

AGENDA

1st Ordinary Council Meeting

Tuesday 7 February 2023

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 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	4
2	OPENING OF MEETING	4
3	APOLOGIES AND LEAVE OF ABSENCE.....	4
3.1	Apologies	4
3.2	Leave of Absence Previously Granted.....	4
3.3	Leave of Absence Request	4
4	REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING	4
5	DECLARATION OF INTEREST	4
5.1	Elected Members.....	4
5.2	Staff.....	4
6	CONFIRMATION OF MINUTES.....	4
6.1	Confirmation of Minutes	4
6.2	Business Arising from Previous Meeting	4
7	MAYORAL REPORT	4
7.1	Mayoral Update Report - January 2023	5
8	DEPUTATIONS AND PRESENTATIONS.....	9
9	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)	9
10	CONFIDENTIAL ITEMS.....	9
10.1	Moving Confidential Items into Open	9
10.2	Moving Open Items into Confidential	9

10.3 Confidential Items	9
11 PETITIONS	10
12 NOTICES OF MOTION	10
13 OFFICER REPORTS	10
13.1 Action Reports	11
13.1.1 Lighting Up Palmerston Policy Update	11
13.2 Receive and Note Reports	20
13.2.1 Office of the Deputy Chief Executive Officer Quarterly Report October to December 2022	20
13.2.2 Finance and Governance Quarterly Report - October to December 2022	31
13.2.3 Review of Expansion of Opening Hours	35
14 INFORMATION AND CORRESPONDENCE	41
14.1 Information	41
14.2 Correspondence	41
15 REPORT OF DELEGATES	41
16 QUESTIONS BY MEMBERS	41
17 GENERAL BUSINESS	41
18 NEXT ORDINARY COUNCIL MEETING	41
19 CLOSURE OF MEETING TO PUBLIC	41
20 ADJOURNMENT OF MEETING AND MEDIA LIAISON	41

A Place for People

1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

Chinese New Year Blessing performed by the Lion Dance Troupe from the Chung Wah Society

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 January 2023 pages 10920 to 10931 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

MAYORAL REPORT

1st Ordinary Council Meeting

AGENDA ITEM: 7.1
REPORT TITLE: Mayoral Update Report - January 2023
MEETING DATE: Tuesday 7 February 2023
AUTHOR: Mayor, Athina Pascoe-Bell

COMMUNITY PLAN

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

PURPOSE

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

KEY MESSAGES

In January 2023, the Mayoral activities included:

- Community Events attended on the behalf of Council
- Meeting with Stuart Knowles, General Manager of INPEX NT
- Meetings with Ministers, MLA's and Government Agencies
- Media interviews with ABC, Channel Nine, NT News

RECOMMENDATION

THAT Report entitled Mayoral Update Report - January 2023 be received and noted.

DISCUSSION

A snapshot of events which were attended on behalf of Council during the month of January:

- Australia Day Citizenship Ceremony's at both Litchfield Council and City of Palmerston
- Vietnamese New Year
- Dinner at Government House and Farewell of the 22nd Administrator of the Northern Territory

First Ordinary Council Meeting of 2023

On 17 January Council held its first Ordinary Meeting of 2023. The Council Meeting was preceded with a Didgeridoo Performance by Larrakia Man, William Hewitt and Smoking Ceremony performed by Larrakia Man, Trent Lee. The ceremonious fire was lit, and Elected Members and staff were asked to walk through the smoke to wash away impurities before commencing the first Ordinary Council Meeting.

I look forward to all the fantastic things that the Tenth Council are set to achieve in 2023.





Australia Day Citizenship Ceremony 2023

On 26 January we celebrated with a Flag Raising and Citizenship Ceremony held at the Palmerston Recreation Centre. The Australian Defence Force Tri Service performed the raising of the Australian National Flag whilst the talented Fiona Wake and the Arafura Wind Ensemble performed the National Anthem. We reflected on the resilience of communities and the spirit of helping and giving that defines the Australian spirit.

We welcomed 36 residents as official Australian Citizens with conferees who came from India, Greece, Vietnam, Democratic Republic of Congo, Philippines, Thailand, Taiwan, Spain, The Russian Federation, New Zealand, Brazil, Belgium, United Kingdom, Kenya and South Africa. They, on this day, made their commitment in becoming Australian Citizens. Veronica Matipira, City of Palmerston Citizen of the Year 2022, assisted with the presentation of certificate and gift.

We enjoyed a touching welcome to country performed Bilawara Lee and Les Huddleston, as well as performances by 'One Mob Different Country', the Macondo Colombian Dance Group and the ZimDarwin Dance Group who performed their traditional dances to showcase the diversity of culture in our community.

The Chief Minister of the Northern Territory, The Hon Natasha Fyles, and Helen Summers, Vice Chair of the Australia Day Council NT assisted with presentation of the Student Citizen Awards which recognises students who show a sense of fair play, generosity of spirit, concern for others, cultural understanding, positive attitude, and involvement within the school and/or the wider community. The winners are Rhiley Baker, Paige Carey, Jacob Dukay, Chloe Ferguson, Tayla Lamb, James O'Keefe, Thanawin Tanpetch and Anshika Phuyal. Congratulations students!

During the final part of the celebrations, the recipients of the City of Palmerston Australia Day Awards were announced. The City of Palmerston Community Event of the Year for 2023 was awarded to Community for Community, Be Brave, Make Change and Reconciliation Family Fun Day, the winner of the City of Palmerston Young Citizen Award 2023 was Amy Stripling, and the winner of the City of Palmerston Citizen of the Year 2023 was Rose Rai Rajbhandari. Congratulations to all on this fantastic achievement!

Her Honour the Honourable Vicki O'Halloran, the Administrator of the Northern Territory was gifted a bouquet of flowers as a token of our appreciation. We expressed our gratitude for her hard work, commitment and dedication to the City of Palmerston and the Northern Territory. Her enthusiasm in

serving the citizens and office of the Northern Territory is commendable, and we thank her for her service and we wished her all the best for her future endeavours.

I would like to thank our honoured guests for attending, including Chief Minister of the Northern Territory Natasha Fyles, Administrator of the Northern Territory Vicki O'Halloran and Mr Craig O'Halloran, Member for Drysdale Eva Lawler, Minister for Multicultural Affairs Ngaree Ah Kit, Member for Brennan Marie-Clare Boothby, Member for Blain Mark Turner, Federal Member for Solomon Mr Luke Gosling OAM, The Mayor of Litchfield Mr Doug Barden, Representatives from the Australian Defence Force, City of Palmerston Councillors, Community Engagement Northern Territory/Queensland from the Department of Home Affairs Mr Nikolay Nikolaev, and Vice Chair and fellow Board members of Australia Day Council, Northern Territory.

On Australia Day, we reflect, respect, and celebrate.



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.

A Place for People

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ATTACHMENTS

Nil

- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.2 Moving Open Items into Confidential

10.3 Confidential Items

THAT pursuant to Section 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	Legal Advice	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.
25.1.2	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)(c)(iii) 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 security of the council, its members or staff. 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.
26.2.1	Matters Relating to Council Staff and/or Elected Members	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



city of
PALMERSTON

A Place for People

COUNCIL AGENDA

		disclosed, be likely to prejudice the interests of the council or some other person.
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- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Lighting Up Palmerston Policy Update
MEETING DATE:	Tuesday 7 February 2023
AUTHOR:	Community Services Manager, Melanie Tighe
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval to endorse amendments to the Lighting Up Palmerston Policy.

KEY MESSAGES

- The Lighting Up Palmerston policy outlines the purpose, principle and eligibility criteria for agreed Council assets/landmarks to be lit up to highlight an event or date of significance.
- Council endorsed the current Lighting Up Palmerston Policy in April 2022.
- Council staff have identified a further area for review within the Policy.

RECOMMENDATION

1. THAT Report entitled Lighting Up Palmerston Policy Update be received and noted.
2. THAT Council adopt amended Council Policy *Lighting Up Palmerston Policy being Attachment 13.1.1.3* to report entitled Lighting Up Palmerston Policy Update.

BACKGROUND

City of Palmerston has several assets that can be lit up at night in our Central Business District. This lighting can highlight special events, causes and days of significance in our community. These assets currently include the Palmerston Water Tower, Recreation Centre, Library, a colourful light-emitting diode (LED) light pole on Frances Drive, and coloured LED's at Memorial Park, which are only varied in consultation with Palmerston Returned Services League (RSL) Sub-Branch.

Palmerston Council assets create city landmarks and Council receive requests from community organisations to light these, particularly the Palmerston Water Tower. To maintain the unique nature of any lighting feature, the frequency of lighting is strategically timed to ensure the impact is not unduly diminished.

At the 1st Ordinary Council Meeting of 2 February 2021 Council adopted Council's first Lighting Up Palmerston Policy:

13.2.1 Lighting Up Palmerston

1. THAT Report entitled *Lighting Up Palmerston* be received and noted.
2. THAT Council adopts the *Lighting Up Palmerston Policy* as a Policy of council being **Attachment 13.2.1** with clause 4.1.8 to be deleted.

CARRIED 9/1463 - 02/02/2012

At the 1st Ordinary Council Meeting of 5 April 2022 Council reviewed and adopted amendments to the Lighting Up Palmerston Policy:

13.1.4 Policy Review - Lighting Up Palmerston

1. THAT Report entitled *Policy Review- Lighting Up Palmerston* be received and noted.
2. THAT Council adopt amended Council Policy *Lighting Up Palmerston* being **Attachment 13.1.4.1** to come into effect immediately.

CARRIED 10/267 - 05/04/2022

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

This report seeks to approve endorsement of amendments to the Lighting Up Palmerston Policy.

DISCUSSION

Since Council endorsement of the Lighting Up Palmerston Policy at the 1st Ordinary Council Meeting of 5 April 2022, **Attachment 13.1.1.1**, Council have identified a further area for clarification and improvement to the Policy with amendments tracked in **Attachment 13.1.1.2**.

The proposed amendment is the expansion of the eligibility criteria to include applications from international organisations for events with significance to our community.

The Lighting Up Palmerston Policy stipulates under 4.1 Eligibility Criteria:

4.1.9 To be eligible for consideration as a not-for-profit organisation, the organisation must provide a Registered Charity or Not-For-Profit Certificate from an Australian government charity and not-for-profit register.

Lighting requests from international charities are not explicitly mentioned in the Lighting Up Palmerston Policy. It is proposed that the Policy be amended to expand the eligibility criteria of Section 4.1.9 to include international organisations, like their Australian counterparts, to show evidence of registration with an equivalent overseas not for profit/charity register. The amendment also includes the prioritisation of local organisations, and in the event of conflicting dates of an application request, a decision will be made at the discretion of the Chief Executive Officer and the Mayor.

This amendment will ensure both local and international organisations are subject to the same eligibility criteria which is now presented at the revised Lighting Up Palmerston Policy **Attachment 13.1.1.3**.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

If endorsed, this Policy will become the updated Lighting Up Palmerston Policy of Council.

BUDGET AND RESOURCE IMPLICATIONS

Any extraordinary costs in relation to lighting requests will need to be covered by the organisation making the booking. The City Operations team will be responsible for actioning the lighting requests which may include outsourcing to a contractor. The Communications team will be responsible for arranging a social media post to promote the event or cause where content availability allows.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

If the policy is not amended, there is a risk that international community initiatives maybe missed in Palmerston.

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).

Should Council not introduce the proposed amendments, there could be a perception by our community that international organisations applying for a Lighting Up event are not subject to the same eligibility criteria as local organisations.

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. Lighting Up Palmerston Policy Original [13.1.1.1 - 2 pages]
2. Lighting Up Palmerston Policy Track Changes Feb 2023 [13.1.1.2 - 2 pages]
3. Lighting Up Palmerston Policy Final Feb 2023 [13.1.1.3 - 2 pages]



POLICY

Name:	Lighting Up Palmerston		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Community and Culture		
Approval Date:	5/04/2022	Next Review Date:	8/04/2025
Records Number:	498410	Council Decision:	10/267

1 PURPOSE

The purpose of this policy is to enable requests for lighting be activated on City of Palmerston's infrastructure assets to highlight a special event or cause.

2 PRINCIPLES

City of Palmerston has the ability to light up infrastructure at night to create vibrancy in our CBD as well as highlight special events and causes in our community.

This Policy applies to City of Palmerston's current infrastructure at the time of endorsement by Council, as well as any new Council facilities into the future.

3 DEFINITIONS

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

Term	Definition
Elected Members	All Elected officials including the Mayor
Eligibility criteria	The standards by which the applicant must meet in order to be eligible
Conditions	The conditions that apply to all applications received

4 POLICY STATEMENT

4.1 Eligibility criteria

- 4.1.1 Lighting of Council assets will only be considered in honour of significant local and regional events, historic events, and extraordinary events/occurrences of City, Territory, and National or International significance.
- 4.1.2 Lighting will not be considered for commercial entities, to promote a political party or campaign or personal occasions.
- 4.1.3 Requests for illumination to commemorate or honour an individual will not be eligible and would only be permitted by exception.
- 4.1.4 Any annual events must be applied for and assessed each year; there will not be automatic renewals.
- 4.1.5 Requests will be subject to availability and responded to on a first-come, first-served basis.
- 4.1.6 Requests for illumination in Memorial Park, Palmerston must also be approved by the Palmerston RSL Sub-Branch.
- 4.1.7 Duration would typically be for a day, lasting up to a week if applicable.
- 4.1.8 The event or awareness campaign must have a community benefit that aligns with outcomes in the Community Plan.



POLICY

- 4.1.9 To be eligible for consideration as a not-for-profit organisation, the organisation must provide a Registered Charity or Not-For-Profit Certificate from an Australian government charity and not-for-profit register.

- 4.1.10 Applications will not be considered for individuals for their own purposes.

4.2 Responsibilities of the Chief Executive Officer

- 4.2.1 All requests that meet the above criteria are at the discretion of the Chief Executive Officer and the Mayor.

- 4.2.2 Where a request is received which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer and the Mayor, the request will be referred, with recommendation to Council for consideration and determination.

5 ASSOCIATED DOCUMENTS

- 5.1 Terms and Conditions apply and are available on Council's website.

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Community Plan



POLICY

Name:	Lighting Up Palmerston		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Community and Culture		
Approval Date:	<u>5/04/2022</u>	Next Review Date:	<u>8/04/2025</u>
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POLICY

- 4.1.9 To be eligible for consideration as a not-for-profit organisation, the organisation must provide a Registered Charity or Not-For-Profit Certificate from an Australian government charity and not-for-profit register, or the equivalent overseas register/body. Priority will be given to local organisations and events. Should there be conflicting dates with two or more applications, a decision will be made at the discretion of the Chief Executive and the Mayor.
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- 6.1 Community Plan



POLICY

Name:	Lighting Up Palmerston		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Community and Culture		
Approval Date:	7/02/2022	Next Review Date:	7/02/2026
Records Number:		Council Decision:	

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5.1 Terms and Conditions apply and are available on Council's website.

6 REFERENCES AND RELATED LEGISLATION

6.1 Community Plan

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Office of the Deputy Chief Executive Officer Quarterly Report October to December 2022
MEETING DATE:	Tuesday 7 February 2023
AUTHOR:	Executive Manager People and Customer, Emma Blight
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report presents the key activities undertaken by the Office of the Deputy Chief Executive Officer in the October to December 2022 quarter.

KEY MESSAGES

- The Office of the Deputy Chief Executive Officer includes the functions of Media and Communications, People and Customer and Strategic Projects.
- Over the reporting period Council attracted an additional 385 followers on Facebook, 56 on Instagram and 161 on LinkedIn.
- Nine media releases were sent out garnering 13 radio interviews, one written publication and three broadcast pieces.
- Our Customer Experience Team had over 5000 interactions with community members over the quarter. This represents a decrease on the same time the previous year, and this is anecdotally attributed to greater uptake of online services. Data capture has commenced for this and will be analysed in the future.
- The November data shows an increase of overall interactions by 27%. Of 2151 interactions in November, 919 (42%) of these interactions were supporting the Rates Team.
- Phone calls continued to be our customers' preferred method of speaking with Council officers, with 58% compared to 16% of interactions being walk-ins.
- This quarter Council welcomed 12 new employees, with seven departing.
- City of Palmerston's workforce continues to be culturally diverse and reflective of our community, with employees from 17 different nationalities contributing to our outcomes.
- Council continued to demonstrate our commitment to the training and development of our workforce with at least 12 facilitated courses being delivered internally (in addition to what is available in our learning platform).

RECOMMENDATION

THAT Report entitled Office of the Deputy Chief Executive Officer Quarterly Report October to December 2022 be received and noted.

BACKGROUND

The Office of the Deputy Chief Executive Officer (ODCEO) provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes the functions of Media and Communications and People and Customer Experience including Safety and Wellbeing.

This Report presents to Council key activities undertaken by the ODCEO in the October to December 2022 quarter.

DISCUSSION

As enabling functions, the departments within the ODCEO supported organisational activities aligned to City of Palmerston's Community Plan outcomes and objectives. The below provides a summary of the Directorates activities for the last quarter.

Media and Communications

Community Engagement

Council engaged with the community on two items during this quarter being the Community Satisfaction Survey and the Draft publication of the Creative Industries Plan 2022-2027.

Our Community was engaged to provide feedback on our performance through the Community Satisfaction Survey via phone and online. The survey could be accessed from the home page of our website and links via advertising placements in social media. Results of the Community Satisfaction Survey were reported to Council in the First Ordinary Meeting of November 2022.

The Draft Creative Industries Plan 2022-27 called for community feedback via several platforms including social media channels, website, directly via relevant groups and via radio interviews, with over 180 diverse people participating. The Plan was approved at the first Ordinary Meeting of October 2022.

Social Media

Facebook:

Council's Facebook page continued to steadily grow (2.3% increase) this quarter, with the total following sitting at 26,918 users. Our page had over 20,000 visits and reached over 139,094 Facebook users, noting 3,985 of these were through paid advertising. Over this period there were 92 posts and 37 stories published on our Facebook page.

Facebook Posts:



The top performing organic post (unpaid) on City of Palmerston's Facebook page was 'Marlow Lagoon croc sighting'.

This post had a reach of 47,998 with 202 likes and reactions, 64 comments and 95 shares. These results are from the community sharing and tagging each other in the post to spread the information. It is common for the Territory to receive high engagement on these types of posts.

Top 5 Organic Posts:

	Reach	Impressions	Likes & Reactions	Comments	Shares
Crocodile Sighting	47,998	49,619	202	64	95
Christmas Wonderland	11,657	12,433	152	63	11
Zuccoli Dog Park Construction	11,532	12,456	212	129	14
Thank You Post – Haunted House	7,267	7,267	73	7	1
Name the Harvester Voting	7,484	7,720	90	81	14

Instagram:

Council's Instagram saw a 3.3% rise in followers, bringing the profiles total to 1,747. During the October to December period, the page reached 14,505 users and published 18 posts, 74 stories and two reels.

LinkedIn:

City of Palmerston's LinkedIn garnered 161 new followers, resulting in 1,565 in total. The page had 15 posts, and these received 14,855 impressions (number of times content was displayed).

Social Media Campaigns (paid advertising):

During the quarter, seven advertising campaigns were run across Council's social media channels, targeting a large range of audiences. The total reach for these campaigns was 112,066, with the average reach of 16,009 per advertisement.

The top performing campaign was *Christmas in Palmerston*. This campaign was a carousel that highlighted the events running during the Christmas period: Palmerston's Christmas Wonderland, Community Christmas Light Competition and Christmas craft. The second highest performing ad was another 'carousel' style ad for a range of events happening in the month of October. This type of advertising works best during high event periods and the results are greater than if they were to be done separately.

Top 3 Advertisements:

	Reach	Impressions
Christmas in Palmerston	38,416	77,161
Events Campaign October	31,826	64,032
Ghostly Gatherings	18,825	30,841

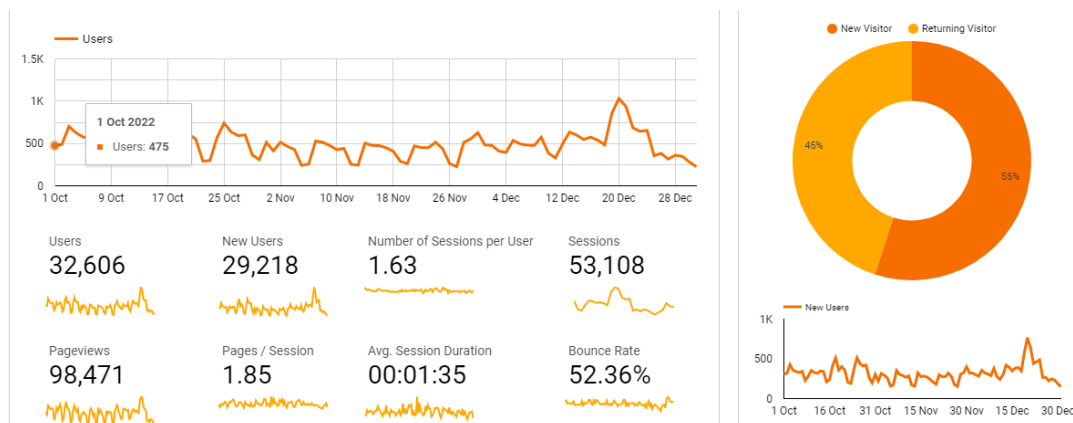
Public Relations/Media

Council sent out a total of nine media releases during the period covering a number of topics including Australia Day Nominations, Draft Creative Industries Plan, Animal Desexing Program, Late Nights at the Library, SWELL, Name the Harvester Competition and Palmerston's Christmas Wonderland. The media releases are sent to provide media with a story that council want the community to know more about and to garner a greater exposure to council services, events and programs. The media releases resulted in 13 interviews with the Mayor across two radio stations and one magazine publication, three broadcast television pieces with Channel Nine, as well as several news grabs and articles.

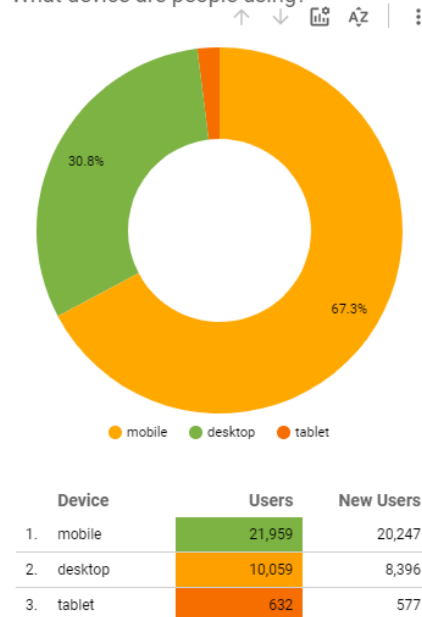
Website

This quarter a decrease in most areas occurred on the website when compared to the previous quarter (July – September 2022). The data identifies the website's users decreased by 18.5%; this impacted areas like sessions, page views etc. The decrease is a result of the general downtime period during the wet season and is to be expected. This isn't a significant decrease and not considered a concern. The average time people spent on the website had no substantial change to the previous period (1 min 36 seconds),

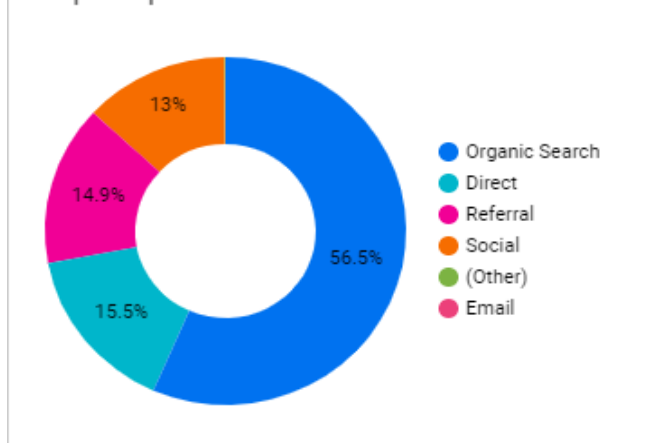
indicating that our website information is concise, and users are utilising the website for one purpose rather than browsing.



What device are people using?



Top Acquisition Channels



The top viewed pages were Career Opportunities, Pound, Online Payments and the Library, which remains consistent with the previous period. The community continues to view the website mainly via mobile and organic searches (via google), proving campaigns on radio and TV are cutting through, alongside the high search results thanks to our 'trigger words'.

When comparing with the same period in the previous year (October – December 2021), there shows a slight decrease in users (11%) this quarter. During this quarter in 2021, the funding of SWELL was announced and the initiative of 'Hooked On' round 2 commenced which could have impacted traffic. No other significant differences were found.

Publications

City of Palmerston published their 2021/22 Annual Report and the Draft Creative Industries Plan 2022-27.



Marketing Campaigns

There were several marketing campaigns run across the quarter including the following per directorate:

DCEO:	SWELL
Infrastructure:	Name the Harvester competition promotion
Community and Culture:	Children's Week, Late Nights at the Library, Desex in December, Get Active, Australia Day Award Nominations, Christmas in Palmerston (Wonderland, Christmas lights competition), Ghostly Gatherings

All campaigns featured heavily throughout traditional media which includes newspaper placements, radio ads, social media (as reported previously), and television. There were a number of other placements including digital banner displays at Gateway shopping centre and Casuarina shopping centre as well as display posters at council touch points.



Banner for rates notice

Christmas Wonderland poster design

Above are examples of some of the creative design elements produced throughout this period. There were several videos/TV commercials produced which included a revised Australia Day Nomination video for socials, Palmerston Youth Festival wrap up video, residential tree planting initiative, Christmas Wonderland television commercial (TVC) and the SWELL TVC.

Our Customer Experience

Community Interactions

The Customer Experience Team interacted with an average of 84 community members per business day (via walk-ins, phone and email), with a total of 5043 interactions during this reporting period. This compares to 7850 for the same period last year.

October and December saw decreases in walk in and phone customer interactions with Council through the Customer Experience team; October with a decrease of 12% compared to October 2021 and December with a decrease of 35% compared to December 2021.

In contrast, November data shows an increase of overall interactions by 27%. There was a 42% decrease in walk-in interactions and 21% decrease in phone interactions. The overall increase is attributed to the rates support provided by the Customer Experience team. Of 2151 interactions in November, 919 (42%) of these interactions were supporting the Rates Team.

This represents an overall decrease in phone and walk-ins, and this is anecdotally attributed to greater uptake of online services. Data capture has commenced for this and will be analysed in the future. Processing of emails has been transferred to the Records team since the same time last year.

The most popular method of interaction was phone calls, with 2962 total calls recorded; a 18% decrease compared to 2021. Comparatively, there were 818 walk-in interactions recorded; a 46% decrease compared to 2021.

The volumes of interactions by department were:

- 2104 interactions related to Finance/Rates
- 1573 interactions related to Regulatory Services
- 949 interactions related to Infrastructure
- 143 interactions related to Community

With a continued focus on our Customer Charter pillars of *Make It Easy* and *Perform With Pride*, the Customer Experience team delivered first contact resolution where possible. An average of 83% of all interactions received by the Customer Experience team was resolved at the first point of contact, a 1% increase from Quarter 1. Consistent with Quarter 1, the highest resolution was for Waste Management enquiries at 99% of enquiries received being resolved.

Customer Service Charter

To increase Council's accessibility to our community, it is actively promoted that our community members can attend the Palmerston Library as an alternate location to Civic Plaza, for assistance with popular council requests. To ensure our team members are not only championing this but feel confident to deliver a consistent experience to our community, every Library team member participated in comprehensive Customer Experience training in November. This training included the most common council enquiries and requests, including rate payments, dog registrations, infringement payments and bin requests.

Our People

Employee Movements

The October to December 2022 quarter saw 12 new employees welcomed to City of Palmerston and we bid farewell to seven employees.

Council currently has the current approved Full Time Equivalent (FTE) of 93.55, with 75.00 FTE as of 31 December 2022.

Council's headcount as of 31 December 2022 was 96 employees, comprising of full-time, part-time, casual, and labour hire staff.

Recruitment of our People

The People and Customer Team supported ten recruitment activities across Council during this quarter, with all positions being externally advised to the community for an average of 14 days per advertisement. Recruitment activities were attributed to natural attrition, as well as the recruitment of roles to support the delivery of Community Plan outcomes.

We are increasing our promotion of roles through the LinkedIn platform and other job sites to reach a wider network of applicants. During this period, we also trialed radio advertising which highlighted our employee benefits and directed listeners to our Career Opportunities web page.

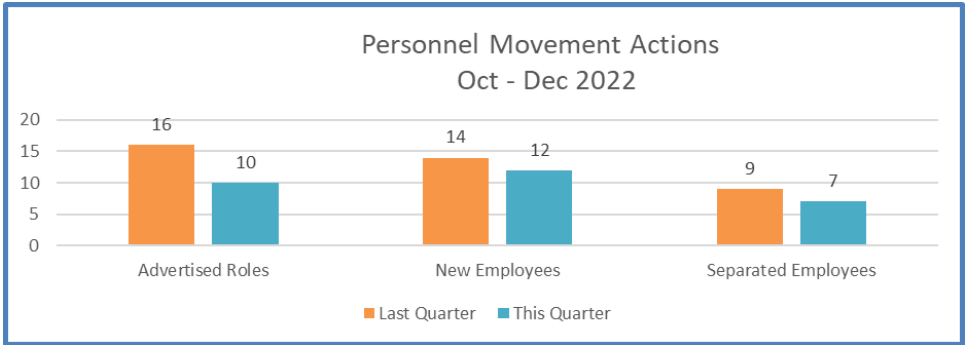
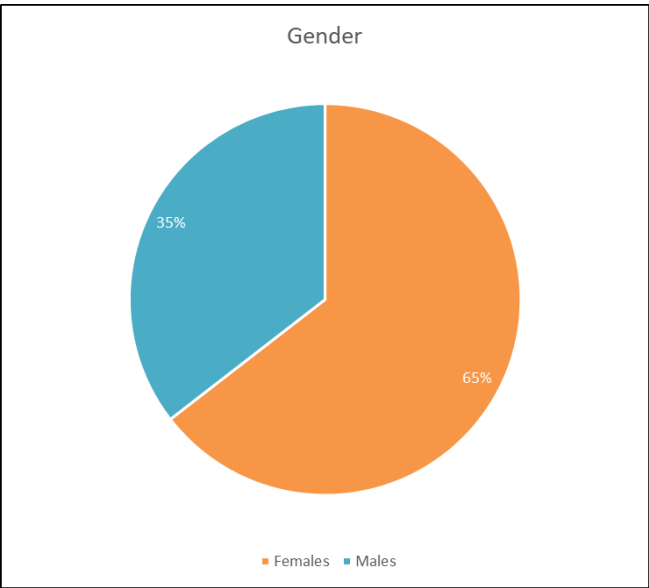
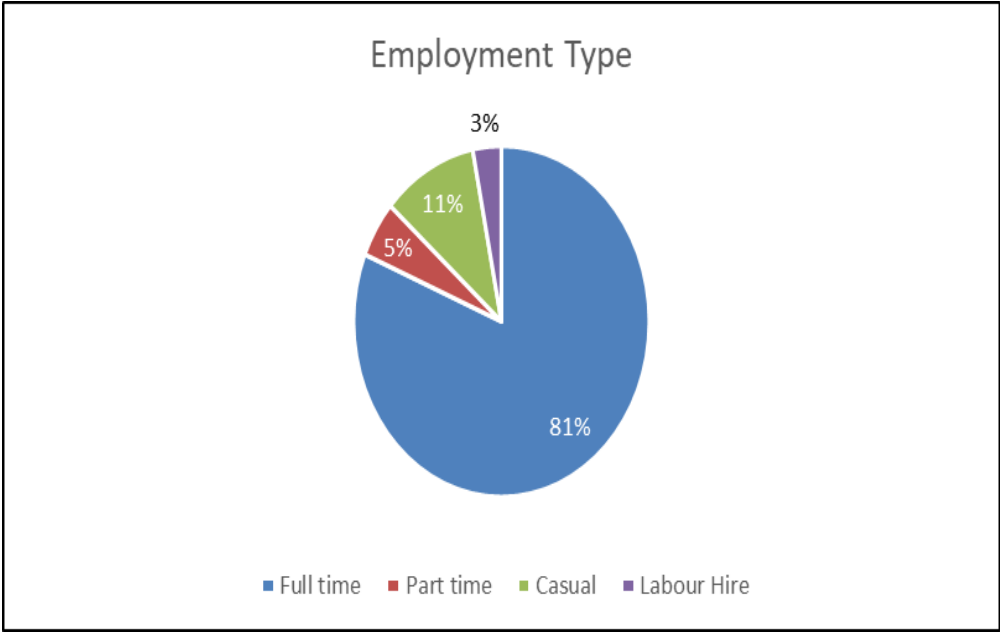
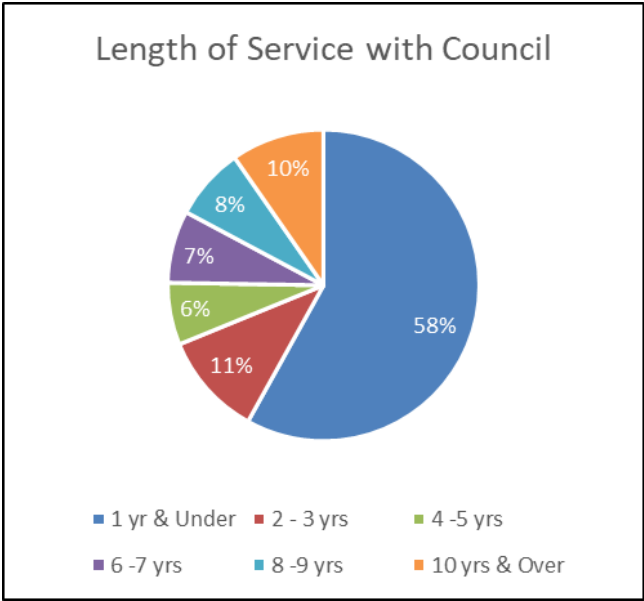


Table: Breakdown of Personnel Movement Actions across October to December 2022

Quarterly Workforce Statistics



Council has a committed and dedicated workforce performing many functions on behalf of the Community. As of 31 December 2022, Council employed staff from 17 different nationalities demonstrating a culturally diverse workforce reflective of our community. Our employees comprise 60 females and 33 males, and the average age of a staff member is 39.05 years, a slight reduction from the last quarter. Whilst many employees have been with us for under 12 months, the average length of service with Council has decreased and is 3.06 years in comparison to 3.7 years last quarter, with ten staff completing nine plus years of service.



Professional Development of our People

Over the past quarter we have continued to invest in the professional development of our employees. Training activities and professional development opportunities undertaken by staff within the quarter included, but was not limited to:

- Appropriate Workplace Behaviour Training
- ARCGIS (mapping software) Introduction and Walk through
- Budget Management Training
- Chief Warden Course
- Contact Officer Training

- First Aid Training
- Guardian Incident Management System
- Mental Health Awareness
- Procurement Training
- Recruitment and Selection Training
- Social Media Training
- Work Health and Safety Committee Training
- Working with Cultural Differences

Employee Health and Wellbeing

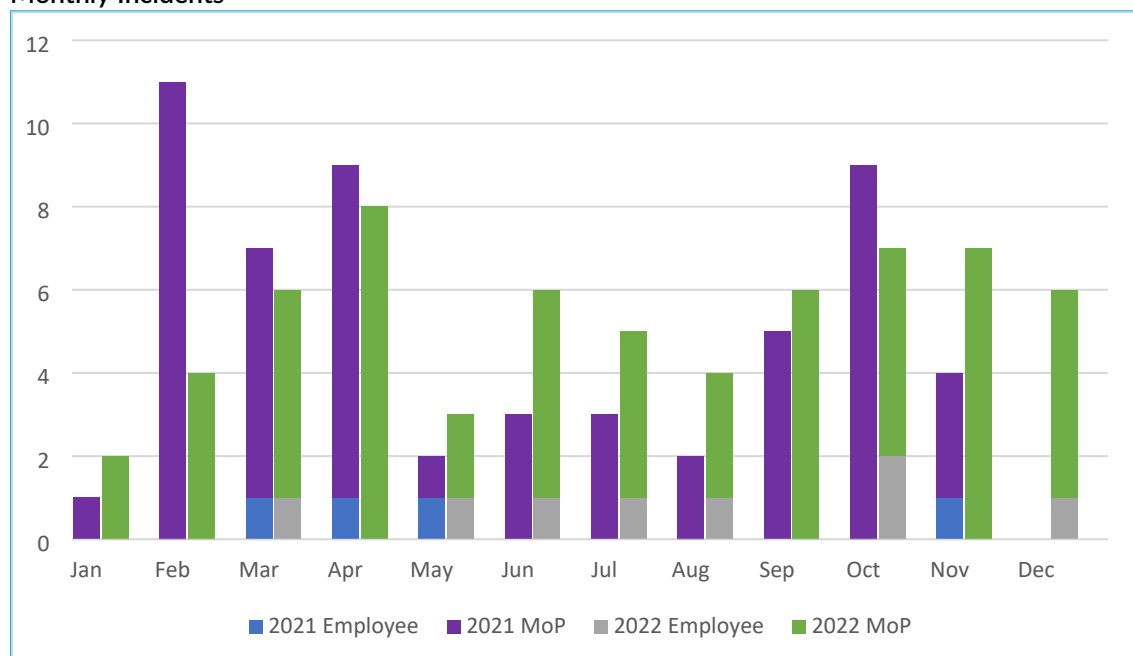
Safe Work Month

Each year Safe Work Australia hosts Safe Work Month during October. The theme for 2022 was 'Know safety, work safely'.

Throughout October, department Supervisors, Leads and Managers held weekly toolbox talks (SafeTea chats), conducted workplace inspections, and participated in online courses with their staff. WHS Committee members were in also attendance where possible.

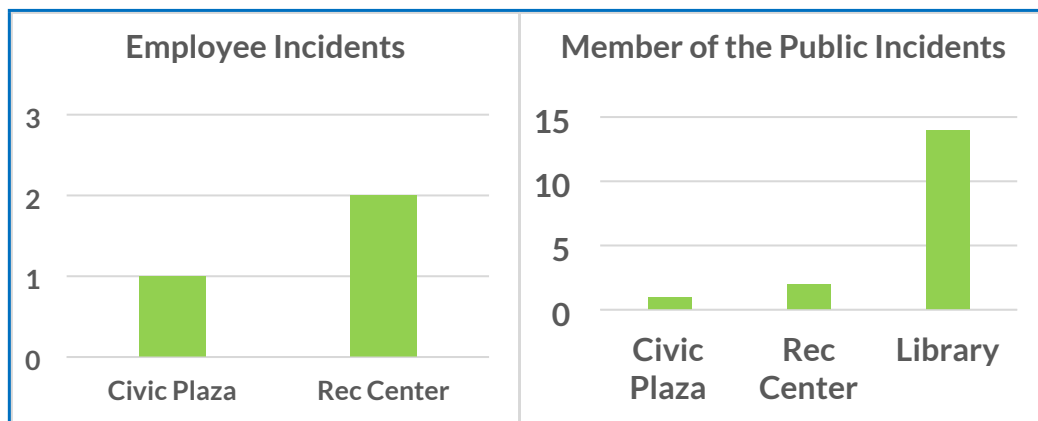
Each week there was a different safety focus, comprising Injuries at Work, Mental Health, Managing WHS Risks and Preventing Harm, and Safe and Healthy Work for All. To conclude Safe Work Month a small lunch was held for all staff to thank them for their contribution and continued commitment towards safety in the workplace.

Monthly Incidents



2021/22 Monthly incident comparison – Members of the public and employee

Incidents by Location this Quarter



This quarter saw an increase in reported incidents in the lead up to Christmas. All employee incidents reported did not result in an injury. The majority of member of the public incidents occurred at the Library, with some of these requiring ambulance and/or security assistance. Most incidents recorded are related to anti-social and inappropriate behaviour. To support the staff observing and reporting these member of public incidents, we are providing targeted training on de-escalation, mental health and resilience. We are also providing security patrols and facilitating stakeholder meetings to reduce the number of incidents.

Annual Year End Breakfast

The Annual Year End Breakfast was held on 2 December 2022 at Rydges Palmerston. The traditional breakfast is an opportunity for staff and Elected Members to come together to celebrate the year's achievements and acknowledge colleagues who have reached service milestones with Council.



CONSULTATION PROCESS

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

- Media and Communications Manager
- People and Customer Manager
- Human Resources Team

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks

1 Fails to be trusted as a Council

Context: Achieving credibility & trust with majority of those within 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

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Finance and Governance Quarterly Report - October to December 2022
MEETING DATE:	Tuesday 7 February 2023
AUTHOR:	Executive Manager Finance and Economics, Chris Kimani
APPROVER:	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 summaries the key activities undertaken by the Finance and Governance Directorate during the October to December 2022 quarter.

KEY MESSAGES

- The October to December 2022 quarter recorded an additional 237 ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3431, which reflects 22.9% of rates notices.
- 146 additional properties were added to our portfolio as a result of a subdivision in Zuccoli. This brings the total number of rateable properties to 15,515.
- During the quarter, \$12,404,219 was paid to vendors, of which \$10,667,629 was paid to local suppliers (86%).
- The Director of Finance and Governance, representing the City of Palmerston, has become a Committee member on the Palmerston Regional Business Association (PRBA) Committee supporting Economic Development partnerships.

RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report - October to December 2022 be received and noted.

BACKGROUND

Council is provided with a report on key activities undertaken by the Finance and Governance Directorate on a quarterly basis that aligns with the relevant Community Plan Outcomes.

DISCUSSION

The Finance and Governance quarterly update identifies the activities undertaken during the quarter that supports the delivery of the following Community Plan Outcome.

Community Plan Outcome 2: Vibrant Economy – Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

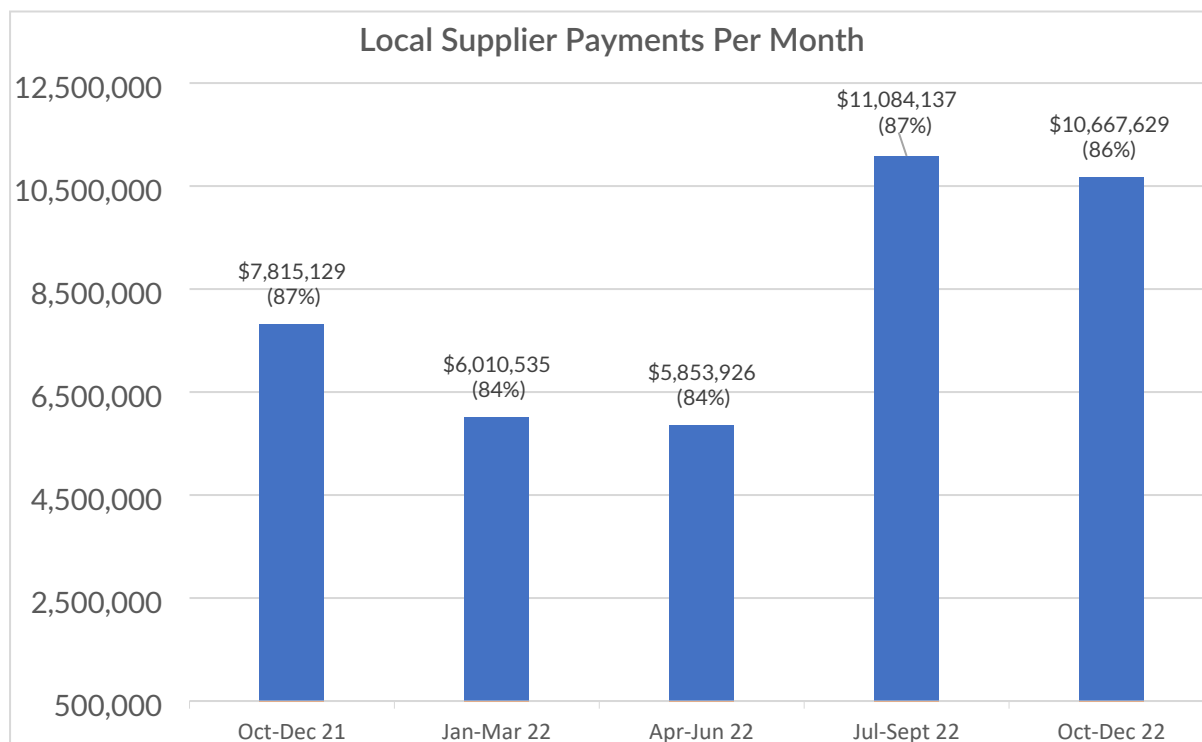
Partnerships

The Director of Finance and Governance, representing the City of Palmerston, has become a Committee member on the Palmerston Regional Business Association Committee. Council have also become a Silver Business Partner with Chamber of Commerce. These are important partnerships which demonstrates Council's support to the local Palmerston business community.

Support Local

\$10.6 million has been paid to local suppliers between the period 1 October 2022 to 31 December 2022. This total makes up 86% of all creditor payments over the same period which amounted to \$12.4 million.

\$120,668 has been paid to vendors between the period 1 October 2022 to 31 December 2022 for the My Palmerston initiative, bringing the total to \$533,363 that has been paid out to Creditors from the start of the program to the end of December 2022.



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

Electronic Rate Notices

- The October to December 2022 quarter recorded an additional 237 ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3431, which reflects 22.9% of rates notices, up from 22.3% last quarter.
- 146 additional properties were added to our portfolio as a result of a subdivision in Zuccoli. This brings the total number of rateable properties to 15,515.

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

Grant Acquittals

The following grant acquittals were finalised for the quarter:

- LRCI Phase 1, 2 and 3 as at 30 June 2022
- Library Services Agreement
- Palmerston Youth Festival
- Roads to Recovery as at 30 June 2022.

Freedom of Information

- There has been one Freedom of Information (FOI) request received in the October to December 2022 quarter which is on-going. There is one request from the July to September 2022 quarter that is also still on-going. These are still in process due to the complexity of the information and FOI process.
- Two requests from the July to September quarter have been completed in the October to December quarter.

Risk Management

The Risk Management and Audit Committee meeting was held in October, with the following achievements noted:

- Adoption of the Annual Report;
- Finalisation of the Audited 2021-22 Financial Statements;
- Strategic Risk Appetite completed with a further workshop required to discuss the Strategic Risk Register and Controls to mitigate the risks.

Review of Council Policies

The following Council Policies were reviewed for the quarter:

- Investments Policy;
- Code of Conduct for the Chief Executive Officer;
- Financial Reserve Policy;
- Procurement Policy.

CONSULTATION PROCESS

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

- Governance Manager, Sheree Jeeves
- Other Finance and Governance Staff

POLICY IMPLICATIONS

There are no policy implications relating to this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council
Context: Achieving credibility & trust with majority of those within and external to the City.
- 2 Fails to be sustainable into the long term
Context: Optimising the financial, social and environmental sustainability of the City.
- 6 Fails to deliver the strategic vision for the City

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Review of Expansion of Opening Hours
MEETING DATE:	Tuesday 7 February 2023
AUTHOR:	People and Customer Manager, Emma Blight
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report provides Council an update on the effect of the expansion of opening hours at City of Palmerston's Civic Plaza.

KEY MESSAGES

- At City of Palmerston, we place our community at the centre of all we do.
- City of Palmerston has multiple sites with the Civic Plaza providing the most face-to-face customer service options.
- Council is always focused on improving our customer experience and increasing the opportunity for customers to engage with us.
- City of Palmerston extended the Civic Plaza's opening hours from 8am to 5pm to 7:30am to 5:30pm on 4 July 2022
- The increase in hours of operations was between Monday to Friday, resulting in an extra 5 hours per week Council at Civic Plaza is open to the public.
- The extension of hours did not result in an increase of hours worked by individual employees as rostering staggered staff hours.
- Our customers have taken advantage of the expanded hours over the last six months, with the majority of increased customer interactions during expanded hours being related to Regulatory Services.
- The increased hours will remain in place for Civic Plaza to assist the Palmerston community. Staff will continue to collect data to monitor demand.

RECOMMENDATION

THAT Report entitled Review of Expansion of Opening Hours be received and noted.

BACKGROUND

At City of Palmerston, people are at the centre of all we do. It is our aim to ensure our customer service functions are accessible and customer friendly as possible. Current contact points for our customers are Civic Plaza, the Palmerston Library, the Recreation Centre, and the Pound.

To ensure we continued to meet our community's needs, we sought to expand the opening hours of Civic Plaza, increasing the opportunity for our community to engage with Council.

At the 2nd Ordinary Council Meeting of April 2022, Council made the following decisions:

13.1.1 Expansion of Opening Hours – Civic Plaza

1. *THAT Report entitled Expansion of Opening Hours – Civic Plaza be received and noted.*
2. *THAT Council endorses the change of opening hours at City of Palmerston's Civic Plaza to 7.30am to 5.30pm Monday to Friday, commencing 4 July 2022.*
3. *THAT a further report be presented to Council at the First Ordinary meeting of February 2023, outlining the impact of the changes of City of Palmerston Civic Plaza office hours detailing customer interaction statistics.*

CARRIED 10/296 – 19/04/2022

The expansion of opening hours at Civic Plaza commenced 4 July 2022. The Customer Experience team has captured six months of statistics to support this Report.

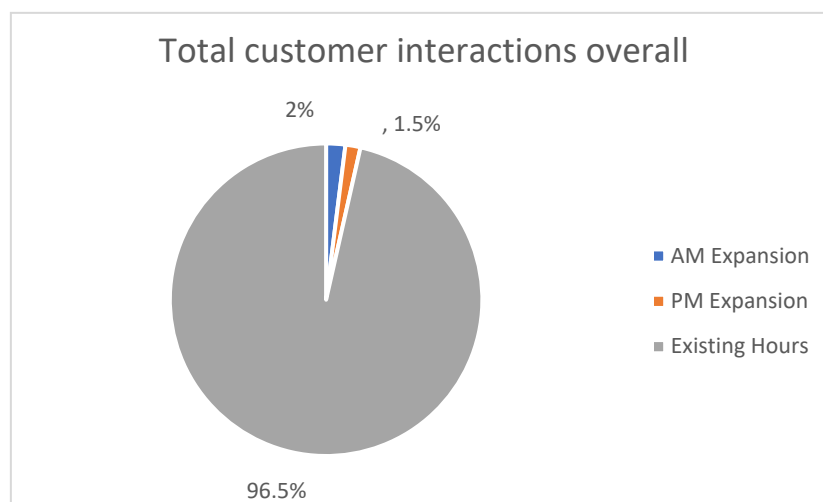
DISCUSSION

The expansion of hours resulted in an additional 30 minutes of access for our customers in the morning and the afternoon being 7.30 – 5.30pm (previous hours were 8am to 5pm). The change was implemented at no additional staffing costs or increase in staffing numbers required to service the hours.

The change in hours was reflected across our external signage and staff email signature banners, communicated to residents verbally by the Customer Experience team, and advertised through social media.

The data included in this report has been captured between 4 July 2022 and 24 December 2022.

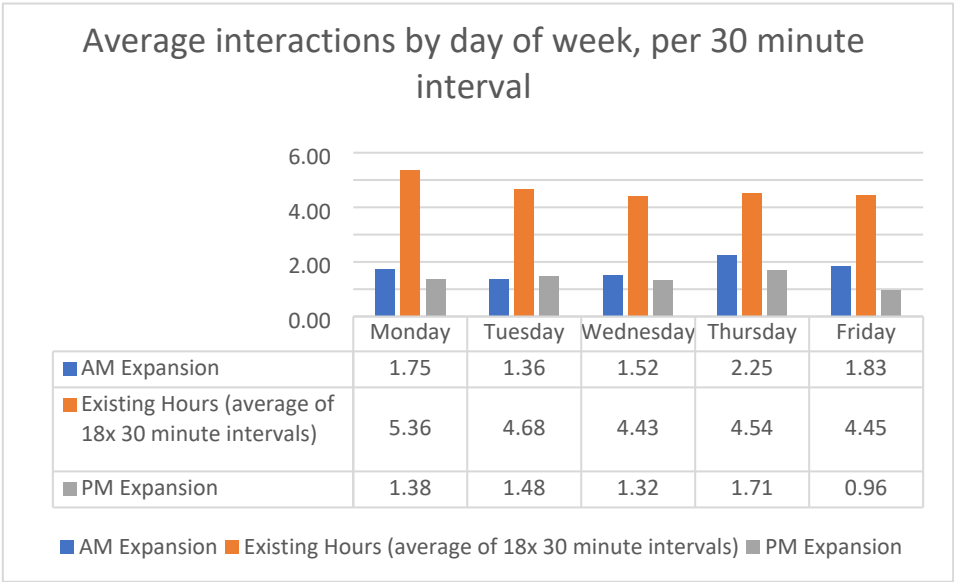
During this period, the Customer Experience team facilitated a total of 10,708 customer interactions. The below graphs break down when the interactions have been received.



The below table shows the average number of customer interactions based on the day of the week.

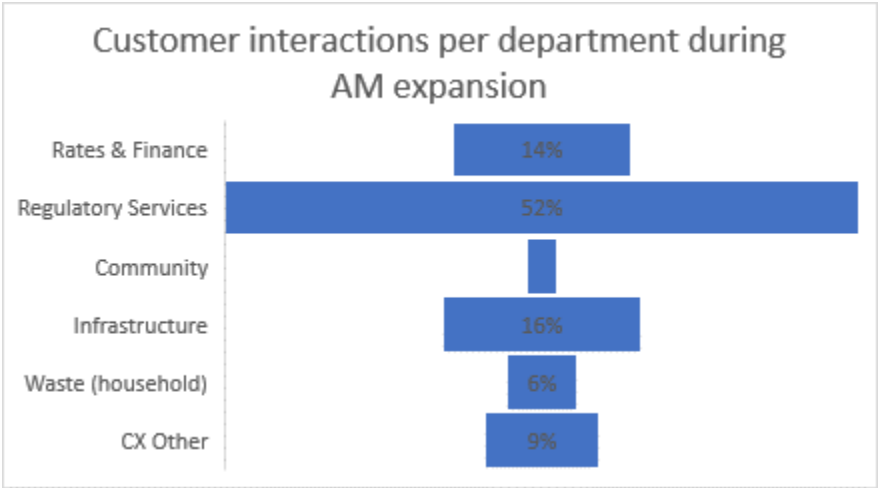
	AM Expansion	Existing Hours	PM Expansion
Monday	1.75	96.46	1.38
Tuesday	1.36	84.24	1.48
Wednesday	1.52	79.72	1.32
Thursday	2.25	81.71	1.71
Friday	1.83	80.08	0.96

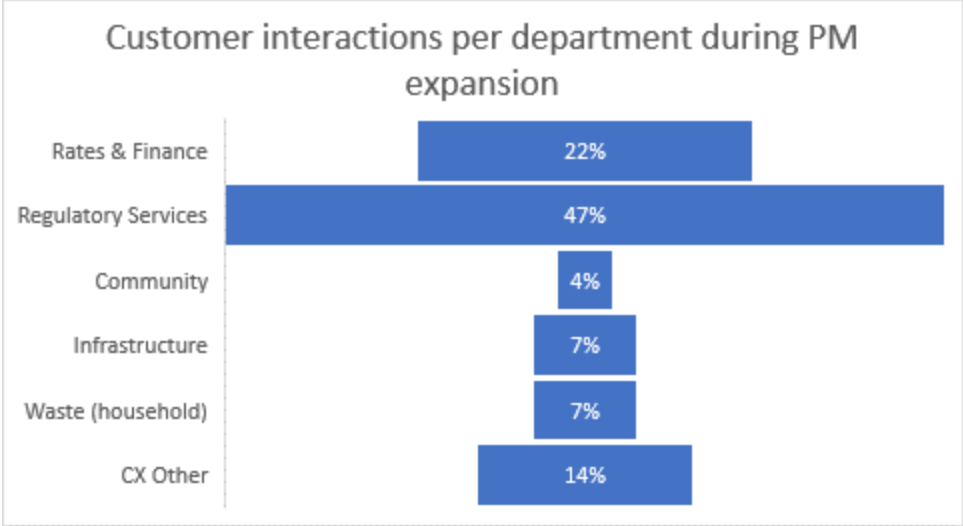
This graph further breaks down the customer interactions during existing hours in to average 30 minute intervals (noting that the extended hours are 30 minutes at the start and end of the day).



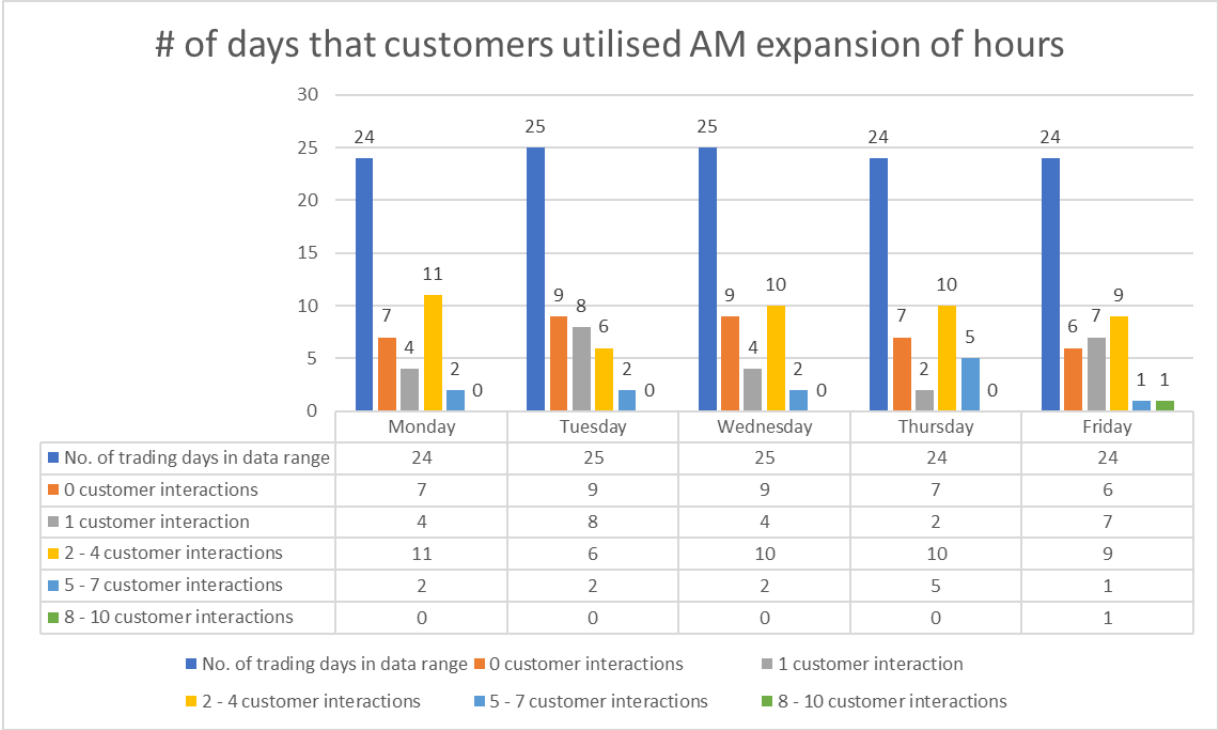
The below graphs show the nature of customer enquiries during the expanded opening hours.

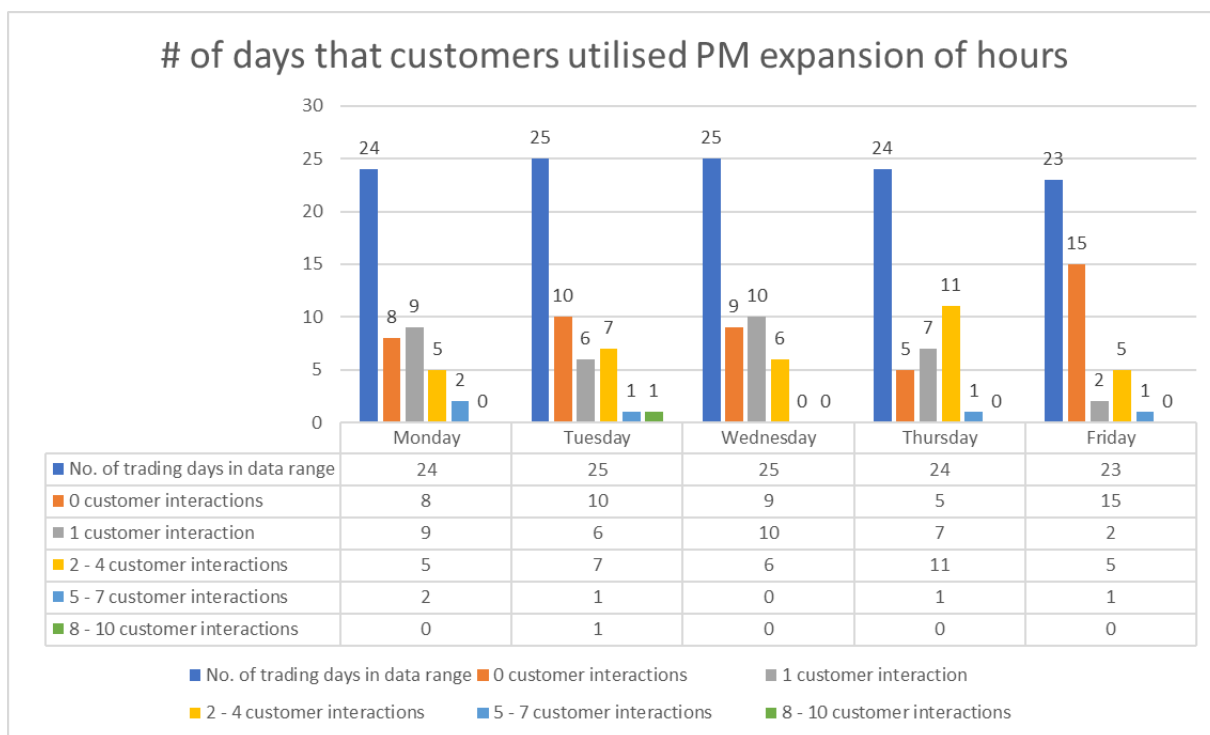
Regulatory Services enquiries are consistently the highest purpose of customer interaction, both during the morning and afternoon expansion.





Whilst some days have seen none or very few customers call or visit our offices, the below graphs demonstrate that we generally do have customers wishing to access our services during these times. Friday afternoon stands out as being a less popular time to visit or call our offices, where as Thursday and Friday mornings are slightly busier than others. Public holidays have been accounted for and removed where relevant.





Across the other directorates, staff have been rostered to cover the extended hours to ensure availability for our customers. Infrastructure Services has reported contact being made regarding trees, streetlights and maintenance. The Finance and Governance team provides coverage across the expanded hours for our customers with rates and accounts payable queries. The extended hours provides some staff the flexibility around preferred start and finish times, and many have adopted a roster of their preference. Other areas have implemented rotational rosters.

The increased hours will remain in place and the Customer Experience Team will continue to collect data to remain responsive to our customers' needs.

CONSULTATION PROCESS

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

- People & Customer Manager
- Customer Experience Advocate
- Customer Experience Team

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

There are no significant budget or resource implications relating to this Report. The extension of hours did not result in an increase of hours worked by individual employees as rostering staggered staff hours.

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.

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

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

The Local Government Act 2019 clause 4.3 Section 66 (2) states that 'A public office must be open to the public at reasonable times determined by the council'. The change increased our access for the municipality and was supported by Council therefore does not contravene the requirements of the Act. As the extended hours fall between the span of ordinary hours for affected employees in the Enterprise Agreement, there is minimal industrial risk associated with this matter,

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are minor environment sustainability implications for this Report in the additional running of air conditioning half an hour per day.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 21 February 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

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

1st Ordinary Council Meeting

Tuesday 17 January 2023

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

'A Place for People'



A Place for People

COUNCIL MINUTES

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 17 January 2023 at 5:30pm.

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Councillor Danielle Eveleigh
Councillor Mark Fraser
Councillor Sarah Henderson
Councillor Ben Giesecke (via Audiovisual)
Councillor Damian Hale
Councillor Amber Garden

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, Kate Roberts

GALLERY

Four members of staff

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10920



A Place for People

COUNCIL MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

Didgeridoo Performance performed by Larrakia man, William Hewitt and Smoking Ceremony performed by Larrakia man, Trent Lee.

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5:30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

THAT the apology received from Deputy Mayor Lucy Morrison for 17 January 2023 be received and noted.

CARRIED 10/658 – 17/01/2023

3.2 Leave of Absence Previously Granted

THAT it be noted Councillor Giesecke will be on leave of absence as previously granted on 6 December 2022, for the period of 5 January to 22 January 2023 inclusive.

3.3 Leave of Absence Request

Moved: Councillor Eveleigh
Seconded: Councillor Fraser

1. THAT the leave of absence received from Councillor Eveleigh for 19 to 20 January 2023 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Garden for 4 to 10 April 2023 inclusive be received and noted.

CARRIED 10/659 – 17/01/2023

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden
Seconded: Councillor Hale

1. THAT Council note that Councillor Giesecke is attending via Audio/Audiovisual who will be physically prevented from attending a meeting due to being further than 100kms from the place of meeting and approval has been granted by the CEO in accordance with the City of Palmerston Audio/Audiovisual Conferencing policy.

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10921



A Place for People

COUNCIL MINUTES

2. THAT Council note that Councillor Garden will attend via Audio/Audiovisual who will be physically prevented from attending a meetings for the leave period 4 April to 10 April 2023 due to being further than 100kms from the place of meeting.

CARRIED 10/660 – 17/01/2023

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson
Seconded: Councillor Garden

THAT the Minutes of the Council Meeting held on 6 December 2022 pages 10907 to 10914 be confirmed.

CARRIED 10/661 – 17/01/2023

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Deputy Mayor Morrison
Seconded: Councillor Hale

THAT Report entitled Mayoral Update Report - December 2022 be received and noted.

CARRIED 10/662 – 17/01/2023

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Moved: Councillor Eveleigh
Seconded: Councillor Garden

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10922



A Place for People

COUNCIL MINUTES

THAT the following public question from Mr Trevor Jenkins and response as tabled regarding unaccompanied minors accessing the public library and antisocial behaviour at the Palmerston Bus Depot be received and noted.

Question 1: Underage at risk girls/children not going to school, visiting library during school time, accessing first person shooter games. There should be mandatory reporting of children at risk. Public report P22314803. Why don't library staff / managers mandatory report / refuse entry/bar to use facilities? Kids not going to school and openly playing first person shooter games with adult online when at risk children reporting is mandatory. Police report P22314813.

Response: Palmerston Library is a community space open to everyone. The City of Palmerston has a focus on ensuring all community members feel welcome and comfortable visiting the Palmerston Library. There are many reasons why school-age children may visit the library during school hours and for these reasons library staff do not restrict access. While the Northern Territory does not have specific legislation around children being unsupervised, library staff ensure children under the age of 11 have appropriate supervision while visiting the library. Library staff also engage when required with the Education Department as well as individual schools, who are responsible for tracking and enforcing student truancy issues.

Question 2: Two year ongoing same people living, camping, defecating, smashing bottles and drinking at the Palmerston bus stop at Roystonea Avenue. I realize this supposedly isn't Council land but it's (unable to decipher) in Palmerston, it is part of its responsibility. When is Council going to address two year ongoing camping/drinking/living literally at Palmerston bus stop/car park overflow/Roystonea Avenue. I.e. Social/ (unable to decipher)/social work services.

Response: This question has previously been responded to at the Council Meeting held 4 October 2022. Mr Jenkins was provided a response on 10 October 2022.

CARRIED 10/663 – 17/01/2023

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 NT Planning Commission Presentation - Draft Greater Holtz Area Plan

Moved: Councillor Garden

Seconded: Councillor Eveleigh

1. THAT the presentation by the NT Planning Commission on the Draft Greater Holtz Area Plan be received and noted.
2. THAT the Council Decision relating to the Presentation by the NT Planning Commission on the Draft Greater Holtz Area Plan be moved to the Open Minutes of 17 January 2023.

CARRIED 10/677 – 17/01/2023

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10923



A Place for People

COUNCIL MINUTES

10.1.2 Palmerston and Litchfield Regional Economic Growth Committee Working Group

Moved: Councillor Eveleigh
Seconded: Councillor Henderson

1. THAT Report entitled Palmerston and Litchfield Regional Economic Growth Committee Working Group be received and noted.
2. THAT the Council endorses its ongoing commitment to the Palmerston and Litchfield Regional Economic Growth Committee and working group, and formalisation of the partnership through a Memorandum of Understanding.
3. THAT Council commits \$50,000 in funding to develop the Palmerston and Litchfield Regional Economic Growth Plan through the Palmerston and Litchfield Regional Economic Growth Committee Working Group, and that this be funding from the Developers Funds in Lieu of Construction Reserve (the FILOC Reserve).
4. THAT Council endorses the Chief Executive Officer or their nominated delegate as the City of Palmerston representative on the Palmerston and Litchfield Regional Economic Growth Committee Working Group.
5. THAT effective 17 January 2023 pursuant to section 40 of the *Local Government Act 2019*, Council hereby delegates to the Chief Executive Officer the power to finalise and execute an MOU formalising the Palmerston and Litchfield Regional Economic Growth partnership.
6. THAT the Council Decisions relating to Report Entitled Palmerston and Litchfield Regional Economic Growth Committee Working Group be moved to the Open Minutes of 17 January 2023.

CARRIED 10/679 - 17/01/2023

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Henderson
Seconded: Councillor Garden

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
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

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10924



A Place for People

COUNCIL MINUTES

		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	Council Performance, Service Delivery and Budget Review	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)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.1.2	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)(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.
25.1.3	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 10/664 – 17/01/2023

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10925



A Place for People

COUNCIL MINUTES

13.1.1 Community Advisory Committee Minutes - November 2022

Moved: Councillor Garden
Seconded: Councillor Eveleigh

1. THAT Report entitled Community Advisory Committee Minutes - November 2022 be received and noted.
2. THAT Council receive and note the unconfirmed minutes from the relevant Committee meetings as listed below to the report entitled Community Advisory Committee Minutes - November 2022.:
 - a. Palmerston Vibrant Economy Committee minutes provided as **Attachment 13.1.1.1.**
 - b. Palmerston Wellbeing Advisory Committee minutes provided as **Attachment 13.1.1.2.**
3. THAT Council notes that due to lack of Quorum the Palmerston Community Safety Advisory Committee is rescheduled for 5:30pm on 28 March 2023.
4. THAT Council endorses the recommendations within the respective minutes from the Palmerston Vibrant Economy Committee being:

8.1.2 Committee Schedule of Meetings and Membership

Moved: Councillor Giesecke
Seconded: Mohan Kandas

1. THAT Report entitled Committee Schedule of Meetings and Membership be received and noted.
2. THAT the Vibrant Economy Advisory Committee recommend to the Council:

The Vibrant Economy Advisory Committee adopts the Committee meeting be held at 5.30pm in Chambers at Civic Plaza, 1 Chung Wah Terrace, Palmerston and on the following dates in 2023:

*Monday 27 March 2023
Monday 26 June 2023
Monday 25 September 2023
Monday 27 November 2023*

3. Council undertake the following activities to fill vacancies
 - i. Council to write to the Property Council (NT) and Chamber of Commerce (NT) advising that the Committee has one vacancy for a member of a relevant business or property association and seeking an expression of interest.
 - ii. Council re-advertise expression of interest in February 2023 for a Committee Community member.

CARRIED VEAC10/2 - 21/11/202.

8.1.3 Palmerston Local Economic Plan Update

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10926



A Place for People

COUNCIL MINUTES

Moved: Mayor Pascoe-Bell
Seconded: Brandon Evans

1. THAT Report entitled Palmerston Local Economic Plan Update be received and noted.
2. THAT the Vibrant Economy Advisory Committee recommend to the Council:
 - a. THAT a report be prepared updating the progress of the Palmerston Local Economic Plan actions and prioritisation of actions for 2023 to be presented at the March 2023 Vibrant Economy Advisory Committee meeting.

CARRIED VEAC10/3 – 21/11/2022

8.2 Receive and Note Reports Palmerston Vibrant Economy Advisory Committee

8.2.1 Capital Investment Program

Moved: Mayor Pascoe-Bell
Seconded: Sue Shearer

THAT Report entitled Capital Investment Program be received and noted.

CARRIED VEAC10/4 – 21/11/2022

5. THAT Council endorses the recommendations within the respective minutes from the Palmerston Wellbeing Advisory Committee being:

8.1 Action Reports Palmerston Wellbeing Advisory Committee

8.1.1 Committee Schedule and Membership

Moved: Councillor Henderson
Seconded: Mayor Pascoe-Bell

THAT the Community Wellbeing Advisory Committee recommends to Council:

1. THAT Report entitled Committee Schedule and Membership be received and noted.
2. THAT meetings be scheduled quarterly as follows:
 - 5.30pm Thursday 30 March 2023 in Council Chambers
 - 5.30pm Thursday 29 June 2023 in Council Chambers
 - 5.30pm Thursday 28 September 2023 in Council Chambers
 - 5.30pm Thursday 30 November 2023 in Council Chambers
3. THAT as per the Palmerston (Procedures for Meetings) By-Laws 2003, Section 2 Part 23, members of the Community Wellbeing Committee are not required to stand when speaking to a matter being considered.
4. Council readvertises the current Community Wellbeing Committee Senior Community Member vacancy and writes directly to a number of Senior Organisations.

CARRIED CWAC 10/02 – 24/11/2022

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10927



A Place for People

COUNCIL MINUTES

8.2 Receive and Note Reports Palmerston Community Wellbeing Advisory Committee

8.2.1 Committee Process and Terms of Reference

Moved: Mayor Pascoe-Bell

Seconded: Veronica Matipira.

1. THAT the Community Wellbeing Advisory Committee recommends to Council:
2. THAT Report entitled Committee Process and Terms of Reference be received and noted.

CARRIED CWAC 10/03 – 24/11/2022

8.2.2 Network Groups Update

Moved: Gabrielle Brown

Seconded: Councillor Henderson

1. THAT the Community Wellbeing Advisory Committee recommends to Council:
2. THAT Report entitled Network Groups Update be received and noted.

CARRIED CWAC 10/04 – 24/11/2022

8.2.3 Diversity, Inclusion and Access Update

Moved: Michelle Walker

Seconded: Councillor Henderson

1. THAT the Community Wellbeing Advisory Committee recommends to Council:
2. THAT Report entitled Diversity, Inclusion and Access Update be received and noted.

CARRIED CWAC 10/05 – 24/11/2022

8.2.4 Major Projects Update

Moved: Councillor Henderson

Seconded: Veronica Matipira

1. THAT the Community Wellbeing Advisory Committee recommends to Council:
2. THAT Report entitled Major Projects Update be received and noted.

CARRIED CWAC 10/06 – 24/11/2022

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10928



A Place for People

COUNCIL MINUTES

10.1 Fibersense Question

Moved: George Watkinson PROXY for Siiri Tennosaar
Seconded: Gabrielle Brown

An update on Fibersense was given by the Chief Executive Officer in response to a member question.

10.2 THAT a report be prepared identifying existing and future programs and events relevant to the Wellbeing Advisory Committee to identify opportunities and promotions by members.

CARRIED CWAC 10/07 - 24/11/2022

CARRIED 10/665 - 17/01/2023

13.1.2 Council to the Community Meetings 2023

Moved: Councillor Henderson
Seconded: Councillor Garden

1. THAT Report entitled Council to the Community Meetings 2023 be received and noted.
2. THAT Council approve the continuation of the Council to the Community Meetings including the pre-meeting public forum, in 2023 as a part of the Ordinary Meeting Calendar, for the following Ordinary Meetings:
 - 2nd Ordinary Meeting 21st March 2023.
 - 2nd Ordinary Meeting 19th September 2023.

CARRIED 10/666 - 17/01/2023

13.2 Receive and Note Reports

13.2.1 Community Benefit Scheme - December Update

Moved: Councillor Fraser
Seconded: Councillor Garden

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

CARRIED 10/667 - 17/01/2023

13.2.2 Infrastructure Quarterly Report - October to December 2022

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

THAT Report entitled Infrastructure Quarterly Report - October to December 2022 be received and noted.

CARRIED 10/668 - 17/01/2023

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10929



A Place for People

COUNCIL MINUTES

13.2.3 Community and Culture Quarterly Report October to December 2022

Moved: Councillor Fraser
Seconded: Councillor Garden

THAT Report entitled Community and Culture Quarterly Report October to December 2022 be received and noted.

CARRIED 10/669 – 17/01/2023

13.2.4 Financial Report for the Month of December 2022

Moved: Councillor Henderson
Seconded: Councillor Garden

THAT Report entitled Financial Report for the Month of December 2022 be received and noted.

CARRIED 10/670 – 17/01/2023

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

17.1 Resolution of Acting Mayor - 28 January 2023

Moved: Councillor Fraser
Seconded: Councillor Garden

THAT Councillor Henderson will be Acting Mayor for the period of 28 January 2023.

CARRIED 10/671 – 17/01/2023

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10930



A Place for People

COUNCIL MINUTES

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

THAT the next Ordinary Meeting of Council be held on Tuesday, 7 February 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/672 - 17/01/2023

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Garden
Seconded: Councillor Fraser

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 10/673 - 17/01/2023

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Councillor Garden
Seconded: Councillor Fraser

THAT the meeting be adjourned for 10 minutes.

CARRIED 10/674 - 17/01/2023

The meeting adjourned at 6.05pm

The Chair declared the meeting closed at 7.06pm.

Chair

Print Name

Date

Initials:

MINUTES ORDINARY COUNCIL MEETING - 17 JANUARY 2023

10931