Council has previously considered the draft Fees and Charges 2022-23 at a workshop as part of the development of the draft Municipal Plan 2022-23.

This report presents the final draft Fees and Charges 2022-23 for Councils consideration and adoption.

## DISCUSSION

The Fees and Charges have been reviewed and prepared considering the Municipal Plan for 2022-23, Council Community Plan and related strategies and plans. This review recognised the Council's current and future financial capacity to continue delivering quality services and provide facilities and infrastructure to the community while commencing new initiatives and projects to achieve the outcomes set out in the Community Plan. Fees and Charges are recommended to remain the same; however, some proposed adjustments have been made to ensure that Council maintains the service levels provided to the community. The revenue budgeted for Fees and Charges for 2022-2023 is \$774,623.

Council continues to provide many free services and has waived further charges such as but not limited to:

- Continued free pool access to the community for the next four years.
- Free parking continues in the CBD to support our local business community.
- To support business, there are no application fees or space hire for outdoor dining
- Community venue hire will remain free until 30 June 2023 except for private/ business use which will remain at the 2021-2022 published fees & charges, The Gray Community Hall prices are different compared to 2021-22 as it reflects the multi-use and the greater capacity resulting from the newly constructed facility opened in January 2022.

Some of the limited changes to the Fees and Charges for 2022-2023 are documented below:

Library - Non-Territory Resident Borrowing			
Description	Unit of Measure	2021-2022	2022-2023
Refundable Deposit - Plus	Per Resident	\$45.00	Free
Non- refundable Administration fee	Per Resident	\$15.00	Free

Library Recording Studio			
Description	Unit of Measure	2021-2022	2022-2023

Business/Private	Per hour	N/A	\$50.00
Not for profit	Per hour	N/A	\$10.00
Booking Deposit - Refundable		N/A	\$200.00

Building Construction Application			
Description	Unit of Measure	2021-2022	2022-2023
Driveway Plan Approval (First driveway)	per application	Free	Free
Driveway Plan Approval (Second driveway)	per application	\$90.00	\$95.00
Stormwater Plan Approval (where connection provided)	per application	Free	Free
Stormwater Plan Approval (where connection is not provided)	per application	\$90.00	\$95.00
Clearance	per application	\$90.00	\$95.00
Additional Inspection	per inspection	\$60.00	\$63.00

Driveway Crossover			
Description	Unit of Measure	2021-2022	2022-2023
100 mm Standard	per m2	95	100
150 mm Commercial	per m2	\$110.00	\$116.00
200 mm Industrial	per m2	145	153
Crossover	per m	\$135.00	\$142.00
Saw cut, remove and dispose kerb/gutter	per m	\$95.00	\$100.00
Saw cut, remove and dispose concrete less than 120mm thick	per m2	\$35.00	\$37.00
Pathways - 100mm (Reinforced)	per m2	\$95.00	\$100.00

Gray Community			
Description	Unit of Measure	2021-2022	2022-2023
Community Hall 1 - Private/Business Hire	Per day	N/A	\$200
Community Hall 1 - Private/Business Hire	Per hour	N/A	\$40
Community Hall 1 - Not for profit hire	Per day/hour	Free	Free
Community Hall 2 - Private/Business Hire	Per day	N/A	\$300
Community Hall 2 - Private/Business Hire	Per hour	N/A	\$60
Community Hall 2 - Not for profit hire	Per day/hour	Free	Free
Exclusive use of whole building - Private/Business Hire	Per day	\$200	\$600

Exclusive use of whole building - Private/Business Hire	Per hour	\$40	\$120
Exclusive use of whole building - Not for profit	Per day	\$100	Free
Exclusive use of whole building - Not for profit	Per hour	\$20	Free

The construction of the new Gray Community Hall, allows a multiple use of the community halls has required an amendment to the charge for the use of the halls for the private and business hire to reflect these new spaces and options. The use for Not for profits remains free for 2022-23.

### Additional kerbside service

Changes included in the *Local Government Act 2019*, section 239(6)(d) does not allow optional services to be considered a charge on the land. The Department of Chief Minister and Cabinet advised that the intent of this is to clearly separate charges attached to the land and optional fees and charges attached to the owner or resident. The distinction is important when taking legal action on outstanding debt as the debt if not separately identified could be considered incorrect and impact on recovery of the debt through legal action.

The optional waste management services provided by Council include

- Additional General Waste Kerbside bin
- Additional Recycle Waste kerbside bin
- Upgrade General Waste Kerbside bin

In previous years these services were included in the Rates Declaration, these are now required to be included in the Fees and Charges Schedule. The Department advised that they may be referenced in the Rates Declaration, but it must be clear that it is not a charge under section 239 of the Act.

## **CONSULTATION PROCESS**

Fees and Charges are not subject to community consultation; however, once adopted Council will inform the community of the Fees and Charges for 2022-23.

Council has previously considered the draft Fees and Charges 2022-23 at a workshop as part of the development of the draft Municipal Plan 2022-23.

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

- Executive Manager Community and Library Services
- Regulatory Services Manager
- City Sustainability Manager

The following external parties were consulted in preparing this report

- Department of Chief Minister and Cabinet
- HWL Ebsworth Lawyers

## **POLICY IMPLICATIONS**

The proposed Fees and Charges are in line with all Council policies.

## **BUDGET AND RESOURCE IMPLICATIONS**

The fees and charges have been considered by Council at various workshops held in February, March and April 2022. The presented information is considered in the budget 2022-2023 and also the LTFP model.

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

*Section 289 (1),(2) and (3) of the Local Government Act 2019, states 289 Fees for services*

*(1) A council may, by resolution, impose a fee to be charged for a service*

*(2) The amount of the fee may be fixed in revenue units, however the Council must show the equivalent dollar value in any publication of the fee on its website or any other material published by the Council*

*(3) Any service for which a fee is charged must be an optional service or a service provided on request*

*Section 239(6)(d) of the Local Government Act 2019, states that a charge must not consist of any payments for an optional service.*

This report addresses the following City of Palmerston Strategic Risks:

#### **2 Fails to be sustainable into the long term**

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

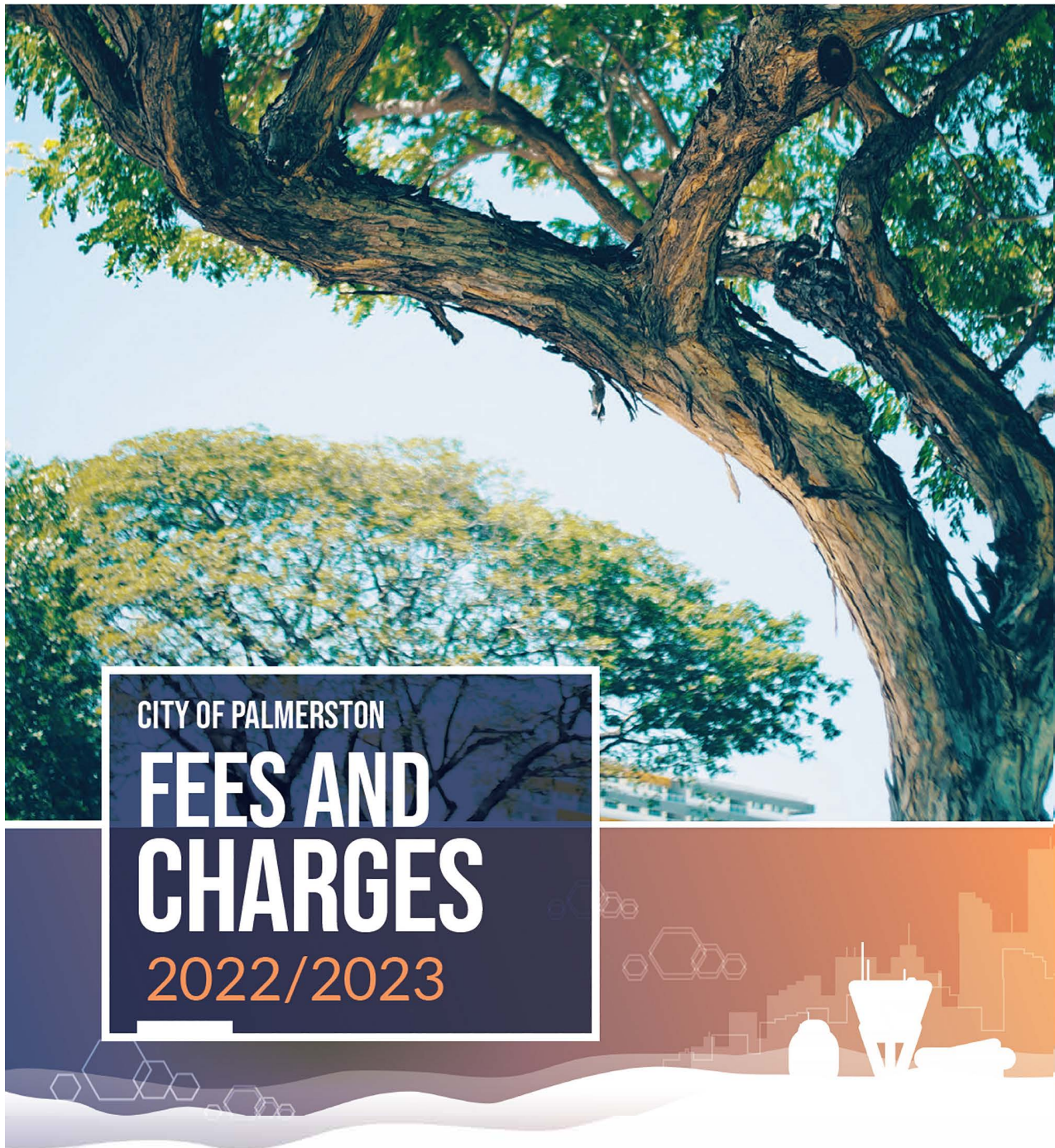
There are no environmental sustainability implications for this report.

### **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. Fees and Charges 2022-23 [13.1.1.1 - 22 pages]



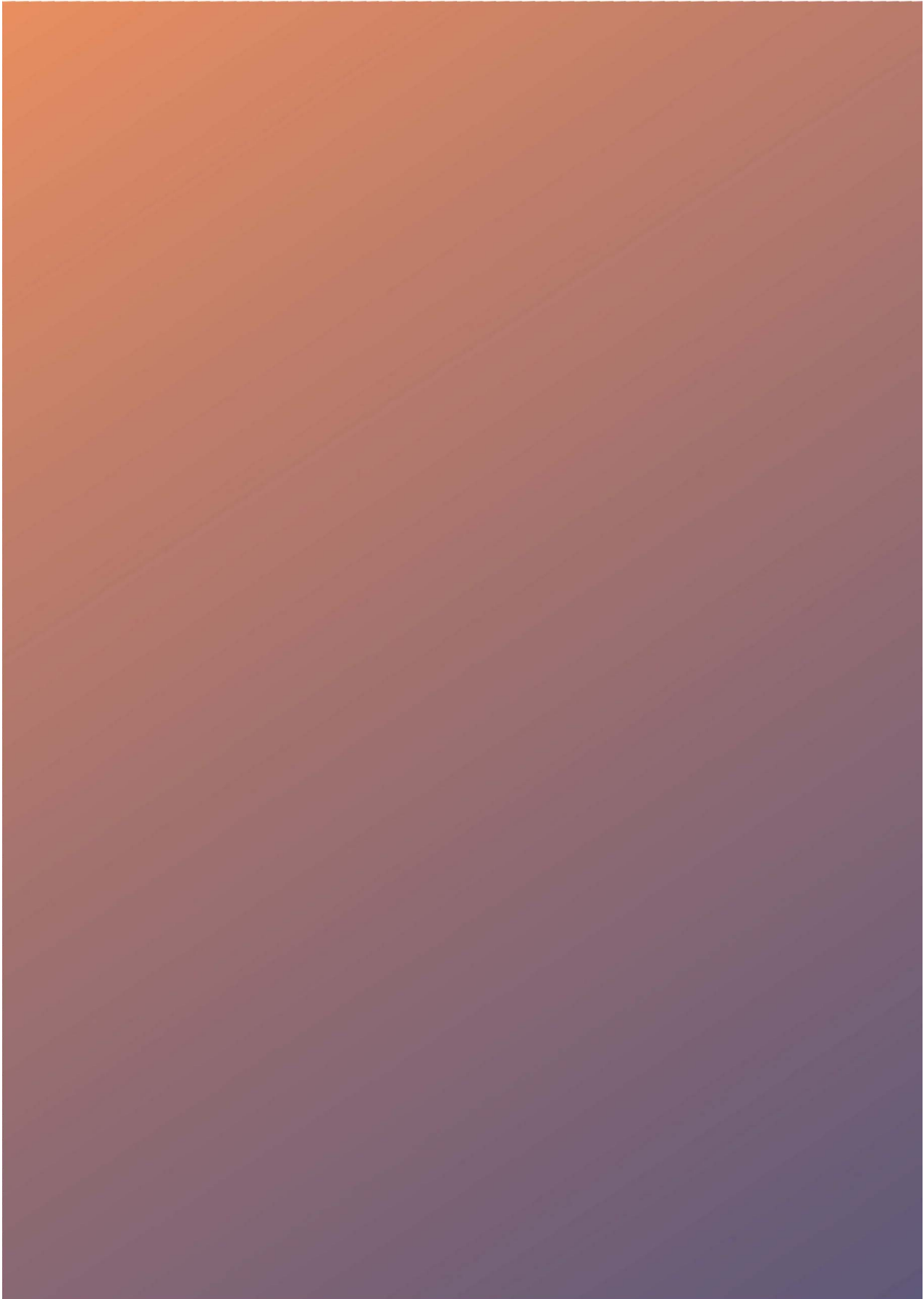


TABLE OF  
**Contents**

Administration	4
Rates	5
Dog Registration	6
Community Facilities	8
Property	12
Public Places	12
Library Services	13
Carparking	14
Outdoor Dining Licence	15
Regulatory Services	15
Signage	16
Subdivision	18
Driveway Crossover	19
Work on Public Places	19
Building Construction Application	20
Waste Management	20

**Definitions**

GST Free	Items are exempt from GST under Division 81 of the GST Act
Incl. GST	Charges listed are inclusive of GST

## Administration

Annual Report		2022/23	GST
Copy	per copy	Free ✓	
Perusal of report in Council offices		Free ✓	
Municipal Plan		2021/22	GST
Copy	per copy	Free ✓	
Perusal of report in Council offices		Free ✓	
Cheques Dishonoured		2021/22	GST
At first presentation	per cheque	Cost of bank fee	incl. GST
At second presentation	per cheque	Cost of bank fee	incl. GST
Freedom of Information		2021/22	GST
Information Act Fees and Charges		As prescribed	

## Rates

Rate Book Inspection Fee		2022/23	GST
Perusal at Council Office		Free ✓	
Written Extract	per assessment	\$50.00	incl. GST

Reproduction of Original Rates Notice		2022/23	GST
Current Rating Year	per notice	Free ✓	
Prior Rating Years < 5 years	per notice	Free ✓	
Prior Rating Years > 5 years	per notice	\$25	incl. GST

Rate Debt Collection Fee		2022/23	GST
Letter of Demand	per letter	Charge of external contractor	incl. GST
Field Call	per field call	Charge of external contractor	incl. GST
Statement of Claim	per statement of claim	Charge of external contractor	incl. GST

Additional court costs may apply and are determined by the proceedings			
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## Dog Registration Fees

Standard Fee		2022/23	GST
Full Year Fee	per dog	\$105.00	GST Free
Half Year Fee (from 1st March)	per dog	\$65.00	GST Free
Aged and Disability Pensioner Fee	per dog	\$25.00	GST Free
Trained Dogs for the Blind and Hearing Impaired	per dog	Free ✓	
Dogs under 3 months of age (no discounts apply)*	per dog	\$10.00	GST Free

\* Under the current By-Laws dogs under 3 months do not have to be registered, however Council encourages the registration of all dogs

Discounts		2022/23	GST
Desexed or Northern Australian Canine Association COB Holder	per registration	50%	
Microchipped	per registration	10%	

Calculated Fees		2022/23	GST
Full Year Fee		\$105.00	GST Free
Full Year - Desexed/NACA trained		\$52.50	GST Free
Full Year - Desexed/NACA trained and Microchipped		\$42.00	GST Free
Full Year - Microchipped		\$94.50	GST Free
Half Year Fee (from 1st March)		\$65.00	GST Free
Half Year - Desexed/NACA trained		\$32.50	GST Free
Half Year - Desexed/NACA trained and Microchipped		\$26.00	GST Free
Half Year - Microchipped		\$58.50	GST Free
Pensioner Fee		\$25.00	GST Free
Pensioner - Desexed/NACA trained		\$12.50	GST Free
Pensioner - Desexed/NACA trained and Microchipped		\$10.00	GST Free
Pensioner - Microchipped		\$22.50	GST Free

## Dog Registration Fees cont...

Tag Replacement		2022/23	GST
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Tag Replacement	per tag	\$10.00	incl. GST
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Impound Fees		2022/23	GST
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Fee for unregistered dog	per dog	\$205.00	GST Free
Fee for registered dog	per dog	\$140.00	GST Free
Additional fee for dog impounded out of hours	per dog	\$85.00	GST Free
Daily charge after day one	per dog	\$55.00	GST Free

Dog Licence (more than 2 dogs)		2022/23	GST
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Licence Application including one site inspection ( <i>non refundable</i> )	per application	\$155.00	GST Free
Site Inspections	per inspection	\$115.00	GST Free
Licence – Full-yearly	per licence	\$215.00	GST Free
Licence – Half-yearly (March - August)	per licence	\$120.00	GST Free

Barking Collars		2022/23	GST
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Citronella Barking Collars	Maximum 30 day hire	Free ✓	
Refundable Deposit	per collar	\$50.00	GST Free
Citronella Canisters	per canister	\$35.00	incl. GST

Animal Traps		2022/23	GST
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Hire Animal Traps	Maximum 30 day hire	Free ✓	
Refundable Deposit	per trap	\$50.00	GST Free

## Community Facilities

Gray Community Hall - Room 1		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	
Rent	per hour	Free ✓	
Booking Deposit - Refundable	per usage	\$125.00	incl. GST
Additional Cleaning <i>(if required)</i>	per usage	at cost of cleaning	+GST
BBQ area – exclusive use to be advised at booking			
Gray Community Hall - Room 2		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$300.00	incl. GST
Rent	per hour	\$60.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	
Rent	per hour	Free ✓	
Booking Deposit - Refundable	per usage	\$125.00	incl. GST
Additional Cleaning <i>(if required)</i>	per usage	at cost of cleaning	+ GST
BBQ area – exclusive use to be advised at booking			
Gray Community Hall – Whole Building		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$600.00	incl. GST
Rent	per hour	\$120.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	
Rent	per hour	Free ✓	
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning <i>(if required)</i>	per usage	at cost of cleaning	+ GST
BBQ area – exclusive use to be advised at booking			

## Community Facilities cont...

Durack Heights Community Arts Centre - Room 1		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	incl. GST
Rent	per hour	Free ✓	incl. GST
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (if required)	per usage	at cost of cleaning	+ GST

Durack Heights Community Arts Centre - Room 2		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$300.00	incl. GST
Rent	per hour	\$60.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	
Rent	per hour	Free ✓	
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (if required)	per usage	at cost of cleaning	+GST

Driver Family Resource Centre		2022/23	GST
<b>Private/Business</b>			
Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST
<b>Not-for-profit</b>			
Rent	per day	Free ✓	
Rent	per hour	Free ✓	
Booking Deposit - Refundable	per usage	\$125.00	GST Free
Additional Cleaning (if required)	per usage	at cost of cleaning	+ GST

## Community Facilities cont...

Library Community Room		2022/23	GST
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**Private/Business**

Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST

**Not-for-profit**

Rent	per day	Free ✓	
Rent	per hour	Free ✓	

Booking Deposit - Refundable	per usage	\$125.00	GST Free
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Additional Cleaning (if required)	per usage	At cost of cleaning	
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Recreation Centre - Community Room 1		2022/23	GST
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**Private/Business**

Rent	per day	\$200.00	incl. GST
Rent	per hour	\$40.00	incl. GST

**Not-for-profit**

Rent	per day	Free ✓	
Rent	per hour	Free ✓	

Booking Deposit - Refundable	per usage	\$125.00	GST Free
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Additional Cleaning (if required)	per usage	at cost of cleaning	+GST
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Recreation Centre - Community Room 2		2022/23	GST
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**Private/Business**

Rent	per day	\$300.00	incl. GST
Rent	per hour	\$60.00	incl. GST

**Not-for-profit**

Rent	per day	Free ✓	
Rent	per hour	Free ✓	

Booking Deposit - Refundable	per usage	\$125.00	GST Free
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Additional Cleaning (if required)	per usage	At cost of cleaning	+ GST
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## Community Facilities cont...

Recreation Centre Stadium Hire - Hourly Rate		2022/23	GST
<b>Private/Business</b>			
Rent	per court	\$60.00	incl. GST
Lights	per court	\$40.00	incl. GST
Airconditioning	per court	\$45.00	incl. GST
<b>Not-for-profit</b>			
Rent	per court	Free ✓	
Lights	per court	\$Free25.00	
Airconditioning	per court	Free ✓	
Stadium lights are required prior to 7am and after 6pm			

Recreation Centre Seating		2022/23	GST
Stadium Seating Hire	single unit	\$300.00	incl. GST
Stadium Seating Hire	3 units	\$600.00	incl. GST
Stadium Seating Hire	6 units	\$800.00	incl. GST

Community BBQ Trailer		2021/22	GST
Available for use by members of the community, local organisations and groups			
Rent	per usage	Free ✓	
Booking Deposit - Refundable	per usage	\$200.00	GST Free

## Property

Damage or Destruction to any Council Property		2022/23	GST
Damage or destruction to any property of Council will be recovered from the responsible person. This could be either the holder of the permit/licence, the hirer or any other liable person causing damage.	per damaged asset	Cost for replacement or reinstatement to Council plus 15% administrative charge plus GST	incl. GST

## Public Places

Public Open Spaces and Parks: All deposits shall be lodged with proof of public liability insurance

Private and Non-for Profit Community Groups		2022/23	GST
Key Deposit - Refundable	per key	\$60.00	GST Free
Cleaning Deposit - Refundable	per usage	Free ✓	
Additional Cleaning <i>(if required)</i>	per usage	at cost of cleaning	+ GST

Commercial Use		2022/23	GST
Key Deposit - Refundable	per key	\$60.00	GST Free
Cleaning Deposit - Refundable	per usage	\$150.00	GST Free
Additional Cleaning <i>(if required)</i>	per usage	at cost of cleaning	+ GST

Busking Permit		2022/23	GST
Busking Permit	per permit	Free ✓	

## Library Services

Non Territory Resident Borrower		2022/23	GST
Refundable Deposit - plus	per resident	Free ✓	
Non-Refundable Administration Fee	per resident	Free ✓	

Lost Borrower Card Replacement		2022/23	GST
Lost Borrower card replacement	per card	Free ✓	

Photocopying and Printing		2022/23	GST
<b>Black and White</b>			
A4 single	per page	\$0.20	incl. GST
A4 double	per page	\$0.40	incl. GST
A3 single	per page	\$0.40	incl. GST
A3 double	per page	\$0.80	incl. GST
<b>Colour</b>			
A4 single	per page	\$1.00	incl. GST
A4 double	per page	\$2.00	incl. GST
A3 single	per page	\$2.00	incl. GST
A3 double	per page	\$4.00	incl. GST

Public Personal Computers		2022/23	GST
Computer & Internet Usage	Maximum time limit applies	Free ✓	

Fax Service		2022/23	GST
Send outgoing fax	per page	\$0.20	incl. GST
Receive incoming fax	per page	Free ✓	

## Library Services cont...

Inter Library Loan (if charged by host library)		2022/23	GST
Inter Library Loan (if charged by host library)	per loan	as charged by host library	GST Free

Replacement of Lost or Damaged items		2022/23	GST
Replacement of library resources	per item	at replacement cost of item plus \$2 administration charge + GST	incl. GST

Laminating Service		2022/23	GST
A3	per sheet	\$4.00	incl. GST
A4	per sheet	\$2.00	incl. GST
Wallet size	per sheet	\$1.00	incl. GST

Library Bags		2022/23	GST
Calico	per bag	\$5.00	incl. GST

## Carparking

CBD Carparking		2022/23	GST
Zone A, B, C, D and E	Maximum time limits apply	Free ✓	

## Outdoor Dining Licence

Outdoor Dining Licence		2022/23	GST
Outdoor Dining Licence (Class 1)	per annum	Free ✓	
Class 1: Up to 4 tables / 8 Seats ( <i>whichever is the lesser</i> )			
Outdoor Dining Licence (Class 2)	per annum	Free ✓	
Class 2: All other applications ( <i>with or without a Licence to Serve Alcohol</i> )			

## Regulatory Service

Disability Permits		2022/23	GST
Permanent Disability (renewable every 3 years)	per permit	Free ✓	
Temporary Disability (time limited)	per permit	Free ✓	

Long Grass		2022/23	GST
Standard and/or <1200sq m blocks	per block	Cost + 10%	incl. GST
Non standard and/or >1200sq m blocks	per block	Cost + 10%	incl. GST
Block Inspection Fee	per inspection	Free ✓	
Penalty interest for outstanding invoices	daily	8%	

## Signage

Signage in Public Space and on Private Land

Animated Signs		2022/23	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$240.00	GST Free

Signage on Private Land		2022/23	GST
Banners for temporary advertising on private land for maximum 2 weeks	per application	\$45.00	GST Free
Banners, Balloons, Blimps and kites on private land	per application	\$45.00	GST Free
Signs on private land viewable from a public place	per application	\$45.00	GST Free

Banners/Signs on Council Land		2022/23	GST
Weekly fee for Commercial Use	per banner/sign	\$75.00	GST Free
Weekly fee for Not-for-profit Organisations	per banner/sign	\$45.00	GST Free

Banner on Street Light Poles		2021/22	GST
Application Fee	per application	\$45.00	GST Free
Weekly Fee	per banner	\$5.00	GST Free
Erection and Removal of Banners	per banner	at cost for Council + 15%	+ GST

Signs Overhanging a Public Place		2021/22	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$125.00	GST Free

## Signage cont...

Permanent Signs on Road		2022/23	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$125.00	GST Free

Removable Signs on Public Land (A-Frame)		2022/23	GST
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	

Other Signage in Open Space		2022/23	GST
Bunting	per application	\$45.00	GST Free
Murals	per application	\$45.00	GST Free
Flags	per application	\$45.00	GST Free
Event Signage	per application	\$45.00	GST Free
Blue Finger Signs	per application	\$45.00	GST Free

General Service and Community Groups		2022/23	GST
Churches, self help groups, childcare centres, schools, public sporting facilities			
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	
Cost of Erection	per sign	Free ✓	

Business Groups		2022/23	GST
Shopping Centres, home businesses, vet clinics, medical/dental clinics, commercial childcare, private sporting clubs and community clubs			
Application Fee	per application	Free ✓	
Annual Fee	per sign	Free ✓	
Cost of Erection	per sign	Free ✓	

## Signage cont...

Real Estate Signs on Fences		2022/23	GST
Application Fee	per application	\$45.00	GST Free
Annual Fee	per sign	\$135.00	GST Free

Advertising on Fences		2022/23	GST
Application Fee	per application	\$45.00	GST Free

Collection and Return of Movable Signage		2022/23	GST
Fee for the collection of moveable signs during a cyclone upon declaration of Stage 2 by the Territory Controller			
Return Fee	per sign	\$112.50	GST Free

## Subdivision

Council Acceptance of Assets		2022/23	GST
Construction costs include the (direct) cost of constructing all assets that will be coming under the ownership and liability of Council.			
Assets shall include all items required to develop the site in accordance to legislation, regulations, guidelines, standards and industry best practice that are incorporated with the approved designs.			
Prior to Practical Completion/ On Maintenance	per approval	1.5% of construction cost of all assets handed to Council + GST	incl. GST

## Driveway Crossover

Driveway Crossover (Reinforced)		2022/23	GST
Rates for driveway and concrete works apply when works are undertaken by Council at the request of the property owners, or relating to works on public places.			
100 mm Standard	per m2	\$100.00	incl. GST
150 mm Commercial	per m2	\$116.00	incl. GST
200 mm Industrial	per m2	\$153.00	incl. GST
Crossover	per Lm	\$142.00	incl. GST
Saw cut, remove and dispose kerb/gutter	per Lm	\$100.00	incl. GST
Saw cut, remove and dispose concrete less than 120mm thick	per m2	\$37.00	incl. GST
Pathways - 100mm (Reinforced)	per m2	\$100.00	incl. GST

## Work on Public Places

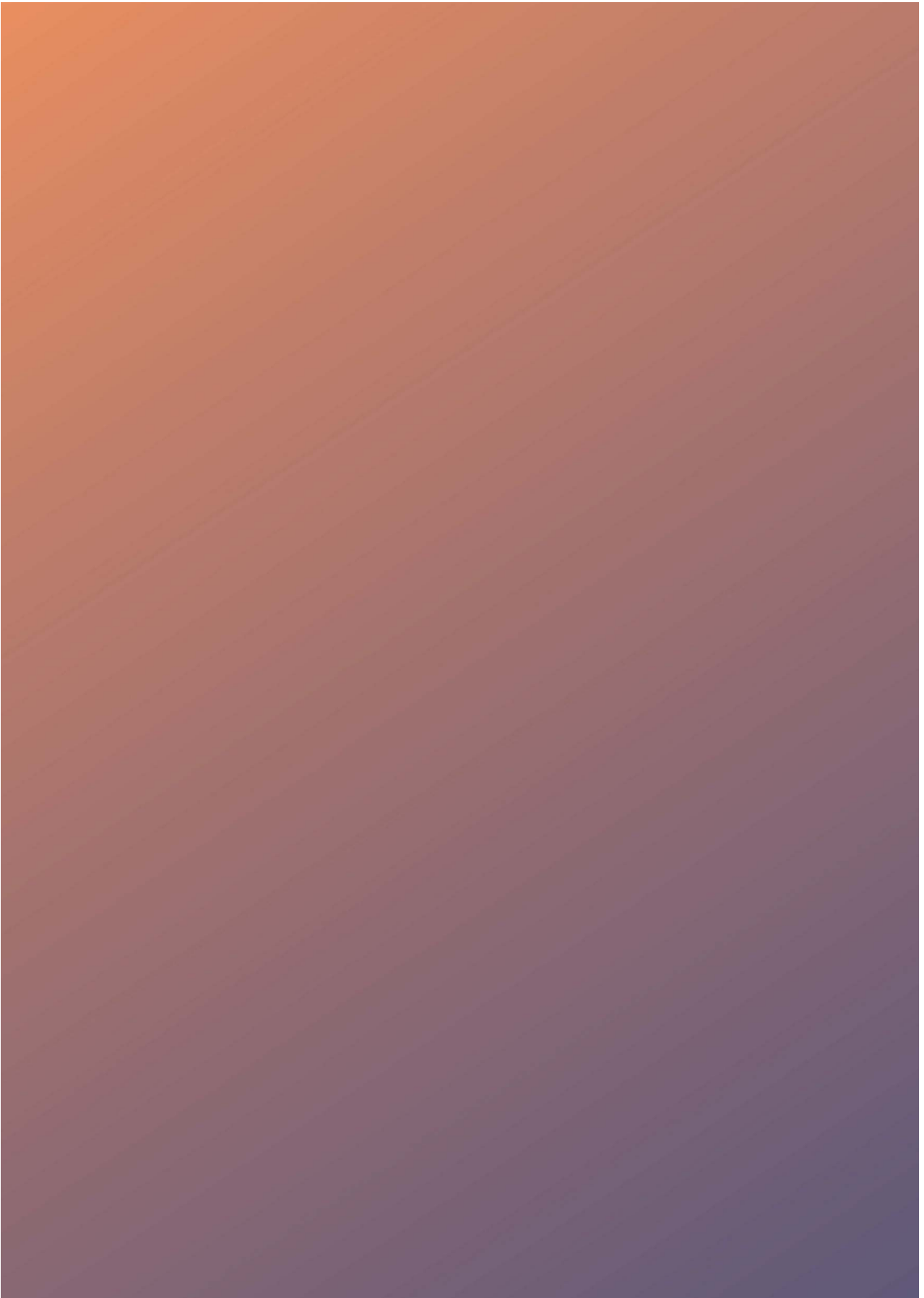
Work on Public Places		2022/23	GST
All applications shall be lodged with proof of public liability insurance.			
Amount of inspections required will be verified after lodgement of application depending on works.			
A permit will be issued for a maximum of 1 week unless otherwise determined by CoP. This includes minimum of 2 inspections.			
Application and Inspection Fee	each	\$156.00	GST Free
Additional fee for permits required for more than one week	per week	\$42.00	GST Free
	1 month	\$105.00	GST Free
	6 months	\$525.00	GST Free
	1 Year	\$1,050.00	GST Free
Hoarding Fee	per m2 per week	\$2.80	GST Free
Car bay hire	per bay per week	\$58.00	GST Free
<b>Private waste bins and containers on road reserves</b>			
Maximum of 4 day period	per application	\$55.00	GST Free

## Building Construction Application

Building Construction		2022/23	GST
Driveway Plan Approval (First driveway)	per application	Free ✓	
Driveway Plan Approval (Second driveway)	per application	\$95.00	GST Free
Stormwater Plan Approval (where connection provided)	per application	Free ✓	
Stormwater Plan Approval (where connection is not provided)	per application	\$95.00	GST Free
Clearance	per application	\$95.00	GST Free
Additional Inspection	per inspection	\$63.00	GST Free

## Waste Management

Optional Bin Services		2022/23	GST
<p>Multiple dwelling properties (four (4) or more dwellings per lot) are currently limited under the Declaration of Rates to the following: a general waste collection of four (4) garbage collection visits per week with a maximum of one (1) 240L bin per four (4) dwellings; and, a recycling collection service of one (1) collection visit per week with a maximum of one (1) 240L mobile bin per two (2) dwellings to be collected on each recycling collection visit.</p> <p>A body corporate is able to apply for an additional service on behalf of the multiple dwelling to be invoiced annually or on a pro-rata basis per additional bin.</p>			
Additional General Waste Manual Bin 240L	per bin	\$297.00	GST Free
Additional Recycling Manual Bin 240L	per bin	\$113.00	GST Free
<p>Single dwelling properties and multiple dwellings (three (3) or less dwellings per lot) are currently limited under the Declaration of Rates to the following: a kerbside general waste collection service of two (2) garbage collection visits per week with a maximum of one (1) 120L general waste mobile bin per visit; and a kerbside recycling collection service of one (1) collection visit per fortnight with a maximum of one (1) 240L recycling mobile bin per visit.</p> <p>A property owner is able to apply for an additional service to be invoiced annually or on a pro-rata basis per additional bin.</p>			
Upgrade General Waste Bin 240L	per bin	\$149.00	GST Free
Additional General Waste Kerbside Bin 120L	per bin	\$256.00	GST Free
Additional Recycling Kerbside Bin 240L	per bin	\$113.00	GST Free





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# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Additional Information Council Policy - Sufficient Interest in the Assessment Record
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Finance Manager, Gayu Sivaraj
<b>APPROVER:</b>	Director Finance and Governance, Wati Kerta

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks Council approval to adopt a new policy in accordance with the *Local Government Act 2019*.

## KEY MESSAGES

- As per the *Local Government Act 2019* (the Act), Council may by resolution adopt a new policy outlining the criteria for a person to gain access to assessment records relating to an allotment.
- The draft policy outlines the criteria whom is considered to have sufficient interest in an assessment record, and the information available to the person.
- The key difference between *Local Government Act 2008* and the Act is that the old legislation allowed for copies of assessment records to be made available to public for inspection free of charge whereas the new legislation allows for Council to adopt a policy to determine sufficient interest that limits access to the assessment records.
- Section 230 (7) of the Act requires the Chief Executive Officer (CEO) to suppress the contact details of the rate payer, if requested in writing, from the publicly accessible copy of the assessment record.
- Council currently does not charge for the inspection of assessment records but charges \$50 for a written extract of the assessment. Per the Act, this can be determined by the Council and has been reviewed in preparing the Fees and Charges for 2023 financial year. No changes are recommended for the 2022-23 budget.
- At the First Ordinary Council meeting of 1 February 2022, Council decision on the Sufficient Interest Policy was laid on the table as staff were seeking clarification from the Department on some matters raised by Council.
- This report includes the additional information sought and an updated Policy.

## RECOMMENDATION

1. THAT Report entitled Additional Information Council Policy - Sufficient Interest in the Assessment Record be received and noted.
2. THAT Council take off the table Report entitled Council Policy - Sufficient Interest in the Assessment Record and replace the Report Attachment 13.1.1.1 being draft Policy with **Attachment 13.1.2.1** of Report entitled Additional Information Council Policy - Sufficient Interest in the Assessment Record.

3. THAT Council endorse the new Council Policy being Sufficient Interest in the Assessment Record as presented as **Attachment 13.1.2.1** to Report entitled Additional Information Council Policy - Sufficient Interest in the Assessment Record.

## BACKGROUND

Section 230 (4) of the Local Government Act provides a person with a sufficient interest to an allotment to inspect or copy an assessment record of this allotment, held by Council.

Section 230(6) a person is deemed to have sufficient interest in an assessment record if:

- the person is an owner, occupier, lessee or agent of the owner;
- the person is an owner, occupier, lessee or agent of the owner of the adjoining land
- the person is a legal practitioner or a licensed conveyancer requesting a rates search on the behalf of purchaser of an allotment;
- the person is a Chief Executive Officer of an Agency.

A person that meets the criteria at Section 230(6) of the Act has an automatic right to inspect the assessment record and is not required to provide a reasonable explanation as to why they are seeking the information. They simply need to satisfy the Council that they meet the criteria section 230(6)(a)(b) criteria by providing proof and completing a prescribed form, this is to provide evidence that Council have taken the steps to ensure that they have met the criteria in section 230(6)(a)(b).

Section 230(5) allows Council to adopt a policy to provide guidance on what constitutes a sufficient interest in the assessment record. The policy enables access to people with a sufficient interest in the assessment records in accordance with the Act, whilst protecting data in line with the Privacy Principles contained within the Information Act.

In the First Ordinary Council meeting of 1 February 2022, Council decision on the Sufficient Interest Policy was laid on the table as staff were seeking clarification from the Department on some matters raised by Council. This report includes the additional information sought by Council and is addressed in the updated Policy.

## DISCUSSION

A new Council Policy titled Sufficient Interest in the Assessment Record (Policy) was drafted and presented at the 1<sup>st</sup> Ordinary Council Meeting in February 2022. The Policy outlines the criteria for a person to be considered as having sufficient interest to have access to Council assessment records in relation to an allotment. There was several questions raised therefore the Policy was laid on the table which enable staff to seek clarification, this report intends to address the issues raised with the revised policy being presented at **Attachment 13.1.2.1** to this Report.

### Chief Executive Officer (CEO) of an Agency

Northern Territory Government (NTG) agencies may seek access to assessment records to seek contact details in relation to fire protection activities and biosecurity activities to name few examples. The previous draft policy presented to Council, defined the CEO as the CEO of an NTG Agency. This has broadened to include CEO of a Commonwealth Agency.

### Adjoining owner

The term Sufficient Interest for an adjoining owner will be narrowed so that property separated by a road reserve or other narrow parcel, like a laneway or stream is not considered an adjoining the property, even though they are in close proximity. A narrower definition would reduce the easily accessible information

of ratepayers. Notwithstanding the property owner will be notified of a request of access to their information irrespective of whether the requestor is an adjoining land owner or not.

### Privacy Principles

The Information Act 2002 contains information privacy principles (IPP) which requires government organisations to safeguard people's privacy and private information and is prohibited from providing information to a third party without the consent of the owner unless the information is publicly available.

The information contained in the Assessment Records would constitute personal information (s 4A of the Information Act 2002). The IPP2, set out in Schedule 1 of the Information Act 2002, governs the use and disclosure of personal information. Disclosure of personal information is permitted if it is required or authorised by law. Council is also not required to provide access to information if the information is exempt under Part 4 of the Information Act 2002 (s 43 of the Information Act 2002). The Information Act 2002 provides: (a) government information mentioned in Part 4 Division 2 is exempt (s 44 of the Information Act 2002); and (b) government information mentioned in Part 4 Division 3 is exempt only if it can be shown that, in the particular case, it is not in the public interest to disclose the information (s 50 of the Information Act 2002).

Section 230 of the Local Government Act, enables people with sufficient interest to access the assessment records, which in effect makes it publicly available to a person that meets the criteria under Section 230(6). However, Section 230 (7) enables a person to whom the record relates to have their contact details suppressed. Section 293 (2) of the Act sets out the specific details that a person can require the Council to suppress such as the name, address, contact details and any other personal details. This process would remove the assessment records from being publicly available. The policy provides that Council reserves the right to seek approval from the owner/ratepayer prior to providing access to the assessment record. This will apply to applications irrespective of whether a person has sufficient interest or not, this approach is consistent with relevant provisions under the Information Act 2002.

It was previously advised that if person that does not meet the criteria in Section 230(6), a Council form will need to be submitted detailing the reason for the request and what the information will be used they also required a declaration to be signed that they would not release the information. However once information is released from Council, there is no guarantee that the person will keep the information confidential, therefore Council needs to ensure that the release of information is consistent with information privacy principles within the Information Act 2002.

### Process

The Act does not specify if requests to access assessment records need to be in writing. However, as Section 230 of the Act allows Council to develop a policy to assess and determine what constitutes sufficient interest, staff have established a process where a Council form needs to be completed upon request to access.

The new policy combined with the developed process will ensure staff collect and retain the requestor's name and contact details and the reason for the request.

Once a person applies for access to a specific assessment, the Chief Executive Officer (CEO) of Council or delegate will review the information obtained through the form and determine if the person/s requesting the information are eligible to access the information, weigh up the public interest and if necessary, seek approval from the ratepayer for release. Council may advise the ratepayer that the assessment details may be accessed by others through the rates notice. Ratepayers will be made aware that an option to suppress a person's details is available on request to the CEO by the ratepayer.

### Fees and Charges

As per our current fees and charges schedule for 2021/22, Council charges \$50 for a written extract of an assessment however does not charge for inspection of the records at Council's office. In accordance with Act the following may inspect or copy the assessment record free of charge:

- In relation to the part of the record for particular land – an owner, occupier or lessee of the land or the adjoining land; or
- an agent of the owner, occupier or lessee of the land or the adjoining land;
- the Chief Executive Officer of a Territory or Commonwealth Government Agency.

No changes are recommended for the 2022-23 Fees and Charges

### **CONSULTATION PROCESS**

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

- Financial Accountant
- Executive Leadership Team

The following external parties were consulted in preparing this Report:

- Department of Local Government

### **POLICY IMPLICATIONS**

If adopted, this Policy will become a new Policy of Council and published on Council's website.

### **BUDGET AND RESOURCE IMPLICATIONS**

Council charges a \$50 fee for written extracts of the assessment records and allows inspection of assessment record at Council's office free of charge and there are no changes to the fees for the 2022-23 budget year.

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

This Policy will ensure that access to assessment record details is minimised and only for the public interest and private data is protected in accordance with the Information Act 2002.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders  
Context: Council needs to be credible and trusted by those within and external to the Council.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

### **ATTACHMENTS**

1. Draft Sufficient Interest in the Assessment Record Policy (1) [13.1.2.1 - 2 pages]



# POLICY

Name:	Sufficient Interest in the Assessment Record		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Finance and Governance		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

## 1 PURPOSE

Section 230 of the Local Government provides a person with a sufficient interest to inspect or copy an assessment record held by Council.

This Policy outlines the criteria for a person to be considered as having sufficient interest to have access to the council assessment record in relation to an allotment.

## 2 PRINCIPLES

Council is committed to facilitate access to the assessment record in relation to an allotment if the person requesting access has a sufficient interest.

## 3 DEFINITIONS

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

Term	Definition
Allotment	An allotment is a parcel of land or part of a parcel of land.
Assessment Record	Brief description of each allotment and Unimproved Capital Value, including name and postal address of owner(s), principal ratepayer (if not the owners) and rating category.
Copy	To inspect and write down information. No photo or photocopying of the rate assessment is allowed.
CEO of the Agency	The Chief Executive Officer of a Commonwealth, State or Territory Government Agency
Rates Search	Information as per the Assessment Record plus the rates and charges for the current financial year, including payments received and balance remaining.
Sufficient Interest	Interest that is not for a commercial purpose, except for the request for a rates search in relation to sale of property.
Adjoining land	Adjoining property, but does not include land separated by a road reserve or a narrow parcel such as a laneway or stream
Privacy Principles	Principles contained in the Information Act to protect access to personal information



## POLICY

### 4 POLICY STATEMENT

#### 4.1 Criteria

City of Palmerston will use the below criteria to determine whether a person has a sufficient interest in the assessment record in relation to an allotment:

- 4.1.1 The person is an owner, occupier, lessee or agent of the owner;
- 4.1.2 The person is an owner, occupier, lessee or agent of the owner of the adjoining land;
- 4.1.3 The person is a legal practitioner or a licensed conveyancer requesting a rates search on the behalf of purchaser of an allotment;
- 4.1.4 The CEO of an Agency.

#### 4.2 Determination

Notwithstanding 4.1, the CEO will take into account the public interest and the risk of detriment to the owner or principal ratepayers in granting access to the assessment record.

4.2.1 All persons requesting information must complete a council form that provides the following:

4.2.1.1 A reasonable explanation, whether personal or professional in nature, for making a request to inspect the assessment record and what the information will be used for. It is not considered to be sufficient interest if the interest is commercial in nature.

4.2.1.2 That the information inspected and/or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 4.2.1.1.

4.2.2 If deemed necessary, the CEO reserves the right to seek approval from the owner/ratepayer prior to releasing access to the assessment record.

4.2.3 The application of this policy may be varied in exceptional circumstances by the CEO.

4.2.4 The CEO will take into account any considerations prescribed by regulation or required by the relevant legislation that requires the application of the Privacy Principles

### 5 ASSOCIATED DOCUMENTS

5.1 Sufficient Interest Form

### 6 REFERENCES AND RELATED LEGISLATION

6.1 Information Act 2002

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Policy Review Political Involvement in Council Events
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Director Finance & Governance, Wati Kerta
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This Report presents the reviewed Council Policy Political Involvement in Council Events for consideration and endorsement by Council.

## KEY MESSAGES

- Council policies support the strategic direction of the City of Palmerston and guide the organisations decision making.
- It is good governance for Council to review all policies at least once during the term of council to ensure they are consistent, compliant and reflect the intent of the Council.
- One of Council's priorities is to renew and strengthen relationships and increase collaboration with other levels of government to ensure the best outcomes for the Palmerston community, and therefore engagement with Commonwealth and Northern Territory politicians is encouraged and welcomed.
- Council is an apolitical organisation and appreciates the importance of being unbiased and not politically aligned in relation to political matters and parties, so there needs to be clear guidance around the participation in Council events by Territory and Commonwealth politicians.
- The existing City of Palmerston Potential Involvement in Council Events Policy has been reviewed and consider appropriate and addressing the needs of Council's outcomes.
- No changes are being recommended to the existing policy.

## RECOMMENDATION

1. THAT Report entitled Policy Review Political Involvement in Council Events be received and noted.
2. THAT Council endorses City of Palmerston Potential Involvement in Council Events Policy, being **Attachment 13.1.3.1.** to Report entitled Policy Review Political Involvement in Council Events.

## BACKGROUND

Policies serve to ensure decisions are consistent, and in accordance with legislation and the Councils strategic goals.

It is considered good governance for Council to review policies at least once during the Council's term to ensure they are consistent, compliant and reflect the Council's interest.

Council has identified a review schedule to ensure that this occurs however policies can be reviewed at any time.

This report presents for Council consideration and endorsement of the Political Involvement in Council Events which was last reviewed in November 2018.

### **DISCUSSION**

Council is an apolitical organisation and appreciates the importance of being unbiased and not politically aligned in relation to political matters and parties.

It is recommended that Council continue to have a policy to clearly define the appropriate level of involvement politicians and parties may have in Council events and activities in advance of the Commonwealth and Northern Territory elections.

The current policy has been reviewed and no changes have been recommended except the position title of the Responsible Officer.

The principles of the policy reflect one of Council's priorities to renew and strengthen relationships and increase collaboration with other levels of government to deliver outcomes for the Palmerston community, and therefore engagement with Commonwealth and Northern Territory politicians is encouraged and welcomed.

In the last review an additional section was added to outline Council's position on political involvement during Commonwealth or Northern Territory elections. Essentially, when writs have been issued and the government enters caretaker mode, Council will not specifically invite politicians from that level of government to attend or participate in any Council events, unless it is obliged to. This usually occurs when a funding agreement is signed which contains clauses about politician attendance and speaking rights or it is a significant civic event such as a Citizenship Ceremony where protocol requires politicians to be invited.

Protocols for Council election periods are set out in Council Policy *EM04 Caretaker*, which was last reviewed in March 2021, in preparation for the last Council elections.

Subject to the endorsement of Council, the policy at **Attachment 13.1.3.1** will only be amended to reflect the minor administrative policy changes such as Responsible Officer, dates and decision number.

### **CONSULTATION PROCESS**

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

- Executive Leadership Team

No community consultation is being proposed.

### **POLICY IMPLICATIONS**

If adopted, the proposed policy as presented as **Attachment 13.1.3.1** will become the policy of Council and will be amended to reflect the minor administrative policy changes as per CEO delegations.

The next review date will be following the next NT local government elections or sooner if required by Council.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

A Council policy will remain in place unless reviewed or amended by Council direction.

Policies are developed when required by legislation, where there is either complying or lack of clarification, to review strategic objectives or community needs.

Policies should not simply re state legislative requirements but add clarity or direction as required.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council  
Context: Achieving credibility & trust with majority of those within and external to the City.
- 8 Fails to develop effective relationships and manage expectations of relevant parties  
Context: Engagement & communication with stakeholders (internal and external to the City).

## **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. 20180920 Council Policy Political Involvement in Council Events [13.1.3.1 - 2 pages]

Name:	Political Involvement in Council Events		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Finance and Governance		
Approval Date:	7/06/2022	Next Review Date:	9/06/2026
Records Number:		Decision Number:	[Policy Code]

## 1 PURPOSE

This Policy sets out the manner and protocols in which Commonwealth and Northern Territory politicians participate in Council events.

## 2 PRINCIPLES

- Council events, festivals, ceremonies and celebratory events are an important part of community life. They create a sense of pride and belonging within Palmerston, showcase the talents and cultures of the community to a wider audience and bring people of different backgrounds together in celebration.
- They also present an opportunity for Council to develop collaborative partnerships with other levels of government to assist in advocating for investment and to raise awareness of infrastructure and service requirements.
- Council will seek to ensure it is apolitical, particularly during Commonwealth and Northern Territory and election periods.

## 3 DEFINITIONS

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

Term	Definition
Politician	Elected Members of the Commonwealth and Northern Territory Parliaments or their representatives. This does not include candidates seeking election.

## 4 POLICY STATEMENT

- 4.1 Where the event is wholly or partially funded by the Commonwealth or Northern Territory Government.
  - 4.1.1 Politicians are invited to attend, and when appropriate to the event, seating is provided.
  - 4.1.2 The presence of politicians is recognised at the beginning of the event by the Master of Ceremonies where appropriate.
  - 4.1.3 Politicians are thanked and recognised for the funding they have provided for the event.
  - 4.1.4 Where appropriate, the relevant politician will be invited to make a short speech that will not expressly or implicitly promote or denigrate a political party or group or solicit membership to a party or group.
  - 4.1.5 Politicians are invited when it is commensurate with the nature of the event to erect a stall, however no material soliciting membership of a political party is permitted.

- 4.2 Where the event is not funded by the Commonwealth or Northern Territory Government.
  - 4.2.1 Politicians will be welcome to attend and discuss information or services that are of direct benefit and relevance to the local community, however no material soliciting membership of a political party is permitted. This may include setting up a stall when it is commensurate with the nature of the event.
  - 4.2.2 The presence of politicians is recognised at the beginning of the event by the Master of Ceremonies.
- 4.3 **Conduct During Commonwealth or Northern Territory Elections**  
When writs have been issued for a Commonwealth or Northern Territory election, local politicians at that level of government will not be specifically invited to attend or participate in Council events, unless there is a pre-existing obligation such as requirements of a funding agreement or it is a civic event and it is protocol to invite them, such as a Citizenship Ceremony.

## 5 ASSOCIATED DOCUMENTS

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## 6 REFERENCES AND RELATED LEGISLATION

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# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Northern Territory Government Recycling Modernisation Fund
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Executive Officer - Strategic Projects, Francheska Gobel
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

### PURPOSE

This Report seeks Council approval to apply for a grant under the Northern Territory Government Recycling Modernisation Fund, to co-fund the purchase of a cardboard compactor at Archer Waste Management facility.

### KEY MESSAGES

- Council has been made aware of Northern Territory (NT) available grant funding under NT Recycling Modernisation Fund, that supports industry infrastructure expansions or upgrades to address gaps in the Territory's waste recycling and diversion, reprocessing, and remanufacturing capacity.
- Grants of at least \$50,000 are available on a 50-50 co-contribution basis and close on 22 June 2022, with expected project completion date of 30 June 2024.
- Archer Waste Management Facility provides a number of waste and recycling facilities for the responsible disposal of items including general waste, green waste, whitegoods, cardboard and paper, gas bottles, steel/metal, glass, cans and small plastics.
- Council currently has a grant of \$400,000 through the NTG Priority Infrastructure Fund, to upgrade the facility and improve the recycling area. This project is underway with designs currently being finalised.
- As part of Council's commitment to environmental sustainability and ensuring Palmerston promotes renewable and sustainable practices, Council has identified an opportunity to replace 14 cardboard recycling bins with a single cardboard compactor at the Archer Waste Management Facility.
- The proposed project aims to reduce the overall transport carbon footprint, by reducing cardboard recycling collections from four collections per week, to one per week.
- The preliminary cost to purchase and install a cardboard compactor is \$200,000 (Exc. GST). Grant eligibility criteria relevant to this initiative requires a 50% contribution of capital funding, which would be a \$100,000 (Exc. GST) contribution by City of Palmerston.
- Overall costs in servicing and recycling cardboard are expected to be cost neutral, with a future focus pertaining to the diversion of cardboard recycling and a more efficiently run transfer station.
- It is recommended that Council apply for funding through the Northern Territory Government Recycling Modernisation Fund grant opportunity for a single cardboard compactor to replace existing cardboard recycling bins at Archer Waste Management Facility, with a total project value of \$200,000 funding by up to \$100,000 from the Waste Management Reserve if successful.

### RECOMMENDATION

1. THAT Report entitled Northern Territory Government Recycling Modernisation Fund be received and noted.
2. THAT Council approve the submission of an application for a \$100,000 (excl GST) grant under the Northern Territory Government Recycling Modernisation Grant to co-fund the purchase and installation of a single cardboard compactor with City of Palmerston's co-contribution of \$100,000 (excl GST) to be funded from the Waste Management Reserve.
3. THAT Council approve the movement of \$100,000 (excl GST) from the Waste Management Reserve, subject to a successful City of Palmerston NT Recycling Modernisation Fund application.

### BACKGROUND

The Northern Territory Recycling Modernisation Fund is a joint initiative of the Australian Government and Northern Territory Government. The fund aims to provide \$3.8 million in funding support for industry infrastructure expansions or upgrades to address gaps in the Territory's waste recycling and diversion, reprocessing and remanufacturing capacity.

In late 2019, the Council of Australian Governments (COAG) agreed to transform Australia's waste and recycling industry, banning the export of waste plastic, paper, glass and tyres while building Australia's capacity to manufacture high value recycled commodities and generate associated demand.

To facilitate this decision, the Australian Government, states and territories agreed to jointly invest in recycling infrastructure to help build processing capacity and markets for recycled products.

Through a National Partnership Agreement (NPA) on Recycling Infrastructure between the Australian Government and the Northern Territory Government, \$3.8 million is being invested in a new NT Recycling Modernisation Fund to boost the Territory's recycling industry. This investment comprises \$1.9 million from the Australian Government and \$1.9 million in co-funding from the Northern Territory Government.

Funding will be invested in projects that create or improve recovery, sorting, processing, reuse, recycling, or remanufacturing of one or more COAG waste export ban (plastic, paper and cardboard, tyres or glass).

City of Palmerston operates the Archer Waste Management Facility to consolidate and manage recyclables and waste, prior to further transport to appropriate facilities. The facility is categorised as a transfer station with operations adhering to an environmental protection licence, licence number EPL233-02. The facility is run by current waste management contractor, Veolia Environmental Services.

The transfer station allows City of Palmerston residents to dispose of general waste, green waste, whitegoods, cardboard and paper, gas bottles, steel/metal, glass, cans and small plastics.

Council recognises an opportunity at its Archer Waste Management Facility that considers cardboard recycling cost, efficiency, and utilisation improvements.

This report seeks Councils consideration and endorsement of a submission and associated funding.

### DISCUSSION

The NT Recycling Modernisation Fund's focus is on projects that will improve recycling outcomes by addressing critical infrastructure gaps in Northern Territory's waste management and resource recovery system.

Projects must meet the following grant criteria:

- Operations to be located wholly in the Northern Territory.
- Recycle waste plastics, mixed and unsorted paper and cardboard, glass or whole used tyres that are currently being landfilled or recovered to low value outlets.
- Increase the capacity for domestic sorting, processing, recycling, reuse and/or remanufacturing of materials.
- Deliver new or improved resource recovery, recycling and remanufacturing infrastructure.
- Demonstrate a long-term return (minimum 5 years) on investment to the Northern Territory in improving recycling, reprocessing and/or remanufacturing.
- Be completed and operational by 30 June 2024.

As part of Councils commitment to Environmental Sustainability and ensuring Palmerston promotes renewable and sustainable practices, Council has identified opportunity at the Archer Waste Management Facility, in relation to cardboard recycling. The project considers the current volume of cardboard collected and recycled from the Archer Waste Management Facility (up to 168m<sup>3</sup> per week) and Councils intent to re-develop the Archer Waste Transfer Station into a more effective, safer, and attractive facility for the public in the future. With Palmerston being the fastest growing city in the Northern Territory, Council anticipates increased volumes of waste and recycling year on year.

The initiative replaces 14 x 3m<sup>3</sup> cardboard recycling front lift bins with a single 38m<sup>3</sup> cardboard compactor at the Archer Waste Management facility. The proposed cardboard compactor technology requires the installation of an access ramp, weather resistant shelter and pad, power connection, and is included in the overall purchase and installation cost. There are no additional staffing requirements to manage the cardboard compactor. This is due to the inclusion of post-office style disposal box, encouraging residents to flatten boxes and insert via a long 250mm opening. This technology is seen utilised at City of Stonnington Waste Transfer Station in Melbourne and is well received.

A cardboard compactor provides a number of benefits and improvements:

- A single point for cardboard recycling at the facility.
- Requires substantially less area for set up compared to 14 x 3m<sup>3</sup> front lift bins currently on site.
- Reduces the requirement of servicing cardboard bins from four services per week, to less than 2 times per week (on average).
- Reduced carbon footprint impacts due to lower collection frequencies and reduced transporting.
- Allows for a steady increase in cardboard recycling over coming years, with low impact on increasing service frequencies.
- Based on an estimated compactor service start date being 2023-24, costs involved with servicing and recycling cardboard are expected to be cost neutral, with focus pertaining to the diversion of cardboard recycling and a more efficiently run transfer station based on existing separate plans for the redevelopment of the Archer Waste Management facility.

If Council is successful, the project is required to be complete by 30 June 2024.

In conjunction with the broader waste review project underway, there may be further opportunities to be explored, such as glass processing. However, further detail is required to undertake a cost-benefit analysis of this type of processing being established at the Archer site, as it is much more costly both up front and operationally, than the proposed cardboard compactor.

## **CONSULTATION PROCESS**

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

- General Manager Infrastructure
- Manager City Sustainability
- Executive Officer – Strategic Projects
- Senior Projects Manager

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

- Department of Industry, Tourism and Trade

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

The City of Palmerston recently adopted and commenced implementation of its Sustainability Strategy. From the strategy, Theme 3. Future Focussed on Efficiencies includes Priorities 3.1 Resource Consumption and 3.2 Waste Diversion. The proposed cardboard compactor aligns with these by creating efficiencies in cardboard waste collection, transport and recycling.

## **BUDGET AND RESOURCE IMPLICATIONS**

The total preliminary cost to purchase and install a cardboard compactor at the Archer Waste Management Facility is \$200,000 (Exc. GST).

Grant eligibility criteria requires that recycling projects that are \$50,000 and over have a 50% cash contribution. Therefore, under this grant eligibility criteria Council would be required to fund \$100,000 (Exc. GST). It is recommended that if announced within the 2022/23 financial year, that the \$100,000 is withdrawn from the Waste Reserve, unless other funds are available and identified at that time. The current balance of the Waste Reserve is \$2,400,000.

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

This Report addresses the following City of Palmerston Strategic Risks:

### **2 Fails to be sustainable into the long term**

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

As expectations increase on corporate responsibility, businesses are requiring transparent strategies, and alternative operating models and solutions that foster sustainability. City of Palmerston must consider projects that optimise the financial, social and environmental sustainability of the City. The proposed project considers financial savings, residential growth, and sustainability to ensure it remains viable into the long term.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

City of Palmerston is the fastest growing city in the Northern Territory. With increased residents and added pressure on waste systems, Council must consider new and alternative ways to operate that promote sustainability and make good business sense. This report proposes a sustainable solution that considers cardboard recycling at Archer Waste Management facility.

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

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

### **ATTACHMENTS**

Nil

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.5
<b>REPORT TITLE:</b>	Draft Social Media Strategy 2022
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Communications Manager, Becky Saywell
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval for the City of Palmerston Draft Social Media Strategy 2022.

### KEY MESSAGES

- Communication is an essential service of City of Palmerston (CoP) and the core connection between CoP and the community.
- CoP social media platforms are multi-disciplinary and act as an important communication tool for all teams across the organisation. These platforms engage directly with community members.
- The 2021 Community Survey identified that 46% of people would prefer to receive communication from CoP via social media.
- Social media provides an opportunity to trial new communication tactics to create further cut through.
- The Social Media Strategy, along with other communication related strategies, are dynamic therefore CoP will be consistently evaluating and improving tactics to deliver the best outcome for the community.
- The Social Media Strategy will sit alongside the Communication Strategy and work in conjunction with other communication strategies such as Public Relations, and Community Engagement.

### RECOMMENDATION

1. THAT Report entitled Draft Social Media Strategy 2022 be received and noted.
2. THAT Council endorses the Draft Social Media Plan being **Attachment 13.1.5** to go out for community consultation for a period of 28 days and that a report of the outcomes and adoption will be presented to Council by the Second Ordinary Meeting in August 2022.

### BACKGROUND

CoP does not currently have a Social Media Strategy and given the general engagement and usage rates of Social Media channels in general, it remains an important communication tool for Council, therefore making it vital that Council delivers a strategic direction. The Draft Social Media Strategy has been developed to align with the CoP Community Plan and contribute to our overall vision of "A Place for People".

## DISCUSSION

According to the most recent Community Satisfaction Survey (2021), approximately 46% of people prefer to receive communication from Council via social media platforms. This reveals the importance that Council should place upon strategically delivering communication via our social media platforms to the community.

Social media is a proven source of news and entertainment information, and provides Council with a live and open platform to tell our story. It's also a transparent way the community can engage with Council, allowing us to personalise the connection whilst gaining the trust of the community.

CoP is currently seeking feedback from the community regarding the overarching Communications Strategy. Delivering a Social Media Strategy shortly after the Communications Strategy supports the overall need for consistent, transparent, timely and accurate delivery of information to the community.

The Social Media Strategy will sit under the Communication Strategy and is considered one of the main Communication tools to deliver the information to the community.

The Draft Social Media Strategy identifies the platforms that we are currently active on as well as some clear objectives as to what we would like to achieve in the short term. It also addresses timeframes for responding to direct messages as appropriate.

## CONSULTATION PROCESS

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

- Communications Media Support
- Executive Manager, People & Customer

## POLICY IMPLICATIONS

A City of Palmerston Policy – Social Media, is under development will be presented to Council post feedback received from the Draft Social Media Strategy and adoption.

## 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 be trusted as a Council

Context: Achieving credibility & trust with majority of those within and external to the City.

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. City of Palmerston - Social Media Strategy 2022 [**13.1.5.1** - 8 pages]

city of  
**PALMERSTON**

*'A Place for People'*



# STRATEGY



## ACKNOWLEDGEMENT OF COUNTRY

Council respectfully acknowledges the traditional owners of the land on which we meet - the Larrakia People - and pay respect to their elders, past, present and future.

## SCOPE

Council's social media platforms are multi-disciplinary and the content within each platform needs to **connect**, **inform** and **educate**. Social media is a vital business and communication tool used for all teams across the organisation. The aim is for our messaging to create cut through within this landscape and offer a platform where the Palmerston community can learn and ask questions about what Council are doing.

## OBJECTIVES

Create content that is engaging, informative and has purpose

Frequent posting and engagement across all channels

Actively respond to direct messages within 48 hours

Trial new tactics

Create opportunities for more community or 'influencer' engagements

Align creative with messaging

## CURRENT AUSTRALIAN SOCIAL MEDIA CLIMATE

According to GENROE social media statistics for Australia, Australians are avid consumers of social media, with younger people at a higher usage rate. In Australia, we now have 20.5 million active social media users (equates to 79.9% of the Australian population), with Facebook and YouTube tied as the most popular social media platform in Australia. 98% of social media users, consume via a mobile device and spend on average 1 hr 48 minutes per day. 52% of Australians use social media as a source of news, and 32% of Australians use social media when looking for information about a brand.

According to Palmerston's most recent community survey (2021), 46% of people would prefer to receive communications via social media.

79.9%

of the Australian population are active social media users

46%

of Palmerston residents would prefer to receive communications via social media

## CITY OF PALMERSTON AUDIENCE

The people that follow Council's social media pages are the heroes. They determine what is good, what is interesting and more importantly what is not good or not interesting. Council's primary social media channels are Facebook, Instagram and LinkedIn.

Current demographics of our followers are between the ages of 25 – 54, with predominantly people who identify as women, at 67%. On Instagram, gender identifier is the same with a slightly lower age bracket from 25 – 44.

Council also has subsidiary social accounts that provide updates to our Youth audience, and Library audience. These are much more niche however attract similar demographic splits (on a smaller scale).

Social media acts as a 'live' conversation between Council and the community. It is the intention of Council, to use social media as a convenient way to communicate direct to the community in a timely and transparent way.

Council acknowledges that not everyone has social media, or chooses to follow Council's social media channels, therefore will continue to use other traditional forms of communication.



Our followers are  
between the ages of

25 - 54

67%

identify as women



Instagram followers are  
between the ages of

25 - 44

## SOCIAL MEDIA CONTENT

All communication via Councils social media pages needs to;



### CONNECT

To connect with the community content needs to be transparent and trustworthy that is easily understood and connects us to the community.



### INFORM

To ensure the community remains informed on what is happening in the community, content needs to be timely, relevant as well as accessible in other formats (online/website)



### EDUCATE

The community needs to be educated on the 'Why'. By providing accurate and evidenced based information that is clear and concise.

The Social Media Strategy aligns with the core outcomes of the community plan, which essentially map out our 'Content Pillars'. All posts, images, stories and reels will link back to one or more of these content pillars.

- Family and Community
- Vibrant Economy
- Cultural Diversity
- Future Focused
- Environmental Sustainability and
- Governance

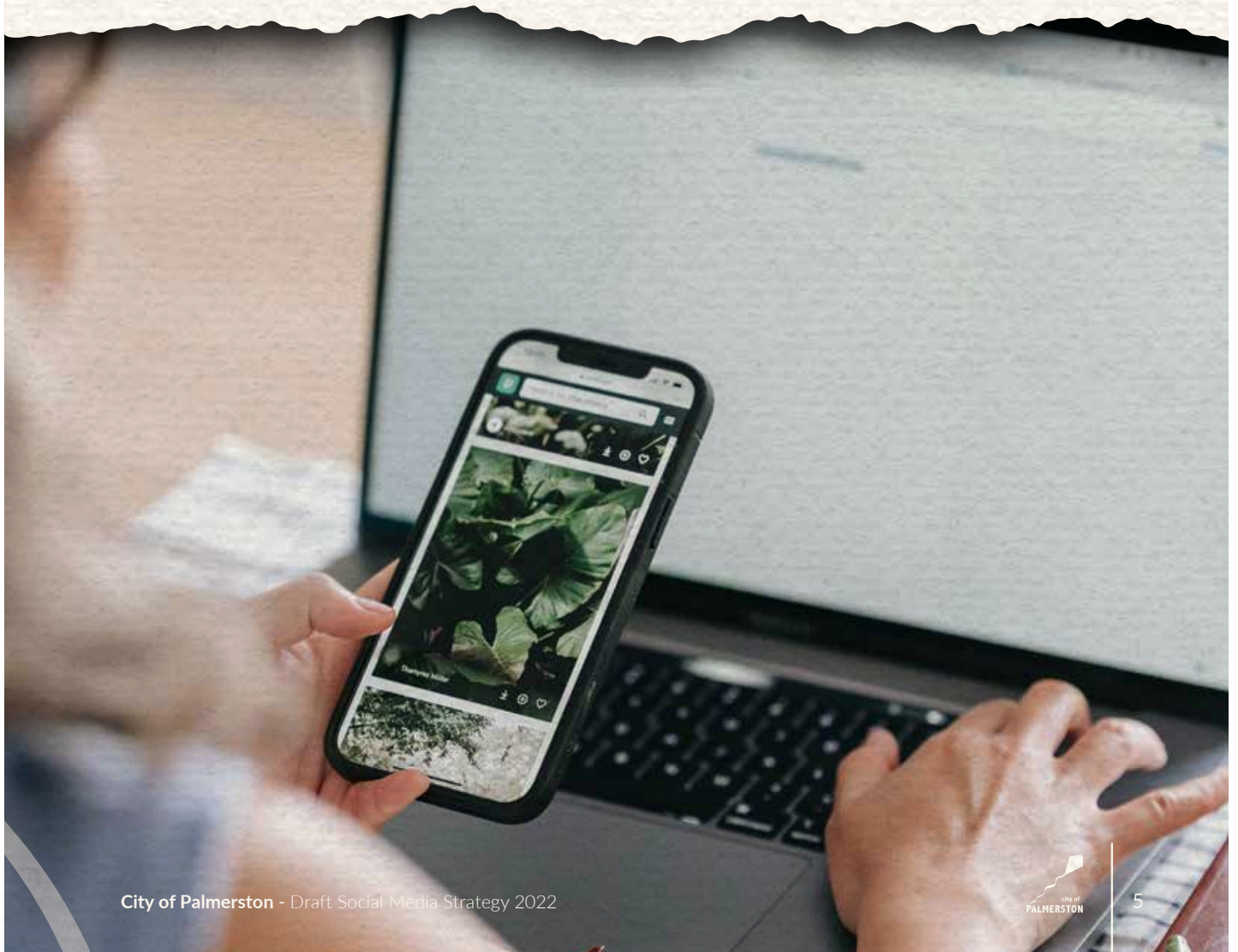
## INCREASING REACH AND AWARENESS

City of Palmerston will be utilising social media at an increase capacity, to encourage more engagement, which will result in an increase in clear communication reaching our residents. The algorithms within Facebook and Instagram are often changing therefore constant review is required to ensure Council is across best practice. Currently Council has approximately 20,000 followers across our social media channels, Council aims to increase followers by 15% by 2023.

## TRENDS AND TACTICS

**Understanding who the audience is for each platform is vital in being able to increase reach and awareness. Council will be identifying appropriate platforms, based on the subject, content pillars, audience and what we want to achieve. Other tactics that may be used include;**

- Instagram stories and reels and Facebook stories are examples of content that has become more popular over recent times. Video is key. It is a short form piece of content that is engaging and can get a message across in an effective way.
- Maintain and encourage the use of instant messaging as a Customer Experience tool. This is a very quick and effective way to answer the questions of the community and to gain trust, in a convenient way.
- Engage more local advocates or content creators to increase the amount of 'user-generated content'. This isn't a new trend, but a new tactic for City of Palmerston that could have strong impacts across our social accounts.
- Increase in our own engagement with other social media pages. Being more active on others social accounts will contribute to brand awareness, trust and is best practice when it comes to social media. Priorities in this instance will be our Mayor and Elected Members, Ministers, Local groups and associations that we support as well as other partner pages.
- Use trending images relevant to the audience you are speaking to – ie. What is going viral? Styles of reels. Memes. Etc



## MODERATING SOCIAL MEDIA

Social media is a 24hr source of information for our audience, therefore requires around the clock moderating. Council will ensure monitoring of all ads and organic posts. Comments will remain live unless under specific circumstances where there are hurtful or racial comments OR during an emergency.

Council will encourage residents to contact them directly with any private issues that may not be appropriate in such a visible platform.

### Type of content and suggested placements

		
@palmerstonNT	@palmerstonNT	@cityofpalmerston
Sponsored ads for events	Sponsored ads for events	Tenders
Sponsored ads for programs	Sponsored ads for programs	Career opportunities
Opening and closing hours	High quality pics of an event	Council meeting actions
Service interruptions	'in-situ' event videos/images	Community consultations
Road Closures/works advise	Images of programs	Council initiatives/programs
Emergency information	Recognising days of importance	Emergency information
Recognising days of importance		Council Publications
Animal education information		Council Partnerships
Educational information		Council By-Laws
Community consultations		Major projects
Council By-Laws		
Major projects		
Council meeting actions		



## LANGUAGE AND TONE OF VOICE

When considering our audience and the type of information we are communicating, we can then decide what tone and language we use to relay the message.

**Suggested tone of Voice:**



FUN AND QUIRKY



EDUCATIONAL/  
INFORMATIVE



PROFESSIONAL



FRIENDLY

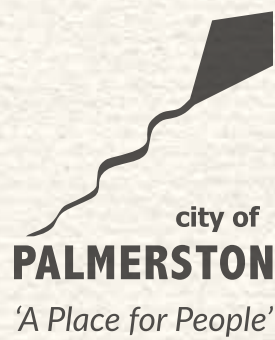


ENGAGING



AUTHENTIC

- Facebook originated from a 'social platform' therefore casual and personalised language is acceptable. Use simple language and shorten words where appropriate. 'You're' instead of 'you are'.
- Use first person language such as 'we' instead of 'council'. This humanises Council platforms and allows the audience to feel as if we are talking directly to them.
- Make sure to avoid using internal references in your copy such as 'Regulatory Services' or 'Governance'.
- Ensure no slang or acronyms are used, unless otherwise explained, and no obscure references. Try to avoid language that is 'wishy washy' and be clear, short and concise.
- When preparing copy for posts or stories, try to keep characters to a minimum, and create engaging ways to capture the audiences attention. The use of emojis instead of a word, or to emphasise something, or using an amusing, cute or unusual image can also improve engagement.
- Inclusivity – Ensure when referring to 'Palmerston land' we mention the traditional 'Larrakia land'. Acknowledging all cultures and diverse individuals and ensuring where appropriate we refer to people as them/they/their instead of him/his/her/she.
- Culturally appropriate in all circumstances and show support and kindness to the multi-cultural community of Palmerston. Celebrate all national days of significance where appropriate.
- If Aboriginal and diversity flags cannot be used in emoji's embed them to the image if relevant.



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1 Chung Wah Terrace



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@palmerstonNT



@palmerstonNT



@cityofpalmerston

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.6
<b>REPORT TITLE:</b>	Acknowledgment of Traditional Ownership update
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	EA to General Manager Community and Culture, Tree Gillam
<b>APPROVER:</b>	General Manager Community and Culture, Anna Ingram

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks to inform Council of proposed updated wording of the Acknowledgment of Traditional Ownership at Council Meetings, Functions, Events and Ceremonies.

## KEY MESSAGES

- Council acknowledges the traditional custodians of the land upon which the City of Palmerston is situated – the Larrakia people.
- Council incorporates Acknowledgment of Traditional Ownership and Welcome to Country Protocol in Council meetings, functions, events, and ceremonies.
- In August 2018, Council undertook a review of the Acknowledgment of Traditional Ownership and sought input from the Larrakia Nation Aboriginal Corporation Board, who advised at that time the following words to be appropriate: *'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'*.
- With the recent adoption of the Inclusive, Diverse and Accessible Policy Framework (IDA), Council identified that a review of the Acknowledgment of Traditional Ownership was timely, to ensure the most appropriate language is being used as endorsed by the Larrakia Nation Aboriginal Corporation Board.
- Council staff undertook research into appropriate wording used by other similar organisations, Larrakia Nation protocols, and consulted with Larrakia Nation staff.
- It is recommended that the Mayor write to the Chairman of the Larrakia Nation Aboriginal Corporation Board, seeking endorsement of proposed new wording at all Council meetings, functions, events, and ceremonies Council as follows: *'City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander people'*.
- On receipt of their endorsement, Council will change all acknowledgements to reflect this wording, or alternative appropriate wording as advised by the Board.

## RECOMMENDATION

1. THAT Report entitled Acknowledgment of Traditional Ownership update be received and noted.
2. THAT the Mayor writes to the Chairman of the Larrakia Nation Aboriginal Corporation Board seeking advice and endorsement of proposed City of Palmerston wording for Acknowledgement of Traditional Ownership as follows: *'City of Palmerston acknowledges the Larrakia people as the Traditional Custodians*

*of the Palmerston region. We pay our respects to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander people'.*

3. THAT on receipt of endorsement from Larrakia Nation Aboriginal Corporation Board, Council adopts the updated Acknowledgement of Traditional Ownership to be used at all Council meetings, functions events and ceremonies, or alternative appropriate wording as advised by the Board.

## **BACKGROUND**

The purpose of introducing an Acknowledgement of Traditional Ownership and Welcome to Country Protocol is to provide official procedures and guiding rules for the inclusion of ceremonies of acknowledgment to the traditional custodians of the land upon which the City of Palmerston is situated, the Larrakia people.

### **Acknowledgement of Traditional Ownership**

An Acknowledgement of Traditional Ownership can be defined as a statement of respect dedicated to the Traditional Custodians of the land upon which the event or meeting is being held, in this case the Larrakia people.

### **Welcome to Country**

A Welcome to Country ceremony is when an Aboriginal or Torres Strait Islander Traditional Custodian, usually an Elder, welcomes people to their land. The ceremony may take the form of a speech, smoking ceremony, song, dance artistic performance, or a combination of these things.

### **Smoking Ceremony, 1<sup>st</sup> Council Meeting of the Year**



### **Australia Day Ceremony**



Welcome to Country would only occur once at an event, however each speaker may offer an Acknowledgement of Country as part of their speech.

In August 2018, Council undertook a review of the words for the Acknowledgment of Traditional Ownership and sought input from Larrakia Nation, who advised at the time the following words to be appropriate:

*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.*

This wording has since been used at all events and meetings to date.

### DISCUSSION

City of Palmerston recognises that both Acknowledgement of Traditional Ownership and Welcome to Country help to develop and maintain partnerships with the Larrakia people and recognise their historical, cultural, and environmental importance in the Palmerston municipality through council events, functions and ceremonies

City of Palmerston includes Acknowledgment of Traditional Ownership and/or Welcome to Country at a range of council meetings, functions, events and ceremonies. Recent examples include a smoking ceremony at the first Ordinary Council Meeting of the year and a Welcome to Country at the Australia Day Ceremony, Harmony Day, International Women's Day and Children's Week events and at the opening of the Gulwa Community Recording Studio.

With the recent adoption of the Inclusive, Diverse and Accessible Policy Framework (IDA), Council identified that a review of the Acknowledgment of Traditional Ownership was timely, to ensure the most appropriate language is being used as endorsed by the Larrakia Nation Aboriginal Corporation Board. Council staff undertook research into appropriate wording used by other similar organisations and consulted with Larrakia Nation staff.

It is recommended that the Mayor write to the Chairman of the Larrakia Nation Aboriginal Corporation Board, seeking advice and endorsement of proposed new wording for the Acknowledgement of Traditional Ownership at all Council meetings, functions, events, and ceremonies Council as follows:

*'City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander people'.*

On receipt of the endorsement from the Larrakia Nation Aboriginal Corporation Board, Council will change all acknowledgements to reflect this wording, or alternative appropriate wording as advised by the Board.

### CONSULTATION PROCESS

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

- Community Services Team

The following external parties were consulted in in preparing this Report:

- Larrakia Nation Staff

### 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:

- 3 Fails to attract, value, retain and develop the right people with the desired culture

Context: Right people at right time and place with right skills, operating consistently in accordance with desired culture of Collaboration, Accountability, Respect and Valued.

4 Fails to effectively design and implement contemporary governance practices

Context: Strong foundations to hold the City and Administration to account.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

### **ATTACHMENTS**

Nil

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.7
<b>REPORT TITLE:</b>	Recreation Centre In-Kind Support for Youth Activities in Palmerston
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	General Manager Community and Culture, Anna Ingram
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This report seeks Council approval to continue to provide the use of the Recreation Centre as in-kind support to Palmerston and Regional Basketball Association (PaRBA), to deliver after school and school holiday Youth Activities in the Palmerston Recreation Centre until 30 June 2026, noting the variation in the program of an additional seven hours per week.

## KEY MESSAGES

- Council has supported the delivery of youth activities within the Palmerston Recreation Centre since 2017 in partnership with Northern Territory Government and PaRBA.
- PaRBA has applied for extended funding for four years under the Northern Territory Government's Palmerston Youth Activity grants to continue delivering the YDIS program until 30 June 2026.
- PaRBA requests Council consider continued in-kind support for after school and school holiday youth activities in the Palmerston Recreation Centre to 30 June 2026, with a variation to the Youth Drop In Sports (YDIS) program, extending the program by seven hours per week.
- Based on the collected data, there have been an estimated 44,735 attendances in the program in the past two years, with at-risk young people engaged in healthy activities outside of school hours.
- The program is considered to be a valuable community service that aligns to the objectives of City of Palmerston's Community Plan.
- Council's in-kind support for a further four-year program, is estimated to be \$373,333 (\$93,333 per annum), including free hire of stadium, lights, aircon and Community Room 1.
- It is recommended that Council continues to provide in-kind support to the Youth Drop In Sports (YDIS) program until 30 June 2026, noting the additional seven hours per week variation, subject confirmation of funding from the Northern Territory Government.

## RECOMMENDATION

1. THAT Report entitled Recreation Centre In-Kind Support for Youth Activities in Palmerston be received and noted.
2. THAT Council approve continued four year in-kind support for the hire of Recreation Centre stadium, lights, aircon and Community Room 1 to PARBA for the Youth Drop In Sports (YDIS) program until 30 June 2026, noting the additional seven hours per week variation, subject to confirmation of funding from the Northern Territory Government for the program and timeframe.

### BACKGROUND

Council's Community Plan reflects the priorities of the Palmerston people. An objective under the outcome of "Family and Community" is 'Council has strong partnerships and works in collaboration with those who provide social services to the community to better coordinate the delivery and effectiveness of these services.' Once such social service provider is PaRBA.

PaRBA was founded in 2014 to service the Palmerston area due to an ongoing need for local basketball programs. Youth Drop In Sports (YDIS) has been delivered since April 2017 and is viewed locally as a critical part of the youth activities network within the Palmerston and rural area. It is also a measure of success identified in the Community Plan that Council increases accessibility of Council facilities and resources for community activities for all members of our community. Council supports Youth Drop In Sports (YDIS) with in-kind support through the provision of free usage of the Palmerston Recreation Centre stadium, air-conditioning, and lights.

*At the 1<sup>st</sup> Ordinary Council Meeting of 2 June 2020 Council made the following decision:*

#### *13.2.5 Recreation Centre In-Kind Support for Youth Activities in Palmerston*

*THAT Council approve continued in-kind support for after school and school holiday youth activities, providing the Palmerston Recreation Centre Stadium including lights and air conditioning at no cost, until 30 June 2022 and that Council will continue to work in collaboration with the Northern Territory Government to support these activities.*

*CARRIED 9/1146 – 02/06/2020*

Council has supported the delivery of youth activities within the Palmerston Recreation Centre since 2017. At this time Council entered a joint initiative with the Northern Territory Government (NTG) and the Palmerston and Regional Basketball Association (PaRBA) to offer the Youth Drop-In Sport (YDIS) program within the Recreation Centre Stadium. The YDIS program is funded through the NTG Palmerston Youth Activities Grant and delivered by PaRBA, Monday to Thursday from 3 pm till 5 pm and Fridays from 6 pm till 8 pm with Friday nights being extended to 9pm to align with the Palmerston Markets.

The focus of the YDIS program is for young people to feel safe and healthy by engaging with their peers and PaRBA staff through the activities offered. This daily drop-in program aims to provide a positive, fun, and safe environment for young people of all backgrounds to participate in sport and active recreation at no cost. Participants receive food daily and are provided access to showers, first aid and a telephone at their request to contact family or carers. Participants are given the option of being transported home by Larrakia Nation at the end of activities.

During the COVID closure of 2020, PaRBA transitioned to operate as an outreach program servicing local young people, and their families during the height of the pandemic. This was achieved through the delivery of food, aid, and support by conducting home based visits. During this period PaRBA in partnership with Larrakia Nation delivered over 400 meals, and 550 snack packs to participants and their families. City of Palmerston continued to support the program during this time by providing PaRBA with free access to the Palmerston Library Community Room to act as a base for the outreach program. Additional support was offered in the form of a hire car and a free wifi dongle to ensure young people had access to information in a period when timely information was extremely relevant.

Council has continued to provide in-kind support for Youth activities through PaRBA up until June 2022. In addition to the free stadium hire, Council has provided two free storage cages for PaRBA to store their equipment, space for a fridge for fresh food that is provided to participants, and free monthly hire of the Recreation Centre Conference Room to conduct meetings.

## DISCUSSION

PaRBA has applied for four years extended funding under the Northern Territory Government's Palmerston Youth Activity grants to continue delivering the YDIS program until 30 June 2026 and has written to Council seeking further in-kind support through free venue hire to enable them to deliver this program through to June 2026. **Attachment 13.1.7.1.**

Attendance\* figures for the last two years based on data supplied by the City of Palmerston, are:

Year	Number of Attendees (Youth)
2020	22,249
2021	22,604

*\*Attendance can include both single, multiple, or continuous interaction with the activity. Our activities focus on participation through sport, and alternate activities, including arts, crafts, electronic gaming, food preparation, and cooking.*



**Youth attending the Program**

In 2021 the program changed to align with the Palmerston Markets and to act as an overflow facility for young people attending the markets. At the request of local stall holders and security, PaRBA has liaised with young people to discuss positive role modelling in the market area and the negative impact of poor decision making. PaRBA staffed an additional position to move between the Palmerston Library and the Recreation Centre on Friday afternoons to encourage young people good behaviour choices. This change was made to assist in reducing the impact of anti-social behaviour by young people, and to act as a place of safety for any young person needing assistance. A Junior Mentor program has also been introduced, which allows young people aged 14 to 17 years to undertake place-based school holiday work with PaRBA.

There is currently a trial underway to introduce the Level Up E-sports team into YDIS, which has extended the program's operation on a Friday from 6 pm to 9 pm, to 3 pm until 9 pm. The Level Up team is comprised of young people aged 18 years and under who deliver gaming activities to young people, and access to virtual reality gaming.



**Level Up E-sports Young People delivering the Program**

The team is supported at each session through the presence of a Mentor to assist in monitoring, and enforcing acceptable behaviour, and respectful treatment of equipment.



**Attendees of Level Up E-sports**



**International Womens Day**

In 2022 the program has expanded again to offer:

- Youth Referral Officer, identifying young people in need of additional support and services.
- Continuous casual employment for two young people both during school term and school holidays.
- Training for three Youth Mentors to ready them for future employment.
- Full time employment for one young person.
- Five Community Work Orders completed, with one young person being offered casual employment at the completion of his mandated orders. A total of 400 hours have been completed over three years.

The strength of the program as reported by PaRBA, continues to be in the relationships with young people, and support offered by PaRBA Mentors. These relationships form a key part of many young people's lives and the stability offered through the program allows young people to access support and activities daily.



**Team Loneliness**  
**YDIS participants in the Red Cross Loneliness project**

PaRBA Mentors receive continuous training, and in the last two years have undertaken the following:

- Northern Territory Child Abuse and Neglect Prevention / Mandatory Report training
- Restorative Practice Training
- COVID Infection control training
- Introduction to Domestic and Family Violence Fundamentals training
- Youth Mentoring and Coaching
- Sexual & Gender Training, and
- Suicide Awareness Training.

In addition, all staff must maintain a current first aid certificate, with advanced life support, and a food safety and hygiene certificate.

Ongoing partnerships have been developed through the YDIS program with:

- Saltbush – Youth Social Services Organisation
- Haileybury Rendall – School boarders attending Friday night sessions
- Headspace Palmerston – monthly 3x3 basketball sessions and consultation

PaRBA use every opportunity to not only acknowledge and publicise the support from Council but also add their support to programs being run by Council.



**YDIS 3x3 Partnership with Headspace**  
**Ira Racine, Forest Peters, Toni Amiet**



**Wheelchair Basketball**

Based on the continued demand for, and growth of the program, PaRBA are seeking a variation to the current hourly agreement with an increase of 375 hours per year. This includes the request for an additional room to facilitate Level Up E-sports, to better meet the ongoing needs of young people as follows:

Current Weekly Bookings	STADIUM	Total Hours per Week	Total Hours Per Year
Monday – Thursday	3 – 5pm	8 hrs	400
Friday(wet season) (dry season)	6 – 8 pm 6 – 9pm	2 hrs 4 hrs	25 (May – Oct) 100 (Nov – April)
		<b>TOTAL HOURS</b>	<b>525 hours per Year</b>

Proposed Weekly Bookings	STADIUM	COMMUNITY ROOM	Total Hours per Week	Total Hours Per Year
Monday - Thursday	3 – 5pm		8 hrs	400
Friday (Term)	6 – 9pm	3 – 6pm	6 hrs	150
Friday (Holidays)	5 – 9pm	3 – 6pm	7 hrs	350
			<b>TOTAL HOURS</b>	<b>900 hrs per Year</b>

It is recommended that Council continue to support the YDIS program in the Palmerston Recreation Centre for a further four years, subject to confirmation of extended funding from NTG. This recommendation is based on the continued benefit of the program to the community, and alignment with the objectives of City of Palmerston's Community Plan.

### **CONSULTATION PROCESS**

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

- Community Services Team

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

- Executive Officer PaRBA

### **POLICY IMPLICATIONS**

There are no policy implications for this Report.

### **BUDGET AND RESOURCE IMPLICATIONS**

Council's support for a further four year 50-week program, would equate to in-kind support up to the value of \$373,333 (\$93,333 per annum) to include hire of stadium, lights, aircon and Community Room 1.

### **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 & communication with stakeholders (internal and external to the City).

### **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. 20220419 - 499005 PaRBA - Extension of Youth Drop In Support Letter [**13.1.7.1** - 3 pages]

## COUNCIL AGENDA Attachment 13.1.7.1

Palmerston and Regional Basketball Assoc.  
PO Box 2019  
Palmerston NT 0832  
www.parba.tidyhq.com



Ms. Anna Ingram  
General Manager Community and Culture  
Email: Tree.Maylan@palmerston.nt.gov.au

18 April 2022

Dear Ms. Ingram,

On 15 May 2020, I wrote to the City of Palmerston (CoP) seeking their support for the continuation of our Youth Drop-in Sports (YDiS) program through the usage of the Palmerston Recreation Centre.

On 4 June 2020, I received a response from the Chief Executive Officer (CEO), Luccio Cercarelli confirming the continuation of that support until 30 June 2022.

This support included the use of two basketball courts, air conditioning, lights, and equipment free of charge on:

Monday – Thursday 3 pm – 5 pm  
Friday 6 pm – 8 pm (wet season)  
6 pm – 9 pm (dry season to align with Palmerston Market)

After this I wrote again on 31 August 2021 seeking a further change and following a subsequent email, and letter exchange were able to meet with you on 2 March to discuss.

Based on our conversation, PaRBA is now seeking to extend our current agreement with the CoP, to support our Youth Drop-in Sports for a further period of 3 years. The current funding for YDiS, and CoP agreement programs expires on 30 June 2022.

PaRBA will be seeking funding for its continuation until June 2025. The release date, timeframe, and amount of funding available are still unknown, but we anticipate it will be released shortly.

Based on the continued demand for the program, we would be seeking an extension and variation to the current agreement with the CoP, until 30 June 2025.

We acknowledge this letter pre-dates the outcome of this process, but we believe it is important to secure CoP support, before seeking further funding and continuation of YDiS. Simply put, we cannot deliver this activity without your support.

Our objective through this agreement is to meet the ongoing needs of young people, and the community by aligning with objective 1.1 of the CoP Community Plan, being: 'a hub for children and young people – which offers a sanctuary and promotes belonging'.

## COUNCIL AGENDA Attachment 13.1.7.1

Palmerston and Regional Basketball Assoc.  
PO Box 2019  
Palmerston NT 0832  
[www.parba.tidyhq.com](http://www.parba.tidyhq.com)



To achieve this we would be seeking the following facility usage:

Monday – Thursday 3 pm – 5 pm  
Friday 6 pm – 9 pm (School terms)  
5 pm – 9 pm (School Holidays)

The change in Friday school terms will continue to align our program with the Palmerston Markets and remove previous confusion around operating times. The proposed change during school holidays is to allow greater access during these periods

Separately, 2021 saw the integration of our Level Up E-sports team into our YDiS program. These sessions have provided a valuable addition, and act as a standalone activity, for young people that attend YDiS early. All activities currently occur in a community room.

As part of our request we are looking to incorporate them as follows:

Friday – 3 pm to 6 pm (school terms and school holidays)

We are not seeking the stadium for this purpose, but for the continued use of a community room.

Based on the above we would be seeking the following agreement through the usage of a community room and the main stadium:

Monday – Thursday 3 pm – 5 pm (School terms and School Holidays – Stadium)

Friday 3 pm – 6 pm (School terms – Community room)  
6 pm – 9 pm (School terms – Stadium)  
3 pm – 6 pm (School Holidays – Community room)  
5 pm – 9 pm (School Holidays – Stadium)

This would include the provision of lights, air-conditioning, and equipment usage. We are not seeking to use the facility during Public Holidays or the Christmas / New Year facility closures.

Finally, PaRBA acknowledges the additional support offered by the City of Palmerston, through the use of two storage cages, and the placement of a freezer, and fridge in the first aid room. This extends not only to YDiS but also to our various basketball programs.

Unfortunately, due to the location of the fridge and freezer, we are now encountering food security issues, with non-participants, accessing our food regularly. We have recently placed a lock on the fridge.

## COUNCIL AGENDA Attachment 13.1.7.1

Palmerston and Regional Basketball Assoc.  
PO Box 2019  
Palmerston NT 0832  
[www.parba.tidyhq.com](http://www.parba.tidyhq.com)



We are unsure of the future storage plan for this facility but PaRBA would like to flag whether the following could be considered:

- Relocation of the fridge, and freezer to a more secure location, through the repurposing of the existing cage, through the removal of the middle separation wall to allow open place storage to improve food security, and reduce wastage.

We acknowledge the shared nature of the facility, both the access, and support that the CoP provides to us, and the community outcomes this support generates.

Thank you for considering our request, and I can be contacted via email at [executive.officer@parba.org](mailto:executive.officer@parba.org) or mobile 0488 656112 should you wish to discuss, or meet further.

Yours sincerely

L Godwin

*Signed electronically 1136 hrs 18 April 2022*

Lance Godwin

Executive Officer

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.8
<b>REPORT TITLE:</b>	Risk Management Audit Committee Unconfirmed Minutes - 24 May 2022
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Executive Support Officer, Kristy Joyce
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval of the recommendations from the Risk Management and Audit Committee meeting held on Thursday 24 May 2022.

### KEY MESSAGES

- The Risk Management and Audit Committee (Committee) met on Thursday 24 May 2022.
- The agenda is available for viewing on Council's website.

### RECOMMENDATION

1. THAT Report entitled Risk Management Audit Committee Unconfirmed Minutes - 24 May 2022 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 13.1.8.1** to Report entitled Risk Management Audit Committee Unconfirmed Minutes - 24 May 2022 be received and noted
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee meeting held on 24 May 2022:
  - a) THAT the Committee recommends the Council endorses the external audit plan including the importance of the separation of external audit from advisory and internal audit functions guided by the Local Government Act 2019 and governance principals at Attachment 9.1.2.1 as detailed in the report entitled External Audit Plan.
  - b) THAT the committee notes that the Author and Approver of report entitled Action Report - May 2022 are incorrect and should be Director of Finance Governance and Chief Executive Officer respectively.
  - c) THAT the committee request reports on an external and internal audit recommendations, actions, accountable officers, expected completion date and status as separate reports to commence by 26 July 2022.

## **BACKGROUND**

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

## **DISCUSSION**

The RMAC Committee meeting was held on Tuesday 24 May 2022 with the unconfirmed minutes provided at **Attachment 13.1.8.1**.

The RMAC Agenda and reports are available for viewing on Council's website.

## **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 City and Administration to account.

## **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. 20220524 - RMAC UNCONFIRMED MINUTES - 24 May 2022 [**13.1.8.1** - 6 pages]



## MINUTES

### **Risk Management and Audit Committee** **Tuesday 24 May 2022**

The Committee Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830.

*'A Place for People'*

## COMMITTEE MINUTES

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Minutes of Risk Management and Audit Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 24 May 2022 at 5:00pm.

### PRESENT

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#### COMMITTEE MEMBERS

Clare Milikins, Independent Member (Chair)  
Steve Bartlett, Independent Member  
*(Via Audio-visual conferencing)*  
Mayor Athina Pascoe-Bell  
Deputy Mayor Amber Garden  
Councillor Sarah Henderson

#### STAFF

Chief Executive Officer, Luccio Cercarelli  
General Manager Infrastructure, Nadine Nilon  
General Manager Community Culture, Anna Ingram  
Director Finance Governance, Wati Kerta  
Minute Secretary, Chloe Hayes

#### GALLERY

Nil

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



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## COMMITTEE MINUTES

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5:01pm.

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 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Deputy Mayor Garden

Seconded: Mayor Pascoe-Bell

THAT the Committee note the request for Audio/Audiovisual Conferencing received from Steve Bartlett who is physically prevented from attending a meeting due to being more than 100km away from the place of meeting.

CARRIED 10/25 – 24/05/2022

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

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

## COMMITTEE MINUTES

### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 7 April 2022 pages 180 to 184 be confirmed.

CARRIED 10/26 – 24/05/2022

#### 6.2 Business Arising from Previous Meeting

Nil

### 7 DEPUTATIONS AND PRESENTATIONS

Nil

### 8 CONFIDENTIAL ITEMS

#### 8.1 Moving Confidential Items into Open

Nil

#### 8.2 Moving Open Items into Confidential

Nil

#### 8.3 Confidential Items

Moved: Deputy Mayor Garden  
Seconded: Mayor Pascoe-Bell

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

Item	Confidential Category	Confidential Clause
16.2.0	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a 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.

CARRIED 10/27 – 24/05/2022

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

## COMMITTEE MINUTES

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### 9 OFFICER REPORTS

#### 9.1 Action Reports

##### 9.1.1 External Audit Plan

Moved: Councillor Henderson  
Seconded: Steve Bartlett

1. THAT the Report entitled External Audit Plan be received and noted.
2. THAT the Committee recommends the Council endorses the external audit plan including the importance of the separation of external audit from advisory and internal audit functions guided by the *Local Government Act 2019* and governance principals at **Attachment 9.1.2.1** as detailed in the report entitled External Audit Plan.

CARRIED 10/28 – 24/05/2022

##### 9.1.2 Action Report – May 2022

Moved: Deputy Mayor Garden  
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Action Report - May 2022 be received and noted.
2. THAT the committee notes that the Author and Approver of report entitled Action Report - May 2022 are incorrect and should be Director of Finance Governance and Chief Executive Officer respectively.
3. THAT the committee request reports on an external and internal audit recommendations, actions, accountable officers, expected completion date and status as separate reports to commence by 26 July 2022.

CARRIED 10/29 – 24/05/2022

#### 9.2 Receive and Note Reports

Nil

### 10 INFORMATION AND CORRESPONDENCE

#### 10.1 Information

Nil

#### 10.2 Correspondence

Nil

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



A Place for People

## COMMITTEE MINUTES

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11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Steve Bartlett  
Seconded: Mayor Pascoe-Bell

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 26 July 2022 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/30 – 24/05/2022

13 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

THAT pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED 10/31 – 24/05/2022

The Chair declared the meeting closed at 5:41pm

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.10
<b>REPORT TITLE:</b>	Local Government Representation Review 2022
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

The purpose of this Report is to update Council on the Local Government Representation Review 2022 and to seek direction regarding a submission for the City of Palmerston.

### KEY MESSAGES

- The *Local Government Act 2019* established an independent Local Government Representation Committee (Committee) to consider various matter via a Local Government Representation Review (LGRR).
- The 2022 Local Government Review is the first being conducted under The *Local Government Act 2019*.
- The Committee can only make determinations relating to ward boundaries, number of Elected Members for each ward and the introduction or removal of wards.
- The review was announced on the 28 March 2022 with submissions required by 31 May 2022.
- The Committee has identified that for City of Palmerston an area of focus is possibly introduction of wards.
- The Committee can make recommendations to the Minister for Local Government on external boundaries, incorporated areas, and total number of Elected Members.
- The Committee representatives attended the Ordinary Council meeting on 17 May 2022 to present on the process and discuss views of Council.
- This report presents a draft submission objecting to the introduction of the wards, for consideration by the Council and seeks direction.

### RECOMMENDATION

1. THAT Report entitled Local Government Representation Review 2022 be received and noted.
2. THAT Council endorse **Attachment 13.1.10.1**, as its submission to the 2022 Local Government Review objecting to the introduction of wards with the Municipality of Palmerston.

## BACKGROUND

As of 1 July 2021, the *Local Government Act 2019* (the Act) came into effect.

The Act has established an Independent Local Government Committee (the Committee) that has the power to make determinations for all 17 Local Government Councils in the Northern Territory (NT) about matters relating to the internal boundaries of Council areas including:

- Ward boundaries.
- The number of Elected Members for each ward (which must add up to the total number of members for the Council area that was in place before the determination).
- The introduction or removal of wards in council areas.

Prior to *the Act*, Council has conducted their own representation reviews and made recommendations to the Minister for Local Government directly. The Minister then made determinations.

City of Palmerston (CoP) has made the following recent submission to the Minister for Local Government as part of reviews:

Submission Year	Review Request	Decision
2014	<ul style="list-style-type: none"> <li>• The Elected Council comprise the Mayor and eight (8) Elected Members.</li> <li>• The title of Elected Members be "Councillor";</li> <li>• The Council area is not divided into wards (i.e. the then existing "no wards" structure be retained);</li> <li>• The Council name be retained; and</li> <li>• To pursue future changes to the municipal boundaries (as outlines in a previous request to the Minister for Local Government and Regions dated 8 November 2013).</li> </ul>	<ul style="list-style-type: none"> <li>• An increase in the number of Elected Members from six to seven (excluding the Mayor) had been approved (rather than the request for 8 members);</li> <li>• The title of Alderman/Councillor could be changed at any time;</li> <li>• The request for "boundary extensions" had not been approved; and</li> <li>• A further request for boundary changes (including the possible incorporation of Berrimah Farm (Northcrest development), can be submitted at any time.</li> </ul>
2019	Investigation of incorporated land being Northcrest, Tivendale, Wishart and Kirkland Drive	2022 Boundary change accepted excluding Northcrest
2020	<ul style="list-style-type: none"> <li>• Feedback received from Elected Members is that there are currently enough Elected Members (seven Councillors and One Mayor);</li> <li>• No further consideration of ward structures is proposed at this time.</li> <li>• Based on the previous advice from the Minister, if Council chooses to change the term, this change can be implemented at any time.</li> </ul>	These decisions were accepted from the Minister, who had advised that the review is now complete, with no further consultation or actions required.

In 2021, Council elected to change the title of its Ordinary Members from Alderman to Councillor.

The Committee and process is similar to processes used to determine boundaries of Legislative Assembly electorates in the NT.

At its Ordinary Meeting on 17 May 2022, representative of the LGRR attended Council and presented on the matter.

This Report updates Council in the review and seeks Council direction regarding any submission.

### DISCUSSION

The 2022 Local Government Representative Review commenced on 28 March 2022 with submissions required by 31 May 2022. Council has received an extension for submission no later than Friday 10 June 2022.

This is the first review conducted under *the Act*.

The Local Government Representation reviews website (<https://ntec.nt.gov.au/Electoral-divisions/2022-local-government-representation-reviews>) states "The aim of the representation reviews is to ensure that all voters in a local government area are fairly represented."

Information regarding the review is provided as **Attachment 13.1.10.2**.

It is noted that information provided by the Committee has included areas of focus for the CoP being possible introduction of wards.

Correspondence was received by the Committee Chair (6 May 2022) drawing CoP attention to resources and the areas of focus being **Attachment 13.1.10.3**. The letter further states this should not be interpreted as a statement of intent.

With consideration of previous submissions by the Council, a draft 2022 submission has been prepared for Council consideration and direction being **Attachment 13.1.10.1**.

The draft submission objects to the introduction of wards with the Palmerston Municipality for reasons as follows:

- Council considers the current undivided (no wards) system as providing its community with fair representation.
- The no wards in Council's views in Palmerston expresses decisions we made in the interest of the entire community.
- As a result of the geographical and demographic make up of Palmerston introduction of wards are not considered to provide an advantage.
- The Palmerston Community have not expressed dissatisfaction with the no wards system.
- Wards may not result in best representation for the community including diversity.
- The wards assumes that all voters in Palmerston elect the Council to represent them not just a select number with a ward.

In addition to the areas the Committee can make decisions, the Committee may also make recommendations to the Minister on the following areas. It is noted that the Committee reports at its

presentation to Council indicated they did not intend to make recommendation to the Minister in these areas.:

- External boundaries of Council areas
- Unincorporated areas
- Total number of elected members
- Ward names

Council draft submission includes information to inform the committee on Council's submission for the incorporation of Northcrest and the potential need for a review of total number of elected members as the City grows.

These issues will also be the subject of future direct submission by Council to the Minister for Local Government.

## Next Steps

Following the lodgement of Council's submission, the Committee will consider all submission and make determinations. Their proposed timeframes are as follows:

First consultation period	LG Act	Date
Invite submissions from councils and public	s 30(1)(a)	Monday 28 March 2022
Last day to receive submissions	s 30(1)(b)	Tuesday 31 May 2022
Committee determination period		Date
Committee to make proposed determinations after considering submissions	s 30(1)(c)(i)	mid-June 2022
Development of proposed representation report and maps for each council		early-July 2022
Proposed representation report and maps published	s 30(1)(c)(ii)	mid-July 2022
Second consultation period		Date
Invite submissions from councils and public regarding proposed representation	s 30(1)(c)(ii)	mid-July 2022
Last day to receive submissions about proposed representation	s 30(1)(d)	mid-September 2022
Committee determination period		Date
Committee may meet with councils or hold public hearings to gather more information about the submissions received	s 30(2)	September 2022
Committee to make final determinations after considering the submissions received and any views heard at council meetings or public hearings	s 30(1)(e)	October 2022
Development of final representation report and maps for each council		October to November 2022
Final representation report and maps published	s 30(3)	late November 2022
Minister for Local Government to notify any changes by <i>Gazette</i> notice	s 30(4)	December 2022

Council will consider any further submission as part of the second consultative period.

## **CONSULTATION PROCESS**

Consultation for the LGRR is being undertaken by the Committee.

A second consultation period in draft finding is expected in mid-July 2022.

## **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:

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

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

**6 Fails to deliver the strategic vision for the City**

Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.

The Committee has the authority to make decisions relating to the following matters despite Council's submission:

- Ward Boundaries
- The number of elected members for each ward (which must still add up to the total number of members for that Council area)
- The introduction or removal of wards in a Council Area.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

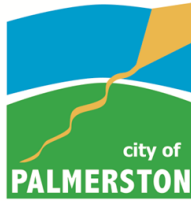
There are no environment sustainability implications for this Report.

## **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. 20220602 LETTER NTEC representation review MAYORS LETTER [13.1.10.1 - 4 pages]
2. Local Government Representation Reviews Information Guide [13.1.10.2 - 25 pages]
3. Letter to City of Palmerston Council CEO [13.1.10.3 - 2 pages]



## OFFICE OF THE MAYOR

ID: 503025 - APB:lc

2 June 2022

Email: [secretariat.ntec@nt.gov.au](mailto:secretariat.ntec@nt.gov.au)

Dear Sir/Madam

### 2022 Local Government Representation Review – City of Palmerston

The City of Palmerston has considered the 2022 Local Government Representation Review (LGRR) in context of the Palmerston Municipality and makes the following submission.

It is our understanding that LGRR is to consider how to provide the best community representation at the Local Government level in the Northern Territory. We further understand from the LGRR documents that the aim of the representation reviews is to ensure that all voters in the Local Council area are fairly represented.

In addition, the *Local Government Act (2019) Section 24(h)* states:

24. A council has the following objectives:  
(h) generally, to act at all times in the best interest of the community as a whole.

### Wards

The Council considers the existing structure of not having wards for the municipality of Palmerston is appropriate for our community and ensures delivery on the above principles for the Community of Palmerston as a whole.

Council strongly supports that Palmerston remains undivided (no wards) for reasons identified within LGRR information and related documents, and the following.

Council is unaware of a desire by the Palmerston Community to transition to a ward structure and is not aware of any dissatisfaction with the current system. Council's 2021 Community satisfaction survey indicated the highest community satisfaction since 2012, and introduction of wards was not identified by the community at this time. This supports the reasoning that the current structure of no wards is providing the community with best representation. The distinction between previous poor performance and the current performance of Council cannot be attributed to whether the Council has wards or not, as it has always been undivided, but recent community satisfaction can be attributed to a higher quality of representation.

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## OFFICE OF THE MAYOR

In relation to the community being fairly represented, a ward system does not allow the community to select a council that truly represents them but limits the options that the community has for selecting representation from within their community of interest. A good example of this, is Palmerston seniors, who live throughout the municipality and who would not be able to select a senior if there are no representative candidates in their ward. Additionally, wards also limit representative candidates from gaining sufficient votes, as their votes are restricted to one ward instead of from across the municipality. Effectively, wards dilute the voter base for communities of interest that are spread throughout the municipality, rather than all residing within one ward.

The current system without wards, allows for Palmerston communities of interest to select their representative from wherever they live in Palmerston rather than diluting their chances of success. Restricted selection of representation from wards does not represent the interests of the community as a whole where, as required by the *Local Government Act 2019*.

However, Council concedes that for some local government areas, representation in wards is appropriate to support regional distinctions, such as distinct towns, communities, language and cultural groups, travel time, distances, and communications. These factors do not apply in Palmerston where the community is not geographically separated, travel times are less than 15 minutes from boundary to boundary, and the population is relatively homogenous.

Council does not support the view that Elected Members of wards are more likely to be known by their constituents. While this point of view may be valid in regional local government areas, where there are distinct towns, communities, language groups and limited interaction because of travel times and distances, this point of view is not warranted within a relatively compact and homogenous community such as Palmerston. As stated above, Palmerston's communities of interest are dispersed throughout the municipality, not located exclusively within a handful of suburbs. It is the responsibility of all candidates to make themselves known to their constituents. Door knocking and letterbox dropping are no longer the only methods of campaigning, as acknowledged by the AEC in 2013, that Social Media campaigns demonstrate new opportunities and increased access to voters with lower cost compared to traditional media.<sup>1</sup> Council is not aware of any evidence that there is a differential of being 'known' between a ward, or no ward, structure.

The view that not having wards is less confusing or less burdensome for voters is not supported as Council considers the Palmerston community able to make its own informed decisions. Again, there is not any known evidence supporting this view.

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<sup>1</sup> [Electoral Engagement using Social Media - Australian Electoral Commission \(aec.gov.au\)](https://www.aec.gov.au)



## OFFICE OF THE MAYOR

Furthermore, commentary that there will be less candidates in a ward system is not considered valid. In fact, there is risk that there could be large differences in candidate numbers across different wards, resulting in some wards being very competitive, and others potentially not having sufficient numbers to contest the ballot or fill vacancies, resulting in supplementary elections. Wards with uncontested seats are likely to have a poorer outcome for the community while wards that are hotly contested are likely to see highly suitable candidates not elected, remembering that the ultimate goal is for representation of the entire local government area, not just the ward.

Council does acknowledge that with wards, a by-election would be less expensive. However, the higher chance of uncontested elections, due to wards with insufficient candidates to fill the available vacancies, would also result by-election or supplementary election costs to fill vacancies. Council considers the right for all voters within the community to elect its representatives, outweighs the potential costs of a by-election or supplementary election. Council is responsible for ensuring it manages its budget and is responsible to its community for its decisions. Again, Council would like to see evidence of the number of supplementary and by-elections as a result of insufficient nominations and resignations, compared between Councils with wards and councils without wards.

In relation to potential improved voter turnout and less informal votes, Council does not consider that there is sufficient data to make an evidence-based decision to introduce wards on this basis. Council is of the view that lack of engagement of voters requires improvement in education, communication and understanding of the importance that Local Government plays to the community, and therefore the importance to vote. A change to the way voting occurs may in fact lead to greater confusion of representation when the community is used to the current structure.

Council does not support the view that wards will result in greater diversity of backgrounds, skills, experience and opinions among elected members. It is a contradiction to state that wards are to be delineated based on communities of interest, social, regional, or other homogenising factors but candidates do not need to reside within the ward. Wards may lead to forum shopping based on greater chance of success rather than a genuine community interest.

Both the 9<sup>th</sup> and 10<sup>th</sup> City of Palmerston Councils have had very good representative diversity with gender balance, and a spread of ages, professional and cultural backgrounds. As indicated above, with reference to seniors, wards may result in reducing diversity instead of increasing diversity. Improvements on representative diversity can be achieved through greater education and communication to encourage people to nominate who reflect the diversity of our Community.

Council cannot identify a defensible reason for the introduction of wards within the Palmerston municipality, nor is there a desire by the community for wards, or any indication of dissatisfaction with the no wards system or fair representation.

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## OFFICE OF THE MAYOR

As such, the City of Palmerston Council **strongly objects** to the introduction of wards within the Palmerston municipality.

### External boundaries

Whilst the matter of wards is a decision of the LGRR Committee, Council understands that the Committee can also make recommendations about a number of matters. Although the committee has indicated that they will not be considering recommendations on the external boundaries of Councils, Council makes the following comments regarding some of these for your information and consideration.

City of Palmerston has expressed a desire to the Northern Territory Government to amend its boundaries to include the development of Northcrest. The recent amendment of boundaries, following Council's request, included all areas identified, with the exception of Northcrest. The Council accepts the decision at this time but wishes to reinforce that it still holds the position that Northcrest should be incorporated into Palmerston.

### Number of elected representatives

Council currently has eight Elected Members, and the Council considers that at this point in time that this number is adequate. However, as the city grows a future review of total numbers of Elected Members would be considered appropriate.

We thank you for the opportunity to submit our views and look forward to Stage Two consultation on the draft findings of the Committee.

Should you have any queries or concerns please contact me on [mayor@palmerston.nt.gov.au](mailto:mayor@palmerston.nt.gov.au) or (08) 8935 9969.

Yours sincerely

Athina Pascoe-Bell  
Mayor

Telephone  
(08) 8935 9922

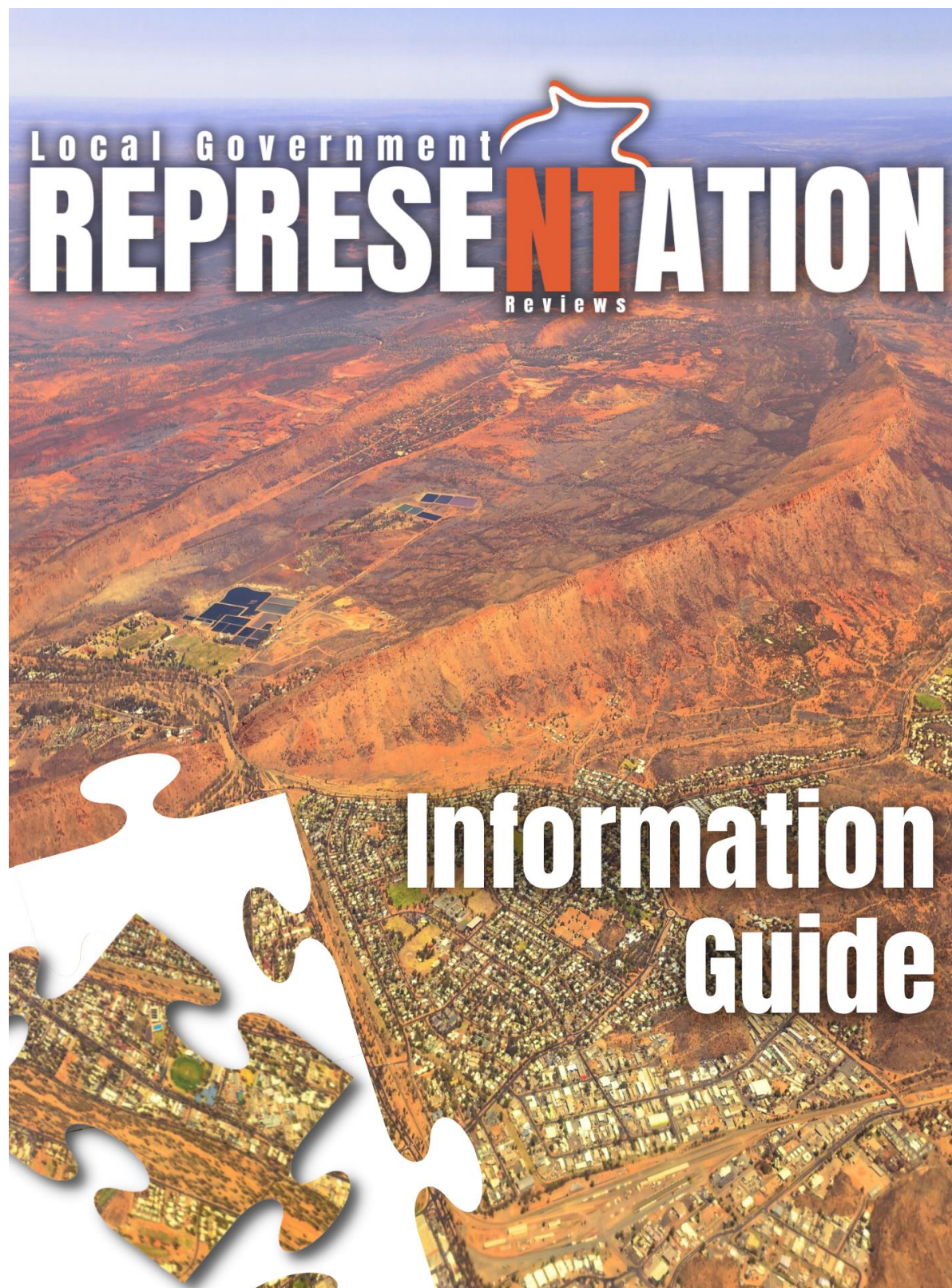
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Produced by the Local Government Representation Review Committee

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## TABLE OF CONTENTS

<b>1. <u>WHAT?</u></b>	<b>Pages 1 – 3</b>
<ul style="list-style-type: none"><li>○ What is a local government representation review?</li><li>○ What used to happen before the independent committee was established?</li><li>○ What electoral representation matters can the Local Government Representation Committee make determinations about?</li><li>○ What electoral representation matters can the committee only make recommendations about?</li><li>○ What must be considered by the committee in making their deliberations?</li></ul>	
<b>2. <u>WHO?</u></b>	<b>Pages 4 – 5</b>
<ul style="list-style-type: none"><li>○ Who is on the Local Government Representation Committee?</li><li>○ Who can take part in the representation reviews?</li></ul>	
<b>3. <u>WHEN?</u></b>	<b>Page 6</b>
<ul style="list-style-type: none"><li>○ When will the next local government representation reviews occur?</li></ul>	
<b>4. <u>WHERE?</u></b>	<b>Page 7 – 8</b>
<ul style="list-style-type: none"><li>○ Where in the NT will be reviewed?</li></ul>	
<b>5. <u>HOW?</u></b>	<b>Pages 9 – 14</b>
<ul style="list-style-type: none"><li>○ How do I make a submission?</li><li>○ How can I make an informed submission?</li><li>○ How will determinations be made?</li><li>○ How will determinations be made? (flow chart)</li><li>○ How will the decision making process be governed and conflicts of interest be managed?</li></ul>	
<b>6. <u>WHY?</u></b>	<b>Pages 15 – 16</b>
<ul style="list-style-type: none"><li>○ Why should I make a submission to the local government representation reviews?</li><li>○ Why should a local government or council area be divided into wards?</li><li>○ Why should a local government or council area remain undivided? (i.e. Not divided into wards)</li></ul>	

**APPENDIX A** – *Current electoral structures by council area*

**APPENDIX B** – *Previous electoral representation changes – by council area*

Local government representation reviews  
INFORMATION GUIDE

## I. WHAT?

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### *WHAT is a local government representation review?*

- Electoral representation reviews consider how to provide the best community representation at the local government (or council) level in the Northern Territory.
- **The aim of the representation reviews is to ensure that all voters in a local council area are fairly represented.**
- Recent legislative changes established an independent Local Government Representation Committee (the committee) that will make determinations about ward boundaries and representation for all 17 of the Territory's councils. (Details about the committee can be found on [page 4](#), Section 2)
- These determinations are made following a process explained in this guide which involves engagement and consultation with stakeholders, including councils and the public.
- The 2022 Local Government Representation Review will be the first conducted under the new legislation.

### *WHAT used to happen before the independent committee was established?*

- Prior to recent legislative changes, councils conducted their own representation reviews and made recommendations to the Minister for Local Government about any desired changes. The minister then decided if any changes would be made.
- These legislative changes came about because councils reviewing their own representative arrangements have a conflict of interest. Electoral practise dictates that elected members should have no formal role in determining boundaries.
- The new local government representation review legislation sets up an independent committee and a process similar to the redistribution process used to determine boundaries of Legislative Assembly electorates in the NT. (Parts 8 and 16 of the *Electoral Act 2004*)



**Local government representation reviews**  
*INFORMATION GUIDE*

## I. WHAT?

### ***WHAT electoral representation matters can the committee make determinations about?***

[Part 3.2](#) of the *Local Government Act 2019* (the Act), gives the committee the power to make determinations about matters relating to the internal boundaries of council areas including:

- ward boundaries
- the number of elected members for each ward (which must still add up to the total number of members for that council area)
- the introduction or removal of wards in council areas

### ***WHAT electoral representation matters can the committee only make recommendations about?***

There are some aspects of local government representation that cannot be determined by the committee as only the Minister for Local Government can make these decisions. However, the committee can make recommendations to the Minister about the following (s 28(4) of the Act):

- **External boundaries of council areas**

- The committee may look at external council boundaries, particularly those that do not currently align with land parcels or property boundaries, or other minor anomalies, and make a recommendation to the Minister.

- **Unincorporated areas**

- Any decisions about introducing currently unincorporated areas into a nearby council area is made by the NT Government (NTG). Recommendations about unincorporated areas are not a priority for the committee during this review.
- The NTG recently announced the incorporation of Elrundie, Tivendale and Wishart into the City of Palmerston. As this comes into effect from 1 July 2022 these areas will be part of any representation considerations made for the City of Palmerston.
- A discussion paper on the Cox-Daly and Marrakai-Douglas Daly Incorporated Areas – Inclusion into a local government area (s) was released on 23 March 2022.

- **Total number of elected members**

- While the committee can make determinations about the number of elected members for existing wards and any newly introduced wards, this must still add up to the total number of members prescribed for each council, which is decided by the Minister.

Local government representation reviews  
INFORMATION GUIDE

## I. WHAT?

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- **Ward names**

- If the committee determines to introduce wards to a currently undivided council area, they can make recommendations to the Minister about the names of these new wards.
- **The committee strongly encourages suggestions of names for any new wards or change of name to existing wards.**

The decision about how the mayor/president is chosen (e.g. by the people at election time or by the council) is made by each council. Any suggestions about how the mayor/president is chosen should be directed to the relevant council.

***WHAT must be considered by the committee in making their deliberations?***

In making their determinations, the committee **MUST** consider the following (s 31 of the Act):

- community of interests in the council area including economic, social and regional interests
- types of communication and travel in the council area with special reference to issues arising out of remoteness or distance
- the trend of population changes in the council area
- the density of population in the council area
- the physical features of the council area.

In addition, if the committee is making determinations concerning current ward structures, OR is investigating the introduction of wards, then they **MUST** further consider the desirability of: (s 32(2) of the Act)

- the number of electors for each ward being as near to equal as practicable at the next general election
- keeping the area of each ward containing rural and remote areas as small as practicable
- keeping the demographic and geographic nature of each ward as uniform as practicable
- including an identifiable community (like a suburb, land parcel or property, or a cultural and/or language group) wholly within one ward if possible.

**Local government representation reviews**  
*INFORMATION GUIDE*

## 2. WHO?

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### *WHO is on the Local Government Representation Committee?*

The committee is specified in the *Local Government Act (2019)* as consisting of the:

- **CEO of the prescribed corporation** - the prescribed corporation is the Local Government Association of the Northern Territory (LGANT). The CEO will also chair the committee.
- **Electoral Commissioner**
- **Surveyor-General**

All 3 committee members bring specialist expertise to the representation review process:

- LGANT is the peak body representing the local government sector in the NT and provides leadership, support and representation on issues impacting the sector. The CEO will bring a thorough understanding of the interests, concerns and challenges of the councils being reviewed.
- The Electoral Commissioner is the returning officer for local government general elections which are conducted using the internal boundaries being considered. They will provide data for enrolment numbers and voter participation, and information about the impacts of ward structure and representation on the electoral process. The Electoral Commissioner is also a member of the Redistribution Committee which reviews the boundaries of Legislative Assembly electorates in readiness for the Territory election.
- The Surveyor-General brings extensive geographic, mapping and surveying knowledge of the Northern Territory to the decision making process. The Surveyor-General is also a member of the Redistribution Committee which reviews the boundaries of Legislative Assembly electorates in readiness for the Territory election.

The committee will be supported by staff and resources from the following agencies:

- Northern Territory Electoral Commission (NTEC)
- Dept. of Infrastructure, Planning and Logistics
- Local Government Association of the NT (LGANT)
- Local Government and Regional Development (Dept. of Chief Minister and Cabinet)
- Digital Services (Dept. of Corporate and Digital Development)



**Local government representation reviews**  
*INFORMATION GUIDE*

## 2. WHO?

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### *WHO can take part in the representation reviews?*

- **ANYONE** can put in a submission making comments or recommendations about electoral representation in council areas. There are 2 public consultation rounds built into the timetable for the reviews (see [page 6](#), Section 3, for the timetable of the reviews).
- All 17 councils in the NT will be contacted and encouraged to make submissions. Individual council members (and prospective candidates) can also make their own submissions separate to the council's submission.
- Other stakeholders will be added to a mailing list and contacted directly and encouraged to make submissions. These include:
  - Aboriginal corporations
  - Aboriginal housing and town camp associations
  - Aboriginal land councils
  - Aboriginal resource associations
  - Business associations
  - Chambers of commerce
  - Peak associations
  - Rate payers and residents groups
  - Relevant community groups
- **INDIVIDUALS** are also encouraged to make submissions. You can refer to [page 9](#) (Section 5) for instructions on how to lodge a submission. You can also join the mailing list by providing your email contact on our [subscription form](#).



**Local government representation reviews**  
*INFORMATION GUIDE*

### 3. WHEN?

***WHEN will the next local government representation reviews occur?***

Legislation requires the representation reviews to begin ‘no later than 10 months after election day for a general election for the council’. The last general elections were held on 28 August 2021. Therefore the next representation review must begin by 28 June 2022 at the latest. With the view to complete the 2022 representation review during the calendar year, the committee has determined to commence the review early in accordance with the following timetable.

First consultation period	
Invite initial submissions from council and public	Monday 28 March 2022
Last day to receive initial submissions	Tuesday 31 May 2022
Committee determination period	
Committee to make proposed determinations after considering submissions	mid-June 2022
Development of proposed representation report and maps for each council	early July 2022
Proposed representation report and maps published	mid-July 2022
Second consultation period	
Invite submissions from council and public regarding proposed representation	mid July 2022
Last day to receive submissions about proposed representation	mid-September 2022
Committee determination period	
Committee may meet with councils or hold public hearings to gather more information about the submissions received	September 2022
Committee to make final determinations after considering the submissions received and possibly views heard at council meetings and public hearings.	October 2022
Development of final representation report and maps for each council	October – November 2022
Final representation report and maps published	Late November 2022
Minister for Local Government to notify any changes by <i>Gazette</i> notice	December 2022

**Local government representation reviews**  
*INFORMATION GUIDE*

## 4. WHERE?

### *WHERE in the NT will be reviewed?*

All 17 of the NT's local government areas will have their electoral representation reviewed. This does not mean that changes will be made to every council area. In fact, most council areas are likely to have no or very minor changes made to their existing structures. Unincorporated areas will not be part of the review.

Of the 17 council areas in the Northern Territory;

#### **5 are considered municipal councils**

- **Alice Springs Town Council** (no wards)
- **City of Darwin** (4 wards)
- **City of Palmerston** (no wards)
- **Katherine Town Council** (no wards)
- **Litchfield Council** (3 wards)

*Click on the council  
name to link to its map*

#### **9 are considered regional councils**

- **Barkly Regional Council** (4 wards)
- **Central Desert Regional Council** (4 wards)
- **East Arnhem Regional Council** (6 wards)
- **MacDonnell Regional Council** (4 wards)
- **Roper Gulf Regional Council** (5 wards)
- **Tiwi Islands Regional Council** (3 wards)
- **Victoria Daly Regional Council** (5 wards)
- **West Arnhem Regional Council** (5 wards)
- **West Daly Regional Council** (3 wards)

*Click on the council  
name to link to its map*

**Local government representation reviews**  
INFORMATION GUIDE

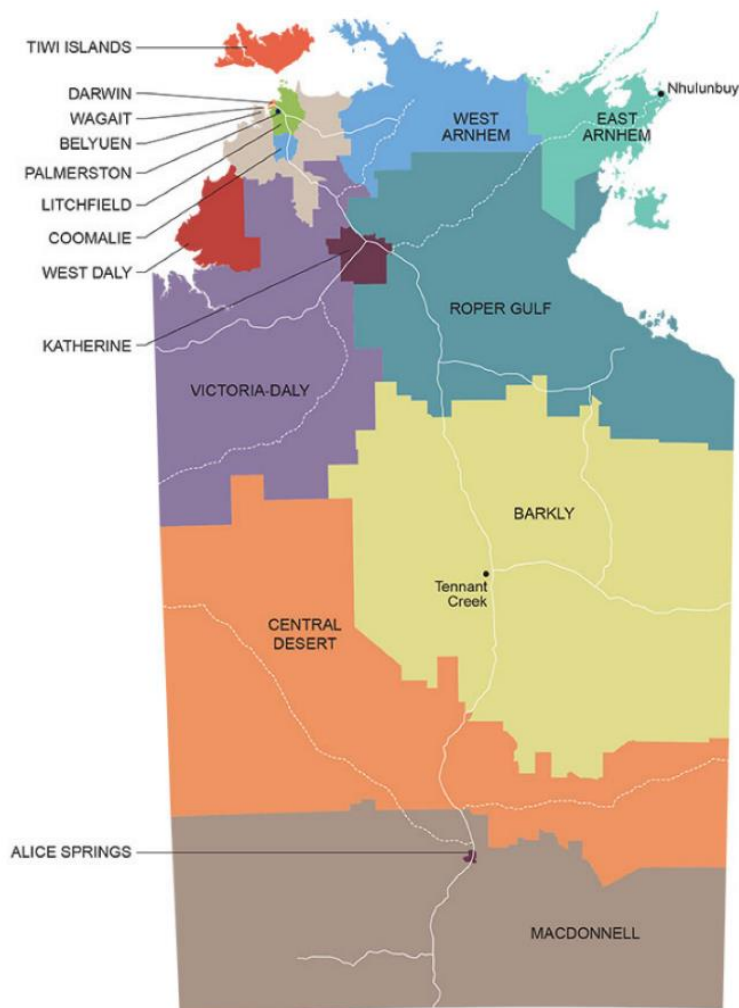
## 4. WHERE?

3 are considered shire councils:

- **Belyuen Community Government Council** (no wards)
- **Coomalie Community Government Council** (3 wards)
- **Wagait Shire Council** (no wards)

*Click on the council  
name to link to its map*

For information about the current representation structures of the 17 councils (i.e. wards and number of elected members), please see Appendix A in this document.



**Local government representation reviews**  
*INFORMATION GUIDE*

## 5. HOW?

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### *HOW do I make a submission?*

There are several ways that councils, individual council members, other stakeholders and the public can make a submission:

- **Online submission form**

- Use one form per council area, if you are commenting on 2 or more council areas, please use separate forms for each one.
- You can add attachments if you want to include proposed maps or other documents.
- The form can be found on the [representation review website](#).

- **Email**

- You can make a submission via email, with attachments if necessary.
- Send your email to [secretariat.ntec@nt.gov.au](mailto:secretariat.ntec@nt.gov.au)

- **Post**

- You can mail your submission to:  
Representation Review Committee  
GPO Box 2419  
DARWIN NT 0801

- **In person**

- You can hand deliver your submission via the NTEC's front counter addressed to:  
Representation Review Committee  
Level 3, TCG Centre | 80 Mitchell Street | Darwin

- Submissions must include your full name and address, and contact details by phone and or email in case the committee wants to discuss your submission further.

- **All submissions will be published on the representation review website**, and included in a summary of submissions received in the proposed and final reports. Names and localities will be included, but no others details will be published.

**Local government representation reviews**  
INFORMATION GUIDE

## 5. HOW?

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### *HOW can I make an informed submission?*

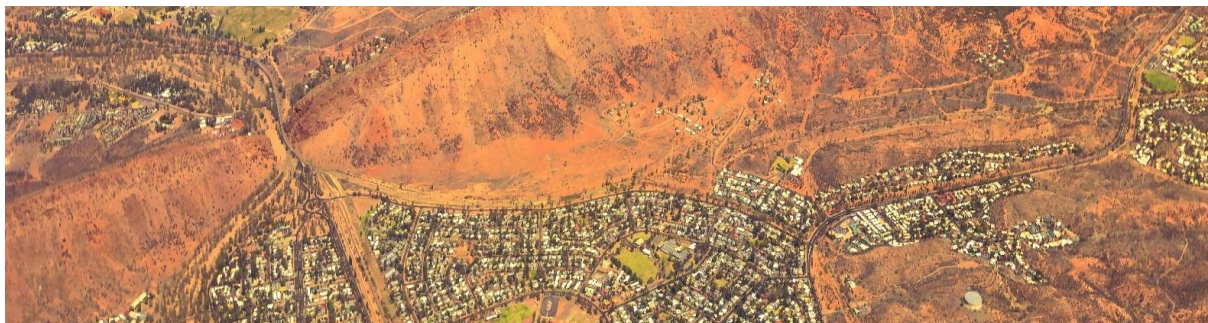
To assist stakeholders and the public in developing their submissions, the following information is available on the website [2022 Local Government Representation Reviews | NTEC](#), or as an appendix to this information guide:

- **Current electoral structures** for each council area and ward
  - Maps for each council area are available on the [website here](#) or via links on [pages 7 – 8](#) of this document (Section 4).
  - A table summarising the current electoral representation structures for each council area is available on the [website here](#) or in Appendix A of this document.
- **Current enrolment numbers** for each council area and ward
  - Enrolment numbers for each council area and ward are available on the [website here](#) or in Appendix A of this document.
- **Current population numbers** for each council area and ward
  - ABS population data for each council area and ward are available on the [website here](#) or in Appendix A of this document.
- Information about the **advantages and disadvantages of having a ward structure** in a council area can be found on [pages 15 – 16](#) of this document (Section 6).
- Information about **previous changes implemented** (or recommended but not implemented) during past representation reviews can be found on the [website here](#) or in Appendix B of this document.
- The committee has identified **areas of focus** for the 2022 representation reviews which are summarised in the table below. However, submissions are invited on *any* matters concerning representation and ward structures, not just the issues listed below.

### Local government representation reviews

#### INFORMATION GUIDE

LOCAL GOVERNMENT AREA	AREAS OF FOCUS
Alice Springs Town Council	Possible introduction of wards
Barkly Regional Council	No identified areas of focus
Belyuen Community Government Council	High number of representatives given the small population
Central Desert Regional Council	Representation in Akityarre ward – is there too many representatives for the population and number of electors?
Coomalie Community Government Council	High number of members given the small population
Darwin, City of	No identified areas of focus
East Arnhem Regional Council	Progress towards creation of separate Anindilyakwa regional council already begun – how will this impact remaining wards?
Katherine Town Council	Possible introduction of wards
Litchfield Council	No identified areas of focus
MacDonnell Regional Council	No identified areas of focus
Palmerston, City of	Possible introduction of wards
Roper Gulf Regional Council	<u>Jodetluk</u> community is located within boundary of Katherine Town Council but representation is via Roper Gulf Regional Council
Tiwi Islands Regional Council	No identified areas of focus
Victoria Daly Regional Council	No identified areas of focus
Wagait Shire Council	No identified areas of focus
West Arnhem Regional Council	No identified areas of focus
West Daly Regional Council	<ul style="list-style-type: none"> <li>Tyemirri Ward has small enrolment numbers (98), the smallest of all NT local government wards</li> <li>Emu Point homeland has links with Peppimenarti community, but they are in different wards</li> </ul>



**Local government representation reviews**  
*INFORMATION GUIDE*

## 5. HOW?

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### *HOW will determinations be made?*

- Each council area is examined according to:
  - whether the electoral structure of the ward should be divided into wards or remain undivided
  - what the appropriate number of wards for a council area is
  - what the appropriate ward boundaries are
  - how many councillors will represent each ward.
- In examining the above, the committee MUST consider the matters listed in sections 31 and 32(2) of the *Local Government Act 2019* – and listed on [page 3](#) of this document.

### **Stage 1: Approximate timeframe 28 March – early July 2022**

- The committee conducts its own research relating to the councils' current representation issues, including analysis of population and enrolment data (found in Appendix A, or on the [website here](#)). They apply their own knowledge, skills and experience relating to electoral representation, the geography and demography of the NT, and local government issues.
- The committee carefully considers all input received from councils, other stakeholders and the public through the initial consultation period.
- The committee develops proposed ward boundaries and representation for each council area.

### **Stage 2: Approximate timeframe mid-July to September 2022**

- The committee publishes its proposed ward boundaries and representation for each council area in a report with maps.
- Councils, other stakeholders and the public provide input on the proposed ward boundaries and representation, which are considered by the committee. The committee may meet with councils and/or the public seeking further details about the submissions received.

### **Stage 3: Approximate timeframe October to December 2022**

- The committee makes its final determinations by publishing the final ward boundaries and representation for each council area. These will come into effect at the next local government general elections in August 2025. This report may also include recommendations about representation matters that are determined by the Minister (see [pages 2 – 3](#) of this document).

**Local government representation reviews**  
*INFORMATION GUIDE*

## 5. HOW?

*HOW will determinations be made?*

**Stage 1**

*Approximate timeframe: 28 March – early July 2022*



**Stage 2**

*Approximate timeframe: mid-July – September 2022*



**Stage 3**

*Approximate timeframe: October – December 2022*

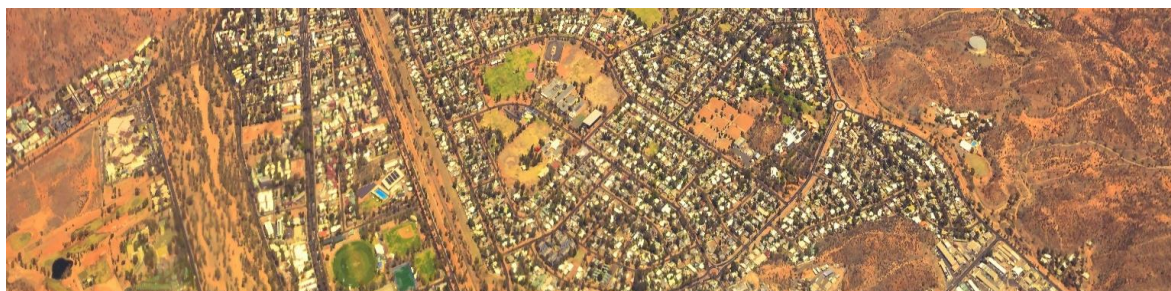


**Local government representation reviews**  
*INFORMATION GUIDE*

## 5. HOW?

### *HOW will the decision making process be governed and conflicts of interest be managed?*

- The decision making process of the Local Government Representation Review Committee will be transparent and well documented:
  - The process of how determinations are made is detailed on [page 12](#) of this document
  - All written submissions received by the committee will be published on the review website
  - All meetings with stakeholders will be documented in the proposed and final reports
  - All considered changes, including those that do not become part of the final determinations or recommendations, will be documented in the final report with explanations as to why the committee took that approach.
- The deliberation stages of the decision making process (where the committee is considering a number of scenarios and the submissions) however, are confidential and will not be made public at the time.
- Each committee member has one vote.
- The committee is aware that actual and perceived conflicts of interest will need to be disclosed and managed as all committee members have links to the local government sector through their roles, in particular the CEO of LGANT.
- The main reason for establishing this new representation review process conducted by an independent committee was due to the potential conflicts of interests inherent when elected members determine their own electoral boundaries. The process of the representation reviews deliberately align with the redistribution process for Legislative Assembly electoral boundaries.



**Local government representation reviews**  
*INFORMATION GUIDE*

## 6. WHY?

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### *WHY should I make a submission to the local government representation reviews?*

- Representation reviews are an important part of democracy. They aim to ensure that all voters in a local government area are fairly represented.
- Input from councils, elected and prospective councillors, other local government stakeholders, and other individuals (constituents, voters, local business owners and the general public) assist the committee in understanding local issues.
- This input provides the committee with the views of those likely to be impacted by its decisions, potentially raise issues not considered by the committee, and often raises awareness of local issues in general.

### *WHY should a local government or council area be divided into wards?*

- Wards guarantee some form of direct representation to all parts of the council area and existing communities of interest.
- Undivided wards can result in all councillors residing in the same part of a council area, especially if it has a higher population. Ward elections encourage candidates from different parts of the council and potentially result in greater diversity of backgrounds, skills, experience and opinions among the elected members.
- Elected members of wards can focus on local issues as well as council-wide issues.
- Elected members of wards are more likely to be known to their ward constituents.
- Elections for a whole council area may attract a large number of candidates which can be confusing or burdensome for voters (who have to vote preferentially). Being divided into wards should lessen the number of candidates per ward.
- A smaller number of candidates on a ballot papers reduces the informal voting rate. For example, at the 2017 Alice Springs Town Council elections, there were 2 candidates for mayor and 19 for councillor positions. The informality rates were 2.0% (mayor) and 11.7% (councillors), by the same group of electors.
- If a councillor resigns, a by-election would only need to be held for one ward, rather than for the whole council area. This significantly reduces the election costs for the council as only electors within one ward are required to vote.

**Local government representation reviews**  
INFORMATION GUIDE

## 6. WHY?

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- From a candidate's perspective (for a general or by-election), less campaigning resources and efforts are required for a smaller ward area compared with having to canvass an entire council area.

***WHY should a local government area remain undivided? (i.e. NOT divided into wards)***

- An undivided council promotes the concept of a council-wide focus with councillors being elected by, and concerned for, the council area as a whole rather than smaller, potentially insular interests.
- It gives residents and ratepayers a choice of councillors to approach with their concerns.
- Each voter has the opportunity to express a preference for every candidate for the council election.
- It removes the need to define internal ward boundaries. Ward boundaries may be difficult to define and may result in divided communities of interest.
- Current legislation allows for candidates to stand for a ward that they do not live in, as long as they live in the council area. This means that subdividing a council into wards will not necessarily result in all wards being represented by people who reside within that ward.
- Elected members of wards generally consider themselves to represent not only their ward but the council as a whole and therefore the need for wards may be questionable.
- While wards are likely to attract a lower number of candidates than a whole council area, it also makes it more likely that it may not attract enough candidates, resulting in an uncontested election or a later supplementary election.
- Separate wards may mean that a candidate in one ward is elected on a smaller number of votes that a candidate achieved in another ward, but did not win a position due to other candidates in their ward receiving more votes.



## Local Government Representation Reviews

Current electoral structures by council area

## COUNCIL AGENDA Attachment 13.1.10.2 Appendix A

LOCAL GOVERNMENT AREA*	ELECTED MEMBERS	ELECTORAL STRUCTURE	COUNCILLORS PER WARD	ENROLMENT # (PER WARD)	VOTERS PER COUNCILLOR
<b>Alice Springs Town Council</b>	8 councillors 1 elected mayor	No wards	-	<b>16,045</b>	2,006
<b>Population:</b> 26,448 <b>Area:</b> 328 sq km					
<b>Barkly Regional Council</b>	12 councillors 1 elected mayor	Alpururulam Ward Alyawarr Ward Kuwarrangu Ward Patta Ward <b>Total wards: 4</b>	1 4 2 5 <b>Total councillors: 12</b>	186 1,545 470 1,868 <b>Total enrolment: 4,069</b>	186 386 235 374
<b>Belyuen Community Government Council</b>	5 councillors President chosen by/from councillors	No wards	-	<b>156</b>	31
<b>Population:</b> 176 <b>Area:</b> 40 sq km					
<b>Central Desert Regional Council</b>	12 councillors President chosen by/from councillors	Akityarre Ward Anmatjere Ward Northern Tanami Ward Southern Tanami Ward <b>Total wards: 4</b>	2 4 2 4 <b>Total councillors: 12</b>	257 982 361 867 <b>Total enrolment: 2,467</b>	129 246 181 217
<b>Coomalie Community Government Council</b>	6 councillors President chosen by/from councillors	Adelaide River Ward Batchelor Township Ward Coomalie Rural Ward <b>Total wards: 3</b>	2 2 2 <b>Total councillors: 6</b>	217 178 247 <b>Total enrolment: 642</b>	109 89 124
<b>Population:</b> 1,356 <b>Area:</b> 281,312 sq km					
<b>Darwin, City of</b>	12 councillors 1 elected Lord Mayor	Chan Ward Lyons Ward Richardson Ward Waters Ward <b>Total wards: 4</b>	3 3 3 3 <b>Total councillors: 12</b>	12,708 13,351 12,764 12,984 <b>Total enrolment: 51,807</b>	4,236 4,450 4,255 4,328
<b>Population:</b> 82,030 <b>Area:</b> 111 sq km					
<b>East Arnhem Regional Council</b>	14 councillors President chosen by/from councillors	6 wards: Anindilyakwa Ward Birr Rawarrang Ward Gumurr Gattjirrk Ward Gumurr Marthakal Ward Gumurr Miwatj Ward Gumurr Miyarrka Ward <b>Total wards: 6</b>	2 2 2 3 3 2 <b>Total councillors: 14</b>	887 662 764 1,592 1,439 817 <b>Total enrolment: 6,161</b>	444 331 382 531 480 409
<b>Population:</b> 10,369 <b>Area:</b> 33,310 sq km					

## Local Government Representation Reviews

*Current electoral structures by council area*

LOCAL GOVERNMENT AREA*	ELECTED MEMBERS	ELECTORAL STRUCTURE	COUNCILLORS PER WARD	ENROLMENT # (PER WARD)	VOTERS PER COUNCILLOR
<b>Katherine Town Council</b>					
<b>Population:</b> 10,617 <b>Area:</b> 7,417 sq km	6 councillors 1 elected mayor	No wards	-	<b>6,429</b>	1,072
<b>Litchfield Council</b>					
<b>Population:</b> 25,566 <b>Area:</b> 2,903 sq km	6 councillors 1 elected mayor	Central Ward North Ward South Ward <b>Total wards: 3</b>	2 2 2 <b>Total councillors: 6</b>	4,315 4,021 4,270 <b>Total enrolment: 12,606</b>	2,158 2,011 2,135
<b>MacDonnell Regional Council</b>					
<b>Population:</b> 6,939 <b>Area:</b> 268,329 sq km	12 councillors President chosen by/from councillors	Iyarrka Ward Ljirapinta Ward Luritja Pintubi Ward Rodinga Ward <b>Total wards: 4</b>	2 3 3 4 <b>Total councillors: 12</b>	769 646 1,042 1,082 <b>Total enrolment: 3,539</b>	385 215 347 271
<b>Palmerston, City of</b>					
<b>Population:</b> 39,032 <b>Area:</b> 53 sq km	7 councillors 1 elected mayor	No wards	-	<b>24,057</b>	3,437
<b>Roper Gulf Regional Council</b>					
<b>Population:</b> 7,458 <b>Area:</b> 185,210 sq km	13 councillors President chosen by/from councillors	Never Never Ward Numbulwar Numburindi Ward Nyirranggulung Ward South West Gulf Ward Yugul Mangi Ward <b>Total wards: 5</b>	3 2 3 3 2 <b>Total councillors: 13</b>	833 488 919 945 755 <b>Total enrolment: 3,940</b>	278 244 307 315 378
<b>Tiwi Islands Regional Council</b>					
<b>Population:</b> 2,743 <b>Area:</b> 7,483 sq km	12 councillors President chosen by/from councillors	Bathurst Island Ward Milikapiti Ward Pirlangimpi Ward <b>Total wards: 3</b>	6 3 3 <b>Total councillors: 12</b>	1,098 318 263 <b>Total enrolment: 1,679</b>	183 106 88
<b>Victoria Daly Regional Council</b>					
<b>Population:</b> 3,175 <b>Area:</b> 153,287 sq km	5 councillors Mayor chosen by/from councillors	Daguragu Ward Milingin Ward Pine Creek Ward Timber Creek Ward Walangeri Ward <b>Total wards: 5</b>	1 1 1 1 1 <b>Total councillors: 5</b>	428 377 216 415 300 <b>Total enrolment: 1,736</b>	428 377 216 415 300
<b>Wagait Shire Council</b>					
<b>Population:</b> 524 <b>Area:</b> 5.6 sq km	5 councillors President chosen by/from councillors	No wards	-	<b>310</b>	62

## Local Government Representation Reviews

*Current electoral structures by council area*

LOCAL GOVERNMENT AREA*	ELECTED MEMBERS	ELECTORAL STRUCTURE	COUNCILLORS PER WARD	ENROLMENT # (PER WARD)	VOTERS PER COUNCILLOR
<b>West Arnhem Regional Council</b>  <b>Population:</b> 6,860 <b>Area:</b> 49,675 sq km	12 councillors Mayor chosen by/from councillors	Gunbalanya Ward	3	842	281
		Kakadu Ward	3	531	177
		Maningrida Ward	4	1,779	445
		Minjilang Ward	1	165	165
		Warruwi Ward	1	291	291
		<b>Total wards: 5</b>	<b>Total councillors: 12</b>	<b>Total enrolment: 3,608</b>	
<b>West Daly Regional Council</b>  <b>Population:</b> 3,735 <b>Area:</b> 14,070 sq km	6 councillors Mayor chosen by/from councillors	Nganmarriyanga Ward	1	222	222
		Thamarrur/Pindi Pindi Ward	4	1,672	418
		Tyemirri Ward	1	100	100
		<b>Total wards: 3</b>	<b>Total councillors: 6</b>	<b>Total enrolment: 1,994</b>	
<b>Unincorporated</b>  <b>Population:</b> 7,421 <b>Area:</b> 19,790 sq km	Unrepresented at local government level			<b>3,364</b>	

\* Population numbers as of 2020 (source: <https://dbr.abs.gov.au/>)

# Enrolment numbers as at 14/03/2022

## Local Government Representation Reviews

*History of changes – by council area*

LOCAL GOVERNMENT AREA	REPRESENTATION CHANGES PRIOR TO 2021 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2017 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2012 LG ELECTIONS
<b>Alice Springs Town Council</b>			
<b>Barkly Regional Council</b>		<ul style="list-style-type: none"> <li>Name change only: Yapurkalangu Ward changed to Kuwarrangu Ward</li> </ul>	<ul style="list-style-type: none"> <li>Creation of Alpururulam Ward (1 member) in the eastern part of existing Alyawarr Ward (4 members)</li> <li>An increase from 3 to 4 wards</li> </ul>
<b>Belyuen Community Government Council</b>		<ul style="list-style-type: none"> <li>Number of members reduced from 8 to 5 (Dept. recommendation)</li> </ul>	<ul style="list-style-type: none"> <li>(Under administration from 2007 to 2017)</li> </ul>
<b>Central Desert Regional Council</b>			
<b>Coomalie Community Government Council</b>		<ul style="list-style-type: none"> <li>Change from 6 wards to 3 wards with 2 members each (Gazetted June 2013)</li> <li>(Prior to this was a reduction in members for Batchelor Township Ward from 3 to 1, and Adelaide River Township Ward from 2 to 1. Gazetted February 2013)</li> </ul>	
<b>Darwin, City of</b>	<ul style="list-style-type: none"> <li>Boundary changes to each of the 4 wards (some suburbs moved to new ward)</li> </ul>	<ul style="list-style-type: none"> <li>No changes – but noted a possible future request for a boundary extension to include Berrimah Farm development</li> </ul>	<ul style="list-style-type: none"> <li>Boundary changes to 3 of the 4 wards (Chan, Lyons and Waters Wards)</li> <li>Gazetted November 2011</li> </ul>
<b>East Arnhem Regional Council</b>			<ul style="list-style-type: none"> <li>Creation of 2 new wards: Birr Rawarrang Ward and Gumurr Miyarrka Ward with 2 members each (4 to 6 wards)</li> <li>Birr Rawarrang Ward created from existing Gumurr Gattjirk Ward</li> <li>Gumurr Miyarrka Ward created from existing Gumurra Miwatj Ward</li> <li>Changes to number of members for Anindilyakwa and Gumurr Gattjirk Wards from 3 to 2 (each)</li> <li>Total number of members increased from 12 to 14</li> </ul>

## Local Government Representation Reviews

*History of changes – by council area*

## COUNCIL AGENDA Attachment 13.1.10.2

### Appendix B

LOCAL GOVERNMENT AREA	REPRESENTATION CHANGES PRIOR TO 2021 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2017 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2012 LG ELECTIONS
<b>Katherine Town Council</b>			
<b>Litchfield Council</b>	<ul style="list-style-type: none"> <li>East Ward abolished</li> <li>Boundary changes to remaining Central, North and South Wards</li> <li>Each ward has 2 members</li> </ul>		
<b>MacDonnell Regional Council</b>			
<b>Palmerston, City of</b>		<ul style="list-style-type: none"> <li>Number of members increased from 6 to 7 (council request for increase to 8 not approved)</li> <li>Requested boundary extension to include land in Pinelands, Elrundie, Berrimah Farm, Holtze and Howard Springs (not approved)</li> </ul>	
<b>Roper Gulf Regional Council</b>			<ul style="list-style-type: none"> <li>Changes to boundaries of Never Never (expanded) and Nyirranggulung (reduced) Wards</li> </ul>
<b>Tiwi Islands Regional Council</b>		<ul style="list-style-type: none"> <li>2 smaller wards (Wurankuwu and Nguu Wards) merged to form one larger ward (Bathurst Island Ward)</li> <li>(Dept. recommendation)</li> </ul>	
<b>Victoria Daly Regional Council</b>		<ul style="list-style-type: none"> <li>No changes – but noted a possible future request for a boundary extension to include Douglas Daly area and Lajamanu</li> <li>See West Daly Regional Council for changes made in 2014.</li> </ul>	<ul style="list-style-type: none"> <li>Number of members for Timber Creek Ward reduced from 2 to 1</li> </ul>
<b>Wagait Shire Council</b>		<ul style="list-style-type: none"> <li>Number of members reduced from 7 to 5.</li> </ul>	
<b>West Arnhem Regional Council</b>	<ul style="list-style-type: none"> <li>Barrah Ward abolished</li> <li>Former Barrah ward area divided into 2 wards: Minjilang Ward (1 member) and Waruwi Ward (1 member)</li> </ul>	<ul style="list-style-type: none"> <li>Number of members for Maningrida Ward increased from 3 to 4</li> <li>Number of members for Barrah Ward was reduced from 3 to 2</li> <li>(both Dept. recommendations)</li> </ul>	

## Local Government Representation Reviews

*History of changes – by council area*

### Appendix B

LOCAL GOVERNMENT AREA	REPRESENTATION CHANGES PRIOR TO 2021 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2017 LG ELECTIONS	REPRESENTATION CHANGES PRIOR TO 2012 LG ELECTIONS
West Daly Regional Council		<ul style="list-style-type: none"> <li>3 wards from Victoria Daly Regional Council were transferred to create a new local government area West Daly: Nganmarriyanga (1 member), Thamarrurr/ Pindi Pindi (4 members) and Tyemirri ( 1 member) Wards</li> <li>Gazetted June 2014, came into effect 1 July 2014</li> </ul>	



6 May 2022

Dear Mr Cercarelli,

On 28 March 2022 you received correspondence from the Local Government Representation Committee (the committee) informing you that the 2022 Representation Reviews had begun.

This correspondence provided a number of useful resources for persons who might wish to know more and participate, including:

- a link to the reviews website
- a copy of the information guide
- advice about how and where to lodge a submission
- contact information for the committee

Further to this, the committee would like to draw attention to page 11 of the information guide, which identifies 'areas of focus' for each council. Please refer to the attached PDF for a copy of this table which outlines, in general terms, topics the committee may consider.

The guide has identified an area of focus for your council.

This should not be interpreted as a statement of intent. However, if the council feels it would like to address this matter or any others that may inform the committee's decisions, you are welcome to do so by contacting the secretariat or providing a submission.

All proposed changes will be documented in the draft proposal scheduled to be published mid this year. Councils will be notified when the draft is released and will have a further 60 days to provide comments. The committee will then review these comments before making a determination that is scheduled to be finalised before the end of the year.

Email: [secretariat.ntec@nt.gov.au](mailto:secretariat.ntec@nt.gov.au)

Phone: [08 8999 7641](tel:0889997641)

Website: [www.ntec.gov.au](http://www.ntec.gov.au)



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If you would like more information on the representation reviews or more information about making a submission, please visit the [2022 Local Government Representation Reviews website](https://www.ntec.gov.au/2022-local-government-representation-reviews-website).

If you have any questions, please contact the committee secretariat on (08) 8999 7641 or at [Secretariat.NTEC@nt.gov.au](mailto:Secretariat.NTEC@nt.gov.au).

Regards,

A handwritten signature in black ink, appearing to be "Sean Holden".

Sean Holden  
Chair of the Local Government Representation Committee

6 May 2022

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Waste Management Infrastructure Planning
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	City Sustainability Manager, Peter Lander
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

### PURPOSE

This Report provides an update to Council on the Top End Waste Management Infrastructure Planning project.

### KEY MESSAGES

- As previously reported, City of Palmerston (CoP) is undertaking a Waste Management Infrastructure Planning project for the top end, with a focus on the Palmerston municipality.
- The project is a significant project that involves a number of stages and stakeholders throughout its development.
- The outcome of the overall project is for Council to understand its long-term waste management opportunities to enable appropriate and sustainable planning for the Palmerston Community.
- Due to the nature of the project and the regional considerations and potential impact, the Northern Territory Government (NTG) have been leading the broader regional stakeholder engagement aspects of the project, with some elements being added to the Palmerston scope where required, which have also been funded by NTG.
- The first project deliverable comprised the Waste Demographics and Infrastructure report and an update was provided to Council at the Council Meeting Tuesday 18 May 2021.
- The Technology and Infrastructure Opportunity Assessment report now completed forms the second deliverable of the Waste Management Infrastructure Planning project.
- The next stage of the project will build on this preliminary assessment through detailed investigations of the short-listed resource recovery technologies and infrastructure, supporting a feasibility assessment and potential development of a business case for a Regional Waste Management Facility (RWMF).
- A RWMF is broader than a landfill, and incorporates a range of waste diversion, processing, and treatment elements, along with emergency waste management and a landfill (if, and when, required).
- Council will continue to work with key stakeholders, including the Northern Territory Government and other Council's as the project progresses.

### RECOMMENDATION

THAT Report entitled Waste Management Infrastructure Planning be received and noted.

### BACKGROUND

As previously reported, Council is undertaking a Waste Management Infrastructure Planning project which is looking at the current status and opportunities of waste management across the top end, as part of a broader vision for sustainable development. This project is occurring alongside the Northern Territory Government (NTG) and other top end Councils, including those within the Regional Organisation of Councils (TOPROC). Top End Councils are responsible for the essential elements of waste management within their communities. The extent of services varies across Council's, however there are key common areas that all Councils are impacted by, including access to landfill and recycling opportunities and disaster/emergency waste management.

This project also aligns with NTG interests across a number of waste management issues, including the Waste Management Strategy for the Northern Territory 2015–2022 (the NT Strategy).

The project has the following objectives as an outcome:

- Identify and apply policy and infrastructure solutions that are innovative, scalable, simple to implement, cost-effective and suitable for application in a regional, isolated economy in the tropics.
- Assess the capability and capacity of the Top End region to efficiently manage emergency management risks, specifically considering the ability of the region to effectively manage the associated solid and hazardous waste streams that may be generated through disaster events.
- Identify a new site(s) to establish a regional resource reuse and recovery hub, to house the future technologies and infrastructure in a location that is optimal across the perspectives of planning, community, environment and logistics for access to source materials and end-markets for recovered resources. The focus will be on realising and applying the waste management hierarchy and providing service delivery efficiency improvements across the broader region, but this may include additional landfill capacity as part of the infrastructure mix.
- Work in partnership with the NTG and the private sector to stimulate and develop markets for the reuse of recovered resources, removing bureaucratic barriers, and producing products for local and regional industries, which in turn supports and stimulates regional economic development (e.g. recycled organics into agriculture, or recovered plastics, or construction and demolition wastes into infrastructure, mining and oil and gas projects).

The Shoal Bay Waste Management Facility provides the only landfill disposal facility within Greater Darwin and is the only disposal route available for the majority of the municipal solid waste, and construction and demolition waste generated in the region. The community, local business and industry of Greater Darwin maintain a heavy reliance on the landfill, and the economic growth in the region and a current absence of alternatives of sufficient scale and capability. If Shoal Bay was temporarily closed, due to a natural disaster or unexpected event, Greater Darwin would have no short-term or long-term disposal option for the majority of its waste. This presents a significant safety, environmental and logistical risk for the Region, and highlights the need for a diverse waste management landscape. The isolation of the Northern Territory in relation to its neighbours, further compounds the risks and limitations of the Top Ends reliance on a single facility.

For Palmerston specifically, the intent is to ensure there are viable, sustainable waste management options for the residents of Palmerston for the long term. This may then lead to short term projects, or at a minimum, assist in decision making that supports Council's Community Plan and Sustainability Strategy objectives relating to waste management.

As the scope of the project requires regional consideration, that will likely include the identification of a Regional Waste Management Facility (RWMF) site, the project is occurring in conjunction with NTG, who are coordinating with other relevant stakeholders are required,

The first report for the project was completed with the delivery of the Waste Demographics and Infrastructure report, following which an update was provided to Council at the Council Meeting Tuesday 18 May 2021. This report provided an overview of the current materials and market considerations.

The intent of the next assessment report (provided with this report) is to review and assess potential technology and infrastructure options that may assist Council and its Top End partners in achieving waste management and sustainability objectives. Broadly, this would be through the establishment of new, innovative and scalable waste reduction and recovery technology, which is to reduce reliance on landfill disposal and drive and support economic development through the region.

### DISCUSSION

The combined delivery of the Waste Demographics and Infrastructure report and Technology report and Infrastructure Opportunity Assessment report concludes Stage 1 of the Waste Management Infrastructure Planning project.

The discussion below summarises the findings of the Technology and Infrastructure Opportunity Assessment, included as **Attachment 13.2.1.1**.

The assessment undertakes a detailed waste management infrastructure assessment including review and analysis of options, and subsequently identifies preferred waste management technology and infrastructure given the regional context.

A summary of identified preferred waste management technology and infrastructure by waste type is presented below. Each of these have risk and high-level cost-benefit considerations applied to them, which is explored further within the attached report.

The intent is that a RWMF would incorporate all of these waste streams, with different processing, containment, and disposal outcomes identified for each. These elements may be constructed and introduced over time as demand requires, however the intent is that a site can be identified that can ultimately accommodate all of the relevant elements.

#### High-volume Waste Streams

- Co-mingled recyclable wastes  
A small-scale standard (high-tech) Materials Recovery Facility (MRF) that separates co-mingled recyclable material into various material categories (eg. Paper, PET plastics, HDPE plastics, glass, ferrous and non-ferrous metals) using a combination of manual labour and automated systems.
- Construction and Demolition (C&D) aggregates  
A small-scale medium tech facility that separates and processes C&D wastes into a diverse range of aggregates through secondary crushing and screening processes. The benefits provided by a diverse range and higher-quality aggregates requires the development and application of policy and associated specifications by the NTG and DIPL.
- Timber and timber products  
A timber waste consolidation facility that consolidates and temporarily stores timber waste undercover on a bunded impervious surface for transport interstate for further processing.

- **Organic wastes**  
A gore composting facility that creates an enclosed environment for promoting aerobic decomposition of organic wastes using a thick 'Goretex' breathable, but water-resistant cover. This should be subject to a pilot-trial of a small-scale Mobile Aerated Floor (MAF) unit to assess its composting efficiency in a tropical environment. Market stimulation tools will also be required to develop and stimulate sufficient demand for composted material and realise its benefits in the Region.

## **Disaster Waste**

- **A centralised disaster waste consolidation hub**  
This will store and separate disaster waste into non-hazardous and hazardous waste streams for recovery, re-processing and/or transport to landfill or recovery outside the Region. Ideally, the disaster waste consolidation hub would be co-located with, and gradually processed through the Regional Waste Management Facility (RWMF)'s infrastructure. The consolidation hub should be sized to accommodate potential waste volumes that may be generated from up to a Category 4 cyclone.

## **Challenging Low-volume Waste Streams**

- **Hazardous liquid wastes**  
A centralised consolidation and temporary storage hub from which the material is transported interstate or overseas for further treatment, reprocessing or disposal. This may be in the form of segregated tank storages, or a dedicated IBC and drum storage facility, which are consolidated for transport.
- **Tyres**  
A collection, bailing and temporary storage facility, with the provision of appropriate environmental and fire-risk controls, to collect, bale and temporarily store tyres to be transported interstate for further processing. Such a bailing operation may be supported by a small-scale truck and Off-the-Road (OTR) tyre re-treading operation that would establish a circular economy for these tyres in the Top End region.
- **E-waste and batteries**  
A centralised consolidation and temporary storage hub, with the provision of appropriate environmental and fire-risk controls, which will be a roofed and bunded area which separates and temporarily stores e-waste and batteries for interstate or international processing and recycling.

## **Residual Solid Waste Landfill Capacity**

- **Asbestos wastes**  
A dedicated landfill cell for asbestos wastes, which may be a low-tech mono-cell (asbestos-only), or a more highly engineered landfill where the asbestos is to be co-disposed with residual C&D or contaminated soil waste (recognising that it may not be possible to safely segregate asbestos from the residual waste it may be bound to).
- **Low-level contaminated soils**  
A dedicated landfill cell for low-level contaminated soil, which may or may not include more substantial engineering and management controls for the co-disposal of PFAS contaminated soils.
- **Interim measures to reduce Municipal Solid Waste (MSW) Volumes prior to landfill disposal**

In the local context of the Top-End, measures to reduce MSW weights are unlikely to be viable, considering the potential landfill disposal cost benefits relative to the capital and operation and maintenance costs required for such a facility, and such measures are not recommended to be pursued for a further feasibility study.

Taking into consideration the identified potential waste management technology and infrastructure elements, it is envisaged that a Regional Waste Management Facility (RMWF) is needed. A RMWF incorporates a range of co-located waste management infrastructure and technologies that achieve waste diversion, processing, and treatment elements, along with emergency waste management and a landfill (if, and when, required) to support a circular waste economy.

Before planning and design of this infrastructure, there are a variety of additional matters that should be further assessed as part of the detailed feasibility analysis.

As a minimum, the following matters will form part of the next scope for a detailed feasibility assessment of the preferred suite of technology and infrastructure options:

- Siting assessment.
- Detailed costings and technology selection.
- The market for recovered products.

The report also identifies preliminary Policy and Regulatory and Operational Derived Siting Criteria be considered in siting of a RWMF:

- Preliminary Policy and Regulatory Derived Siting Criteria:
  - Separation from sensitive receptors and land uses.
  - Located within an appropriate planning scheme and avoidance of restrictive overlays.
  - General alignment with existing and proposed Sub-regional Land Use Plans (SLUP).
  - Minimal presence of remnant vegetation.
  - Minimal or no presence of listed species.
  - Avoidance of social and cultural heritage sensitive areas.
  - Not located near significant groundwater or surface water resources.
  - Suitably sized land to account for future growth.
  - Land ownership.
- Preliminary Operational Siting Criteria:
  - Access to suitable road networks and potentially rail and/or ports.
  - Suitable access to community and markets for recovered products.
  - Suitable topography and geomorphology.
  - Access to essential services.
  - Not located in a high flood or bushfire risk zone.
  - Climate.

### **Waste Management Infrastructure Planning – Stage 2 (Next Steps)**

Stage 2 of the Waste Management Infrastructure Planning project will build on this preliminary assessment through detailed investigations of the short-listed resource recovery technologies and infrastructure, supporting a feasibility assessment and potential development of a business case for a RWMF. As a site will be beyond the Palmerston municipality, and impact the region for waste management, this work will occur closely with NTG and relevant stakeholders.

Council will also use the outcomes of the report when considering the short to medium term future of the Archer Waste Management Facility, including what may be incorporated into the next operational management contract, which expires at the end of 2022.

Other elements of the next Stage of the project are;

- **Detailed Feasibility Assessment**

There are a variety of planning and design matters that need to be further evaluated as part of the detailed feasibility assessment. It may also be necessary to consider and further assess what may also be required in relation to the preliminary estimates and gaps in waste data and information underpinning this report. The scope of the feasibility assessment may also be further developed and refined with the input of CoP, NTG and other stakeholders.

- **Siting Assessment and Conceptual Design**

The study involves siting assessment and preparation of a conceptual design for the RMWF using the siting criteria developed and a Geographic Information Systems (GIS) database search. Several potentially suitable locations may be identified and hence the relative opportunities and constraints of each option would then be assessed. Once a potential candidate site is identified, a conceptual design may be prepared that may be used to inform further community and stakeholder engagement, as well as form the basis design to commence the subsequent statutory approval processes for the RWMF.

### **Broader Project Stages**

Given the detailed feasibility study verifies a potential business case including economic feasibility for the RWMF is valid and a suitable site is found that widely supported by Council, DIPL and other key stakeholders, it would then be appropriate to progress to the next project phase.

The next project phase would include the proponent(s) securing tenure of the site, approvals, detailed design, tender, construction and then operation and maintenance.

### **Other Waste Management Activities**

For the interim period CoP will continue to maintain its existing waste programs which include:

- Kerbside collection (including co-mingled recycling);
- Archer Waste Transfer Facility (including recycling of glass, plastic, paper and cardboard, metals and white goods, waste oil, recovery of refrigerant gasses and reprocessing of green waste into mulch.
- Public places litter collection.
- Annual Pre-Cyclone Clean-Up.
- Participation in community awareness and education campaigns including Keep Australia Beautiful, NT Anti-Litter Campaign (Do The Right Thing) and school engagement programmes.

City of Palmerston has also commenced progressive implementation of the Sustainability Strategy which includes Theme 3. Future Focussed on efficiencies and corresponding Priorities 3.1 Resource Consumption and 3.2 Waste diversion. A community engagement and education piece focussing on waste suitability for domestic co-mingled recycling bins is currently under development.

### **CONSULTATION PROCESS**

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

- Golder Associates
- Northern Territory Government, Department Infrastructure Planning and Logistics

Consultation will continue with other Council's and NTG throughout the process, with Golder Associates undertaking the project work. Commercial operators will also be engaged as stakeholders at relevant stages.

### **POLICY IMPLICATIONS**

There are no policy implications for this report. Future reports and outcomes will guide any potential impact on Council Policy.

### **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications relating to this report. The project activities are within existing budgets, with future budget considerations to occur as relevant. NTG has provided funding towards the additional regional elements added to the initial CoP scope.

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

This Report addresses the following City of Palmerston Strategic Risks:

#### **2 Fails to be sustainable into the long term**

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

This project is intended to assist Council understand its risks relating to waste management, which will inform future decision making such as the Archer Waste Management Facility and any other relevant regional waste management activities.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report. Notwithstanding this, it is noted that the Waste Management Infrastructure Planning project seeks to inform improved waste management across the top end, as part of a broader vision for sustainable development.

### **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. Top End Waste Management Infrastructure Planning - Technology and Infrastructure Opportunity Assessment [13.2.1.1 - 63 pages]



REPORT

**Top End Waste Management Infrastructure Planning**  
*Technology and Infrastructure Opportunity Assessment*

Submitted to:

**City of Palmerston**

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PALMERSTON NT 0831

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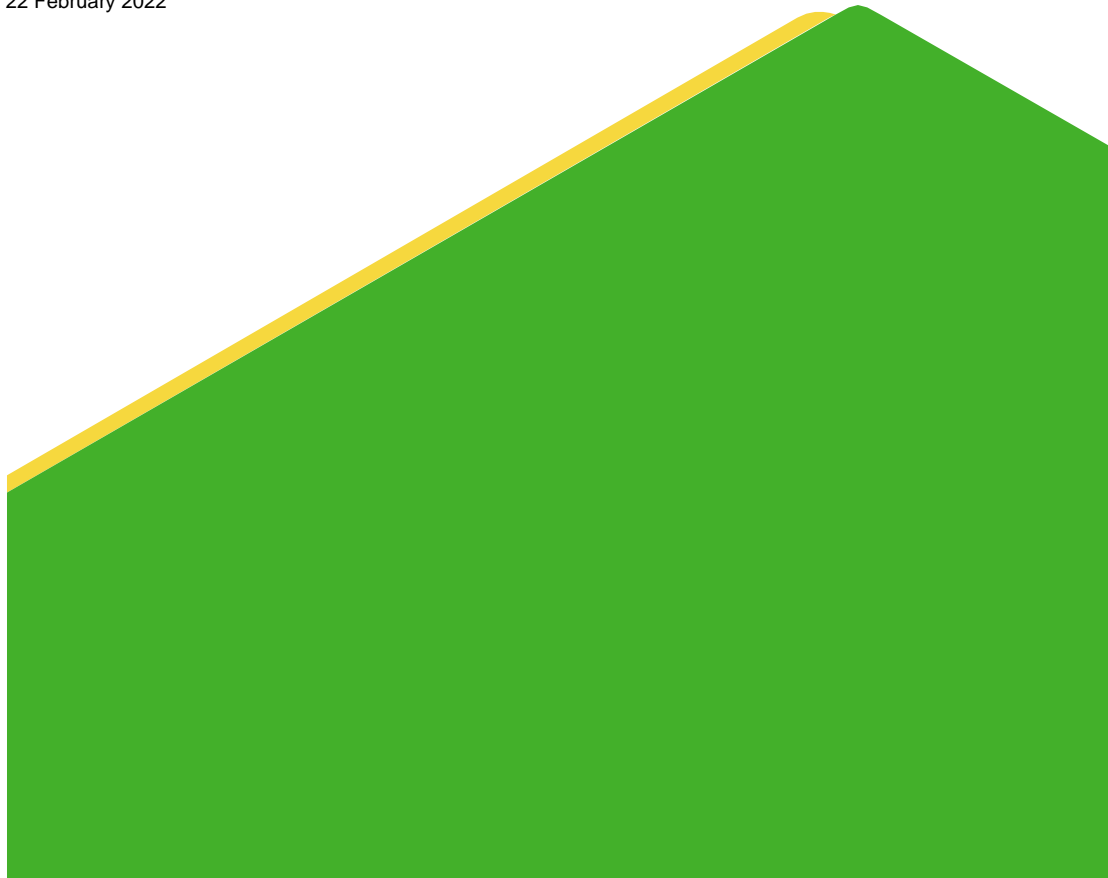
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## Table of Contents

<b>1.0 INTRODUCTION .....</b>	<b>1</b>
1.1 Scope of Works .....	1
1.2 Summary of Initial Project Outcomes.....	2
1.2.1 Single-point Dependencies .....	2
1.2.2 Recycling and Recovery Infrastructure Gaps .....	3
1.2.3 Disaster Waste Infrastructure .....	4
1.2.4 Infrastructure Opportunities .....	4
<b>2.0 WASTE MANAGEMENT INFRASTRUCTURE ANALYSIS.....</b>	<b>8</b>
2.1 Methodology.....	8
2.2 Co-mingled Recyclable Wastes .....	9
2.2.1 Infrastructure Options .....	10
2.2.2 Preliminary Infrastructure Assessment.....	13
2.2.3 Discussion.....	13
2.2.4 Recommended Option for Detailed Feasibility Assessment.....	15
2.3 Construction and Demolition Aggregates .....	15
2.3.1 Infrastructure Options .....	16
2.3.2 Preliminary Infrastructure Assessment.....	20
2.3.3 Discussion.....	20
2.3.4 Recommended Option for Detailed Feasibility Assessment.....	21
2.4 Timber and Timber Products .....	22
2.4.1 Infrastructure Options .....	23
2.4.2 Infrastructure Assessment .....	27
2.4.3 Discussion.....	27
2.4.4 Recommended Option for Detailed Feasibility Assessment.....	29
2.5 Organic Wastes.....	29
2.5.1 Infrastructure Options .....	30
2.5.2 Preliminary Infrastructure Assessment.....	34
2.5.3 Discussion.....	34
2.5.4 Recommended Option for Detailed Feasibility Assessment.....	35

2.6	Disaster Waste Management Capability and Capacity .....	35
2.6.1	Infrastructure Option .....	36
2.6.2	Disaster Waste Storage Considerations .....	36
2.6.3	Recommended Option for Detailed Feasibility Assessment .....	38
2.7	Technology and Infrastructure Options for Challenging Low-volume Waste Streams .....	38
2.7.1	Hazardous Liquid Wastes .....	38
2.7.2	Tyres .....	39
2.7.3	E-waste and Batteries .....	41
2.8	Residual Solid Waste Landfill Capacity .....	42
2.8.1	Asbestos Waste .....	42
2.8.2	Low-level Contaminated Soils .....	42
2.8.3	Interim Measures .....	43
<b>3.0</b>	<b>SUMMARY OF PREFERRED WASTE MANAGEMENT TECHNOLOGY AND INFRASTRUCTURE ...</b>	<b>44</b>
3.1	Preferred Suite of Technology and Infrastructure .....	44
3.2	RWMF .....	45
3.3	Further Considerations .....	45
<b>4.0</b>	<b>PRELIMINARY SITING CRITERIA .....</b>	<b>47</b>
4.1	Policy and Regulatory Derived Siting Criteria .....	47
4.2	Operational Derived Siting Criteria .....	48
<b>5.0</b>	<b>CONCLUSIONS AND NEXT STEPS .....</b>	<b>49</b>
<b>6.0</b>	<b>IMPORTANT INFORMATION .....</b>	<b>50</b>
<b>7.0</b>	<b>RESOURCES AND REFERENCES .....</b>	<b>51</b>
7.1	Resources .....	51
7.2	References .....	52

### TABLES

Table 1: Traffic Light Scoring Criteria .....	9
Table 2: Comingled Recyclable Infrastructure Options .....	10
Table 3: Co-mingled Recyclable Infrastructure Preliminary Assessment .....	13
Table 4: Construction and Demolition Aggregates .....	16
Table 5: Construction and Demolition Separation and Aggregates Processing Infrastructure Preliminary Assessment .....	20

Table 6: Timber and Timber Products .....23

Table 7: Timber and Timber Products Infrastructure Preliminary Assessment .....27

Table 8: Organic Processing Infrastructure Options .....30

Table 9: Greenwaste Processing Infrastructure Preliminary Assessment .....34

FIGURES

Figure 1: Mixed-waste MRF manual screening conveyor (left) and large scale Advanced MRF operated by Cleanaway in Melbourne (right) ..... 14

Figure 2: Tyre Storage Restrictions for Outdoor Storage (TSA 2019) .....41

APPENDICES

APPENDIX A

Important Information

## 1.0 INTRODUCTION

The City of Palmerston (Council) has engaged Golder Associates Pty Ltd (Golder) to support it with advancing its waste management infrastructure planning and development, as part of a broader vision for sustainable development across the Top End through the *Top End Waste Management Infrastructure Planning Project* (the Project). Council is seeking to lead a process that results in significant enhancement of waste management practices and efficiencies across the Top End, with a focus on application of the waste management hierarchy and a reduction in the reliance on waste disposal to landfill.

The intent of this second report, '*Technology and Infrastructure Opportunity Assessment*' is to review and assess potential technology and infrastructure options that may assist Council and its Top End partners in achieving their objectives, which were presented in Section 2.2 of the initial Project report, *Waste Demographics and Infrastructure Review* (Golder, March 2021). Broadly this would be through the establishment of new, innovative and scalable waste reduction and recovery technology, which is to reduce reliance on landfill disposal and drive and support economic development throughout the Region.

### 1.1 Scope of Works

This report has identified, reviewed and assessed a range of technology and infrastructure development opportunities considered relevant to address the single-point dependency, or capacity or capability constraints, risks, gaps and opportunities identified through the initial Project report.

Golder has sought to identify readily implementable and innovative resource recovery technologies and infrastructure that may sustainably advance resource reuse and recovery in the Top End. There has been a focus on optimising source separation and reuse of organic and greenwaste; construction and demolition wastes; and kerb-side recyclables (plastic, metal, glass, paper and cardboard), which were identified as opportunities in the initial Project report.

This report has also reviewed other specific waste streams, and waste management infrastructure requirements, which have been identified by Council's Agency partner, the Department of Infrastructure, Planning and Logistics (DIPL), as requiring improved management in the Region. These items included liquid hazardous wastes; waste tyres; asbestos and asbestos contaminated waste; and PFAS contaminated materials. It has also considered the need to provide capacity and infrastructure for improved disaster waste management in the Region.

In undertaking our review and assessment of potential waste management technology and infrastructure opportunities for the Top End, Golder has:

- Reviewed worldwide technology and infrastructure solutions that may be applied to the identified single-point dependencies; volumes and waste types disposed interstate; and existing infrastructure gaps.
- Investigated interim measures aimed at reducing the weight and volume of the waste that is disposed to landfill in order to preserve landfill airspace and reduce disposal costs for Council.
- Focused on technologies that are cost-effective relative to waste volumes; scalable; suited to operation in the tropics; and provide broader economic benefits to the Top End.
- Included a description of the various identified waste management and recovery technology and infrastructure options (capital cost; operating and maintenance (O&M) cost, if known; capability and capacity limitations; siting requirements; reliability; scalability etc.), which may be suited to the Top End market.
- Completed a preliminary multivariate review of the social, environmental, economic and technological opportunities and constraints of each of the technology and infrastructure options.

- Considered the potential siting requirements for the technology and infrastructure, being considerate of possible environmental emissions and separation distances to sensitive receptors that may be required, as well as the need to provide community access and access to markets for recovered products.
- Identified the minimum functional criteria that may be applied to inform selection of sites for the Project (i.e., define potential siting criteria), as requested of the Project by the Northern Territory Government (NTG).

This report concludes with a short-list summary of potential technology or infrastructure solutions, or suite of solutions, that may be suited to addressing Council and NTG objectives and may warrant further detailed feasibility assessment. To the extent possible, from a preliminary review, we also provide an initial discussion on the potential social, environmental, economic and technical opportunities and constraints provided by each of these options, and how the infrastructure may be sited and established in the Region.

## 1.2 Summary of Initial Project Outcomes

The initial Project report (Golder, March 2021) found that the development of infrastructure for recycling and recovery in the Top End has typically lagged behind other similarly sized cities in Australia. This was found to be due to the region's low population and population density; isolated location; and historical dependence on a single landfill, amongst other contributing factors.

This section provides a summary of the findings from the initial Project report, which identified the most significant infrastructure gaps present in the Top End waste management economy and identified potential waste management infrastructure opportunities that may address these gaps and advance resource recovery in the Region. Some of these gaps and infrastructure opportunities are then further reviewed and assessed in the body of this report.

### 1.2.1 Single-point Dependencies

The Shoal Bay Waste Management Facility provides the only landfill disposal facility within Greater Darwin and is the only disposal route available for the majority of Municipal Solid Waste (MSW), Commercial and Industrial waste (C&I), and Construction and Demolition waste (C&D) generated in the Region. The community, local business and industry of Greater Darwin maintain a heavy reliance on the landfill, and the need for such a facility will likely extend well beyond its life span, due to continued population and economic growth in the region and a current absence of alternatives of sufficient scale and capability. If Shoal Bay was temporarily closed, due to a natural disaster or other unexpected event, Greater Darwin would have no short-term or long-term disposal option for the majority of its waste. This presents a significant safety, environmental and logistical risk for the Region, and highlights the need for a diverse waste management landscape.

The isolation of the Northern Territory (NT), in relation to its neighbours, further compounds the risks and limitations of the Top End's reliance on a single facility. Other states and territories in Australia not only have more diverse waste management economies, but are also better interconnected across state lines (with the exception of Western Australia). For example, the impacts of a failure in the waste management system in Victoria could, to an extent, be lessened by relying on infrastructure in South Australia and New South Wales. The relative inability for the NT to easily transport large volumes of waste interstate is a significant vulnerability that may be addressed through a more diversified local waste management system, or infrastructure that enables it to more efficiently interconnect with neighbouring states.

The presence of a single landfill in the Greater Darwin area also has economic and management impacts on Palmerston and Litchfield Councils, who rely on Shoal Bay to dispose large volumes of their MSW wastes. A single point dependency in the market, which is managed by the City of Darwin Council, but is essential to all Top End Councils, could drive inequality in waste management outcomes were City of Darwin to preference serving its needs.

### 1.2.2 Recycling and Recovery Infrastructure Gaps

#### Existing MRF Infrastructure

The two-existing commercial Materials Recovery Facilities (MRFs) are an integral part of the Region's ability to segregate recyclable materials for transport and processing elsewhere. The operational efficiency of these MRFs is essential to achieving high rates of resource recovery and producing a sorted product that is desirable for the end-use re-processor (i.e., free from contamination and sorted into material subcategories). Compared with the MRF infrastructure of other capital cities and regional centres, the Top End MRFs may generally be considered lower-tech waste processing, with a higher reliance on human sorting, as opposed to faster and more efficient automated sorting possible with newer and high-tech systems. This gap in infrastructure capability for the region results in a rudimentary collection and baling operation, with a higher proportion of wastage disposed to landfill, rather than a resource efficient operation producing high-quality recovered products. This is not a criticism of these operators or operations, both which are well run within the confines of the technology applied, however is recognition that higher-order technologies could be brought to bear that achieve greater rates of resource recovery.

There are two major obstacles preventing commercial waste contractors from filling this infrastructure gap in the region by upgrading the Top End MRFs. The first is the small volumes of recyclable waste produced from kerbside and C&I sources, which typically cannot support the large upfront cost of establishing or upgrading recycling facilities. These small volumes are a result of the low rates of recycling, and the recycling behaviours, of Top End residents, which, based on data presented in the initial Project report is approximately 23% recovery. The second obstacle is the relative low cost of disposal to landfill for mixed waste, which reduces the incentive and volumes of sorted recyclables, inhibiting the fiscal feasibility of recycling facilities.

As a result, improvement of regional waste management infrastructure will likely need to be led by the NTG or Local Councils, as private industry is unlikely to provide the infrastructure improvements required to resolve the current waste management gaps based on available volumes, without the appropriate incentives to make the projects commercially viable (i.e., significant uplift in community education to improve recycling recovery rates and the introduction of higher levies for commercial and domestic recyclables to divert more to waste recycling, allowing industry to improve their rates).

#### Regional Waste Segregation

Services for segregation and collection of recyclable wastes in three of the Top End regional Councils (Litchfield, Katherine and West Arnhem) are significantly limited when compared with Palmerston and Darwin Councils. None of these regional Councils provide a kerbside recycling collection service, relying on residents to segregate and self-haul recyclable wastes to local transfer stations and landfills. This results in the low domestic recycling rates of 7% for Litchfield Council and 6% for Katherine Council (excluding self-haul scrap metal).

Cost is the largest challenge faced by regional Councils in implementing a kerbside recycling program. This is due to a smaller population; lower waste volumes; lower population densities; and greater distances from existing MRF facilities in Darwin.

#### Food Waste Processing

In the current Top End waste management landscape, the only endpoint for food waste in the Region is the Shoal Bay Landfill. While residents could be encouraged to reduce food waste through composting, most residents and businesses have no alternative disposal pathway for food waste. Food waste is the largest MSW component, constituting approximately 25-40% of a typical kerbside general waste bin.

### Disaster Waste Processing

As discussed in the initial Project report, a natural disaster in the Top End Region could produce 995 – 2,985 kilotons of waste, depending on the type and scale of the disaster. This waste would place significant strain on the existing waste management infrastructure, which would likely need to be landfilled at Shoal Bay, as no current disaster waste holding area exists.

#### 1.2.3 Disaster Waste Infrastructure

There is currently no dedicated facility for the temporary storage and processing of disaster waste pending disposal, with each Local Government Area (LGA) arranging collection points and with the Shoal Bay Waste Management Facility being the ultimate landfill disposal point for the majority of disaster waste. While the City of Darwin retains a lease for this facility through until 2034, there is no publicly available information to indicate what the remaining airspace capacity of the landfill is and therefore assess the impacts of a significant disaster on landfill airspace.

Nonetheless, the Shoal Bay Waste Facility has limited suitable surrounding land for expansion. To the west and east of the landfill, wetlands may prevent any expansion, whilst legacy war remnants may inhibit expansion further to the north. This leaves a southern parcel of land, which if utilised may encroach on buffer land to the suburb of Holmes and the Holmes Jungle Nature Park. In addition to limited landfill airspace and expansion potential, the Shoal Bay Waste Facility has limited storage space for temporarily holding disaster waste in the order of those potential volumes estimated and described in our initial Project report. DIPL and Council consider this a key risk and infrastructure gap for the Top End region, which currently leaves the Region in a challenging position in the event of a future cyclone or similar disaster.

The majority of disaster waste is potentially recyclable, which represents an opportunity to preserve landfill airspace; reduce associated CO<sub>2</sub> emissions; reduce disposal costs; and support the recirculation of materials back into the economy. While there are numerous methods to recycle disaster waste, several simple and low-capital cost options may include organic waste reprocessing and recycled aggregate production.

#### 1.2.4 Infrastructure Opportunities

##### Top End Regional Waste Management Facility

The initial Project report describes an opportunity for a state-of-the-art Resource Recovery Hub to be constructed within the Greater Darwin region for the consolidation, sorting and disposal of recyclable wastes and materials. DIPL has referred to such a facility as a new Regional Waste Management Facility (RWMF).

Currently, disposal options for non-kerbside wastes are limited, most notably Shoal Bay, Archer Transfer Station and Berrimah Depot (Veolia's Darwin Depot). The absence of a dedicated recycling waste management facility means that there are limited alternate disposal pathways for MSW, C&I and C&D wastes materials produced in the Top End.

A RWMF could be purpose built to maximise resource recovery, with enclosed sheds for sorting recycling material; dedicated bunkers for the collection of organics, metal, and concrete; and an enclosed 'push-pit' for residual general wastes that can be further manually screened prior to consolidation and disposal. The RWMF may also allow for segregation and recycling of waste produced by businesses and commercial operators, which, up to this point, have limited recycling and reuse options available in the Top End. A RWMF that accepts waste from commercial and domestic sources across the Top End would play an important role in shifting the Top End waste management economy from a landfill-centred linear disposal system to a more circular waste ecosystem centred around the reuse and recycling of materials.

There is also an opportunity for the RWMF to be co-located with other waste management infrastructure such as food waste processing; an advanced MRF; a disaster waste collection centre; or, a second Top-End landfill for residual solid wastes. As a regional hub for waste management, the RWMF could provide Council with a potential income stream from waste disposal fees, material resale and reduced landfill levy fees.

DIPL has previously commissioned a *Regional Waste Management Facility Gap Analysis Report* in 2018, which documented and identified key issues required to develop a new RWMF. We would consider the concept of a Resource Recovery Hub, as described in our initial Project report, to be analogous to the RWMF described by DIPL, but with an express focus on resource recovery and support to a circular economy. The 2018 DIPL report recommended a multi-criteria analysis be undertaken to determine potential locations for a new RWMF site, an approach Golder also recommend, and in some way underpins the multivariate social, environmental and economic analysis, and preliminary siting criteria presented later in this report.

### Mixed Waste Processing Facility

A Mixed Waste Processing Facility (MWPF), sometimes referred to as a 'dirty MRF', is a processing facility that separates recyclable material directly from MSW without need for segregated household bins and collection services. MWPFs use a combination of manual and automatic sorting to extract and segregate recyclable materials over a number of processing stages. They are most effective in regions with low recycling rates, because recyclable materials constituted a larger volume of the input MSW. For the regional Top End Councils without a kerbside recycling collection, a MWPF would be particularly effective in extracting the recyclable materials that are disposed in the MSW kerbside or self-haul collections.

A MWPF can typically recover between 5% and 60% of waste as recyclables, depending on the composition and condition of input MSW. However, the process can result in a higher recyclable contamination rate compared to a standard MRF, which has implications on the quality, uses and value of the recovered materials. A MWPF is also more expensive to establish and operate due to a larger manual sorting component and high-tech automatic sorting methods, as well as more intensive and regular maintenance requirements. Indeed, maintenance and interrupted operations have also been a challenge for similar facilities established elsewhere.

### Advanced MRF

Council may consider the development of a modern, 'advanced' MRF facility for the Top End Region. An advanced MRF would achieve a greater material sorting efficiency and would be able to segregate materials into more material subcategories (i.e., differentiated into high quality/low quality cardboards; PET, HDPE, LDPE plastics; coloured glasses etc.). By increasing the effectiveness of material sorting, an advanced MRF can increase the value of the recyclable material for resale. This could result in lowered cost of recyclable collection (on a per-tonne processing basis), which may allow for Top End Councils to implement, or further expand, their kerbside recycling collection schemes.

It has been considered that the current recycling volume tonnages are too low to justify the development of an advanced MRF on a purely financial basis, however, as discussed in our initial Project report, the domestic recycling volume from the Top End is projected to increase over the coming decades. This could be further enhanced if:

- 1) Councils coordinate community education and recycling programs to increase recycling awareness and participation; and,
- 2) NT Government introduces higher levies for commercial and domestic waste disposal, allowing industry to improve their recycling rates and divert recyclables from landfill to recycling

An Advanced MRF would also provide a greater recycling processing capacity for the Top End to meet the projected growth in recycling volumes in the future.

### Disaster Waste Consolidation Centre

Given the variability in the waste streams and volumes generated, there is much uncertainty and many factors to account for to plan for the collection and appropriate management of disaster waste. A consolidation centre could be established to temporarily store and separate waste streams into hazardous wastes and non-hazardous recoverable materials for transport and further processing. Storage design considerations and disposal priority should be given to leachate generating waste (i.e., sealed concrete bunkers or hardstand); asbestos waste; chemical waste; and other hazardous waste streams.

The consolidation centre should be used once the processing capacity of the Region's existing waste infrastructure has been reached, and then be used to temporarily store and feed material through these facilities through time. Ideally the disaster waste consolidation centre should be located as close as possible to existing waste management facilities, or co-located as part of a RWMF, for efficiency and ease of transport and separation.

It would be beneficial for the disaster waste consolidation centre to be sufficiently sized and located to accommodate all disaster scenarios, however, it is noted that a Category 5 cyclone may require a substantial, and possibly unfeasibly large area for storage and disposal. Further, as the Building Code is intended for existing and new buildings to survive a Category 4 cyclone, it is unlikely that the upper-bound disaster waste volumes estimated through our initial Project report may be realised. In this regard, a disaster waste consolidation centre that may accommodate potential waste volumes from a Category 4 cyclone may be set as the upper-bound capacity requirement for the facility.

### Waste to Energy Facility

A small-scale Waste to Energy (WtE) facility can process large volumes of MSW, C&I, greenwaste and (if required) recyclable wastes. A thermal treatment WtE process may significantly reduce the total volume of wastes that may have otherwise been consigned to landfill by approximately 90-97%, which reduces the amount of landfill airspace required (and associated waste disposal costs). Furthermore, a WtE facility may provide multiple streams of income for the operator, through waste disposal fees and the sale of energy generated.

However, even small-scale WtE facilities are highly technical, specialised and costly to build and operate. The siting of a WtE facility in a location suitable to service Greater Darwin may also prove difficult given the separation distances from residents and sensitive receptors that may be required. Considering the low recycling rates undertaken by Top-End residents, a WtE facility that thermally processes MSW may also destroy a significant volume of recyclable materials, if recycling rates cannot be improved over time. This is contrary to the objective of the Waste Management Hierarchy, where it is preferable to recycle wastes and retain their resource value, rather than destroy the material through thermal processing.

### Food Organics Processing Facility

With no current landfill diversion option for food wastes, there may be an opportunity to develop a Food Organics and Garden Organics (FOGO) processing plant. A FOGO plant provides the opportunity to turn food waste and greenwaste into compost, soil conditioners or organic mulch products with a high organic value, potentially suitable for both domestic and agricultural uses. In addition to diverting waste volumes from landfill, reducing the proportion of putrescible organic wastes going to landfill provides positive long-term outcomes through reduced landfill gas, odour, and leachate generation and the environmental management and greenhouse gas emission issues associated with these.

The success of a FOGO facility would be heavily dependent on residents proactively separating their food and organic waste from their general waste and its collection through an expanded kerbside greenwaste collection service. Given the current low rates of recycling, it is unlikely that residents would provide the volumes needed to sustain a FOGO facility without an accompanying education and awareness campaign.

### New Regional Landfill Capacity

Given the current dependency on the Shoal Bay Landfill, a new landfill in the Greater Darwin region would provide an alternative waste disposal location for the Top End, serving to address the issues presented by gate fee cost increases or limited airspace. This would remove the single point dependency on the Shoal Bay Landfill, and introduce commercial competition into the waste management economy, potentially providing lower disposal costs for Palmerston, Litchfield, Katherine and West Arnhem Councils.

As detailed previously, the NTG would need to introduce higher landfill levies for otherwise recyclable wastes to ensure the cost of landfilling recyclables is greater than the cost of recycling them. This would provide the incentive for industry to increase their recycling rates. Hence, the infrastructure provided by new regional landfill capacity and NTG support through policy mechanisms would ensure that a new landfill and its operation would support a range of equitable and sustainable waste management outcomes.

## 2.0 WASTE MANAGEMENT INFRASTRUCTURE ANALYSIS

There are four broad potentially recoverable waste stream categories, which combined, present approximately 40% of the total solid waste generated in the Greater Darwin region and provide a variety of waste management challenges and infrastructure opportunities. This section analyses and evaluates a variety of different opportunities for these, namely, Co-mingled Recyclables; C&D Aggregates; Timber and Timber Products; and Organic waste streams.

A brief analysis of processing infrastructure options has also been undertaken for other low volume but challenging to manage waste streams.

### 2.1 Methodology

This analysis involved the desktop research of publicly available information to detail, screen and analyse a range of technology and infrastructure options that may be suited to the volumes and types of waste generated in the Top End market. The screening identified technology and infrastructure types that may address the dominant waste types generated in the Region, which are currently landfilled and that may otherwise be recovered.

Generally, the focus has been on identifying and assessing broad technology and infrastructure types, rather than specific proprietary technology. It is considered that variations in proprietary technology within a certain technology type (i.e., one technology provider versus another) would be better assessed at the detailed feasibility, or tender stage. Therefore, for each technology and infrastructure type we have undertaken high-level research of the following:

- The capital costs that may be associated with establishing the technology and associated infrastructure;
- The ongoing O&M costs that may be associated with operating and maintaining the technology through its operating life;
- The capability of the option in supporting the application of the waste management hierarchy and achieving improved resource recovery and diversion from landfill in the Region;
- The efficiency of the resource recovery achieved relative to the waste volumes that may be generated in the Region (i.e., the resource recovery rate that may be achieved);
- Product quality and the diversity of products that may be produced by the technology;
- Siting and logistical considerations that may be required in establishing the technology or infrastructure;
- Social opportunities or constraints that may be associated with more, or less, onerous waste management requirements of the community or commerce, or changes in waste-related Council rates to pay for the desired outcomes; and,
- The environmental and amenity opportunities and constraints presented by each option as these relate to establishing and operating the technology within a tropical, urban community.

It must be recognised that the methodology was at times constrained by a lack of available, or contemporary information, particularly in relation to potential capital and O&M costs for certain technology and infrastructure types. This may need to be addressed as part of future feasibility assessments, however, was considered sufficient to support this multivariate assessment of the relative opportunities and constraints.

The multivariate assessment sought to provide a high-level evaluation of the social, environmental, economic, and technological opportunities and constraints presented by the technology and infrastructure, which may be suited to application in the Region. It is important to note, however, that the assessment only considers the opportunities and constraints relative to each of the options being considered, rather than all potential scenarios. Further, it does not consider, or appropriately weight, other social, environmental, economic or technological criteria, which may be important to Council, Agency partners, or third-party and community stakeholders in their respective considerations of the merits of the options being assessed.

A traffic light-screening process was applied as the qualitative multivariate assessment method, where the different infrastructure options for a particular waste stream were evaluated against each other through a three-tiered points structure. The assessment assigned 3 points (green), 2 points (yellow), and 1 point (red) to each criterion, based on how well the option rated against the relevant criteria, as summarised in Table 1 below.

**Table 1: Traffic Light Scoring Criteria**

Identifier	Assessment Description	Score
<b>Green Light</b>	Presents a strong opportunity.	+3 points
<b>Yellow Light</b>	Presents a balance of opportunity and constraint; or, a constraint that may be ameliorated through further actions.	+2 points
<b>Red Light</b>	Presents little opportunity; or, great constraint.	+1 point

The option with the greatest cumulative score may indicate a preferred technology or infrastructure option for that particular waste stream, which could then be subject to further detailed feasibility analysis in subsequent phases of the Project.

## 2.2 Co-mingled Recyclable Wastes

The Top-End region currently has a much lower domestic recycling rate when compared to other capital cities, or regions of a similar size. While much of this can be attributed to low recycling participation by residents; the ageing and low-tech recyclable waste processing infrastructure resulting in lower recovery rates; higher contamination rates; and limited ability to expand recyclable material volume into the future, justify expansion or higher-order recovery methods.

Source-segregated recyclable waste from domestic sources (and commercial waste of similar nature) is processed by a MRF. A MRF is a specialised facility that receives, separates (sorts), cleans and bales recyclable materials to be sent to end users, manufacturers, and re-processors. MRFs can be heavily customised to include a variety of manual, mechanical, optical (sensor), and chemical sorting options. Included in Section 2.2.1 below are three broad MRF configuration options that Council could consider pursuing to manage the co-mingled recyclable waste stream.

### 2.2.1 Infrastructure Options

**Table 2: Comingled Recyclable Infrastructure Options**

	Standard (Low-Tech) MRF	Advanced (High-Tech) MRF	Mixed-waste (Dirty) MRF
<b>Description</b>	<p>A standard MRF system that uses a combination of manual labour and automated systems to separate co-mingled recyclable material into various material categories (e.g., paper, PET plastics, HDPE plastics, glass, ferrous and non-ferrous metals).</p> <p>A typical standard MRF would consist of the following stages:</p> <ul style="list-style-type: none"> <li>Waste dumping area.</li> <li>Loading area (conveyor)</li> <li>Screening and manual picking line</li> <li>Multi-stage material processing</li> <li>Baling and transport.</li> </ul>	<p>An advanced MRF is similar in operation and design to a standard MRF, but with more advanced technical sorting processes that can separate materials into a greater number of sub-categories using robotic, air and optical sorting systems.</p> <p>Advanced MRFs are largely automated, and have a reduced manual labour sorting component, relying on high-tech systems to remove contamination and sort materials.</p> <p>Improved sorting reduces the need for secondary processing and increases the value of the recovered product.</p>	<p>A mixed-waste MRF, often referred to as a 'dirty' MRF, processes MSW in addition to co-mingled recyclable waste. A mixed-waste MRF uses manual labour and mechanical sorting to separate out recyclable materials from MSW.</p> <p>Mixed-waste MRFs typically incorporate more advanced mechanical sorting, shredding and compacting machinery at the front end to aid segregation and recovery efficiency while processing large volumes of MSW. The plant infrastructure that segregates the recyclable materials from MSW are generally similar to a standard MRF.</p> <p>Shredded and compacted residual wastes, largely free of recyclable materials, mean landfill disposal volumes and associated costs are substantially reduced.</p>
<b>Processing Capacity<sup>1</sup></b>	<p>A standard MRF can be scaled to process a range of volumes of waste per year. Costs have been estimated on the basis of a small-scale standard MRF, which can process 10,000 – 20,000 tonnes of waste per year, which may represent ~ 102 – 205% of the comingled recyclable waste known to be generated in the Region.</p>	<p>An advanced MRF can be scaled to process a range of volumes of waste per year. Costs have been estimated on the basis of a small-scale advanced MRF, which can process 10,000 – 20,000 tonnes of waste per year, which may represent ~ 102 – 205% of the comingled recyclable waste known to be generated in the Region.</p>	<p>A mixed-waste MRF can be scaled to process a range of volumes of waste per year. Costs have been estimated on the basis of a small-scale mixed-waste MRF, which can process approximately 50,000 tonnes of combined MSW and recyclable waste per year, which may represent 90% of the combine domestic waste known to be generated in the Region.</p>

<sup>1</sup> Refer to Section 2.2.3 for further information regarding processing capacity and scalability.

22 February 2022

20138064-003-R-Rev0

	Standard (Low-Tech) MRF	Advanced (High-Tech) MRF	Mixed-waste (Dirty) MRF
<b>Processing Efficiency</b>	A standard MRF typically sorts recyclables into broad categories (mixed paper (paper and cardboards), mixed plastics (PET, HDPE), glass, ferrous and non-ferrous metals), but do not generally have the capability to sort into sub-categories (e.g., separate plastic grades).	An advanced MRF may achieve a significantly higher recovery rate of existing recyclables (up to 95%) and has the potential to separate wastes into more sub-categories (PET, HDPE-N & HDPE-C, mixed plastics, high quality cardboard, low quality cardboard, mixed paper, aluminium, ferrous metals, mixed metals, glass, mixed rigid plastics, film plastics). It is also better able to remove contamination and improve the quality of the recovered resources.	Highly variable recovery rates of between 10% and 50% from MSW, depending on the size of the screening process; the degree of automation; and, the composition of MSW.  Typically, mixed-waste MRFs have a much higher contamination rate than regular MRFs, due to the contact of recyclable material with MSW. Separating the 'dirty' and 'clean' streams of recyclable waste may be one way to retain the efficiency of a regular MRF and the functionality of a mixed-waste MRF (i.e., maintain a two-bin collection system and process MSW separately to co-mingled recyclables).
<b>Costs</b> (Incl. buildings, MRF, site infrastructure, excl. land)	Estimated capital cost of establishing a small-scale standard MRF can range from \$20-30 million (Infrastructure Victoria, 2019).	Depending on the infrastructure, technology and equipment installed, capital cost for a small-scale advanced MRF can range between \$30 – \$40 million (Infrastructure Victoria, 2019).	Mixed-waste MRFs typically have a higher capital cost compared to standard MRFs due to the addition of a separate sorting line and shredding infrastructure. Owing to the more variable feedstock impacting processing plant, operating and maintenance costs are also higher, with greater incidences of maintenance shutdowns being required.  A small-scale mixed-waste MRF may cost between \$30 – 40 million. A mixed-waste MRF that incorporates advanced MRF processing infrastructure (i.e., improved automation) may cost between \$40 – 50 million.  Residual MSW management and disposal must also be factored in to operational costs.
<b>Product Quality and Diversification</b>	A standard MRF separates materials into broad recycling categories which provide basic end market re-use capabilities. A standard MRF typically produces end products of sufficient quality to enable market re-sale.	The improved sorting capabilities and contamination removal of an advanced MRF typically produce end products of a higher quality.  The broader range of end-products provides more diversified and expanded market re-sale opportunities	A mixed-waste MRF typically produces lower quality end products compared to single stream processing, owing to a higher contamination rate.

22 February 2022

20138064-003-R-Rev0

	Standard (Low-Tech) MRF	Advanced (High-Tech) MRF	Mixed-waste (Dirty) MRF
<b>Siting Requirements</b>	Land area required is highly variable however it is estimated that a building area of at least 0.2 Ha and an outdoor area of at least 0.5 Ha is required for a small-scale MRF, based on similar MRF facilities (Bundaberg, QLD)	Depending on the capacity and scale of the advanced MRF Facility, additional building area may be required to facilitate more equipment and higher waste storage volumes.	A mixed-waste MRF facility requires the greatest land area due to the increased total volume of waste requiring storage and processing from multiple waste streams.
<b>Social Impacts</b>	<p>A standard MRF would not require any changes to existing recycling practices. However, to maximise the facility's efficiency, residents may need to increase their waste segregation efforts. This may require recycling education campaigns and initiatives.</p> <p>Additionally, government and council would need to introduce higher levies for commercial and domestic recyclables to divert more landfilled recyclables to waste recycling, allowing industry to improve their rates.</p>	<p>As the capital cost to establish an advanced MRF is high, there may be flow on costs to the community in the form of increase council waste levies, fees, and rates. To maximise the facility's efficiency, residents may need to increase their waste segregation efforts. This may require recycling education campaigns and initiatives.</p> <p>Additionally, government and council would need to introduce higher levies for commercial and domestic recyclables to divert more landfilled recyclables to waste recycling, allowing industry to improve their rates.</p>	<p>As the capital and ongoing costs to establish and operate a mixed-waste MRF are high, there may be flow on costs to the community in the form of increase council waste levies.</p> <p>While a mixed-waste MRF facility operates most efficiently with a two-bin system, there is an opportunity to revert to a single bin system while still allowing for segregation of recyclables. This would provide an easier system for residents to use, but would substantially increase contamination and reduce landfill diversion rates.</p> <p>Additionally, government and council would need to introduce higher levies for commercial and domestic recyclables to divert more landfilled recyclables to waste recycling, allowing industry to improve their rates.</p>
<b>Environment and Amenity</b>	<p>Typical impacts of a standard MRF facility may include odour, noise and dust emissions. There are also risks of fire associated with stockpiled feedstock and recovered materials that require management.</p> <p>Separation distances from nearby sensitive receptors may be required, with a 250m separation recommended in some jurisdictions.</p>	<p>Typical impacts of an advanced MRF facility may include odour, noise and dust emissions, and fire, similar to those risks posed by a Standard MRF (adjusted for waste volume).</p> <p>Separation distances from nearby sensitive receptors may be required, with a 250m separation recommended in some jurisdictions.</p>	<p>Compared to standard MRFs, mixed-waste MRFs typically have greater potential amenity impacts, specifically odour and dust emissions, owing to the handling of MSW. A higher degree of amenity controls and greater separation distances may be required to mitigate these risks.</p> <p>Leachate containment and management may also be needed for the temporary stockpiling of MSW on site pending processing, where this is provided outdoors.</p>

### 2.2.2 Preliminary Infrastructure Assessment

Using the information presented in Section 2.2.1, a preliminary assessment of the three recyclable waste processing and recovery infrastructure options is presented in Table 3 below. The assessment is intended to provide a high-level evaluation of the relative opportunities and constraints presented by each option for the relevant assessment categories.

**Table 3: Co-mingled Recyclable Infrastructure Preliminary Assessment**

	Capital Cost	Ongoing Costs	Processing Capacity	Processing Efficiency	Product Quality and Diversification	Siting Requirements	Social Impacts	Environment and Amenity	Total
<b>Standard MRF</b>	Low	Medium	High	Low	Medium	Low	Low	Medium	18
<b>Advanced MRF</b>	Medium	Medium	High	High	High	Medium	Medium	Medium	19
<b>Dirty MRF</b>	High	High	High	Medium*	Low	High	Low	High	13

### 2.2.3 Discussion

Currently, domestic recyclable processing is undertaken at two small scale commercial MRFs. Compared with the MRF infrastructure of other capital cities and regional centres, the Top End MRFs may generally be considered lower-tech waste processing, with a higher reliance on human sorting, as opposed to faster and more efficient automatic sorting possible with newer and high-tech systems. Each of the three MRF infrastructure options presented above provide a substantial improvement on the existing facilities, both in terms of processing capacity and product quality and diversification.

While a standard MRF is the least costly of the three infrastructure options, they typically lack the advanced automated sorting methods required to distinguish and sort material sub-classes (such as cardboard quality, glass colour, plastic grade or metal type). An advanced MRF can achieve a much greater processing efficiency and product quality and diversification than both the standard MRF and the mixed-waste MRF. Separating recyclable material into a greater number of material categories may enable for greater end-product revenue and resource recovery rates. As the most technologically advanced option, an advanced MRF is likely capable of meeting the Top End Region's recycling needs into the foreseeable future, whereas the less advanced infrastructure options may become outdated over time without upgrades, enhancements, or expansions.

Typically, standard MRFs are most common in regional locations where the volume of recyclable material is too low to justify the capital cost of higher-tech processing options. As a rapidly growing capital city, a standard MRF may not be adequate as the key processing infrastructure for recyclable waste in the medium-to-long term. The isolation of the Top End makes transporting waste to other States difficult, and reinforces the importance of having effective, functional and highly efficient processing options available within the NT.

A mixed-waste MRF processes and recovers recyclables directly from kerbside MSW. Through the handling of MSW, mixed-waste MRFs can have significantly increased environment and amenity impacts which may impact on neighbouring residents and sensitive receptors if not sited adequately. Furthermore, the mixed-waste MRF is a larger and more complicated processing plant, and requires more supporting infrastructure to operate, such as MSW storage and disposal locations. Processing both MSW and recycling waste streams in a single facility increases the likelihood of contamination of recyclable product. Contamination is an increasingly important factor in the recycled commodities market, as contaminated materials may require additional processing, attract a lower sale price, or be rejected and sent to landfill.

In recent years the export market for lower quality recyclable materials has been shrinking, as China increasingly limits imports of lower-quality, or co-contaminated plastic and paper bales (Australian

Government Department of Environment and Energy, 2019). This has also been further constrained by the introduction of the *Recycling and Waste Reduction Act 2020*, which has additional restrictions and requirements such as a waste plastic export license, the prohibition of mixed-waste plastics, and a range of other measures (Australian Government 2020).

The key advantage unique to a mixed-waste MRF is its ability to extract recyclable material from MSW that would have otherwise ended up as landfilled material. In Victoria, approximately 43% of residential household waste is recycled (Sustainability Victoria, 2019), but in the Top End that figure is estimated to be only 23% (Golder, 2021). This means recyclable material forms a larger component of MSW being disposed by residents into general waste bins. As a result, a mixed-waste MRF could be a viable option for the NT, extracting recyclable material that would have otherwise been consigned to landfill. A mixed-waste MRF can achieve this reduction in landfilled waste without relying on a change in community recycling behaviour.

For the standard and advanced MRF facilities to realise the benefits from better product quality and diversification (in the case of the advanced facilities), recycling rates will need to be improved. This can be realised through the development and implementation of a range of recycling education campaigns and initiatives. In addition to low community recycling rates, the low cost of disposal for mixed-waste to landfill inhibits the opportunity to recycle mixed-wastes. Appropriate incentives need to be developed and introduced by NTG and Council, such as the introduction of higher levies for commercial and domestic recyclables to divert more to waste recycling.

As detailed in Table 2, the standard or advanced MRF facilities have more than sufficient capacity to process the current and future projections of recyclable wastes, whilst a small-scale mixed-waste MRF may have the capacity to process almost all the current (90%) combined domestic waste of the territory. All three MRF infrastructure options have a scalable processing capacity, that is, the total volume of waste material that can be processed on an annual basis corresponds to the facility's scale. The scale of the proposed MRF should consider projected waste volumes for the Top End Region, in addition to capital and ongoing costs associated with increased processing capacity.

It should also be noted that it is typically difficult to expand a MRF (of any variety) after construction, unless the expansion has been specifically planned for, with space and infrastructure support allocated at conception. It may be possible, through careful planning and design, to construct a Standard MRF with the ability for it to be upgraded into the future (i.e., make the plant scalable). This could futureproof the site's processing capacity but would require additional indoor space allocation and planning.



**Figure 1: Mixed-waste MRF manual screening conveyor (left) and large scale Advanced MRF operated by Cleanaway in Melbourne (right)**

### 2.2.4 Recommended Option for Detailed Feasibility Assessment

Whilst all the MRF options could significantly improve the Region's ability to recycle material and divert waste from landfill, the Advanced MRF provides the best balance between improved recovery rates and product quality relative to cost and reliability. Additionally, the advanced MRF facility may be scalable to meet future demand and technical needs. However, this is all dependent on a substantial increase in recycling rates, which may require a variety of recycling education and awareness initiatives and incentives, to be developed and implemented.

## 2.3 Construction and Demolition Aggregates

C&D waste is generated from various sources and may be collected by dump trucks, or small-scale skip bins, depending on the scale of the source construction or demolition project. In the Top End waste management service providers (e.g., Veolia, NTRS, Cleanaway) will generally consign these wastes to landfill disposal at the Shoal Bay Waste Management Facility.

As identified in the initial Project report (Golder, 2021), there is limited capacity for various C&D resource recovery processes at the Shoal Bay Waste Management Facility, which presents opportunity for C&D separation and processing to be established elsewhere. Experience in other jurisdictions demonstrates that aggregates of concrete, brick, glass fines, rubber and, in some specific applications, plastics, can be used in a wide variety of civil and infrastructure applications. These applications require policy drive and support, through the preparation and endorsement of applicable specifications and contracts, by a variety of agencies, including Councils and DIPL, in order to provide confidence and support for investment.

Whilst C&D waste can be collected from a wide range of sources, generally its majority constituents are: (1) brick, (2) concrete, (3) glass fines, (4) timber and (5) metal. Whilst concrete, brick, and glass fines can be processed directly into aggregates and/or fines, as alternatives to virgin extractive industry resources, timber and metal are not. Metal has existing recovery pathways and is typically consolidated by local scrap metal agents and shipped interstate for reprocessing, while timber and timber products recycling opportunities are reviewed in Section 2.3.4. Glass fines recovered from C&D processing (in addition to a MRF) will require light processing to enable its reuse as a sand-like aggregate. Due to its abrasive nature, the specific applications of these glass-fines based aggregates will require applications with limited potential for human contact, such as drainage aggregate.

Included below are three broad options that Council could consider pursuing in advancing the recovery of C&D waste concrete, brick, and glass fines through recycled aggregate production.

22 February 2022

20138064-003-R-Rev0

### 2.3.1 Infrastructure Options

**Table 4: Construction and Demolition Aggregates**

	Low-Tech	Medium-Tech	High-Tech
<b>Description</b>	<p>A low-tech C&amp;D separation and aggregates processing system that uses a combination of manual labour and automated systems to separate C&amp;D waste into aggregates and other material categories (i.e., metals, timber, glass, and other contaminants).</p> <p>This only has a primary crusher, with limited product differentiation. This will limit product application or require secondary re-processing to diversify applications.</p> <p>A low-tech system may consist of the following processes:</p> <ul style="list-style-type: none"> <li>Waste dumping area</li> <li>Loading area (conveyor)</li> <li>Gross separators (feed hopper and grizzly)</li> <li>Primary crusher</li> <li>Multi-stage material processing and separators</li> <li>Screening into stockpiles.</li> </ul>	<p>A medium-tech C&amp;D separation and aggregates processing system is similar in operation and design to a low-tech system, but more processes that separate materials into a greater number of subcategories, and with secondary crushing that produces a more diversified aggregate product mix.</p> <p>Medium-tech facilities offer better aggregate sorting and production, which increases recovery rates and improves product quality and value, while reducing the cost of disposal to landfill.</p> <p>Additional processes in the medium-tech system may consist of magnetic, density, and other mechanical or chemical separation processes, which will aid metal recovery that can provide an additional revenue stream.</p>	<p>A high-tech C&amp;D separation and aggregates processing system is similar to a medium-tech system, but with a greater separation and diversified aggregate production capability.</p> <p>This may involve the use of tertiary screening, Advanced ballistic separators, and other mechanical or chemical separation and sorting techniques.</p>
<b>Processing Capacity<sup>2</sup></b>	<p>A low-tech facility can process up to 80,000 tonnes of waste per year, which may represent 147% of the C&amp;D waste known to be generated in the Region.</p> <p>Therefore, a small, scalable plant would be preferable.</p>	<p>A medium-tech facility can process up to approximately 200,000 tonnes of waste per year, which may represent 367% of the C&amp;D waste known to be generated in the Region.</p> <p>Therefore, a small, scalable plant would be preferable.</p>	<p>A high-tech facility can process between approximately 100,000 and 500,000 tonnes of waste per year, which may represent up to 184 – 918% of the C&amp;D waste known to be generated in the Region.</p> <p>Therefore, a small, scalable plant would be preferable.</p>

<sup>2</sup> These figures have been estimated using various sources of information and assumptions (CDE and Kiverco n.d.) and should be verified with a feasibility study. The percentages include all C&D wastes (54,488 tonnes recorded from the 2015/16 Shoal Bay EPA Audit), rather than the C&D waste that may be processed to produce aggregates

22 February 2022

20138064-003-R-Rev0

	Low-Tech	Medium-Tech	High-Tech
<b>Processing Efficiency</b>	<p>A low-tech facility usually separates gross non-aggregate forming components (timber and metal) and sorts the aggregates into fewer differentiated aggregates than the other systems (potentially coarse and intermediate aggregates rather than fines).</p> <p>Due to its lower separation capacity than the others, sorted streams are more likely to be contaminated which poses additional problems; more waste will end up in landfill rather than in product; reduced product quality; and, reduced income generating potential.</p> <p>The Hazelmere Resource Recovery Park, which is similar to a low-tech facility aims to divert 50-55% of its C&amp;D waste from landfill (EMRC 2021 a).</p>	<p>A medium-tech facility usually separates gross non-aggregate forming components (timber and metal) and sorts the aggregates into a more diversified range of products than low-tech systems (potentially coarse, intermediate, and some fine grades).</p> <p>Improved sorting and segregation improves product quality through reduced contamination and diversified aggregate product grades. This also improves recovery rates and reduces residual waste disposal costs.</p>	<p>A high-tech facility usually separates gross non-aggregate forming components (timber and metal) and sorts the aggregates into a broader range of products than lower-tech systems (potentially diversified aggregate grades akin to quarry production quality).</p> <p>Improved sorting and segregation improves product quality through reduced contamination and diversified aggregate product grades. This also improves recovery rates and reduces residual waste disposal costs that are improved above that of medium-tech configurations.</p> <p>Repurpose It's C&amp;D plant in Melbourne, is similar to a high-tech facility and has a processing efficiency target of 100%, which could be achieved due to a wet processing component that can separate and wash every available fraction of waste material (CDE Global n.d.).</p>
<b>Costs</b> (Incl. buildings, equipment, site infrastructure, excl. land)	<p>Whilst the estimated capital cost of establishing a low-tech facility would be lower compared to the other assessed options, the on-going operational costs would be higher (USGS, 1998).</p> <p>Additionally, missed opportunity costs from end-users will be a factor due to the lower quality of products and limited product diversification.</p>	<p>Whilst the estimated capital cost of establishing a medium-tech facility would sit in between the low- and high-tech options, the on-going operational costs would be lower than low-tech facilities owing to improved product value and reduced residual waste disposal costs (USGS, 1998).</p>	<p>Whilst the estimated capital cost of establishing a high-tech facility would be the greatest of the facilities, the on-going operational costs would be the lowest, owing to improved product value and the potential elimination of residual waste disposal costs (USGS, 1998).</p>

22 February 2022

20138064-003-R-Rev0

	Low-Tech	Medium-Tech	High-Tech
<b>Product Quality and Diversification</b>	As highlighted, the medium-tech infrastructure provides a greater degree of separation and removal of contaminants than the low-tech option, leading to a reasonably diverse range of high-quality products.	As highlighted, the medium-tech infrastructure provides a greater degree of separation and removal of contaminants than the low-tech option, leading to a reasonably diverse range of high-quality products.  This may likely lead to increased end-market opportunities, with a range of small (fines), medium, and large aggregates supporting a range of infrastructure developments in the top end. This would be to a lesser extent than the high-tech option.  These products could include a smaller range of aggregates, soil, sand, blends, concrete, ballast, and other products to potentially meet a variety of standards, including road authority standards.	As highlighted, the high-tech infrastructure provides a greater degree of separation and removal of contaminants, leading to a diverse range of high-quality products.  This may likely lead to increased end-market opportunities, with a range of small (fines), medium, and large aggregates supporting a range of infrastructure developments in the top end.  These products could include a range of aggregates, soil, sand, blends, clay, concrete, ballast, and other products to meet a variety of standards, including road authority standards.
<b>Siting Requirements<sup>3</sup></b>	The area required for the site including the infrastructure, separated stockpiles, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 3 Ha <sup>4</sup>  This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, with a 250 m to 500 m separation recommended in some jurisdictions.  Where the plant can be wholly, or partly enclosed, these separation distances may be reduced.	The area required for the site including the infrastructure, separated stockpiles, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 9.4 Ha based on Sunshine Groupe's C&D waste processing plant in Victoria. As its processing capacity is significantly greater than the Top End's C&D waste generation, this can be scaled down.  This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, with a 250 m to 500 m separation recommended in some jurisdictions.  Where the plant can be wholly, or partly enclosed, these separation distances may be reduced.	The area required for the site including the infrastructure, separated stockpiles, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 24.2 Ha based on Repurpose It's C&D plant in Victoria. As its processing capacity is significantly greater than the Top End's C&D waste generation, this can be scaled down.  This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, with a 250 m to 500 m separation recommended in some jurisdictions.

<sup>3</sup> The medium and high-tech estimations were undertaken using satellite imagery of the two facilities.

<sup>4</sup> Estimations of a scaled-down medium-tech facility

22 February 2022

20138064-003-R-Rev0

	Low-Tech	Medium-Tech	High-Tech
<b>Social Impacts</b>	<p>Currently, the existing waste transfer stations within the Top End in addition to private drop-offs of C&amp;D waste would be more than sufficient to generate a throughput of C&amp;D into the facility.</p> <p>It would likely be beneficial to engage and educate the community on the new opportunities so that the C&amp;D waste which is currently landfilled can be diverted.</p> <p>However, Council rates could increase, which may lead to some resistance to its implementation.</p>	<p>Currently, the existing waste transfer stations within the Top End in addition to private drop-offs of C&amp;D waste would be more than sufficient to generate a throughput of C&amp;D into the facility.</p> <p>It would likely be beneficial to engage and educate the community on the new opportunities so that the C&amp;D waste which is currently landfilled can be diverted.</p> <p>However, Council rates may increase, which may lead to some resistance to its implementation.</p>	<p>Currently, the existing waste transfer stations within the Top End in addition to private drop-offs of C&amp;D waste would be more than sufficient to generate a throughput of C&amp;D into the facility.</p> <p>It would likely be beneficial to engage and educate the community on the new opportunities so that the C&amp;D waste which is currently landfilled can be diverted.</p> <p>However, Council rates may require a substantial increase to accommodate this, which may lead to strong resistance to its implementation.</p>
<b>Environment and Amenity</b>	<p>Typical impacts of a low-tech aggregates recycling facility may include odour (minimal), noise and dust emission impacts.</p> <p>Experience elsewhere suggests low-tech facilities are generally majority enclosed plant, which serves to greatly improve its environmental and amenity performance (i.e., limited odour, noise and dust emissions).</p>	<p>Typical impacts of a medium-tech aggregates recycling facility may include odour (minimal), noise and dust emission impacts, with the latter presenting a higher risk than a low-tech facility, owing to a secondary crusher having potential to generate finer particle grades (i.e., dust).</p> <p>Experience elsewhere suggests medium-tech facilities are generally majority enclosed plant, which serves to greatly improve its environmental and amenity performance (i.e., limited odour, noise and dust emissions).</p>	<p>Typical impacts of a high-tech aggregates recycling facility may include odour (minimal), noise and dust emission impacts.</p> <p>Due to the greater range of infrastructure, separation capability, and likely lack of an enclosed facility these effects will be enhanced.</p>

### 2.3.2 Preliminary Infrastructure Assessment

Using the information presented in Section 2.3.1, a preliminary assessment of the three infrastructure options is presented in Table 5 below. The assessment is intended to provide a high-level evaluation of the relative opportunities and constraints presented by each option for the relevant assessment categories.

**Table 5: Construction and Demolition Separation and Aggregates Processing Infrastructure Preliminary Assessment**

	Capital Cost	Ongoing Cost	Processing Capacity	Processing Efficiency	Product Quality and Diversification	Siting Requirements	Social Impacts	Environment and Amenity Impacts	Total
<b>Low-tech</b>	Low	High	Medium	Low	Low	Low	Medium	Low	<b>16</b>
<b>Medium-tech</b>	Medium	Medium	High	Medium	Medium	Medium	Medium	Low	<b>18</b>
<b>High-tech</b>	High	Medium	High	High	High	Medium	High	Medium	<b>17</b>

### 2.3.3 Discussion

Approximately 54,488 tonnes of C&D waste were generated in the Region in 2019 and this is projected to increase to approximately 70,256 tonnes per year in 2035 (Golder Associates, 2021). Whilst this waste stream is not collected by the regional LGA Councils, it presents a significant component of the Top End's waste catchment. As highlighted in Table 4, the range of infrastructure options had more than sufficient capacity to process the current and future generation projections of C&D waste in the region. Accordingly, it would be necessary for these infrastructure options to be scaled-down based on these volumes.

The existing waste collection infrastructure and some private drop-off locations within the Top End should provide sufficient throughput of C&D waste. However, additional engagement and education of new opportunities within the community would be beneficial with the aim to maximise the volume of C&D waste recovered, processed and diverted from landfill. Depending on what may be offset by the sale of recovered product, the cost of the processing infrastructure may require an increase in rates, which may present some resistance to its implementation.

With each of the options reviewed there are similar fundamental site planning requirements. Each site should include:

- A weighbridge;
- An area for queuing and manoeuvring vehicles;
- Vehicle parking;
- An area to tip C&D waste into stockpiles for processing;
- An area for mobile plant and processing equipment;
- An area for temporary post-processing stockpiles of separated C&D waste and processed aggregates;
- An area for the interim storage of separated C&D waste and processed aggregates; and,
- An area for employees including restrooms and office space.

Depending on site specific requirements, this area may need to be in an enclosed or partly enclosed building. Unless space has been allocated prior to an installation within an enclosed building, expanding the scale of the separation and aggregates processing facility would be challenging.

The area size required for the facility will also be dependent on which option is chosen and the scalability of each option. Different processes can be added such as density separators and eddy current separators, which offer a greater degree of separation efficiency and lower operational costs. The size required will likely be minimal for the low and medium-tech options, but scaled with equipment, consisting of some plant space, and areas for temporary stockpiling and interim storage of separated aggregates. Due to the greater range of separated products and equipment, the size of the high-tech facility would be much greater than the other two options. The facility will also need to consider separation distance requirements.

The non-aggregates and additional contaminants in the C&D waste stream (such as asbestos, non-ferrous metals, litter, and other fines) must be detected and removed at the start of processing. Some of these materials are contaminants due to their health and safety implications, whilst others impact the quality of material and the cost of its disposal or income generated from the waste stream. C&D feed waste is non-uniform in its size, weight, and value, and the process must effectively separate these contrasts. The main health and safety risk that will need to be managed will be the presence of asbestos in C&D waste which can only be potentially identified by sight (identification can only be confirmed by laboratory testing). Other contaminants will be increasingly separated as the level of processing capability increases, leading to reduced costs and income generating opportunities. For example, using eddy current separators to mechanically capture non-ferrous metals will provide an additional income stream, whilst density separators will reduce the amount of heavy aggregates in residuals to reduce the cost of waste disposal to landfill.

Of the options reviewed, the high-tech infrastructure option may open-up greater end-market opportunities, as the aggregates will have a more diverse and higher quality product range than the other options. It is likely that the medium-tech infrastructure option will offer a range of products of suitable quality that will have end market opportunities, which may not be the case for the low-tech option, where some products may not be of a suitable quality for certain applications, and with limited utility, may require a higher proportion to be disposed to landfill.

There is potential for these end-market opportunities to be applied across a range of infrastructure applications, however, this is dependent on the development and application of policy and associated specifications by the NTG and DIPL. Currently, NT road specifications do not include any guidance for the application of recycled material in pavements, earthworks or drainage. To provide a greater range of end-market opportunities and their associated economic benefits, DIPL and its related technical and procurement teams should engage and consult with a range of government and industry stakeholders to produce, introduce and incorporate a new policy and guidelines, namely a specification for the supply of recycled material for pavements, earthworks and drainage into DIPLs technical directives.

### 2.3.4 Recommended Option for Detailed Feasibility Assessment

Whilst the analysis presented in Table 4 indicates that all options are more than capable of processing the Top End's C&D waste, we recommend that the scaled-down medium-tech facility should be developed. This option provides the best balance of product quality and diversification relative to cost. Whilst the initial capital costs would be more than the low-tech option and potentially lead to an increase in waste collection rates, the long-term operational cost of the facility would likely be less than that of the low-tech option. The facility may be sited within an enclosed space that may minimise the environment and amenity impacts and potentially reduce the separation distance requirements.

Additionally, the quality of the diversified end-products may open up a variety of higher-income generating options from a diversified range of reuse applications. The realisation of potential reuse applications is dependent on the development and application of policy and associated specifications by the NT Government and DIPL.

### 2.4 Timber and Timber Products

As detailed in Section 2.3, timber and timber products are a component of the C&D waste stream and there is currently limited capacity for various C&D resource recovery processes at the Shoal Bay Waste Management Facility, which presents opportunity for timber and timber products processing to be established elsewhere. Whilst the volume of timber waste produced by the Top End was not recorded, estimates applying the proportion of timber waste presenting in C&D waste in NSW, suggest a generation rate of ~ 3,850 tonnes per year, or ~ 5,000 tonnes per year by 2035 (NSW Department of Environment and Climate Change 2007).

The processes described and reviewed in Section 2.3 detail how the separation of timber may be achieved from C&D waste. Timber waste products may also be sourced separately to mixed C&D waste, such as through MSW or greenwaste collections.

The main timber wastes include untreated timber (including greenwaste timber); preservative-treated timber; engineered wood products; coated or painted timber; timber packaging; sawdust; and offcuts. There are several potential contaminants such as glue; lead paint; asbestos; metals; some treatments and coatings; and other materials that may need to be separated from the timber waste prior to re-processing. The processed timber materials can then be sold on to manufacturers, re-processors, and other end-users.

Included in Section 2.4.1 below are three broad options that Council could consider pursuing to manage the re-processing of recovered timber and timber products. Timber waste processing can be broadly customised to include a variety of separation and processing options, which will vary in the differentiation and quality of the recovered products.

22 February 2022

20138064-003-R-Rev0

### 2.4.1 Infrastructure Options

**Table 6: Timber and Timber Products**

	Reuse Shop	Simple Chipping and Processing	Advanced Chipping and Processing
<b>Description</b>	<p>A Reuse Shop (similar to that provided at the Shoal Bay Waste Management Facility) enables acceptable waste to be dropped off and acquired by customers.</p> <p>This is a simple option, but limited in scale, which will limit the volume of timber recovered, and may require a significant proportion of timber waste to be sent to another re-processors, or be disposed to landfill.</p> <p>A Reuse Shop may consist of an undercover open space, with area for stockpiling and separating different incoming timber waste products, a weighbridge (outside shed), areas for vehicles and plant to manoeuvre, an office and facilities for staff.</p> <p>As demonstrated by numerous Reuse Shops around Australia, Reuse Shops can also include a variety of other wastes that may otherwise be landfilled, such as a variety of household items and consumer goods.</p>	<p>This would involve a trommel to separate gross timber materials from loose residual waste, incorporated with manual separation of gross contaminants from the timber before chipping and screening the timber into certain sizes.</p> <p>The end products could involve a variety of wood chip products:</p> <ul style="list-style-type: none"> <li>Woodchips</li> <li>Coloured Woodchips</li> <li>Woodchip Fines.</li> </ul> <p>As the potential applications for these products are quite broad, there is need to be more selective on the waste timber types, and associated contamination, that may be put through the production process. This will mean that not all timber waste is suited to this application and would require landfill disposal.</p>	<p>The Advanced chipping option would involve the appendage of additional processes to produce products with specific, higher-value applications. This could involve a variety of processes to produce:</p> <ul style="list-style-type: none"> <li>Refuse Derived Fuel (RDF), which may be combusted to produce heat, or electrical energy;</li> <li>Fibreboard and pallets, which would involve grinding the woodchips to a fine particle size suited to fibreboard (i.e., MDF) and pallet production; and/or,</li> <li>Compost and soil conditioners, which would involve grinding the woodchips to a fine particle size and suited to providing an organic bulk and aeration to compost and soil conditioner production.</li> </ul> <p>These applications would require a more refined, and contaminant-free product, requiring greater manual and mechanical sorting and processing effort.</p>

22 February 2022

20138064-003-R-Rev0

	Reuse Shop	Simple Chipping and Processing	Advanced Chipping and Processing
<b>Processing Capacity</b>	<p>The processing capacity of the Reuse Shop will be dependent on the available space for stockpiling, and the supply and demand for reuse.</p> <p>Based on the average 670 tonnes of waste (includes non-timber waste) recycled by each of Resource Recovery Australia's 10 Reuse Shops (2021), it can be estimated that the potential volume recovered through this pathway will be much less than that of other options being assessed (it may represent 17 % of the timber waste known to be generated in the Region).</p>	<p>Given the estimated throughput of a similar facility (the Hazelmere Resource Recovery Park), the processing capacity of the reuse and chipping facility may be 10,000 to 20,000 tonnes per year, which may representative of 258 – 517 %<sup>5</sup> of the timber waste known to be generated in the Region (EMRC b).</p> <p>Therefore, a small, scalable plant would be preferable.</p>	<p>The throughput of the chipping facility would be the same as the simple facility. However, depending on the quality of incoming waste; the specifications of the higher-value applications; and the specific Advanced processing plant requirements, the processing capacity of the Advanced technology will vary.</p>
<b>Processing Efficiency</b>	<p>The processing efficiency of Reuse Shop will be limited by the volume of storage space, in addition to the limited timber waste streams that are generally accepted at Reuse Shops:</p> <ul style="list-style-type: none"> <li>■ Pallets</li> <li>■ Planks</li> <li>■ Flooring.</li> </ul>	<p>Simple chipping and processing facilities will have a greater processing efficiency than those of Reuse Shops due to its ability to recover lower quality timber. This will vary depending on the contamination rate in the timber waste and the residual waste requiring landfill disposal.</p>	<p>Advanced facilities will have a similar processing efficiency to those of simple chipping facilities, however, an Advanced facility may have better capability to manage and remove contamination, which will enable a greater volume of timber waste to be processed, and reduce the residual disposal to landfill, relative to simple chipping facilities. Mention that this will not be preferable in terms of the waste hierarchy mgmt.</p>
<b>Costs</b> (Incl. buildings, MRF, site infrastructure, excl. land)	<p>Whilst the capital cost of a Reuse Shop would be much lower than the other infrastructure options, a similar number of personnel may need to be employed.</p> <p>Operation of a Reuse Shop may be outsourced to not-for-profit organisations, limiting ongoing costs to Council.</p>	<p>Whilst the capital cost of a simple chipping and processing facility is likely to be low (trommel and chipping plant) relative advanced processes that require more specialised plant to technology to achieve the specification of the desired end-product.</p>	<p>The capital cost of an advanced chipping and processing facility will be dependent on the processing plant required to achieve the specification of the desired end-product. This is therefore product-specific but is likely to be an order of magnitude greater than that of a simple chipping facility. A detailed feasibility study will be required to provide an approximation of costs once end-product requirements are better understood.</p>

<sup>5</sup> It was assumed that timber comprised of approximately 7.1 % of the C&D waste stream generated in the top end (Department of Environment and Climate Change NSW 2007)

22 February 2022

20138064-003-R-Rev0

	Reuse Shop	Simple Chipping and Processing	Advanced Chipping and Processing
<b>Product Quality and Diversification</b>	<p>As highlighted previously, the Reuse Shop provides a low degree of separation and removal of contaminants leading to a narrow range of products.</p> <p>Pallets, planks, and flooring may provide minimal local reuse opportunities, however, this may be limited by the variability of the incoming waste.</p>	<p>As highlighted previously, the simple chipping and processing infrastructure provides a greater degree of separation and removal of contaminants than the reuse shop, leading to a range of quality products.</p> <p>This may likely lead to increased end-market opportunities, with a range of different sized chips and sawdust supporting reuse opportunities in the top end. This would be to a lesser extent than the high-tech option.</p>	<p>As highlighted previously, the advanced chipping and processing infrastructure may provide a greater degree of separation and removal of contaminants than the reuse shop and the simple chipping infrastructure, leading to a range of quality products. This is dependent on the exact processes used.</p> <p>This may likely lead to increased end-market opportunities, with a range of different sized chips, sawdust, pallets, fibreboard, RDF, energy, and other products supporting many reuse opportunities in the top end.</p>
<b>Siting Requirements<sup>6</sup></b>	<p>The area required for the site including the shop space, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 0.5 Ha based on Hazelmere Resource Recovery Park's Reuse Plant (factoring in some additional buffer space).</p> <p>This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, but these are likely to be minimal.</p>	<p>The area required for the site including the infrastructure, separated stockpiles, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 1.4 Ha based on Hazelmere Resource Recovery Park timber waste woodchip processing plant (factoring in some additional buffer space). As its processing capacity is significantly greater than the Top End's timber waste generation, this can be scaled down.</p> <p>This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, with a 250 m to 500 m separation recommended in some jurisdictions.</p> <p>Where the plant can be wholly, or partly enclosed, these separation distances may be reduced.</p>	<p>The area required for the site including the infrastructure, separated stockpiles, temporary stockpiles, vehicle access, drop-off space and other amenities is estimated to be around 2 Ha based on Hazelmere Resource Recovery Park timber waste processing and wood waste to energy plant (factoring in some additional buffer space). As its processing capacity is significantly greater than the Top End's timber waste generation, this can be scaled down.</p> <p>This area may vary depending on the additional or different processing infrastructure. This does not include the potential separation distance requirements. Separation distances from nearby sensitive receptors may be required, with a 250 m to 500 m separation recommended in some jurisdictions.</p> <p>Where the plant can be wholly, or partly enclosed, these separation distances may be reduced.</p>

<sup>6</sup> These area estimations were estimated by using site layouts detailed in EMRC (2021 a) and satellite imagery.

22 February 2022

20138064-003-R-Rev0

	Reuse Shop	Simple Chipping and Processing	Advanced Chipping and Processing
<b>Social Impacts</b>	<p>A Reuse Shop would provide opportunities for the community to engage in timber recycling. This may lead to a greater community awareness of and participation in best practice waste management.</p> <p>However, if a drive in engagement and participation does not occur, then the reuse shop may not reuse timber waste to its capacity and divert waste from landfill. This may also lead to a reduce income from the facility, increased rates and some resistance to its implementation.</p>	<p>Currently, the volume of timber waste generated would be unlikely to generate enough income to justify the infrastructure.</p> <p>It would likely be beneficial to engage and educate the community on the new opportunities so that the timber waste which is currently landfilled can be diverted.</p> <p>However, given the low financial viability, Council rates may increase, which may lead to some resistance to its implementation</p>	<p>Currently, the volume of timber waste generated would be unlikely to generate enough income to justify the infrastructure.</p> <p>It would likely be beneficial to engage and educate the community on the new opportunities so that the timber waste which is currently landfilled can be diverted.</p> <p>However, given the low financial viability, the council rates may increase, which may lead to some resistance to its implementation</p>
<b>Environment and Amenity</b>	<p>A Reuse Shop would present minimal environmental or amenity risk, with only a potential for low-level traffic-related noise.</p>	<p>Typical impacts of a simple chipping and processing facility may include noise and dust emission impacts. This may be mitigated by wholly or partly enclosing the plant, or providing adequate separation distances to nearby sensitive receptors.</p> <p>Experience elsewhere suggests medium-tech facilities are generally majority enclosed plant, which serves to greatly improve its environmental and amenity performance (i.e., limited odour, noise and dust emissions).</p>	<p>Typical impacts of an advanced chipping and processing facility may include noise and dust emission impacts. This may be mitigated by wholly or partly enclosing the plant, or providing adequate separation distances to nearby sensitive receptors.</p> <p>Depending on the processing options developed, additional impacts such as air emissions, waste management, and other factors may need to be considered.</p>

### 2.4.2 Infrastructure Assessment

Using the information presented in Section 2.4.1, a preliminary assessment of the three technology options is presented in Table 7 below. The assessment is intended to provide a high-level evaluation of the relative opportunities and constraints presented by each option for the relevant assessment categories.

**Table 7: Timber and Timber Products Infrastructure Preliminary Assessment**

	Capital Cost	Ongoing Cost	Processing Capability	Processing Efficiency	Product Quality and Diversification	Siting Requirements	Social Impacts	Environment and Amenity Impacts	Total
<b>Reuse Workshop</b>	Low	Low	Low	Low	Low	Low	Low	Low	18
<b>Simple Chipping and Processing</b>	Medium	Medium	High	Medium	Medium	Medium	Low	Medium	18
<b>Advanced Chipping and Processing</b>	High	Medium	High	High	High	High	High <sup>7</sup>	High	15

### 2.4.3 Discussion

As detailed in Section 2.3, timber is a component of C&D waste and there is limited capacity for various C&D waste management activities in the Top End. Approximately 54,488 tonnes of C&D waste will be generated per year (in 2019) and is projected to increase to approximately 70,256 tonnes per year in 2035 (Golder, 2021). Whilst the volume of timber waste produced by the Top End was not recorded, approximations using the proportion of timber waste in C&D waste estimate a generation of ~ 3,850 tonnes per year or ~ 5,000 tonnes per year in 2035 (NSW Department of Environment and Climate Change 2007).

The waste volume throughput would not provide sufficient income to justify the local chipping processing infrastructure options evaluated. The reuse shop would also be insufficient to process this volume of timber waste. The advanced chipping and processing option could be justifiable, but only if it involved a WTE plant with timber being one of many feedstocks.

Additional engagement and education of new opportunities within the community would be beneficial with the aim to increase the volume of timber waste processed and diverted from landfill. However, this is still unlikely to be sufficient to justify the cost of the processing infrastructure. The substantial cost of the processing infrastructure may lead to an increase in rates, which could also lead to some resistance in its implementation.

This is only reflective of the current situation, not of the future potential and benefits of the infrastructure options; future growth or more information (regarding timber waste volumes) may reflect a scenario in which these options could be feasible.

There are similar fundamental site planning requirements for chipping and processing facilities. Each site should include:

- A weighbridge;
- An area for queuing and manoeuvring vehicles;

<sup>7</sup> This assumes additional infrastructure such as a waste-to-energy plant

- Vehicle parking;
- An area to tip timber waste into stockpiles for processing;
- An area for mobile plant and processing equipment;
- An area for temporary post-processing stockpiles of separated and processed timber waste;
- An area for the interim storage of separated and processed timber waste; and,
- An area for employees including restrooms and office space.

Depending on site specific requirements, this area may need to be in an enclosed or partly enclosed building. Unless space has been allocated prior to an installation within an enclosed building, expanding the scale of a facility would be challenging. The high-tech option would need to be housed within an enclosed space. The area required for the facility will also be dependent on which option is chosen, and the scalability of each option, however the size required will likely be minimal, consisting of some plant space, and areas for temporary stockpiling and interim storage of processed timber waste. Some consideration will need to be given to the space required to maintain appropriate separation distances.

There will be a variety of contaminants in timber and timber product wastes that cannot be recycled. These must be detected and removed prior to processing. Contaminants can consist of but are not limited to (SBENRC, 2019):

- Painted, laminated, and other coatings;
- Melamine;
- Treated pine (Chromated Copper Arsenate or Alkaline Copper Quaternary);
- Plaster;
- Nails; and,
- Asbestos

The following waste is generally accepted (but not limited to):

- Fence palings
- Packing crates
- Pallets
- Timber off-cuts

The main health and safety risk that will need to be managed will be the presence of asbestos in timber waste which can only be potentially identified by sight (identification can only be confirmed by laboratory testing). Whilst timber waste is of a high calorific and heating value which could provide a waste-to-energy option, a variety of controls for potential air emissions would need to be considered.

The process will vary, but timber waste is likely to start with waste feeding a trommel, which will then enter a water bath followed by an eddy current separator to separate any fine contaminants. A variety of grinding, chipping, and/or shredding will likely be used in combination to produce timber chips, coloured timber chips, and timber chip fines piles, which will then be temporarily stored for transport or further processing.

Whilst the reuse shop has the same rating as the simple chipping and processing facility (Table 7), the “low” processing capacity and processing capability ratings do not consider the scale of how limited its processing is. With its limited processing, a significant volume of timber and timber product waste will be disposed of in landfill. Additionally, the simple and advanced chipping and processing options are likely to not have the sufficient throughput of timber waste to justify the high capital cost. Bearing these factors in mind, we recommend that the none of these options be implemented but instead have a facility to consolidate timber wastes and transport it interstate for further processing.

#### 2.4.4 Recommended Option for Detailed Feasibility Assessment

Whilst the analysis presented in Table 7 indicates that all chipping options are more than capable of processing the Top End’s timber waste, there is not enough volume to make local processing worthwhile. The reuse shop would not provide sufficient processing capacity itself. In the future this may be different and these options should be re-evaluated.

However, there are many benefits of reusing and recycling timber rather than using valuable landfill airspace. Given timber should not currently be recycled locally, it is best to consolidate timber wastes and transport it interstate for further processing. This would avoid using valuable landfill airspace and support a circular economy. The range of considerations outlined in Section 2.3.3 will apply, although less space will be required due to the lack of processing infrastructure (potentially up to 0.5 Ha may be required).

### 2.5 Organic Wastes

Existing organic waste management infrastructure in the Top End consists of two mulching operations managed by City of Darwin Council and City of Palmerston Council. These operations involve basic mulching, producing a mulch product of low-to-medium quality, which currently limits its end use applications. Generation of greenwaste by residents is highly variable from year-to-year and season-to-season, and in its current form, existing organic waste management practices in the Top End may not be able to cope with an expansion of greenwaste generation and collection in the future. Furthermore, both organic waste operations can only process garden greenwaste into mulch, which has a limited market, with no capacity to process a broader range of organic wastes into more diversified product-streams (e.g., compost and soil conditioners).

The infrastructure options reviewed below, which have the capacity to process a broader range of organic wastes (i.e., food waste) into a more diversified product range, have the potential to enhance landfill diversion and reduce the associated environmental impacts associated with organic waste disposal to landfill.

It is important to note that the traditional, low-tech open windrow composting process has typically proven challenging to apply in tropical climates, owing to challenges in maintaining optimal moisture conditions throughout the year. For this reason, it has not been included in the range of organic waste management options reviewed here. The higher-order options considered and reviewed here provide improved process control, which may be better suited to conditions in the Top End.

There are also a number of significant environmental benefits to diverting organic wastes (food wastes and greenwastes) from landfill by mulching and composting. Not only do organic wastes take up valuable landfill airspace in landfills, but the uncontrolled anaerobic environment produces significantly more odour, leachate and greenhouse gas emissions when compared to aerobic composting in a controlled environment. When composted with the proper composting system and infrastructure, an aerobic environment results in lower odour and leachate generation, while also producing a higher quality compost product (Meena et. al, 2021).

### 2.5.1 Infrastructure Options

**Table 8: Organic Processing Infrastructure Options**

	Mobile Aerated Floor (MAF)	Gore Composting	In-Vessel Composting (IVC)
<b>Description</b>	<p>Mobile Aerated Floor (MAF) is a composting system that uses a tubing system to aerate open-windrow composting piles. MAF systems provide an automated and more advanced and controlled aeration method compared to traditional open windrow composting, which typically requires the manual turning of compost.</p> <p>Additional processing infrastructure, such as shredders, mixers and tumblers may be required to accept food wastes and to produce higher quality and more diversified product streams.</p> <p>Typically, MAF systems are considered to be capable of processing food wastes to produce a low-medium quality compost. However, the ability for a MAF system to process food waste in a tropical environment is unknown and may result in poor quality performance and product.</p>	<p>Gore composting uses a thick 'Goretex' breathable, but water-resistant cover to create an enclosed environment for promoting aerobic decomposition of organic wastes. Compost is stored within concrete bays with aerated floor fans, liquid drainage system, and cover anchors. After composting, product is stored in open windrows to mature.</p> <p>Additional processing infrastructure, such as shredders, mixers and tumblers are required to accept food wastes and to produce higher quality and more diversified product streams.</p>	<p>In vessel composting (IVC) feeds organic material into a drum, silo tunnel or similar enclosed structure, where rapid decomposition breaks down the organic material in a controlled environment.</p> <p>The vessel environment is controlled for moisture, temperature and oxygen. A mechanical mixer is usually used to continuously aerate and homogenise the material, improving product quality and consistency.</p> <p>Additional processing infrastructure, such as shredders, mixers and tumblers are required to accept food wastes and to produce higher quality and more diversified product streams.</p>
<b>Processing Capacity</b>	<p>The processing capacity of a MAF facility can be easily scaled up or down by adjusting the number of MAF units deployed at a site.</p>	<p>The processing capacity of a Gore composting facility is determined by the number of composting bays available. Scaling processing capacity can be easily scaled up or down by adjusting the number of windrows and gore covers.</p>	<p>The processing capacity of IVC composting is determined by the number, size and type of composting vessels installed on site. Scaling processing capacity is possible, but would require the installation of new vessels.</p>

22 February 2022

20138064-003-R-Rev0

	Mobile Aerated Floor (MAF)	Gore Composting	In-Vessel Composting (IVC)
<b>Processing Efficiency</b>	<p>MAF composting typically takes 6-8 weeks, compared to approximately 12 weeks for windrow composting (potentially longer in tropical climates).</p> <p>MAF units can be retrofitted to existing composting and mulching facilities to increase composting speed. MAF units also allow for larger windrows to be placed closer together within a site, allowing for more greenwaste to be processed in a smaller footprint.</p> <p>However, as MAF units are exposed to the open environment, the processing efficiency may be negatively impacted by the tropical climate of the Northern Territory.</p>	<p>Gore composting typically takes 6-8 weeks to compost, and produces a higher quality and more consistent compost product than open windrow composting.</p> <p>Gore cells can be lined up adjacent to each other to maximise composting ability over a small footprint. A computerised airflow system can alter the temperature and oxygen levels of the cell on a constant basis, maximising composting efficiency and the maintenance of optimal processing conditions.</p>	<p>The first stage of IVC rapidly composts material over 1-3 weeks. The second stage involves curing material in an windrows for approximately 4-12 weeks, depending on the windrowing method and the quality and specification of material desired.</p> <p>IVC produces the highest-grade compost material of the three infrastructure options, while the controlled environment supports the processing of the greatest diversity of organic waste feedstock relative to the other options reviewed.</p>
<b>Costs</b> (Incl. plant, buildings and infrastructure, excl. land)	<p>Capital expenditure of approximately \$1-2 million for a 30,000 tonne per annum processing facility.</p> <p>Operational costs are estimated to be significantly lower than other composting methods, however specific cost-per-tonne were not identified.</p>	<p>Capital expenditure of approximately \$5-8 million for a 30,000 tonne per annum processing facility.</p> <p>An existing 'Gore' composting facility in Timaru, NZ was established for a capital cost of \$3.5 Million for 16,000 tonne per annum facility, so it is possible to scale the facility for a smaller production throughput.</p> <p>The Timaru facility operating costs were proximately \$1 million per year, which equates to approximately \$80 per tonne</p>	<p>Capital expenditure of approximately \$16-20 million for a 30,000 tonne per annum facility.</p> <p>Operational costs of the initial IVC phase are also considerably higher than other methods of composting, which is why the vessel is only used to compost for the first 1-3 weeks.</p> <p>Indicative operational costs for an IVC plant in the Netherlands equate to approximately \$110-\$140 per tonne for a 25,000 tonne per annum facility.</p>
<b>Product Quality and Diversification</b>	<p>A MAF composting system provides a low-medium quality compost that would likely have limited agricultural uses and a lower sale price. MAF compost product would likely be used as a higher quality mulch, rather than a low-quality compost.</p> <p>Given the exposure to the tropical climate, product quality may be inconsistent between seasons.</p>	<p>Gore composting produces a high-quality compost material, with high organic matter content and nutrient value making it suitable for agricultural uses and standard mulching operations.</p>	<p>IVC produces the highest-grade compost material of the three infrastructure options, with high organic matter content and nutrient value making it desirable for agricultural uses and likely achieving a higher sale price.</p>
<b>Siting Requirements</b>	<p>A MAF composting system allows for larger composting windrows compared to open windrow composting, MAF system providers claim that space required is reduced by 30%</p>	<p>A Gore composting facility allows for compost windrows to be placed immediately adjacent to each other, reducing operational space required.</p>	<p>IVC is the most space efficient of the three composting options, using compact vessels rather than large windrows (but still requires maturation plots)</p>




22 February 2022

20138064-003-R-Rev0

	Mobile Aerated Floor (MAF)	Gore Composting	In-Vessel Composting (IVC)
	The current Archer WTS composting plot is approximately 2 Ha, however, contains significant areas of unutilised space.	A 16,000 tonne per annum Gore composting facility in Timaru, NZ, requires approximately 1 Ha for the Gore processing area and an additional 2 Ha for maturation and storage area (Noosa Council n.d.).	In Shepparton, VIC, a 20,000 tonne per annum IVC facility operates with a 0.5 Ha processing area and a 2 Ha maturation plot (Western Composting Technology, 2022).  In Yatala, QLD, a large scale, 55,000 tonne per annum facility operates with a 1.5 Ha maturation plot, and a 0.9 Ha processing area.
<b>Social Impacts</b>	No changes to organic collection or disposal are required for MAF facility operation. Additional costs for organics processing may need to be passed on to residents through increased Council rates.	To produce the highest quality compost, and to take advantage of the ability to process food waste, residents would be encouraged to separate organic wastes from general wastes in a separate organic bin collection system. Currently, Council does not provide kerbside greenwaste collection  Additional costs for organics processing may need to be passed on to residents through increased Council rates.	To produce the highest quality compost, and to take advantage of the ability to process food waste, residents would be encouraged to separate organic wastes from general wastes in a separate organic bin collection system.  Additional costs for organic processing may need to be passed on to residents through increased Council rates.
<b>Environment and Amenity</b>	The MAF system aerates compost piles more efficiently than manual turning, which reduces the prevalence of anaerobic decomposition, which is the primary source of odour from composting activities.  Nonetheless a MAF system is still a largely open composting process, which does not eliminate the challenges of moisture control in tropical environments. Therefore, a risk remains of anaerobic conditions forming at times throughout the year.	The Gore composting system allows for greater process control and the maintenance of optimal composting conditions, simultaneously reducing the risk of anaerobic conditions forming.  Gore system are also better able to manage seasonal moisture variation, while also including leachate collection and recirculation systems, where leachate can be fed back into the composting system to regulate moisture and promote microbe diversity during dryer months.	The controlled environment of an IVC provides the most effective means of controlling odour and other amenity risks relative to the other options reviewed. Material that is cured in aerated windrows is reported to have limited odour once processed in the vessel.  It's ability to process the broadest range of organic waste feedstock, while producing the highest quality and most diversified range of products, provides the greatest opportunity of organic waste diversion from landfill relative to the other options reviewed.

22 February 2022

20138064-003-R-Rev0

	Mobile Aerated Floor (MAF)	Gore Composting	In-Vessel Composting (IVC)
Images			

### 2.5.2 Preliminary Infrastructure Assessment

Using the information presented in Section 2.5.1, a preliminary assessment of the three technology options is presented in Table 9 below. The assessment is intended to provide a high-level evaluation of the relative opportunities and constraints presented by each option for the relevant assessment categories.

**Table 9: Greenwaste Processing Infrastructure Preliminary Assessment**

	Capital Cost	Ongoing Cost	Processing Capacity	Processing Efficiency	Product Quality and Diversification	Siting Requirements	Social Impacts	Environment and Amenity Impacts	Total
<b>Mobile Aerated Floor</b>	Low	Low	Medium	Low	Low	Low	Low	Medium	18
<b>Gore Composting</b>	Medium	Medium	Medium	High	High	Medium	High	Low	18
<b>In Vessel Composting</b>	High	High	Medium	High	High	Low	High	Low	16

### 2.5.3 Discussion

From the waste analysis undertaken in the initial Project report (Golder, 2021) the total greenwaste volume produced by the total Top End Region is estimated to be approximately 16,000 tonnes per annum. Currently, this volume of waste is being effectively managed by existing mulching operations, however, additional processing capacity may need to be developed in the Top End to manage highly variable annual greenwaste production volumes and an increase in projected greenwaste volumes over time.

While the MAF composting infrastructure option produces the lowest quality product, it is a simple and low-cost option that can be easily integrated into existing Council greenwaste mulching operations. MAF systems can increase the speed at which the existing greenwaste processing facility operates, while also marginally improving the quality of the mulch product. However, the key drawback for MAF systems is that they operate in an exposed environment, which may result in reduced composting performance in a tropical environment, and a higher odour impact to neighbouring receptors.

Gore composting operates in a similar manner to MAF composting (i.e., aerating compost windrows to facilitate aerobic decomposition) with the difference being that Gore composting uses concrete bays and a thick fabric cover to create a sealed and controllable environment to facilitate more efficient decomposition. This enables composting to occur in a tropical environment while also providing protection against odour and amenity impacts. The concrete containment cells also allow for the controlled collection and containment of leachate generated from the compost material.

IVC is considered to be the gold standard for organic waste composting but relies on advanced technological systems and infrastructure which has a high capital and ongoing cost. IVC provides the most stable composting environment of the three options, with the ability to compost regardless of seasonal or weather impacts. However, the significantly higher capital and operational costs are unlikely to justify a marginal increase in product quality compared to the Gore composting systems. Similarly, the marginal increase in market opportunities with IVC systems are not anticipated to be substantial enough to offset the increased costs compared to the other waste processing options.

While Top End Councils do not currently source-separate food wastes, all three infrastructure options allow for the composting of food wastes. Gore composting and IVC methods are the most efficient food waste composting systems and provide the highest degree of odour management. However, to justify the cost of establishing these organics processing facilities, and to feed the increased processing capacity, Council would likely need to provide a food organics and garden organics (FOGO) collection system for residents. This would require a significant change in community recycling behaviour, which may be difficult to achieve given the low recycling rates currently observed in the Top End region.

Upgrading the greenwaste composting infrastructure in the Top End may enable the production of higher quality compost and/or soil conditioner. These products typically contain higher quality organic material and bio-available nutrients compared to mulched material. Where mulch is typically a low value product with limited market applications, compost and soil conditioner can improve the available reuse avenues for recovered product, such as through agricultural or commercial use (e.g., mining and oil and gas land rehabilitation projects). However, market stimulation may be required in the Top End agricultural sector, possibly through discounted supply to agriculturalists, before there is sufficient local demand for the compost material.

### 2.5.4 Recommended Option for Detailed Feasibility Assessment

The preliminary assessment identified both MAF and Gore composting systems as the most feasible infrastructure options for the Top End. The most significant differences between the two infrastructure options are their costs, product quality, processing capacity and reliability. Whilst a Gore composting facility is likely to result in a better product quality, processing capacity and reliability, the MAF system is cheaper, but further testing of its composting performance in a tropical environment should be undertaken.

We recommend that the feasibility study evaluate the possibility of trialling an MAF unit to determine its composting efficiency in a tropical environment and potential improvements in composting speed and product quality. Should the trial be a success, MAF units can be scaled up to the desired production capacity. Were MAF units found to be ineffective in the tropics, a Gore composting facility should be considered. Additionally, market stimulation measures will be required to be workshopped and developed to support and stimulate sufficient demand for composted material and realise its benefits in the Region.

## 2.6 Disaster Waste Management Capability and Capacity

Disasters can generate a significant volume of waste that can pose environmental and public health risks, in addition to hindering post-disaster rescue and recovery operations. In Golder's project report, *Waste Demographics and Infrastructure Review* (Golder reference 20138064-001-R-Rev1), it was estimated that a Category 4 Cyclone event could generate 2,410 kilotons of waste, which is approximately 12 times the annual waste generated in the Top End. Additionally, the disaster waste volume and waste streams that could be generated by an event is uncertain and will vary depending on a variety of factors.

The current capacity to hold and process disaster waste in the Top End is limited and the majority of which will be disposed of at the Shoal Bay Waste Management Facility. The landfill at this facility has limited air space and has constraints upon any future expansion of the facility. Processing and recycling disaster waste presents an opportunity to conserve landfill airspace, reduce greenhouse gas emissions, reduce costs, and support a circular economy.

### 2.6.1 Infrastructure Option

It is considered that there is only one option for disaster waste management capability other than disposing wastes directly to landfill. This option would be considered a centralised disaster waste consolidation hub that provides capacity to temporarily store and separate disaster waste into non-hazardous and hazardous waste streams and support its recovery, re-processing and/or transport to landfill or recovery outside the Region. Ideally the disaster waste management infrastructure may be established as part of a planned RWMF, whereby recovered materials may be progressively processed through the waste management infrastructure provided by the RWMF.

### 2.6.2 Disaster Waste Storage Considerations

Various wastes that may be recovered following a disaster will require specific storage and handling to mitigate potential risks to human health and environmental receptors. Accordingly, the disaster waste management capability should include sufficient bunded, impermeable space to temporarily store leachate-generating; chemical; and/or other hazardous wastes, that may be generated in the event of a Category 4 cyclone (as the upper limit).

This may require a substantial land area to be reserved, including a dedicated space to store hazardous and leachate-generating waste, which can be spatially segregated from potentially sensitive receptors (e.g., bunded to mitigate surface water emission risks). The actual land area that may be required should be assessed as part of a detailed feasibility study for the RWMF, however may be several hectares of land reserve.

#### Incoming Waste and Logistics

The site should provide sufficient space for the incoming unprocessed debris to be inspected upon arrival; unloaded into large temporary stockpiles; sorted into separate material sub-category streams (i.e., brick, concrete, timber, metal etc.); and each temporarily stored in its own dedicated area. This will also need to consider the required space to manoeuvre vehicles and plant which will sort and transfer waste to different parts of the site.

Sorting and stockpiling should avoid cross-contamination of material types, where possible, to improve the capacity and potential to reuse or recycle the material. The following waste streams may need to be managed, sorted and processed in the aftermath of an event:

- **Organic and C&D waste:** Areas will be required for the stockpiling of brick and concrete aggregate, soil, timber, metal and greenwaste debris;
- **MSW and C&I waste:** Areas will be required for the stockpiling scrap metal, e-waste, putrescible wastes, food waste; and
- **Hazardous waste:** Dedicated holding areas for asbestos contaminated materials, chemical and other hazardous waste streams (such as batteries, electronics and e-waste, medical waste, and liquid wastes).

In order to manage potential human health and environmental emission risks associated with the management of disaster wastes, there are a variety of factors that need to be considered in the design and management of the disaster waste consolidation hub.

#### Leachate-generating Waste

The prioritisation of storage for leachate generating waste in a bunded, impermeable area is recommended to minimise the potential adverse emission to environmental receptors. These wastes may include putrescible waste and greenwaste.

### **Asbestos-containing Waste**

The rapid collection, separation, and storage within contained areas for asbestos contaminated waste is important to avoid and minimise the exposure to asbestos containing waste. Asbestos containing waste is likely to be encountered in C&D waste, and as such, the separation of C&D waste needs to consider the potential of hazards posed by asbestos.

Asbestos waste and asbestos contaminated will require landfill disposal. It should be removed from the disaster waste consolidation hub and disposed to landfill as soon as practicable. It should not be temporarily stored in the disaster waste consolidation hub.

Landfill at the Shoal Bay Waste Management Facility should be utilised, unless a dedicated asbestos landfill cell is established as part of the RWMF, which is outlined in Section 2.8.1.

### **Chemical and Other Hazardous Wastes**

There are a variety of other hazardous materials and substances that will be present as disaster wastes, often in lesser quantities than the waste mentioned above. These will need to be managed in concrete waste bunkers and in order to avoid harm to the environment and groundwater from potential spills or leakages.

The chemical wastes could consist of household wastes such as cleaning chemicals, and farming and industry such as pesticides, solvents, oils, and other wastes. Other hazardous wastes could include fluorescent lighting, batteries, medical wastes, electrical and electronic wastes.

### **Fire Risk**

Given the amount of disaster waste that could be stored on-site, consideration must be given to the management of the associated fire risks. It is recommended that controls for the management and separation of waste stockpiles; the supply and maintenance of fire protection equipment and material; and the preparation of management documents, in addition to other controls, may be required.

Areas with higher-risk wastes (i.e., chemical waste or easily combustible waste) may need more extensive fire risk management controls.

### **General Operational Considerations**

In addition to the specific waste-type related risks described above, there are a range of other environmental and safety considerations in the management of the disaster waste consolidation hub, namely:

- **Residence time:** High-risk wastes such as leachate generating and flammable or easily combustible wastes should not be stored for extended periods and have its processing or transport prioritised;
- **Traffic logistics:** The site should have adequate space for the flow of incoming and outgoing waste, its processing, and access for emergency services;
- **Operational hours:** Where possible, the site should be located where it may be operated on a 24-hour basis without presenting unacceptable risk of noise disruptions to potentially sensitive receptors; and,

The type, intensity and scale of disaster will also have substantial influence on the volume and types of wastes that may be generated. These factors will influence how waste is managed is then to be managed in the disaster waste consolidation hub. Following an event, a rapid assessment of the event should be undertaken, with the aim to inform and implement how the facility may best manage these factors.

### 2.6.3 Recommended Option for Detailed Feasibility Assessment

Disaster waste needs to be appropriately managed to reduce the safety and environmental risks associated with its handling while efficiently supporting post-disaster rescue and recovery efforts. The two options to facilitate this involve the direct disposal of waste to landfill or a disaster waste consolidation hub. The direct disposal to landfill of potentially significant volumes of disaster waste will consume valuable landfill airspace; pose potential safety and environmental risks due to a lack of waste sorting and segregation pre-disposal; and lose the opportunity for the recovery, recycling, and reprocessing of resources.

It is recommended that consideration be given to establishing a centralised disaster waste consolidation hub, potentially co-located with a RWMF, which may provide capacity to temporarily store, sort and segregate disaster waste into non-hazardous and hazardous waste streams to be progressively processed through the waste management infrastructure of the RMWF. It is foreseeable that a large bunded and impervious land area may be required to manage risks associated with hazardous and leachate generating wastes, in addition to further space to manage non-hazardous wastes. A variety of aforementioned design and operational considerations to manage factors such as leachate generating waste; asbestos-containing waste; and fire risk may need to be accommodated into its design.

### 2.7 Technology and Infrastructure Options for Challenging Low-volume Waste Streams

In addition to the technology and infrastructure options reviewed for high-volume waste streams, there are several low-volume streams, which, owing to specific hazards or challenges presented by these materials in a landfill environment, necessitate consideration of alternative waste management technologies and infrastructure. These options mostly comprise technologies and infrastructure to support the safe temporary storage, consolidation and packaging of the material for transport interstate or overseas for specialist recovery, treatment or disposal.

This section considers and reviews technology and infrastructure options for a variety of low-volume waste streams identified by Council and DIPL as requiring improved management, recovery, treatment, or disposal in the Top End due to the specific challenges each stream presents in the Region. To date, economies of scale have been such that the lower volumes of these waste streams generated in the region may be constraining the range of potential infrastructure and resource recovery opportunities that can be feasibly applied. Nonetheless, the challenges presented by these specific waste streams necessitate improvements in how these are managed and the technology and infrastructure that may be required to support this.

The following sub-sections provide a brief analysis of the technology and infrastructure options for those low-volume waste streams identified by Council and DIPL as requiring improved management, recovery, treatment or disposal. We discuss the relative opportunities and constraints of the options reviewed, however due to the limited range of options for these waste types at the volumes generated in the Region, we have not undertaken the more detailed assessment applied to the higher-volume waste streams. The suitability of the options discussed below should be considered and assessed as part of future feasibility assessments.

#### 2.7.1 Hazardous Liquid Wastes

There are numerous hazardous liquid wastes such as paints, solvents, and oils which present safety and environmental risks to the community if not appropriately managed. There are two potential options that may be suitable to manage hazardous liquid wastes in the Top End:

- 1) A small tank-storage facility to collect, consolidate, segregate and temporarily store hazardous liquid wastes pending transportation for management interstate or overseas; or
- 2) A small-scale solvent distillation unit, in addition to the above option, to recover and reuse spent solvents locally.

A solvent distillation unit heats a waste solvent to its boiling point to evaporate it, with the evaporated solvent then segregated from contaminants and condensed to be recovered as a liquid. The contaminants would have a different boiling point to the solvent, which enables separation through the different rate of evaporation and condensation. However, the volume of solvent waste generated in the Top End would likely be (relatively) low and insufficient to justify the capital and operational costs of a distillation unit (including selling the recovered solvent).

It is considered more likely that a temporary collection, consolidation and storage facility for liquid hazardous wastes would be suited to the Top End market. It is foreseen that such a facility may consist of a bunded and roofed area for the temporary segregation, consolidation and storage of limited volumes of liquid hazardous wastes in bulk mixed containers, or tanks, which may then be collected and transported for reprocessing interstate or overseas. Such a facility may be operated internally (by Council or NTG), or be supported by a product stewardship initiative, such as the Paintback Product Stewardship Scheme.

The recommended option to be considered for detailed feasibility assessment is a temporary segregation, consolidation and storage facility for hazardous liquid wastes. This would be a simple bunded and roofed area, with bulk mixed containers, or tanks to enable the safe, segregated storage of waste pending transport interstate or overseas. Whilst a small solvent distillation unit may provide the benefit of recycling spent solvents for reuse locally in the Top End, the waste volume generated may not be sufficient to justify the cost. In-time, it is recommended that a small solvent distillation unit be reconsidered given a sufficient waste stream volume and strong drivers for a local circular economy.

### 2.7.2 Tyres

The recovery and recycling of waste tyres in the NT is not the standard practice, with Tyre Stewardship Australia (TSA, 2022) outlining that “only 12% of tyres are recovered for recycling in the NT”, whilst “4,300 tonnes of material is landfilled, stockpiled or illegally dumped each year”. Whilst recycling could be a lower cost option than landfilling, illegal dumping and unmanaged stockpiling are factors which have likely contributed to these low recycling rates. In order to raise the recovery and recycling rates of tyres, several regulatory and market mechanisms need to be introduced to incentivise recycling and reduce the dumping and landfilling of waste tyres.

Waste tyre stockpiles pose a vermin and fire risk. Tyre stockpile fires produce much smoke and toxic chemicals and are often difficult to extinguish. There are a variety of waste management methods that may be applicable for the recovery and recycling of waste tyres in the Top End, which could involve tyre baling, shredding and/or re-treading.

Tyre baling involve using machinery to compact tyres into dense bales, which are usually secured with a steel wire to prepare them for storage and transport. Baling will enable a greater number of tyres per volume to be transported interstate for processing compared to normal tyres. Baled tyres will retain their compacted form for up to 6 months, so can only be stored temporarily (TSA 2019). However, baled tyres may pose a greater fire risk, wherein high temperatures from a fire would break the steel wires, returning the bale tyres to their shape. This release of pressure will draw oxygen and fire into the interior of the tyres, serving to further fuel the fire (TSA citing IWMB 2002).

Tyre re-treading involves replacing the tread on worn tires to produce tyres which can be reused. It uses less embodied energy compared to tyres manufactured from virgin materials (Bridgestone n.d.). Truck and Off-the-Road (OTR) tyre re-treading may be more viable than passenger tyre re-treading due to the greater cost of truck and OTR virgin tyres compared to passenger tyres. A small-scale truck and OTR tyre re-treading system may have the capacity to process a relatively low waste truck and OTR waste tyres throughput, estimated to be 2,500 – 5,000 tyres per year<sup>8</sup>. This provides an income generating opportunity for truck and OTR tyres and supports a local circular economy, freight and mining industries.

Tyre shredding may apply a variety of processing infrastructure to remove metals and tyre cord and process the tyres into smaller granules and crumbs. This would reduce the storage space required and the risks associated with water collecting in tyres which are suitable conditions for mosquitos and other vermin. Additionally, fires in shredded tyres tend to burn at the surface which are less intense and produce less smoke (TSA citing IWMB 2002). This would also provide a significant range of end-use applications for aggregates in road and infrastructure projects. However, the upfront capital cost of establishing a facility (\$4 million for a main facility and \$1.5 million for an OTR pre-processing facility (TSA 2022)) may be too great a risk given the required regulatory and market mechanisms required to drive the uptake of tyre-crumbs in its various potential applications.

The TSA's *Best Practice Guidelines for Tyre Storage and Fire and Emergency Preparedness (2019)* outlines several processes and controls which should be followed to ensure the safe temporary storage of tyres for disposal. The storage and processing of waste tyres have specific management requirements under the NT Government's *Fire and Emergency Regulations 1996* and may require a license under the *Waste Management and Pollution Control Act 1998*. These matters should be considered in the design and operation of a potential RWMF.

There are many storage and stockpile management controls that need to be implemented as a minimum to reduce their associated risks:

- **Hardstand storage areas:** This is to support emergency vehicle weights and avoid the leaching of firewater.
- **Arson prevention controls:** A variety of controls, plans, and procedures outlined by Tyre Stewardship Australia should be implemented to reduce the risk of arson.
- **Fire prevention controls and plans:** This includes undertaking a fire risk assessment, preparing emergency management plans and information booklets, the provision and maintenance of fire protection equipment, in addition to a variety of controls recommended by the plan and assessment.
- **Tyre storage restrictions (height, separation distance, stacking arrangement etc):** Prior to their processing, consideration needs to be given to the temporary storage of the tyres to minimise fire risk, (as outlined on pages 27 and 28 of TSA 2019). The size of the area should be large enough to accommodate for stockpiles, separation space, and access for emergency vehicles. TSA guidance should be considered in this regard.

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<sup>8</sup> Subject to a feasibility assessment

Max. tyre pile size =	6m x 20m = 120m <sup>2</sup>
Incl. separation distance (20m) =	46m x 60m = 2760m <sup>2</sup> per pile
Incl. max. height (3m)	6m x 20m x 3m = 360m <sup>3</sup>
Tyres <sup>2</sup> per m <sup>3</sup> =	12 EPU's per m <sup>3</sup>
Max tyres per stockpile	4,320 EPU's

**Figure 2: Tyre Storage Restrictions for Outdoor Storage (TSA 2019)**

In addition to this there are some factors that will need to be considered in the siting of the facility:

- **Zoning:** The site should not be developed in a Bushfire Prone Area.
- **Separation distances:** The facility should avoid being situated within 500 m of sensitive receptors.

The recommended option to be considered for detailed feasibility assessment is a tyre baling and temporary storage facility pending transport interstate or overseas for further processing. A variety of storage requirements such as stockpiling, fire and arson prevention controls and plans, as well as zoning and separation distances will need to be further assessed. Additionally, several regulatory and market mechanisms need to be introduced to incentivise local recycling and reduce the dumping of waste tyres. Such a baling operation may be supported by a small-scale truck and OTR tyre re-treading operation that would establish a circular economy for these tyres in the Top End region.

### 2.7.3 E-waste and Batteries

E-waste and batteries pose a risk to public health and the environment in a variety of aspects if they are dumped or disposed of to landfill. Liquid containing items, such as batteries and screens, can contaminate the environment through leaks to soil and water. With the aid of weather, phones and computers can leach into soil or become airborne in the atmosphere as particulates. E-waste and batteries also pose a fire risk, containing chemicals that are combustible or can self-ignite. The responsible waste management of this stream involves special controls for their consolidation, temporary storage and transport off-site for reprocessing to mitigate these risks.

As there will not be a sufficient volume of e-waste and batteries to support a local recycling option, a centralised consolidation, packaging and transportation hub may be considered the only viable option. This will involve the segregation, temporary storage, and appropriate packaging for interstate or international transport. The facility will need appropriate environmental and fire-risk mitigation controls to effectively segregate and temporarily store materials pending transport.

It is foreseeable that such a consolidation hub may only require a small bunded and roofed area with sufficient capacity to store one-to-two shipping containers volume of e-waste and batteries. Once the shipping containers are loaded, these may then be shipped interstate or overseas for reprocessing.

The recommended option to be considered for detailed feasibility assessment is a roofed, bunded, centralised hub which separates and temporarily stores e-waste and batteries for interstate or international processing and recycling, with the appropriate environmental and fire-risk controls.

## 2.8 Residual Solid Waste Landfill Capacity

It is recognised that there will be some residual solid wastes that will continue to require landfill disposal for the medium-to-long term. This may be because landfill is the most suitable management pathway for that waste type (i.e., asbestos waste), or that local or interstate recovery, treatment or disposal management pathways are not yet feasible. Additionally, in the interim, there is an opportunity to preserve landfill airspace and reduce disposal costs for Council through the implementation of measures to reduce the weight of waste disposed to landfill.

This section details the landfill capacity, siting and design requirements that may be needed for the containment of specific residual solid wastes identified by Council and DIPL as part of the future management of these wastes in the region, as well interim measures aimed at preserving landfill airspace and reducing landfill disposal costs to Council. These have been outlined recognising that the Shoal Bay Waste Management Facility may not have sufficient capacity for the long-term management of these streams.

### 2.8.1 Asbestos Waste

Asbestos containing materials are hazardous wastes generated from across many aspects of society and can only be legally disposed of to landfill in Australia. There are two current landfills in the Northern Territory which accept asbestos waste; Shoal Bay Waste Management Facility (\$345/tonne) and Katherine Landfill (\$211.50/tonne), both of which may have increasingly limited available airspace (Asbestos Safety and Eradication Agency (ASEA) 2015).

The preferred method of disposal for asbestos containing waste would be in a dedicated landfill cell in the RWMF. As asbestos does not leach, an engineered lining system may not be required, where this is an asbestos mono-cell. Where the asbestos waste is to be disposed with co-contaminants (i.e., residual C&D waste, or contaminated soils), it may be necessary for engineered lining systems to be included. This may substantially reduce the disposal cost and avoid consuming valuable engineered landfill airspace. The asbestos dedicated landfill cell will need to be sited in a location that does not have future beneficial land use plans, as the asbestos would be effectively by quarantined from future development and reuse.

The ASEA (2015) outlines several disposal requirements for asbestos waste. These focus on ensuring that asbestos waste is covered with inert material (to reduce the exposure risk), quantities of asbestos and areas containing waste are marked and tracked, sufficient controls to caution against the disturbance of the area, amongst several other controls.

### 2.8.2 Low-level Contaminated Soils

There are a variety of pollutants that may contaminate soils, and depending on the concentration of contamination, there may be various management pathways available to limit potential risks to the environmental and public health. These management pathways may include in-situ treatment options through the transport of grossly contaminated soils interstate, with the disposal to landfill of low-level contaminated soils that cannot be reused being another potential local management pathway.

In establishing new landfill capacity for low-level contaminated soils, it may be useful to consider a dedicated landfill cell for such waste as it may allow the engineering and management controls to be more specially tailored. For the management of low-level contaminated soils in other jurisdictions (e.g., Category C contaminated soil in Victoria), the following design considerations may be suitable:

- A leachate collection system comprising not less than 300 mm thick gravel, or other approved drainage material, placed over the composite liner with leachate collection pipes and a leachate extraction system;

- A composite liner consisting of high-density polyethylene (HDPE) membrane, or other approved geomembrane, and compacted clay not less than 1 m thick with hydraulic conductivity not more than  $1 \times 10^{-9}$  m/s, or other approved mineral layer; and,
- Geotextiles to protect the geomembrane and the leachate collection layer during construction and operation.

PFAS (per- and poly-fluoroalkyl substances) are a class of manufactured chemicals that have been identified by industry and government globally as emerging contaminants. Whilst there is no consistent evidence that exposure to these compounds will adversely impact human health, a precautionary approach should be taken due to their persistence and uncertainty. For the disposal of PFAS contaminated soils, there are a variety of siting and design, operational, acceptance criteria, management, monitoring, and closure considerations that have been recommended by the HEPA's *PFAS National Environmental Management Plan Version 2.0* (2020) and should be incorporated in a landfill cell design.

Where it is envisaged that the low-level contaminated soil landfill capacity is to also include the management of PFAS contaminated soils, it may be necessary (from a precautionary principle perspective) to apply more stringent engineering and management controls than those described above. These measures may be considered over-engineered for the landfilling of low-level contaminated soils, being quite costly to construct, maintain and operate. Accordingly, consideration may also be given to a dedicated, standalone landfill cell, with heightened engineering and management controls, for the management of PFAS contaminated waste that is co-located as part of a RWMF.

### 2.8.3 Interim Measures

There may also be benefits to realise by introducing interim measures to reduce the weight of landfill disposed to Shoal Bay Landfill prior to the operation of a new landfill and RWMF, which may take several years to design, plan, and construct. It may be possible to pre-treat MSW prior to landfilling to reduce its weight and disposal cost. However, the cost benefit gained through reduced MSW weight-related landfill disposal costs must be greater than the capital and O&M costs to construct and run such an operation.

The most commonly researched method involves the bio-stabilisation of MSW through various forms of composting. One example by Lornage et al. (2007) estimates that a low-cost and scale MAF facility would produce a 28% reduction in mass<sup>9</sup>. Using costing information for an MAF facility in Timaru, NZ (\$3.5 million in capital and \$1.5 million O&M per year, *Noosa Council n.d.*), it was assumed that 16,000 tonnes per annum of MSW could be treated to produce a 28% reduction in mass (potentially realising a savings of ~4,480 tonnes). If a landfill fee of \$100 per tonne (based on 2021/21 gate fees for commercial garbage<sup>10</sup>) was used to estimate the cost savings (~\$448,000 per annum), it would not be sufficient to cover the annual O&M costs, let alone the capital cost of the MAF plant. Consideration would also have to be given to the time and effort required to site, design, plan, and approve the construction and operation of the MAF facility.

Whilst the concept of reducing the volume and cost of waste disposed to landfill may be plausible in theory, it is unlikely to be viable in the context of this project, and we do not recommend that it be pursued for a further feasibility study. It is more likely that other resource recovery and recycling initiatives assessed in this report will achieve the desired reduction in the total weight of MSW requiring landfill.

<sup>9</sup> This is an optimistic estimation, given the climate of the top-end may inhibit the efficacy of composting

<sup>10</sup> Gate fees for the disposal of MSW could not be sourced

### 3.0 SUMMARY OF PREFERRED WASTE MANAGEMENT TECHNOLOGY AND INFRASTRUCTURE

Section 2.0 evaluates a range of options and outlines several recommendations for the management of high-volume, disaster, and challenging low-volume waste streams, which may be subjected to more detailed feasibility analysis through subsequent phases of the project. This section summarises the preferred suite of technology and infrastructure options for the Top End, along with a summary of the key matters that may need to be further assessed as part of the detailed feasibility analysis.

#### 3.1 Preferred Suite of Technology and Infrastructure

This waste management technology and infrastructure analysis has recommended the following suite of preferred options be further assessed as part of the detailed feasibility analysis:

##### *High-volume Waste Streams*

- **Co-mingled recyclable wastes.** A small-scale standard (high-tech) MRF that separates co-mingled recyclable material into various material categories (e.g., paper, PET plastics, HDPE plastics, glass, ferrous and non-ferrous metals) using a combination of manual labour and automated systems. This option achieves the best balance between product quality and improved recovery relative to cost and reliability. However, this will be dependent on the development and implementation of various education and awareness initiatives to drive a substantial increase to recycling rates, in addition to higher levies for commercial and domestic waste disposal to incentivise the diversion of more waste to recycling.
- **Construction and demolition aggregates.** A small-scale medium-tech facility that separates and processes C&D wastes into a diverse range of aggregates through secondary crushing and screening processes. The benefits provided by a diverse range and higher-quality aggregates requires the development and application of policy and associated specifications by the NTG and DIPL.
- **Timber and timber products.** A timber waste consolidation facility that consolidates and temporarily stores timber waste undercover on a bunded impervious surface for transport interstate for further processing. Whilst neither the chipping and processing options, or the reuse shop would be sufficient due to the lack of volume or too much volume, these options are technically sound and may be reconsidered in the future.
- **Organic wastes.** A core composting facility that creates an enclosed environment for promoting aerobic decomposition of organic wastes using a thick 'Goretex' breathable, but water-resistant cover. This should be subject to a pilot-trial of a small-scale MAF unit to assess its composting efficiency in a tropical environment. Market stimulation tools will also be required to develop and stimulate sufficient demand for composted material and realise its benefits in the Region.

##### *Disaster Waste*

- **A centralised disaster waste consolidation hub.** This will store and separate disaster waste into non-hazardous and hazardous waste streams for recovery, re-processing and/or transport to landfill or recovery outside the Region. Ideally, the disaster waste consolidation hub would be co-located with, and gradually processed through the RWMF's infrastructure. The consolidation hub should be sized to accommodate potential waste volumes that may be generated from up to a Category 4 cyclone.

##### *Challenging Low-volume Waste Streams*

- **Hazardous liquid wastes.** A centralised consolidation and temporary storage hub from which the material is transported interstate or overseas for further treatment, reprocessing or disposal. This may be in the form of segregated tank storages, or a dedicated IBC and drum storage facility, which are consolidated for transport.

- **Tyres.** A collection, baling and temporary storage facility, with the provision of appropriate environmental and fire-risk controls, to collect, bale and temporarily store tyres to be transported interstate for further processing. Such a baling operation may be supported by a small-scale truck and OTR tyre re-treading operation that would establish a circular economy for these tyres in the Top End region.
- **E-waste and batteries.** A centralised separation and temporary storage hub, with the provision of appropriate environmental and fire-risk controls, which will be a roofed and bunded area which separates and temporarily stores e-waste and batteries for interstate or international processing and recycling.

### **Residual Solid Waste Landfill Capacity**

- **Asbestos wastes.** A dedicated landfill cell for asbestos wastes, which may be a low-tech mono-cell (asbestos-only), or a more highly engineered landfill where the asbestos is to be co-disposed with residual C&D or contaminated soil waste (recognising that it may not be possible to safely segregate asbestos from the residual waste it may be bound to).
- **Low-level contaminated soils.** A dedicated landfill cell for low-level category C contaminated soil, which may or may not include more substantial engineering and management controls for the co-disposal of PFAS contaminated soils.
- **Interim measures to reduce MSW volumes prior to landfill disposal.** In the local context of the Top-End, measures to reduce MSW weights are unlikely to be viable, considering the potential landfill disposal cost benefits relative to the CAPEX and O&M costs required for such a facility, and we do not recommend that it be pursued for a further feasibility study.

## **3.2 RWMF**

The initial Project report (Golder, 2021) outlines an opportunity for a Resource Recovery Hub for the consolidation, sorting and disposal of recyclable wastes and materials to be constructed within the Greater Darwin region. This has also been referred to by DIPL as a new Regional Waste Management Facility (RWMF). The multivariate social, environmental and economic analysis, and preliminary siting criteria presented in this report in Section 4.0, has been underpinned by the 2018 DIPL report recommended a multi-criteria analysis be undertaken to determine potential locations for a new RWMF site, an approach which Golder has also recommended.

Whilst the previous report and Section 1.2.4 has discussed a range of benefits to a potential RWMF, the main opportunities are to co-locate a variety of waste management infrastructure throughout this report and with an express focus on resource recovery and support to a circular economy. Several key elements such as the design, operation, and costings of a potential RWMF should be followed up in a detailed feasibility analysis after the technology infrastructure selection has been confirmed by Council and DIPL.

## **3.3 Further Considerations**

Before the planning and design of this infrastructure, there is a variety of additional matters that should be further assessed as part of the detailed feasibility analysis. As a minimum it is recommended that the following matters form part of the scope of a detailed feasibility assessment of the preferred suite of technology and infrastructure options:

- Siting assessment (preliminary advice on the scope of a siting assessment is presented in Section 4.0);
- Detailed costings and technology selection; and,
- The market for recovered products.

To support the detailed feasibility assessment it may also be necessary to consider and further assess what may also be required in relation to:

- The level of policy and specification support required by Council of the NTG to support the reuse of aggregates and organics.
- Further refinement of the waste data and information that has underpinned this assessment;
- The level of policy and financial support required by Council, or of the NTG, to provide the necessary community education improvements to lift community participation and resource recovery rates; and,
- The financial implications on Council's budget and the potential flow-on implications to ratepayers.

It is recommended that the scope of the feasibility assessment be further developed and refined with the with the input of Council and other potential stakeholders. This scope of works could be developed into a brief and put out to tender to potential economic assessment and accounting Firms by Council, with Golder continuing as a key advisor to the Project.

## 4.0 PRELIMINARY SITING CRITERIA

Siting criteria for the establishment of a RWMF is recommended to focus on those broad operational, policy, social and environmental considerations necessary to support the preferred technology and infrastructure suite summarised in Section 3.0. The proposed siting of a multi-faceted RWMF should be guided by both regulatory requirements and operational needs. Policy and regulatory requirements will typically apply restrictions to where a new RWMF can be sited, while operational needs impose certain siting prerequisites to achieve market viability. Namely, the NT EPA's *Guidelines for the Siting, Design and Management of Solid Waste Disposal Sites* (2013) outlines a variety of requirements that should be met.

As summarised in Sections 4.1 and 4.2 below, the preliminary siting criteria must factor in the individual separation distances, or configuration aspects that may be needed for the specific technologies recommended and the potential risks posed by the various waste streams to be processed.

### 4.1 Policy and Regulatory Derived Siting Criteria

The following preliminary criteria considers the policy and regulatory derived matters to be considered in the specific RWMF siting requirements:

- **Separation from sensitive receptors and land uses**

The separation distances required from sensitive receptors and land uses will vary depending on the specific infrastructure (refer to Section 3.1) at the RWMF and their location (for example, the separation distance is measured from the source, not the boundary of the potential site).

- **Located within an appropriate planning scheme and avoidance of restrictive overlays**

Locating the site within an appropriate planning zone will provide some preferential planning approval consideration, the avoidance of cumbersome overlays and future housing growth and encroachment.

- **General alignment with existing and proposed Sub-regional Land Use Plans (SLUP)**

Potential sites should consider alignment with existing or proposed SLUPs, such as the existing Litchfield SLUP, Palmerston Environs SLUP, and Holtze to Elizabeth River SLUP (draft). These may influence zoning, future sensitive uses, and consider other lifestyle and economic drivers identified under plans.

- **Minimal presence of remnant vegetation**

The site should have minimal presence of high-value native vegetation to avoid, or minimise, approval risks or the need to purchase of offsets, which may not be available, or may be difficult to obtain.

- **Minimal or no presence of listed species**

The presence of certain listed species may trigger territory or commonwealth planning requirements, which may present approval risks, planning hurdles or delays that may not be able to be overcome.

- **Avoidance of social and cultural heritage sensitive areas**

Ideally the site should not be encumbered by sites of significance in order to protect heritage values and avoid complications in the development of the RWMF. It should also identify potential informal or recreational uses (e.g., where the site is vacant).

- **Not located near significant groundwater or surface water resources**

Any RWMF with a landfilling component should avoid areas with high-quality groundwater resources due to a contamination risk from leachate. The site should be located away from major surface water ways to avoid runoff contamination risk.

### ■ **Suitably sized land to account for future growth**

Future growth in waste disposal demand could be driven by increased generation and growth, significant natural disaster events, the phase-out and closure of other Top End infrastructure. The site should have sufficient area to accommodate current needs and future expansion while maintaining adequate separation distances to potentially sensitive receptors for the long term.

### ■ **Land Ownership**

It may be preferable that the land is under the control of Council or the NTG rather than having to acquire, or negotiate access with third-parties.

## 4.2 Operational Derived Siting Criteria

The following preliminary operational-derived siting criteria have been established for the potential RWMF as potential prerequisites for the identification of suitable tracts of land:

### ■ **Access to suitable road networks and potentially rail and/or ports**

The site should provide access from a sealed road that can accommodate heavy vehicle (e.g., close proximity to a Class 1 or 2 road) and should avoid access conflicts with higher-risk road uses (i.e., school zones, shopping centres). It may be preferable to be located near a rail line to allow the potential development of spur lines for freight transport.

### ■ **Suitable access to community and markets for recovered products**

The area should also be in reasonable proximity to Top End Councils, as well as potential end-markets for recovered resources.

### ■ **Suitable topography and geomorphology**

The land should be flat and avoid undulating areas for ease of development.

### ■ **Access to essential services**

Is there appropriate access to utilities, such as the power grid, water, and sewage, and/or consider possible restrictions to these being established.

### ■ **Not located in a high flood or bushfire risk zone**

The site should not exist within a flooding, tidal inundation or bushfire zone, or have a flooding or bushfire overlay, which may impede development at the site. In particular, the NT EPA (2013) recommends that a site should not be susceptible to a 1 in 100 year washout event.

### ■ **Climate**

The site should not be located in areas that are particularly susceptible to erosion and stormwater drainage issues due to heavy rainfall events or significant amounts of dust and odour generation from hot, dry windy conditions.

It is recommended that this siting criteria be further refined with the input of Council, DIPL and other potential stakeholders, and then applied to an assessment of potential locations for the RWMF, as a follow-up to this investigation. Golder could apply a Geographical Information System (GIS) as a spatial and planning approach to utilise the criteria in screening and identifying potential locations in the Region that may satisfy the siting needs of the RWMF.

## 5.0 CONCLUSIONS AND NEXT STEPS

This Summary Report has presented our review and assessment of potential technology and infrastructure options to support Council with advancing its waste management infrastructure planning and development. Broadly, this articulated how a new RWMF could implement a range of innovative and scalable waste reduction and recovery technology, with the intent of reducing reliance on landfill disposal, and drive and support economic development throughout the Region.

In brief, there are several learnings and conclusions that can be drawn from the assessment, namely:

- **High-volume waste streams** – The recovery of co-mingled recyclable, C&D aggregate, timber and timber products, and organic wastes present a significant opportunity to exploit a range of end-markets in the Greater Darwin region. A small-scale high tech MRF; small-scale medium-tech C&D re-processing facility, and a core composting facility should be considered to recover a broad-range of end-products from these wastes. The different infrastructure options will also require community and stakeholder engagement; the development and application of policy and specifications with DIPL; and market stimulation methods to increase the throughput of the waste and develop markets for the recovered material. Due to volume constraints, none of the timber processing infrastructure options would be suitable, hence a timber waste consolidation facility to consolidate, temporarily store waste prior to transport interstate for further processing is the preferable option.
- **Disaster waste consolidation hub** – The current capacity to hold and process disaster waste in the Top End is limited and the majority of which will be disposed of at the Shoal Bay Landfill, which itself has limited air space and constraints upon any future expansion of the facility. To conserve current and future landfill airspace, we recommend a centralised disaster waste consolidation hub that provides capacity to temporarily store and separate disaster waste into non-hazardous and hazardous waste streams and support its recovery, re-processing and/or transport to landfill or recovery outside the Region. Ideally the disaster waste management infrastructure may be established as part of a potential RWMF, whereby recovered materials may be progressively processed through the waste management infrastructure provided by the RWMF.
- **Challenging low-volume waste streams** – There are several low-volume streams which cannot be disposed to landfill due to specific hazards or challenges they would pose. This necessitates alternative waste management infrastructure for their disposal. Whilst a range of technology was considered, due to their low-volume and hazardous characteristics, these options mostly comprise of technologies and infrastructure to support the safe temporary storage, consolidation and packaging of the material for transport interstate for specialist recovery, treatment or disposal.
- **Residual Solid Waste Landfill Capacity** – It is recognised that there will be some residual solid wastes that will continue to require landfill disposal for the medium-to-long term. Both asbestos and low-level contaminated soil wastes should have their own dedicated landfill cells at a new RWMFs designed to meet their relevant disposal and design requirements. Consideration should also be given to a dedicated landfill cell with heightened controls for the management of PFAS contaminated waste. Whilst potential measures to reduce MSW weight and associated landfill disposal costs were evaluated, these are unlikely to be viable in the context of this project, and are not recommended to be pursued further.
- **Preliminary Siting Criteria** – A range of regulatory and operational requirements have informed the development of preliminary siting criteria for the location and establishment of a RWMF, which broadly focuses on high-level operational, policy, social and environmental considerations necessary to support preferred technology and infrastructure suite. These are subject to further workshopping and refinement with Council and stakeholders through Stage Two of the project, as detailed further below.

## STAGE TWO

Stage Two will build on this preliminary assessment through detailed investigations of the short-listed resource recovery technologies and infrastructure, supporting a feasibility assessment and potential development of a business case for a RWMF.

Stage Two will also include a range of outcomes, which broadly fall under the following areas:

### Summary Presentation to Council and DIPL

A summary presentation of the stage one outcomes will be presented to Council and DIPL, providing the opportunity for live feedback and discussion. The presentation will also workshop the following items:

- **Siting criteria for a RWMF.** The preliminary siting criteria outlined in Section 4.0 will be workshopped to prepare a brief for a siting assessment as further outlined below.
- **Infrastructure assessment weightings and final infrastructure selection for the RWMF.** Council and DIPL will have the opportunity to further inform and evaluate the viability of the infrastructure assessment, and extend this process to the lower-volume challenging waste streams.

### Detailed Feasibility Assessment

Prior to the approvals and implementation of the infrastructure, there are a variety of planning and design matters that need to be further evaluated as part of the detailed feasibility assessment. These are discussed further below in the “industry and community engagement” and “siting and conceptual design” sub-sections.

To support the detailed feasibility assessment, it may also be necessary to consider and further assess what may also be required in relation to the preliminary estimates and gaps in waste data and information underpinning this report. The scope of the feasibility assessment be further developed and refined with the with the input of Council and other potential stakeholders. Golder will work with Council to develop a scope of works for a feasibility assessment and potential business case, which could be developed into a brief and put out to tender to potential economic assessment and accounting Firms by Council.

### Siting Assessment and Conceptual Design

Golder would undertake a siting assessment and prepare a conceptual design for the RWMF.

Starting with the preliminary siting criteria detailed in Section 4.0 of this report, we will workshop and confirm the siting criteria with Council and DIPL prior to undertaking our assessment. We envisage the assessment will require a Geographical Information System (GIS) database search that applies the confirmed siting criteria in refining down potential locations that satisfy Council and DIPL's requirements for the RWMF.

It is foreseeable that several potentially suitable locations may be identified, at which point we will work with Council and DIPL in assessing the relative opportunities and constraints of each option. Once a potential candidate site is identified Golder would prepare a conceptual design that may be used to inform further community and stakeholder engagement, as well as form the basis design to commence the subsequent statutory approval processes for the RWMF.

## 6.0 IMPORTANT INFORMATION

Your attention is drawn to the document titled – “Important Information Relating to this Report”, which is included in Appendix A of this report. The statements presented in that document are intended to inform a reader of the report about its proper use. There are important limitations as to who can use the report and how it can be used. It is important that a reader of the report understands and has realistic expectations about those matters. The Important Information document does not alter the obligations Golder has under the contract between it and its client.

## 7.0 RESOURCES AND REFERENCES

Golder has utilised the following resources and references in undertaking this assessment and compiling this report.

### 7.1 Resources

#### MRF

- [https://resource-recycling.com/resource-recycling/wp-content/uploads/2020/06/December\\_2018\\_Board\\_Packet-23-94.pdf](https://resource-recycling.com/resource-recycling/wp-content/uploads/2020/06/December_2018_Board_Packet-23-94.pdf)
- [https://www.waste360.com/mag/waste\\_large\\_small\\_clean](https://www.waste360.com/mag/waste_large_small_clean)
- <https://www.bulkhandlingsystems.com/athens-services-opens-state-art-mixed-waste-mrf/>
- <https://www.suez.com.au/en-au/who-we-are/suez-in-australia-and-new-zealand/our-facilities/materials-recycling-facilities#:~:text=What%20is%20a%20MRF%20and,or%20fully%20co%2Dmingled%20recyclables.>
- <https://www.thebalancesmb.com/what-is-material-recovery-center-2877733>
- <http://www.infrastructurevictoria.com.au/wp-content/uploads/formidable/7/Ballarat-MRF-Report-final-20190528.pdf>
- <https://www.bundaberg.qld.gov.au/material-recovery-facility>
- [https://greenblue.org/reloop-what-is-mixed-waste-processing-or-all-in-one-dirty-mrf-recycling/#\\_ftn1](https://greenblue.org/reloop-what-is-mixed-waste-processing-or-all-in-one-dirty-mrf-recycling/#_ftn1)

#### Organics

- [https://www.hertfordshire.gov.uk/statweb/compaperarchive/archive/older\\_meetings/Reports/173/627/1.pdf](https://www.hertfordshire.gov.uk/statweb/compaperarchive/archive/older_meetings/Reports/173/627/1.pdf)
- [https://www.timaru.govt.nz/\\_data/assets/pdf\\_file/0017/181124/1002595-PLAN-Waste-Assessment-Timaru-District-Council-2017.pdf](https://www.timaru.govt.nz/_data/assets/pdf_file/0017/181124/1002595-PLAN-Waste-Assessment-Timaru-District-Council-2017.pdf)
- <https://www.biosolids.com.au/wp-content/uploads/DSE-In-vessel-Composting.pdf>

#### C&D

- [https://www.wasteauthority.wa.gov.au/images/resources/files/2019/10/Programs\\_-\\_Recycled\\_Construction\\_Products\\_-\\_Position\\_Statement.pdf](https://www.wasteauthority.wa.gov.au/images/resources/files/2019/10/Programs_-_Recycled_Construction_Products_-_Position_Statement.pdf)
- <https://www.suez.com.au/en-au/who-we-are/suez-in-australia-and-new-zealand/our-facilities/construction-and-demolition-facilities>
- <https://www.generalkinematics.com/blog/cd-waste-recycling-materials-included/>
- <https://www.cityofparramatta.nsw.gov.au/sites/council/files/2017-10/Western%20Sydney%20Recycling%20Directory%20%28C%2BD%29.pdf>
- <https://www.cdeglobal.com/applications/cd-waste-recycling>
- <https://www.emrc.org.au/waste-services/resource-recovery-project/hazelmere-resource-recovery-park.aspx>

### Timber

- <https://www.suez.com.au/en-au/sustainability-tips/learn-about-waste-streams/general-waste-streams/timber-and-wood-recycling>
- <https://www.cleanaway.com.au/waste/timber/>
- <https://www.emrc.org.au/operations-and-projects/waste-and-recycling-services/recycling-services-and-products/timber-recycling.aspx>
- <https://www.emrc.org.au/waste-services/resource-recovery-project/hazelmere-resource-recovery-park.aspx>
- <https://smartrecycling.com.au/>
- <https://sbenrc.com.au/app/uploads/2020/11/2.-Report-5.-Material-case-study-Timber.pdf>

### Siting:

- [https://greatershepparton.com.au/assets/files/documents/planning/strategic/Greater\\_Shepparton\\_Resource\\_Recovery\\_Precinct\\_-\\_Final\\_Draft\\_Report.PDF](https://greatershepparton.com.au/assets/files/documents/planning/strategic/Greater_Shepparton_Resource_Recovery_Precinct_-_Final_Draft_Report.PDF)
- <https://www.planning.org.au/documents/item/11644>
- <https://haveyoursay.nt.gov.au/68223/widgets/338332/documents/203249>
- <https://planningcommission.nt.gov.au/projects/drlup>

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## Signature Page

### Golder Associates Pty Ltd



Coen Romalis  
*Environmental Scientist*



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**APPENDIX A**

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# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Fiber Sense June 2022 Update
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Manager Information Technology, Glen Collins
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

## COMMUNITY PLAN

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

## PURPOSE

This report seeks to update Council on the progress of the Fiber Sense project.

## KEY MESSAGES

- This project is reflective of the Council's Community Plan, Digital and Smart City Strategy and associated programs.
- The capital costs and five years of data and software are capped at \$2 million.
- The project is being delivered in partnership with the Northern Territory Government (\$1.5 million) and City of Palmerston (\$500k)
- This project is the first of its kind in the Northern Territory.
- The fibre optic cable rollout will be throughout the City Centre, Gray and Bakewell, as well as along Tiger Brennan Drive.
- The installation commenced in 2021, however project delivery has been impacted by various factors including COVID-19 related issues, resolution of technical factors and the wet season.
- Installation of 5km of fibre optic cable has been completed in Palmerston and Tiger Brennan Drive.
- Installation of fibre optic cable in Palmerston is scheduled to restart in mid-June with completion scheduled for September 2022.
- Data sensors and advanced algorithms will be activated following the completion of the Palmerston install, with the type of data available to be developed over the following 12 months.

## RECOMMENDATION

THAT Report entitled Fiber Sense June 2022 Update be received and noted.

## BACKGROUND

Fiber Sense is an international technology company that deploys unique fibre optic networks to enable acoustic (sound) sensing across a City area. The insights and information gained from the data collected are used to manage assets, resources, and services efficiently and improve municipal operations across the city. Data collected from citizens, devices, buildings and assets is processed and analysed to monitor and manage traffic and transportation systems, power networks, utilities, water supply networks, waste, crime detection, information systems, schools, libraries, hospitals, and other community services.

The DigitalCity Network can continuously monitor citywide critical infrastructure (power/water/gas/telecoms), vehicles, pedestrians, public transport, parking, seismic activity, explosions, and weather events. All from a single homogeneous sensing platform providing 24x7 coverage.

The Northern Territory Government (NTG) and City of Palmerston (CoP) have entered into a partnership for the delivery of Fiber Sense technology within Palmerston and Tiger Brennan Drive.

This report provides Council with an update on the project implementation.

## DISCUSSION

Contracts between the City of Palmerston (CoP) and Fiber Sense were executed in June 2021, allowing for the installation of up to 60km of fibre optic cable within Palmerston and Tiger Brennan Drive.

Construction of the Fiber Sense installation was delayed due to the closed borders and significant impacts on the supply chain from the COVID pandemic. Installation of the first fibre optic cable from Council's Civic Plaza building onto Chung Wah Terrace started on 28 October 2021. Throughout November and December Fiber Sense installed further fibre optic cable on Tiger Brennan Drive, and from Council's Civic Plaza building to the intersection of University Avenue and Roystonea Avenue.

After completing the initial construction phase prior to Christmas 2021, Fiber Sense returned to Palmerston in March 2022 and installed fibre optic cable from the intersection of University Avenue and Roystonea Avenue through to the previous install on Tiger Brennan Drive.

As at the end of May 2022, FiberSense has installed a total of 5km of fibre, with 4.8km activated with sensing capabilities – See Figure 1 below. Raw data collection has begun on both paths, with the initial observations successfully identifying traffic and confirming that the vehicle detection quality is good. Due to the short nature of the City of Palmerston installation, the advanced algorithms are not yet operational. These are expected be operational at the completion of the construction work within Palmerston, scheduled for the end of August 2022.



**Figure 1: Current installation status of Tiger Brennan Drive, Roystonea Avenue & Chung Wah Terrace as at May 2022**

As with any project of this scale that involves new technologies, processes and environments, there were valuable learnings for Fiber Sense post the initial construction period. It was determined that to meet the requirement of completing approximately 1km of fibre installation in a shift (day or night), that new and additional equipment was required. The shipping delays being felt because of current world events have impacted the delivery of this equipment from the US, resulting in Fiber Sense delaying construction restarting until mid-June 2022.

Construction in Palmerston is expected to be completed by the end of August, followed by the completion of Tiger Brennan Drive installations in September 2022.

Construction Schedule:

Stage	Starting	Ending	Time of Works
Palmerston CBD incl. NTG owned section of Chung Wah Terrace and Temple Terrace	Jun-2022	Jun-2022	Night
Bakewell Suburb	Jul-2022	Aug-2022	Day
Temple Terrace and Essington Avenue	Aug-2022	Aug-2022	Day
CoP Office Carpark	Aug-2022	Aug-2022	TBD
Tiger Brennan Drive	Aug-2022	Sep-2022	Night

Proposed Operating Hours:

- Day works: 7:00am – 3:00pm
- Night works: 6:30pm – 4:00am

Further information on the project can be found on the City of Palmerston website at <https://palmerston.nt.gov.au/operations/major-projects/fibersense-technology>

## CONSULTATION PROCESS

CoP communicated the commencement of construction to impacted residents in October 2021 via a letter drop. Further relevant communications have been developed and will again be communicated prior to the recommencement to inform the community and stakeholders using methods such as letters, media, web page and social media to inform the community.

## POLICY IMPLICATIONS

There are no policy implications for this Report.

## BUDGET AND RESOURCE IMPLICATIONS

The scope of the project funding by NTG and City of Palmerston has been identified at \$2 million. The \$2 million includes initial capital costs followed by a five-year service agreement for data and service. The estimated split is approximately \$1.5 million capital and approximately \$100,000 per annum over five years. This split will be further refined as the project progresses noting total project will not exceed \$2 million.

The NTG has agreed to fund \$1.5 million over a three-year period with Council identifying its contribution as \$500,000.

There are potential economic benefits that could result from this pilot project in the form of efficiencies or third-party income.

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

There is a risk that this technology may not fully achieve expectations, and this will need to be managed. It may take several years to realise all known or unknown benefits.

Council is working in partnership with NTG Departments, such as DIPL, Police and Health to identify value adds and synergies with existing technologies being utilised in the region.

This Report addresses the following City of Palmerston Strategic Risks:

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

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The implementation of a Fiber Sense Network in Palmerston could help deliver environmental benefits and reduce the City's carbon emissions as the technology promotes the use of autonomous vehicles, smart applications and better decision making on the use of Council roads and assets.

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

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

### **ATTACHMENTS**

Nil

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Palmerston Youth Festival
<b>MEETING DATE:</b>	Tuesday 7 June 2022
<b>AUTHOR:</b>	Community Services Manager, Melanie Tighe
<b>APPROVER:</b>	General Manager Community and Culture, Anna Ingram

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to provide Council with an update on the 2022 Palmerston Youth Festival to scheduled for 10 – 16 July 2022.

### KEY MESSAGES

- Youth Festival is a week-long celebration of Palmerston youth during the July school holidays. It is designed to engage young people with exciting, inclusive, and diverse activities, events and competitions and showcase what is available in the Palmerston community.
- Palmerston Youth Festival has been delivered in partnership with the Northern Territory Government since 2019. In 2020 the Northern Territory Government committed to three-year funding for the festival at \$300,000 per annum.
- The 2020 Palmerston Youth Festival was postponed due to COVID-19. The funding agreement between Northern Territory Government and Council was subsequently amended from funding the Youth Festival from 2020-2022 to 2021-2023.
- COVID lockdowns also impacted the 2021 festival. Despite this impact, Council delivered seven days of events with approximately 5800 people participating. 80 young people shared in the total prize pool.
- City of Palmerston is currently finalising plans for the delivery of the 2022 Palmerston Youth Festival being held from the 10 - 16 July 2022.
- The Palmerston Youth Festival will deliver seven days of youth events, including two major events. Suburban Sounds will return to Goodline Park (Rosebery) and open the festival with an exciting headline artist (to be announced in the coming weeks), supported by a lineup of First Nations artists and local emerging musicians and finish with the ever-popular Geek Fest Top End.
- The Festival finale will see the first ever Northern Territory drone show lighting up the Palmerston CBD. This spectacular finale is the first of its kind in the Territory, with 80 drones performing an illuminated, synchronised and choreographed show. The drones arrange themselves into various aerial formations that are programmed and controlled by computer. Almost any image can be recreated in the sky. It promises to be a stunning light show that simply cannot be missed.
- The Palmerston Youth Festival is to be centred around visual and performance arts, connection to culture, technology, sport and recreation activities and events and encourages young people to express themselves through the various activities with prizes for winning participants in set categories.

- Several collaborative working groups have been formed to inform and support the development of the festival, including a 12-member Youth Working Group, an adult Geek Culture Collective, and the City of Palmerston Library Geeksquad. Feedback was also sought from organisations within PARYS (Palmerston and Regional Youth Services) network. Broader engagement with youth also occurred via the Yo Palmy e-newsletter and socials.
- City of Palmerston will also be working in partnership with local organisations and businesses to deliver the 2022 Palmerston Youth Festival including Build Up Skateboarding, Questacon, Belgravia Leisure, YMCA, Charles Darwin University, NT Music School, Darwin Fringe Festival, Palmerston and Regional Basketball Association and Event Cinemas Palmerston.
- Palmerston Secondary Colleges were contacted for involvement but proved difficult to engage due to pressures on school staffing because of COVID.

## RECOMMENDATION

THAT Report entitled Palmerston Youth Festival be received and noted.

## BACKGROUND

In 2019, City of Palmerston, in partnership with the Northern Territory Government, delivered the inaugural Palmerston Youth Festival (PYF) between 13-20 July. The program included three major events as well as a number of smaller bespoke events.

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

In 2021, despite the impacts of COVID lockdowns, Council successfully delivered the PYF with a week of youth related activities and events, including visual and performance arts, cooking, sport, dance, gaming and geek culture, comedy, and drama activities. There were over 5,800 participants at the festival events.

## DISCUSSION

City of Palmerston is currently in the final planning stages for the 2022 Palmerston Youth Festival (PYF), which will run from 10-16 July 2022. The program will consist of a variety of activities and events designed to be creative, challenging, and inspiring to young people and welcoming to families and the wider community.

### **Palmerston Youth Festival Draft Program**

#### **Sunday 10 July - Suburban Sounds**

Suburban Sounds will return to Goodline Park, home of the Raiders Rugby Club in Rosebery and open



the festival with an exciting headline act (to be announced in the coming weeks), supported by First Nations artists, Justin Wellington and Lil Mase, together with new emerging local talent. A DJ will be

providing tunes alongside entertainment such as a Bucking Bull, Silent Disco, Circus Skills, Face Paint and Glitter Bar, Social Station including Photobooth, Street Art Live Paint and Stalls.

A call out for local emerging bands/musicians will offer three individual musicians or bands a 'Gulwa' Community Recording Studio package. They will work with local technicians and producers to record one of their songs to upload to Triple J Unearthed.

### Monday 11 July - Late Skates

In partnership with Build Up Skateboarding, Council will host a Best Trick Jam at Palmerston Skatepark. The event will attract skateboarders from Palmerston, Darwin and regional areas to participate. The Best Trick Jam will showcase the skills and development of local youth as a culmination of the 12-week Late Skates program currently being run by Council. A DJ and Hype man will be onsite providing atmosphere and there will be an opportunity for skaters to 'Pimp your board' with a local street artist. The event is open to any participant to showcase their skills in a relaxed format and there will be competition rounds with prizes for beginner, intermediate and experienced skaters.



### Tuesday 12 July - Art Jam

Durack Community Arts Centre will come alive with creativity. There will be a variety of creative workshops and Art Exhibition and an 18+ music event. During the day there will be free workshops for young people including Portraiture Photography with photography specialists from North Australia Media and a hands-on Zine workshop, in partnership with Darwin Fringe Festival. Workshops including Franken Dolls, Lucky Dip Art, Found Object Art will happen leading up to the festival. The efforts of these workshops will be combined and culminate in an Art Jam exhibition. The Art Jam exhibition will be followed by an evening exclusive 18+ Karaoke Klub aimed at our older youth audience.

### Wednesday 13 July - SportsFest

Hosting a day at the Palmerston Recreation Centre to celebrate all things sports, Council will partner



with the Palmerston and Regional Basketball Association (PaRBA) and other local sporting organisations to run a gala day filled with come and try activities, demonstrations, and short tournaments. Sports organisations include Golf NT, Clubhouse Territory, Esports, Volleyball, and Badminton. Level Up Esports will run NB2K and the day will conclude with a Volleyball Tournament and major 3x3 basketball competition with local young players showcasing their skills, with prizes to be awarded. City of Palmerston are partnering with Palmerston and Regional Basketball Association (PaRBA) who will deliver this event. PaRBA have a strong connection to youth in our community through our shared program 'Youth Drop-in Sports'.

## Thursday 14 July - Youth Culture Connect

Youth Culture Connect will be made up of three events throughout the day, each showcasing and celebrating the best of Palmerston youth. In the morning, at the Palmerston Recreation Centre, Council will create space to hear from young emerging leaders talk about local matters affecting our community and the importance of Diversity and Inclusion in our region.

Later in the day young LGBTQIA+ people, friends and allies are invited to take part in Palmerston's Annual Pride Picnic at the Palmerston Recreation Centre in collaboration with Palmerston Young Citizen of the Year for 2021, Paige Horrigan. There will be performances, glitter station, opportunities to get creative, and a Lived Experience Forum.

The day will conclude with activities at the SWELL Palmerston Swimming Pool, in partnership with Belgravia Leisure, Larrakia Nation and YMCA. NT's hottest up and coming dance crews originating from 3 different continents will enter a Palmy Cypher (rap dancing circle) including the Filipino Dance Group - PHL the Beat, the Congolese Afro House Boys and the First Nation Dancers.

## Friday 15 July Geekfest Top End 2022 (Day 1)

Geekfest Top End, in partnership with Events Cinema Palmerston, will showcase NT's annual biggest Esports competition on the big screen at Events Cinema Palmerston. The competition will be aimed at middle and high school youth. Entertainment will include panels, free gaming, Virtual Reality (VR), social station, Anime movies, art stalls and finish with the opportunity for 250 attendees to view the newly released box office movie "Thor: Love and Thunder".

## Saturday 16 July Geekfest Top End 2022 (Day 2)

Geekfest Top End will take over the Palmerston CBD for the grand finale event, including the Palmerston Recreation Centre, Library and Goyder Square, with an exciting drone show closing the festival. This spectacular light show is the first of its kind in the Northern Territory and will see the sky light up with an orchestration of 80 drones, performing an illuminated, synchronised show. The drones arrange themselves into various aerial formations that are programmed and controlled by computer. Almost any image can be recreated in the sky. It promises to be a stunning light show that simply cannot be missed [https://www.youtube.com/watch?v=yDdQjc5Oj\\_A](https://www.youtube.com/watch?v=yDdQjc5Oj_A) (example only)



Example image only

Geek Fest Top End is the Northern Territory's largest Geek Convention showcasing all things Geek Culture. Highlights include Esports Finals and Junior and Cosplay competitions with Cosplay special guest national artist Soren, owner of "Spork Salad Creations". Young People are also encouraged to dress as their favourite fictional character using skills from the Costume Making Workshops Palmerston Library is hosting in June. There will be panels with a future focus forum highlighting local female tech legends, followed by discussions about the gaming industry, career opportunities and NT Game Development in the NT. The highly successful Medieval Land, Artist Alley and Collectors Fair will all return with up to 20 stalls. We are introducing a Library Laser Tag competition, and special guests Questacon will have exciting and interactive science displays. Flicinics will be running a movie marathon in Goyder Square from 6pm, to be followed by the spectacular drone display, lighting up the CBD and closing the Festival.



Image: Geekfest 2021 – Goyder Square with Arena MC Paige Horrigan



Image: Cosplay Competition Winners with Chief Minister Michael Gunner and City of Palmerston Alderman Henderson and Morrison

### Communications and Promotion

A detailed communication and promotional campaign for the PYF has been and will be officially launched 1 June 2022.

Promotions will include:

- Online campaign including website and social media channels (You Tube <https://www.youtube.com/watch?v=39-mzMiXqZk>) with adverts in relevant gaming apps
- Newspaper, radio and TV advertising
- Physical collateral including festival program flyers, bus back, posters and signage
- Media Releases
- Ambassadorship activities and competitions



## Working Groups

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

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

## Partnerships

Council will also be working in partnership with the following local organisations and businesses to deliver the 2022 Palmerston Youth Festival:

- Belgravia Leisure
- YMCA
- Questacon
- Darwin Fringe Festival
- Palmerston and Regional Basketball Association (coordination of 5 local sports clubs)
- Palmerston Raiders
- NT Music School
- Event Cinemas Palmerston
- Charles Darwin University
- Geek Culture Collective

## **CONSULTATION PROCESS**

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

- Community Services Team
- Communications and Media Team
- Library Team

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

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

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

Under the funding agreement, the Northern Territory Government grant contribution is \$300,000 per year with City of Palmerston contributing an additional \$50,000 per year. Grant funding has been committed for three consecutive years from 2021 to 2023.

City of Palmerston have ensured all funding requirements have been met, including allocating \$25,000 for competitions and prizes, and \$25,000 for partnerships.

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

The current three-year funding agreement with the Northern Territory Government will end in 2023, with no further funding yet secured, so there is a risk to Council that the PYF may not be able to continue after 2023. It is recommended that to mitigate this risk, following the evaluation and report to Council at

the conclusion of the PYF 2022, the Mayor writes to the Chief Minister to request another three-year funding agreement from 2024-2026, in order to ensure the festival can continue into the future.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council  
Context: Achieving credibility & trust with majority of those within and external to the City.
- 8 Fails to develop effective relationships and manage expectations of relevant parties  
Context: Engagement & communication with stakeholders (internal and external to the City).

### **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.

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

#### 14.1.1 Middle Arm Sustainable Development Precinct

THAT correspondence received from the Minister for Territory Development, Eva Lawler, on 18 May 2022 entitled Middle Arm Sustainable Development Precinct be received and noted.



MINISTER FOR TERRITORY DEVELOPMENT

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Darwin NT 0800  
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GPO Box 3146  
Darwin NT 0801  
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**MINISTERIAL REPORT**

Delivered to the Legislative Assembly on Wednesday 18 May 2022

**MIDDLE ARM SUSTAINABLE DEVELOPMENT PRECINCT**

Mr Deputy Speaker, As Minister for Territory Development, I wish to update the Legislative Assembly on the importance of the Middle Arm Sustainable Development Precinct to achieve the Territory's \$40 billion economic goal; and the role the Government is taking towards activating this precinct and delivering sustainable environmental outcomes for Territorians. This is an exciting project that will deliver for Territorians into the future.

Investment in infrastructure at Middle Arm underpins our capacity to create jobs and to grow the Northern Territory economy. We recognise that sustainable infrastructure development is about taking a balanced approach to maximising economic benefits whilst ensuring we consider the social, cultural and environmental values that as Territorians we hold dear.

This is the approach that we have taken for the Middle Arm Sustainable Development Precinct and this is the approach that will deliver these outcomes for Territorians for decades to come.

The Territory Labor Government identified an opportunity for significant economic development on Middle Arm, and I am pleased to advise that the Commonwealth Government is backing in the Northern Territory with a \$2 billion funding commitment to develop this strategic hub. This funding includes:

- \$1.5 billion to build new marine infrastructure, such as product jetties, a modular offloading facility and dredging of the shipping channel, to boost the region's importing and exporting ability;



- \$300 million to support low emissions LNG and clean hydrogen production at Darwin, together with associated carbon capture and storage infrastructure; and
- \$200 million to further develop the Middle Arm Sustainable Development Precinct, delivering enabling infrastructure such as a rail spur and a new road network to strengthen supply chains.

Planning work is well underway for this precinct. This includes working with the Commonwealth on a proposed Strategic Environmental Assessment approach which has now been agreed with the Federal Environment Minister. This approach is a first of its kind for the Northern Territory and it will be supported by a framework of best practice.

The Middle Arm Sustainable Development Precinct will provide a centralised, de-risked and sought after location that will support the Territory's energy industries to become globally competitive and sustainable, focusing on low emissions hydrocarbon and minerals processing, renewable hydrogen, carbon capture and storage and advanced manufacturing.

The Middle Arm Sustainable Development Precinct has been identified on Infrastructure Australia's National Priority List as a project of National Significance, and a recent study conducted by Deloitte concluded that at full development, it could support up to 20,000 direct and indirect jobs by 2040 and over \$16 billion in private investment.

The Middle Arm Peninsula is already home to two world class LNG production facilities including SANTOS's Darwin LNG which was built in 2005 and INPEX's Ichthys LNG plant which supports two LNG trains and condensate processing. Both plants export Territory energy to global markets, particularly our Asian partner countries to the north of Darwin.

Darwin already has strong, efficient supply chains and a highly skilled, technical workforce base to support these existing industries. The Middle Arm Sustainable Development Precinct will build on these capabilities and support service industries while targeting the development of the downstream product industries.

In the Territory, we are blessed with vast untapped renewable solar energy resources. Underpinned by announcements of the \$32 billion SUNCABLE project, the Territory Labor Government recognises that proximity to renewable resources of scale has the ability to capture growing global demand for low carbon products produced by industry based at the Middle Arm Sustainable Development Precinct.

As a tropical jurisdiction, the top end has both the existing water resources and planned future proposed water projects in the Manton Dam Return to Service and the Adelaide River Offstream Water Storage (AROWS) projects, which will have sufficient capacity to

support the Middle Arm Sustainable Development Precinct including hydrogen production and other water demands into the future.

The Territory has reserves of onshore and offshore gas in place, which coupled with Carbon Capture and Storage (CCS), will provide the basis for low emissions downstream products and future fuels to support growing global demand.

Existing supply chains, proximity to markets, labour skills, renewable power, gas, and water are the key enablers that make the Northern Territory a strategic location for sustainable, long term development to deliver real opportunities to local communities and businesses. The Territory Labor Government recognises this and is working hard to realise this outcome.

The Territory Labor Government is positioning the Northern Territory as Australia's best investment destination.

Since 2019, the Territory Labor Government has invested \$5 million per year for the initial planning and project development for the Middle Arm Sustainable Development Precinct. It is this investment that has secured the \$2 billion in funding from the Australian Government, backing this nationally significant, economy-building, job-creating project.

It is this master planning approach by the Territory Labor Government that in partnership with stakeholders, will ensure the Middle Arm Sustainable Development Precinct not only meets the needs of industry, but also importantly considers the values of the community and the environment.

The Middle Arm Sustainable Development Precinct is being master planned to support multiple industry types, including low emissions gas and minerals based processing, hydrogen production and advanced manufacturing. These industries share similar characteristics that make the Middle Arm Sustainable Development Precinct the ideal central location for them to share common infrastructure requirements, circular economy opportunities such as water and carbon re-use and the ability to share a common environmental governance framework.

Strategic Industrial master planning is critical to ensuring the benefits of a centralised location for these industries provides benefits to the local community and achieves the Territory's \$40 billion economy objective.

The infrastructure planning process for Middle Arm involves over 200 separate studies, reports, investigations, concept designs and staged deliverables to inform the following main processes:

- industrial scenario planning;
- common user infrastructure planning;

- precinct layout options assessment;
- a land infrastructure development strategy;
- a marine infrastructure development strategy; and
- baseline investigations and surveys to support a Strategic Environmental Assessment process.

Preserving Darwin's environmental values is a critical goal to meeting the sustainable objectives of the Middle Arm Sustainable Development Precinct.

Environmental assessment at both the Territory and Commonwealth level is required due to the nature and scale of the project, to ensure the mitigation of potential impact on the physical, social, cultural and economic values of this region.

On 31 March 2022, the Chief Minister of the Northern Territory and the Federal Minister for the Environment entered into a statutory agreement under section 146 of the *Environment Protection and Biodiversity Conservation Act 1999* to undertake a 'strategic assessment' of the Middle Arm Sustainable Development Precinct.

A 'strategic assessment' seeks approval for a Precinct-wide program rather than a singular 'proposed action' that a specific individual project would fall into.

This assessment is a rigorous piece of work that will consider the cumulative impacts of a range of developments over many decades.

A strategic environmental assessment will provide greater upfront certainty for industry while also delivering better outcomes for the significant environmental values on the Middle Arm peninsula, the broader Darwin Harbour, and the Greater Darwin region.

A strategic assessment:

- considers the implications of likely scenarios of development such as land clearing, water and energy use, emissions and discharges and infrastructure needs;
- determines the potential cumulative positive and negative biophysical, economic, social, cultural and health impacts;
- provides advice on the most appropriate types of projects (or 'classes of action') that might be approved and conditions that should apply to project-level approvals;
- considers governance structures, such as management of the precinct, conditions that should apply to individual projects and ongoing monitoring and management of all potential impacts; and
- outlines desired sustainability outcomes and how they are best achieved.

A strategic assessment is a significant undertaking. This will be the first Strategic Assessment in the Northern Territory and the Territory Labor Government knows how important it is to get the balance right! Actively seeking economic opportunities and de-risking private investment is important to create jobs and grow the population, but so is conserving the environmental values Territorians hold dear.

The public can provide comment on the draft Terms of Reference for the Strategic Assessment until 10 June 2022 via the NT Governments Have Your Say website.

The Department of Infrastructure, Planning and Logistics referred the Middle Arm Sustainable Development Precinct to the Northern Territory Environment Protection Authority (NT EPA) in February 2022.

The referral process is the first step in the Northern Territory environmental assessment and approval process.

The referral is on public exhibition until 10 June 2022.

The public and stakeholders currently have the opportunity to provide feedback on the Referral and Terms of Reference via the NT EPA website.

Once the Terms of References for the Territory and Commonwealth assessments are finalised, the Department of Infrastructure, Planning and Logistics will prepare an Environmental Impact Statement that meets the needs of both regulators.

The Department of Infrastructure, Planning and Logistics is proactively engaging with stakeholders during these public exhibition periods to provide detailed briefings so stakeholders can provide informed and insightful feedback.

To date, the Department has engaged with over 40 stakeholders and reference groups introducing and seeking initial feedback on values that matter to them with regard to the Middle Arm Development.

The public is also able to provide feedback on the NT EPA and Have Your Say websites.

The Strategic Environmental Assessment will be supported by development of Darwin's first Regional Airshed Model. An airshed refers to the air in a set geographic region grouped for the purpose of air quality management.

This month, the Northern Territory Government will invite local businesses to provide input towards the development of an airshed model for the Greater Darwin region.

The airshed model is considered the gold standard for predicting the impact of cumulative air emissions and is a requirement of environmental approvals for the Middle Arm Sustainable Development Precinct.

The airshed model will:

- establish an emissions inventory reflecting the current status of emissions-producing activities as a baseline;
- assist in understanding the pollutants that exist within sensitive areas, and help assess how new industries can be located to avoid increasing pollutant concentrations within sensitive areas;
- plan for future industrial development by measuring the effects of additional emitting activities on people and the environment;
- assist with regulating emissions from heavy industry; and
- plan the regional monitoring network by understanding where air quality is being impacted.

The model will be developed with data obtained from the survey, as well as from heavy industry businesses that already report emissions to the NT Environmental Protection Authority as part of their licensing requirements.

Ongoing environmental investigations will continue to inform both the strategic environmental assessment and design of the land and marine common user infrastructure, including:

- preparation of a regional terrestrial conservation offset strategy to deliver a strategic and long-term approach to offset the impact of development across the Darwin region;
- development of a baseline Darwin Harbour hydrodynamic model to support planning and regulation of waste water and dredge management;
- baseline data monitoring and assessments in Darwin Harbour, supporting the Darwin Harbour and catchment report card;
- social impact assessment to understand the social, cultural, economic and environmental values in the Darwin region;
- economic impact assessment to understand the economic opportunities and constraints, with appropriate risk mitigation options; and
- modelling industrial scenarios into all baseline models, including the hydrodynamic and airshed models, to assess and mitigate impacts.

Ongoing marine and land infrastructure studies to support master planning of common user infrastructure will be fast tracked under the funding arrangements announced by the Australian Government.

With the funding commitment of \$14 million for the 2022-23 financial year, conceptual design work will be finalised by the end of this year, and detailed engineering design will commence in early 2023.

The land infrastructure design works includes:

- common user infrastructure including services, roads, and drainage;
- lot layouts & designs including earthworks, reclamation and sediment and erosion controls;
- design of utilities and service product corridors including for carbon capture and storage and waste water; and
- design requirements of headwork provision including roads, drainage and trunk utilities infrastructure.

Marine infrastructure detailed design to support the precinct development include:

- product offloading jetties for export of multiple liquid, cryogenic and solid products;
- module offloading facility for large construction modules to support industry construction;
- navigation channels for shipping access from inner Darwin harbour to the Middle Arm jetties;

- 7 -

- shipping swing basins for product shipping and tug access and turning; and
- channel dredging assessment studies and planning.

Sustainable outcomes are at the core of the Middle Arm Sustainable Development Precinct, and the Northern Territory has partnered with the Infrastructure Sustainability Council (ISCA) to help guide and independently verify the achievement of sustainable environmental, economic, and cultural and heritage outcomes.

The Infrastructure Sustainability Council's Infrastructure Sustainability Scoring framework is aligned to the United Nations 17 Sustainable Development goals and the Middle Arm Sustainable Development Precinct will be the first Northern Territory project to be guided by this framework. This again outlines this Territory Labor Government's commitment to sustainable outcomes for the Territory.

Mr Deputy Speaker, in conclusion, this Territory Labor Government has identified the potential for Middle Arm Sustainable Development Precinct that is globally competitive and nationally significant, has outlined a vision and delivery strategy for the precinct and has now secured bipartisan support and \$2 Billion in Australian Government funding for this Nation Building project that is critical to securing the future of the Northern Territory.

I move that the Report be noted.

Thank you, Mr Deputy Speaker.

### **14.1.2 Aboriginal Economic Participation Framework**

THAT correspondence received from Department of the Chief Minister and Cabinet, Bridgette Bellenger, dated 27 May 2022, entitled Aboriginal Economic Participation Framework be received and noted.

Mr Kon Vatskalis, President; and  
Mr Sean Holden, Chief Executive Officer  
Local Government Association of the Northern Territory  
GPO Box 217  
Parap NT 0804

Via email: [sean.holden@lgant.asn.au](mailto:sean.holden@lgant.asn.au)  
[Acaila.tucker@lgant.asn.au](mailto:Acaila.tucker@lgant.asn.au)

Dear Mr Vatskalis and Mr Holden

**Re: Aboriginal Economic Participation Framework**

I thank the Local Government Association of the Northern Territory (LGANT) for providing feedback on the draft Aboriginal Economic Participation Framework (AEP Framework).

I am pleased to advise that the AEP Framework has been approved by Government and is proposed for public launch on 31 May 2022, along with the Aboriginal Procurement Policy. A pre-briefing for key stakeholders is planned for 30 May 2022 and an invitation to attend will be sent shortly.

Following the launch, CM&C and the Department of Industry, Tourism and Trade are planning to conduct stakeholder meetings throughout the Territory during June.

In acknowledgment to LGANT's feedback, CM&C provides summarised responses below:

**Objectives**

We acknowledge the support of LGANT for the four objectives and the overall purpose of the AEP Framework. We also acknowledge LGANT's role as a partner of the NT Government and Aboriginal Peak Organisations Northern Territory (APO NT) in the Northern Territory's Closing the Gap Implementation Plan.

**Definitions**

The AEP Framework has been updated to provide greater clarity and to ensure certainty for those affected by the AEP Framework. This update includes a clarification of the purpose of the AEP Framework through the incorporation of a Minister's foreword.

A suite of definitions have also been incorporated and include an Aboriginal Business Enterprise, confirmation of Aboriginality, and Aboriginal Community Controlled Organisations (ACCO).

Under the definition, an ACCO does not include government controlled organisations, including local government councils.

This definition was adopted after consultation with APO NT, and LGANT (amongst others). Importantly, it meets the Northern Territory's commitments under the national Closing the Gap Agreement and is consistent with the Closing the Gap Framework.

**Aboriginal Procurement Policy**

A new Aboriginal Procurement Policy will provide employment opportunities and build the capacity of Indigenous businesses to successfully share in the delivery of construction projects in the Northern Territory. The policy will be launched on 31 May 2022 and be active from 1 July 2022.

The procurement policy has set whole of government targets for 2022-23 being 5% of the total government contracts and 5% of the total value of government contracts to be awarded to Aboriginal Business Enterprises. A review of progress on these targets will take place in 2023 to set the next set of targets. The AEP Framework sets an overall 12 year goal of increasing Aboriginal employment on government contracts from 10% to 30%.

#### **Aboriginal Grants Policy**

CM&C is currently developing the Aboriginal Grants Policy (AGP). The drafting of the AGP is still in its early stages. The policy will be consistent with the vision, principles and objectives of the AEP Framework.

The AGP will not exclude any organisation from applying for grants, but is designed to ensure that ACCOs are provided with the opportunity to be preferenced in the grants process if they have demonstrable capacity to deliver.

However, all grants administered by CM&C under the Local Government Grants Program (totalling approximately \$52 million) are excluded from the AGP. These grants are specific to local government councils and therefore no preferencing to ACCOs applies.

Other grant types, such as in the areas of health and community services can preference ACCOs. However, where the funding has a specific local government services focus, or where an ACCO does not have the capacity, no preferencing would apply.

There may be opportunities for Local Government Councils to partner with ACCOs in delivering services for communities, however this will be a decision for individual Local Government Councils to consider.

We hope to continue to engage with LGANT throughout the process of developing the AGP, to ensure that councils can continue their vital work in representing communities and delivering services.

#### **Local Decision Making**

Local Decision Making (LDM) Agreements have been agreed to by communities after detailed consultation and any particular arrangements or commitments on contracting of goods and services in an LDM agreement prevail over the general requirements in the Aboriginal Procurement Policy.

If you have any questions, or would like to discuss any aspects of the draft AEP Framework, please contact Mr Tony Shelley, Executive Director, Strategic Aboriginal Policy Unit, CM&C on telephone 8999 8839.

Yours sincerely



Bridgette Bellenger  
General Manager  
Territory Regional Growth Division

27 May 2022

### **14.1.3 Management Transfer of Public Housing Tenancies**

THAT correspondence from the Department of Territory Families, Housing and Communities, Chief Executive Officer, Ken Davies, dated 27 April 2022 entitled Management Transfer of Public Housing Tenancies be received and noted.

# COUNCIL AGENDA

## Attachment 14.1.3.1



Department of  
TERRITORY FAMILIES,  
HOUSING AND COMMUNITIES

Office of the Chief Executive  
Level 7, Darwin Plaza  
41 Smith Street Mall  
DARWIN NT 0800

Postal address  
PO Box 37037  
WINNELLIE NT 0821

E [ken.davies@nt.gov.au](mailto:ken.davies@nt.gov.au)

T 08 8999 2749

File reference: HCD2021/06070-13-005

Mr Luccio Cercarelli  
Chief Executive Officer  
City of Palmerston  
GPO Box 1  
PALMERSTON NT 0801

Via email: [Luccio.Cercarelli@palmerston.nt.gov.au](mailto:Luccio.Cercarelli@palmerston.nt.gov.au)

*Luccio,*  
Dear Mr Cercarelli

### MANAGEMENT TRANSFER OF PUBLIC HOUSING TENANCIES TO COMMUNITY HOUSING PROVIDERS

I write to inform you that the Department of Territory Families, Housing and Communities (the Department) is planning to transfer 250 public housing dwellings in Moulden, Zuccoli and Bellamack to a Community Housing Provider (CHP) in the coming months.

This initiative delivers on the Northern Territory Government's vision of creating a new beginning for social and affordable housing in the Territory including our commitment to grow the community housing sector.

There are currently 10 registered CHPs in the Northern Territory, collectively managing more than 1,000 properties under the National Regulatory System for Community Housing. The Department today released an Expression of Interest (EOI) to identify a CHP to take on the long-term management of the dwellings.

The Department will ensure the City of Palmerston is informed throughout this process including once the outcome of the EOI process is known and the dwellings identified for transfer confirmed.

This is an exciting new area of partnership with the potential to deliver significant benefits to social and affordable housing tenants and the residents of Moulden, Zuccoli and Bellamack.

If you have any questions please contact Brent Warren, Deputy Chief Executive Officer, Housing on 8999 2817 or via email at [brent.warren@nt.gov.au](mailto:brent.warren@nt.gov.au).

Yours sincerely

Ken Davies PSM  
Chief Executive Officer

27 April 2022

*Dear Luccio, we will ensure we keep  
the City of Palmerston and Mayor Pascoe -  
well apprised as the transfer process is  
undertaken. regards,  
Ken*

### 14.2 Correspondence

#### 14.2.1 LGANT Administered Code of Conduct Panel

1. THAT correspondence received from Local Government Association of the Northern Territory, Jocelyn Cull, dated 25 May 2022 entitled LGANT Administered Code of Conduct Panel be received and noted.
2. THAT Council nominate Councillor/s \_\_\_\_\_ as a member/s of the Prescribed Corporation Panel.

### Chloe Hayes

---

**From:** Jocelyn Cull <jocelyn.cull@lgant.asn.au>  
**Sent:** Wednesday, 25 May 2022 2:06 PM  
**To:** Athina Pascoe-Bell; Luccio Cercarelli  
**Cc:** Sean Holden  
**Subject:** Call for Council Member Nominations - Prescribed Corporation Panel Pool  
**Attachments:** PC LGANT Administered Disciplinary Panel Charter v4.pdf; PCP Nomination Form.docx

Dear Mayor and Luccio,

Nominations are now being called for pool members for inclusion in the Prescribed Corporation Panel (PCP), which is responsible for dealing with specific complaints (under the *Local Government Act 2019*) regarding alleged code of conduct contraventions by elected council members. LGANT provides secretarial support to this body.

#### Nominations

We are seeking that all NT local government councils nominate **at least one** suitable elected member to serve a two (2) year term on the PCP pool. When nominating elected members to serve on the PCP pool, councils are requested to consider desirable attributes of prospective pool members, including:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- effective communication skills.

As a prerequisite, nominees must have served as an elected member for **at least two (2) years** in the Northern Territory.

All nominations must also be approved by a resolution of Council.

#### Operation of the PCP

LGANT provides secretariat support to the sitting panel, which is comprised of three members, two of which are elected members selected from the pool, and the third is a representative from the Department of Chief Minister and Cabinet (DCMC). The PCP will be required to meet to determine the complaint, either in person or online, depending on the geographic locations of the members. In its deliberations, the PCP may hear submissions from the various parties and seek additional information from witnesses before making a decision. The PCP receives general administrative support from the secretariat, providing information and seeking direction in dealing with the complaint.

The **attached Prescribed Corporation Code of Conduct Charter** provides further detail on the pathways for referral of a complaint and the selection of sitting panel members, decision choices, subsequent referrals and other process matters.

#### Commitment

Before nominating, prospective PCP pool members should be aware of the potentially significant time commitment required of a PCP. Final decisions by the PCP may require months to work through complaint content, regulatory context and deliberations. Complaints may also involve particularly complex and sensitive issues. That being said, some complaints may be relatively simple, and some determinations can be made quickly, and elected members (understanding the context of a complaint) can determine complaints regarding their peers fairly and equitably. Inclusion in a complaint body is also an interesting and valuable experience, and this act of service benefits the sector greatly.

#### Deadline for Submission

The deadline for receipt of PCP pool nominations from councils to the Secretariat is **Sunday, 31 July 2022**. This time period allows councils that only meet every second month to consider nominations.

## COUNCIL AGENDA Attachment 14.2.1.1

The **nomination form is attached to this email** and once completed, should be forwarded to me at this email address.

Please note that further training on code of conduct requirements and PCP processes has been planned for the future.

If you have any questions, please feel free to contact me.

Kind regards

Jocelyn



Jocelyn Cull | Senior Governance Advisor

Local Government Association of the Northern Territory

(08) 8944 9674 ♦ [jocelyn.cull@lgant.asn.au](mailto:jocelyn.cull@lgant.asn.au) ♦ [www.lgant.asn.au](http://www.lgant.asn.au)

PO Box 2017 Parap NT 0804 ♦ 21 Parap Rd Parap NT 0820



*"LGANT acknowledges and respects all Larrakia people both past and present. We are committed to working together with the Larrakia and all other Aboriginal people to care for this land and seas for our shared future across the NT".*

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Prescribed Corporation

# **LGANT Administered Code of Conduct Panel Charter**

Last updated: 24 May 2022(V4)

## Contents

1. Role and responsibilities .....	1
2. Complaint made to Council CEO .....	1
3. Referral process .....	1
3.1 Pathway A – Referral before the council has considered the complaint .....	2
3.1.1 Complainant initiated referral .....	2
3.1.2 Respondent initiated referral .....	2
3.1.3 Council CEO contacts LGANT .....	2
3.2 Pathway B – Referral after the council has made a decision on the complaint or the 90 days for making a decision have expired .....	3
3.2.1 Council CEO's role .....	3
3.3 Withdrawal of a complaint .....	3
4. The Sitting Panel .....	3
4.1 Composition .....	3
4.2 Why have a panel pool? .....	4
4.3 Creation of the panel pool .....	4
4.4 Pool member eligibility .....	4
4.5 Desirable attributes .....	4
4.6 Service contribution .....	4
5. Selection of Sitting Panel Members .....	4
5.1 Council member nominees .....	4
5.1.1 Conflicts of interest .....	5
5.1.2 Ineligible pool members .....	5
5.2 Department nominee .....	5
5.3 Related issues .....	5
5.3.1 Sitting panel chair .....	5
5.3.2 Legal background .....	5
5.3.3 Subsequent conflict of interest .....	5
5.3.4 Sitting member availability .....	6
6. Decision Choices .....	6
6.1 The options .....	6
6.2 Summarily reject the complaint .....	6
6.3 No action to be taken .....	6
6.4 Panel considers the complaint .....	6
6.4.1 Options if a contravention determined .....	6

6.5	NTCAT and ICAC .....	7
7.0	Meeting Procedures.....	7
7.1	Notice of sitting panel deliberations.....	7
7.2	Quorum.....	7
7.3	Meeting technology and place.....	7
7.4	Opportunity to make representations.....	7
7.4.1	Oral or written representations.....	7
7.5	Council decision notice .....	8
7.6	Obtaining information .....	8
7.7	Natural justice .....	8
7.8	Protection for panel members.....	8
7.9	Confidentiality.....	8
8.0	Decision making .....	8
8.1	Consensus decision making .....	8
8.2	Voting.....	9
9.	Decision Notices.....	9
9.1	Requirement .....	9
9.1.1	90-day rule .....	9
9.2	Decision notice contents.....	9
9.3	The summary decision .....	10
10.	Referral or application of complaint to NTCAT .....	10
10.1	Circumstances .....	10
10.2	Monitoring of panel recommendations.....	10
11.	Panel Secretariat.....	11
11.1	Duties .....	11
11.2	Register of panel decisions .....	11
Figure 1.	Pathways for referral of a complaint to the Code of Conduct Panel.....	12
Attachment A.	Example of email to potential Panel members.....	13
Attachment B.	Sample of a Summary Decision.....	14

### 1. Role and responsibilities

The NT *Local Government Act 2019* (LG Act 2019) provides that under certain circumstances complaints of alleged council member contraventions of the Code of Conduct can be referred to a prescribed corporation panel.

In this charter, the name given to the prescribed corporation panel is the Code of Conduct Panel (CCP).

The CCP is administratively supported by a Panel Secretariat provided by the Local Government Association of the Northern Territory (LGANT).

The Code of Conduct Panel (CCP) is a pool-based peer review panel. For each complaint referred to the CCP, a three person sitting panel would be established to consider and rule on the complaint.

The Code of Conduct for council members is set out in Schedule 1 of the *LG Act 2019* (LG Act)

Although all council "members" covered are subject to the Code of Conduct (including elected council members, audit committee members, council committee members and local authority members (see section 119(1) LG Act)) Code of Conduct complaints can only be made against elected members.

### 2. Complaint made to Council CEO

If a person (i.e., the complainant) believes that a council member has contravened the Code of Conduct, the first step is for that person to contact the Council CEO and lodge a complaint using the D's approved form<sup>1</sup> [section 120(1) LG Act].

The complaint must include:

- The name of the council member alleged to have committed the contravention (i.e., the respondent).
- A statutory declaration of the particulars of the alleged contravention.

The complaint must be made within 3 months after the date of the alleged contravention.

The Council CEO must, within 5 days of receiving the complaint, give the respondent written notice of the complaint and a copy of the complaint [regulation 73(2) LG (General) Regulations 2021].

They must also notify the respondent that they may, as an option, refer the complaint to the CCP rather than proceed through the Council's code of conduct process.

The respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of the respondent receiving the notice.

### 3. Referral process

A complaint can be referred to the Code of Conduct Panel (CCP) via two pathways:

---

<sup>1</sup> The approved form for a complaint that a council member has contravened the council's code of conduct must be published on the council's website [regulation 72 LG (General) Regulations 2021]

- Pathway A: Before the Council has considered the complaint (referred by the respondent or a complainant who is a council member of the relevant council).
- Pathway B: After the Council has made a decision on the complaint or the 90 days for making a decision have expired.

The pathways are illustrated in Figure 1.

### 3.1 Pathway A – Referral before the council has considered the complaint

As soon as practicable after receiving a complaint, the Council CEO sends the complaint to the Council's code of conduct process [section 122(1) LG Act] unless, before the Council has taken up the complaint,:

- A. The complainant is a council member and asks at the time of making the complaint that the complaint be referred to the Code of Conduct Panel; OR
- B. The respondent asks that the complaint be referred to the Code of Conduct Panel.

In either A or B above, the Council CEO must accept the referral request.

#### 3.1.1 Complainant initiated referral

If the complainant refers the complaint to the CCP, the CEO must, within 5 days of receiving the complaint, give the respondent:

- (a) written notice of the complaint; and
- (b) a copy of the complaint; and
- (c) written notice specifying:
  - (i) that the complainant has referred the complaint to the CCP under section 124(3)(a) of the Act; and
  - (ii) that the respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of the respondent receiving the notice.

#### 3.1.2 Respondent initiated referral

If the referral request came from the respondent, the Council CEO must as soon as practicable give the complainant written notice of the referral and provide any written response by the respondent [regulation 75(2) LG General Regulations 2021].

#### 3.1.3 Council CEO contacts LGANT

If either the complainant (who is a council member) or respondent asks that the complaint be referred to the CCP, as soon as practicable, the Council CEO must contact LGANT as the Panel Secretariat and refer the complaint. The CEO must also provide documentation in relation to the complaint, including:

- (a) written notice that the complainant / respondent has referred the complaint to the CCP.
- (b) a copy of the complaint.
- (c) the respondent's written response in a statutory declaration.

### 3.2 Pathway B – Referral after the council has made a decision on the complaint or the 90 days for making a decision have expired

The complainant (if they are a council or a council member) or respondent can have the matter sent to the Code of Conduct Panel under the following two scenarios:

Scenario A: The Council fails to issue a decision notice within 90 days of the CEO receiving the complaint [section 131(1) LG Act]; OR

Scenario B: Within 28 days of receiving the council's (or council panel's) decision notice, the complainant or respondent applies to the CCP for consideration of the complaint [section 126(3) LG Act].

In either scenario A or B, the complainant or respondent would contact LGANT via email to refer the complaint to the Code of Conduct Panel.

#### 3.2.1 Council CEO's role

LGANT would contact the relevant Council CEO informing them that the complaint had been referred. The Council CEO would provide all associated information such as a copy of the complaint, the response from the respondent, witness statements, recommendations by a third party (if any) and the Council's decision notice.

The Council CEO is not to provide Council Minutes or any other documents which shows or indicates the deliberations on the complaint by the Council or Council panel. This is because section 128(4) provides that the Panel must decide the complaint as if the Council or the Council panel had not made a decision in relation to the complaint.

### 3.3 Withdrawal of a complaint

A complainant may, in writing to the Panel Secretariat, withdraw a complaint at any time before the sitting panel has given a decision notice to the complainant and the respondent in relation to the complaint [regulation 77 LG General Regulations 2021].

Having received the complaint withdrawal, the Secretariat will inform the sitting panel, the respondent, and the council CEO where the complaint originated.

When a complaint has been withdrawn, the sitting panel will cease deliberations and no decision notice will be issued. The Panel Secretariat will advise the relevant Council CEO of the withdrawal of the complaint and that no decision will be issued.

## 4. The Sitting Panel

### 4.1 Composition

Upon receipt of a referred complaint, LGANT must in a timely fashion establish a sitting Panel to hear the complaint.

The sitting Panel must consist of two persons nominated by LGANT and one person nominated by the Department of Chief Minister and Cabinet (i.e., the Agency) [section 127(2) LG Act].

The two persons nominated to a sitting panel by LGANT will be elected council members drawn from the Code of Conduct Panel pool.

### 4.2 Why have a panel pool?

A pool approach was chosen rather than establishing a single three person panel that would hear all complaints referred to the CCP.

The pool approach offers the following advantages:

- It distributes the burden and responsibility of serving on the CCP;
- It is easier to avoid conflicts of interest on a sitting Panel when there is a greater choice of members; and
- It provides greater flexibility to consider the contextual factors associated with a complaint (e.g., cultural sensitivities, gender, geography).

### 4.3 Creation of the panel pool

LGANT will create the panel pool by requesting that each NT local government council nominate at least one suitable elected council member to serve a 2 year term<sup>2</sup> on the CCP pool<sup>3</sup>.

LGANT will from time to time call for additional council nominations to maintain adequate numbers of pool members and to refresh the pool membership.

### 4.4 Pool member eligibility

Given LGANT's role as the Panel Secretariat, a LGANT Executive member cannot serve as a member of the Code of Conduct Panel pool.

Any council member nominated to the Panel pool must have at least 2 years of experience as a Local Government elected council member in the Northern Territory.

### 4.5 Desirable attributes

When nominating elected council members to serve on the Panel pool, councils should consider the following desirable attributes of a Panel pool member:

- Ability to judge an issue on its merits;
- Ability to analyse situations; and
- Effective communication skills.

### 4.6 Service contribution

Council members who are members of a sitting Panel may receive modest reimbursement of their direct costs and effort on the Panel.

## 5. Selection of Sitting Panel Members

When a complaint is referred to LGANT, the Panel Secretariat will in a timely manner, establish the sitting panel using the process described below.

### 5.1 Council member nominees

The Panel Secretariat Chair (i.e. LGANT CEO or delegate) will select two members from the Panel pool to serve on the sitting panel and decide the complaint. In selecting members, the Secretariat

<sup>2</sup> A Council may nominate the same elected council member multiple times (i.e., to multiple 2-year terms).

<sup>3</sup> At the discretion of the Panel Secretariat Chair, an individual pool member may serve on zero, one or multiple sitting panels.

will consider the nature of the matter, the potential for conflicts of interest, and the expertise and experience of the available pool members.

### 5.1.1 Conflicts of interest

Having chosen two council members from the Panel pool as prospective sitting panel members, the Panel Secretariat would seek confirmation that the members are available and do not have a conflict of interest. This would be done by informing the prospective sitting panel members via an email of the identities of the respondent and complainant but not the substance of the complaint and asking if they (the pool members) have a real or perceived conflict of interest. An example of such an email is provided as Attachment A.

If a prospective sitting panel member indicated they could have a conflict of interest, then the Panel Secretariat would not consider that member further for their participation on that sitting panel. They would however remain a member of the Panel pool. Another member from the Panel pool would be selected and the conflict of interest process would be repeated. The process would be repeated until two available and unconflicted members are identified to be members of the sitting panel for the complaint.

### 5.1.2 Ineligible pool members

To avoid potential conflicts of interest, a Panel pool member would not be eligible to serve on the sitting panel for a complaint if they belonged to the same council as either the respondent or the complainant (if a council member).

## 5.2 Department nominee

A sitting panel must include one member that is nominated by the Department of the Chief Minister and Cabinet (i.e., the Agency) [section 127(2) LG Act].

The Panel Secretariat would send an email to the Department (LGRDexecutive.CMC@nt.gov.au) requesting that it identify a suitable available person without a conflict of interest to join the sitting panel.

It is preferred that the person nominated by the Department to a sitting panel have a legal background.

## 5.3 Related issues

### 5.3.1 Sitting panel chair

The Panel Secretariat Chair (LGANT CEO) would determine which sitting panel member is to be chairperson.

### 5.3.2 Legal background

In establishing the membership of a sitting panel, the Panel Secretariat will, to the extent reasonable, seek to include at least one person with a legal background.

### 5.3.3 Subsequent conflict of interest

If a sitting panel member during deliberations on a complaint determines that they have a conflict of interest, they must immediately disclose the conflict of interest. They would be replaced on the sitting panel using the process described above.

#### 5.3.4 Sitting member availability

If after accepting a position on a sitting panel, the member becomes unable to continue as a member (e.g., illness) they must notify the chair and the Panel Secretariat which will replace them on the sitting panel through the process identified above.

### 6. Decision Choices

#### 6.1 The options

When a sitting panel considers a referred complaint, it can make one of three decisions [section 127(3) LG Act]:

- a) summarily reject the complaint or
- b) that no action is to be taken; or
- c) that the respondent did not contravene the code of conduct; or
- d) that the respondent contravened the code of conduct.

Regardless of the decision (a, b c or d) made by the sitting panel, a decision notice must be issued to the complainant and the respondent as soon as practicable.

#### 6.2 Summarily reject the complaint

Under section 128(1) of the LG Act, the sitting panel may summarily reject a complaint or an application to consider a complaint if the Panel is satisfied that:

- (a) the complaint would more appropriately form the subject matter of a criminal charge; or
- (b) the complaint is frivolous, vexatious or lacking in substance.

#### 6.3 No action to be taken

The sitting panel can decide that no action is to be taken with regards to the complaint.

In this instance, the sitting panel is not required to decide whether the respondent contravened the Code of Conduct [section 127(4) LG Act].

#### 6.4 Panel considers the complaint

If the sitting panel decides to consider the complaint (i.e., does not summarily reject), under section 128(2) LG Act, it can decide either:

- (a) that the respondent did not contravene the code of conduct; or
- (b) that the respondent contravened the code of conduct.

##### 6.4.1 Options if a contravention determined

If the sitting panel determines that a contravention occurred, under section 127 (5) LG Act, it must decide the following:

- (a) to take no action;
- (b) any or a combination of the following:
  - (i) to issue a reprimand to the respondent;

- (ii) to recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date;
- (iii) any other recommendation the Panel considers appropriate.

The intention of category (iii) 'any other recommendation' is to provide a sitting panel with the opportunity to address issues not captured under (i) or (ii). An example would be a recommendation that a council modify a policy or procedure to address an issue identified during consideration of the complaint by the sitting panel.

### 6.5 NTCAT and ICAC

A sitting panel does not have the power to issue fines. It also cannot determine if a person is unfit for office. Those are powers of the Northern Territory Civil and Administrative Tribunal (NTCAT).

If the complaint pertains to a matter that the sitting panel believes could potentially satisfy the definition of 'improper conduct' under the *Independent Commissioner Against Corruption Act 2017* (ICAC Act), the sitting panel should continue to deliberate the complaint but also inform the Independent Commissioner Against Corruption NT (ICAC) of the complaint <https://icac.nt.gov.au>.

## 7.0 Meeting Procedures

### 7.1 Notice of sitting panel deliberations

Once the sitting panel has been established, the Panel Secretariat will send out, via email, a notice to the complainant and respondent of the sitting panel's establishment. The notice will set out:

- The date of the sitting panel's first meeting;
- The names and affiliations of the sitting panel members.

### 7.2 Quorum

The quorum for a sitting panel meeting is the attendance of all three panel members.

### 7.3 Meeting technology and place

Meetings of a sitting panel may be held face-to-face or through video technological (e.g. zoom).

Under section 128(6), proceedings of the prescribed corporation panel are to be held in a place open to the public unless the sitting panel considers it desirable, in the public interest, to hold the proceedings in private.

If meetings are to be held in private, the sitting panel is to record the public interest reasons why the meeting is held in private.

### 7.4 Opportunity to make representations

If the sitting panel decides to proceed to consider the complaint (i.e., it has not summarily rejected the complaint), it must give the complainant and the respondent an opportunity to make representations to the sitting panel [section 128(3) LG Act].

#### 7.4.1 Oral or written representations

Representations can be made in writing or orally depending on the circumstances. The representations are not limited to information already raised in relation to the complaint and can include additional information pertinent to the complaint.

A sitting panel must consider any oral or written response by the respondent before making a decision in relation to the complaint.

### 7.5 Council decision notice

If the complaint was referred to LGANT after a decision notice was issued by the Council, the sitting panel must consider the complaint as if the council (or the council panel) had not made a decision in relation to the complaint [section 128(4) LG Act].

### 7.6 Obtaining information

Section 128(5) of the LG Act gives a sitting panel the power to obtain information in any way it considers appropriate. It is not bound by the rules of evidence (such as, the rule against hearsay evidence or establishing the competency of the witness). However, the rules of natural justice apply.

### 7.7 Natural justice

Natural justice is the right to be made aware of and information which will be used in the course of a decision that will negatively affect a person and being given the opportunity to respond to that information. The opportunity to respond must be sufficient and the response must be taken into account before the decision is made.

### 7.8 Protection for panel members

A Panel must deliberate and make decisions about a complaint in a way that is fair, reasonable and in the public interest. There are legal protections, such as under the *Defamation Act 2006*, for Panel members when providing a fair report of proceedings of public concern.

### 7.9 Confidentiality

Information in relation to a complaint of a contravention of the code of conduct is prescribed as confidential information and must be suppressed from publicly available material by the Council CEO during the complaint process [regulation 51 LG General Regulations 2021].

However, after the complaint has been decided, the following information is no longer confidential:

- (a) a decision notice in relation to the complaint;
- (b) a report of proceedings or findings of the complaint including a summary of decision provided to the Council CEO.

### 8.0 Decision making

In the first instance, sitting panel members should make a concerted effort to agree on decisions through consensus. Only if consensus decision making efforts fail should the sitting panel use voting to make decisions.

#### 8.1 Consensus decision making

Consensus does not mean that everyone agrees at the same level. The goal is to come to an agreement which considers all individual viewpoints and achieves a mutually-acceptable level of agreement necessary to move forward.

Sitting panel members arrive at decisions through deliberate discussion in which:

- All member viewpoints are considered.
- Each member must honestly state their opinion in a complete manner.
- Members must listen carefully and respectfully to the viewpoints of other members.
- Each opinion must be clearly understood by the other member.
- Members should not support an agreement to which they have an objection.
- Individual members should not be pressured to agree with a proposed decision simply to speed up the process or to avoid conflict.
- Each member explains why they agree or disagree with a proposed decision.
- Those with the greatest concern or disagreement are asked how the proposed decision could be modified to better meet their concerns.
- The final decision is agreeable to all involved: the decision is unanimous even though the actual level of agreement may not be the same for all.

## 8.2 Voting

In most instances, a sitting panel will be able to reach a consensus decision. However, if this fails, decisions are to be made through majority voting. Each sitting panel member, including the chair, shall have one vote.

## 9. Decision Notices

### 9.1 Requirement

A decision notice is a written document setting out a sitting panel's decision and the reasons for the decision.

As soon as practicable after the sitting panel makes its decision, a decision notice should be prepared.

All three members of the sitting panel must sign the final version of the decision notice.

The decision notice is issued to the complainant and respondent by the CCP Secretariat.

The Panel Secretariat is to provide a summary decision of the Panel's decision to the CEO of the relevant council to be tabled at the next ordinary meeting of the council.

#### 9.1.1 90-day rule

The parties to a complaint must receive the decision notice within 90 days of the date when LGANT received the complaint [section 129 LG Act].

If this does not occur within the 90 days, the complainant or respondent may refer the complaint to NTCAT [section 132(1) LG Act].

### 9.2 Decision notice contents

A decision notice provides the following information:

- a) the names of the complainant and respondent;
- b) the names of the panel members, including the chairperson;
- c) a description of the alleged contravention;
- d) identification of the clauses of the code of conduct that were alleged to have been contravened;

- e) how the complaint was referred to LGANT (e.g., complainant or respondent; before or after Council decision);
- f) discussion of the key points of the investigation and deliberations;
- g) the decision made including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations;
- h) the date of the decision; and
- i) the conditions under which the complainant or respondent could refer the complaint to NTCAT (i.e., any appeal mechanism).

### 9.3 The summary decision

Regulation 81 of the Local Government (General) Regulations 2021 requires that the summary decision provided to the council CEO include the following information:

- a. the names of the complainant and respondent;
- b. the names of the panel members, including the chairperson;
- c. a description of the alleged contravention;
- d. identification of the clauses of the code of conduct that were alleged to have been contravened;
- e. the decision made (including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations); and
- f. the date of the decision.

An example of a summary decision is provided as Attachment B.

## 10. Referral or application of complaint to NTCAT

### 10.1 Circumstances

There are two circumstances under which a complaint can be referred or an application made (appealed) to NTCAT.

1. If the sitting panel does not provide the complainant or respondent with a Decision Notice within 90 days of LGANT having received the complaint, the complainant or respondent may refer the complaint to NTCAT [section 132(1) LG Act].
2. If a person is subject to a recommendation of the Panel and does not comply with the recommendation (see 8.2), the complainant or the respondent may apply to NTCAT to deal with the failure [section 130(1) LG Act].

### 10.2 Monitoring of panel recommendations

The Panel Secretariat provides a summary decision of the sitting panel's decision to the CEO of the relevant council. The CEO is to table the summary decision at the next ordinary meeting of the council. The summary decision includes any recommendations for action and any dates by which the actions should be completed.

If the Panel has made recommendations to a person and the person does not comply with those recommendations, the complainant or the respondent may apply to the NT Civil and Administrative Tribunal (NTCAT) to deal with the failure. The CEO of the council where the complaint was made will monitor if recommendations in a decision notice have been fulfilled.

## 11. Panel Secretariat

LGANT will fulfil the role of Secretary to the Code of Conduct Panel and its sitting panels.

### 11.1 Duties

For each code of conduct complaint referred to the CCP, the Panel Secretariat would provide the following support:

- i. organise the establishment of a sitting panel, including the selection of 2 council members from the panel pool;
- ii. obtain the complaint and any supporting documentation (e.g., respondent statement) from the relevant Council CEO if not provided;
- iii. issue a sitting panel notice to the complainant and respondent;
- iv. receive and forward any correspondence between the parties and the sitting panel including on making representations to the sitting panel;
- v. organise meetings for the sitting panel to deliberate on the complaint;
- vi. keep minutes on the deliberations of the sitting panel;
- vii. give the decision notice for the complaint to the complainant and the respondent;
- viii. provide a summary decision of the sitting panel to the CEO of the relevant council; and
- ix. maintain a CCP outcomes register (see 11.2).

The Panel Secretariat encourages all written material to be provided to it electronically.

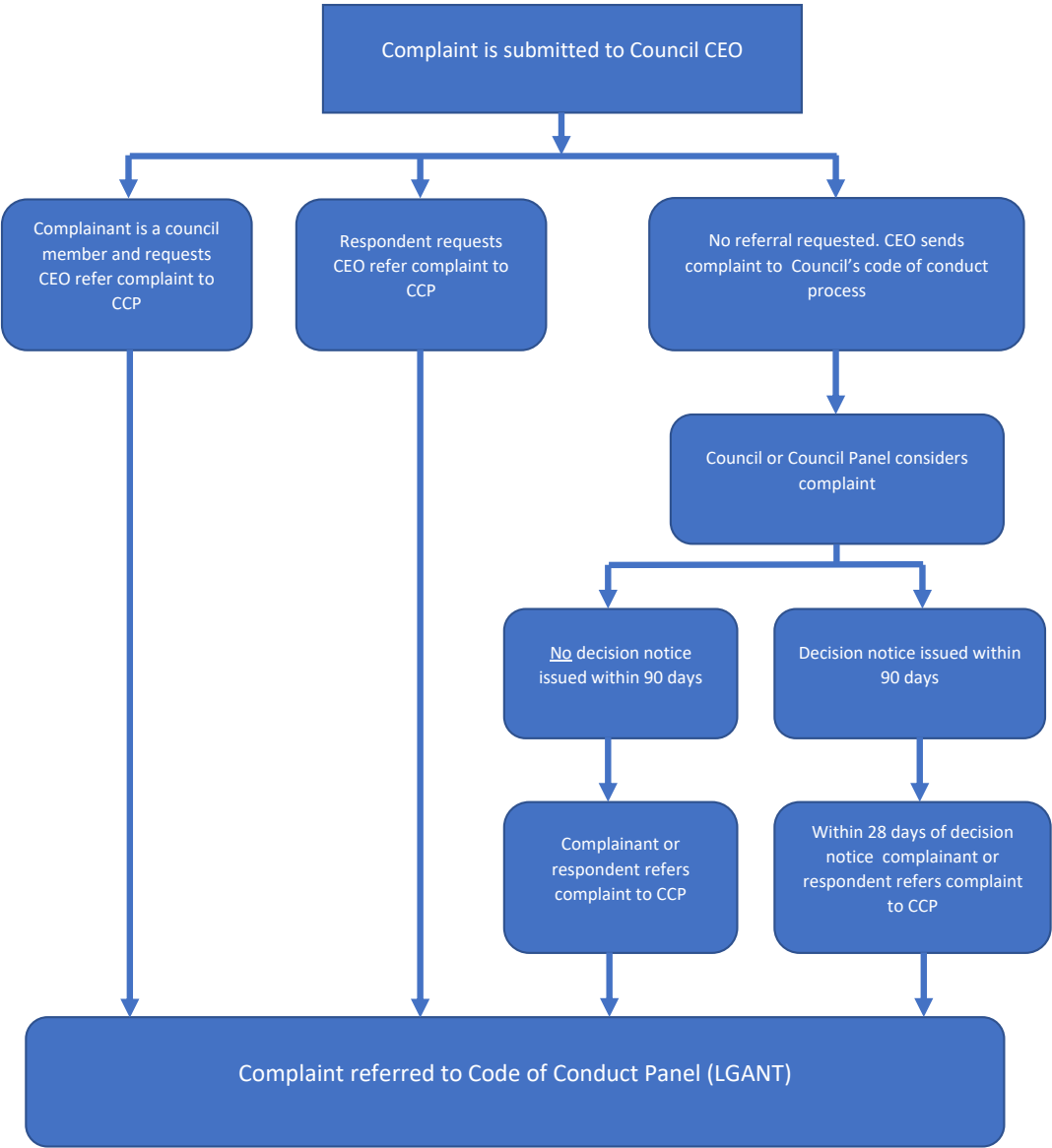
### 11.2 Register of panel decisions

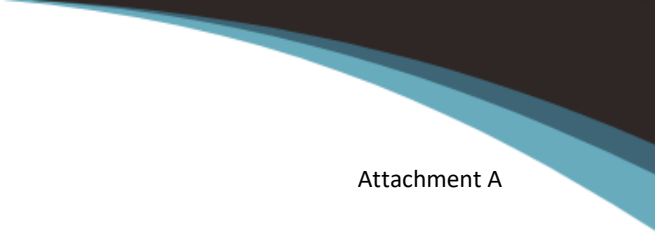
The Panel Secretariat will report annually to the LGANT Executive a summary of all complaints and outcomes from the preceding 12 months.

The register will not publish decision notices in full but will provide a table of the summary decisions. The table will be published on LGANT's website.

Records, data, evidence and manuscripts relating to complaints that are referred to the CCP will be held for seven years from the date of the decision notice and then destroyed.

Figure 1. Pathways for referral of a complaint to the Code of Conduct Panel





Attachment A

**Example of email to potential Panel members**

Dear Jane,

A complaint has been referred to the Code of Conduct Panel via LGANT. Flossy Smith has alleged that Councillor Joe Bloggs of XYZ Council has contravened the Council's Code of Code.

LGANT intends to form a sitting panel soon to deliberate on the complaint. As a member of the Code of Conduct Panel pool, we would like you to be a member of that sitting panel. The sitting panel has 90 days from today to make a decision on the matter.

Could you advise whether:

- (1) you are willing and available to be a member of the sitting panel that deliberates on the complaint by Flossy Smith against Councillor Joe Bloggs; and
- (2) you do not have a conflict of interest to deliberate on the complaint.

It would be greatly appreciated if you could respond by COB this **[add date]**.

Yours kindly,

LGANT CEO

**Sample of a Summary Decision**

**SUMMARY DECISION  
CODE OF CONDUCT PANEL**

**Details**

Date of decision:	22 September 2021
Complainant:	Flossy Smith
Respondent:	Councillor Joe Bloggs
Local Government Council:	XYZ Council
Code of Conduct:	Schedule 1 of the <i>Local Government Act 2019</i>
Sitting Panel Members:	Susan Boyle – Chair Mark Wahlberg – Member Jane Jones – Member

Panel Determinations

	Summary of Complaint	Breaches established	Action taken
1	Standing in a threatening manner		Summarily rejected
2	Using disrespectful language	Clause 3	1. Administer a reprimand; 2. Recommend that training in anger management be completed by 22 December 2021.

## PRESCRIBED CORPORATION PANEL NOMINATION FORM

**COUNCIL NAME:**

Click or tap here to enter text.

**1. Agreement to be Nominated**

I, Click or tap here to enter text. agree to be nominated as a member of the ***Prescribed Corporation Panel.***

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

**2. Council Confirmation of Nomination**

I, Click or tap here to enter text. the Chief Executive Officer hereby confirm that Click or tap here to enter text. was approved by resolution of Council to be nominated as a member of the ***Prescribed Corporation Panel at a meeting held on*** Click or tap to enter a date.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

**3. Nominee's Contact Details**

Email address: Click or tap here to enter text.

Phone No: Click or tap here to enter text.

#### 4. Code of Conduct Panel Charter

The application details below are to ensure observance to the Code of Conduct Panel Charter and to ensure nominees are making an informed decision regarding their nomination.

LGANT Executive members are not eligible to nominate for a position on the Panel.

Nominees must have served as a council elected member for at least two (2) years in the Northern Territory.

In nominating a representative, Councils should consider the desirable attributes of a panel pool member, including:

- Ability to judge an issue on its merits;
- Ability to analyse situations; and
- Effective communication skills.

Council members will not be paid by LGANT for their membership in the panel pool. Sitting panel members may receive modest reimbursement of their direct costs and effort on the Panel.

#### 5. Nominee Information

The following information will enable the LGANT Executive to make an informed decision regarding the selection of panel pool members. If you want to submit further information, please attach it as a separate document to this form.

**5.1 How many years have you served as an elected council member?** [Click or tap here to enter text.](#) Years

**5.2 Please indicate any educational and professional qualifications: *(please tick all that apply)***

Secondary Level ☐: [Click or tap here to enter text.](#)

Certificate I-IV ☐: [Click or tap here to enter text.](#)

Diploma, Advanced Diploma, Associate Degree ☐: [Click or tap here to enter text.](#)

Batchelor Degree and Honours ☐: [Click or tap here to enter text.](#)

Graduate Certificate and Graduate Diploma ☐: [Click or tap here to enter text.](#)

Masters Degree ☐: [Click or tap here to enter text.](#)

Doctorate Degree ☐: [Click or tap here to enter text.](#)

Professional Associations ☐: [Click or tap here to enter text.](#)

Other ☐: [Click or tap here to enter text.](#)

**5.3 What other life experiences do you have that is relevant to this Panel?**

[Click or tap here to enter text.](#)

6. Nominee Declaration	<u>Yes</u>	<u>No</u>
6.1 I have read and agree to the Code of Conduct Panel Charter.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 I understand that serving on a panel may be time-consuming.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 I agree to act in professional and respectful manner in carrying out these responsibilities and attend meetings when required.	<input type="checkbox"/>	<input type="checkbox"/>
6.4 I agree to maintain the confidentiality of panel deliberations and not disclose personal or sensitive information to third parties.	<input type="checkbox"/>	<input type="checkbox"/>
6.5 I confirm that the information in this form is true and correct and has been completed to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>

Nominee Name: Click or tap here to enter text.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

*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, 21 June 2022 at 5:30pm in the Durack Community Art Centre, 33 Packard Avenue, Durack.

19 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

# MINUTES

## **2nd Ordinary Council Meeting** **Tuesday 17 May 2022**

The Ordinary Meeting of the City of Palmerston held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830

Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 17 May 2022 at 5:30pm.

### PRESENT

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#### ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)  
Deputy Mayor Amber Garden  
Councillor Danielle Eveleigh  
Councillor Mark Fraser (*via Audio-visual Conferencing*)  
Councillor Sarah Henderson  
Councillor Ben Giesecke (*entered the meeting at 5:37pm*)  
Councillor Damian Hale  
Councillor Lucy Morrison

#### STAFF

Chief Executive Officer, Luccio Cercarelli  
General Manager Community and Culture, Anna Ingram  
General Manager Infrastructure, Nadine Nilon  
Director of Finance and Governance, Wati Kerta  
Minute Secretary, Chloe Hayes

#### GALLERY

Two members of staff

### 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 5:31pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Nil

#### 3.2 Leave of Absence Previously Granted

Nil

#### 3.3 Leave of Absence Request

Moved: Councillor Hale  
Seconded: Councillor Eveleigh

1. THAT the leave of absence received from Councillor Eveleigh for 18 May to 20 May 2022 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Hale for 18 May to 19 May 2022 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Hale for 24 May to 26 May 2022 inclusive be received and noted.
4. THAT the leave of absence received from Councillor Hale for 10 June to 14 June 2022 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Giesecke for 9 June to 14 June 2022 inclusive be received and noted.
6. THAT the leave of absence received from Councillor Morrison for 9 June to 14 June 2022 inclusive be received and noted.
7. THAT the leave of absence received from Councillor Eveleigh for 3 June to 6 June 2022 inclusive be received and noted.

CARRIED 10/339 – 17/05/2022

#### 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Deputy Mayor Garden  
Seconded: Councillor Henderson

THAT Council note the request for Audio/Audiovisual Conferencing received from Councillor Fraser who will be physically prevented from attending a meeting due to COVID-19 isolation.

CARRIED 10/340 – 17/05/2022

#### 5 DECLARATION OF INTEREST

##### 5.1 Elected Members

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Eveleigh

THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 13.2.2 be received and noted.

CARRIED 10/341 – 17/05/2022

##### 5.2 Staff

Nil

#### 6 CONFIRMATION OF MINUTES

##### 6.1 Confirmation of Minutes

Moved: Councillor Henderson  
Seconded: Councillor Morrison

THAT the Minutes of the Council Meeting held on 3 May 2022 pages 10719 to 10727 be confirmed.

CARRIED 10/342 – 17/05/2022

##### 6.2 Business Arising from Previous Meeting

Nil

#### 7 MAYORAL REPORT

Nil

#### 8 DEPUTATIONS AND PRESENTATIONS

##### 8.1 2022 Local Government Representation Committee

*Iain Loganathan Commissioner from the Northern Territory, Sean Holden CEO LGANT, Rosanna Leitch Projects Officer and entered the meeting at 5:37pm.*

*Councillor Giesecke entered the meeting at 5:37pm.*

Moved: Deputy Mayor Garden  
Seconded: Councillor Henderson

THAT the presentation by Iain Loganathan, Commissioner from the Northern Territory Electoral Commission and Sean Holden, Chief Executive Officer from Local Government Association of the Northern Territory on behalf of the 2022 Local Government Representation Committee presenting 2022 Local Government Representation Reviews be received and noted.

**CARRIED 10/343 – 17/05/2022**

*Councillor Eveleigh left the meeting at 6:21pm.*

*Iain Loganathan Commissioner from the Northern Territory, Sean Holden CEO LGANT, Rosanna Leitch Projects Officer and left the meeting at 6:22pm.*

*Councillor Eveleigh returned to the meeting at 6:22pm.*

**9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)**

Nil

**10 CONFIDENTIAL ITEMS**

**10.1 Moving Confidential Items into Open**

**10.1.1 Bridgette Bellenger from Department of the Chief Minister and Cabinet**

Moved: Deputy Mayor Garden  
Seconded: Councillor Henderson

1. THAT the confidential presentation by Bridgette Bellenger, Territory Regional Growth from Department of the Chief Minister and Cabinet, Travis Wurst, Greater Darwin, Road Safety and Support from the Northern Territory Police Force and Karen Broadfoot Executive Director Northern Region from Territory Families be received and noted.
2. That this decision be moved to the open section of the 17 May 2022 Council Meeting Minutes.

**CARRIED 10/357 – 17/05/2022**

**10.2 Moving Open Items into Confidential**

Nil

**10.3 Confidential Items**

Moved: Councillor Eveleigh  
Seconded: Councillor Morrison

THAT pursuant to Section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the following confidential items:

## COUNCIL MINUTES

Item	Confidential Category	Confidential Clause
23.1	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.1.1	Review of Confidential Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a 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 personal circumstances of a resident or ratepayer.

CARRIED 10/344 – 17/05/2022

### 11 PETITIONS

Nil

### 12 NOTICES OF MOTION

Nil

### 13 OFFICER REPORTS

#### 13.1 Action Reports

##### 13.1.1 Third Quarter Budget Review 2021/22

Moved: Councillor Hale  
Seconded: Councillor Morrison

1. THAT Council adopt the tabled documents as replacement for attachment 13.1.1.1.
2. THAT Report entitled Third Quarter Budget Review 2021-22 be received and noted.
3. THAT Council adopts the Third Quarter Budget Review 2021/22, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021* as presented as Attachment 13.1.1.1 to Report entitled Third Quarter Budget Review 2021-22.

CARRIED 10/345 – 17/05/2022

Initials:

### 13.1.2. Draft Communication Strategy 2022

Moved: Councillor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Draft Communication Strategy 2022 be received and noted.
2. THAT Council endorse the Draft Communication Strategy, being **Attachment 13.1.2.1** to go out for Community Consultation for a period of 28 days.
3. THAT a report on the outcomes of the consultation and adoption of the draft Consultation Strategy will be presented to Council by the Second Ordinary Meeting in July 2022.

CARRIED 10/346 – 17/05/2022

### 13.2 Receive and Note Reports

#### 13.2.1 Financial Report for the month of April 2022

Moved: Councillor Hale  
Seconded: Deputy Mayor Garden

THAT Report entitled Financial Report for the Month of April 2022 be received and noted.

CARRIED 10/347 – 17/05/2022

*Mayor Pascoe-Bell declared a conflict of interest and left the meeting at 6:34pm.*

*Deputy Mayor Garden took place of the chair.*

#### 13.2.2 Community Benefit Scheme - Update May 2022

Moved: Councillor Eveleigh  
Seconded: Councillor Henderson

THAT Report entitled Community Benefit Scheme - Update May 2022 be received and noted.

CARRIED 10/348 – 17/05/2022

*Mayor Pascoe-Bell entered the meeting and resumed place of the chair at 6:35pm.*

#### 13.2.3 myPalmerston April Update

Moved: Deputy Mayor Garden  
Seconded: Councillor Giesecke

THAT Report entitled myPalmerston April Update be received and noted.

CARRIED 10/349 – 17/05/2022

### 13.2.4 Palmerston Recreational Lake - Update

Moved: Councillor Morrison  
Seconded: Councillor Hale

THAT Report entitled Palmerston Recreational Lake - Update be received and noted.

CARRIED 10/350 - 17/05/2022

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

### 14.2 Correspondence

#### 14.2.1 Recycling Infrastructure Grant Program

Moved: Deputy Mayor Garden  
Seconded: Councillor Morrison

THAT correspondence dated 27 April 2022 entitled Recycling Infrastructure Grant Program from Minister for Environment, Eva Lawler, be received and noted.

CARRIED 10/351 - 17/05/2022

## 15 REPORT OF DELEGATES

Nil

## 16 QUESTIONS BY MEMBERS

Moved: Councillor Fraser  
Seconded: Councillor Eveleigh

THAT the question asked by Councillor Fraser regarding Disability Inclusion Action Plan consultation process update be taken on notice by the General Manager Community and Culture.

CARRIED 10/352 - 17/05/2022

Moved: Councillor Henderson  
Seconded: Councillor Morrison

THAT the question asked by Councillor Henderson regarding beautifying business fronts, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 10/353 - 17/05/2022

## 17 GENERAL BUSINESS

Nil

## COUNCIL MINUTES

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### 18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Hale  
Seconded: Councillor Morrison

THAT the next Ordinary Meeting of Council be held on Tuesday, 7 June 2022 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/354 – 17/05/2022

### 19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Garden  
Seconded: Councillor Henderson

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED 10/355 – 17/05/2022

### 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6:47pm for the discussion of confidential matters.

The Chair declared the meeting closed at 8:30pm.

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Chair

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Print Name

---

Date

Initials: