

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 2 April 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 5.30pm.

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



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**LUCCIO CERCARELLI**  
CHIEF EXECUTIVE OFFICER



A Place for People

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*A Place for People*

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  - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
  - 6.1 Confirmation of Minutes
 

THAT the Minutes of the Council Meeting held on 19 March 2024 pages 11273 to 11288 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS
  - 10.1 Moving Confidential Items into Open
  - 10.2 Moving Open Items into Confidential
  - 10.3 Confidential Items
 

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

| Item   | Confidential Category | Confidential Clause   |
|--------|-----------------------|---|
| 25.1.1 | Election Preparation  | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and |



city of  
**PALMERSTON**

*A Place for People*

# COUNCIL AGENDA

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|--|--|--|
|  |  | section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
|--|--|--|

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

## COUNCIL REPORT

1st Ordinary Council Meeting

|                      |  |
|----------------------|--|
| <b>AGENDA ITEM:</b>  | 13.1.1   |
| <b>REPORT TITLE:</b> | Council Policy Review - Recognition of Service to the Community    |
| <b>MEETING DATE:</b> | Tuesday 2 April 2024   |
| <b>AUTHOR:</b>       | Executive Assistant to General Manager People & Place, Emily Dehne |
| <b>APPROVER:</b>     | Deputy Chief Executive Officer, Amelia Vellar                      |

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval of the review of Council Policy Recognition of Service to the Community for consideration and endorsement by Council.

### KEY MESSAGES

- Council policies supply City of Palmerston with strategic direction and provide governance over the decision making within the organisation.
- 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's Recognition of Service to the Community Policy has been reviewed by staff.
- This policy provides a base guideline for City of Palmerston to show recognition of services and acknowledgment of the work put into making Palmerston *A Place For People*.
- A breakdown of changes to this policy include:
  - Minor formatting and grammatical changes made.
  - Update to Responsible officer from Director Lifestyle and Community to General Manager People and Place.
  - Amendment to wording in section 4.3 of the policy to represent current processes followed for Elected Member Recognition of service.
- It is being recommended that Council endorse the reviewed Recognition of Service to the Community Policy.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - Recognition of Service to the Community be received and noted.
2. THAT Council endorses City of Palmerston's Recognition of Service to the Community Policy being **Attachment 13.1.1.3** to report entitled Council Policy Review - Recognition of Service to the Community.

## BACKGROUND

City of Palmerston's governance framework is supported by Council policies. They supply City of Palmerston with strategic direction and provide governance over decision making within the organisation. It is good governance for Council to review all policies at least once within the term of Council.

Council has a review schedule in place to ensure policies are reviewed at minimum once within the term of Council. However, policies can be reviewed at any time.

At the 1<sup>st</sup> Ordinary Council Meeting on 3 March 2020 Council made the following decision:

### *13.2.1 Review of Council Policy AD05 Recognition of Service to the Community*

Moved: Alderman Spick  
Seconded: Deputy Mayor Morrison

1. THAT Report Number 9/0146 entitled Review of Council Policy AD05 Recognition of Service to the Community be received and noted.
2. THAT Council endorse amended Council Policy AD05 Recognition of Service to the Community at Attachment A to Report Number 9/0146 entitled Review of Council Policy AD05 Recognition of Service to the Community.

*CARRIED 9/1019 – 03/03/2020*

The Recognition of Service to the Community Policy is to be reviewed and updated as necessary. Following the Council Policy Review Schedule, the Recognition of Service to the Community Policy is due for review in the 1<sup>st</sup> Quarter of 2024. The current policy is provided as **Attachment 13.1.1.1**.

## DISCUSSION

City of Palmerston's Recognition of Service to the Community Policy provides a structure for recognising the contributions made by community members and council staff to the people of Palmerston. It provides a base guideline for City of Palmerston to show recognition of services and acknowledgment of the work put into making Palmerston A Place For People.

A review of the Recognition of Service to the Community policy has been completed inline with the policy review schedule during the Tenth Council. Following the review, changes were made to align with City of Palmerston's current processes more accurately. A breakdown of the changes made to the policy include:

- Minor formatting and grammatical changes made.
- Update to Responsible officer from Director Lifestyle and Community to General Manager People and Place.
- Amendment to wording in section 4.3 of the policy to represent current processes followed for Elected Member Recognition of service.

The tracked changes version is provided as **Attachment 13.1.1.2** and recommended policy as **Attachment 13.1.1.3**.

## **CONSULTATION PROCESS**

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

- General Manager Community
- Community Services Manager
- Community Development Officer

## **POLICY IMPLICATIONS**

If adopted, the new Recognition of Service to the Community Policy will replace the current Recognition of Service to the Community 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 Risks:

3. **Economic Development**  
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
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. 20190327 Council Policy Recognition of Service to the Community (1) [13.1.1.1 - 3 pages]
2. 20190327 Council Policy Recognition of Service to the Community Track Cha (4) [13.1.1.2 - 3 pages]
3. 20190327 Council Policy Recognition of Service to the Community Final [13.1.1.3 - 3 pages]



# POLICY

AD05

|                      |   |                   |           |
|----------------------|---|-------------------|-----------|
| Name:                | Recognition of Service to the Community |                   |           |
| Type:                | Council Policy                          |                   |           |
| Owner:               | Chief Executive Officer                 |                   |           |
| Responsible Officer: | Director Lifestyle and Community        |                   |           |
| Approval Date:       | 3/03/2020                               | Next Review Date: | 3/03/2024 |
| Records Number:      | 401334                                  | Council Decision: | 9/1019    |

## 1 PURPOSE

To provide structure and consistency in recognising the contribution of community members and Council staff to the people of Palmerston

## 2 PRINCIPLES

Palmerston is a “Place for People” and this is because of the contribution made by members of the community and Council’s workforce to making it a desirable place to live and work. Council will publicly recognise members of our community and workforce who display Council’s Municipal Plan values of commitment and teamwork. Members of the community who perform outstanding actions of selflessness, bravery and/or service either as part of a community organisation or individually will be recognised as will staff who have displayed loyalty and service to the City of Palmerston over an extended period.

## 3 DEFINITIONS

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

| Term               | Definition  |
|--------------------|---|
| Continuous service | Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period of time |

## 4 POLICY STATEMENT

### 4.1 Recognising Members of the Community

#### 4.1.1 Australia Day Awards

Council uses Australia Day as an opportunity to reward members of the community for making a valuable contribution to the City of Palmerston. The awards are provided by the Australia Day Council NT and are administered by Council. Council acknowledges people across 3 categories; Citizen of the Year, Young Citizen of the Year and Community Event of the Year.

4.1.1.1 To be eligible for Citizen of the Year the person must be an Australian citizen and 30 years or older on January 26 of the year they are proposed to be recognised.

4.1.1.2 To be eligible for Young Citizen of the Year, the person must be an Australian Citizen and between 14 years and 29 years on 26 January of the year they are proposed to be recognised.

4.1.1.3 Community Event of the Year is open to community groups of four (4) or more people who (i) perform a service to the community, (ii) raise funds for a community charity, event or project, (iii) conduct a successful



project, event or activity; or (iv) bring credit or recognition to a community through a cultural, environmental or sporting achievement.

4.1.1.4 The Australia Day Awards nominations will be assessed by a judging panel consisting of the Mayor, one Elected Member and the previous year's Citizen of the Year recipient. Should the previous Citizen of the Year not be available, a Palmerston community member approved by the Chief Executive Officer will be selected.

4.1.1.5 Winners are publicly acknowledged at a ceremony held annually on Australia day and through Council's media communications.

#### 4.1.2 Mayor's Commendation

The Mayor may at his/her discretion award an individual or a community organisation a Mayoral Commendation on behalf of the City of Palmerston. Actions or achievements that could be considered include:

- Acts of bravery regardless of whether recognised by an external agency
- Selection in a national sporting team or significant sporting feat eg. Olympic Games medallist
- Longstanding service to the community
- Protection of the environment
- Cultural excellence
- Significant academic or extra-curricular achievement
- Recognition of contribution or achievement through the receiving of external awards that benefit the image of Palmerston eg. Good Sports Award, Young Achiever Award; or
- Any action or achievement that assists an individual or the broader community

4.1.2.1 To be eligible for the Mayoral Commendation, the recipient or the act/achievement being recognised must have a demonstrated connection to the Palmerston community and bring credit to or raise the profile of Palmerston. This can include Council staff.

4.1.2.2 Any individual or organisation is eligible to make a nomination to Council and self-nominations will be accepted. The Mayor also reserves the right to award a Mayoral Commendation without nomination when Council becomes aware of significant actions or achievements.

4.1.2.3 The Mayor in conjunction with the Chief Executive Officer will assess applications, however the Mayor retains absolute discretion to award a Mayoral Commendation.

4.1.2.4 Recipients will be awarded a certificate by the Mayor or his/her delegate in a ceremony to be held at Civic Plaza.

#### 4.2 Recognising Long Serving Council Staff

Council recognises that committed employees who work together as a team provide an efficient and effective service to the community and make a Council an attractive place for people to work. Demands placed on Council officers vary and can include working in hazardous conditions during cyclone response, assisting and providing support to members of the public and outdoor activities in the Top End's challenging climate. Continuous service is therefore significant and worthy of recognition.

4.2.1 All employees who reach service milestones in accordance with the schedule of



# POLICY

AD05

employee milestones will be officially recognised and presented with their gift by the Chief Executive Officers or his/her delegate at the End of Year Celebration function.

| Schedule of Employee Milestones |   |
|---------------------------------|---|
| Service                         | Gift  |
| 5 years                         | Certificate                                   |
| 10 years                        | Certificate and voucher to the value of \$100 |
| 15 years                        | Certificate and voucher to the value of \$150 |
| 20 years                        | Certificate and voucher to the value of \$200 |
| 25 years                        | Certificate and voucher to the value of \$250 |
| 30 years                        | Certificate and voucher to the value of \$300 |

#### 4.3 Recognising Long Servicing Elected Members

Long serving Elected Members be recognised in accordance with the Local Government Association of the Northern Territory (LGANT) Elected Member Service Awards guidelines.

## 5 ASSOCIATED DOCUMENTS

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## 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 Local Government Elected Member Service Awards Guidelines



# POLICY

AD05

|                      |   |                   |           |
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| Name:                | Recognition of Service to the Community                           |                   |           |
| Type:                | Council Policy  |                   |           |
| Owner:               | Chief Executive Officer   |                   |           |
| Responsible Officer: | Director Lifestyle and Community General Manager People and Place |                   |           |
| Approval Date:       | 3/03/2020   | Next Review Date: | 3/03/2024 |
| Records Number:      | 401334  | Council Decision: | 9/1019    |

## 1 PURPOSE

To provide structure and consistency in recognising the contribution of community members and Council staff to the people of Palmerston

## 2 PRINCIPLES

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## 3 DEFINITIONS

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## 4 POLICY STATEMENT

### 4.1 Recognising Members of the Community

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4.1.1.3 Community Event of the Year is open to community groups of four (4) or more people who (i) perform a service to the community, (ii) raise funds for a community charity, event or project, (iii) conduct a successful



- project, event or activity; or (iv) bring credit or recognition to a community through a cultural, environmental or sporting achievement.
- 4.1.1.4 The Australia Day Awards nominations will be assessed by a judging panel consisting of the Mayor, one Elected Member and the previous year's Citizen of the Year recipient. Should the previous Citizen of the Year not be available, a Palmerston community member approved by the Chief Executive Officer will be selected.
- 4.1.1.5 Winners are publicly acknowledged at a ceremony held annually on Australia day and through Council's media communications.
- 4.1.2 **Mayor's Commendation**  
The Mayor may at his/her discretion award an individual or a community organisation a Mayoral Commendation on behalf of the City of Palmerston. Actions or achievements that could be considered include:
- Acts of bravery regardless of whether recognised by an external agency;
  - Selection in a national sporting team or significant sporting feat e.g. Olympic Games medallist
  - Longstanding service to the community
  - Protection of the environment
  - Cultural excellence
  - Significant academic or extra-curricular achievement
  - Recognition of contribution or achievement through the receiving of external awards that benefit the image of Palmerston e.g. Good Sports Award, Young Achiever Award; or
  - Any action or achievement that assists an individual or the broader ~~community~~community.
- 4.1.2.1 ~~To be eligible for the Mayoral Commendation, the recipient or the act/achievement being recognised must have a demonstrated connection to the Palmerston community and bring credit to or raise the profile of Palmerston. This can include Council staff.~~
- 4.1.2.2 Any individual or organisation is eligible to make a nomination to Council and self-nominations will be accepted. The Mayor also reserves the right to
- ~~award a Mayoral Commendation without nomination when Council becomes aware of significant actions or achievements.~~
- 4.1.2.3 The Mayor in conjunction with the Chief Executive Officer will assess applications, however the Mayor retains absolute discretion to award a Mayoral Commendation.
- 4.1.2.4 Recipients will be awarded a certificate by the Mayor or his/her delegate in a ceremony to be held at Civic Plaza.

#### 4.2 **Recognising Long Serving Council Staff**

Council recognises that committed employees who work together as a team provide an efficient and effective service to the community and make a Council an attractive place for people to work. Demands placed on Council officers vary and can include working in hazardous conditions during cyclone response, assisting and providing support to members of the public and outdoor activities in the Top End's challenging climate. Continuous service is therefore significant and worthy of recognition.

- 4.2.1 All employees who reach service milestones in accordance with the schedule of employee milestones will be officially recognised and presented with their gift by the Chief Executive Officers or his/her delegate at the End of Year Celebration function.



# POLICY

AD05

| Schedule of Employee Milestones |   |
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| 20 years                        | Certificate and voucher to the value of \$200 |
| 25 years                        | Certificate and voucher to the value of \$250 |
| 30 years                        | Certificate and voucher to the value of \$300 |

4.3 Recognising Long Servicing Elected Members  
Long serving Elected Members be recognised ~~in line-accordance~~ with the Local Government Association of the Northern Territory (LGANT) Elected Member Service Awards guidelines, ~~presented by Council~~.

## 5 ASSOCIATED DOCUMENTS

## 6 REFERENCES AND RELATED LEGISLATION

6.1 Local Government Elected Member Service Awards Guidelines



# POLICY

AD05

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| Responsible Officer: | General Manager People and Place        |                   |  |
| Approval Date:       |   | Next Review Date: |  |
| Records Number:      | 401334                                  | Council Decision: |  |

## 1 PURPOSE

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- Any action or achievement that assists an individual or the broader community.

4.1.2.1 To be eligible for the Mayoral Commendation, the recipient or the act/achievement being recognised must have a demonstrated connection to the Palmerston community and bring credit to or raise the profile of Palmerston. This can include Council staff.

4.1.2.2 Any individual or organisation is eligible to make a nomination to Council and self-nominations will be accepted. The Mayor also reserves the right toward a Mayoral Commendation without nomination when Council becomes aware of significant actions or achievements.

4.1.2.3 The Mayor in conjunction with the Chief Executive Officer will assess applications, however the Mayor retains absolute discretion to award a Mayoral Commendation.

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Council recognises that committed employees who work together as a team provide an efficient and effective service to the community and make a Council an attractive place for people to work. Demands placed on Council officers vary and can include working in hazardous conditions during cyclone response, assisting and providing support to members of the public and outdoor activities in the Top End's challenging climate. Continuous service is therefore significant and worthy of recognition.

4.2.1 All employees who reach service milestones in accordance with the schedule of employee milestones will be officially recognised and presented with their gift by the Chief Executive Officers or his/her delegate at the End of Year Celebration function.



# POLICY

AD05

| Schedule of Employee Milestones |   |
|---------------------------------|---|
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| 5 years                         | Certificate                                   |
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| 25 years                        | Certificate and voucher to the value of \$250 |
| 30 years                        | Certificate and voucher to the value of \$300 |

#### 4.3 Recognising Long Servicing Elected Members

Long serving Elected Members be recognised inline with the Local Government Association of the Northern Territory (LGANT) Elected Member Service Awards guidelines, presented by Council.

## 5 ASSOCIATED DOCUMENTS

## 6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Elected Member Service Awards Guidelines

## COUNCIL REPORT

1st Ordinary Council Meeting

|                      |  |
|----------------------|--|
| <b>AGENDA ITEM:</b>  | 13.1.2   |
| <b>REPORT TITLE:</b> | Council Policy Review - Audio/Audiovisual Conferencing |
| <b>MEETING DATE:</b> | Tuesday 2 April 2024                                   |
| <b>AUTHOR:</b>       | Governance Lead, Angie Torr                            |
| <b>APPROVER:</b>     | 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

- At the 5 March 2024 Ordinary Meeting, an update to Council's Audio/Audiovisual Conferencing Policy was endorsed.
- Subsequent to the endorsement it was identified that the definition of Members was amended to Elected Members, which therefore excluded the remote attendance by Committee Members at meetings.
- The policy was also amended to make it clear that Members must notify at a prior meeting of the attendance at a meeting via audio or audiovisual conferencing and advise of the specific circumstances allowed under the policy. The previous policy required Members to seek approval from Council.
- It is therefore 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 13.1.2.3 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 and Committee Members at meetings.

At the 1<sup>st</sup> Ordinary Council Meeting of 5 March 2024, Council made the following decision:

#### *13.1.4 Council Policy Review - Audio/Audiovisual Conferencing*

*Moved: Alderman Garden*  
*Seconded: Alderman Henderson*

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.*

*CARRIED 10/1227- 5/03/2024*

This report provides reasons for revision of the previously endorsed Council Policy Review - Audio/Audiovisual Conferencing at the 5 March 2024 Ordinary Meeting and to seek endorsement of the revised Council Policy Review - Audio/Audiovisual Conferencing.

## **DISCUSSION**

Whilst Elected Members and Committee 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 amended the definition of Members to Elected Members, which therefore excluded the remote attendance by Members of a Committee at meetings. The policy has been revised the definition of Members captures both Elected Members and Committee Members.

The policy has also been amended to make it clear that rather than Members having to seek approval, that notification must be provided by the Member in a prior meeting of the attendance of meeting via audio or audiovisual conferencing and the reason as allowed under the policy.

It is being recommended that Council adopt amended Policy Audio/Audiovisual Conferencing being **Attachment 13.1.2.3**.

## **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:

6. Governance  
Failure to effectively govern.

## **SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.



*A Place for People*

## **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. 20240305 Council Policy Audio Audiovisual Conferencing Endorsed 1 [**13.1.2.1** - 2 pages]
2. 20240305 Council Policy Audio Audiovisual Conferencing Revised with Track Changes [**13.1.2.2** - 3 pages]
3. 20240402 Council Policy Audio Audiovisual Conferencing Clean 3 [**13.1.2.3** - 2 pages]

|                      |                                |                   |               |
|----------------------|--------------------------------|-------------------|---------------|
| 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.

## 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.   |
| Council Meeting                | means an Ordinary or Special Council Meeting and/or Committee Meeting.  |
| 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. |
| 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 be resolved by resolution appointing 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.
- 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 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.



|                      |                                |                   |               |
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## COUNCIL REPORT

1st Ordinary Council Meeting

|                      |   |
|----------------------|---|
| <b>AGENDA ITEM:</b>  | 13.2.1  |
| <b>REPORT TITLE:</b> | Community Quarterly Report - January to March 2024                |
| <b>MEETING DATE:</b> | Tuesday 2 April 2024  |
| <b>AUTHOR:</b>       | Executive Assistant to General Manager Community, Georgina Davies |
| <b>APPROVER:</b>     | Acting General Manager Community, Emma Blight                     |

### COMMUNITY PLAN

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

### PURPOSE

This Report summarises the key activities undertaken by the Community Directorate in the January to March 2024 quarter.

### KEY MESSAGES

- Harvest Corner Community Garden management agreement was awarded in February 2024 to Steps Group Australia, Helping People Achieve and Life Without Barriers.
- From 17 January 2024 until 12 February 2024 City of Palmerston facilitated community consultation on its updated draft Palmerston (Animal Management) By-Laws.
- International Women's Week Celebrations were held from 6 March in collaboration with community organisations.
- Get Active 2024 launched in February with highest ever registrations for the program.
- Sporting Club Development Planning Workshop was delivered in March in collaboration with the Department Sport, Recreation and Strategic Infrastructure to support capacity building of local clubs.
- Light Up Palmerston recognised nine days of significance spanning across 26 days.
- City of Palmerston Library held a bilingual story time for Chinese New Year.
- Gulwa Community Recording Studio was honoured with a nomination for the Outstanding Community Service award by the Music Producer & Engineers' Guild.

### RECOMMENDATION

THAT Report entitled Community Quarterly Report - January to March 2024 be received and noted.

### BACKGROUND

The Community Directorate provides a quarterly update to Council on key activities undertaken during the previous quarter. The Community Directorate comprises Community Services, Library Services and Regulatory Services teams.

### DISCUSSION

City of Palmerston's Community Directorate has had a productive quarter delivering a wide range of events, services and programs which foster community engagement and networking opportunities. Activities and initiatives delivered from January to March 2024 are detailed below:

**1. Family and Community**

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

1.1 We focus on families.

1.2 The Wellbeing of our community is a focus for all our work

**Get Active**

Block 1 of the 2024 Get Active Program was successfully launched in February and drew the highest ever number of registrations since the program became free of charge. The program has been improved to attract a diverse array of providers, and was supported by increased exposure in marketing and promotion through a variety of channels.

Get Active has helped new providers become established in Palmerston, as well as provide the community the opportunity to experience a variety of different activities in a welcoming and accessible environment. A mailing list has been established on the CoP website to help engage new providers to the program, with any activity providers encouraged to submit their details to be kept up to date on new rounds.

Featured below are photos of current activities as well as an image taken from the NT Triathlon's International Women's Day Triathlon of participants of Tri it! currently held at SWELL on Tuesday morning. Those pictured supported each other through the Women's Tri using the skills, knowledge, and fitness they had built in the Get Active Sessions.



**Palmerston Youth Festival**

Significant work has been undertaken to confirm and announce the program for the Palmerston Youth Festival 2024 (PYF). The PYF 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. The program includes:

- Saturday 6 July – Geekfest Top End, Recreation Centre, Library and Goyder Square
- Sunday 7 July - NAIDOC Pool Party, SWELL
- Monday 8 July – Youth Pride, Recreation Centre
- Tuesday 9 July – Sportsfest, Recreation Centre
- Wednesday 10 July – Palmy's Got Talent, Durack Community Arts Centre
- Thursday 11 July – Pamper Palmy, Recreation Centre
- Friday 12 July – PYF Concert, Recreation Centre

**Harvest Corner Community Garden**

Following an Expression of Interest process, Harvest Corner's management has been awarded to a collaboration of three (3) organisations that hold the shared mission to invigorate the garden while engaging with the community. Steps Group Australia, Helping People Achieve (HPA), and Life Without

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Barriers (LWB) have been awarded a three (3) year management agreement with the vision to provide a shared gardening space for the Palmerston community that allows members to engage with each other and nature, be active and learn new skills, improving health, wellbeing, and community connectedness in an inclusive environment. The new management group has commenced planning meetings and members of the organisations are utilising the garden across the week, weeding, and preparing garden beds. The Community Garden will be holding a Busy Bee in April 2024 (date TBC) to begin additional planting and filling raised garden beds that have been donated by Bunnings Warehouse. The first Brekkie in the Park for 2024 will be held at the community garden on 19 May, providing the community a chance to engage with the organisations and explore how they may like to be involved in its future.



**Steps students with the produce grown in the garden**

**Library School Holiday Programs**

The library started 2024 with great success with the school holiday programs attracting 708 enthusiastic children. The programs aimed at providing a diverse array of activities to engage and entertain children during their break, fostering creativity, physical activity, and interactive learning experiences. The photos below display the activities that were available to the community.



**Box World**



**Yarn Painting**

*A Place for People*



**Freestyle Soccer**



**Tip Top Circus**



**Hyper's Magic Show**



**Hyper Theatre Games**



**Jewellery Making**



**Monster Craft**



**Scribble Art**



**Sea Creature Craft**



**Shadow Puppets**



**Slime Making**

**Late Nights in the Library Adult Programs**

We had another successful quarter of Late Nights at the Library, our adult program that gives an activity for adults who enjoy some wholesome fun. The library attracted 87 attendees this quarter. This quarter included a board game night, Paint and Create, Zumba, DJ Workshop and Hula Hooping. All events were free of charge to the community.



**DJ Workshop**



**Paint and Create**

**Nerf Wars at the Library**

This quarter introduced an exciting addition to the library calendar with the library being used as a Nerf battlefield. The library facilitated space for Urban Tactics to hold Nerf Wars events for individuals 15 years and older averaging around 20 participants per session over two (2) sessions. The event promised an immersive experience that combined physical activity, social interaction and strategic gameplay attracting enthusiasts from all skill levels.



**Adult Colouring Competition**

The library partnered with Events Cinema to engage our community and encourage artistic expression with a chance to win movie tickets provided by Events Cinema proving that we are never too old for some colouring!



**Carla, winner of Force of Nature Colouring Competition**

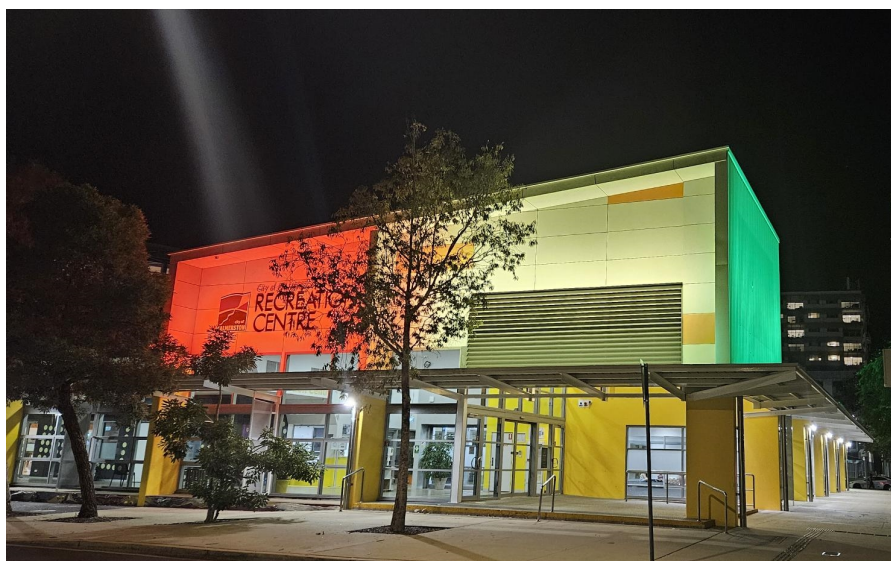
**2. Cultural Diversity**

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

1. To celebrate our rich culture and diversity

**Light Up Palmerston**

Council supported organisations to raise awareness for important medical conditions and syndromes such as Encephalitis, Lymphoedema and Feeding Tube awareness. Vietnamese New Year was acknowledged with city assets being lit red, yellow, and green, with red representing luck, yellow being associated with richness and wealth, and green being symbolic of watermelon and traditional cakes commonly enjoyed during Vietnamese New Year celebrations. In this reporting quarter City of Palmerston acknowledged nine days of significance spanning across 26 days.



**Palmerston Recreation Centre - Vietnamese New Year**

| Community Organisation      | Date             | Colour             |
|-----------------------------|------------------|--------------------|
| Feeding Tube Awareness Week | 4-10 February    | Purple             |
| Cancer Awareness Month      | 15-February      | Green              |
| Rare Diseases Month         | 21-February      | Blue               |
| World Encephalitis Day      | 22-February      | Red                |
| Vietnamese New Year         | 25 Feb - 3 March | Red, Yellow, Green |
| Lymphoedema Aust            | 4 to 10 March    | Blue               |
| Harmony Day                 | 21-March         | Orange             |
| Endometriosis               | 29-31 March      | Yellow             |

**Chinese New Year Bilingual Storytime**

To promote cultural diversity and literacy within the community, the library hosted a special event to celebrate Chinese New Year. The event, a bilingual story time, was organized in collaboration with STEPS (Students Teaching English Program in Schools), featuring Wen, a native Mandarin speaker, as the storyteller. The event aimed to engage young families in the community, offering them an opportunity to learn about Chinese culture and language in a fun and interactive way.



**Chinese New Year Bilingual Storytime**

**Year of the Dragon**

To commemorate the advent of the new Lunar year, the library extended an invitation to the Chung Wah society to perform the traditional Lion Dance, a symbolic ritual believed to ward off evil spirits and bring good fortune. Members of the society graced the library and enthralled library patrons and staff with their vibrant energy and graceful movements.



**Traditional Lion Dance**

**Harmony Day**

City of Palmerston Library celebrated Harmony Day along with STEPS to host a Bilingual Storytime in Persian and an amazing morning tea with a full spread of food from around the globe. The event was also attended by City of Palmerston staff who engaged with the Palmerston community, embracing each and everyone's diverse cultures and backgrounds.



**STEPS students performing Chinese dance**



**Bilingual Storytime in Persian**

**3. Future Focus**

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

1. We support and foster innovation.

**International Women's Week (IWW)**

The UN theme for IWW 2024 was "Invest in Women, Accelerate Progress". Celebrations began on 6 March with a Financial Independence and Freedom forum, followed by workshops addressing self-esteem, workplace rights, and personal development. STEPS Group Australia students catered a diverse buffet lunch that provided different cuisines representing the cultural diversity within the community. Events and activities continued throughout the week with a screening of the Barbie Movie at Gray Community Hall.

A Palmerston Women's Art Exhibition including a Paint and Create workshop was held at Palmerston Library and at the Recreation Centre, the week concluded on Saturday 9 March with a Game Jam "Level Her UP" hosted in partnership with Level Up Gaming and The Array.



**Level Up Gaming – Level Her Up**



**Financial Independence Workshop**



**Art Exhibition at the library**



**Paint and Create Sessions at the Library and Recreation Centre**



**SWELL**

Following the successful opening of SWELL on 17 December 2023, significant work has been undertaken to establish the site as Palmerston’s ultimate fitness and leisure destination. Highlights from the first three (3) months of operation include:

|                      | January | February | March |
|----------------------|---------|----------|-------|
| Adult Casual Entry   | 8373    | 7211     | 4953  |
| Child Casual Entry   | 5176    | 4400     | 3372  |
| Adventure Play Entry | 1663    | 737      | 545   |

- 51 people employed at SWELL (four (4) fulltime and 47 casuals)
- 167 swim school members
- Recruitment of swim teachers and lifeguards
- Increased usage by physio therapists using the program pool

*A Place for People*

- Birthday room is now available for hire
- A number of maintenance or defects issues have been resolved
- Dive block covers ordered
- Five (5) school bookings occurred in February / March
- Eleven school bookings in place between April to September
- Other bookings in place with Royal Life Saving NT, Moulden Clontarf, physiotherapy groups, Tennis Palmerston, PaRBA, football clubs.
- Engagement has occurred with Palmerston Sharks to arrange bookings
- Youth Week Pool Party on 12 April 2024
- Belgravia will commence pre-sales for the gym in April
- Council resolved to investigate options for installation of lockers.

### Sporting Club Development Planning Workshop

On Monday 11 March, City of Palmerston collaborated with the Department of Sport, Recreation and Strategic Infrastructure to deliver a Sporting Club Development Planning Workshop. The Department presented to Palmerston clubs on how infrastructure projects are chosen by the Northern Territory Government, the steps to have a new project considered, and strengthen the organisation's ability to plan for future projects.

The workshop was well attended with 28 representatives from a variety of clubs including Rugby League, Rugby Union, Volleyball, BMX, cricket, cycling, basketball, gymnastics, boxing, and soccer. The information was well received with positive feedback from clubs asking for more workshops like it in the future.



**Workshop attendees**

### MPEG Awards Gulwa Recording Studio Nomination

The Gulwa Community Recording Studio was honoured with a nomination for the Outstanding Community Service award by the Music Producer & Engineers' Guild. This recognition celebrates the commendable efforts of individuals or groups who have undertaken musical production projects to benefit their communities within a specified timeframe. Gulwa found itself amidst formidable contenders from across Australia, including prominent programs such as WOMPP from Perth, Kool School and GRID from Victoria, and the online platform, Songmakers. Each nominee has demonstrated remarkable dedication and impact through their respective community-oriented musical initiatives.

This nomination not only highlights Gulwa's commitment to serving its community but also acknowledges the significant contributions it has made to the cultural landscape through its musical endeavours. We were honoured to be recognised alongside such esteemed peers and remain committed to our mission of enriching lives through music and community engagement.

*A Place for People*

<https://mpeg.org.au/f/announcing-the-nominees-for-the-2024-mpeg-awards>



**Gulwa Studio Music Industry Day**

City of Palmerston held their first Gulwa Studio Music Industry Day in February 2024. This event was an outcome from Suburban Sounds 2023. Participants from Suburban Sounds Selections were invited to participate in the industry day with industry experts and performers Michelle Grace Hunder, Kuya James, Rowan Dally, Alice Cotton, Juran Timu, Max Fredericks and Caiti Baker to engage in meaningful presentations and Q&A sessions.



**Quarterly Community Facility Usage**

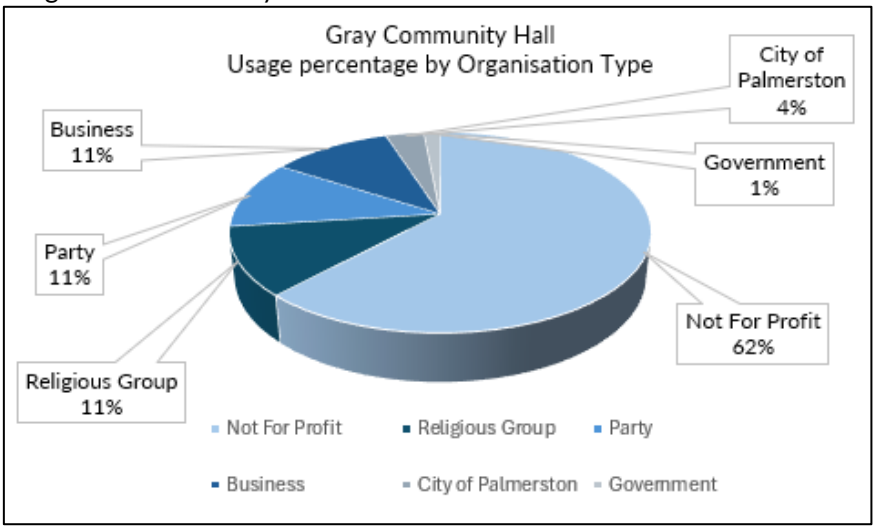
Gray Community Hall Report Summary

Overview of Usage:

- 62% of total bookings are by not-for-profit groups.
- Parties, business usage and religious groups utilised the space equally at 11% each.

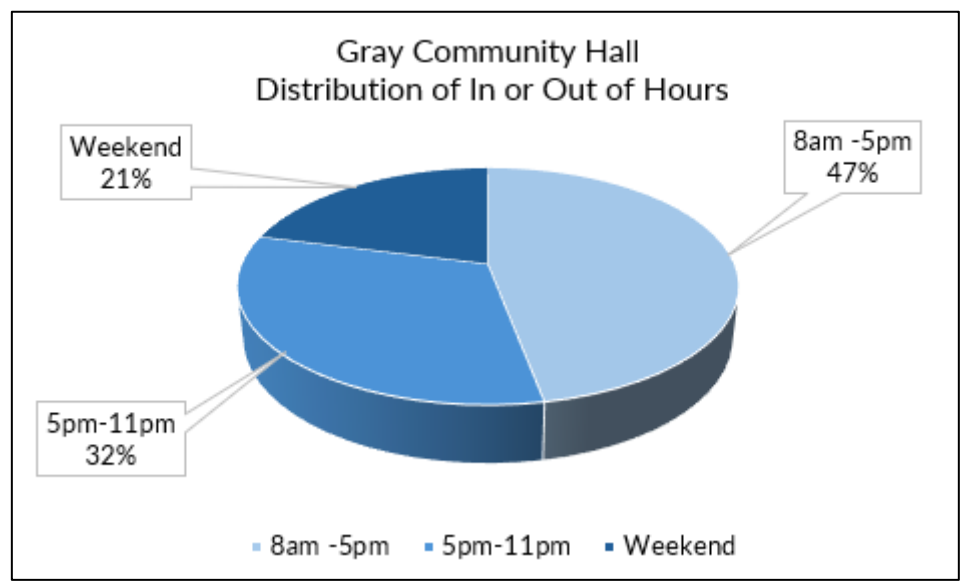
A Place for People

- The remaining 5% was utilised by CoP and Government.



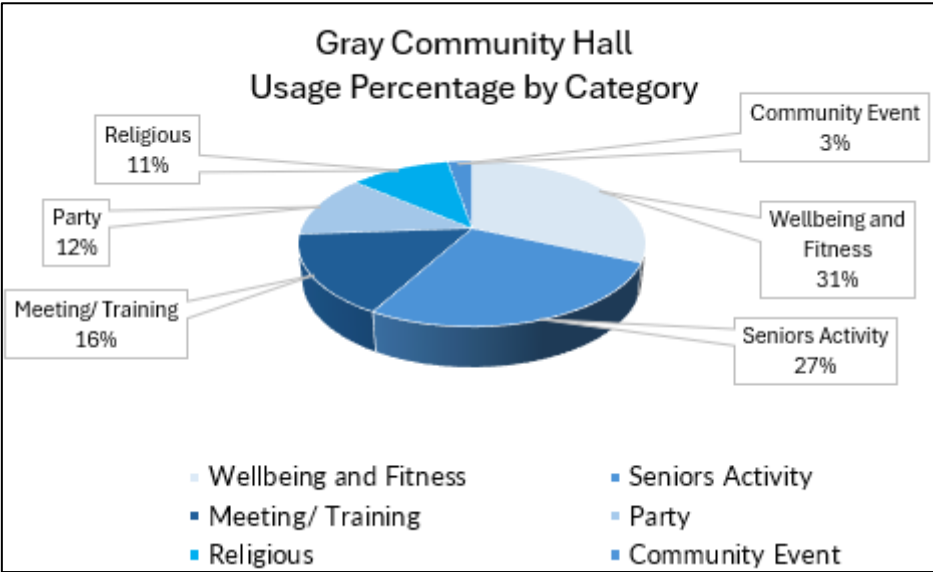
Usage Times:

- Peak usage of the Hall is between 8am and 5pm with 47% usage, followed by 32% between 5pm-11pm and weekend usage of 21% primarily comprising functions and parties.
- 30 parties were held in the venue, with eight (8) including Consumption of Alcohol on Council Premises applications.



Categories of use:

- Wellbeing and Fitness: 31%, a decrease from 44% in the last reporting quarter.
- Seniors Organisations: 27%, increased from 13% with the addition of a new senior's support group and Tai Chi classes.
- Meetings and Trainings 16%, increased from 12% with the addition of full day workshop bookings.
- Parties and Celebrations: 12%, which was a 2% decrease.
- Religious Activities 11% - an increase of 3% due to Ramadan and other days of religious significance falling in this reporting period.



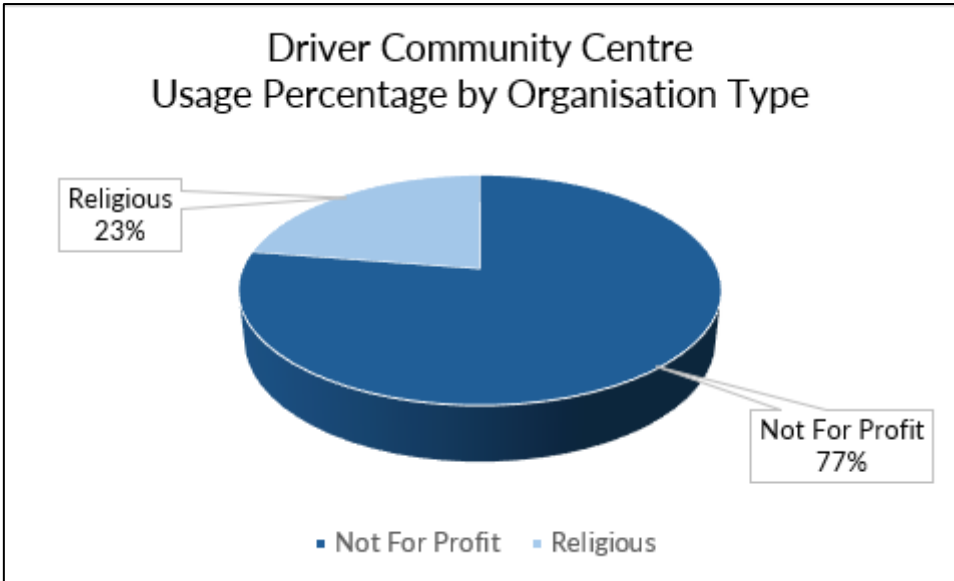
New user groups this quarter included:

- A national organisation who conducted cyclone preparedness first aid training.
- A small business manager, who held a business expo for Glam Entrepreneur businesses.
- An Allied Health provider who held staff training workshops.
- A Stolen Generation committee who is conducting ancestry tracing and support.

Driver Community Centre Report Summary

Overview of usage:

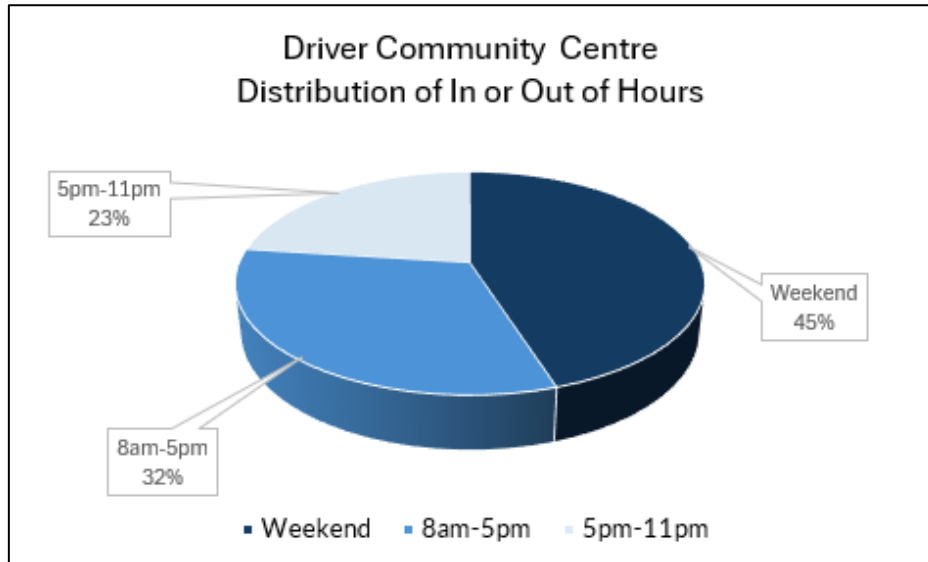
- There are seven (7) regular user groups for the Driver Community centre; two (2) religious, one (1) cultural, one (1) meeting and three (3) children’s playgroups.
- 77% of usage for this facility is by not-for-profit organisations and 23% of usage is religious and spiritual gatherings.
- 100% of the usage for this facility is weekly and returning users, with no new users in this quarter.



Usage Times:

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- The majority of bookings at the Driver Community Centre occur on weekends, with 45% of bookings this quarter taking place on either Saturday or Sunday.
- 32% bookings occurred during business hours of 8am to 5pm and 23% bookings occurring after 5pm.

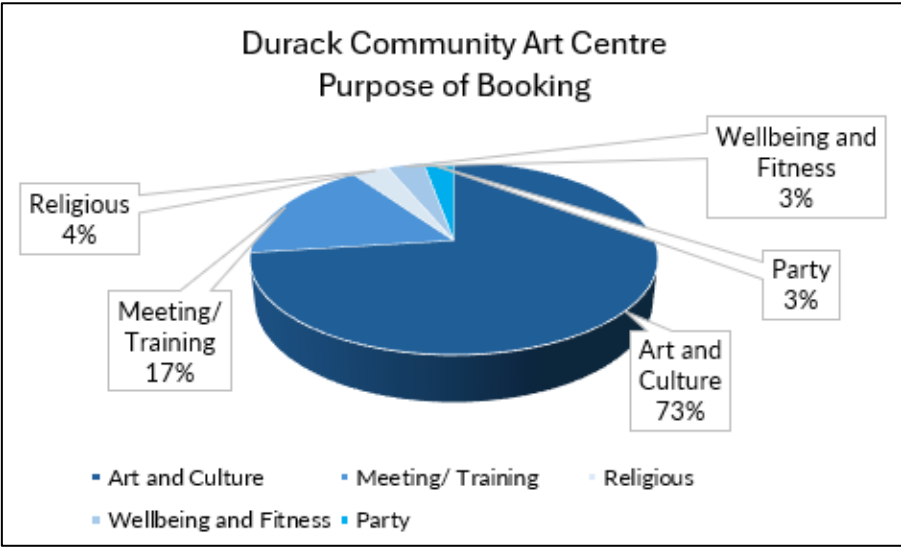


Durack Community Art Centre Report Summary

**Creative Space**

Overview of Usage:

- There are seven (7) regular user groups for the Creative Space, three (3) creative workshops, three (3) social creative meet ups and one (1) CoP Art program.
- The Australian College of Rural and Remote Medicine to host examinations for remote medical students.
- The Department of Social Services to host public consultation regarding Income Management.
- The Office of Gender Equity and Diversity to host a workshop.
- The Arnhem Land Progress Aboriginal Corporation to host training.
- Tactile Arts who is a new user commencing regular workshops at the centre.
- Not for Profit usage included Australian Childhood Foundation hosting training and YMCA Domestic and Family Violence Centre to conduct workshops.
- One (1) disability support group has commenced utilising the Centre for weekly cooking classes with participants to support with increased life skills.
- Five (5) party and celebration events were held at the Centre which included a baby shower, a wake, two (2) birthday parties and bridal shower which involved a painting class.



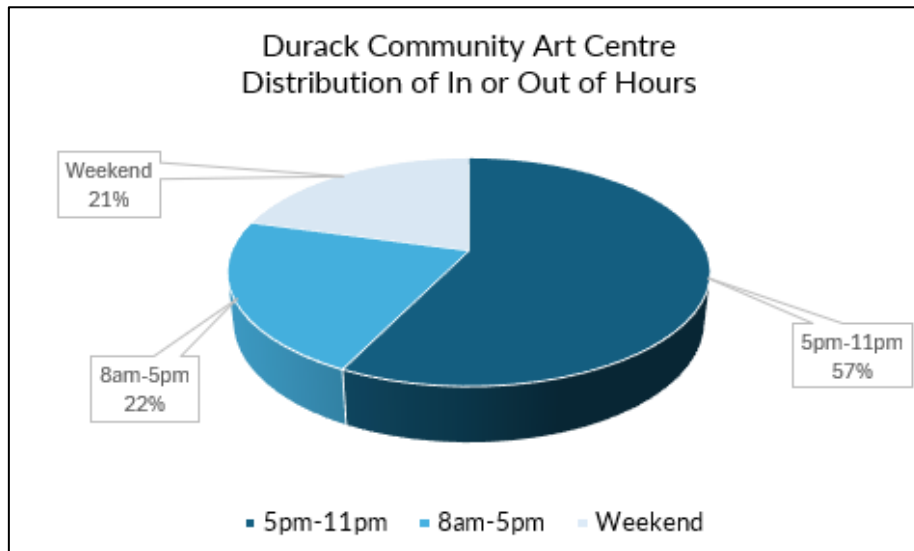
**Art Room space**

**Overview of Usage:**

- There are six (6) regular users and nine (9) new user groups in the Art Room space this reporting quarter.
- The Australian Childhood Foundation and the YMCA Domestic and Family Violence Centre who both booked the space to ensure privacy for their workshops in the Creative Space.
- YMCA Back2School program operates an art-based program for young people on a flexible learning education pathway in the centre.
- One (1) new user is trialling oil painting classes to support men’s mental health through creative social connection, fostering community through art.

**Usage Times:**

- The majority of bookings at the Durack Community Art Centre occur after 5pm, with 57% bookings this quarter taking place after business hours.
- 22% bookings occurred during business hours of 8am to 5pm and 21% bookings occurring either on a Saturday or Sunday.



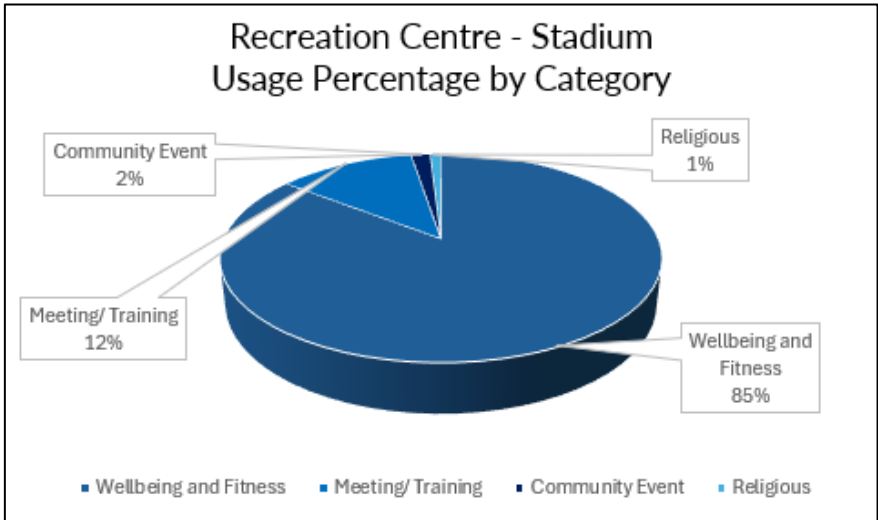
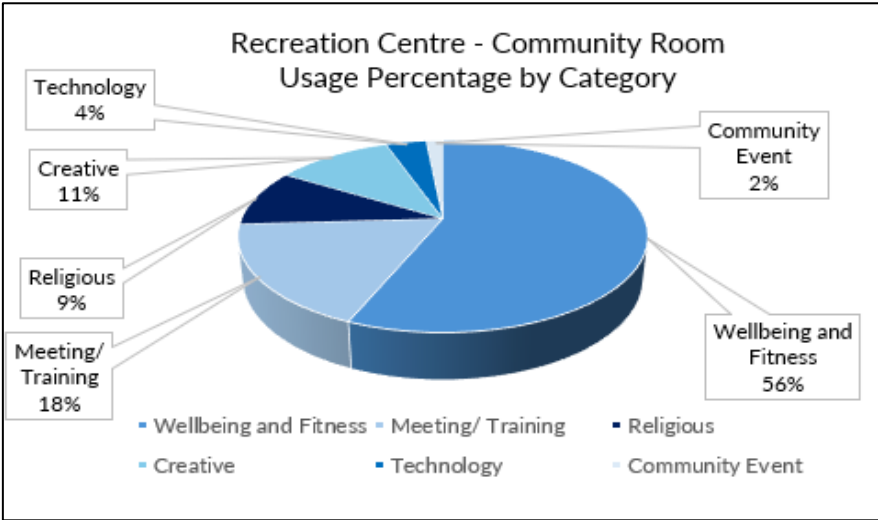
Palmerston Recreation Centre Report Summary

Facility Utilisation:

- Clubhouse Territory hosted the Be Inclusive Games in January.
- Introduction of a new 3x3 indoor football (soccer) competition on Saturday nights.
- Laser Tag ran three (3) competitive events in the stadium.
- Wheelchair Rugby League hosted a come and try day for 25 NT Physical Education Teachers
- Regular competitions resumed for the year with nine (9) basketball clubs returning for training and competitions.
- Badminton is utilising the stadium for social competition five different sessions per week.
- Australian Vietnamese Association hosted the Vietnamese New Year – Tet event with approximately 500 people attending on Saturday 2 March.

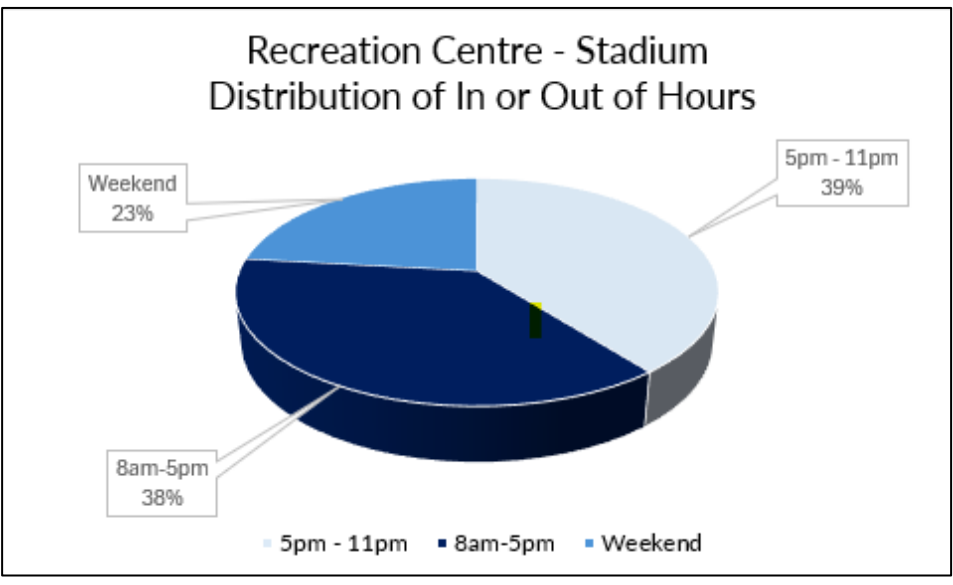
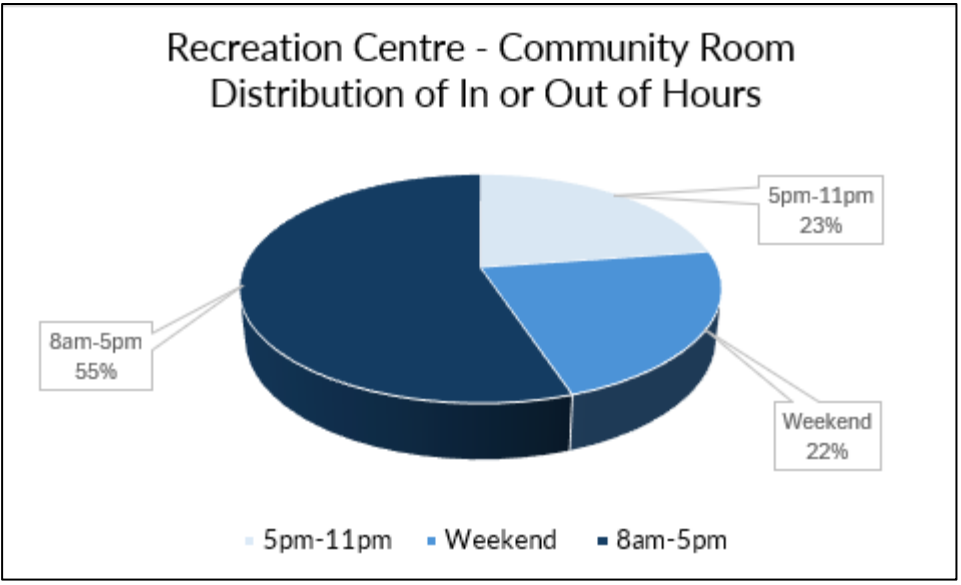
Overview of Usage:

- The Recreation Centre Community Rooms welcomed 25 new user groups, featuring a diverse range of activities including a Pilates class, a calisthenics group, a yoga session, a religious social group, two (2) social gatherings, and two (2) mental health support programs.
- In the Recreation Centre Stadium, there were introductions of five (5) new groups participating in various sports; 3x3 Football, laser tag, badminton, netball, and volleyball.
- Throughout this quarter, the stadium saw individual users utilize the space 240 times for basketball and netball shooting practice from 8am to 5pm.
- Council staff have noted a consistent use of the facility during the lunch hours of 12pm to 2pm by Palmerston CBD workers for their recreational activities.



**Usage times:**

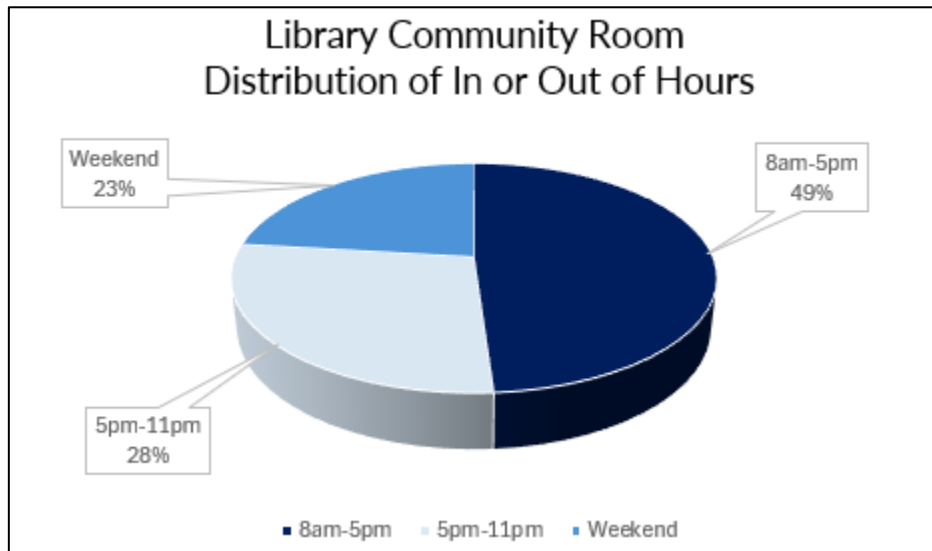
- The usage patterns for the stadium and community rooms at the Recreation Centre, both during 8am-5pm, 5pm-11pm, and on weekends, show similar trends across these two (2) facilities.
- The stadium experiences increased activity after business hours, while the Community Rooms are more frequently utilised between 8am and 5pm.



Library Community Room Usage

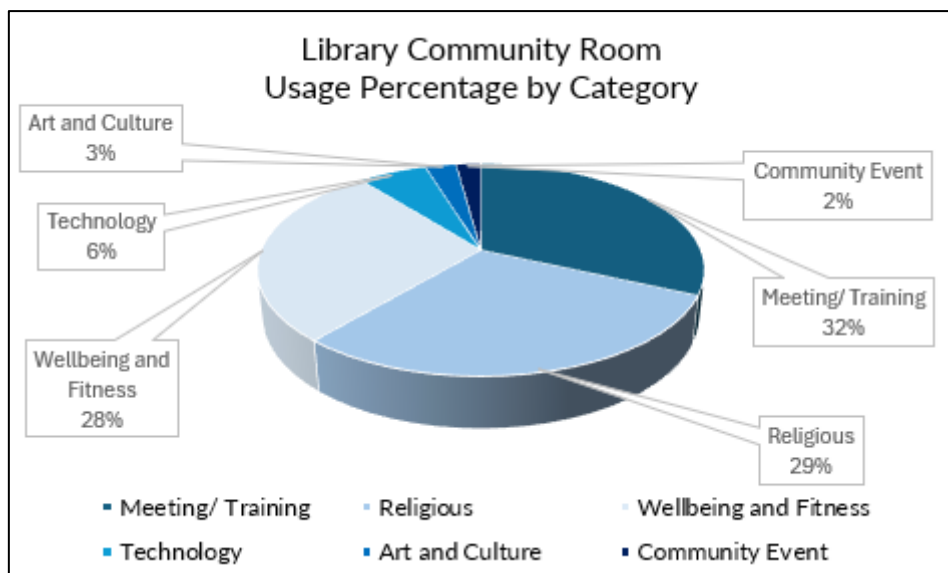
Overview of Usage:

- The Library Community Room had five (5) new user groups this reporting period including two (2) new religious organisations, two (2) new environmental groups and one (1) new language class.
- Community consultation was conducted by the Department of Social Services regarding Income Management and was well attended. One (1) business entity utilised the space to hold job interview.
- Usage of the Library Room Community Room sees its most extensive use from 8am to 5pm, followed by a lesser, yet significant, level of activity from 5pm to 11pm.



Categories of use:

- Usage of the Library Community Room is split across wellbeing, religious gatherings and meeting and trainings.
- Not for Profit Community groups access the room for activities such as pregnancy education classes, yoga, meditation and a regular Dr Who appreciation social group.
- Nine (9) religious groups use the room on a weekly basis with regular and ongoing bookings. CoP usage includes the Code Club and Geek Squad.



**Front Counter Relocation and New Public Computer Desks**

On Saturday 9 March 2024 the library interior had a mini facelift. We received some brand-new public computer desks which are more modern, save space and have privacy screens.

The library front counter location was identified as a risk in a WHS audit as it was hidden away and not viewable from the exterior of the building. At the time of installing the new PC desks, the front counter was also relocated to reduce the identified risk, and it is also more accessible as the public enter the

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building, making it more user friendly. Another benefit is that the new position allows staff increased visibility of the library space and more available to assist the public easier.



### *Mobile Printing App – Princh*

On Wednesday 6 March, the library transitioned its printing service from PrinterOn to Princh. Princh, an easy-to-use app, enables community users the ability to upload documents and pictures from any location and retrieve them from the library at their convenience. Additionally, users have the option to upload prints directly through the library's website. The application is available for free download on various app stores, or users can simply scan the QR code displayed at the printers to upload their documents online.



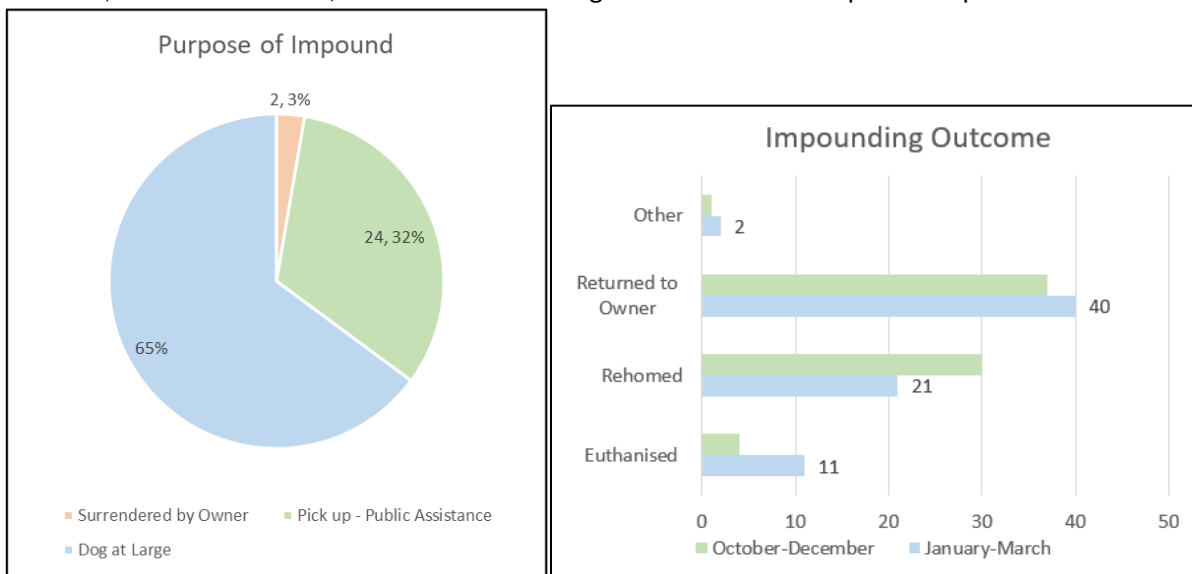
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**Dog Registration**

This quarter there were 5031 dogs registered withing the municipality, 472 more registered for the same time of year.

**Impounding & Pound Management**

Over the reporting quarter, Council impounded a total of 74 dogs, a slight increase in the total number of dogs impounded from the previous quarter. The tables below provide a visual representation of the purpose of impoundment and the outcome. Officers noted an increase in the percentage of animals impounded with 65% in comparison to the previous quarter of 45%. A further 33% were contained by the public and 3% were surrendered by an owner, which indicates a significant decrease from 26% in the previous quarter. The below graphs display a comparative review of the number of animals that were rehomed, returned to owner, and euthanized throughout the current and previous quarter.



The quarterly pound management statistics show an average length of stay of 4.5 days.

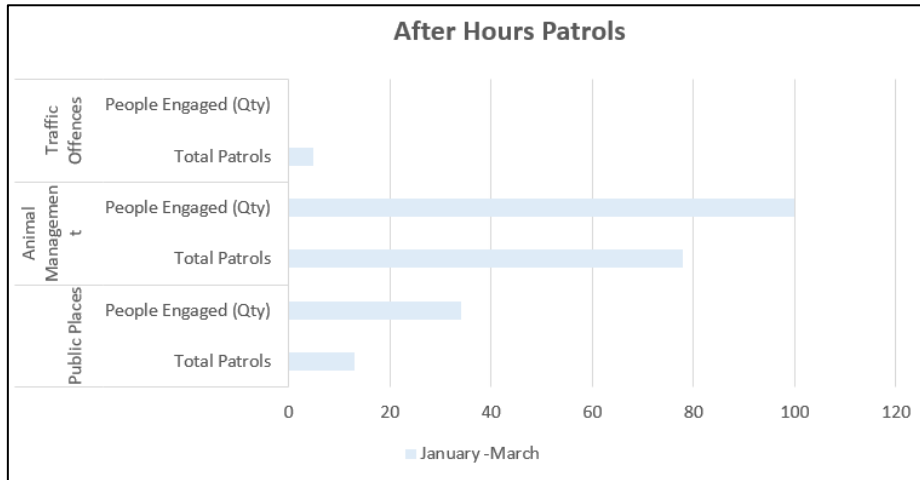
**Animal Management By-Law Review**

Council has recently completed Community Consultation on the Draft Animal Management By-Laws which was considered at its Ordinary Meeting on Tuesday, 19 March 2024.

The Council resolved to adopt some amendments to the By-Laws, mainly dealing with livestock. The By-Laws are expected to be implemented in July 2024.

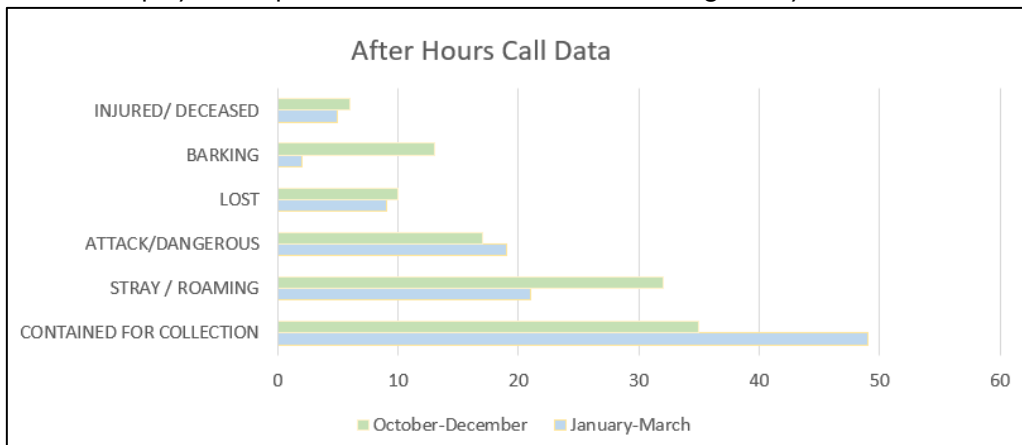
**Out of Hours Ranger Engagement and Patrols**

Throughout the quarter, Rangers undertook additional compliance and engagement patrols outside regular business hours. A total of 96 out-of-business hour patrols were conducted, with a primary focus on addressing alleged animal management offenses, unauthorised camping, overgrown properties, litter reports, and limited parking or traffic offences. This included activities such as addressing instances of dogs roaming freely, monitoring dog park activities, and following up on registration and licensing matters and Ranger attendance at the By-Law consultation events. The graph presented below offers a visual representation comparing the purposes of these patrols. The outcome of these patrols, as reported, indicates a large number of engagements with animal management and public places matters.



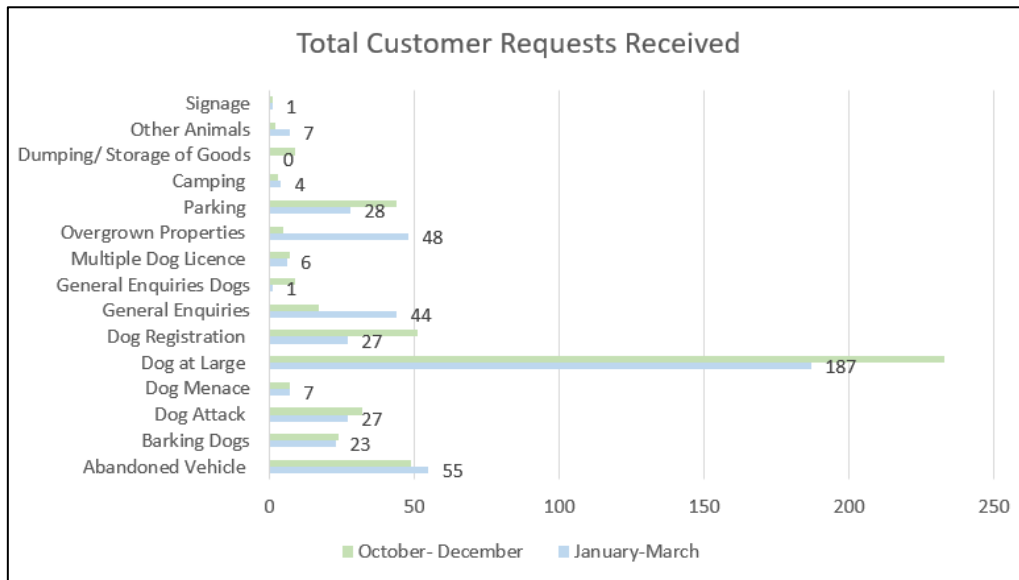
In addition to the afterhours patrols, Regulatory Services received 105 after-hours calls mostly in relation to animals at large and or contained for collection which is anticipated due to dogs becoming at large with the change in weather conditions.

The below table displays the representation of afterhours call for Regulatory Services.



**Regulatory Services Customer Action Requests**

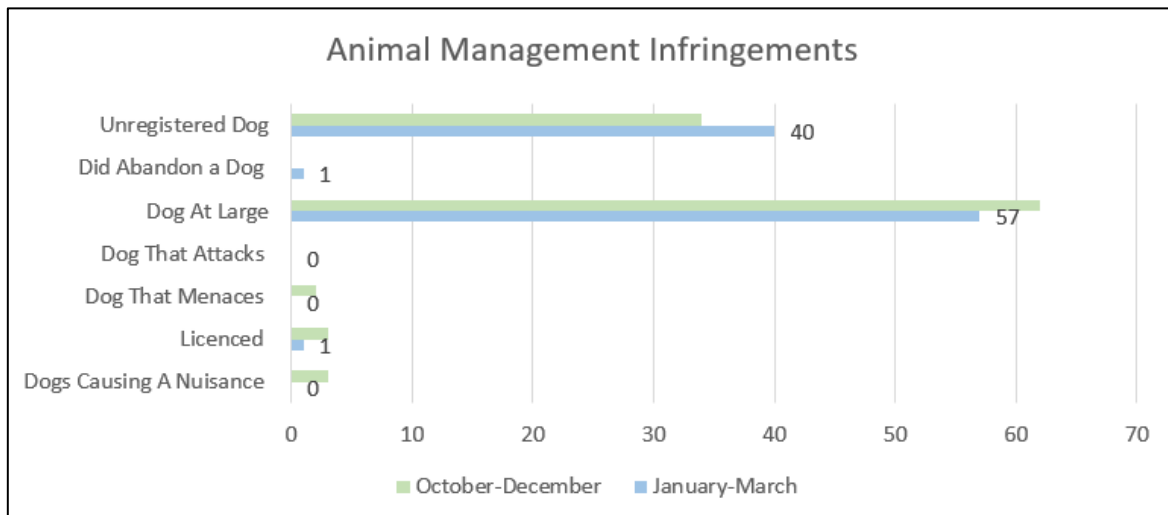
The below table provides a representation of the cumulative count of customer action requests submitted to Regulatory Services over the course of three quarters. Animal Management continues to lead in the customer reporting requests across all regulatory functions. Over the current quarter, Regulatory Services responded to 465 customer action requests, animal management continuing to make up a large proportion of the requests received.

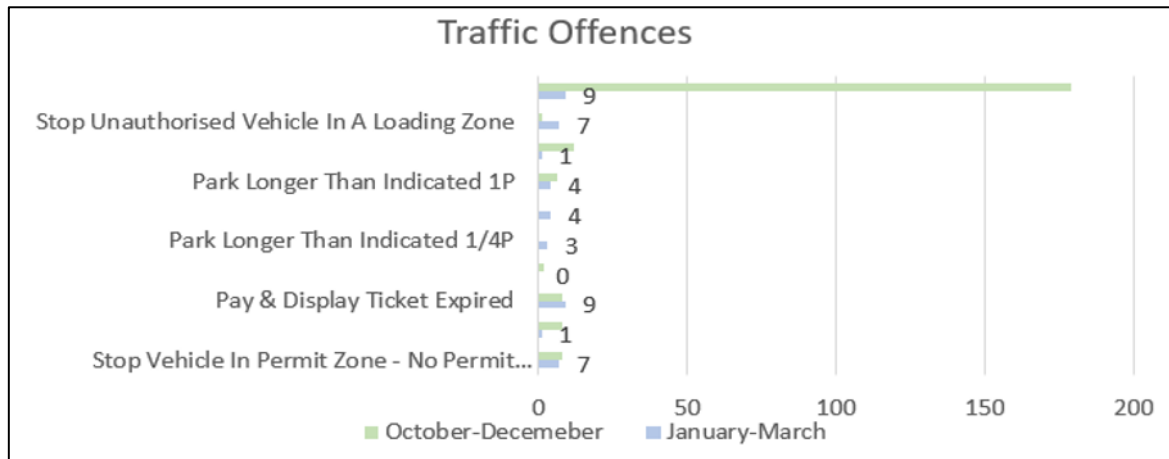


**Palmerston By-Law Offences and Infringements**

A total of 87 infringements have been issued for animal related offences within the reporting quarter, dogs at large and unregistered dogs making up the primary infringed offences. The below tables provide a visual comparison of the totals incurred of the current and previous quarters.

The second table provides the total number of traffic related infringements issued. It should be noted that parking within the previous quarter was conducted on a compliance basis rather than daily patrols, however this quarter the Regulatory Service Department recommenced CBD parking patrols





### Palmerston Library Access Statistics

|                            | January | February | March | Total  |
|----------------------------|---------|----------|-------|--------|
| Library Visits             | 10,686  | 12,399   | 8,500 | 31,585 |
| Library Members            | 9,823   | 9,829    | 9,824 | 9,824  |
| Library Items Borrowed     | 7,075   | 6,785    | 7,130 | 20,990 |
| Hours on Public PCs        | 1,296   | 1,319    | 1,342 | 3,957  |
| Library Programs           | 1,031   | 871      | 631   | 2,533  |
| Library Programs Delivered | 58      | 36       | 29    | 123    |

### Palmerston Library Program Statistics

| Program                   | Sessions  | Total Attendance |
|---------------------------|-----------|------------------|
| School Holidays           | 18        | 708              |
| Storytime                 | 14        | 574              |
| Nursery Time              | 10        | 478              |
| Incursions                | 7         | 170              |
| Gadgets and Games         | 10        | 81               |
| Get Tech Savvy            | Adhoc     | 56               |
| Geek Squad                | 10        | 112              |
| Code Club                 | 6         | 110              |
| Lego Club                 | 10        | 60               |
| Late Night at the Library | 5         | 87               |
| Special Events            | 3         | 97               |
| <b>Totals</b>             | <b>93</b> | <b>2,533</b>     |

\*Get Tech Savvy is one on one computer/device help

\*Statistics for March current as of 21/03/2024

## **6. Governance**

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

### **3. Healthy working partnerships.**

#### Palmerston Kids Network (PKN)

PKN held the first meeting of 2024 on 15 February. Attendees discussed topics including International Women's Day, Harmony Day, SWELL, Harvest Corner Community Garden, and the recent opening of Foodbank NT in Yarrowonga. Members shared organisational updates on the Young Mums Strong Mums Program (Palmerston Child and Family Centre) Facilitation of Resilience Sessions for year five and six school children (TeamHealth).

The Primary Health Care team have published the Healthy Choices Made Easy guide for workplaces and businesses, along with online training for Early Childhood Centres. Members took part in a mental health workshop facilitated by Mental Health Australia, to highlight the importance of personal mental health when working in demanding and high stress industries.

#### Palmerston Safe Communities Network (PSCN)

PSCN held one network meeting this quarter providing networking opportunities, sector updates and a platform for attendees to raise awareness of safety issues within the Palmerston Community. Topics raised include domestic violence, support services and initiatives, transit safety in particular frequent reports from seniors and young mothers not feeling safe to use public transport.

#### Palmerston Seniors Network (PSN)

PSN held one (1) network meetings this quarter providing networking opportunities, sector updates and a platform for attendees to raise awareness of issues critical to seniors in our community. Topics raised include positive feedback on recent City of Palmerston events including Christmas Wonderland, and Australia Day, questions as to whether Council could provide free mulch to seniors once a year, and the growing need for dedicated nursing home facilities in the city to reduce pressure on the public hospital.

#### Palmerston and Rural Youth Services Network (PARYS)

The PARYS network held the first meeting for 2024 on 20 February, and attendees shared sector updates which included The Youth Opportunity Compass a project by the Community Investment Committee on ways to help navigate government data available on young people in the greater Darwin region. Discussions were held around food insecurity and the opening of Foodbank NT and how services can become a referrer to support individuals and Families in need.

## **CONSULTATION PROCESS**

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

- Community Services team
- Library Services team
- Regulatory Services team

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in community safety.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
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

|                      |   |
|----------------------|---|
| <b>AGENDA ITEM:</b>  | 13.2.2  |
| <b>REPORT TITLE:</b> | Infrastructure Quarterly Report January to March 2024 |
| <b>MEETING DATE:</b> | Tuesday 2 April 2024                                  |
| <b>AUTHOR:</b>       | Administration Assistant, Grace Matteucci             |
| <b>APPROVER:</b>     | General Manager of Infrastructure, Nadine Nilon       |

### COMMUNITY PLAN

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

### PURPOSE

This Report summarises the key activities undertaken by Infrastructure in the January to March 2024 quarter.

### KEY MESSAGES

- There were 4139 free Wi-Fi users in the quarter.
- Public lighting designs have been completed for Stockwhip Drive - Marlow Lagoon, Allamur Court and Harrison Park - Woodroffe, Essington Park - Gray and Cunningham Circuit - Gunn.
- The detailed design for the Driver Community Centre redevelopment is underway following community undertaken consultation in late 2023.
- Land management activities are underway with specialist weed management being completed in Marlow Lagoon and Gunn Escarpment bushland areas, with planned wet season burns scheduled for the next quarter in the Gunn Escarpment and Archer Waste Management Facility.
- Tree Canopy Mapping has occurred as part of greening and cooling assessments which will inform future programs and activities, including providing additional over time.

### RECOMMENDATION

THAT Report entitled Infrastructure Quarterly Report January to March 2024 be received and noted.

### BACKGROUND

Infrastructure provides a quarterly report to Council on key activities undertaken during the quarter and further works underway for the next quarter.

### DISCUSSION

#### 1. Family and Community

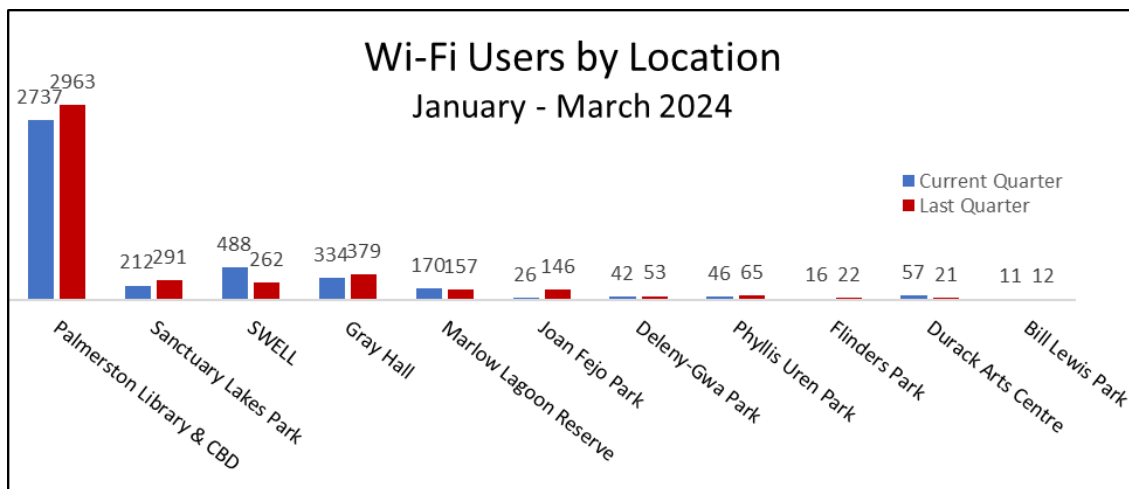
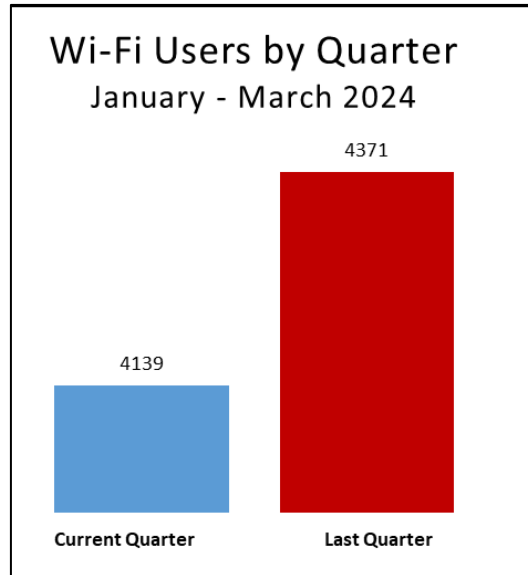
##### Objective 1.1 'We focus on families'

##### Public Wi-Fi

City of Palmerston's (CoP) quarterly Wi-Fi report highlights a user range of 3,500-5,000, with a notable increase in usage at SWELL, Marlow Lagoon Reserve, and Durack Arts Centre. However, overall lower utilisation was observed due to weather conditions affecting outdoor activities. Bill Lewis Park and Flinders Park are locations with the integrated solar picnic tables, and consistently show low usage

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throughout the year. This will be monitored further, along with checking of signage, to determine whether these locations are viable ongoing.



**Objective 1.2: 'the wellbeing of our community is a focus for all our work'.**

Play Space Strategy

Council's Play Space Strategy guides Council's decision making and investment in providing diverse recreation opportunities for people of all ages and backgrounds to meet, socialise and be physically active.

This quarter Council improved access and connectivity within Marlow Lagoon dog park, upgraded public litter bin infrastructure across the Municipality and increasing the number of dog waste bag dispensers. The old brick BBQ shroud has been replaced at Marlow Lagoon. Eric Asche Park will receive a new dual-purpose tap assembly at the rotunda to improve visitor experience & facilitate maintenance activities.

### Outdoor Basketball Half-Court

Planning is underway to connect the new basketball half court at Marlow Lagoon Recreation Reserve to the main park path network. Proposed solar reflective surfacing for the court will occur in the coming dry season.

### Play Space shade and Inclusive, Diverse and Accessible Equipment

Procurement is underway for Sister Frederick Mangan Park all abilities swing & shade; works are anticipated to commence this dry season. Document development is underway for renewal of the Sanctuary Lakes playground and Marlow Lagoon junior unit.

### Planning Responses

Council considers the social implications of all planning and decision making, including when contributing to Territory Planning processes and provide advice on development approvals.

For the quarter, 9 planning applications were referred to Council for comment during the reporting period with 9 responses provided to Development Assessment Services at the time of reporting.

No strategic planning responses were provided during the quarter.

## **4. A Future Focus**

### **Objective 4.1: 'We support and foster innovation'**

#### FiberSense

FiberSense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that CoP will be able to use for planning and improvements to the city. With this level of detail, Council can better plan for future growth and make improvements so that Palmerston continues to be a 'Place for People' by being safe, welcoming, and livable.

A total of 60km of fiber optic cable has been laid throughout Palmerston Central Business District (CBD) and Tiger Brennan Drive. FiberSense has completed 100% of the cable installation and splicing for the project within the road network. CoP is continuing to work with FiberSense in relation to the implementation and usage of the data.

The initial system will include traffic data and asset protection i.e. excavation and works occurring in public domain. The system will also have the ability to re-enact/simulate events such as accidents with accuracy. Following the launch, work will continue as the next stages as per agreement to include things such as people movement in 2024.

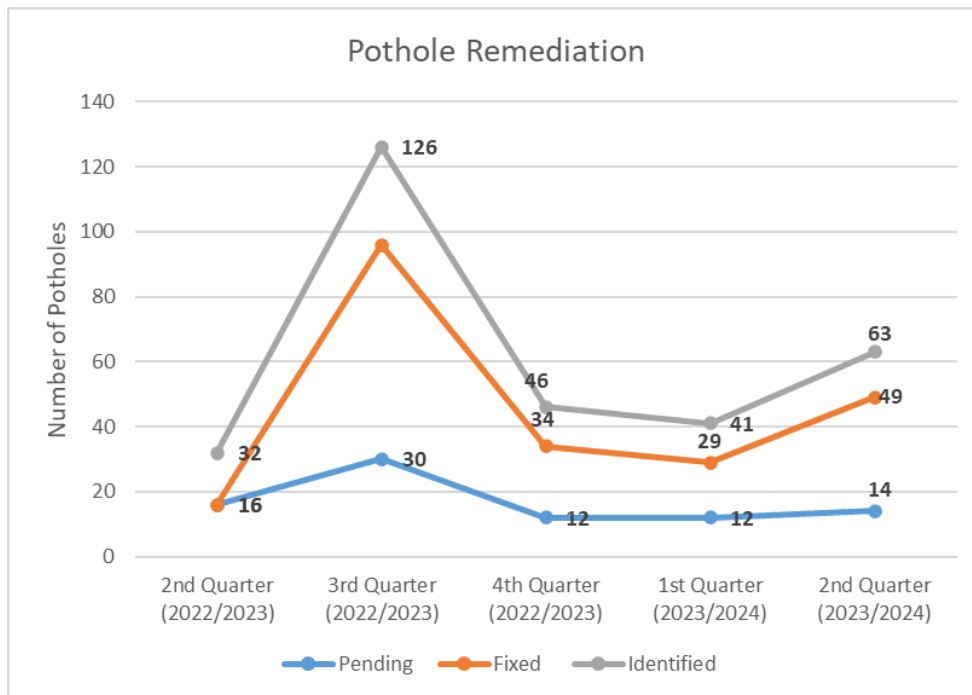
#### Zuccoli - Private Development - Subdivisions:

The development of Zuccoli continues. This quarter saw the delivery of Aspire Stage 3D.1. The latest subdivision stage introduces 43 new allotments, accommodating the population growth within the Palmerston municipality, in line with the Community Plan.

### **Objective 4.2: 'Infrastructure is fit for purpose'**

#### Potholes

There were a total of 63 potholes identified during the quarter as requiring repair works, of which 49 were completed with the remaining 14 to be completed in April 2024.



**Data as of 11 March 2024**

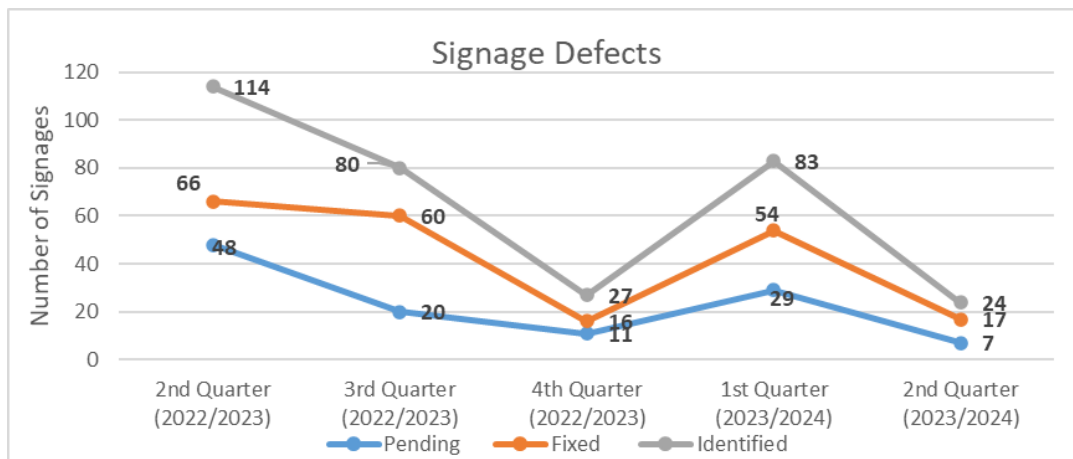
Road Renewal

The completed road condition assessment survey has been used to inform the 5 year Capital Works Program. Program works scheduled for the next quarter include:

- Woodlake Boulevard
- Victoria Drive
- Lakeview Boulevard
- Emery Avenue
- Broadarrow Circuit / Woodroffe Avenue intersection

Signage

This quarter 24 road signs were identified as requiring repair works. Repair works on 17 signs have been completed and 7 are scheduled for completion in April 2024.

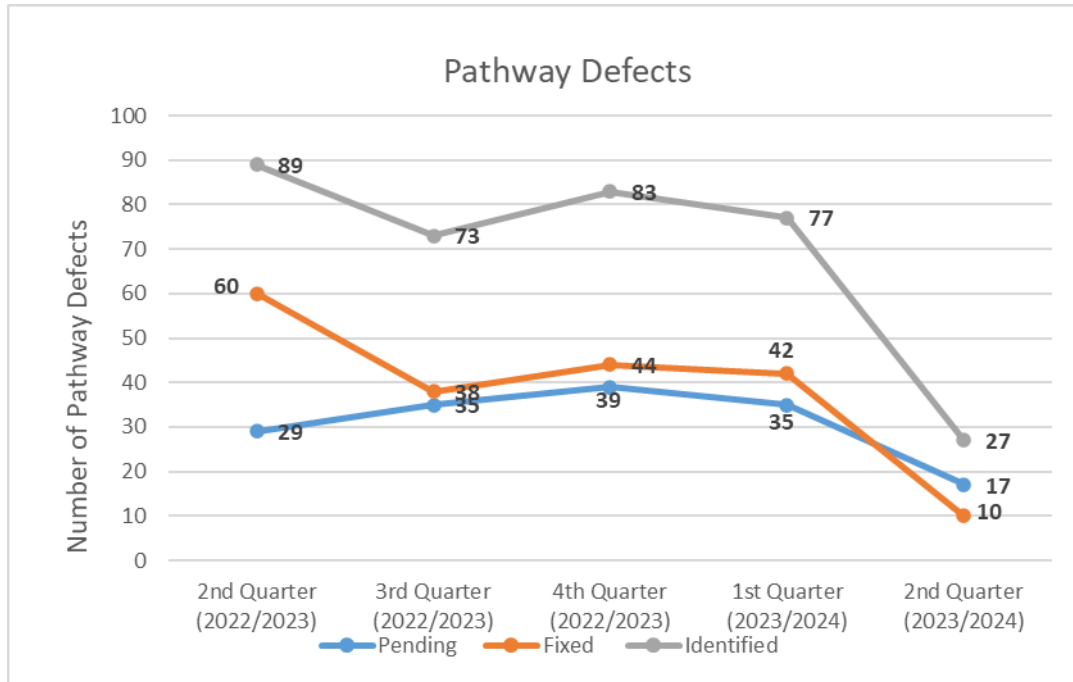


**Data as of 11 March 2024**

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Pathways

This quarter 27 pathway locations were identified as requiring repair works. Works to 10 pathways have been completed with the remaining 17 are scheduled for completion in the next quarter. The maintenance of our pathways contributes to the safety of the community and ensuring infrastructure is fit for purpose.

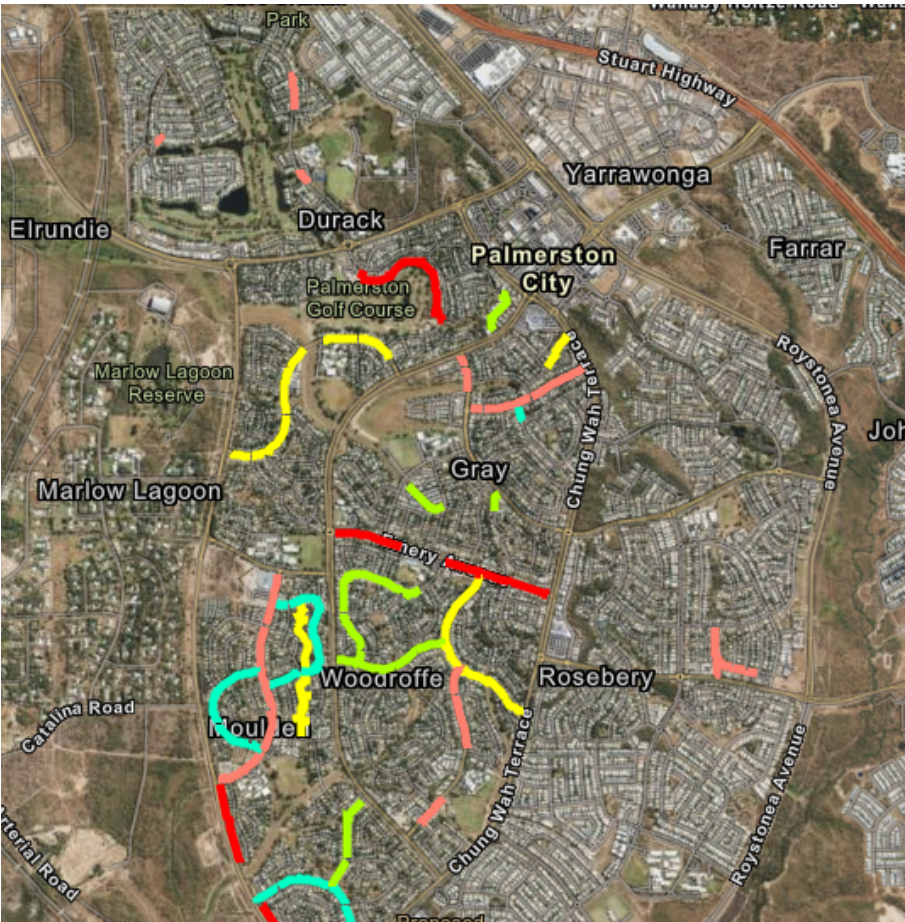


**Data as of 11 March 2024**

Pathway Replacement and Renewal

Planning and design works for the 2023-2024 New Pathways Program has been completed with procurement documents being prepared to progress the works in the next quarter. Mapping and analysis has been completed using Council's systems to improve the development of pathways programs and provide a visual representation of locations.

The image below is an example of the program being developed. Once pathway locations are confirmed for each year, these will be available as reference on Council's website.

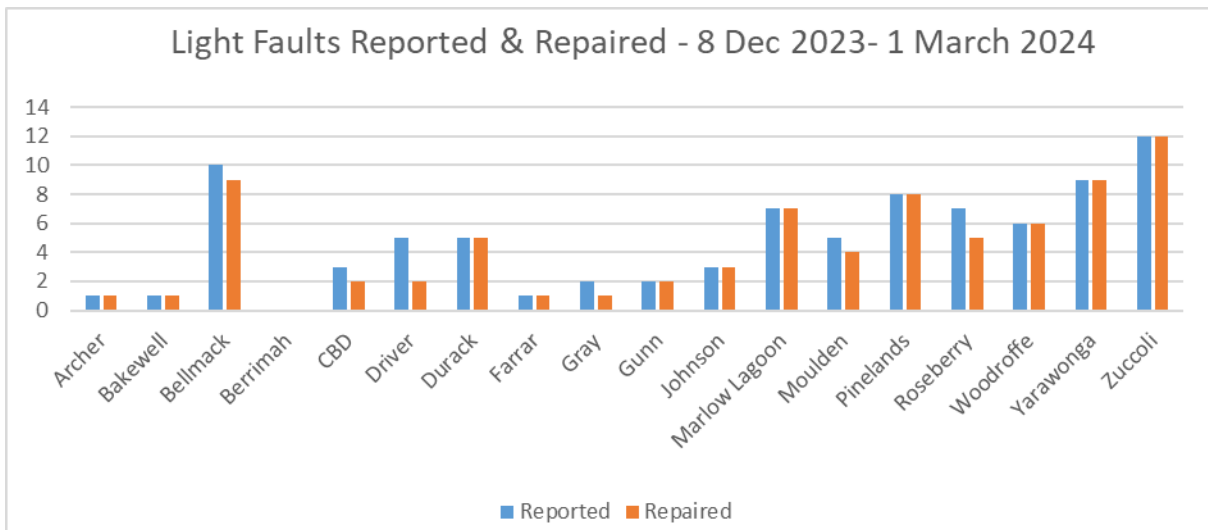


**Indicative 5-year pathway replacement and renewal mapping ArcGIS**

Light Fault Rectification

This quarter 87 (1.6% of total inventory) light faults were identified. 78 of these have been rectified (90% of faults in this period) and works are continuing to rectify remaining 9 faults.

Council is continuing to undertake scheduled night inspections and rectification works, with a total of 99% of streetlights working as of 12 March 2024.



**Data as of 11 March 2024**

Lighting Upgrade and Renewal

Upgrade and Renewal Programs have been developed for Street Lighting and these continue to deliver beneficial outcomes, safety improvements and energy efficiencies for the community. The Dark Spots Program identifies locations of ‘dark’ areas throughout the municipality that can be improved through public lighting, including street lights.

**Dark Spots:**

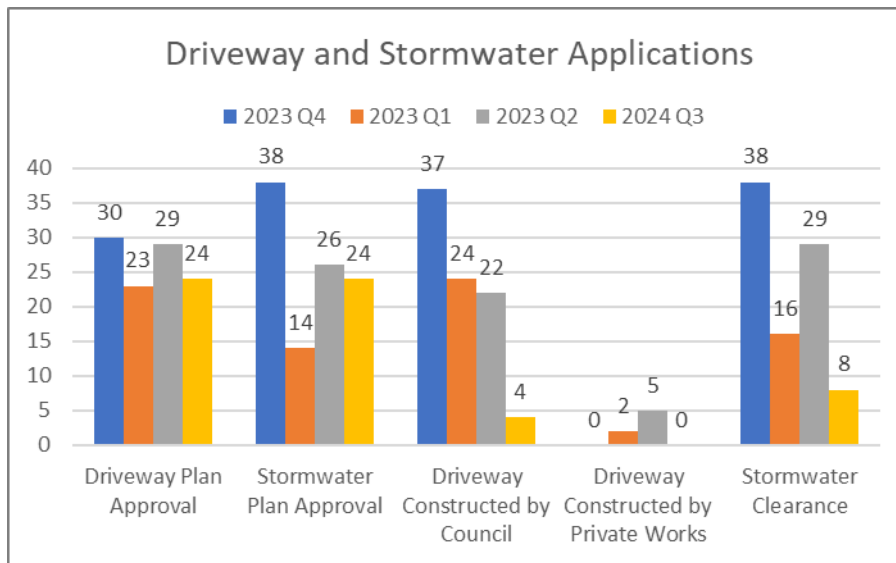
- Designs have been completed for Stage 1 works which consist of Stockwhip Drive, Allamur Court, Harrison Park, Essington Park and Cunningham Cr.
- Investigation of the Palmerston CBD lighting is continuing, and this will inform CBD areas for inclusion into the Dark Spots works program.
- Submissions have been received for the Street Lighting Capital Upgrades Contract with award anticipated by end of March 2024. Stage 1 Works are anticipated to commence in April 2024.
- Development of the 2023-2024 works program has been finalised and the 2024 - 2025 program is underdevelopment. The 2024 - 2025 program will include the CBD lighting upgrades.

Driveways and Stormwater

In total 60 applications were received for the quarter as of 14 March 2024. Applications related to 37 total allotments, 33 of which belonged to properties in Zuccoli.

The 60 applications consisted of the following:

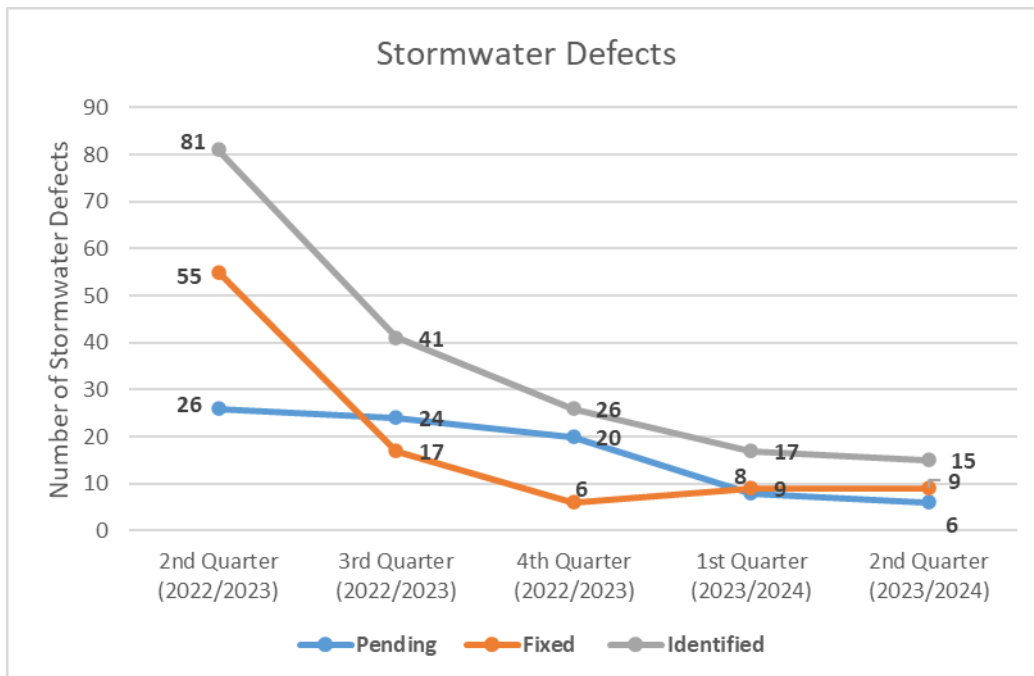
- Approved 23 driveway plans, 20 of which belonged to new properties in Zuccoli.
- Processed 5 driveway construction requests, each of these requests belonged to new properties in Zuccoli. All driveways have been constructed.
- Approved 23 stormwater designs for house connections to Council owned infrastructure, 20 of which belonged to new properties in Zuccoli.
- Reviewed and inspected 8 stormwater clearance requests, with the issue of 8 connection approvals. Each of these approvals belonged to new properties in Zuccoli.



Data as of 14 March 2024

Stormwater

Ongoing condition inspection of stormwater drains, pipes and pit other minor civil works have been carried over the wet season. 15 stormwater defects have been identified with 9 defects rectified and the remaining 6 being completed in the next month.



Data as of 11 March 2024

Stormwater Capital Program

Planning and design works for the 2023-2024 Stormwater Program are expected to be finalised in April with the completion of the contour survey of the open drain network. This will inform the removal of

sediment and realignment of sections of the network to restore the drains to full operational capacity. Works are scheduled to commence during the dry season.

### Irrigation

Significant data has been collected over the past few months in regard to irrigation infrastructure condition, which will improve maintenance planning, replacement and upgrade to systems, in line with our sustainability and urban greening strategies and programs.

In preparation for the upcoming dry season, systems are being checked and works are occurring to ensure an effective transition to operation in the next quarter. The following irrigation and related bore/pump works have been completed in the past quarter;

- Maurice Dog Park irrigation up-grade
- Pretty Park irrigation up-grade
- Presidents Park main-line relocation
- Lake 10 replaced pump pick-up line
- Upgrade tree bubblers Farrar boulevard Johnston roundabouts and tree planting
- Lake 4 pump and irrigation control system upgrade
- Toupein/Georgine crescent roundabout upgrade
- Lake 7C pump filter upgraded.

### **Council Buildings and Facilities**

#### Mens Shed

The design for the accessible at the Mens Shed has been completed and the public tender closed 13 March 2024. It is anticipated that the contract for the construction works will be awarded in the coming weeks with works commencing in April 2024.

#### SWELL Precinct – Hall 2 and Gym Refurbishment

The refurbishment of the hall space within SWELL (adjoining the gym) is intended to create a more usable community space that provides open connectivity between Hall 2 and the Gym. The refurbishment was expanded to include replacement of the roof and those works were completed in November 2023.

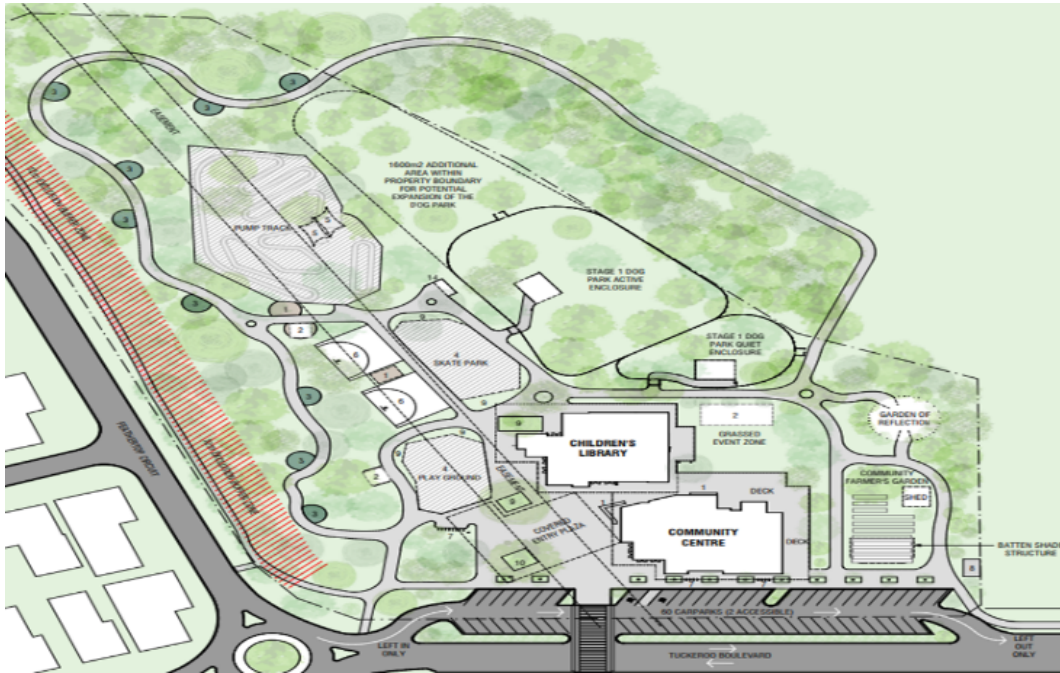
The hall and gym refurbishment works are nearing 100% completion with only the sliding door to be completed and an upgraded access ramp. Formal handover to Belgravia as the operators of the gym is on schedule for mid-April.

#### Zuccoli Community Hub – Stages

The Master Plan for the Zuccoli and surrounds Community Hub, incorporates an off-leash dog park, walking trails, a skate park and pump track, a playground, children's boutique library, community centre and a garden of reflection. The project has an estimated cost over \$20 million and is anticipated to be delivered over a 5-year period, commencing in 2022.

The first stage of the Dog Park has been completed, including public toilet, and the second stage will include the pump track and walking trail, with associated earthworks.

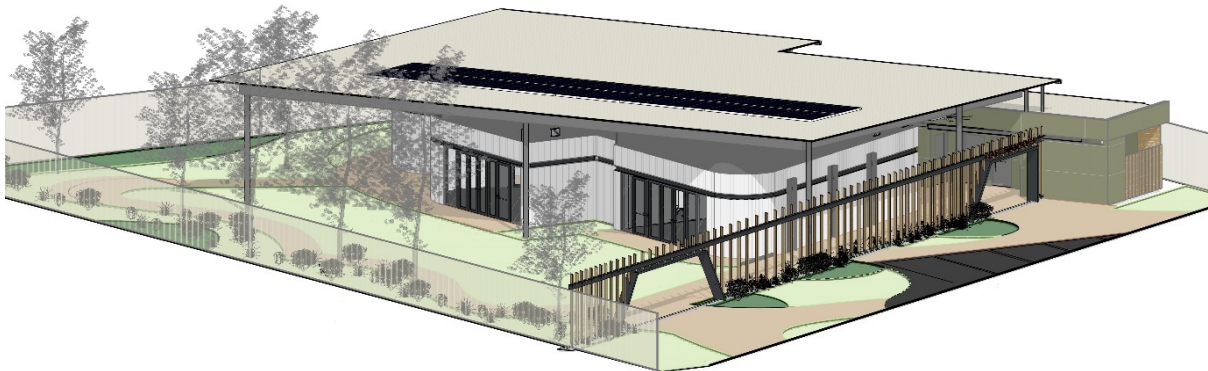
A Geotechnical assessment of the site was completed to inform the civil design, which was awarded to a local engineering company, Stantec Pty Ltd. The civil design is currently at 70% complete and will enable the site to be appropriately developed in line with the staging requirements including earthworks and stormwater considerations. The civil design is expected to be completed April 2024 to allow for works to commence in the dry season.



**Project Site Plan**

Driver Community Centre

Following community consultation, final design of the redevelopment of the Driver Community Centre, including all construction documentation is expected to be received in June 2024. Funding is continued to be sought for the construction stage of the project.



**Driver Community Centre Indicative Preliminary Design**

**Environment Sustainability**

**Objective 5.1: 'Reduce our footprint on the environment'**

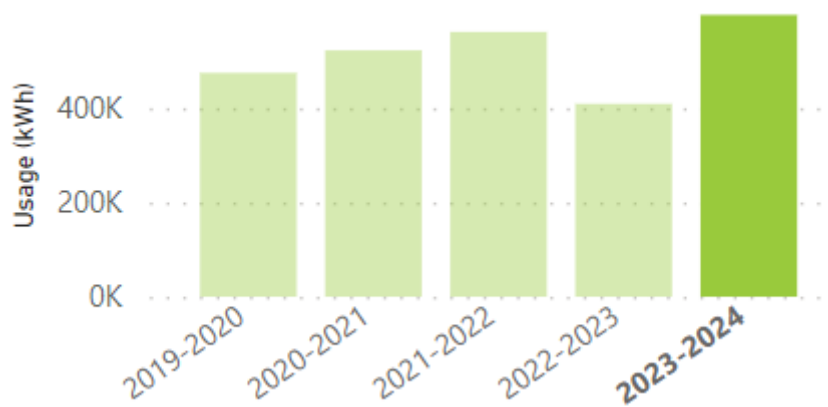
Changes to sustainability reporting:

To enhance the accuracy and completeness of quarterly reports, the date range for reporting has been adjusted for some parts of this report to cover the previous quarter, rather than part of the current one

where data can be limited to just one-two months rather than the full quarter (due to factors such as utilities invoicing and contractor reports). This adjustment in the reporting timeline will improve improving data integrity and ability to identify trends over time.

Electricity Consumption:

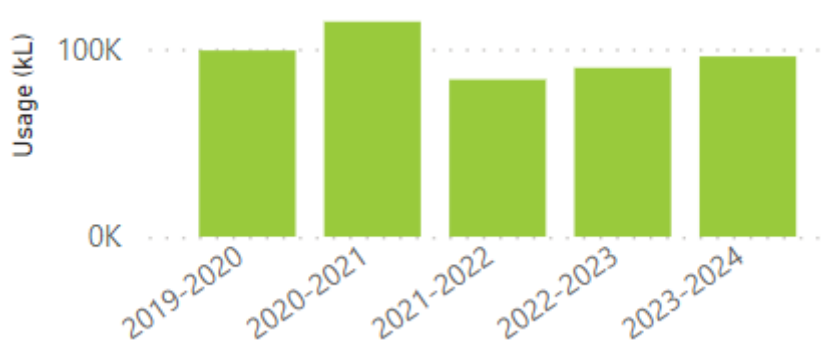
The below graph provides a comparison of the Council's total electricity consumption for the October to December quarter across each financial year, starting from 2019/2020. The data for the same quarter of the 2023/2024 reveals a 32% surge in energy usage compared to the same period the previous year. Increase in electricity usage can be attributed to factors such as the integration of numerous new assets such as SWELL, bringing it back to a similar range seen in the 2020/2021 financial year. The start of the wet season can also be a high energy use period subject to weather conditions.



**Energy Use – October to December - past five years**

Water Consumption

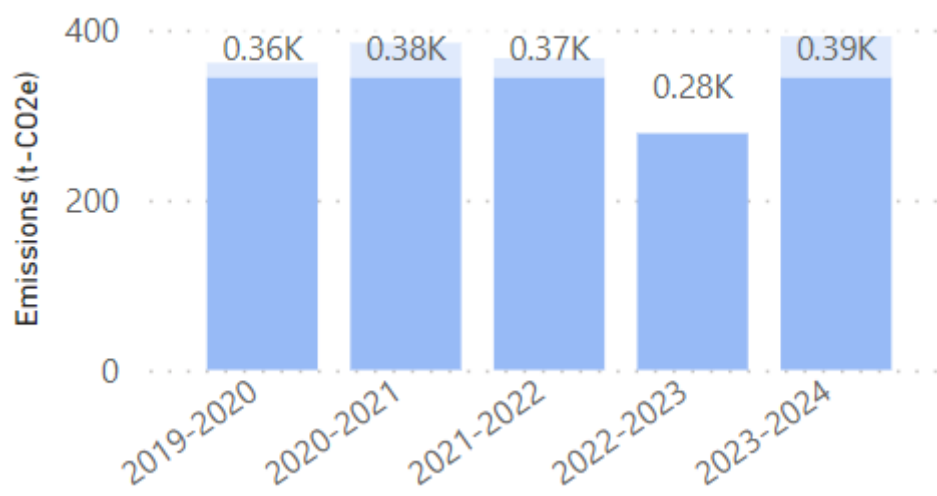
The graph below shows a comparison of Council's total water consumption for the October to December quarter of the current and past five years. 2023/2024 shows a 6.35% increase in water consumption compared to the same quarter of 2022/2023. This increase can be attributed to the repair and activation of a number of irrigation systems across the municipality as well as consequent to a number of leaks which have been detected and repaired. The usage is also affected by seasonal factors.



**Water Consumption- October to December - past five years**

Greenhouse Gas Emissions

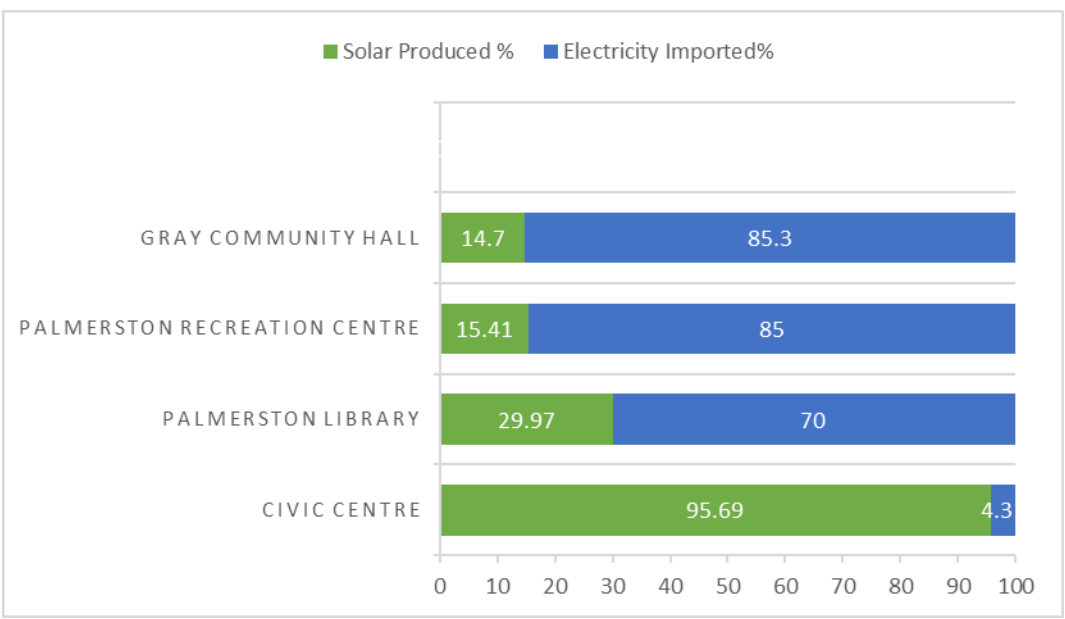
This quarter there was a 29% increase in emissions, bringing October to December totals closer in line with previous years. This increase is consistent with the increase in power usage. The graph below shows Council's total October to December emissions.



**Greenhouse Gas Emissions (t-CO2-e) - October to December – past five years**

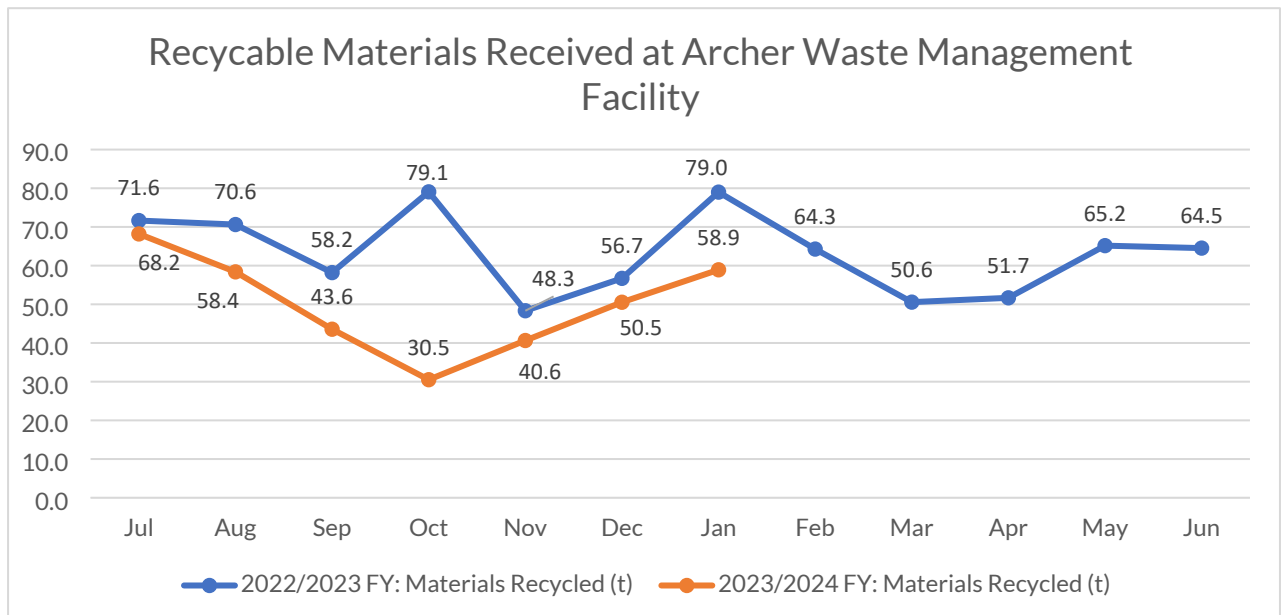
Solar Power Generation – Recreation Centre, Palmerston Library, Civic Centre & Gray  
 Council maintains the solar generation systems at four facilities (Palmerston Library, Civic Centre, Palmerston Recreation Centre, and Gray Community Hall). Live and recent solar power generation information is available on Council's website at:  
<https://palmerston.nt.gov.au/operations/environment/councils-renewable-energy#library>

The graph below illustrates the contribution of solar systems to the total energy consumption of Council buildings from October to December 2023. Notably, the Palmerston Civic Centre's solar system fulfills most of its energy needs. In contrast, Gray Community Hall and the Palmerston Recreation Centre have the lowest solar energy contributions relative to their requirements.



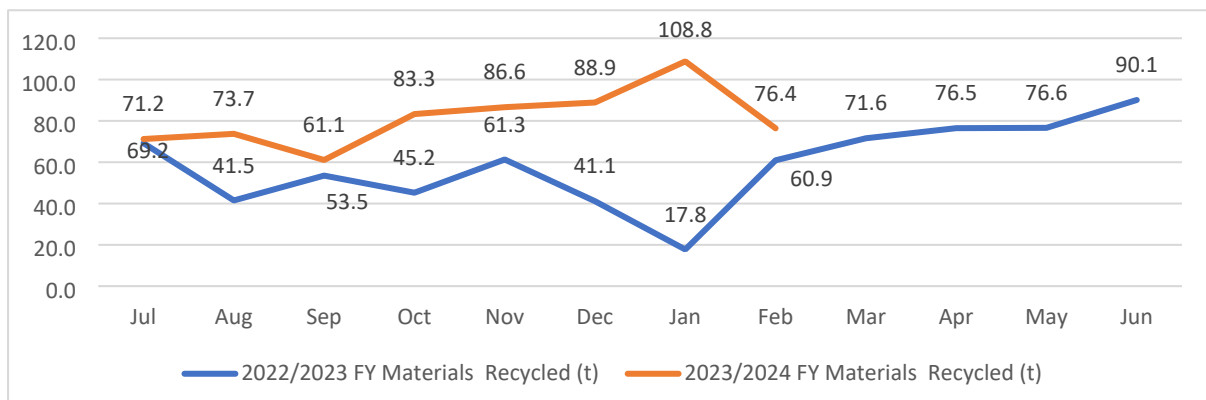
Recycling at Archer Waste Management Facility

The graph below tracks the tonnages of recyclable materials received at Archer Waste Management Facility. A comparison of the current financial and the 2022/2023 financial year shows similar quantities were received in November and December, with a decrease in January from 79 tonnes to 58 tonnes. It is noted that e-waste, white goods, and items donated for resale by HPA are excluded from the below.



Kerbside Recycling Service

The graph below tracks the tonnages of materials recycled through the Kerbside collection program. A comparison of the current financial year compared to the 2022/2023 financial year shows an overall increase in recyclable materials received.



Home Composting Rebate Program

“Council Initiatives” signage is displayed across multiple Council facilities to increase awareness of the Program.

As of 20 March 2024, Council received four new applications under the Home Composting Rebate Program in the quarter (compared to 6 applications received in the previous quarter). The total number

of applications for the life of the Program is 89. The Home composting Rebate continues to be promoted on social media and monthly, at the Elected Members stalls through the compost bin raffle giveaway.

| Period                                | QTR 3 (Jan – Mar 23) | QTR 4 (Apr – Jun 23) | QTR 1 (Jul – Sep 23) | QTR 2 (Oct – Dec 23) | QTR 3 (Jan – Mar) |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| New Applications                      | 10                   | 5                    | 4                    | 4                    | 4                 |
| Total Applications for Life of Scheme | 72                   | 77                   | 81                   | 85                   | 89                |

**Objective 5.2: Palmerston is a cool, shaded, green City**

Lake Weed Management

Council's lake management activities, including Salvinia weed management, are key to maintaining community expectations for lake aesthetics, wildlife habitat, and recreational fishing. Lake management continues to be successful with lakes consistently being maintained with 90-95% open water.

Lakebed Aerators

CoP maintains a network of fountains and aerators to maintain and improve water quality in the Palmerston Lakes.

Work on Council's successful application for funding under the Northern Territory Recreational Fishing Grants Scheme (NTRFGS) is underway. The aerator systems have been procured and Council staff are currently working to secure an appropriate contractor to install the aerators. Installation works will commence in early April.

Land Conservation (Weed and Fire) Management

CoP have collaborated with a land management specialist to conduct weed control around the municipality, targeting weeds in bushland around Gunn Escarpment, Marlow Lagoon, Archer Waste Transfer Station and Archer closed landfill. This control work builds on works undertaken in previous years, and the late start to the wet season has allowed target areas to be expanded.

Weed spray works in Gunn Escarpment are complemented by planned prescribed burns and fire break works. By having an integrated approach to managing Gunn Escarpment, Council can better achieve management objectives. These objectives include both land conservation management and biodiversity outcomes, as well as asset protection having regard to the adjoining residences.

Fire break maintenance works are scheduled to occur as soon as the ground is dry enough for machinery to safely access the required areas. This is expected to occur during April.

Prescribed burns are carried out in Palmerston and throughout the Northern Territory during the wet season to prevent against uncontrolled wildfire during the late dry season. Wet season burning contributes to protecting residents and assets, as well as contributing to conservation and biodiversity outcomes.

CoP is working with a land management specialist to determine the most strategic location for a prescribed burn in Gunn Escarpment bushland at the Archer Waste Transfer Station. Relevant communication with adjacent residents will occur prior to any burns.

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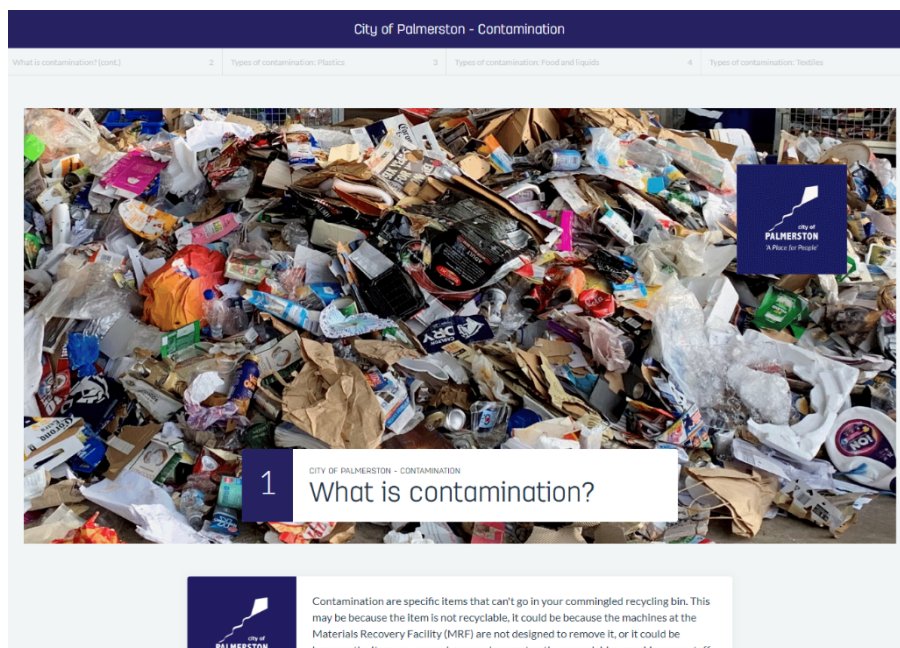
Tree Planting Program

Planting and establishment of 123 new trees across the Woodroffe drains path network are scheduled to commence in April.

**Objective 5.3: 'Encourage personal action and taking a leadership role'.**

Recycling Education

Council's online learning module on kerbside recycling contamination will be launched this quarter. This online module, accessible via the City of Palmerston website, aims to enhance recycling knowledge among residents, schools, and community groups within the municipality. It is a key component of broader initiatives to improve recycling education access and reduce contamination rates.





City of Palmerston

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Did you know that last year we received 1,335,000kg of recycling in our Kerbside Collection Service? Of that, just 63.79% was recycled, with the rest going to landfill. 🗑️♻️

👉 Swipe to see some of the recent contamination items in our recycling, including:

- ❌ Crab pot
- ❌ Door mats
- ❌ Cushions

Instead of your recycling bin, these are just some of the items that can be dropped off at Archer Waste Management Facility. ✅

For information on what can and can't be included in your household recyclable materials, visit [bit.ly/3PJSwSq](https://bit.ly/3PJSwSq)



## Tree Canopy Mapping

The canopy cover mapping project for Palmerston is nearing completion, with a comprehensive final report on the canopy's condition expected in the next quarter. The project data has been evaluated using an AI model, achieving a 95% accuracy rate. This mapping will support strategic decisions related to planting initiatives, urban heat mitigation and the development of environmental corridors, aligning with the Sustainability Strategy 2022-2026. It will also enhance the monitoring of developmental progress across the municipality.

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**2019 data overlaid on current satellite imagery, showing new housing in development.**



**2023 Palmerston CBD**

**Banners to Bags**

The Banners to Bags initiative has effectively repurposed over 20 obsolete advertising banners, totalling more than 100 square meters of material, into durable, water-resistant tote bags, thereby averting their disposal into landfill. This endeavour was realised through the efforts of students from STEPS Group's Adult Migrant English Program. The project provided these students with valuable community engagement experience and insight into potential business opportunities within Palmerston. These eco-

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friendly tote bags will be freely distributed at various community events, serving as a sustainable alternative to single-use plastic bags and further reducing waste.



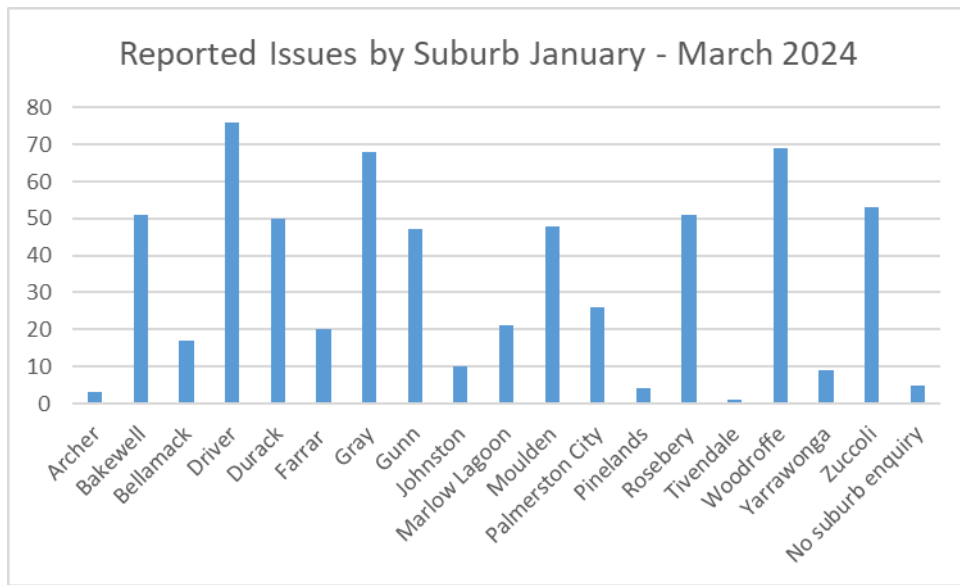
**5. Governance**

**Objective 6.1: 'Ensure we have a leading governance model'**

In total, 631 resident reports were raised in this quarter, with a total of 410 completed and 221 remaining outstanding as of 20 March 2024.

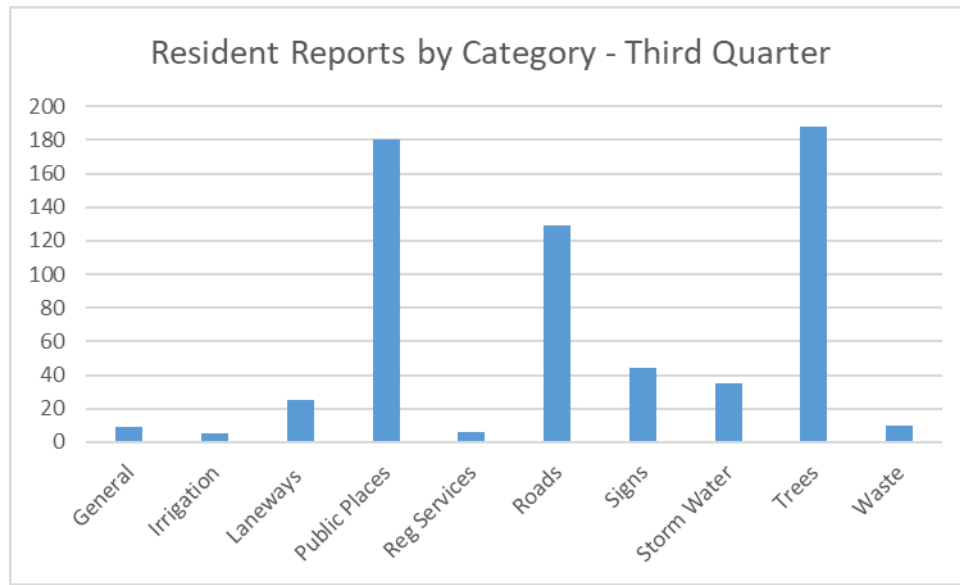
In this quarter, Driver residents raised the highest number of resident reports within the Municipality being a total of 76 reports, primarily pertaining to work related to Public Places (parks and paths) and Trees. These two categories emerged as the trend for most frequent enquiries received from the community.

The below data summarises resident reports by suburb to Council per month in this quarter.



**Note: Data as at 20 March 2024.**

The below data summarises resident reports by category to Council in the third quarter, as mentioned above, the most common resident reports are in regard to Public Places (parks and paths) and Trees.



**Note: Data as at 20 March 2024.**

**CONSULTATION PROCESS**

List any consultation process that has been done (spoken to relevant staff that this report or any decision made may affect).

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

- Executive Manager Projects and Infrastructure Services
- Open Space Lead
- Open Space Officer
- Land Conservation Officer
- Environment Officer
- Development Lead
- Asset Lead
- Civil Operations Team Leader
- Projects Lead

**POLICY IMPLICATIONS**

There are no policy implications for this Report.

**BUDGET AND RESOURCE IMPLICATIONS**

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

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

5. **Infrastructure**  
Failure to plan, deliver and maintain fit for purpose infrastructure.



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## **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



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## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

#### 14.1.1 FAQs - 2024-25 Council Member Allowances

THAT the Information 14.1.1 entitled FAQs - 2024-25 Council Member Allowances received from Department of Chief Minister and Cabinet be received and noted.

## Council member allowances – from 1 July 2024

### Frequently asked questions

The Remuneration Tribunal (**the Tribunal**) Report and Determination No. 1 of 2024 – Allowances for Members of Local Government Councils (**the Determination**) was made on 29 January 2024 and tabled in the Northern Territory Legislative Assembly on 14 February 2024. Below are answers to some commonly asked questions on the application of the Determination and how it links to the *Local Government Act 2019 (LG Act)*.

This document was created by the Department of the Chief Minister and Cabinet (**CM&C**). It does not form part of the Determination but aims to assist councillors and staff in understanding the Determination.

#### 1 – Changes

The Determination follows Determination No. 1 of 2023 - Allowances for Members of Local Government Councils made by the Tribunal in 2023. Some key changes have been made in the Determination from its predecessor. The changes come into effect on 1 July 2024 and include the following:

- Travel time while a councillor is travelling to and from council meetings, or to and from local authority meetings within their wards is now included in the Extra Meeting/Activity Allowance.
- Vehicle Allowance cap has been increased from \$5,000 to \$10,000.
- Vehicle Allowance paid to attend local authority meetings in the councillor's ward is not included in the \$10,000 vehicle allowance cap.
- Extra Meeting/Activity Allowance and Professional Development Allowance for shire councillors have been brought into line with all other councils.

#### 2 – Allowances

***Will the council need to make a decision to adopt the allowances?***

The Determination sets the value of the Councillors Allowance, Deputy Principal Members Additional Allowance and Principal Members Additional Allowance. The exceptions are Belyuen and Wagait Councils, for which the Principal Members Additional Allowance is capped at a certain amount, "as approved by council". These are the only councils that need to make a separate decision adopting the allowances up to the capped amount.

***The Determination shows an annual allowance, does that mean the full allowance is paid once per year?***

No, the Determination sets the maximum annual allowances for each council. Allowances are paid in accordance with council policy, usually fortnightly or monthly.

***Do the deputy principal member and principal member also get the Councillor's Allowance?***

Yes, the allowances determined for Deputy Principal Members Additional Allowance and Principal Members Additional Allowance are in addition to the Councillor's Allowance. Appendix A to the Report compares the current allowances with the new allowances and provides the total allowance for the Mayor (principal member) and Deputy Mayor (deputy principal member).

### 3 – Inclusions of all allowances

***If, before 1 July 2023, a council provided an allowance to councillors that was not required under the LG Act, for example an allowance for internet and phones, does it now need to come out of the allowances covered by the Determination? Can the council make a decision to pay allowances not mentioned in the Determination?***

The Determination sets what is covered by all allowances. For example, as the Determination specifies "contribution towards phone and internet usage", a council cannot pay another allowance towards such usage. However, there may be circumstances where, subject to council policy, it is appropriate for a council to supply a councillor with a phone, computer or related equipment, or reimburse a councillor's cost of purchasing such equipment.

### 4 - Extra Meeting/Activity Allowance

***Is the Extra Meeting/Activity Allowance limit of \$10,000 per council or councillor?***

The Determination only sets allowances for councillors not for councils. Therefore, the capped amount is set at \$10,000 per councillor for Extra Meeting/Activity Allowance per year.

***Are deputy principal members entitled to the Extra Meeting/Activity Allowance?***

Yes, deputy principal members are eligible to access the Extra Meeting/Activity Allowance as per paragraph 4.1 of the Determination.

***If a councillor has to cancel their attendance at a meeting or activity for which they have already received an allowance, are they required to repay the allowance?***

If payment has been made to the councillor prior to the meeting, then the councillor fails to attend the meeting that money must be repaid to the council. Councillors are only eligible for Extra Meeting/Activity Allowance for the time they are in attendance at the meeting or activity.

***If a councillor is unable to attend a meeting or activity due to illness or unforeseen circumstances, can they still claim allowances for the missed meeting or activity?***

No, a councillor can only claim allowances for a meeting or activity they were present for.

***Is there a minimum part/amount of time required for the attendance at a meeting to get the allowance, for example attendance at 80 per cent of the scheduled meeting?***

The Determination does not specify the minimum attendance time required per meeting. However, it is common for councils to have established policies and procedures in place for meetings and the payment of allowances to councillors. The Determination does nominate different amounts for the time period in attendance, including up to 2 hours, between 2 and 4 hours and more than 4 hours.

### Frequently asked questions

For example, if a councillor attends a meeting/activity for 1.5 hours and the full meeting was for 4 hours, the councillor is entitled to the 'up to 2 hour' amount (\$200).

***How is the Extra Meeting/Activity Allowance calculated if a councillor has multiple two-hour meetings a day, for example?***

The maximum Extra Meeting/Activity Allowance payable for any one day is \$500. That is, if a councillor attends four two-hour meetings, the maximum amount they will receive for attending those meetings on that day is \$500.

***Can a councillor claim the Extra Meeting/Activity Allowance for attending a meeting or activity via telephone/video conference?***

Yes, under sections 95(3)(a) and 98(3)(a) of the LG Act, the councillor's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

***Are councillors paid for attending local authority meetings?***

Local authority meetings qualify for the Extra Meeting/Activity Allowance only where a councillor attends the meeting in their own ward. If a councillor attends a local authority meeting of a ward that is not their own, they will not be eligible for the Extra Meeting/Activity Allowance.

***What sort of functions qualify for the Extra Meeting/Activity Allowance?***

Functions such as a citizenship ceremony, museum opening, presentation or award ceremony would qualify, provided the councillor is attending as a representative of the council and with the council's approval given through a council resolution.

***Is travel time to a special council meeting considered as part of the Extra Meeting/Activity Allowance?***

Yes, under the Determination, travel time taken to get to ordinary or special council meetings, and local authority meetings in the councillor's ward, may be paid as part of the Extra Meeting/Activity Allowance if the councillor has to travel more than 50 kilometres from their home for the activity. The payment is not included as part of the council's \$10,000 Extra Meeting/Activity Allowance cap.

## 5 - Professional Development Allowance

***Are there any limitations on the number of professional development courses that a councillor can take per year?***

The Determination does not limit the number of professional development courses that a councillor can attend each year. However, the course must be relevant to their role as councillor and be approved by the council.

***If a councillor needs to book flights and accommodation to get to the professional development course, would that be covered under the Professional Development Allowance?***

The Determination specifies that the Professional Development Allowance is an all-inclusive allowance, covering all costs associated with the professional development such as travel costs, vehicle allowance, travel allowance and travel time.

***For proof of completion of a professional development course, will a pass grade be required (if applicable) or will a confirmation of attendance from the provider be suitable?***

The Determination does not specify requirements for attendance or passing a course in order to be eligible for the Professional Development Allowance. This should continue to be managed in line with council policy.

***If a professional development course or several courses will cost more than the yearly allowance, can a councillor use their allowance for the following year?***

Yes, as long as it is still within their elected term. The Determination sets out in paragraph 5.4 that a total of two years' worth of allocations can be used in one financial year, as long as the councillor would still be within their elected term. Alternatively, if a councillor uses part or none of the allowance in one financial year, the allowance will be carried over for the following financial year only, although it will not continue to be carried across further years, even if the councillor is still in term during those years. For example, if the allowance is not accessed for two years, the councillor will lose access to one years' worth of the allowance.

***If a councillor does not wish to attend any professional development courses, can their allowance go towards other councillors to top up their allowance, for example be pooled for others to use?***

No, the Professional Development Allowance is capped at \$4,000 per financial year for each councillor of all councils. If a councillor does not access any of their Professional Development Allowance it cannot be accessed by another councillor that has exhausted their capped allowance and it does not get pooled towards any other allowance or person.

## 6 – Vehicle Allowance

***The reimbursement for vehicle use at the Australian Taxation Office (ATO) rate (85 cents per kilometre in 2023-24) may not fully compensate councillors for wear and tear on their vehicles. Is there a way the council can 'top up' the allowance?***

No, nothing can be paid above the ATO rate to compensate for vehicle usage. Nor can a council pay any additional allowance towards vehicle expenses.

***Can a councillor claim the Vehicle Allowance for travel outside of the council's jurisdiction?***

Yes, as long as the councillor is not receiving a vehicle provision or travelling in a council vehicle, and it falls within the circumstances set out in paragraph 6.3. For example, a councillor may need to travel outside of the council's jurisdiction to attend an approved function over 50 kilometres from home.

***If a councillor travels 30 kilometres from home in their private vehicle to attend an approved meeting/activity, will the councillor be eligible for the Vehicle Allowance?***

No, for a councillor to be eligible for the Vehicle Allowance, they must also travel more than 50 kilometres from their home to attend a meeting/activity with a minimum round trip of 100 kilometres.

***What happens if a councillor's Vehicle Allowance exceeds the capped amount?***

In the event that a councillor does go over the cap, they will still be eligible for travel time payments.

***Are councillors required to keep a logbook to claim the Vehicle Allowance?***

The Determination does not specify requirements for councillors to keep a logbook. However, subject to council policy, it is important for councillors to keep thorough documentation and records when claiming the Vehicle Allowance. Maintaining a diary, logbook or using GPS-enabled phone applications are acceptable methods for tracking travel and keeping accurate records.

## 7 – Provision of motor vehicle

***Is it the council's or the principal member's decision whether to have a vehicle provided or a Vehicle Allowance? For example it may be financially better for the principal member to take an allowance, but financially better for the council to provide a vehicle.***

For municipal and regional councils, it is the principal member's decision whether to have a vehicle provided or receive the Vehicle Allowance.

***If a councillor is acting as principal member, do they gain access to the principal member's Vehicle Allowance at paragraph 7.2?***

No, an acting principal member does not receive any additional allowances under the Determination. They will only be eligible for their usual Vehicle Allowance set out in paragraph 6. However, they may attend more meetings or activities than they otherwise would and be eligible for more Extra Meeting/Activity Allowance payments.

## 8 - Travel Allowance

***Can a councillor claim the Travel Allowance and/or breakfast, lunch or dinner for a full day trip from 7am to 7pm while on approved council business?***

No components of Travel Allowance (food and drink, incidentals or accommodation) can be claimed for day trips.

***Can a councillor claim the Travel Allowance if they are attending a meeting or activity outside of the Northern Territory?***

Yes, as long as they are staying away from home overnight and are on approved council business. Table 1 of Taxation Determination TD 2023/3 sets out the applicable rates for each city/location.

***Can a councillor claim both the Vehicle Allowance and the Travel Allowance for the same trip?***

The Travel Allowance includes a component for incidentals such as costs of transportation. If a councillor claims the incidentals component of the Travel Allowance, then the Vehicle Allowance cannot be accessed. However, subject to council policy, a councillor may wish to claim the Vehicle Allowance for the kilometres travelled and not claim the incidentals component of the Travel Allowance. In another situation, a councillor may drive more than 50 kilometres from their home to the airport, then catch a flight to attend council business and fly back to the airport the following

day. The Vehicle Allowance could be claimed for the kilometres travelled to and from the airport and the Travel Allowance claimed for the time between arrival at the airport on the first day and departure from the airport the following day.

## 9 - General

***When will the Determination come into effect since it was tabled in the NT Legislative Assembly on 14 February 2024?***

The Determination comes into effect on 1 July 2024.

***When will the Tribunal's next inquiry be conducted?***

The Tribunal has indicated in its report that there would be value in conducting an inquiry in 2025. A decision on the timing will be made by the NT Government. Councils are encouraged to gather feedback and evidence on the impact of the current Determination to provide as part of any future inquiry.

## Other Q&As

***Can a councillor get paid an allowance in advance?***

The Determination does not specify requirements for payments of allowances. Allowances for councillors are normally paid in arrears. This means that the allowances are paid after the completion of a specified period of time, e.g. a month. The exact timing of the payments may vary depending on the specific council and their payment cycle. However, it is common for councils to have established policies and procedures in place for the payment of allowances to councillors.

***What is the legal basis for the Determination? Do councils have to follow it?***

Yes, section 106 of the LG Act requires allowances to be paid in accordance with the Determination. Not following the Determination would be a breach of the LG Act and could potentially be improper conduct under the *Independent Commissioner Against Corruption Act 2017*. In addition, not following the Determination could result in allowances having to be repaid by councillors following an audit.

***Are the allowances taxed?***

Generally, all allowances are taxable except those that are paid as reimbursements. It is a councillor's own responsibility to seek taxation advice for their particular circumstances.

***Does the Determination have to be approved by the Minister for Local Government?***

No, the Tribunal is independent from the Minister. The Determination is final and requires no further approval.

# COUNCIL AGENDA

## Attachment 14.1.1.1

Frequently asked questions

***Will the Tribunal carry out reviews/audits on councils' compliance with its Determination?***

No, CM&C is responsible for administering the LG Act. While the Determination is made under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, section 106 of the LG Act requires allowances to be paid in accordance with the Determination. Compliance reviews or investigations carried out by CM&C may consider if a council has correctly followed the Determination.

***How can I access the full Report and Determination tabled in the NT Legislative Assembly?***

You can access the Tribunal's Reports and Determinations via [cmc.nt.gov.au](http://cmc.nt.gov.au).

If you have a query relating to the Determination, please contact the Local Government Unit in CM&C, via [LGQuestions.CMC@nt.gov.au](mailto:LGQuestions.CMC@nt.gov.au).

## 14.2 Correspondence

### 14.2.1 Inquiry into Local Government Sustainability

1. THAT correspondence dated 22 March 2024 14.2.1 entitled Inquiry into Local Government Sustainability be received and noted.
2. THAT a Report be provided to Council regarding the Inquiry Into Local Government Sustainability by the 2nd Ordinary Meeting in April 2024.

**From:** Committee, RDIT (REPS)  
**Sent:** Fri, 22 Mar 2024 04:08:05 +0000  
**To:** City of Palmerston  
**Subject:** House Committee on Regional Development, Infrastructure and Transport – Inquiry into local government sustainability – Invitation to make a submission  
**Categories:** Mayor/CEO

You don't often get email from rdit.reps@aph.gov.au. [Learn why this is important](#)

22 March 2024

Mr Luccio Cercarelli  
Chief Executive Officer  
City of Palmerston

Dear Mr Cercarelli

### **Inquiry into local government sustainability**

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced a new inquiry into local government sustainability.

As part of the inquiry the Committee will examine financial sustainability and funding frameworks of local governments, alongside changing infrastructure requirements and service delivery obligations. The Committee is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across regional, rural, and remote locations.

Workforce shortages across Australia relating to infrastructure and other service areas more broadly, particularly in regional, rural, and remote areas, will also be a focus of the inquiry. The Committee will also inquire into issues relating to skills development and job security, along with labour hire and retention trends and practices to identify barriers and opportunities to support job security and local government service delivery obligations.

The Committee welcomes your views on any or all of the attached terms of reference, depending on your areas of interest and expertise. Further information about the inquiry is available at: [www.aph.gov.au/rdit](http://www.aph.gov.au/rdit).

If you have an interest in any of these issues, we encourage you to lodge a submission to the inquiry by close of business **Friday 3 May 2024**. It is preferred that submissions are uploaded electronically, through: [www.aph.gov.au/Committee/Submissions](http://www.aph.gov.au/Committee/Submissions).

Further information is available from the inquiry website. Please contact the Committee Secretariat on 02 6277 2232 or [rdit.reps@aph.gov.au](mailto:rdit.reps@aph.gov.au) if you have any questions.

Yours faithfully

Mr Luke Gosling OAM MP  
Chair

Terms of Reference

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on local government matters, with a particular focus on:

- The financial sustainability and funding of local government
- The changing infrastructure and service delivery obligations of local government
- Any structural impediments to security for local government workers and infrastructure and service delivery
- Trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices
- The role of the Australian Government in addressing issues raised in relation to the above
- Other relevant issues.

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15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 16 April 2024 at 5:30pm in Gray Community Hall, Gray.

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 19 March 2024

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

Council business papers can be viewed on the City of Palmerston website [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

*'A Place for People'*



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COUNCIL MINUTES

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Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 19 March 2024 at 5:30pm.

**PRESENT**

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**ELECTED MEMBERS**

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

**STAFF**

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

**GALLERY**

One member of the public  
Four members of staff

Initials:

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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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 5.32pm..

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Councillor Eveleigh  
Seconded: Councillor Garden

1. THAT the apology received from Deputy Mayor Giesecke for 19 March 2024 be received and noted.
2. THAT the apology received from Councillor Hale for 19 March 2024 be received and noted.

CARRIED 10/1242 – 19/03/2024

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Moved: Councillor Eveleigh  
Seconded: Councillor Henderson

1. THAT the leave of absence received from Deputy Mayor Giesecke for 2 April 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Fraser for 29 March to 1 April 2024 inclusive be received and noted.

CARRIED 10/1243 – 19/03/2024

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Morrison  
Seconded: Councillor Garden

*THAT Council note that Councillor Morrison is attending via Audio/Audiovisual Conferencing due to being a greater distance than 100km from the appointed place of meeting.*

*THAT Council note that Deputy Mayor Giesecke is attending via Audio/Audiovisual Conferencing who will be physically prevented from attending due to being a greater distance*

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

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 Conferencing Policy.

CARRIED 10/1244 - 19/03/2024

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Fraser  
Seconded: Councillor Eveleigh

1. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 13.1.2 be received and noted.
2. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 25.1.2 be received and noted.
3. THAT the Declaration of Interest received from Councillor Fraser for Item 25.1.2 be received and noted.
4. THAT the Declaration of Interest received from Councillor Henderson for Item 25.1.2 be received and noted.
5. THAT the Declaration of Interest received from Councillor Eveleigh for Item 13.1.2 be received and noted.

CARRIED 10/1245 - 19/03/2024

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Garden  
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 5 March 2024 pages 11262 to 11269 be confirmed.

CARRIED 10/1246 - 19/03/2024

6.2 Business Arising from Previous Meeting

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Eveleigh

THAT Report entitled Mayoral Update Report - February 2024 be received and noted.

CARRIED 10/1247 – 19/03/2024

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Moved: Councillor Morrison  
Seconded: Councillor Henderson

THAT the following public question from Anna Dam and response as tabled regarding Community Benefit Grants and Sponsorship funding be received and noted.

CARRIED 10/1248 – 19/03/2024

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 Confidentiality Review List - 19 July 2023 to 20 February 2024

Moved: Councillor Henderson  
Seconded: Councillor Eveleigh

1. THAT Report entitled Confidentiality Review List - 19 July 2023 to 20 February 2024 be received and noted.

2. THAT the following 19 Council Decisions be moved to the Tuesday 19 March 2024 Open Minutes:

| No. | Decision Number | Meeting Date | Item/Type                        | Title  |
|-----|-----------------|--------------|----------------------------------|--|
| 1.  | 10/558          | 4/10/2022    | 25.1.1 Report                    | Rates Exemption Request  |
| 2.  | 10/558          | 18/10/2022   | Change Order of Business         | Change Order of Business   |
| 3.  | 10/738          | 7/03/2023    | 25.2.1 Report                    | Palmerston Indigenous Village Rates Exemption Request – Council Update February 2023 |
| 4.  | 10/739          | 7/03/2023    | 28 Confidential General Business | General Business   |

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

|     |         |            |                                   |  |
|-----|---------|------------|-----------------------------------|--|
| 5.  | 10/767  | 21/03/2023 | 25.1.6 Report                     | Local Government Representation Review – Final Report 2022   |
| 6.  | 10/874  | 6/06/2023  | 25.1.2 Report                     | Alcohol Management – Palmerston  |
| 7.  | 10/915  | 4/07/2023  | 26.2.2 Correspondence             | Chief Minister Response to City of Palmerston Alcohol Management Plan  |
| 8.  | 10/935  | 18/07/2023 | 25.1.1 Report                     | Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Contingency Funds                                      |
| 9.  | 10/1001 | 5/09/2023  | 23.1 Presentation                 | 23.1 Freedom of Entry - 8/12 Regiment  |
| 10. | 10/1003 | 5/09/2023  | 25.1.2 Report                     | 25.1.2 Draft Animal Management By-Laws   |
| 11. | 10/1022 | 19/09/2023 | 25.1.1 Confidential Restricted    | 25.1.1 Confidential Restricted   |
| 12. | 10/1025 | 19/09/2023 | 25.1.4 Report                     | 25.1.4 Appointment of Independent Members to Risk Management and Audit Committee                                 |
| 13. | 10/1065 | 17/10/2023 | 23.1 Deputation and Presentations | 23.1 Dr Frank Daly: Chief Executive Officer - Department of Chief Minister and Cabinet                           |
| 14. | 10/1069 | 17/10/2023 | 25.1.4 Report                     | 25.1.4 NT Remuneration Tribunal - Local Government Submission 2023   |
| 15. | 10/1071 | 17/10/2023 | 25.1.6 Report                     | 25.1.6 SWELL Contingency Funds October 2023  |
| 16. | 10/1090 | 7/11/2023  | 25.1.2 Report                     | 25.1.2 Shoal Bay Fees and Charges Update   |
| 17. | 10/1115 | 21/11/2023 | 23.2 Deputation and Presentations | 23.1 Northern Territory Remuneration Tribunal Presentation   |
| 18. | 10/1116 | 21/11/2023 | 23.1 Deputation and Presentations | 23.2 Department of Planning, Infrastructure and Logistics (DIPL) Middle Arm Sustainable Development Presentation |
| 19. | 10/1117 | 21/11/2023 | 25.1.2 Report                     | 25.1.2 Library Cafe Lease  |

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

CARRIED 10/1263 - 19/03/2024

**Rates Exemption Request**

THAT the matter lay on the table subject to further legal advice with a further report provided at the Second Ordinary Council Meeting in October 2022.

CARRIED 10/558 - 04/10/2022

**Change Order of Business**

THAT item 25.1.2 Request for Rates Exemption - Venture Housing is considered prior to Item 25.1.1.

CARRIED 10/588 - 18/10/2022

**Palmerston Indigenous Village Rates Exemption Request - Council Update February 2023**

THAT Report entitled Palmerston Indigenous Village Rates Exemption Request - Council Update February 2023 be received and noted.

CARRIED 10/738 - 7/03/2023

**General Business**

1. THAT General Business Item 28 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021 as the matter 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;

2. THAT the Chief Executive Officer prepares a report outlining their plan for resourcing the finance team in the short, medium and long term, to be presented to the 2nd Ordinary Council Meeting in March 2023.

CARRIED 10/739 - 7/03/2023

**Local Government Representation Review - Final Report 2022**

1. THAT Report entitled Local Government Representation Review - Final Report 2022 be received and noted.

2. THAT Council write to the Minister of Local Government again, expressing its concerns and objections to the 2022 Local Government Representation Reviews Final Report requesting a meeting and that the Minister establish a Commission of Inquiry in so far how the report affects the City of Palmerston.

3. THAT the Council does not seek a Judicial Review in the NT Supreme Court of the 2022 Local Government Representation Reviews Final Report.

CARRIED 10/767 - 21/03/2023

**Alcohol Management - Palmerston**

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

1. THAT Report entitled Alcohol Management – Palmerston be received and noted.
2. THAT Council endorse the correspondence to the Chief Minister of the Northern Territory regarding the City of Palmerston Alcohol Management Plan being **Attachment 25.1.2.1** to report entitled Alcohol Management – Palmerston with the following amendments:
  - a. Strategy 2 – That closing times be 8pm instead of 7pm.
  - b. Strategy 3 – That abandoned licenses be enforced and not allowed to continue.
  - c. Strategy 4 – Inclusion of a school program.

CARRIED 10/874 – 6/06/2023

Chief Minister Response to City of Palmerston Alcohol Management Plan

1. THAT Council receive and note Correspondence received being item 26.2.2 entitled Chief Minister Response to City of Palmerston Alcohol Management Plan.
2. THAT Council note that the Chief Executive Officer will be liaising with the Department of Chief Minister and Cabinet to explore Council's request and that a further update report will be provided as the matter progresses.

CARRIED 10/915 – 4/07/2023

Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Contingency Funds

1. THAT Report entitled Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Contingency Funds be received and noted.
2. THAT Council approves the utilisation of the Major Initiatives Reserve, to a maximum value of \$700,000 inclusive of previous approved allocations, as contingency for the construction of the Swimming, Wellness, Events, Leisure, and Lifestyle project.
3. THAT this decision is moved into open at the completion of the project.

CARRIED 10/935 – 18/07/2023

23.1 Freedom of Entry - 8/12 Regiment

THAT the confidential Presentation by WO1 Brendan Colles, 8th/12th Regt. ADF on Freedom of Entry be received and noted.

CARRIED 10/1001 - 5/09/2023

Draft Animal Management By-Laws

1. THAT Report entitled Draft Animal Management By-Laws be received and noted.
2. THAT Council adopts the draft Palmerston (Animal Management) By-Laws and identified amendments being Attachment 25.1.2.1 and Attachment 25.1.2.2 for the purpose of Community Consultation following final review and sign off of the draft Palmerston (Animal Management) By-Laws by the Parliamentary Counsel.

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

3. THAT Council, for the purposes of Community Consultation endorse the unlicensed two dogs per property policy statement.
4. THAT a further Report be presented to Council following conclusion of the Community Consultation period including outcomes and recommendations.
5. THAT this decision be moved into the Open Minutes following media and community consultation public announcement.

CARRIED 10/1003 - 5/09/2023

Confidential Restricted (Circulated Under Separate Cover)

CARRIED 10/1022 - 19/09/2023

Appointment of Independent Members to Risk Management and Audit Committee

1. THAT Report entitled Appointment of Independent Members to Risk Management and Audit Committee be received and noted.
2. THAT Council reappoint Ms Claire Milikins as the Independent Chair of the Risk Management and Audit Committee commencing 2 June 2023 until 1 June 2025 in accordance with the Risk Management and Audit Committee Terms of Reference.
3. THAT pursuant to section 40 of the Local Government Act 2019 Council hereby delegates to the Chief Executive Officer the power and authority to finalise and sign all documentation required for the reappointment of Ms Claire Milikins as the Independent Chair to the Risk Management and Audit Committee.
4. THAT Council note Mr Bartlett's four-year term expires on 31 December 2023.
5. THAT Council approve the advertising of the position of Independent Member of the Risk Management and Audit Committee for a period of a two-year term, with applications to the Chief Executive Officer in writing, and that a subsequent Council Report providing any applications being presented to Council.
6. THAT Council write to Mr Bartlett thanking him for his contribution to the Committee and advise of end of appointment as of 31 December 2023.
7. THAT the Council Decisions relating to Report entitled Appointment of Independent Members to Risk Management and Audit Committee be moved to the Open Minutes once the appointment of Independent Chair has been finalised.

CARRIED 10/1025 - 19/09/2023

Dr Frank Daly: Chief Executive Officer - Department of Chief Minister and Cabinet

THAT the confidential presentation by Dr Frank Daly, Chief Executive Officer - Department of Chief Minister and Cabinet be received and noted.

CARRIED 10/1065 - 17/10/2023

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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## COUNCIL MINUTES

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### NT Remuneration Tribunal - Local Government Submission 2023

1. THAT Report entitled NT Remuneration Tribunal - Local Government Submission 2023 be received and noted.
2. THAT Council endorse the City of Palmerston 2023 submission to the Northern Territory Remuneration Tribunal being Attachment 25.1.4.2 to report entitled NT Remuneration Tribunal - Local Government Submission 2023 with minor amendments identified.

CARRIED 10/1069 - 17/10/2023

### SWELL Contingency Funds October 2023

1. THAT Report entitled SWELL Contingency Funds October 2023 be received and noted.
2. THAT Council approves an additional \$400,000 contingency, to a total contingency of \$1.1 million, for the construction of the Swimming, Wellness, Events, Leisure, and Lifestyle project, with funding to be sourced from the Major Initiatives Reserve or Working Capital Reserve as required, with final allocations to be presented at the second quarter budget review.
3. THAT this decision is moved into open at the completion of the project.

CARRIED 10/1071 - 17/10/2023

### Shoal Bay Fees and Charges Update

1. THAT Report entitled Shoal Bay Fees and Charges Update be received and noted.
2. THAT Council, pursuant to Section 40 (1) of the Local Government Act 2019, hereby delegate to the Chief Executive Officer the power to submit a request for information under the Information Act to the City of Darwin, for relevant information regarding the Shoal Bay Waste Management Facility fees and charges and their implementation and provision of a letter to Lord Mayor City of Darwin signed by Mayor, as determined appropriate by the Chief Executive Officer.

CARRIED 10/1090 - 7/11/2023

### Northern Territory Remuneration Tribunal Presentation

THAT the confidential presentation by Michael Martin OAM Chair and Hon Syd Stirling, Member of the Northern Territory Remuneration Tribunal related to CoP submission on the reviews of Allowances for members Local Government Council and Local Authority Members be received and noted.

CARRIED 10/1114 - 21/11/2023

### Department of Planning, Infrastructure and Logistics (DIPL) Middle Arm Sustainable Development Presentation

THAT the confidential presentation by Daniel Cameron, Project Director Department of Infrastructure, Planning and Logistics (DIPL) on Middle Arm Sustainable Development Precinct be received and noted.

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

CARRIED 10/1114 - 21/11/2023

Library Cafe Lease

1. THAT Report entitled Library Cafe Lease be received and noted.
2. THAT Council write to Territory Projects trading as the Nook Cafe, by 31 January 2024 advising that Council will not be renewing the Commercial Lease over part of Lot 9608, the Boulevard.
3. THAT pursuant to section 40(2)(a) of the Local Government Act 2019 Council hereby delegate to the Chief Executive Officer the power to write to Territory Projects advising them that the lease will not be renewed beyond 31 July 2024.
4. THAT a report be submitted to Council by the end of March 2024, considering the future use of the property and the process of procuring new tenants.

CARRIED 10/1117 - 21/11/2023

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

*Deputy Mayor Giesecke joined the meeting by Audio/Audiovisual conferencing at 5.42pm*

Moved: Councillor Garden  
Seconded: Councillor Eveleigh

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 | Review of Confidential Matters | <p>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.</p> <p>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</p> |

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



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COUNCIL MINUTES

|  |  |  |
|--|--|--|
|  |  | <p>or both relating to, information about the personal circumstances of a resident or ratepayer.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.</p> <p>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.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iii) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.</p> <p>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.</p> <p>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)(d) 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 subject to an obligation of confidentiality at law, or in equity.</p> |
|--|--|--|

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



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COUNCIL MINUTES

|        |   |   |
|--------|---|---|
|        |   | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. |
| 25.1.2 | 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)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.                                    |
| 25.1.3 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.          |

CARRIED 10/1249 - 19/03/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Animal Management By-Laws Consultation - Outcomes and Amendments

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled Animal Management By-Laws Consultation - Outcomes and Amendments be received and noted.

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



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COUNCIL MINUTES

2. That Council write to the Office of Parliamentary Counsel submitting the amended draft Palmerston (Animal Management) By-laws, informed by community consultation, being **Attachment 13.1.1.5**, for finalisation and settlement of the draft prior to final endorsement by the Council for gazettal by the relevant Minister and implementation as of the 1 July 2024.
3. That Council thank the community for their feedback on the draft Palmerston (Animal Management) By-laws.

CARRIED 10/1250 – 19/03/2024

*The Mayor and Councillor Eveleigh left Chambers at 5.46pm. Councillor Garden assumed the Chair.*

**13.1.2 Community Benefit Scheme - Individual Representation Support**

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT Report entitled Community Benefit Scheme - Individual Representation Support be received and noted.
2. THAT Council approve the Community Benefit Scheme Individual Representation Support application for \$250 for the one (1) applicant to attend the Governor General's Camp, in Sydney with their Scout Group as described in the report titled Community Benefit Scheme - Individual Representation Support.
3. THAT Council approve the Community Benefit Scheme Individual Representation Support application for \$250 each for the four (4) applicants to attend the Dance Around the World Tour as described in the report titled Community Benefit Scheme - Individual Representation Support.

CARRIED 10/1251 – 19/03/2024

*The Mayor and Councillor Eveleigh returned to Chambers at 5.49pm. The Mayor resumed the chair.*

**13.1.3 Draft Laneway Management Policy**

Moved: Councillor Fraser  
Seconded: Councillor Eveleigh

1. THAT Report entitled Draft Laneway Management Policy be received and noted.
2. THAT a Council workshop be held by end May 2024 to review the draft Laneway Management Policy.

CARRIED 10/1252 – 19/03/2024

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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## COUNCIL MINUTES

Councillor Hale arrived into Chambers at 5.51pm.

### 13.1.4 Community Benefit Scheme - Nightcliff Seabreeze Festival 2024

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled Community Benefit Scheme - Nightcliff Seabreeze Festival 2024 be received and noted.
2. THAT Council does not support the request for sponsorship from the Nightcliff Seabreeze Festival.

CARRIED 10/1253 - 19/03/2024

### 13.2 Receive and Note Reports

#### 13.2.1 Financial Report for the Month of February 2024

Moved: Councillor Garden  
Seconded: Councillor Morrison

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

CARRIED 10/1254 - 19/03/2024

#### 13.2.2 Community Benefit Scheme - February Update

Moved: Councillor Garden  
Seconded: Councillor Eveleigh

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

CARRIED 10/1255 - 19/03/2024

#### 13.2.3 Major Capital Projects Update - March 2024

Moved: Councillor Fraser  
Seconded: Councillor Henderson

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

CARRIED 10/1256 - 19/03/2024

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

13.2.4 Libby - New Library eResource Platform

Moved: Councillor Henderson  
Seconded: Councillor Garden

THAT Report entitled Libby - New Library eResource Platform be received and noted.

CARRIED 10/1257 - 19/03/2024

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

17.1 Acting Mayor for 2 April 2024

Moved: Councillor Garden  
Seconded: Councillor Henderson

THAT given the leave of absence of the Mayor and Deputy Mayor that Councillor Eveleigh be appointed as the Acting Mayor for 2 April 2024 inclusive.

CARRIED 10/1258 - 19/03/2024

17.2 Draft Animal Management By Laws

Moved: Councillor Morrison  
Seconded: Councillor Garden

THAT Council express its thanks to all staff involved in the development and consultation of the Draft Palmerston (Animal Management) By Laws.

CARRIED 10/1259 - 19/03/2024

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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COUNCIL MINUTES

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Eveleigh  
Seconded: Councillor Garden

THAT the next Ordinary Meeting of Council be held on Tuesday, 2 April 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1260 – 19/03/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser  
Seconded: Councillor Garden

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 10/1261 – 19/03/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.02pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.24pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

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

MINUTES ORDINARY COUNCIL MEETING - 19 MARCH 2024

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