



AGENDA

1st Ordinary Council Meeting

Tuesday 5 March 2024

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.

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.

A handwritten signature in black ink, appearing to read 'A. Vellar', is positioned above a horizontal line.

AMELIA VELLAR
ACTING CHIEF EXECUTIVE OFFICER



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 - 5.1 Elected Members
 - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
 - 6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 20 February 2024 pages 11250 to 11257 be confirmed.
 - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

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- 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	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)(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.

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

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Policy Schedule Review Update
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Governance Lead, Angie Torr
APPROVER:	General Manager 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 presents Council with an update on the Policy Review Schedule for the term of the 10th Council.

KEY MESSAGES

- Council Policies support the strategic direction of the City of Palmerston and guide the organisation's decision making.
- 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.
- A Council Policy Review Schedule was developed and adopted for the term of the 10th Council.
- Council may review policies at any time as a result of legislative changes, Council decisions or any other circumstances that justify a review.
- This report provides Council with an update on the policy review schedule.

RECOMMENDATION

THAT Report entitled Policy Schedule Review Update be received and noted.

BACKGROUND

Council Policies are a major component of the governance framework for the City of Palmerston. They support the strategic direction of Council and guide the organisation's decision-making process.

Policies serve to ensure decisions are consistent, in accordance with *Local Government Act 2019* (legislation) and the Council's strategic goals.

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.

At the 15 February 2022 Ordinary Council Meeting, Council received and noted a report which presented the Policy Review Schedule, which identified the list of Council policies, the frequency of the reviews and when the next review would occur. At that Council meeting Council also made the following decision:

13.1.1 Council Policy Review Schedule

Moved: Councillor Morrison
 Seconded: Deputy Mayor Henderson

1. THAT Report entitled Council Policy Review be received and noted.
2. THAT effective 16 February 2022 pursuant to Section 40 of the Local Government Act 2019 Council hereby delegates to the Chief Executive Officer the power to make non-substantive administrative changes to Council Policies, that does not change the context of a policy.

CARRIED 15/02/2022 - 10/201

This report provides an update and amendments on the Policy Review Schedule.

DISCUSSION

The Council Policy Review Schedule has been developed for the principles of good governance, providing a clear and unambiguous line of decision making, accountability and responsibility.

Reviewing Council Policies ensures that policies are:

- Developed in a consultative, comprehensive and consistent manner;
- Supportive and consistent with the City of Palmerston Community Plan and other strategic plans;
- Providing a clear understanding of the Council’s responsibility and accountability in policy development and review;
- Consistent with and meet the compliance requirements of legislation;
- Not duplicating legislation;
- Written in plain English and easy to understand;
- Providing broad parameters for guiding and setting boundaries to influence the actions of Council; and
- Guiding Council’s decision making and inform the public about how Council will normally act.

Council currently holds 44 Council Policies. These policies fall into two categories, those that are required by legislation or those that are good governance practice.

A table is provided below identifying the types of policies Council has reviewed this term and are found on the Council website as required by legislation. There is a Code of Conduct for Elected Members and Committee Members document however this is not a policy but rather an exert from the legislation.

Table 1. - Council Policies that have been reviewed this term

	Council Policy	Adopted Date	Review Requirements
1.	Edible Pocket Garden	19/10/2022	Once per term
2.	Lighting up Palmerston	07/02/2023	Once per term
3.	Financial Reserve	18/10/2022	Previously Every two years
4.	Fraud and Corruption	18/04/2023	Once per term
5.	Grants, Donations and Sponsorships	19/10/2022	Once per term

6.	Investment	06/12/2022	Once per term
7.	Procurement	04/10/2022	Once per term
8.	Rate Concession	07/03/2023	Previously Annually
9.	Rating Policy	21/06/2022	Once per term
10.	Security Payments	21/03/2023	Once per term
11.	Related Party Disclosure	21/03/2023	Once per term
12.	Sufficient Interest in the Assessment Record	07/06/2022	Once per term
13.	Appointment of Deputy Mayor	2/09/2021	One per term
14.	Code of Conduct for Chief Executive Officer	06/12/2022	Once per term
15.	Casting Vote	21/09/2021	Once per term. First meeting after a general election.
16.	Confidential Information	05/04/2022	Once per term
17.	Gifts and Benefits by CEO	21/06/2022	Once per term
18.	Privacy	21/03/2023	Once per term
19.	Political Involvement in Council Events	07/06/2022	Once per term
20.	Lease of Council Property	04/07/2023	Once per term
21.	Human Resource Management	04/07/2023	Once per term
22.	Media	04/04/2023	Once per term
23.	Elected Member Allowances and Expenses	20/06/2023	Once per term
24.	Alcohol Management	01/03/2022	Once per term
25.	Outdoor Dining	05/04/2022	Once per term
26.	Accountable Forms (Members and CEO)	21/06/2022	Once per term

The table below provides the list of Council Policies still to be reviewed this Council term and is presented in a schedule **Attachment 13.1.1.1**. This provides an updated policy review schedule for the remaining policies, referred to in Table 2 below.

Table 2: Council Policies still to be reviewed.

	Council Policy	Adopted Date	Review Requirements
1.	Community Consultation	06/04/2021	Once per term
2.	Laneway Management	17/11/2020	Once per term
3.	Preserving our Urban Forest	01/09/2020	Once per term
4.	Recognition of Service to the Community	03/03/2020	Once per term
5.	Borrowing	19/01/2021	Once per term
6.	Credit Card by CEO	18/05/2021	Once per term
7.	Debt Collection	16/03/2021	Once per term
8.	Audio/Audiovisual Conferencing	01/07/2021	Once per term
9.	Breach of Code of Conduct by Elected Member	01/07/2021	Once per term

10.	Code of Conduct for Council Employees	09/2020	Once per term
11.	Caretaker	02/03/2021	Once per term
12.	Elected Member Casual Vacancies	01/07/2021	Once per term
13.	Gifts and Benefits for Elected Members	01/07/2021	Once per term
14.	Open Data	16/03/2021	Once per term
15.	Risk Management and Audit Committee Terms of Reference	18/08/2020	Every two years
16.	Asset Management	03/11/2020	Once per term
17.	Shared Services	01/07/2021	Once per term
18.	Social Media	18/10/2022	Once per term

While some policies, listed below, have been identified as requiring a review more often than once within a term, the legislation does not provide for the regularity for review. Therefore, the following policies will only be reviewed once per term unless as a result of legislative changes, Council decisions or any other circumstances that justify a review.

- Financial Reserve
- Investments
- Rate Concession
- Code of Conduct for the CEO

The review of the Risk Management and Audit Committee Terms of Reference will remain every two years and will be provided to the Risk Management and Audit Committee for feedback prior to being presented to Council.

While the Grants, Donations and Sponsorships policy was reviewed this term, the policy will be split into the Sponsorship and Donation Policy and the Grants and Community Benefit Scheme Policy. These revised policies have been added to the schedule.

Furthermore, as there is no legislative basis on the regularity for review, the review dates will be removed from each policy and replaced with wording such as Reviewed Annually or Once Every Term. This enables Council with more flexibility on when policies are reviewed and base the priority of the review on risk, urgency or change in legislation. As the CEO has been delegated the power to make non-substantive administrative changes to Council Policies, that does not change the context of a policy, this will be applied to all approved policies published on the website.

CONSULTATION PROCESS

All Council Policies are available on the Council's website:

<https://palmerston.nt.gov.au/council/about-council/code-conduct-council-policies-and-guidelines>

POLICY IMPLICATIONS

This report provides an update about the various policies contained in the Policy Review Schedule. The Policy Review Schedule contains details of all Council Policies.

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 revoked or amended by Council resolution.

Policies are developed when required by legislation, where there is either complexity or lack of clarification in legislation, strategic objectives or community needs or expectation.

Policies are essential instruments in providing effective and consistent controls, reducing risks to individuals and the Council.

As identified in the Strategic Risk Register, Council establishes a Policy Review Schedule as a control improvement, to effectively implement government practices.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance
Failure to effectively govern.

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Council Policy Review Schedule Table [13.1.1.1 - 1 page]

COUNCIL AGENDA Attachment 13.1.1.1

10 th Council Policy Review Schedule by Area		2024				2025		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3
Community	Grants and Community Benefit Scheme Policy							CARETAKER
Finance	Borrowing							
	Credit Card by CEO							
	Debt Collection							
Infrastructure	Asset Management							
	Preserving our Urban Forest							
	Laneway Management							
People & Place	Code of Conduct for Council Employees							
	Community Consultation							
	Recognition of Service to the Community							
	Sponsorship and Donation Policy							
Governance	Risk Management and Audit Committee Terms of Reference							
	Open Data							
	Elected Member Casual Vacancies							
	Caretaker							
	Breach of Code of Conduct by Elected Member							
	Gifts and Benefits for Elected Members							
	Audio/Audiovisual Conferencing							
Shared Services								

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	Australian Local Government Association National General Assembly and Australian Council of Local Government 2024
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Executive Assistant to CEO, Kate Roberts
APPROVER:	Acting 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 seeks Council's endorsement for City of Palmerston representation at the Australian Local Government Association's (ALGA) National General Assembly (NGA) on 2 to 4 July 2024 and seeks endorsement of the Mayor or her representative's attendance.

KEY MESSAGES

- Australian Local Government Association considers the National General Assembly to be Australia's largest and most influential gathering of Local Government Elected Members, Chairs and Officials.
- The theme of the 2024 NGA will be "Building Community Trust"
- A copy of the business papers will be made available to Elected Members once circulated by the Australian Local Government Association.
- Council has previously attended the National General Assembly as it is considered significant to Local Government and provides a unique networking opportunity.
- City of Palmerston will be unable to submit motions or vote at the National General Assembly.
- Elected Members are encouraged to attend the assembly given the unique opportunity of the largest local government gathering for networking, advocacy and exchanging of ideas.
- In addition, the Federal Government has offered to host Mayors at the Australian Council of Local Government on 5 July 2024.

RECOMMENDATION

1. THAT Report entitled Australian Local Government Association National General Assembly and Australian Council of Local Government 2024 be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell or her representative, and Councillor/s _____ attendance to the 2024 Australian Local Government Association National General Assembly in Canberra being held 2 to 4 July 2024
3. THAT Council endorse Mayor Pascoe-Bell or her representative attendance to the Australian Council of Local Government being held in Canberra on 5 July 2024.

BACKGROUND

The Australian Local Government Association (ALGA) was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the National General Assembly (NGA) has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

ALGA's NGA is regarded as the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

The event is held in Canberra annually and in previous years, the Mayor and Chief Executive Officer have attended the event to represent the City of Palmerston. Representation has provided Council with an opportunity to network with Federal Government and keep abreast of current and contemporary local government issues.

This year's ALGA NGA will coincide with the Australian Council of Local Government. The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, announced in a joint media release with ALGA President, Cr Linda Scott, that the 2024 Australian Council of Local Government will be held on Friday 5 July 2024.

DISCUSSION

Australian Local Government Association National General Assembly

The 2024 NGA will be held from 2 to 4 July 2024. The theme of the 2024 NGA is "Building Community Trust". The ALGA NGA websites states:

"This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish - and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and

state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.”

ALGA have previously advised that City of Palmerston are able to attend the NGA, however, would be unable to vote or to put up motions, due to no longer being a member of the Local Government Association Northern Territory (LGANT). The benefits of attending would be the networking opportunities, and to see current issues faced by local government, proposed policy and directions.

Elected Members are encouraged to attend given the large representation of Local Government’s State and Australian Government representatives, providing a unique opportunity to hear and share contemporary ideas and practices for networking, advocacy and exchanging of ideas. Council is not limited to the number of Elected Members that can attend.

Once motions have been received and collated by ALGA, Business Papers will be formulated and distributed approximately two weeks prior to the event. A copy of the business papers will be made available to Elected Members.

Australian Council of Local Government

The ACLG is set to be held on Friday 5 July in Canberra and will provide local governments throughout Australia with the opportunity to directly engage with Federal Ministers from across portfolios – harnessing the power of collaboration to drive effective local change.

The 2024 ACLG is expected to attract around 600 local government representatives, including Mayors and Shire Presidents, Councillors, CEOs, as well as a range of peak body representatives.

The ACLG provides a unique opportunity to come to the table and engage with Ministers on what communities need and to look at how we can partner to strengthen the delivery of vital services.

It is being recommended that the Mayor attend both the ALGA NGA and the ACLG to represent the City of Palmerston, all Elected Members are welcome to attend should they wish.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

The Council Policy Elected Members Allowances and Expenses, identifies entitlements for Elected Member Travel.

BUDGET AND RESOURCE IMPLICATIONS

The Mayor and any other Elected Member wishing to attend the NGA 2024 will be accompanied by the Chief Executive Officer and/or Deputy Chief Executive Officer.

To attend the conference in person the cost is estimated to be approximately \$5000 per person, which includes flexible flights, five nights’ accommodation, early bird registration and incidentals.

Virtual attendance would incur the early bird registration of \$739.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

As good practise and to ensure valuable professional development and networking opportunities are available to Elected Members, attendance to the annual ALGA NGA will be placed to Council for endorsement and available to all Elected Members who wish to attend.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance

Failure to effectively govern.

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:	13.1.3
REPORT TITLE:	Palmerston Liquor Accord Representation
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Acting Chief Executive Officer, Amelia Vellar
APPROVER:	Acting Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval for City of Palmerston to become an 'accord advisor' for the Palmerston Liquor Accord.

KEY MESSAGES

- Alcohol related harm continues to be a core issue impacting the lives of the Palmerston and Territory Community.
- The Northern Territory Government states that a Local Liquor Accord is a voluntary agreement on the management or conduct of local business that supply Alcohol.
- Palmerston was previously a member of a previous Palmerston Liquor Accord from 2019-2021.
- The newly reformed Palmerston Liquor Accord made contact with City of Palmerston on 20 February 2024, formally inviting Council to become an 'accord advisor' for the Palmerston Liquor Accord.
- Other Accord Advisors of the Palmerston Liquor Accord include the NT Police, Licensing NT and Hospitality NT.
- It is recommended Council participate in the Palmerston Liquor Accord, as it gives Council an avenue to speak directly with licensees and work with them and other key stakeholders to reduce alcohol related harm in our community.

RECOMMENDATION

1. THAT Report entitled Palmerston Liquor Accord Representation be received and noted.
2. THAT Council endorse the Mayor or her delegate to represent City of Palmerston as an 'accord advisor' on the Palmerston Liquor Accord.

BACKGROUND

Alcohol related harm continues to be a core issue impacting the lives of the Palmerston and Territory Community.

The Northern Territory has been the focus of a number of reviews and legislative actions in response to the Northern Territory's exceptionally high alcohol consumption rates and associated harm since 1978 (source: *The Three-Year Review of the Liquor Act 2019, Discussion Paper, Northern Territory Government*).

The City of Palmerston has been and remains committed to providing a healthier and safer Palmerston community through responsible alcohol management in our community.

The Northern Territory Government states that a Local Liquor Accord (LLA) is a voluntary agreement on the management or conduct of local business that supply Alcohol. City of Palmerston was previously a member of the Palmerston Liquor Accord from 2019-2021. Officers were informed that the Palmerston Liquor Accord was inactive after this period.

The newly reformed Palmerston Liquor Accord made contact with City of Palmerston on 20 February 2024 (**Attachment 13.1.3.1**), formally inviting Council to become an 'accord advisor' for the Palmerston Liquor Accord.

DISCUSSION

Council is committed to providing a healthier and safer place for residents and visitors and a key aspect of this is via input Council provides on liquor licence applications within the Palmerston municipality and responsible alcohol management on its own premises and public spaces.

Liquor accords provide a forum for members and stakeholders to proactively discuss their views, concerns and expectations, while working towards preventing liquor-related issues affecting local businesses and the community.

The benefits of having a liquor accord include:

- minimising alcohol and drug-related violence, antisocial behaviour and crime in and around licensed premises
- preventing under-age drinking
- increasing awareness and practices related to responsible service of alcohol and gambling
- improving understanding amongst licensees, approved managers, and staff of their legal obligations
- enhancing community understanding of the role of government agencies and availability of government resources
- creating safe and enjoyable environments for the benefit of local businesses and the community.

City of Palmerston was previously a member of the Palmerston Liquor Accord from 2019-2021. During this time, Council was routinely represented by the Mayor and the Deputy Chief Executive Officer.

The Chair of the Palmerston Liquor Accord, Matthew Hewer wrote to the Mayor asking City of Palmerston to consider being an 'Accord Advisor' in accordance with section 3.1 of the Accord document (**Attachment 13.1.3.2**). Other Accord Advisors of the Palmerston Liquor Accord include the NT Police, Licensing NT and Hospitality NT.

Officers recommend Council participate in the Palmerston Liquor Accord, as it gives Council an avenue to speak directly with licensees and work with them and other key stakeholders to reduce alcohol related harm in our community.

CONSULTATION PROCESS

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

- The Palmerston Liquor Accord Chair, Matthew Hewer

POLICY IMPLICATIONS

City of Palmerston Alcohol Management Policy

Council's Alcohol Management Policy States - "Council is a stakeholder in the Palmerston and Litchfield Liquor Accord. To support the intent of this organisation vendors who propose to serve alcohol at Council events or on council property should be members of the Palmerston and Litchfield Liquor Accord."

BUDGET AND RESOURCE IMPLICATIONS

There are no budget implications relating to this Report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Refusal to participate in the Palmerston Liquor Accord could result in missed opportunity to improve the negative impact alcohol has on the community. The Palmerston Community may consider that Council is not advocating on its behalf. By identifying not only issues but possible resolutions this may mitigate this risk. Participation in the Palmerston Liquor Accord gives Council an avenue to speak directly with licensees and work with them and other key stakeholders to reduce alcohol related harm.

Failure to advocate on behalf of the Community risks the continuation of ongoing harm and safety concerns resulting from alcohol. In Council's Community Satisfaction survey when asked what the most important issues are in the local area, the majority of respondents mentioned crime and safety issues. The City of Palmerston has been and remains committed to providing a healthier and safer Palmerston community through responsible alcohol management in our community.

The significant challenge will be advocating the Northern Territory Government for change as they are the responsible party to implement and deliver on alcohol management policy.

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**
Failure of Council to effectively plan and deliver its role in community safety.
6. **Governance**
Failure to effectively govern.

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Itr to Council 19 Feb 2024 [13.1.3.1 - 1 page]
2. Palmerston Accord 2024 [13.1.3.2 - 9 pages]



Monday 19 February

Athina Pascoe-Bell
Mayor
City of Palmerston
via email: mayor@palmerston.nt.gov.au

Dear Mayor,

Palmerston Liquor Accord

Hospitality NT is secretariat for the Palmerston Liquor Accord.

On behalf of the Accord we are writing to you today to formalise the City of Palmerston being an 'Accord Advisor' in accordance with section 3.1 of the Accord document (see **attached**).

Other Accord Advisors of the Palmerston Liquor Accord include the NT Police, Licensing NT and Hospitality NT.

As you would have seen in the meeting on Thursday 15 February, each Accord Advisor is asked to provide relevant updates for Accord Members on pertinent issues. Given the work of your Council in the public spaces in and around Palmerston, we think the Accord Members would benefit from a Council update if applicable.

Please note Accord Advisors are not able to vote on any Accord measure.

In order to ensure all Accord Members and Advisors are able to attend the Palmerston Liquor Accord quarterly meetings, we have set all meeting dates for 2024, being:

- Thursday 15 May, 2pm – 3pm, Palmerston Golf Club
- Thursday 18 September, 2pm – 3pm, Palmerston Golf Club
- Thursday 4 December, 2pm- 3pm, Palmerston Golf Club

If there is urgent action required then meetings outside of this schedule can occur, alternatively emails can be sent to all Accord Members.

We thank you for the support the City of Palmerston provides the businesses that comprise the Palmerston Liquor Accord.

Yours sincerely,

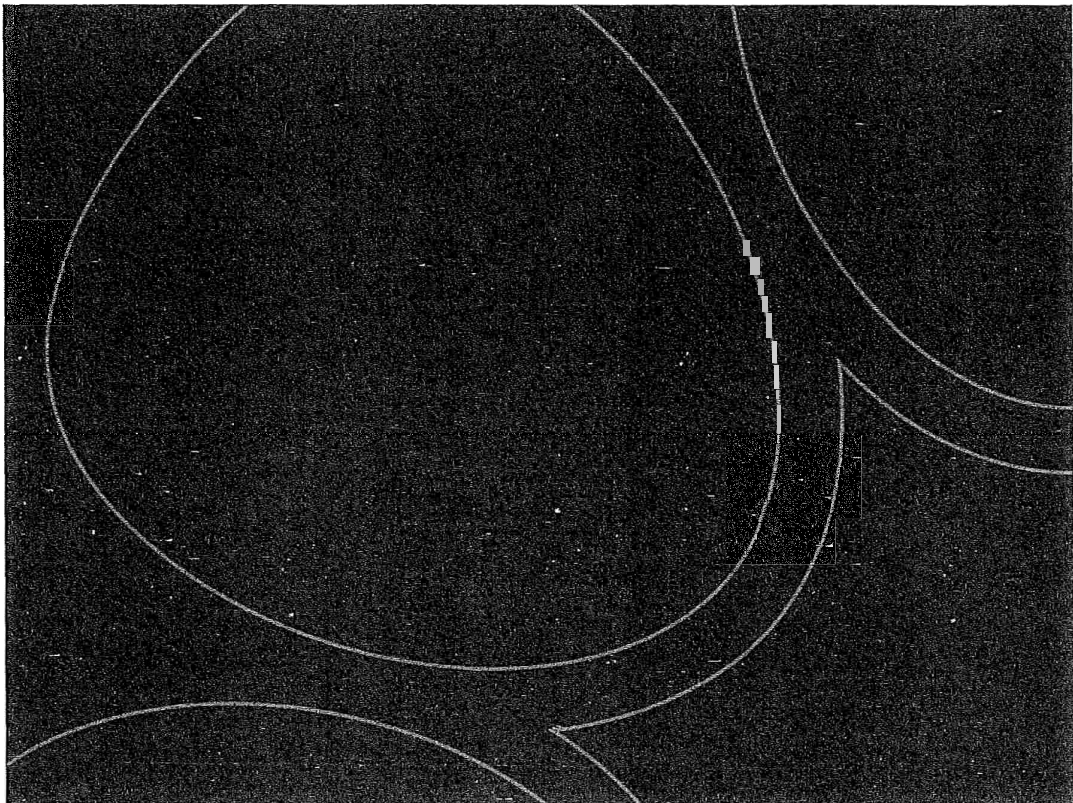
A handwritten signature in black ink, appearing to read 'Matt Hewer', written over a circular stamp or seal.

Matt Hewer
Palmerston Liquor Accord Chair

HOSPITALITY NT
GPO Box 3270
Darwin NT 0800

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hospitalitynt.com.au

Palmerston Liquor Accord



Document title	Palmerston Liquor Accord
Contact details	Matthew Hewer: gm@cazalysnit.com.au
Approved by:	Director of Liquor Licensing
Date approved	15 December 2023
Document review	At least once every two years and after any major change to relevant legislation or policy
TRM number	

Version	Date	Author	Changes made
1.0	7 December 2023	Sarah Andrews	New Licensing Format

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Palmerston Liquor Accord

1. Introduction

The Palmerston Liquor Accord ('the Accord') has been developed to assist in meeting the needs and expectations of the Palmerston community which has the right to enjoy licensed venues and surrounding precincts free of alcohol-related harm.

The Accord wants Palmerston to have an exciting, diverse and safe social life, and recognises that licensed premises play an important role in this.

Palmerston Licensees must be able to operate in adherence to their licence conditions and compete freely, however this needs to be balanced to avoid excessive alcohol consumption, anti-social behaviour and alcohol-related harm.

2. How it works

The Palmerston Liquor Accord is a voluntary commitment. To gain acceptance as a Member, a Licensee must demonstrate adherence to all the criteria detailed in the Accord. Membership is open to any Licensee, or representative, of licensed premises in Palmerston.

3. Accord members

Members of the Palmerston Liquor Accord consist of one representative from each of the licensed premises listed at Schedule 1.

3.1. Accord Advisers

Permanent Advisers:

- one representative of the Northern Territory Police; and one representative of NT Licensing,
- Temporary Advisers may be invited to Accord meetings at times.
- Advisers are not entitled to a vote if a ballot needs to be taken.

3.2. Accord Coordinator

Information about the Accord Coordinator, for the purposes of the Liquor Act, is:

Matt Hewer, General Manager Cazayls and Palmerston Golf Club

Secretariat: Sarah Andrews, Hospitality NT

3.3. Monitoring and Review of Accord

Accord Members will:

- monitor and evaluate the progress of the Accord;
- enact new Schedules of initiatives if approved by Accord Members; and
- review this Accord document every two years or more often as necessary.

4. Frequency of meetings

Members will meet a minimum of 4 times a year.

A calendar of meeting dates will be sent to Accord Members at the start of the year.

5. Accord area

The Palmerston Area is a designated area under the *Liquor Act* and detailed in Schedule 2.

6. 3. Accord principles

The following principles have been adopted by Licensees in order to reduce individual and social harms by:

- allowing patrons to enjoy drinking socially as long as they do not interfere with the rights and enjoyment of others;
- meeting responsibilities to individuals and the community by upholding the responsible service of alcohol philosophy;
- providing and maintaining a safe and secure environment for patrons, staff and the general community;
- zero tolerance to anti-social and violent behaviour; and
- building partnerships with other stakeholders to develop, implement and support local solutions to improve community safety and reduce alcohol-related harm generally.

7. Accord Objectives

In order to meet the principles of the Accord, Licensees are committed to:

- a zero tolerance approach towards anti-social and violent behaviour in and around their licensed premises;
- the responsible service of alcohol in licensed premises;
- ensuring safety and security within the licensed premises and as far as reasonably practical, external to the licensed premises;
- improving the general amenity of Palmerston; and
- a flexible approach to working with other stakeholders in order to deal with emerging issues linked to alcohol-related harm.

8. Accord Strategies

The Accord will commence on the date the Accord is approved by the Director, with the following strategies identified by licensees as a standard of responsible management within the Palmerston area.

8.1. Commitment from Licensees

In addition to adhering to their legal obligations, including the Liquor Act 2019, licence conditions and the Code of Practice for the Responsible Promotion and Service of Alcohol, Members of the Accord will:

Palmerston Liquor Accord

- Licensees to act as 'good neighbours' whereby they have a genuine desire to respond to complaints and concerns of other traders/residents in Palmerston area by having a complaint procedure in place;
- Licensees to be pro-active in cleaning up the streets and doorways immediately around their venue;
- Display the Patron Code of Conduct (Schedule 3) in licensed premises;
- Ask patrons to leave if they breach the Code of Conduct and ban patrons who behave badly;
- No Shirt, No Shoes – No Service
- No promotions on cask wine
- Prominent display of Accord Membership promotional material including Code of Conduct.

8.2. Safety and Security

Provision of a safe environment: Licensees to ensure CCTV is operating as specified in licence conditions.

Relationships with other authorities: Close liaison and co-operation will be maintained with NT Police, Licensing NT and private security to improve public safety in and around licensed premises.

8.3. NT Police

Agree to:

- Work with Accord members to reduce the prevalence of alcohol related harm, violence and social order;
- Assist licensees to ensure they are adhering to their obligations under the Liquor Act;
- Undertake policing activities within the nominated area of the Accord; and
- Meet with Accord members and other relevant stakeholder as required.

8.4. Licensing NT

Licensing NT agrees to:

- Work with Licensees and Police to implement the Accord and improve community safety;
- Undertake Licensing operations within the nominated area of the Accord;
- Support the Palmerston Accord by providing advice to all liquor licence holders as to relevant liquor licensing laws; and
- Meet with Licensees and Police to discuss and resolve relevant issues that impact on the Palmerston and community.

8.5. Compliance with all laws

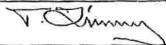
Licensees must comply with all relevant laws pertaining to the operation of their businesses and acknowledge that this Accord does not in any way limit any obligations and responsibilities under such laws.

Schedules

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ACCORD ADVISORS

Palmerston Liquor Accord

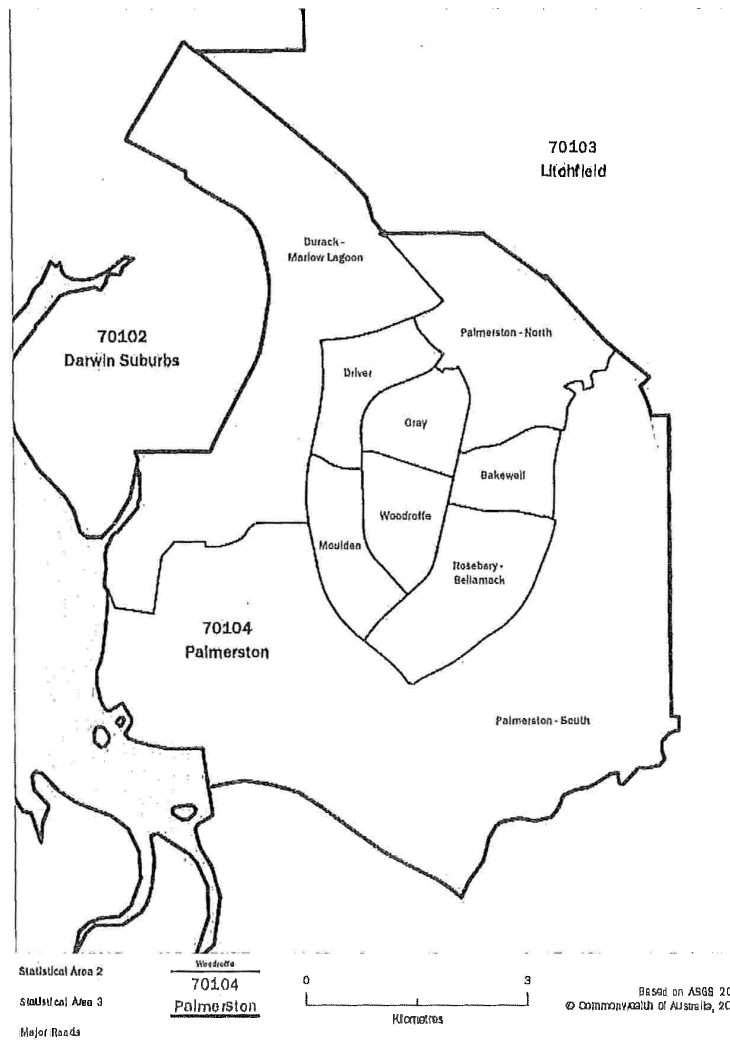
Agency / Stakeholder	NAME	SIGNATURE
Licensing NT	Philip Timney	
NT Police		
Hospitality NT		
Clubs NT		

Palmerston Liquor Accord

Schedule 2: Palmerston Accord Area



Statistical Areas Level 3 & 2
 70104 Palmerston, NORTHERN TERRITORY



Department of INDUSTRY, TOURISM AND TRADE
 December 2023
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Palmerston Liquor Accord

Schedule 3: Patron Code of Conduct

The management of this venue is committed to providing you with a safe, enjoyable and appealing environment.

By law, we are not allowed to serve people who are drunk (as defined by law in the Northern Territory).

We want to provide you with a great venue to respect and enjoy and we want our patrons to feel secure in the knowledge that they can come here to unwind and have fun without feeling threatened or at risk.

In order to do this, we expect our patrons to read, accept and adhere to our Patron Code of Conduct.

Adhering to this venue's Patron Code of Conduct means that as a patron you agree:

- I will not enter this venue drunk;
- I understand that I will be refused service if I appear to be drunk. If staff (including security) ask me to leave the premises I will do so immediately. I understand it is an offence to remain and I can be liable for an on-the-spot monetary fine;
- I will respect this venue's dress code by wearing the appropriate attire at all times;
- I will not be rude, abusive or act violently towards any other patron, venue staff or the Police;
- I will not enter this venue under the influence of any illicit substances, and I will not take illicit substances while at the venue;
- I understand that I may be recorded on closed-circuit television cameras located inside and outside the venue;
- I will leave this venue in a quiet and orderly fashion and respect the people and the property of people who live close to our venue;
- I understand that if I don't wish to accept this venue's Patron Code of Conduct, I should not try to enter or remain in this venue;

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.4
REPORT TITLE:	Council Policy Review - Audio/Audiovisual Conferencing
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Governance Lead, Angie Torr
APPROVER:	General Manager 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 endorsement of updates to Council's Audio/Audiovisual Conferencing Policy.

KEY MESSAGES

- Council policies support the strategic direction for 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 Council.
- Section 98(3)(a) of the *Local Government Act 2019* (NT) enables Council to establish a policy allowing for remote attendance by Elected Members at meetings.
- A recommended change to the policy is to expand the reason for non-attendance in person to include illness within an Elected Members household.
- The policy has also been reviewed and amended with minor grammatical changes. The changes do not affect the intention of the policy.
- It is recommended that Council endorse the proposed amended Audio/Audiovisual Conferencing Policy.

RECOMMENDATION

1. THAT Report entitled Council Policy Review - Audio/Audiovisual Conferencing be received and noted.
2. THAT Council endorses City of Palmerston's Audio/Audiovisual Conferencing Policy being Attachment 13.1.4.3 to Report entitled Council Policy Review - Audio/Audiovisual Conferencing.

BACKGROUND

Section 98(3)(a) of the *Local Government Act 2019* (NT) (the Act) enables Council to develop and establish a policy which provides for the remote attendance of Elected Members at meetings. In 2021, the Audio/Audiovisual Conferencing Policy was developed following an upgrade of technology as part of Project - Smart Cities.

At the 2nd Ordinary Council Meeting of 15 June 2021, Council made the following decision:

13.2.5 Council Policy Review – Audio/Audiovisual Conferencing

Moved: Alderman Henderson
Seconded: Alderman Morrison

1. That Report entitled Council Policy Review – Audio/Audiovisual Conferencing be received and noted.
2. THAT Council adopt amended Council Policy Audio/Audiovisual Conferencing being **Attachment 13.2.5.3** to Report entitled Council Policy Review Audio/Audiovisual Conferencing to come into effect 1 July 2021.

CARRIED 9/1689 - 15/06/2021

This report provides a proposed amended Audio/Audiovisual Conferencing Policy.

DISCUSSION

Whilst Elected Members are required to attend Meetings in person, Council adopted policy *Audio/Audiovisual Conferencing* to provide Members with the flexibility to attend meetings remotely should unforeseen circumstances occur.

The previous review recognised that the policy could be enhanced to provide Elected Members with further options in which to apply, extending the option to Council Committees and to incorporate general responsibilities. The current review was mainly administrative and only identified minor grammatical changes. An additional change to the policy is to expand the reason for non-attendance in person to include illness within an Elected Members household. The intent of this is to include circumstances where a household member residing with an Elected Member may be ill and there is a risk that the illness is contagious (such as COVID- 19) and may be passed on to the Member. If they were required to attend the Council Meeting in person there is a risk they may pass on the illness to other participants at the Council meeting. These recommended changes do not affect the intention of the policy.

It is being recommended that Council adopt amended Policy *Audio/Audiovisual Conferencing* being **Attachment 13.1.4.3**.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

If adopted, proposed Council Policy Audio/Audiovisual Conferencing Policy will replace the current policy.

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 Risk:

A Place for People

6. Governance
Failure to effectively govern.

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Council Policy Audio Audiovisual Conferencing - Original [13.1.4.1 - 3 pages]
2. Council Policy Audio Audiovisual Conferencing - Marked up [13.1.4.2 - 3 pages]
3. Council Policy Audio Audiovisual Conferencing Clean [13.1.4.3 - 2 pages]

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:	1/07/2021	Next Review Date:	1/07/2025
Records Number:	466093	Council Decision:	9/1689
Legislation Reference:	Section 98(3)(a) Local Government Act 2019		

1 PURPOSE

This policy authorises Member's attendance at a Council Meeting or Executive Committee Meeting by way of audio/audiovisual conferencing and describes the duties and obligations of a Member who attends by audio or audiovisual means.

2 PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Members to be present and participate remotely by means of audio or audiovisual conferencing.

3 DEFINITIONS

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

Term	Definition
Audio/Audiovisual Conferencing	means a facility that enables audio and visual communication between persons at different places.
Meeting	means an Ordinary or Special Council Meeting and Executive Committee Meeting.
Executive Committee	means a Committee required under legislation, being the Administrative Review Committee, Chief Executive Officer (CEO) Performance Appraisal Committee and Risk Management and Audit Committee.
Member	means an Elected Member or Independent Member of the Risk Management and Audit Committee.
Carer's Responsibilities	means the care for a partner or family member who is in need of care and support.

4 POLICY STATEMENT

4.1 Attendance

- 4.1.1. A Member may apply to attend a Meeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting due to:
- (a) a granted leave of absence, being a greater distance than 100km from the appointed place of meeting;
 - (b) carer's responsibilities;
 - (c) ill health;
 - (d) disability; or
 - (e) a natural disaster.

- 4.1.2. Members are required to seek prior approval by Council or Committee Decision to attend a meeting via audio or audiovisual conference.
- 4.1.3. A Member may seek leave by the Chief Executive Officer to attend a meeting via audio or audiovisual conferencing on short notice should unforeseen circumstances arise under section 4.1.1.
- 4.1.4. A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
- 4.1.5. If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
- 4.1.6. Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the Meeting.
- 4.1.7. Members will be entitled to participate as if they were physically present at the meeting.
- 4.1.8. In the case of secret ballots, the Member will provide their vote to the Chief Executive Officer in confidence, who will then place it into the ballot box.
- 4.1.9. Members may not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically, if available.
- 4.1.10. If Council is unable to accommodate a Member's request to audio/audiovisual conference the Member will be advised in advance of the meeting.
- 4.2. **General Responsibilities**
 - 4.2.1. Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
 - 4.2.2. The Chair will confirm which participants are present at the commencement of the meeting.
 - 4.2.3. A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.
- 4.3. **Conflicts of Interest**
 - 4.3.1. It is the responsibility of Members attending remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
 - 4.3.2. The Member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time.
 - 4.3.3. Where a Member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the Member as soon as the agenda item has concluded.
- 4.4. **Confidentiality**

Members attending a meeting remotely must:

 - (a) Ensure that people who are not Members cannot see, overhear, or listen to the Member or the meeting;
 - (b) Not record the meeting; and
 - (c) Ensure that confidential papers are not accessible by any person who is not a member.



5 ASSOCIATED DOCUMENTS

- 5.1 *Leave of Absence Form*
- 5.2 *Breach of Code of Conduct Elected Member*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Palmerston (Procedures for Meetings) By-Laws*

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance and Strategy Manager		
Approval Date:	1/07/2021 <u>1/07/2021</u>	Next Review Date:	1/07/2025 <u>1/07/2025</u>
Records Number:	466093	Council Decision:	9/1689

1 PURPOSE

This policy authorises an Elected Member's ~~Member's~~ attendance at a Council Meeting ~~or Executive Committee Meeting~~ by way of audio/audiovisual conferencing and describes the duties and obligations of ~~a~~ an Elected Member who attends by audio or audiovisual means.

2 PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Elected Members to be present and participate remotely by means of audio or audiovisual conferencing.

3 DEFINITIONS

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

Term	Definition
Audio/Audiovisual Conferencing	means a facility that enables audio and visual communication between persons at different places.
<u>Council</u> Meeting	means an Ordinary or Special Council Meeting and or <u>Executive</u> Committee Meeting.
<u>Executive</u> Committee	means a Committee required under legislation, being the Administrative Review Committee, Chief Executive Officer (CEO) Performance Appraisal Committee and Risk Management and Audit Committee.
<u>Elected Member</u> Member	means an Elected Member or Independent Member of the Risk Management and Audit Committee. <u>means the individuals holding office of a member of the City of Palmerston Council</u>
Carer's Responsibilities	means the care for a partner or family member who is in need of care and support.
<u>Legislation</u>	<u>The term refers to the Northern Territory Local Government Act 2019 (NT), as enforced amended from time to time.</u>

4 POLICY STATEMENT

4.1 Attendance

- 4.1.1. A Member may apply to attend a mMeeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting due to:
- (a) A granted leave of absence, being a ~~greater~~ distance greater than 100km from the appointed place of meeting;

- (b) carer's responsibilities;
- (c) ~~ill health of Member or household~~ ill health of a Member or member of their household;
- (d) disability; or
- (e) a natural disaster.

- 4.1.2. Members are required to seek prior approval by a Council or Committee dDecision to attend a meeting via audio or audiovisual conference.
- 4.1.3. A Member may seek leave by the Chief Executive Officer of City of Palmerston (CEO) to attend a meeting via audio or audiovisual conferencing on short notice should unforeseen circumstances arise under section 4.1.1.
- 4.1.4. A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
- 4.1.5. If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
- 4.1.6. Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the mMeeting.
- 4.1.7. Members will be entitled to participate as if they were physically present at the meeting.
- 4.1.8. In the case of secret ballots, the Member will provide their vote to the Chief Executive Officer-CEO in confidence, who will then place it into the ballot box.
- 4.1.9. Members may not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically, if available.
- 4.1.10. If Council is unable to accommodate a Member's request to audio/audiovisual conference, the Member will be advised in advance of the meeting.

4.2. General Responsibilities

- 4.1.11.4.2.1. Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
- 4.1.12.4.2.2. The Chair will confirm which participants are present at the commencement of the meeting.
- 4.1.13.4.2.3. A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.

4.3. Conflicts of Interest

- 4.1.14.4.3.1. It is the responsibility of Members attending remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
- 4.1.15.4.3.2. The Member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time.
- 4.1.16.4.3.3. Where a Member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the Member as soon as the agenda item has concluded.

4.4. Confidentiality

- Members attending a meeting remotely via audio/audiovisual conferencing must:
- (a) Ensure that people who are not Members cannot see, overhear, or listen to the Member or the meeting;



- (b) Not record the meeting; and
- (c) Ensure that confidential papers are not accessible by any person who is not a member.

5 ASSOCIATED DOCUMENTS

- 5.1 — *Leave of Absence Form*
- 5.2 — *Breach of Code of Conduct Elected Member*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 — *Local Government Act 2019 (NT)*
- 6.2 — *Palmerston (Procedures for Meetings) By-Laws 2003 (NT)*

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Manager		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:	466093	Council Decision:	

1 PURPOSE

This policy authorises an Elected Member’s attendance at a Council Meeting by way of audio/audiovisual conferencing and describes the duties and obligations of an Elected Member who attends by audio or audiovisual means.

2 PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Elected Members to be present and participate remotely by means of audio or audiovisual conferencing.

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Elected Member	means the individuals holding office of a member of Council.
Carer’s Responsibilities	means the care for a partner or family member who is in need of care and support.
Legislation	The term refers to the <i>Local Government Act 2019</i> (NT), as amended from time to time.

4 POLICY STATEMENT

4.1 Attendance

- 4.1.1. A Member may apply to attend a meeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting due to:
- (a) A granted leave of absence, being a distance greater than 100km from the appointed place of meeting;
 - (b) carer’s responsibilities;
 - (c) ill health of a Member or member of their household;
 - (d) disability; or

(e) a natural disaster.

- 4.1.2. Members are required to seek prior approval by a Council or Committee decision to attend a meeting via audio or audiovisual conference.
- 4.1.3. A Member may seek leave by the Chief Executive Officer of City of Palmerston (CEO) to attend a meeting via audio or audiovisual conferencing on short notice should unforeseen circumstances arise under section 4.1.1.
- 4.1.4. A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
- 4.1.5. If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
- 4.1.6. Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the meeting.
- 4.1.7. Members will be entitled to participate as if they were physically present at the meeting.
- 4.1.8. In the case of secret ballots, the Member will provide their vote to the CEO in confidence, who will then place it into the ballot box.
- 4.1.9. Members may not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically, if available.
- 4.1.10. If Council is unable to accommodate a Member's request to audio/audiovisual conference, the Member will be advised in advance of the meeting.

4.2. General Responsibilities

- 4.2.1. Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
- 4.2.2. The Chair will confirm which participants are present at the commencement of the meeting.
- 4.2.3. A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.

4.3. Conflicts of Interest

- 4.3.1. It is the responsibility of Members attending remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
- 4.3.2. The Member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time.
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4.4. Confidentiality

Members attending a meeting via audio/audiovisual conferencing must:

- (a) Ensure that people who are not Members cannot see, overhear, or listen to the Member or the meeting;
- (b) Not record the meeting; and
- (c) Ensure that confidential papers are not accessible by any person who is not a member.

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.5
REPORT TITLE:	Risk Management and Audit Committee Minutes - 27 February 2024
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Executive Assistant to General Manager Finance and Governance, Navya Desamala
APPROVER:	General Manager 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 of the recommendations from the Risk Management and Audit Committee meeting held on the 27 February 2024.

KEY MESSAGES

- The Risk Management and Audit Committee met on Tuesday 27 February 2024.
- The Risk Management and Audit Committee agenda and unconfirmed minutes from this meeting are available for viewing on the Council website.

RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Minutes - 27 February 2024 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 13.1.5.1** to report entitled Risk Management and Audit Committee Minutes – 27 February 2024 be received and noted.

BACKGROUND

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

As per the *Northern Territory Local Government Act 2019 (the Act)* and the *Local Government (Accounting) Regulations*, the Committee make recommendations to the council about any matters as a result of the committee's functions to monitor and review the integrity of the council's financial management and to monitor and review internal controls.

As per the Terms of Reference of the Committee, the Committee is advisory by nature and can only recommend matters, falling within its function and role, to the Council.

DISCUSSION

The Risk Management and Audit Committee meeting was held on 27 February 2024 with the unconfirmed minutes provided at **Attachment 13.1.5.1**.

CONSULTATION PROCESS

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

- Risk Management and Audit Committee members.

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:

6. Governance
Failure to effectively govern.
8. Strategic Leadership Capability Gap
Failure to attract and invest in leadership capability development and organisational culture resulting in major barriers to achieving strategic outcomes.

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. 20240227 UNCONFIRMED Risk Management and Audit Committee Meeting Minutes 27 Februa
[13.1.5.1 - 7 pages]



MINUTES

Risk Management and Audit Committee **Tuesday 27 February 2024**

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

UNCONFIRMED

'A Place for People'



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COUNCIL AGENDA Attachment 13.1.5.1

COMMITTEE MINUTES

PRESENT

COMMITTEE MEMBERS	Clare Milikins, Independent Member (Chair) Mayor Athina Pascoe-Bell (<i>via Audio/Audiovisual</i>) Councillor Amber Garden Councillor Sarah Henderson
STAFF	Acting Chief Executive Officer, Amelia Vellar General Manager Infrastructure, Nadine Nilon General Manager Finance and Governance, Wati Kerta Minute Secretary, Kate Roberts Executive Assistant General Manager Finance and Governance, Navya Desamala Financial Controller, Lisa Blakeley
GALLERY	Nil

Initials: _____



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1 ACKNOWLEDGEMENT OF COUNTRY

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 5.10pm.

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 Garden
Seconded: Councillor Henderson

THAT the leave of absence received from Chair Milikins for 1 May to 31 May 2024 inclusive be received and noted.

CARRIED RMA10/117 - 27/02/2024

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT the Committee notes that the Acting Chief Executive Officer has approved the request for Audio/Audiovisual Conferencing received from Mayor Pascoe-Bell who will be physically prevented from attending a meeting due to carer's responsibilities.

CARRIED RMA10/118 - 27/02/2024

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

Initials: _____



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6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson
Seconded: Mayor Pascoe-Bell

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 24 October 2023 pages 247 to 252 be confirmed.

CARRIED RMA10/119 – 27/02/2024

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: Councillor Garden
Seconded: Councillor Henderson

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
16.1.1	Constitutional Arrangements 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)(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.

Initials: _____



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COUNCIL AGENDA Attachment 13.1.5.1

COMMITTEE MINUTES

16.1.2	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)(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.
16.1.3	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)(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.
16.2.1	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)(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.
16.2.2	Appointment of Committee Member	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)(a) 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 employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
16.2.3	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)(ii) 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 maintenance or administration of the law.
16.2.4	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

Initials: _____



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		disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
16.2.5	Council Project Initiative	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.

CARRIED RMA10/120 – 27/02/2024

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

Nil

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

10.2 Correspondence

Nil

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Councillor Henderson
Seconded: Mayor Pascoe-Bell

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 28 May 2024 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/121 – 27/02/2024

Initials: _____



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13 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Garden
Seconded: Mayor Pascoe-Bell

THAT pursuant to section 99(2) and 293(3)(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 RMA10/122 – 27/02/2024

The Chair declared the meeting closed at 5.18pm.

Chair

Print Name

Date

Initials: _____

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.6
REPORT TITLE:	Council Policy Review - Social Media
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Communications Manager, Becky Saywell
APPROVER:	Acting 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 seeks approval of the review of Council Policy Social Media for consideration and endorsement by Council.

KEY MESSAGES

- Council policies support the strategic direction for 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 Council.
- As part of Council's policy review schedule, Council Policy Social Media has been reviewed by staff.
- This policy provides a base guideline to follow when engaging online as well as providing protection for all users against unacceptable behaviour.
- Only a minor change to the policy is being recommended to reflect the title change of the responsible officer, from "Communications Manager" to "Marketing and Communications Manager".
- It is being recommended that Council endorse the reviewed Social Media Policy.

RECOMMENDATION

1. THAT Report entitled Council Policy Review - Social Media be received and noted.
2. THAT Council endorses City of Palmerston's Social Media Policy being **Attachment 13.1.6.3** to Report entitled Council Policy Review - Social Media.

BACKGROUND

Council policies are a major component of the governance framework for City of Palmerston. They support the strategic direction and provide guidance for decision making within the organisation. It is good governance for Council to review all policies at least once in the term of Council.

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

At the 2nd Ordinary Meeting on 18 October 2022 Council adopted the Social Media Policy including an adjustment:

13.1.3 Social Media Policy Adjustment

Moved: Councillor Morrison

Seconded: Councillor Henderson

1. THAT Report Number 10/569 entitled *Social Media Policy Adjustment* be received and noted.
2. THAT Council approved the adoption of amended City of Palmerston Social Media Policy to take effect from Wednesday 19 October 2022, being Attachment 13.1.3.1 to report entitled *Social Media Policy Adjustment*.

CARRIED 10/569 - 18/10/2022

The Social Media Policy is to be reviewed and updated as necessary. Due to the policy being new for Council, the review was scheduled to be conducted within the first year of implementation. This is to ensure the policy is relevant and useful for internal operations and provides good governance over the social media landscape. The current policy is provided as **Attachment 13.1.6.1**.

DISCUSSION

City of Palmerston's Social Media Policy (Policy) provides a framework for Council's use of social media platforms to deliver communication to the community. It provides a base guideline to follow when engaging online, as well as providing protection for all users against unacceptable behaviour.

The Marketing landscape is dynamic with constant movements for which Council needs to continually monitor and adapt to. Since the inception of the Social Media Policy, there has been no significant change in the landscape that constitutes amendments to the policy.

The purpose of the Social Media Policy relates to protecting the community and staff against any hurtful or harmful dialogue that may occur on Council owned platforms. The policy sets a standard of communicating on its platforms and is exclusive to all Council owned accounts including Facebook, Instagram, LinkedIn across both City of Palmerston, and the Library.

A review has been undertaken as part of the scheduled review process during the Tenth Council. Following the review, only a minor change to the responsible officer is recommended to Council to align with a change of title. This policy is the responsibility of the Communications Manager at the time of adoption. Since then, the Manager and team has had a name change from the 'Communications Team' to the 'Marketing and Communications Team'. Therefore, the responsible officer in the policy will need to reflect this change. The responsible officer will now be referred to as the "Marketing and Communications Manager". The tracked changes version is provided as **Attachment 13.1.6.2** and the recommended policy as **Attachment 13.1.6.3**.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

If adopted, the new Social Media Policy will replace the current Social Media Policy.

BUDGET AND RESOURCE IMPLICATIONS

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

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RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

6. **Governance**
Failure to effectively govern.

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. 20221018- Social media policy (Current Policy) [**13.1.6.1** - 3 pages]
2. 20210919 Social Media Policy - 2022 (Tracked Changes) [**13.1.6.2** - 3 pages]
3. 20210919 Social Media Policy - 2022 (Updated Policy) [**13.1.6.3** - 3 pages]



Name:	Social Media		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Communications Manager		
Adopted Date:	18/10/2022	Next Review Date:	20/10/2024
Records Number:	514828	Council Decision:	10/549

1 PURPOSE

This policy provides the framework for Council's use of social media platforms to deliver communication to the community, and how the community can participate and contribute to our social media channels.

2 PRINCIPLES

City of Palmerston is committed to open, inclusive, accessible and transparent information for the community.

Council is connected to the community through the delivery of transparent and inclusive information, in a safe online environment. Social media is a key communication tool to connect, inform and educate the community.

Social media platforms provide the community a convenient communication tool to interact with Council. The style, although more informal than Council publications, will adhere to Council's vision and mission.

Interactions will be recorded to meet record management requirements. The policy extends to third parties that manage Council's social accounts at times as required.

3 DEFINITIONS

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

Term	Definition
Social media	A form of online communication for which users can share information, opinions, messages or create other forms of content such as images or videos.
Council Staff/Employees	All people employed by City of Palmerston, including labour hire and contract staff
Elected Members	All Elected officials including the Mayor
Tag	The act of engaging with an individual or entity by mentioning their social profile in a post or comment

4 POLICY STATEMENT

4.1. Council's commitments

4.1.1. Council is committed to social inclusion when communicating and will aim to provide information relevant to all abilities, cultures and demographics.

- 4.1.2. Council will not display any favouritism towards any business, association or individual.
 - 4.1.3. Council will monitor social media platforms between the hours of 7:30am and 5:30pm Monday to Friday, and the comments may be excluded and pending outside of those hours.
 - 4.1.4. Council will identify comments requiring responses and endeavour to respond within 24 hours if received in business hours Monday to Thursday or the following business day if received on Fridays, weekends or public holidays.
 - 4.1.5. At Council's discretion, Council will encourage specific feedback to be sent through direct message, website, phone or via email palmerston@palmerston.nt.gov.au.
- 4.2. **Moderating Social Media accounts**
- 4.2.1. Council's social media accounts are monitored, and comments moderated intermittently during business hours and may be monitored at other times. Council encourages engagement on our social media platforms and actively seeks feedback from the public, with the expectation that participants behave in a respectful manner.
 - 4.2.2. Council reserves the right to delete posts that are obscene, defamatory, threatening, bullying, harassing, discriminatory, hateful or unlawful as determined by Council.
 - 4.2.3. Council reserves the right to delete posts that contain information that may compromise the safety or security of the public or Council staff.
 - 4.2.4. Council reserves the right to delete posts or comments that are knowingly false or mischievous, including potential spam which will be decided on by Council
 - 4.2.5. Council reserves the right to delete posts that are repeated throughout the thread that Council has already addressed numerous times
 - 4.2.6. Council reserves the right to delete posts that are in breach of privacy, defamation, trade practices and copyright acts.
 - 4.2.7. Council reserves the right to delete posts that have no relevance to the original post
 - 4.2.8. Council reserves the right to decline sharing posts that do not meet the key social media objectives, or aren't aligned to the community plan.
 - 4.2.9. Council does not administer or monitor other Palmerston Community Social pages and will not take responsibility for any comments made on them.
 - 4.2.10. Council reserves the right to ban individuals or pages that do not abide by the above guidelines.
- 4.3. **Employees and Elected Members on social media**
- 4.3.1. This policy is in addition to existing policies and protocols relating to the use of social media such as Code of Conduct.
 - 4.3.2. Employees and Elected Members must adhere to the Code of Conduct policy
 - 4.3.3. Employees and Elected Members must not 'post' on behalf of the organisation unless authorised
 - 4.3.4. Employees and Elected Members must not 'comment' on behalf of the organisation unless authorised
- 4.4. **Privacy and recording information**
- 4.4.1. Council records all correspondence generated or received across all social media accounts.
 - 4.4.2. Council will not directly message or tag any community members on social media without prior consent



4.4.3. Council has the right to publish images and names on social media from Council run programs and events. If the public wishes for their images not to be displayed on social media, it is the responsibility of the community member to advise us.

5 ASSOCIATED DOCUMENTS

- 5.1. Social Media Strategy 2022
- 5.2. Media Policy
- 5.3. Codes of Conduct for Council Employees, Elected Members, Committee Members and Chief Executive Officer

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Information Act
- 6.2 Local Government Act 2021



POLICY

Name:	Social Media		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Communications Manager <u>Marketing and Communications Manager</u>		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:	516650	Council Decision:	

1 PURPOSE

This policy provides the framework for Council's use of social media platforms to deliver communication to the community, and how the community can participate and contribute to our social media channels.

2 PRINCIPLES

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POLICY

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 - 4.2.9. Council does not administer or monitor other Palmerston Community Social pages and will not take responsibility for any comments made on them.
 - 4.2.10. Council reserves the right to ban individuals or pages that do not abide by the above guidelines.
- 4.3. **Employees and Elected Members on social media**
- 4.3.1. This policy is in addition to existing policies and protocols relating to the use of social media such as Code of Conduct.
 - 4.3.2. Employees and Elected Members must adhere to the Code of Conduct policy
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- 4.4. **Privacy and recording information**
- 4.4.1. Council records all correspondence generated or received across all social media accounts.
 - 4.4.2. Council will not directly message or tag any community members on social media without prior consent



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4.4.3. Council has the right to publish images and names on social media from Council run programs and events. If the public wishes for their images not to be displayed on social media, it is the responsibility of the community member to advise us.

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POLICY

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Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Marketing and Communications Manager		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
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6 REFERENCES AND RELATED LEGISLATION

- 6.1 Information Act
- 6.2 Local Government Act 2021

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Open Space Maintenance Service Levels 2024
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	General Manager of Infrastructure, Nadine Nilon
APPROVER:	Acting 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 seeks to update Council on the current and proposed service levels for the upcoming Grounds Maintenance and Landscaping Contracts.

KEY MESSAGES

- Council currently has two open space contracts, one for grounds maintenance (mowing) across two areas, and one for landscape maintenance across the municipality.
- The two grounds maintenance contracts, with two contractors, will expire on 31 May 2024.
- The landscape maintenance contract will expire on 29 June 2024.
- The current servicing schedules have been in place for the duration of the contracts, and aside from continuous improvement and refinement that will form the new contracts, no changes are recommended to the services levels.
- Council receives good Community Survey results for maintaining open spaces, with scores of averaging over 7/10 for the past five years.
- The tender process for the contracts is scheduled to commence in March to April 2024.

RECOMMENDATION

1. THAT Report entitled Open Space Maintenance Service Levels 2024 be received and noted.
2. THAT Council notes the changes to Grounds Maintenance and Landscaping services as identified within this report entitled Open Space Maintenance Service Levels 2024.

BACKGROUND

The contracts for landscape maintenance and grounds maintenance of Council open spaces have been operating as 3-year period contracts for the past six (6) years.

Grounds maintenance involves the mowing and management of open spaces including drainage, reserves, and parks.

Landscape maintenance involves the maintenance of garden beds, playgrounds, and other open space infrastructure, such as barbecues.

The grounds maintenance contract is separated into two areas, east and west, as two contracts. The two grounds maintenance contracts expire 31 May 2024. The total annual contract value for all ground's maintenance contracts for 2023/24 is approximately \$1.1 million. As a reference, in 2019/20 was in the order of \$780,000. The increase has been a combination of increased costs between contracts, Consumer Price Index (CPI) increases, and increased mowing areas from gifted assets such as new parks.

The landscape maintenance contract was separated into four (4) areas for the tender process in 2021, with four potential contracts available. The tender process resulted in a single contractor being awarded all areas, which was the same as the previous contract process. The current landscape maintenance contract expires on 29 June 2024. The total annual contract value for all landscape maintenance contracts in 2023/24 is \$1.4 million. As a reference, in 2019/20 the cost was in the order of \$930,000, with increases being for reasons for the grounds maintenance increases.

DISCUSSION

As part of the review of the tenders, the services levels have been considered to identify potential opportunities for improved services, efficiencies, and data collection. This occurred and was reported to Council as part of the previous service level and contract process in 2021.

Open space management is reported on in the annual Community Survey, with the following results for the last 5 years relating to open space management. These results demonstrate the Community's continued satisfaction for maintained open spaces.

Measure	2019 Score (/10)	2020 Score (/10)	2021 Score (/10)	2022 Score (/10)	2023 Score (/10)	5 Year Average
Family and Community: Maintaining parks and playgrounds	7.26	7.34	7.27	6.99	7.03	7.18
Environmental Sustainability: Managing gardens and nature reserves	7.27	7.34	7.36	7.09	7.16	7.24

There has not been an identified need through the Community Survey to significantly change or improve the maintenance and management of open space throughout the municipality, and the contracts and service levels reviewed include consideration of this. However, there are seasonal increases in enquiries and complaints relating to services provided, particularly in the wet season where there is increased growth rates combined with complexities of working in wet conditions.

Grounds Maintenance

Across ground maintenance activities, the current services are focused on mowing and the attendance schedules do vary over the year based on the seasons. These are summarised as:

- Buffer zones – 8 to 12 services per year (seasonal)
- Dryland grass, including drains and unirrigated parks – 13 to 20 services per year (seasonal)
- Irrigated parks (not category 1) – 26 services per year, once per fortnight year-round
- Category 1 parks (regional parks)– 39 services per year, once per fortnight in the dry season, once per week in the wet season
- CBD – 52 services per year, once per week

There are no significant changes proposed to the grounds maintenance tender specification, with the following areas being the focus of review and amendment where required. This is intended to provide improved clarity to the contractor, Council and the community around expectations.

- Review of services areas to ensure alignment with required frequencies and extent of services

- Refinement of mowing areas and amend maps to reflect this
- Refinement of reporting requirements

The tender will be prepared as two separate areas (known as East and West). This may result in one to two contractors being awarded one or two areas, depending on the outcome of the assessment process.

Landscape Maintenance

The landscape maintenance contract includes a combination of specific servicing frequencies (i.e. litter collection, playground inspections), in addition to outcome-based requirements, such as weed management.

The service levels are based on the Play Space Strategy hierarchies of parks and open spaces.

The requirements to occur at each attendance, as relevant at each location, are;

- Play equipment clean
- Softfall clean/rake
- Drinking fountain testing and cleaning
- Furniture cleaning
- Barbeque testing and cleaning
- Asset safety inspection

The servicing schedule for these activities is daily for regional parks and weekly for all other parks and open spaces.

Services that are outcome-based and occur on an as-needed basis are provided;

- Pruning
- Mulching
- Fertilising
- Weed management
- Open drain management

There are no significant changes proposed to the landscape maintenance tender specification, with the following areas being the focus of review and amendment where required. This is intended to provide improved clarity to the contractor, Council and the community around expectations.

- Review of services areas to ensure alignment with required frequencies and extent of services
- Refinement of specification details relating to outcome-based requirements
- Requirement to manage weeds within adjacent kerb of serviced areas
- Refinement of reporting requirements

Similar to the grounds maintenance tender, the landscape maintenance tender will be prepared based on the existing two areas being retained, with the process being prepared to encourage more than one contractor potentially being engaged across the two separate areas.

Summary

The changes identified to the services for grounds maintenance and landscape maintenance are intended to provide minor, but continuous improvement to services.

The financial impact of these changes is not expected to not be material, however as this will be a new tender process, it is unknown what increases may be reflected in the market.

CONSULTATION PROCESS

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

- Open Space Lead

Due to the minimal nature of the changes, no community consultation is proposed to be undertaken.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The amendments to the service levels are not considered to result in a material impact on the cost of the services provided currently.

The current budget for both contracts is in the order of \$2.5 million per year.

Contracts will be awarded within the allocated operational budgets, however where an increase is identified outside of the operational budget this would be presented to Council as required for consideration.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The changes proposed are not significant and therefore the risks of any impacts are low. Should more significant changes be made to the service levels there would be risks of either increasing costs relating to increasing service levels, or the risk of poor public perception if the service levels were to decrease.

This Report addresses the following City of Palmerston Strategic Risks:

2. **Financial Sustainability**
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.
6. **Governance**
Failure to effectively govern.
7. **Environmental Sustainability**
Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Palmerston Youth Festival 2024
MEETING DATE:	Tuesday 5 March 2024
AUTHOR:	Community Services Manager, Sheree Jeeves
APPROVER:	Acting Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report provides Council an update on the Palmerston Youth Festival 2024.

KEY MESSAGES

- The Palmerston Youth Festival (PYF) is a highly anticipated, week-long series of activities and events designed for young people that takes place during the July school holidays. The PYF purpose is to engage with youth through inclusive and diverse activities, competitions, and events, in collaboration with local stakeholder organisations.
- PYF has been delivered in partnership with the Northern Territory Government (NTG) since 2019, with the funding partnership in place until 2026.
- In 2023, over 6,000 people participated in PYF with numbers expected to grow this year.
- This report provides details of the program for the 2024 Palmerston Youth Festival, with the event scheduled to run from Saturday 6 July to Friday 12 July 2024.
- The Festival promises to be a dynamic and vibrant celebration of youth, featuring a wide range of activities, including two (2) major events.
- New events include the NAIDOC Pool Party and the Pamper Palmy event.
- A comprehensive marketing campaign has been created utilising advertising channels including social media, outdoor promotion, radio and print media.
- Procurement is currently underway for the festival and major acts will be announced closer to the Festival.

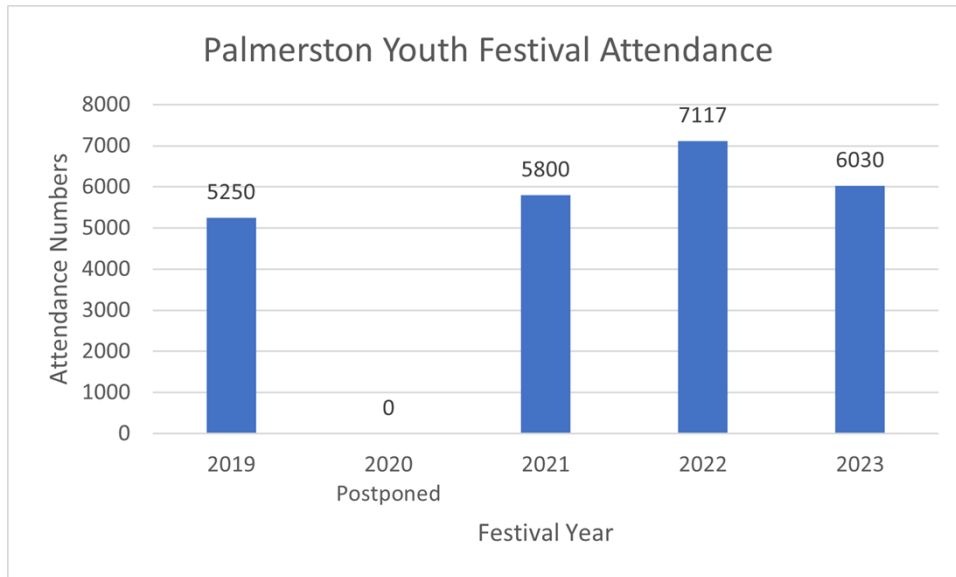
RECOMMENDATION

THAT Report entitled Palmerston Youth Festival 2024 be received and noted.

BACKGROUND

In 2018, the Northern Territory Government (NTG) committed \$300,000 per annum grant funding to City of Palmerston, to coordinate a week-long Palmerston Youth Festival during the July school holidays. The City of Palmerston contributes \$50,000 annually and significant in-kind support through staff resources and facilities. City of Palmerston has successfully delivered four (4) Palmerston Youth Festival's between 2019 to 2023.

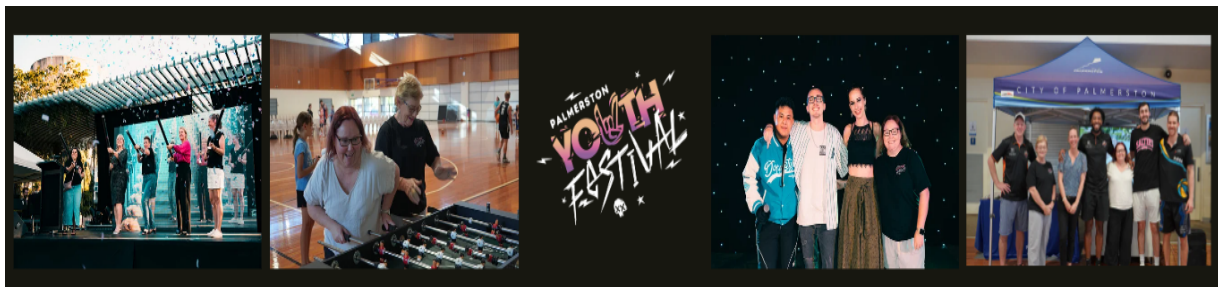
Each Festival has delivered two (2) major and five (5) bespoke events, with over 24,000 participations/attendances by young people since 2019.



DISCUSSION

City of Palmerston is in the final planning stages of the PYF 2024 program which will run from Saturday 6 to Friday 12 July 2024. 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.

City of Palmerston will work in partnership with local organisations and businesses to deliver PYF 2024. Procurement and EOI processes are currently underway to engage contractors and partners for the Festival, this will inform the final details of the program.



2024 Palmerston Youth Festival Program

Saturday 6 July – Geekfest Top End, Recreation Centre, Library and Goyder Square

Geekfest Top End (GFTE) will take over the Palmerston CBD including the Palmerston Recreation Centre, Library and Goyder Square to open the Festival. Geekfest Top End is the Northern Territory’s longest running Geek Convention showcasing all things Geek Culture. With over 4,000 people attending in 2023, this promises to be a major draw card again for the 2024 Festival.

The event will have a major attraction (procurement underway) and typically includes:

- Laser Tag
- DSO
- Gadgets and Games
- Free Play Comps
- Cosplay
- Esports
- Special Guests/panel
- Performances
- Anime
- Food Trucks
- Kids Play Zone
- Medieval Land
- Console Gaming and VR free playroom
- Expo
- Artist Alley/Collectors fair
- CDU Science Lab

Sunday 7 July - NAIDOC Pool Party, SWELL

This is a new event for the 2024 program and adds a focus on cultural awareness and celebration. The Youth Festival, coinciding with NAIDOC Week, stands as a significant opportunity to honour and recognise the rich cultural heritage of Australia's Aboriginal and Torres Strait Islander (ATSI) peoples.

This event serves as a cultural celebration and education opportunity, offering young people and families in our community a platform to engage with and embrace authentic traditions.

Through collaborative efforts with partners including Palmerston Youth Centre (PYC) and SWELL staff, we aim to forge stronger connections and networking opportunities between stakeholders, ensuring a unified and impactful approach towards promoting cultural understanding and appreciation.

Activities throughout the pool party will encompass a diverse range of ATSI cultural experiences, providing attendees with immersive and enriching opportunities to learn, participate, and celebrate.

Additionally, Grassroots Action Palmerston and Larrakia Nation will host a poignant NAIDOC march and flag-raising ceremony from 8 am to 12 pm, encouraging families to continue the celebration at the NAIDOC Pool Party.

Monday 8 July – Youth Pride, Recreation Centre

Youth Pride offers a nurturing and inclusive space for LGBTQIA+ young people to authentically express themselves and forge connections within a supportive community. This event will encompass the multifaceted dimensions of LGBTQIA+ community, celebrating and fostering a sense of visibility and affirmation.

Through a range of educational workshops, discussions, and resources, this event will not only empower attendees with knowledge about lived experience, identity, acceptance, and LGBTQIA+ history, but also cultivate a deeper understanding and appreciation of diverse identities and experiences.

Youth Pride serves as a powerful display of advocacy for social change, providing a platform for young people to amplify their voices and champion the rights and dignity of LGBTQIA+ people.

Activities may include performances, forums, self-expression art, music, costume creation, Fluro disco and Trivia.

Tuesday 9 July – Sportsfest, Recreation Centre

The Palmerston Recreation Centre Sportsfest celebrates sports and physical activity with a wide range of activities and competitions. The Council, in partnership with the Palmerston and Regional Basketball Association (PaRBA), will collaborate with other local sporting organisations to deliver Come and Try activities, demonstrations, and short tournaments.

By engaging in sports and exercise young people develop valuable skills, such as leadership and sportsmanship, while also forming relationships with their peers. This event offers opportunities for personal growth and achievement, regardless of skill level, contributing to the overall well-being and development of youth. This event aims to include the whole family.

Wednesday 10 July – Palmy’s Got Talent, Durack Community Arts Centre

Palmy’s Got Talent is a showcase of local talent celebrating the diversity of our community. This event provides a platform for individuals or groups to shine, in a supportive and inclusive environment. Talent can be comedy, circus skills, vocalists, dance, and musical performances.

A preworkshop series will be provided to support young people through mentoring and confidence building. The series includes four (4) workshops covering Dance, Stand-Up Comedy, Cabaret, and Songwriting/Music. These workshops are designed to be immersive, interactive, and conducive to learning. The facilitators are a mix of established and emerging artists, ensuring a diverse range of perspectives and teaching methodologies.

Thursday 11 July – Pamper Palmy, Recreation Centre

This new event supports young people with a focus on wellbeing and self-care. Pamper Palmy primary aim is providing young people with a crucial opportunity for self-care and prioritising their well-being.

By offering a variety of pampering activities such as nail art, makeup sessions, hair styling, massages, and laughing yoga, smoothie making, and henna tattoos this event supports young people to engage in activities that they may not have experienced before.

This concept came from Urban Jams which facilitated numerous successful events with self-care and pampering being a highlight at each event.

Community organisations will be invited to engage with young people and provide a wellbeing and pamper experience.

Friday 12 July – PYF Concert, Recreation Centre

The Palmerston Youth Festival will close with a music concert indoors at the Recreation Centre. The concert will include a headline act, and there will be a line-up of emerging artists. Announcements of artists will be made in the lead up to the event. Additionally, there will be a PYF concert selections competition that will give three talented local acts the chance to perform alongside the headline and emerging artists.

The PYF concert selections competition provides a platform for emerging local artists to showcase their talents and allows them to gain exposure and recognition for their work. The competition is open to all artists and bands from our local community who play original music.

Competitions

PYF funding of \$25,000 has been allocated towards diverse competitions and prizes to provide a range of opportunities for young people to showcase their skills and expertise across various fields. The prizes awarded to winners will not only recognise their talents but also provide them with opportunities to further hone their skills and pursue their passions. The competitions are in the final stages of planning and further details will be provided on Council’s website once confirmed.

CONSULTATION PROCESS

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

- The Northern Territory Government, Department of Chief Minister, and Cabinet

Marketing and Communications campaign

A comprehensive marketing campaign for the PYF has been created by the Council's Marketing and Communications Team, with a proposed teaser campaign beginning 18 May 2024, with an official media event penciled for 1 June 2024.

The Marketing campaign will include;

- Intensive digital campaign including placements on YouTube, mobile gaming apps and TikTok
- Dedicated Social media channel – Palmerston Youth Festival, with paid and organic posts
- Traditional media placements including radio and print (newspaper and magazine).
- Posters, bus interior displays, digital billboards, street banners and various other outdoor signage.
- Palmerston Youth Festival booklet, merchandise and an exclusive and limited-edition Tentacle Mike soft toy (Palmerston Youth Festival orange monster mascot)
- Social media influencers.
- Customer Service staff to wear PYF T-shirts in the lead up and during the Festival.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

Under the funding agreement, the Northern Territory Government (NTG) grant contribution is \$300,000 per year with City of Palmerston contributing an additional \$50,000 per year.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

4. Inclusion, Diversity and Access
Failure to balance meeting needs of Palmerston's cultural mosaic

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

A Place for People

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Minister Paech - Rateability of Land Occupied by Charities and Public Benevolent Institutions

THAT correspondence dated 12 February 2024 entitled Minister Paech - Rateability of Land Occupied by Charities and Public Benevolent Institutions be received and noted.



DEPUTY CHIEF MINISTER
MINISTER FOR LOCAL GOVERNMENT

Parliament House
State Square
Darwin NT 0800
minister.paech@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5688

Ms Athina Pascoe-Bell
Her Worship the Mayor of Palmerston
City of Palmerston
PO BOX 1
PALMERSTON NT 0831

Via email: Mayor@palmerston.nt.gov.au

Dear Mayor

I am writing to you regarding the rateability of land occupied by charities and public benevolent institutions (PBIs) in the Northern Territory. Following my letter to you dated 27 November 2023 expressing the Government's consideration of proposed legislative change to section 222(1)(g) of the *Local Government Act 2019*, I received a number of submissions from municipal, regional and shire councils, along with the Local Government Association of the Northern Territory (LGANT).

It is clear from these submissions that there is still work to be done before legislative change is warranted. I understand many of the affected charities and PBIs are working through rates concessions with relevant councils directly, and I am also aware there is at least one current matter before the Northern Territory Civil and Administrative Tribunal regarding the applicability of the exemption.

In light of this, the Northern Territory Government will not be proceeding with any amendment to the Act in this term. The Territory Labor Government remains committed to the strength and sustainability of the local government sector, as well as the continued operation of our hardworking community, multicultural and charitable groups.

The Local Government Unit in the Department of the Chief Minister and Cabinet will continue to explore potential policy alternatives, looking more broadly at the exemption and concessions provisions in the Act, in close consultation with the sector and based on appropriate data. I encourage you to continue your dialogue with officials in the coming months. They can be contacted at LGLaw.CMC@nt.gov.au or on (08) 8999 8405.



- 2 -

I extend my sincere appreciation to those councils and advocacy bodies which took the time to prepare submissions, and for working in good faith to achieve our mutual goal of protecting not-for-profit groups while ensuring the financial sustainability of our councils.

Yours sincerely



CHANSEY PAECH

12/02/2024

CC: Mr Luccio Cercarelli
Chief Executive Officer
Luccio.Cercarelli@palmerston.nt.gov.au



A Place for People

15 REPORT OF DELEGATES

15.1 Local Government Advocacy Exploration

THAT council receive and note 15.1 entitled Local Government Advocacy Exploration.



REPORT OF DELEGATES

A Place for People

COUNCIL MEETING DATE: 5 March 2024
TOPIC: Local Government Advocacy Exploration
AUTHOR: Mayor Athina Pascoe-Bell

BACKGROUND:

At the 2nd Ordinary Council Meeting of 21 November 2023, Council made the following decision:

25.1.4 Palmerston Regional Economic Growth Plan - Update November 2023

Moved: Councillor Giesecke

Seconded: Councillor Morrison

- 1. THAT Report entitled Palmerston Regional Economic Growth Plan - Update November 2023 be received and noted.*
- 2. THAT Council approve Mayor, Councillor Fraser, Councillor Eveleigh and Councillor Hale to travel to gather information on various projects that could inform City of Palmerston's Palmerston Regional Economic Growth Plan, current and future Palmerston projects and advocacy work, as outlined in Report entitled Palmerston Regional Economic Growth Plan - Update November 2023.*

CARRIED 10/1119 - 21/11/2023

DISCUSSION:

On 12th February 2024, myself, Councillor Hale and Councillor Fraser visited the Gladstone Regional Council, located approximately 600 km north of Brisbane, and on 13th February we visited Redland City Council, located immediately to the south/east of Brisbane City Council to take a look at various council facilities, programs and meet with their respective Councillors, council executive staff, and other stakeholders, to gain a deeper understanding of the processes and decisions that these councils use to deliver key projects. This report outlines some of the key findings and activities

Gladstone Regional Council (GRC)

Gladstone has a population of approximately 37,000 people within the main Gladstone township and includes a few smaller outlying towns and rural areas, bringing their total population to around 65,000 people. Like Palmerston, Gladstone has a significant mineral mining and gas industry presence just outside their municipal boundary and consider themselves to be a predominantly working-class community, with limited numbers of seniors choosing to remain in Gladstone, and they also have areas of significant socioeconomic disadvantage similar to Palmerston.

Our morning with Gladstone involved a presentation from myself about Palmerston and the activities and projects that we have recently completed and are currently working on, such as SWELL, Gray Community Hall, Zuccoli Community Hub, opportunities and potential projects for our community, before we ventured out to look at some of Gladstone's projects.



REPORT OF DELEGATES

A Place for People

Philip Street Precinct

The Philip Street Precinct is a master planned development catering for communities and families. The development of this site was planned over 10 years ago but with grant funding scarce and other financial constraints was only developed with stage 1 approximated 2 years. Stage 1 consists of four buildings, only two of which are council owned, although all the land is owned by the Council.

For two of the buildings, GRC partnered with the Salvation Army, who sold their old facility in Gladstone to pay for the development of a new centre for the Salvation Army and were able to leverage their charity status to access trust funds from another organisation, which the Council were ineligible to access. The main Salvation Army building provides a base for Salvation Army staff and enables them to service their community from this site, complete with consultation rooms and small meeting rooms. While the Salvation Army own their building, they have a 30 year lease with the council to be located on the site.

Another building on site, caters specifically for children, playgroups, mums and bubs, art and craft, story time sessions. This facility also has an outdoor space with fenced playground and also provides consultation suits which are provided free for community or a commercial rate for non-community use. The consultation suits can be booked by visiting consultants, such as visiting child psychologists who may only require the venue once per week or once per month. The offering has been quite successful, allowing specialists to see families in Gladstone without requiring commercial premises of their own.

Once of the central buildings caters for one to three community groups at a time with dividing walls and a central kitchen available to all users. While we were visiting, the community rooms were being used by three groups simultaneously.

Benaraby Transfer Station

Following on from Philip Street Precinct, we travelled to Benaraby Transfer Station to have a look at their operations at this site. GRC has a total of 7 transfer stations to cater for the large area that they service. Three of their transfer stations are licenced for commercial waste, while the others only cater for domestic waste. With the contract for Archer due for tender later this year, this visit provided an ideal opportunity to see how Benaraby Transfer Station operated and look for opportunities, particularly in relation to reducing landfill and repurposing or recycling materials on site. Benaraby is free for residential users for the majority of general waste materials, like Archer is to Palmerston residents.

We were able to take a close look at their push pit, which is similar to the concept that City of Palmerston are looking to implement. The GRC push pit still has barriers which waste needs to be placed over into the push pit below, but it is a significantly lower drop than the current saw tooth design currently at Archer. In addition, the push pit is covered by a solid shelter meaning that water doesn't enter into the waste increasing the weight. Staff also separate the waste within the pit, removing items that can with be recycled or repurposed, or are unsuitable for landfill, such as oils, batteries and chemicals.

Benaraby Waste Transfer Facility also has a tip shop which operates just one day per week, and a second tip shop operates in Gladstone also just 1 day per week. The staff informed us that they do generate significant revenue from both tip shops, despite opening limited days, totalling over \$200,000 for the combined tip shops.

Benaraby also dispose of mattresses with council staff dismantling mattresses brought into the facility by separating the recyclable components, such as steel springs from foam and rubber, which is disposed in landfill. Mattress disposal at Archer is increasing and therefore the costs that City of Palmerston pays for mattress disposal at Shoal Bay is also increasing, so an opportunity to strip mattresses on site at Archer may present an opportunity for our council, for consideration in the upcoming operations tender.



REPORT OF DELEGATES

A Place for People

Benaraby also have the ability to sort other recyclables on site, thus reducing contamination and the amount of waste they send to landfill.

Regional Economic Network

Similar to Palmerston, Gladstone has gas plants just outside their boundary and have now implemented several plans to take advantage of the push to renewable and green energy by attracting business investment and being prepared to support new industry development, and circular economy. Gladstone has a transition roadmap, Investment Prospectus, and New Project Guidelines to assist industry with obtaining approvals and an economic development network. They have kindly provided me with these documents, and they are available for elected members to review.

Gladstone has significant synergies with the development of the Middle Arm Sustainable Development Precinct, which aims to leverage Green and Blue Hydrogen, Carbon Capture Storage (CCS), and other products from the by-products generated at Inpex and Santos.

GRC have found that it is beneficial for their council to facilitate regular meetings with their key industry stakeholders, who we were fortunate to meet at a networking lunch. The network allows the key industry stakeholders and aspiring businesses to meet regularly to discuss opportunities and leverage off each other.

Key project-- Harvey Road Sports and Events Precinct

GRC have identified an opportunity to develop a sports facility to cater for rectangular sports fields (Rugby League, touch football and football – soccer), as well as incorporate a grandstand that will hold 2,000 and up to 5000 people on the oval for major events and festivals. The high-end sport facility would also allow Gladstone an opportunity to bring NRL games to Gladstone.

Redland City Council (RCC)

RCC is a coastal council area to the south/east of Brisbane and incorporates several islands. Much like Palmerston, they have a mixed community of socio-economic advantage and disadvantage, with several of their islands being home to the most disadvantaged people in Redland. However, unlike Palmerston, Redland has an aging population, with many residents who built their homes in the 50s to 70s still living in their homes, while their children have left the area. Redland does not have a significant employment base, with 60% of workers leaving Redland to find work in Brisbane, the Gold Coast and further afield.

The council boundary covers many adjacent islets and North Stradbroke Island, and the waters between, with poses many significant challenges such as travel to and from islands, travel on islands, lack of mobile tower reception, water, sewage, waste management and other environmental impacts from visitors, delivery of basic services a resident would normally enjoy, such as parks, library and community centres.

This is similar in some regard to Palmerston with many people working outside our municipal boundary. Redlands has also recognised that some of their commercial centres are struggling with very low economic and population growth, and an aging population, and have needed to take a different approach to economic development.

Department of Advocacy, Major Projects and Economic Development - AMPED

To facilitate economic development in Redland, AMPED play a key role across their Council operations to ensure that things happen. They also take a focus on connecting partners for developments, for example connecting landowners who don't have the funds to develop their own land with investors who have the funds for development but don't own land to develop. They also facilitate investors into the Redland area by providing connections and introductions to other services such as schools.



REPORT OF DELEGATES

A Place for People

Redland Investment Corporation

Redlands have also established a government business enterprise as a separate entity to the council, similar to the Northern Territory Government's Land Development Corporation, to allow a hands-off approach to council development. I have asked for information on the boundaries placed on this corporation by the council, their mandate or constitution to gain a better understanding of how it operates.

The RIC also procures strategic land at fair value, where opportunities arise for development.

Birkdale Community Precinct

One such purchase is Willard's Farm and the Birkdale Community Precinct, which will host white water events at the 2032 Olympics and been master planned as an entire community precinct with many activities. The site is also home to World War II infrastructure and to koalas, and presents an opportunity for experience tourism, and koala spotting. This site could be considered similar to Marlow Lagoon Recreation Reserve or the proposed Palmerston Recreation Lake, and therefore we were keen to have a look around on the site.

The whitewater facility is being paid for by the Queensland Government but will eventually be managed by RCC, with hire to Paddling Australia or other groups. The water components will also include a swift water rescue training facility and submersible town for emergency services training.

Currently, the old farmhouse is heritage listed and under refurbishment with the old World War II facilities also being brought back to original condition, prior to development of the Olympic facility.

Other proposed development on the site includes walking trails, adventure and play zones, restaurant and cooking school, cultural and visitor information centres, food gardens, gallery/museum, tree top walk and ziplines, and wildlife activities such as koala spotting.

Summary

Both GRC and RCC were open to sharing transparently what worked and what didn't, challenges they encountered and how they managed to solve complex issues, and were willing to provide information and tools they use in developing and implementing large scale projects. Council and council officers can use this intel to inform the way City of Palmerston approaches future major projects and economic development work for the Palmerston region.

A Place for People

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 March 2024 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

2nd Ordinary Council Meeting Tuesday 20 February 2024

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 20 February 2024 at 5:30pm.

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Deputy Mayor Ben Giesecke (*via Audio/Audiovisual*)
Councillor Amber Garden
Councillor Damian Hale
Councillor Lucy Morrison
Councillor Mark Fraser
Councillor Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer, Amelia Vellar
General Manager Infrastructure, Nadine Nilon
General Manager Finance and Governance, Wati Kerta
Acting General Manager Community, Emma Blight
Minute Secretary, Jodi Holden

GALLERY

Six members of the public
Two members of staff



A Place for People

COUNCIL MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

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

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Moved: Councillor Fraser
Seconded: Councillor Henderson

1. THAT the leave of absence received from Councillor Eveleigh for 19 February to 22 February 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Garden for 30 May to 13 June 2024 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Garden for 19 August to 26 August 2024 inclusive be received and noted.
4. THAT the leave of absence received from Councillor Garden for 14 October to 24 October 2024 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Garden for 23 December 2024 to 12 January 2025 inclusive be received and noted.
6. THAT the leave of absence received from Councillor Hale for 21 February to 23 February 2024 inclusive be received and noted.

CARRIED 10/1201 – 20/02/2024

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT Council notes that Deputy Mayor Giesecke is attending via Audio/Audiovisual Conferencing as he will be physically prevented from attending the meeting, due to being a

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greater distance than 100km from the appointed place of meeting, and approval has been granted by the Chief Executive Officer in accordance with the City of Palmerston Audio/Audiovisual Policy.

CARRIED 10/1202 – 20/02/2024

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Garden
Seconded: Councillor Henderson

1. THAT the Declaration of Interest received from Councillor Morrison for Item 13.1.2 be received and noted.
2. THAT the Declaration of Interest received from Councillor Henderson for Item 13.1.2 be received and noted.

CARRIED 10/1203 – 20/02/2024

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Morrison
Seconded: Councillor Garden

THAT the Minutes of the Council Meeting held on 6 February 2024 pages 11235 to 11244 be confirmed.

CARRIED 10/1204 – 20/02/2024

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

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9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Moved: Councillor Garden
Seconded: Councillor Hale

THAT the following public question from Francis Bonfield and response as tabled regarding City of Palmerston Council Meeting Acknowledgement of Country be received and noted.

CARRIED 10/1205 – 20/02/2024

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 Australia Day Ceremony - Neville Driver

Moved: Councillor Henderson
Seconded: Councillor Morrison

1. THAT correspondence dated 31 January 2024 entitled Australia Day Ceremony - Neville Driver be received and noted.
2. THAT the Council Decision relating to Correspondence entitled Australia Day Ceremony - Neville Driver be moved to the Open Minutes of the 20 February 2024 Meeting.

CARRIED 10/1218 – 20/02/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Morrison
Seconded: Councillor Fraser

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
26.2.1	Confidential Correspondence	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 10/1206 – 20/02/2024

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11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Advisory Committee Meeting Schedule 2024

Moved: Councillor Morrison
Seconded: Councillor Hale

1. THAT Report entitled Advisory Committee Meeting Schedule 2024 be received and noted.
2. THAT Council seek feedback for the relevant Advisory Committees at the March 2024 meeting, on a change to the meeting schedule for 2024 as follows:
 - a. Vibrant Economy Advisory Committee meetings being:
 - i. 5.30pm Monday 29 April 2024 in Council Chambers
 - ii. 5.30pm Monday 22 July 2024 in Council Chambers
 - iii. 5.30pm Monday 21 October 2024 in Council Chambers
 - b. Community Safety Advisory Committee meetings being:
 - i. 5.30pm Tuesday 14 May 2024 in Council Chambers
 - ii. 5.30pm Tuesday 13 August 2024 in Council Chambers
 - iii. 5.30pm Tuesday 12 November 2024 in Council Chambers
 - c. Community Wellbeing Advisory Committee meetings being:
 - i. 5.30pm Thursday 13 June 2024 in Council Chambers
 - ii. 5.30pm Thursday 12 September 2024 in Council Chambers
 - iii. 5.30pm Thursday 5 December 2024 in Council Chambers
3. That a further report be present to Council regarding the Advisory Committee meeting schedule for 2024, following feedback from the Advisory Committees, at or before the Second Ordinary Meeting in April 2024.

CARRIED 10/1207 – 20/02/2024

13.1.2 Community Benefit Scheme - Multiple Applications

Councillor Henderson and Councillor Morrison left Chambers at 5.39pm.

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Moved: Councillor Garden
Seconded: Councillor Fraser

1. THAT Report entitled Community Benefit Scheme - Multiple Applications be received and noted.
2. THAT Council endorse a multiyear sponsorship agreement with the Palmerston and Litchfield Seniors Association for \$22,000 for 2024/2025, \$25,000 in 2025/26 and \$25,000 in 2026/27 as outlined in **Attachment 13.1.2.1** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.
3. THAT Council endorse a grant agreement with the Australian Vietnamese Family Association for \$2,000 to deliver the Vietnamese New Year - Tet Festival in Palmerston as outlined in **Attachment 13.1.2.2** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.
4. THAT Council endorse a three-year sponsorship agreement with Palmerston and Regional Basketball Association for \$10,000 annually for three (3) years as outlined in **Attachment 13.1.2.3** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.

CARRIED 10/1208 - 20/02/2024

Councillor Henderson and Councillor Morrison returned to Chambers at 5.41pm.

13.2 Receive and Note Reports

13.2.1 Community Benefit Scheme - January Update

Moved: Councillor Fraser
Seconded: Councillor Hale

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

CARRIED 10/1209 - 20/02/2024

13.2.2 Communications Strategy Update

Moved: Councillor Morrison
Seconded: Councillor Garden

THAT Report entitled Communications Strategy Update be received and noted.

CARRIED 10/1210 - 20/02/2024

13.2.3 Financial Report for the Month of January 2024

Moved: Councillor Henderson
Seconded: Deputy Mayor Giesecke

THAT Report entitled Financial Report for the Month of January 2024 be received and noted.

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CARRIED 10/1211 – 20/02/2024

13.2.4 Remuneration Tribunal Outcome 2024

Moved: Councillor Garden
Seconded: Councillor Fraser

1. THAT the Northern Territory Remuneration Tribunal Determination of Allowances for Members of Local Authorities Report on determination No 1 of 2024 be tabled as an addition attachment 13.2.4.3
2. THAT Report entitled Remuneration Tribunal Outcome 2024 be received and noted.

CARRIED 10/1212 – 20/02/2024

13.2.5 NT Public Sector Anti-Corruption Conference 2024

Moved: Councillor Henderson
Seconded: Councillor Hale

THAT Report entitled NT Public Sector Anti-Corruption Conference 2024 be received and noted.

CARRIED 10/1213 – 20/02/2024

13.2.6 Major Capital Projects Update - January 2024

Moved: Councillor Garden
Seconded: Councillor Morrison

THAT Report entitled Major Capital Projects Update - January 2024 be received and noted.

CARRIED 10/1214 – 20/02/2024

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

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Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Henderson
Seconded: Councillor Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 5 March 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1215 - 20/02/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Morrison
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 10/1216 - 20/02/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.07pm.

The Chair declared the meeting closed at 6.30pm.

Chair

Print Name

Date

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