

1ST ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 11 DECEMBER 2018

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, commencing at 5.30pm.

LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENT

1	ACKNOWLEDGEMENT OF COUNTRY	Page 1
2	OPENING OF MEETING	Page 1
3	APOLOGIES AND LEAVE OF ABSENCE	Page 1
4	REQUEST FOR TELECONFERENCE	Page 1
5	DECLARATION OF INTEREST	Page 1
6	CONFIRMATION OF MINUTES	Page 1
7	MAYORAL REPORT	Page 1
	7.1 Mayoral Update Report – November 2018	Page 2
8	DEPUTATIONS AND PRESENTATIONS	Page 5
9	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)	Page 5
10	CONFIDENTIAL ITEMS	
	10.1 Confidential Items	Page 5
	10.2 Moving Confidential Items into Open	Page 6
	10.3 Moving Confidential Items into Open	
	10.3.1 Palmerston Shopping Centre Private Car Park Agreement	Page 6
	10.3.2 TS2018/01 – Fire Protection Upgrade – City of Palmerston Library	Page 6
11	PETITIONS	
	11.1 Anti-Social Behaviour – Murdoch Gardens, Durack	Page 7
12	NOTICES OF MOTION	
	12.1 Expansion of Gray Community Hall	Page 8
13	OFFICER'S REPORTS	
	13.1 Receive and Note Reports	
	13.1.1 Financial Report for the Month of November 2018	Page 10
	13.1.2 <i>Próject</i> – Making the Switch, Update December 2018	Page 22
	13.1.3 Community Benefit Scheme November Update 2018	Page 27
	13.1.4 Palmerston Seniors Advisory Committee November Minutes	Page 32
	13.1.5 Palmerston Safe Communities Committee November Minutes	Page 39
	13.2 Action Reports	
	13.2.1 Pop-Up Dining Consultation	Page 52
	13.2.2 Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan	Page 112
	13.2.3 Review of Council Policy FIN23 Credit Card	Page 127
	13.2.4 Request for Closure of Sextant Court to Harrison Circuit Laneway	Page 136
	13.2.5 Subdivision of 125 McFarland Road to facilitate a Youth Justice Centre	Page 141
	13.2.6 Rezoning of 125 McFarland Road to facilitate a Youth Justice Centre	Page 147

TABLE OF CONTENT

13.2.7	Aridagawa Sister City Student Exchange Scholarship	Page 155
14	INFORMATION AND CORRESPONDENCE	Page 158
15	REPORT OF DELEGATES	Page 158
16	QUESTIONS BY MEMBERS	Page 158
17	GENERAL BUSINESS	Page 158
18	NEXT ORDINARY COUNCIL MEETING	Page 158
19	CLOSURE OF MEETING TO PUBLIC	Page 158
20	ADJOURNMENT OF MEETING AND MEDIA LIAISON	Page 158

1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
- 3.2 Leave of Absence Previously Granted
- 3.3 Leave of Absence Request

4 REQUEST FOR TELECONFERENCE

5 DECLARATION OF INTEREST

- 5.1 Elected Members
- 5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 20 November 2018 pages 9607 to 9617 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

7.1 Mayoral Update Report – November 2018

M9/007

AGENDA ITEM: 7.1

REPORT TITLE: Mayoral Update Report – November 2018

REPORT NUMBER: M9/007

MEETING DATE: 11 December 2018

Author: Mayor, Athina Pascoe-Bell

PURPOSE

The purpose of this report is to provide a highlight summary of some recent activities.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- General collaboration with Australian and Northern Territory Governments.
- Exploring opportunities for funding.
- Strengthening collaborations with Australian Local Governments.
- Attendance at various activities and services in Palmerston.

RECOMMENDATION

THAT Report Number M9/007 entitled Mayoral Update Report – November 2018 be received and noted.

DISCUSSION

The following is a highlight summary of some of the recent activities. I will provide some further verbal updates at the meeting.

LGANT GENERAL MEETING AND ANNUAL GENERAL MEETING 2018

Deputy Mayor Spick, Alderman Buhr, Alderman Henderson, the CEO and I attended the LGANT General meeting and the LGANT AGM for 2018.

The meetings were well attended, showing the importance of Local Government and its ability to influence and affect fundamental change and improvement at the community level.

Topics discussed at the General Meeting included a change in the LGANT Policy statement, arranging meetings with Ministers for discussions with LGANT in relation to NT Alcohol Policies and Legislation Review just to name a couple.

Council presented three motions for consideration by LGANT members being titled -

- Helping our Elected Members represent our Community
- Future use of Glyphosate; and
- Uniform NT Animal Management Laws

I am pleased to confirm that all three motions were passed at the meeting.

MEETING WITH MINISTERS

I met with the Honourable Nicole Manison MLA, the Honourable Ken Vowles MLA and the Honourable Gerry McCarthy this month to provide a briefing on Council's *Prójects* and discussions were held in relation to working in collaboration with the Northern Territory Government to progress these projects in the future.

REMEMBRANCE DAY - ARMISTICE DAY 2018

At 11 am on 11 November 1918 the guns of the Western Front fell silent after more than four years continuous warfare. The 11th hour of the 11th day of the 11th month attained a special significance in the post-war years. This year, in partnership with the Palmerston RSL and NTG, we undertook a number of activities to commemorate the Centenary of Armistice, which was well supported and received by our community.

BUSINESS LUNCHEON WITH THE PRIME MINISTER

The Deputy Mayor Spick, Alderman Giesecke and I attended lunch with the Prime Minister of Australia, the Honourable Scott Morrison MP hosted by the Chamber of Commerce at Skycity Casino, where there was much discussion centred around the "Darwin City Deal".

MEETING WITH STEPHEN JONES MP AND LUKE GOSLING MP

Member for Solomon, Luke Gosling OAM, MP organised a meeting with the Hon Stephen Jones MP, Shadow Minister for Regional Services, Territories and Local Government who was visiting Darwin. This was an opportunity to follow up on our previous meeting in Canberra in relation to infrastructure project supported funding on behalf of the Palmerston community.

I have followed up in writing requesting support for *Próject - Splashing Out* should the Labour Party obtain Government at next year's Federal Election.

TARGET & UNITING CARE CHRISTMAS APPEAL

Somerville Community Services is an agency of UnitingCare Australia and in partnership with Target has coordinated the Christmas Appeal for the past 25 year and I happily launched this worthwhile cause.

Unwrapped gifts can be dropped off under the Christmas Tree at Target Palmerston and any monetary contributions can be made at each checkout in the Target store. Somerville staff collect the gifts in the lead up to Christmas and distribute to people in time for Christmas morning. All gifts and monetary contributions stay in the Northern Territory and are distributed locally to the disadvantaged.

EXTERNAL FUNDING AND GRANT SUPPORT 2018

Since our election in April 2018, Council has been working hard to secure external funding to help deliver for the Palmerston community. I am pleased to advise that in 2018 the following has been achieved regarding external funding:

- Funds received - \$1.95 million
- Successful grants and support; funds to be received - \$1.8 million
- NTG funding commitments subject to Australian Government support - \$3.25 million
- Australian Government Grant submissions, pending approval - \$5.75 million

To date, for 2018/2019, this represents \$3.75 million of additional funds committed to. The funds are for things such as road safety, landscaping, road approvals and smart city implementation.

A further \$9 million is subject to grant application approvals, through the Australian Government's Building Better Regions Funding (BBRF) and supporting contributions from the Northern Territory Government. The BBRF potential funding is for *Project* initiatives of public improvements and renewal of the Palmerston Pool to a family facility and accelerated lighting improvement program.

POLICY IMPLICATIONS

There are no policy implications relating to this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ATTACHMENTS

There are no attachments to this report.

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

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

10.1 Confidential Items

ITEM	REGULATION	REASON
23.1	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
23.2	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
23.3	8(c)(iv) 8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed. This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

25.2.3	8(c)(ii)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(ii) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.
	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

10.2 Moving Open Items into Confidential

10.3 Moving Confidential Items into Open

10.3.1 Palmerston Shopping Centre Private Car Park Agreement

1. THAT Report Number 8/1404 entitled Palmerston Shopping Centre Private Car Park Agreement be received and noted.
2. THAT Council enters into the Palmerston Shopping Centre Private Car Park Agreement and continues to provide the regulation of the car park as detailed in Report Number 8/1404 entitled Palmerston Shopping Centre Private Car Park Agreement.
3. THAT pursuant to Section 26 (2) of the Local Government Act, Council authorises the affixing of the common seal to all documents associated with the Palmerston Shopping Centre Private Car Park Agreement between Joondanna Investments Pty Ltd and Council over Lot 5976 Town of Palmerston and that this be attested by the signatures of the Official Manager and Chief Executive Officer.
4. THAT Report Number 8/1404 entitled Palmerston Shopping Centre Private Car Park Agreement remain confidential and not available for public inspection with the exception of the Council Decision in accordance with Regulation 8(c)(i) of the Local Government (Administration) Regulations.
5. THAT this decision be moved into the open session of the Council meeting held 6 February 2018.

CARRIED 8/3017 – 06/02/2018

10.3.2 TS2018/01 – Fire Protection Upgrade – City of Palmerston Library

1. THAT Report Number 8/1413 entitled TS2018/01 – Fire Protection Upgrade – City of Palmerston Library be received and noted.
2. THAT Council award contract TS2018/01 – Fire Protection Upgrade – City of Palmerston Library to Timber and Steel Constructions Pty Ltd T/A TS Construction NT for the amount of \$100,299.00 (GST exclusive).
3. THAT pursuant to Section 26 (2) of the Local Government Act, Council authorises the Chief Executive Officer to finalise and sign all documents to enter into contract TS2018/01 – Fire Protection Upgrade – City of Palmerston Library to Timber and Steel Constructions Pty Ltd T/A TS Construction NT.

4. THAT this decision be moved into the Open session once the contract has been awarded.

CARRIED 8/3039 – 20/02/2018

11 PETITIONS

11.1 Anti-Social Behaviour – Murdoch Gardens, Durack

1. THAT the petition received from Ms C Burnup regarding Anti-Social Behaviour – Murdoch Gardens, Durack be tabled at the Council Meeting on Tuesday, 11 December 2018.
2. THAT Council receives and notes petition received on 12 November 2018 by Ms C Burnup and that a report be presented to the first Ordinary meeting of Council in February 2019 regarding the Anti-Social Behaviour – Murdoch Gardens, Durack.

12 NOTICES OF MOTION

12.1 Expansion of Gray Community Hall

Moved: Alderman Henderson

THAT a report be prepared outlining expansion options for the Gray Community Hall, to be suitable to be used for multipurpose community use, including concept, demand, costs and prioritisation, to be presented to the 2nd Ordinary Council Meeting in April 2019.

COUNCIL MEETING DATE: 11 December 2018
TOPIC: Expansion of Gray Community Hall

BACKGROUND:

Council is committed to ensuring adequate community infrastructure is provided to service the community's need.

Council provides a number of community meeting spaces including the Gray Community Hall. The Gray Community Hall is a space that provides meeting space, social, educational and recreational activities, health and / or support services and information. The Hall is very popular and utilised by a variety of groups, including seniors. It has a size of approximately 290m².

Council has recognised the need for more community infrastructure and a *Próject* initiative is to build a new Community Hub in Zuccoli.

The Palmerston seniors have for some period of time been requesting a purpose-built facility to assist them to accommodate a growing need. They are aware this is not viable at this time.

They have requested that Council consider an expansion of the Gray Community Hall to create more multipurpose space.

OBJECTIVE:

The motion is calling for a report to examine the feasibility, options and costs to undertake an expansion of the Gray Community Hall to accommodate multipurpose community use.

The report would consider current and potential future demands on the existing facility, social infrastructure needs of our growing City, type of users, concepts, potential issues and benefits.

It is understood that this work would be at a cost, however it would result in Council being able to make an informed decision on how to progress.

NOTICE OF MOTION:

THAT a report be prepared outlining expansion options for the Gray Community Hall, to be suitable to be used for multipurpose community use, including concept, demand, costs and prioritisation, to be presented to the 2nd Ordinary Council meeting in April 2019.



Signature

Alderman Sarah Henderson

Print Name

05/12/2018

Date

13.1 Receive and Note Reports

13.1.1	Financial Report for the Month of November 2018	9/0143
13.1.2	<i>Próject</i> – Making the Switch, Update December 2018	9/0142
13.1.3	Community Benefit Scheme November Update 2018	9/0134
13.1.4	Palmerston Seniors Advisory Committee November Minutes	9/0127
13.1.5	Palmerston Safe Communities Committee November Minutes	9/0128

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Financial Report for the Month of November 2018
REPORT NUMBER:	9/0143
MEETING DATE:	11 December 2018
Author:	Finance Manager, Shane Nankivell
Approver:	Director of Corporate Services, Chris Kelly

PURPOSE

The purpose of this report is to present to Council the Financial Report for the Month of November 2018.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Operating Income and Expenditure are in-line with budget expectations.
- Capital Income from Developer Contributions have exceeded budget forecasts and an adjustment will be made at the Second Quarter Budget Review.
- Potential underspending in Capital Expense has been identified, as capital work is seasonable it will be monitored closely over the coming months and reviewed during the second quarter budget review process.

RECOMMENDATION

THAT Report Number 9/0143 entitled Financial Report for the Month of November 2018 be received and noted.

BACKGROUND

At the 2nd Ordinary Council Meeting of 20 November 2018 Council made the following decision:

13.1.1 *Financial Report for the Month of October 2018* 9/0120

THAT Report Number 9/0120 entitled Financial Report for the Month of October 2018 be received and noted.

CARRIED 9/0368 - 20/11/2018

DISCUSSION

In accordance with Section 18 of the *Local Government (Accounting) Regulations* finance officers have prepared the previous month's financial report.

Operating Income

- Total Operating Income is at 92% of the current budget.
- All Operating Income items are generally tracking as expected. Statutory Charges are modestly below budget representing a reduction in the number of parking fines issued. This will be monitored to determine if an adjustment is required at the Second Quarter Budget Review.

Operating Expenditure

- Total Operating Expenditure is at 50% of the budget inclusive of commitments.
- Operating Expenditure is in line with budget expectations.

Capital Income

Capital Income is currently 8%. Council is expecting to receive \$10 million in gifted assets from developments, such as roads, parks and other infrastructure assets. These assets will pass to Council once the development work is finalised throughout the financial year and the assets are taken up on Council's asset register.

Council is expecting to receive capital grants and contributions to the value of \$728,410. Currently 117% to the value of \$856,302 has been received, with higher than expected proceeds from Developer Contributions. An adjustment will be made at the Second Quarter Budget Review to reflect this increase.

Capital Expenditure

Overall Capital Expenditure is showing at 35% for the year. The revised budgeted figure includes the increase to the capital works program of \$2,857,883 from the first budget review. Potential underspending in Capital Expense has been identified, as capital work is seasonal it will be monitored closely over the coming months and reviewed during the Second Quarter Budget Review process.

Loans

Council has approved an internal loan for \$3.675 million to fund an accelerated smart LED public and street lighting project and an external loan for \$2 million to fund the final stage of remediation works at the previous Archer Landfill site. Currently these loans have not been drawn upon, when they are drawn down details of these loans will be provided in the accompanying Finance Report.

CONSULTATION PROCESS

There was no consultation required for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications as outlined in the body of the report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The *Local Government (Accounting) Regulations* prescribes that:

18 Financial Reports to Council

1. *The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council. Setting out:*
 - a. *The actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month;*
 - b. *The forecast income and expenditure for the whole of the financial year.*
2. *The report must include:*
 - a. *Details of all cash investments held by the Council (including any money held in trust);*
 - b. *A statement of the debts owed to the Council including aggregate amount owed under each category with a general indication of the age of the debts;*
 - c. *Other information required by the Council.*

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

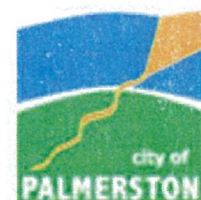
ATTACHMENTS

Attachment A: Financial Management Report – November 2018

Financial Management Reports

November 2018

- ❖ 1. Executive Summary
- ❖ 2. Financial Results



Section 2 Financial Results

1.1 - Executive Summary as at 30 November 2018

% of year passed

42%

Results	Revised Budget 2019 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
Operating Income					
Rates & Annual Charges	27,927,085	26,871,630	0	27,927,085	96%
Statutory Charges	166,500	47,780	0	166,500	29%
User Charges & Fees	1,387,240	770,264	0	1,387,240	56%
Interest & Investment Revenue	963,160	489,005	0	963,160	51%
Reimbursements	0	58,542	0	0	0%
Other Income	1,500	16,679	0	1,500	1112%
Grants, Subsidies & Contributions	1,535,573	1,106,308	0	1,535,573	72%
Operating Income	31,981,058	29,360,208	0	31,981,058	92%
Operating Expenditure					
Employee Costs	-8,671,994	-3,234,008	-1,493	-8,671,994	37%
Professional Services	-1,719,667	-592,480	-444,374	-1,719,667	60%
Auditor's Remuneration	-35,000	-5,610	0	-35,000	16%
Bad and Doubtful Debts	0	5,895	0	0	0%
Operating Lease Rentals	-217,300	-63,492	-29,303	-217,300	43%
Energy	-1,373,387	-422,139	-155,783	-1,373,387	42%
Materials & Contractors	-11,671,880	-3,984,772	-4,141,212	-11,671,880	70%
Depreciation, Amortisation & Impairment	-11,500,000	-4,791,665	0	-11,500,000	42%
Elected Members Expenses	-361,287	-102,808	0	-361,287	28%
Legal Expenses	-245,000	-122,533	-27,655	-245,000	61%
Water Charges	-1,388,759	-548,894	0	-1,388,759	40%
Telephone & Other Communication Charges	-226,000	-94,592	-32,630	-226,000	56%
Community Grants	-130,000	-13,658	-68,250	-130,000	63%
Other Expenses	-2,505,012	-1,106,846	-212,548	-2,505,012	53%
Borrowing Costs	-92,200	0	0	-92,200	0%
Operating Expenditure	-40,137,486	-15,077,602	-5,113,248	-40,137,486	50%
OPERATING SURPLUS/(DEFICIT)	-8,156,428	14,282,606	-5,113,248	-8,156,428	
Capital Income					
Net gain (loss) on disposal or revaluation of assets	60,600	60,708	0	60,600	100%
Developer Contributions	400,000	592,892	0	400,000	148%
Asset Income	10,000,000	0	0	10,000,000	0%
Grants received	328,410	263,410	0	328,410	80%
Capital Income	10,789,010	917,010	0	10,789,010	8%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	2,632,582	15,199,616	-5,113,248	2,632,582	
Capital Expenditure					
Land Purchase	0	0	0	0	0%
Asset Purchase	-1,673,235	-415,457	-122,417	-1,673,235	32%
Asset Upgrade	-7,205,286	-1,102,480	-1,488,150	-7,205,286	36%
Capital Expenditure	-8,878,521	-1,517,937	-1,610,566	-8,878,521	35%
Less Non-Cash Expenditure	-11,500,000	-4,791,665	0	-11,500,000	42%
Plus Gifted Assets	10,000,000	0	0	10,000,000	0%
NET CAPITAL SURPLUS/(DEFICIT)	-4,745,939	18,473,343	-6,723,814	-4,745,939	
Borrowings	2,000,000	0	0	2,000,000	0%
Repayment of Borrowings	-208,814	0	0	-208,814	0%
Reserve Movement	2,954,753	0	0	2,954,753	0%
NET OPERATING SURPLUS/(DEFICIT)	0	18,473,343	-6,723,814	0	

Reviewed by: Finance Manager

Approved by: Director of Corporate Services

Section 2 Financial Results

2.1 - Budget Summary Report as at 30 November 2018

% of year passed

42%

Capital Income

	Revised Budget \$	YTD Actuals \$	%
Corporate Services			
Director Corporate Services	60,600	60,708	100.18%
Corporate Services	60,600	60,708	100.18%
Technical Services			
Director City Growth & Operations	65,000	0	0.00%
Roads & Transport	263,410	263,410	100.00%
Subdivisional Works	10,400,000	592,892	5.70%
Technical Services	10,728,410	856,302	7.98%
	10,789,010	917,010	8.50%

Section 2 Financial Results

2.1 - Budget Summary Report as at % of year passed

30 November 2018
42%

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Corporate Services					
Information Technology	-94,983	-25,801	-53,446	-79,247	83.43%
Director Corporate Services	-291,000	-170,082	-1,860	-171,942	59.09%
Corporate Services	-385,983	-195,883	-55,306	-251,190	65.08%
Community Services					
Library Services	-61,000	-30,674	-13,622	-44,295	72.62%
Community Services	-61,000	-30,674	-13,622	-44,295	72.62%
Technical Services					
Aquatic Centre	-150,000	0	-63,800	-63,800	42.53%
Civic Centre	-165,000	0	-8,730	-8,730	5.29%
Depot	-30,000	0	0	0	0.00%
Driver Resource Centre	-14,000	0	0	0	0.00%
Director City Growth & Operations	-452,234	-79,153	-10,054	-89,207	19.73%
Open Space	-1,677,454	-280,422	-9,006	-289,428	17.25%
Recreation Centre	-53,000	0	0	0	0.00%
Roads & Transport	-3,299,850	-434,714	-86,091	-520,804	15.78%
Stormwater Infrastructure	-100,000	-9,280	0	-9,280	9.28%
Street Lighting	-190,000	-12,091	0	-12,091	6.36%
Subdivisional Works	-300,000	-88,702	-6,999	-95,701	31.90%
Waste Management	-2,000,000	-387,018	-1,356,959	-1,743,977	87.20%
Technical Services	-8,431,538	-1,291,380	-1,541,638	-2,833,019	33.60%
	-8,878,521	-1,517,937	-1,610,566	-3,128,504	35.24%

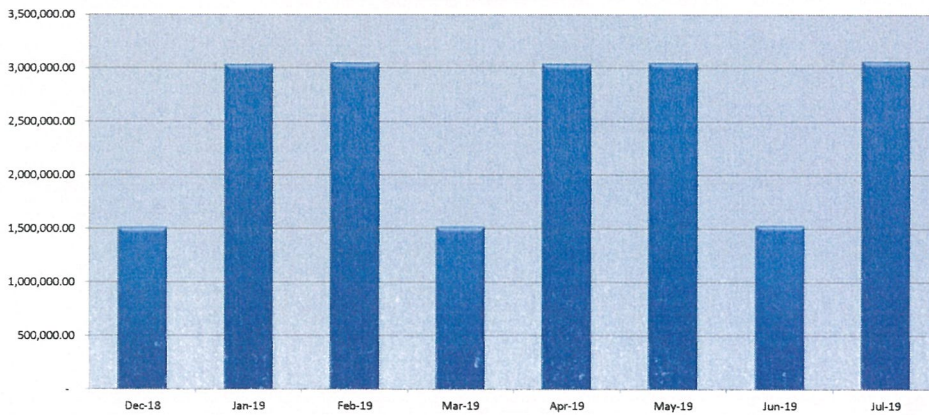
Section 2
Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 30/11/2018

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%			\$ 6.79	0.00%
AMP	S&P A1	\$ 1,500,000.00	2.85%	February 27, 2019	89	\$ 1,500,006.79	7.63%
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	May 8, 2019	159		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	May 22, 2019	173		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 3, 2019	215		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 31, 2019	243	\$ 6,000,000.00	30.52%
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.73%	February 13, 2019	75	\$ 1,500,000.00	7.63%
Bank Australia	S&P A2	\$ 1,500,000.00	2.95%	January 2, 2019	33	\$ 1,500,000.00	7.63%
National Australia Bank	S&P A1+	\$ 7,526.61	1.50%				
National Australia Bank	S&P A1+	\$ 154,578.72	1.50%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.67%	December 19, 2018	19		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.69%	January 16, 2019	47		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.72%	March 13, 2019	103		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.72%	April 10, 2019	131		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.71%	April 24, 2019	145		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.73%	June 5, 2019	187	\$ 9,162,105.33	46.60%
TOTAL SHORT TERM INVESTMENT		\$ 19,662,112.12		Average Days to Maturity	125.00		
% OF TOTAL INVESTMENT PORTFOLIO		A1 (max 100%) 54%	A2/P2 (max 80%) 46%	A3 (max 50%) 0%			100%
Weighted Average Rate		2.54%	BBSW 90 Day Rate Benchmark		1.95%		
GENERAL BANK FUNDS		\$ 6,923,104.48		Total Budget Investment Earnings	-\$ 400,000.00		
TOTAL ALL FUNDS		\$ 26,585,216.60		Year to Date Investment Earnings	-\$ 183,931.82		

Cashflow of Investments



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Fair Value	\$ 6,773,335	\$ 223,080	\$ 64,431	\$ 158,649	\$ 84,620

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2

Financial Results

2.5 - Financial Indicators

	Target	2019	2018	2017	2016	2015
Operating Surplus Ratio						
Total Operating Surplus/Deficit	0.00%	-25.50%	-26.12%	-5.16%	-39.40%	-20.18%
Total Operating Income						
This indicator shows the extent to which operational expenses are covered by operational income, and if in surplus, how much is available to use for other purposes such as capital expenses. This has been calculated from the forecast budget.						
Debt Service Ratio						
Net Debt Service Cost	<5%	0:00%	0:00%	0:00%	0:00%	0:00%
Operating Revenue						
A Council's debt service ratio shows Council's debts (principal + interest) in relation to Council's income. Palmerston currently has no loans payable, and therefore the debt ratio is 0:0						
Rate Coverage Percentage						
Rate Revenues	60%-75%	65.44%	61.38%	59.25%	60.02%	61.53%
Total Revenues						
This indicator shows the percentage of total revenue raised through rates income.						
Rates & Annual Charges Outstanding Percentage						
Rates & Annual Charges Outstanding	<5%	43.02%	3.47%	3.57%	3.16%	3.47%
Rates & Annual Charges Collectible						
This percentage shows Council's total rates outstanding against rates payable to Council in this financial year. The rate will decrease as instalment dates pass.						

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
4355	Tonkin Consulting	5,522.00
V01345	GreenTec Pty Ltd	5,500.00
5757	Rutledge Engineering (Aust) Pty Ltd	4,919.20
V01571	Michael Spick	4,897.12
V01592	Sage Constructions Pty Ltd	4,725.60
3569	NT Build	4,684.00
350	IBM Global Financing Australia Limited	4,500.00
4561	Bendesigns	4,361.32
5315	Adamant Property Services Pty Ltd	4,218.23
53	Eggins Electrical	4,136.01
4737	D & L Plumbing & Gasfitting	4,015.00
V01837	S D Benson & M J Clarkson	4,000.00
274	CSG Business Solutions (NT) Pty Ltd	3,665.48
V01813	Steven Ball	3,650.00
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	3,641.52
256	The Bookshop Darwin	3,637.38
5	Australia Post	3,558.90
V01584	Salary Packaging Australia	3,502.17
V01773	The Learning Express	3,416.90
238	The Australian Local Government Job Directory	3,404.50
V01234	Mulga Security	3,369.30
V00271	Fuji Xerox Business Centre NT	3,364.21
V01083	Gimbells Landscaping Pty Ltd	3,363.07
566	Stickers & Stuff	3,304.00
2336	Flick Anticimex Pty Ltd	3,191.70
2199	SBA Office National	2,971.87
4007	Ark Animal Hospital Pty Ltd	2,867.42
112	Beaurepaires	2,849.10
V00860	Costojic Pty Ltd	2,660.00
V01505	Netball NT	2,550.00
3313	Zip Print	2,528.90
5508	Open Systems Technology Pty Ltd - CouncilFirst	2,478.62
V01420	CENTRELINK (PAYROLL)	2,365.80
V00474	Lane Print & Post	2,317.22
V01573	Amber Garden	2,263.22
V01483	OfficeMax	2,253.48
2977	Security & Technology Services P/L	2,227.01
V01751	Librio Associates Pty Ltd	2,200.00
V01570	Sarah Louise Henderson	2,196.55
22	Norsign Pty Ltd	2,095.19
2186	Optus Billing Services Pty Ltd	2,068.00
V01694	NT Advertising and Distribution	1,974.50
V01572	Lucy Buhr	1,962.15
V01569	Benjamin Giesecke	1,896.55
V01579	Damian Hale	1,896.55
5435	Access Hardware (NT) Pty Ltd	1,852.08
V00702	YMCA of the Northern Territory	1,840.00
V01574	Dr Thomas A Lewis OAM	1,746.55
V01821	Gavin Roy McKay	1,738.80
35	WINC Australia Pty Limited	1,681.50
V01810	Jacana Energy - Payroll Deductions	1,680.00
3099	Iron Mountain Australia Pty Ltd	1,546.18
V01820	JM Craggs and GD Canham	1,446.84
V01691	Blackwoods	1,430.33
V00614	RTM - Dept. of the Attorney General and Justice	1,430.00
2915	Territory Uniforms	1,419.53
4699	Branded Products	1,417.90
272	City Wreckers	1,386.00
3189	Seek Limited	1,347.50
5036	Dormakaba Aust P/L T/as Territory Door Services	1,298.00
V01818	Riece Ranson	1,264.16

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
V01763	Leni Loves Trees Garden Maintenance	214.50
V01299	Motor Vehicle Enthusiasts Club Inc	200.00
V01805	PHN Northern Territory	200.00
V01823	Lauren Howie	200.00
4398	Quality Indoor Plants Hire	193.30
V01549	We're The Glue Pty Ltd	187.00
3788	HPA Incorporated	180.00
V01812	C R Campbell - Electrical and Data Contractors	176.00
V00683	Sean Newcombe	169.10
90	Local Government Association of the NT (LGANT)	165.00
V01740	All Territory Mowing	165.00
V00994	Frangipani Farm	160.00
V01832	Jake Rabl	160.00
V01624	Karuna Yoga and Wellness	150.00
V01843	Azha Bowe	144.00
V01324	Leighs Catering	143.00
2874	Total Recreation NT	125.00
V00997	Palmerston Athletics Club	125.00
V01522	Ruth Garner	125.00
V01553	Territory Families-Youth Outreach & Re-Engagement	125.00
V01575	Bras and Things	125.00
V01819	Ross Elliott	125.00
V01840	Aglow Darwin	125.00
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	121.77
86	Greening Australia NT	119.06
V01190	Slimline Warehouse	112.34
V01784	E M Landscaping & Gardening Services	110.00
2093	Sacred Heart Primary School	100.00
637	Moulden Park School & Neighbourhood	100.00
V00303	MacKillop Catholic College	100.00
V01815	Matt White	100.00
V01844	Mother Teresa Catholic Primary School	100.00
2017	Signs Plus	86.00
V01833	Shane Gartner	76.80
V01822	Maria Cristine G Soares	74.00
3594	Comics NT	71.06
V01824	Kathleen Van Gelderen	63.00
V01839	Alison Reid	63.00
V01717	Alawa Plumbing Pty Ltd	60.00
V01771	Patricia Cannavo	50.00
V01769	Snows Run (NT) Pty Ltd T/as Territory Green Waste	40.00
V01816	Reyna Pacini	31.00
V01838	B & I Turley	31.00
18	Integrated Land Information System	27.40
201	Spotless Facility Services Pty Ltd (T/A Ensign)	24.21
V01841	Alexander Reeves	24.00
		4,453,541.02



 Reviewed by: Finance Manager

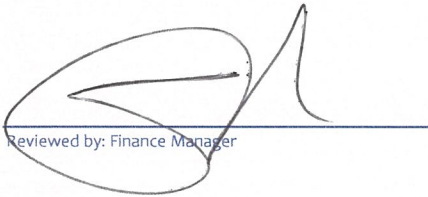

 Approved by: Director of Corporate Services

Section 2 Financial Results

2.8 - Waste Charges as at 30 November 2018 Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Rates & Charges	6,999,791	6,983,413	-	6,983,413	99.77%
Income	6,999,791	6,983,413	-	6,983,413	99.77%
Expenditure					
Employee Costs	(373,463)	-	-	-	0.00%
Office Administration Expenditure	-	(547)	-	(547)	0.00%
Professional Services	(65,000)	(1,877)	(9,681)	(11,558)	17.78%
Educational Resources	(50,000)	(5,765)	(4,040)	(9,805)	19.61%
Utilities	(14,293)	(3,925)	-	(3,925)	27.46%
Street Sweeping	(307,000)	(78,827)	(207,292)	(286,119)	93.20%
Litter Collection	(193,515)	(73,633)	(3,116)	(76,748)	39.66%
Domestic Bin Collection	(2,548,756)	(899,279)	(1,650,389)	(2,549,668)	100.04%
Kerb Side Collections	(98,000)	(13,095)	(56,529)	(69,624)	71.04%
Tip Recharge Domestic Bin collection	(632,950)	(209,760)	(423,190)	(632,950)	100.00%
Transfer Station	(1,595,000)	(532,233)	(971,483)	(1,503,716)	94.28%
Loan Repayments	(92,200)	-	-	-	0.00%
Tip Recharge Transfer Station	(325,145)	(112,654)	(185,133)	(297,787)	91.59%
Expenditure	(6,295,322)	(1,931,596)	(3,510,852)	(5,442,448)	86.45%
Profit/(Loss)	704,469	5,051,816	(3,510,852)	1,540,965	

Expenditures not included in reconciliation are waste related depreciation, overheads and capital works.



Reviewed by: Finance Manager



Approved by: Director of Corporate Services

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	<i>Próject</i> – Making the Switch, Update December 2018
REPORT NUMBER:	9/0142
MEETING DATE:	11 December 2018
Author:	Chief Executive Officer, Luccio Cercarelli
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report provides Council with an update on the *Próject* – Making the Switch, public lighting transition to smart LED's project.

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community.

KEY ISSUES

- The ownership of some 4,000 street lights within Palmerston was transferred to Council from Power and Water Corporation (PWC) on 1 January 2018.
- Council also owns about 700 lights in parks and along pathways for a total portfolio of 4,700 public lights.
- Council has identified Smart LED Lighting replacement as a major initiative within its *Próject* initiatives.
- Council has committed a total of \$3.65 million (GST exclusive) to the program.
- Physical replacements of lights is expected to commence in April 2019 and be completed within two (2) years.
- Council has engaged the services of a specialist public lighting consultant, Next Energy, to assist delivery of this project.
- Council has entered into a joint tender process between Palmerston, Darwin and Litchfield Councils for the procurement of smart street lighting controls which will form part of this program.
- This accelerated Smart LED Street & Public Lighting replacement program has the potential to be transformational project for the City by reducing power expenditure and improving liveability via the range of benefits that would result from LED lighting and smart controls over traditional lighting.

RECOMMENDATION

THAT Report Number 9/0142 entitled *Próject – Making the Switch*, Update December 2018 be received and noted.

BACKGROUND

At the 2nd Ordinary Council Meeting on the 21st August 2018, Council resolved the following:

25.1.1 *Accelerated Smart LED Street & Public Lighting Replacement Program C9/0069*

1. THAT Report Number C9/0069 entitled *Accelerated Smart LED Street & Public Lighting Replacement Program* be received and noted.
2. THAT Council approves the *Accelerated Smart LED Street & Public Lighting Replacement Program* as follows:
 - a. The total value of the project is \$3.65 million (GST exclusive);
 - b. Installation commencing in 2019, with older suburbs being the priority;
 - c. The project is to be funded via an internal loan over 10 years at an interest rate of 2.6% per annum; and
 - d. Approval of a new limited tenure Full Time Equivalent position for a period of three (3) years commencing in 2018.
3. THAT Council approves that the realised savings from the *Accelerated Smart LED Street & Public Lighting Replacement Program* be used to fund:
 - a. Project loan repayments
 - b. Limited tenure Full Time Equivalent of three (3) years
 - c. Lighting upgrades and improvements
4. THAT Council decisions relating to Report Number C9/0069 entitled *Accelerated Smart LED Street & Public Lighting Replacement Program*, be moved to the 21 August 2018 open minutes.
5. THAT at minimum a quarterly (3 monthly) progress report on the *Accelerated Smart LED Street and Public Lighting* be brought to Council.

CARRIED 9/0243 – 21/08/2018

This project forms part of Council's major initiatives and captured as part of *Próject – The Family City*.

Council has requested and will receive quarterly reports updating on the progress of this project.

A Place for People

DISCUSSION

Council is developing the required background documentation to support the project and procurement including the roll-out program and lighting level analysis.

Council has commenced the development of procurement documentation relating to the luminaires and contractual services for installation. It is expected that public tenders will be called in January 2019 or earlier. In addition, Council has entered into a collaborative tender process with Litchfield and Darwin for the procurement of the smart street lighting controls. This process is nearing completion and it is expected to be finished in January 2019.

The program will be rolled out over two (2) years maximising benefits, starting with older suburbs to newest suburbs, to reflect the age of lighting and associated maintenance costs. The tentative order of the roll-out at this point is as follows:

1. Moulden
2. Driver
3. Gray
4. Woodroffe
5. Marlow Lagoon
6. Durack
7. Gunn
8. Farrar
9. Rosebery
10. Johnston
11. Bellamack
12. Zuccoli

Despite some program timeframe slippages, measures are being implemented to recover lost time with the program to commence in April 2019 with lights being installed in Moulden.

Council has further approved a ten year lighting Improvement Program from savings realised from this project.

This would supplement existing capital works allocations to deliver new or upgrading lighting projects. Unlike the project which is replacement, this program would deliver new lighting where lighting does not currently exist or additional lighting in areas determined as lighting black spots.

This outcome would result in improved amenity and safety for the community. These projects would be delivered on a priority basis.

Council has recently submitted a Building Better Regions Funding (BBRF) application to the Australian Government to expediate delivery of this component. The BBRF presents a \$2.25 million project funded as follows:

- | | |
|---------------------------------|--------------|
| • Australian Government – BBRF | \$750,000.00 |
| • Northern Territory Government | \$750,000.00 |
| • City of Palmerston | \$750,000.00 |

The Northern Territory Government has provided support for its contribution subject to the BBRF being successful.

Further update reports will be presented as required or at least every three (3) months.

CONSULTATION PROCESS

Council has undertaken media and social media advising of these projects and its commitment.

The replacement project will require further consultation to inform the community of the transition works program.

The upgrade program will require community consultation and engagement as new lighting will be installed.

Consultation will occur as and when required.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The total cost of this project is \$3.65 million (GST exclusive).

The Council has approved that the project be funded by a 10 year internal loan at a interest rate of 2.6%. The project will provide savings after associated costs, in the order of magnitude of \$2.59 million in savings over 12 years which will be utilised to improve lighting in the City.

Council has submitted a BBRF application to the Australian Government for \$2.25 million to expediate the delivery of improved lighting in the City. Funding partnership is detailed in the body of this report.

The provision of new lighting through this element will result in a marginal increase in operational costs per annum subject to extent of work, which will be addressed through normal budget processes.

This is a significant and complexed project which is in addition to existing capital and operational programmes. Council has approved a new limited tenure internal resource, recruitment of this role has recently been completed.

In addition, Council has engaged the services of a specialist public lighting consultant, Next Energy to assist with the delivery of the project.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Council has taken on direct ownership of large number of street lighting and associated electrical connection assets from PWC. While the average age of such assets in the City of Palmerston is generally young, the exact condition and any need for early refurbishment or replacement is unclear.

With all large projects there are project management risks as part of project delivery, these will be identified, and mitigation measures put in place as the project progresses. In addition, the provision of the additional FTE to specifically manage this project and use of specialised consultants will further mitigate risk.

Installing new efficient luminaries will result in current nearby dark areas appearing darker. There is a risk that the community will demand that these be addressed. This risk is being mitigated by the inclusion of a lighting improvement program funded by savings.

Council staff have/will engage a law firm, a probity auditor and specialist consultancies to advise and assist with delivery of this project.

Although it is not legislatively required, the monthly financial report will be updated to include information relating to the internal loan. The report will include how much from the reserve has been borrowed, how much has been repaid, and the final outstanding balance of the loan. Furthermore, the Council will be provided with regular updates on the progress of the project. These reports will also include financial details related to the project.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Ownership of street lighting has a material impact on Council's carbon footprint but has also provided Council with increased control and flexibility in implementing energy efficient lighting solutions. A large-scale accelerated Smart LED Street & Public Lighting Programme provides the best mitigation of increased emissions and reducing energy usage.

The project will deliver benefits such as:

- Low levels of light pollution.
- Improved pedestrian and vehicle safety.
- Improved general community safety.
- Improved liveability.

The contract will include environmentally friendly disposal of existing luminaries where feasible.

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

There are no attachments for this report.

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.3
REPORT TITLE:	Community Benefit Scheme Update 2018
REPORT NUMBER:	9/0134
MEETING DATE:	11 December 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2018/2019 Financial Year applications processed to date.

Municipal Plan:

4. Governance & Organisation

4.2 Service

4.2 We value and encourage participation in Council activities by the community and are committed to delivering the highest possible levels of service and community engagement.

KEY ISSUES

- To date Council has provided a total of \$81,908 in grants, donations, sponsorships, representation support and scholarships.
- \$48,092 remains unallocated in the 2018/2019 Community Benefit Scheme budget.
- The new representation support category of funding is proving popular in the community, with three (3) individuals receiving \$250 each and a further two (2) applications currently under assessment.

RECOMMENDATION

THAT Report Number 9/0134 entitled Community Benefit Scheme Update 2018 be received and noted.

BACKGROUND

City of Palmerston sets an annual budget in its budget process dedicated to initiatives that benefit the community. The annual budget for 2018/2109 for grants, donations, sponsorships, representation support and scholarships is \$130,000. Due to the successful distribution of funds to the community, the 2018/2019 Community Benefit Scheme budget rests at \$48,092.

Community Benefit Scheme applications are accepted all year-round and Council promotes the availability and application processes to apply for funds at every opportunity. Recent amendments to

the relevant Policy; FIN18, were reported in the media and have attracted much interest in the new representation support category, resulting in many queries and 3 (three) funding applications successfully awarded to date.

Where budgeted funds are not expended during the financial year, excess funds are transferred to the Community Benefit Scheme Reserve. The current reserve total is \$70,000.

DISCUSSION

During November Council received five (5) eligible applications and several queries regarding the application process for the new category of funding; Representation Support. Three (3) applications have been approved; two applications are currently under consideration. Should these two applications be accepted also, the remaining budget will be reduced by \$500 to \$47,592.

Palmerston and Rural Seniors Committee's three-year application was considered and approved by Council and has \$15,000 committed to be paid early in 2019. An application from YMCA of the NT - Youth and Community Services Ltd to fund a student event for \$1840, was also accepted and has been paid.

Prompting remaining schools has resulted in all Palmerston schools accepting the offered \$100 Annual Community Service Award donation. This is the first time in many years that all local schools have been involved in this initiative; Sacred Heart College, Mackillop Catholic College, Mother Teresa Primary School and Moulden Primary School complete the total 2018/2019 budget spend of \$1,500.

No in-kind funding requests were received this month.

A table listing all successful funding applications and acquittals processed to 28 November 2018 for 2018/2019 is provided at **Attachment A**.

CONSULTATION PROCESS

Council will continue to promote this program, and amendments to both policy and eligibility criteria, to the Community via various methods. Successful applications will be posted on our website and, where appropriate, media releases undertaken.

POLICY IMPLICATIONS

Council Policy *FIN18 Grants, Donations, Sponsorships and Scholarships*

BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2018/2019 year for Grants, Donations, sponsorships and Scholarships is \$130,000. To date, Council has awarded \$81,908 and \$48,092 remains in the 2018/2019 Community Benefit Scheme budget.

Please note that should the two applications currently under consideration be accepted, the remaining budget will be reduced by \$500 to \$47,592.

The Community Benefit Scheme reserve contains \$70,000.



A Place for People

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: City of Palmerston Community Benefit Scheme Applications approved as at 28 November 2018

Applications/Acquittals Processed to Date

City of Palmerston Community Benefit Scheme Applications Approved as at 28 November 2018

Activity Project	Applicant	Amount Requested	Amount Received	Notes
Aridagawa Sister City Student Exchange Scholarship	Three Palmerston Schools (middle years to secondary)	\$4,000	n/a	2 scholarships offered; waiting on uptake of offers
ANZAC Day Services (3 years)	The Returned & Services League of Australia Palmerston	\$10,000	\$10,000	Final of 3-year agreement
Touch Football NT Titles	Touch Football NT	\$13,000	\$13,000	Final of 3-year agreement
PGA Championship	Cazaly's Club Palmerston, Palmerston Golf Club	\$30,000	\$30,000	First of 3-year agreement
Special Children's Christmas Party	AM Media (Special Children's Christmas Party)	\$1,000	\$1,000	2018 event
Christmas Bash	Palmerston 50+ Club Inc.	\$1,000	\$1,000	2018 event
Annual School Community Awards - to date	All Palmerston Schools	\$1,500 in total	\$1,500 to date	Offered annually to all schools; 15 of 15 accepted
Launch Mental Health Week	NT Mental Health Coalition	\$2,000	\$2,000	2018 event
Buddy Benches in schools	Litchfield/Palmerston Rotary Club	\$4,000*	\$4,000*	2018 activity * exc. GST
Autism NT Luncheon 2018	Autism NT	\$1,818 *	\$1,818*	2018 activity * exc. GST
City of Palmerston Seniors Fortnight 2019	Palmerston and Rural Seniors Committee	\$15,000	\$15,000	First of three-year funding request
Year 12 Pool Party	YMCA of the NT -Youth and Community Services Ltd	\$1,840	\$1,840	
NT Representation - Sport	Resident, National All Schools Athletics Championships	\$250	\$250	Representation Support
NT Representation - Sport	Resident, School Sport Australia Track & Field Championships	\$250	\$250	Representation Support
NT Representation - Sport	Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	Representation Support
TOTAL		\$85,908	\$81,908	

Current Community Benefits Scheme Expenditure to Date

	Account Name	YTD	Commitment	YTD + Comm	Budget	Budget Available
Grants/Donations/Sponsorships/Scholarships Paid	Community Grants	\$13,908	\$68,000	\$81,908	\$130,000	\$48,092

Applications/Acquittals Processed to Date**In-Kind Support Approved to Date**

Activity Project	Applicant	Amount Requested	Value In-Kind Support Received	Notes
Seniors Indoor Croquet Club	Seniors Indoor Croquet Club	\$500	\$500	Recreation Centre hire
Playgroup Venue hire	Tumbledown Tots Playgroup	\$500	\$500	Driver Resource Centre hire
TOTAL			\$1,000	

Applications Received and Under Assessment

Activity Project	Applicant	Amount Requested	Notes
NT Representation - sport	Resident, School Sports Australia Track & Field, Melbourne	\$250	Representation Support
NT Representation - sport	Resident, National Rugby Union 7's Championships	\$250	Representation Support
TOTAL VALUE		\$500	

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.4
REPORT TITLE:	Palmerston Seniors Advisory Committee November Minutes
REPORT NUMBER:	9/0127
MEETING DATE:	11 December 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report presents the unconfirmed minutes from the most recent Palmerston Seniors Advisory Committee (PSAC) meeting held on 12 November 2018.

Municipal Plan:

4. Governance & Organisation

4.2 Service

- 4.2 We value and encourage participation in Council activities by the community and are committed to delivering the highest possible levels of service and community engagement.

KEY ISSUES

- Palmerston Seniors Advisory Committee is an Advisory Committee to Council, providing advice and feedback in relation to issues that affect Palmerston and rural seniors who access services, businesses, events and activities in Palmerston.
- Palmerston Seniors Advisory Committee meeting was held on 12 November 2018 and minutes are presented.
- A highlight of this meeting was an informative presentation by the NTG regarding Darwin Rural Seniors' Lifestyle Accommodation Project.

RECOMMENDATION

THAT Report Number 9/0127 entitled Palmerston Seniors Advisory Committee November Minutes be received and noted.

BACKGROUND

Palmerston Seniors Advisory Committee is an Advisory Committee to Council, providing advice and feedback in relation to issues that affect Palmerston and rural seniors who access services, businesses, events and activities in Palmerston.

The Seniors Advisory Committee is comprised of 15 seniors, most residing in Palmerston, as well as rural-living seniors. PSAC meets bi-monthly.

DISCUSSION

The Minutes of the 12 November Palmerston Seniors Advisory Committee are attached. **Attachment A**

The unconfirmed minutes were circulated to the Committee on 27 November 2018.

A highlight of this meeting was an informative presentation about Darwin Rural Seniors' Lifestyle Accommodation Project, by the Department of Trade, Business and Innovation.

CONSULTATION PROCESS

Palmerston Seniors Advisory Committee is a regular contributor to Council's consultation process.

POLICY IMPLICATIONS

There are no policy implications for this report, however a review of minute templates is being undertaken across all advisory committees to address consistency and governance matters.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Unconfirmed Palmerston Seniors Advisory Committee November Minutes

CITY OF PALMERSTON

**Minutes of Palmerston Seniors Advisory Committee Meeting
held in Palmerston Recreation Centre,
The Boulevard, Palmerston
on Monday 12 November 2018 at 12:00 pm.**

COMMITTEE MEMBERS

Alderman Sarah Henderson (Chair)
Mayor Athina Pascoe-Bell (ex-officio)
Ann Brown
Mary Oliffe
Sandra Parke
Dot Chapman
Anne Coutts
Marg Lee
Neville Driver
Anna Durbridge
Margaret Moore
Pam Smith
Barb Crane

GUESTS

Luke Gosling, Member for Solomon (part meeting)
Sharon McAlear, Office of Member for Solomon
Olga Dalrymple, Electorate of Brennan
Kirby Bolton, Electorate of Drysdale
Angie Walker, Electorate of Spillett
Nicky D'Antoine, Director Project Facilitation, Dept of Trade,
Business and Innovation
Anne Tan, General Manager Strategic Infrastructure and
Projects, Dept of Trade, Business and Innovation
MunLi Chee, Probity Auditor, Merit Partners

STAFF

Tess Riches, Community Services Officer

1 OPENING OF MEETING

The Chair declared the meeting open at 12.00 pm.

Initials: _____

2 APOLOGIES AND LEAVE OF ABSENCE

Damian Hale
Luccio Cercarelli
Jan Peters
Lillian Mann
Maggie Grave
Trevor Miller
Avril Smith

Alderman
Chief Executive Officer
Director Lifestyle and Community
Committee member
Committee member
Committee member
Committee member

3 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes

Moved: Neville Driver
Seconded: Sandra Parker

THAT the amended minutes of the Palmerston Seniors Advisory Committee Meeting held on Monday, 10 September 2018 be confirmed.

Carried

4 PRESENTATIONS

4.1 Presentation: Darwin Rural Seniors' Lifestyle Accommodation Project

A comprehensive introduction to the project's planning, processes, scope, aims and objectives was provided by:

Nicky D'Antoine, Director Project Facilitation of the Department of Trade, Business and Innovation and;

Anne Tan, General Manager Strategic Infrastructure and Projects, Dept of Trade, Business and Innovation.

MunLi Chee, Merit Partners, oversaw the presentation as Probity Auditor and was available for clarification.

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

5.1 Actions

Moved: Neville Driver
Seconded: Marg Lee

Motion:

Alderman Henderson will take to Council a request from this Committee for a review of the viability of extension of Gray Hall, Gray, to ascertain if it may provide a suitable facility for use as a Seniors Centre.

Carried

Action Table Items were discussed: amended table below.

Initials:

<i>Issues contributed by Palmerston Seniors</i>	<i>Possible solution ideas provided by public/ PSAC</i>	<i>Action</i>	<i>Responsibility</i>	<i>When</i>	<i>Status</i>
“Suitable space required for Palmerston seniors to meet, to socialise, and source information”	Continue to liaise with Council on either a purpose-built (or extended/renovated existing) community centre to provide spaces suitable for seniors only OR a shared-use facility.	1. Provide update on progress of Marlow’s Lagoon Land Use Plan. 2. Request Council considers viability of extending Gray Hall.	Director Community Services/ Chairperson Chair	As available By end January	Ongoing In progress
“Paid Parking in CBD means seniors are forced to shop elsewhere.”	Seek feedback from Council re: possible amendments to parking strategy: e.g. Extend time, better policing of disabled parking, cancel parking meters	Consider issues following Council review of paid parking in the City Centre. As per Council Minutes 9/0094 – 05/06/2018	Chair to report back to PSAC outcome of Council review	As available	Ongoing
“Concerns about safe access to Gateway shopping Centre from bus stops and on foot.”	See what the new entrance plans are, Stage Two is nearing completion; this may answer concerns.	1. PSAC meeting Invite speaker from Dept of Transport re Gateway bus parking and pedestrian access. 2. Put new access info into Grey Goss	Community Services Officer Community Services Officer	When Stage 2 and new entry/ exit open As available	Ongoing: review issues when stage 2 of Gateway Shopping Centre opens
“Living support for seniors in their own homes required.”	Gardening service for seniors – any available?	Find out options and promote in Grey Goss	Community Services Officer	As available	Ongoing
“Laneway* safety – need Council security cameras” Gray Hall – “Cars broken into in carpark, possible thief access via laneway?”	Council review Laneways for appropriate safety initiatives. Improved lighting at council Carpark	1. Consider options following current Council review of laneways 2. Possible LED lighting installation – Laneway Review will suggest options if flagged for action	Director Community Services/ Chair Director Community Services	As available As available	Ongoing: Chair to report back to PSAC outcome of Council review

Initials:

5.2 Outstanding Topics:

Designated Seniors Parking

Angie Walker, Electorate Officer for Mrs Lia Finocchiaro MLA, Member for Spillett, lead a discussion to determine her Office's direction regarding the groups' often-stated wish for dedicated seniors parking at Gateway Shopping Centre. On reflection the group determined that a request for shared use of the Parents with Prams Parking might be of benefit.

6 CHAIR'S REPORT

6.1 Verbal Report:

Chair Alderman Sarah Henderson

Alderman Henderson advised that NT Government grants available for International Women's Day were available (these closed 16 November 2018).

At the 6 November Council Meeting the Palmerston and Rural Seniors Committee (PRSC) was successful in its application for City of Palmerston Platinum Sponsorship of the next three (3) City of Palmerston Seniors Fortnight programs.

Alderman Henderson presented the PRSC with a certificate from Volunteering NT, acknowledging the group's Highly Commended - Community Organisation - status at the recent NT Volunteer of the Year Awards

7 NEW BUSINESS

7.1 Palmerston and Regional Basketball Association (PaRBA) requested feedback regarding members' knowledge of availability of "in chair" activity sessions for Seniors with limited mobility and/or any other physical activity classes in Palmerston. Information provided has been forwarded to PaRBA.

7.2 2019 PSAG meeting dates and times.

Monday	4 February
Monday	18 March
Monday	13 May
Monday	15 July
Monday	16 September
Monday	18 November

Initials:

- 7.3 Sandra Parker, Palmerston's Poet Laureate advised the availability of the annual compilation of poetry and prose by Palmerston's Own Writers (POW). An article about POW is included in the current Grey Goss newsletter.

8 CORRESPONDENCE

Nil.

9 CLOSURE

The Palmerston Seniors Advisory Committee meeting, held in the Palmerston Recreation Centre, The Boulevard, Palmerston on Monday, 12 November 2018 closed at 2:00pm



Initials: _____

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.5
REPORT TITLE:	Palmerston Safe Communities Committee November Minutes
REPORT NUMBER:	9/0128
MEETING DATE:	4 December 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report presents the unconfirmed minutes from the most recent Palmerston Safe Communities Committee (PSCC) meeting held on 22 November 2018.

Municipal Plan:

1. Community & Cultural Wellbeing
 - 1.2 Safe Communities
 - 1.2 We are committed to ensuring the safety and security of our community.

KEY ISSUES

- The Palmerston Safe Communities Committee members provide advice and feedback in relation to safety issues that affect Palmerston residents and businesses.
- Northern Territory Police will be announcing a major restructure on Tuesday 4 December 2018 which may mean changes for the Palmerston Station.
- Crime Stoppers NT is again part of the national Dob in a Dealer Campaign, which encourages all members of the community to report those responsible for dealing and manufacturing illicit drugs with the launch held on Tuesday 20 November 2018.
- Neighbourhood Watch NT have announced that their Safety House program will be ceasing across the Northern Territory.

RECOMMENDATION

THAT Report Number 9/0128 entitled Palmerston Safe Communities Committee November Minutes be received and noted.

BACKGROUND

Council convenes the Palmerston Safe Communities Committee (PSCC) and the meetings are Chaired by Alderman Hale. The PSCC works in partnership with Council, the Northern Territory Government, businesses and the community to reduce and prevent injuries, accidents and crime. The committee meets bi-monthly at the Palmerston Recreation Centre and comprises of representatives from over 30 organisations.

DISCUSSION

The Minutes of the Palmerston Safe Communities Committee held on Thursday 22 November 2018 are attached. **Attachment A**

The unconfirmed minutes were circulated to the Committee on 3 December 2018.

Key discussion points included the conclusion of the Safety House program after Neighbourhood Watch NT facilitated an independent review of the program.

The Launch of the national Dob in a Dealer campaign on Tuesday 20 November 2018 which has been supported by the Australian Government. The campaign focuses on encouraging members of the community to make anonymous calls to Crime Stoppers regarding the manufacture or supply of illicit drugs.

Council supported the national White Ribbon campaign by placing a large white ribbon in the foyer of the City of Palmerston Library. Community members were encouraged to take a photo in front of the ribbon and share it to their social media channels to spread awareness of the day. The ribbon was on display from Monday 19 November to Wednesday 28 November 2018.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report, however a review of minute templates is being undertaken across all advisory committees to address consistency and governance matters.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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



A Place for People

ATTACHMENTS

Attachment A: Unconfirmed Palmerston Safe Communities Committee November Minutes.

CITY OF PALMERSTON

Minutes of Palmerston Safe Communities Committee Meeting
held in Palmerston Recreation Centre,
The Boulevard, Palmerston
on Thursday 22 November 2018 at 9:30 am

COMMITTEE MEMBERS

Alderman Damian Hale (**Chair**)
Nathan Finn, NT Police
Antony Deutrom, NT Police
Mandy Pearce, Victims of Crime NT
Tracy-Dale Middleton, Neighbourhood Watch NT
Jeanette Callaghan, Territory Families (YOJET)
Melinda Schroeder, NT Legal Aid Commission
Michael MacLean, NT Police CCTV
Serena Dalton, Grassroots Action Palmerston
Nicole Simpson, Community Corrections
Heidi Agung, Community Corrections
Rachael Hart, YWCA
Catherine Phillips, Crime Stoppers NT
Angie Walker, Electorate of Spillett

GUESTS

Luke Gosling OAM MP, Federal Member for Solomon (part meeting)

STAFF

Jan Peters, Director Lifestyle and Community
Liz Middleton, CDO Safe Communities (**Minutes**)
Jeff Borella, Manager Ranger Services

1 OPENING OF MEETING

The Chair declared the meeting open at 9.40 am.

2 APOLOGIES AND LEAVE OF ABSENCE

COMMITTEE MEMBERS

Alderman Buhr, City of Palmerston
Gemma Bellenger, Police, Fire & Emergency Services
Kathy Bannister, Red Cross
Kirby Bolton, Office of Eva Lawler MLA, Member for Drysdale
Olga Dalrymple, Office Tony Sievers MLA, Member for Brennan
Alison Warwick, Department of Housing & Community Development

Initials: _____

Amanda Foord, Police, Fire & Emergency Services
Sandra Schmidt, Department of the Chief Minister
Sally Weir, Department of the Chief Minister
Chris Simcock, Territory Families
Andrew Pike, Territory Families
Natalie Sarsfield, Catholic Care NT
Louise Ogden, Territory Families (YORET)
Ian George, Department of Infrastructure, Planning and Logistics
Nicola Flook, Jesuit Social Services
Hannah Finbow, Neighbourhood Watch NT

3 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes

Moved: Tracy-Dale Middleton
Seconded: Michael MacLean

THAT the minutes of the Palmerston Safe Communities Committee Meeting held on Thursday, 20 September 2018 be confirmed.

Carried

4 PRESENTATIONS

4.1 Presentation: Nil.

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

5.1 Actions

ACTION: Police CCTV Manager to arrange a meeting with City of Palmerston Director of City Growth and Operations.

UPDATE: Completed however conversations will be ongoing.

5.2 Outstanding Topics:

ACTION: City of Palmerston Director and CDO to investigate a Palmerston Alcohol Licensee Sub-Committee focusing on a collective approach to alcohol sales in Palmerston.

UPDATE: Ongoing

ACTION: City of Palmerston Director to organise a visit from Larrakia Nation for CoP Rangers to provide an overview of services and information on reporting anti-social behaviour within the community.

UPDATE: City of Palmerston Rangers to attend the PSCC meeting in February 2019 to hear about the Anti-Social Behaviour 5 Point Plan from the Northern Territory Government.

Initials: _____

ACTION: Alderman Hale to continue to invite several local liquor licensees to attend the Palmerston Safe Communities Committee meetings.

UPDATE: Ongoing.

6 PALMERSTON NETWORK UPDATES

6.1 Palmerston Kids Network (PKN)

The next PKN meeting will be held on Friday 30 November 2018. Five PKN members formed the Palmerston Children's Week Working Group to coordinate the Palmerston Children's Week Event. The event had 32 stallholders and over 580 adults and children attend the 2-hour event.

6.2 Palmerston Seniors Advisory Committee (PSAC)

The PSAC last met on Monday 12 November 2018. The group received a presentation from the Department of Trade, Business and Innovation about the Darwin Rural Seniors' Lifestyle Accommodation project.

6.3 Palmerston and Rural Youth Services (PARYS)

The Community Development Officer position for Youth, Sport & Recreation is currently vacant, and applications for the position closed on Thursday 8 November.

7 NEW BUSINESS

7.1 Crime Stoppers NT

Crime Stoppers NT is once again part of the national **Dob in a Dealer** campaign, which encourages all members of the community to report those responsible for dealing and manufacturing illicit drugs. The campaign was previously rolled out in the NT in 2016 and saw a dramatic increase of information from the public. The campaign launch was held on Tuesday 20 November 2018 at the City of Darwin Civic Centre.

Action: City of Palmerston (CoP) CDO to email out Dob in Dealer Social Media tiles to the PSCC to share on their social media channels.

7.2 City of Palmerston (CoP) – Director

City of Palmerston is encouraging the community to provide input on the Draft Community Plan. The plan is the result of community consultation with Council undertaking an engagement process known as 'deliberative democracy'. The six key outcomes of the plan are: Family and Community; Vibrant Economy; Cultural Diversity; Future Focused; Environmental Sustainability; and Governance. All residents are invited to provide feedback to help inform and shape the final plan for our community for the next ten years. The plan is open for community feedback from 21 November until 28 February 2019.

Initials: _____

7.3 City of Palmerston (CoP) – Community Development Officer

Council is supporting White Ribbon Day (Friday 23 November) with the erection of a 2.4m x 2m white ribbon in the foyer of the City of Palmerston Library. All members of the community are encouraged to take a picture in front of the image and post it to their social media page. The theme of campaign works to encourages people to take the oath - 'I will stand up, speak out and act to prevent men's violence against women' and share the message to the wider community. The display will be in place until Wednesday 28 November 2018.

7.4 NT Police CCTV

The Police CCTV Unit is providing 27 new cameras to Palmerston with 3 new locations obtaining fixed cameras including Roystonea Ave. The first five of ten new mobile CCTV cameras are ready to be deployed across the Territory with the last five cameras due to arrive in February 2019.

7.5 Grassroots Action Palmerston (GAP)

GAP is continuing to work with the Youth Local Action Group, coordinated by the Department of Chief Minister with the primary goal of creating a Youth Action Plan for Palmerston. The plan is being created in consultation with the young people of Palmerston to assist with ensuring that funds and resources are allocated effectively within the region.

GAP is also supporting the December - January School Holiday Program. Holiday program service providers have been allocated funding for one year to allow for forward-thinking planning and greater coordination within the sector.

7.6 Neighbourhood Watch NT (NWNT)

Neighbourhood Watch NT held its 30 Years AGM on Thursday 15 November 2018. The launch unveiled a new logo and the announcement that the Safety House Program would be ceasing in the Northern Territory.

NWNT will also be distributing 50,000 postcards across the NT containing safety messages and reminders for residents during the festive season.

The Alcohol and Other Drugs Mural Project is continuing with several young people attending 6 workshops at the YMCA Youth Space to write and draw words about how they feel about alcohol. Shaun Lee is the new artist that has come onboard to work with the young people and to assist with the painting of the mural with Amy Hetherington assisting to facilitate workshops. The location of the mural is planned for the red brick wall on the corner of Silbbald Cres and Emery Ave however the site is pending approval.

Action: CoP CDO to Contact NWNT EO to discuss having the Neighbourhood Watch NT safety videos placed onto the Goyder Square TV.

7.7 Youth Outreach and Engagement Team (YORET)

The YORET is continuing to work on case management and in conjunction with other service providers on several school holiday activities.

Initials: _____

7.8 NT Community Corrections

Community Corrections Officers are working to build up case loads and are looking for not-for-profit organisations that may require assistance with manual labour. Offenders on the program can be picked up to assist them with participating in the program if transportation is an issue.

They are also working to influence the Courts to implement the sentencing of community work orders as an alternative to serving prison sentences.

7.9 Member of Spillett

A representative from the Member of Spillett enquired about the planned release of up to 12 youth who are currently in detention around the Christmas period. Members of the group explained that the Courts are responsible for the decision to release the young people back into the community however Police can lodge an appeal on several basis's including the impact it may have to the community.

They also enquired about the School Holiday program timetable and the date it would be released. The program should be finalised within the next week for distribution to the community.

7.10 NT Legal Aid Centre

NT Legal Aid Commission provide free legal advice, information & referral to anyone in the community and provide free legal advice in family law, criminal law and civil law matters and it is currently business as usual. Multiple parties to disputes can be referred to their office and they can see one party in-house and arrange for anyone else to receive a free and confidential advice session with a private lawyer who does not work for legal aid. NT legal Aid can arrange free and confidential legal advice for all parties in disputes including co-accused or members from the same family.

7.11 NT Police

NT Police will be announcing a major restructure of the department on Tuesday 4 December which may mean a change in footprint for the Palmerston Station.

The Palmerston area is experiencing a spike in unlawful entries in both residential and commercial properties but a decrease in offenses against the person.

They will shortly be launching an operation to increase surveillance during the school holiday period. Police raised concerns about services closing during between the Christmas to New Year period and have been working with GAP to request that holiday program activities continue to operate during this period.

Action: CoP CDO and Director to invite a representative from the Department of Housing and Community Development to a future PSCC meeting to discuss the allocation of public housing within planned residential suburbs including high density areas.

7.12 Victims of Crime NT

As part of the BizSecure program, businesses that have been affected by an unlawful entry are entitled to a grant of \$750 to help to resecure the premises. Any other subsequent break-ins will see the business entitled to another \$500. Any individuals that experience a residential

Initials: _____

break-in can access the Safe at Home Clean Up and Re-Secure Program which also provides financial assistance.

Alderman Hale suggested that First Home Buyers should be offered a grant to secure their home upon purchase.

8 CORRESPONDENCE

8.1 Palmerston Safe Communities Committee 2019 Meeting Dates - **Attachment A**

8.2 Palmerston Safe Communities Committee Terms of Reference - **Attachment B**

Moved: Serena Dalton

Seconded: Jeff Borella

Motion: Members to accept the draft 2018/2019 Terms of Reference for the Palmerston Safe Communities Committee.

Carried

9 CLOSURE

The Palmerston Safe Communities Committee meeting, held in the Palmerston Recreation Centre, The Boulevard, Palmerston on Thursday, 22 November 2018 closed at 10.40 am.



Initials: _____

Attachment A – PSCC 2019 Meeting Dates

PALMERSTON SAFE COMMUNITIES COMMITTEE
PALMERSTON RECREATION CENTRE, 11 THE BOULEVARD, PALMERSTON

2019 MEETING DATES

Meeting Date	Meeting Time	Meeting Location
Thursday 7 February 2019	1.30pm to 3.00pm	Palmerston Recreation Centre
Thursday 4 April 2019	1.30pm to 3.00pm	Palmerston Recreation Centre
Thursday 30 May 2019	1.30pm to 3.00pm	Palmerston Recreation Centre
Thursday 18 July 2019	1.30pm to 3.00pm	Palmerston Recreation Centre
Thursday 12 September 2019	1.30pm to 3.00pm	Palmerston Recreation Centre
Thursday 14 November 2019	1.30pm to 3.00pm	Palmerston Recreation Centre

Initials: _____

Attachment B – PSCC 2018/19 Terms of Reference

**CITY OF PALMERSTON
2018/2019 TERMS OF REFERENCE
PALMERSTON SAFE COMMUNITIES COMMITTEE**

Aim

The Palmerston Safe Communities Committee to work in partnership with Council, the Northern Territory Government, businesses and the community to reduce and prevent injuries, accidents and crime. The group is committed to promoting the safety and wellbeing of Palmerston residents and visitors to the Palmerston Municipality.

Objectives

The Palmerston Safe Communities Committee will provide advice and act as a consultative body in the identification, development and evaluation of activities and programs within the Palmerston Municipality by:

Establishing effective partnerships with key stakeholders engaged in injury prevention and crime prevention in the Palmerston Region.

Ensuring access to information, specialist advice and support for Palmerston Safe Communities' partners relating to injury prevention and safety issues.

Informing, lobbying and influencing relevant key organisations to improve levels of safety in Palmerston Region.

Prioritising injury and safety issues for the Palmerston Region and develop campaigns, injury prevention and safety promotion programs and projects in response to local needs and issues.

Coordinating forums for the public and stakeholders to express concerns on injury and safety and to participate in developing sustainable community-based programs that address crime and assist in the reduction of injury.

Definition

The Safe Communities model emphasises the use of inter-sectorial collaboration and community participation in safety promotion and injury reduction. The scope of safety promotion and injury reduction includes:

Intentional (e.g. domestic and alcohol fueled violence,) and unintentional injuries (e.g. child safety, falls prevention, sports safety & road safety);

Community Health (drug and alcohol abuse, mental health, physical fitness);

Community Safety (e.g. crime prevention, anti-social behavior, Crime Prevention Through Environmental Design (CPTED), personal safety and perception of safety);

Membership

The Palmerston Safe Communities Committee shall consist of representatives from Northern Territory Government, regional service providers and businesses and such persons as the committee determines.

Membership of the Palmerston Safe Communities Committee comprises:

Initials: _____

The Chairperson will be an Elected Member nominated and decided by Council.
The Deputy Chair will be the Director of Lifestyle and Community.
The Secretary will be the assigned Community Development Officer.
A Palmerston Community Representative that has been nominated for the role.
Representatives from Council, the Northern Territory Government and local businesses
Individuals with specialist skills and professional interest.
People, who reside, work or visit the Palmerston region with a demonstrated commitment to safety issues.
Community groups/organisations representing people with injury / safety concerns.

Meetings

The Palmerston Safe Communities Committee will meet bi-monthly.

Meetings shall be held at the Palmerston Recreation Centre, 11 The Boulevard, Palmerston, or at other venues as the Chair determines.

Decisions will be made by general consensus of members present.

The agenda and meeting papers shall be circulated to members at least 5 working days prior to the meeting and displayed on Council's website

Each meeting shall be properly recorded by the taking of minutes.

The minutes shall be completed and approved by the meeting at the next available meeting.

The minutes and any attachments shall be circulated to members at least 10 days after the meeting took place and displayed on council's Website.

As the Committee is advisory only no quorum is required however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered that there are insufficient people at the meeting to consider the agenda item.

All meetings of the Committee are public meetings. Members of the public and media can attend meetings.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

Reporting

The agendas and minutes of the Committee shall be stored as a permanent record of Council and displayed on council's website.

Any questions by members regarding the minutes are to be referred immediately to the Secretary (Community Development Officer) and if any error in the minutes is confirmed, the Secretary shall arrange to make the appropriate changes prior to Council submission.

Review Date

The Terms of Reference will be reviewed **annually** at the end of each financial year and as required.

Initials: _____

13.2 Action Reports

13.2.1	Pop-Up Dining Consultation <i>Presentation by True North Strategic Communication</i>	9/0135
13.2.2	Council Policy Review - FIN08 Internal Controls and FIN10 Fraud Protection Plan	9/0129
13.2.3	Review of Council Policy FIN23 Credit Card	9/0138
13.2.4	Request for Closure of Sextant Court to Harrison Circuit Laneway	9/0131
13.2.5	Subdivision of 125 McFarland Road to facilitate a Youth Justice Centre	9/0133
13.2.6	Rezoning of 125 McFarland Road to facilitate a Youth Justice Centre	9/0144
13.2.7	Aridagawa Sister City Student Exchange Scholarship	9/0126

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Pop-Up Dining Consultation
REPORT NUMBER:	9/0135
MEETING DATE:	11 December 2018
Author:	Director Lifestyle and Community, Jan Peters,
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report presents the findings of the City of Palmerston Pop-Up Dining community consultation and seeks Council's approval for a Pop-Up Dining trial at Sanctuary Lakes during the 2019 Dry Season.

Municipal Plan:

1. Community & Cultural Wellbeing

1.3 Arts and Culture

1.3 We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources.

KEY ISSUES

- Consultation was conducted 19 September to 2 November 2018 (45 days).
- 252 people provided feedback via an online survey, 396 people took a Facebook poll and 3 written submissions were received. 11 key stakeholders participated in a stakeholder workshop.
- 94% of the 252 survey respondents supported Pop-Up Dining, 6% were not supportive. Similarly, 94% of Facebook poll participants supported Pop-Up Dining and 6% did not.
- The survey results identified the same potential negative impacts of Pop-Up Dining as the key stakeholders identified.
- 84% of community respondents identified Goyder Square as the most popular choice for a Pop-Up Dining location followed by 67% for Sanctuary Lake, 45% CDU Lake and 44% Marlow's Lagoon.
- There was strong feedback from key stakeholders that Pop-Up Dining would not be suitable for Goyder Square as it would compete with local businesses in the area.
- The community and key stakeholders suggested a range of restrictions and conditions for Pop-Up Dining.

RECOMMENDATION

1. THAT Report Number 9/0135 entitled Pop-Up Dining Consultation be received and noted.
2. THAT Council approve a trial period of Pop-Up Dining during the 2019 Dry Season, limited to Sanctuary Lakes Gunn as outlined in Report Number 9/0135 entitled Pop-Up Dining Consultation.
3. THAT the trial permit fee for Pop-Up Dining at Sanctuary Lakes, Gunn for 2019 be \$25.00 per annum.
4. THAT a report on the outcomes of the Pop-Up Dining 2019 trial be presented to Council in November 2019, with a recommendation on the way forward for Pop-up Dining in Palmerston.

BACKGROUND

At the 2nd Ordinary Council Meeting of 15 May 2018 Council made the following decisions:

12.2.2 Pop Up Dining in Palmerston

9/0019

1. THAT Report Number 9/0019 entitled Pop Up Dining in Palmerston be received and noted.
2. THAT Council approve a Level 2 City Wide Community Consultation for 30 days, including additional strategies identified in the report and direct business liaison, to inform on the level of community and stakeholder support and requirements for the establishment of pop up dining in Palmerston's public spaces and the impact on local businesses.

CARRIED 9/0067 - 15/05/2018

Currently the City of Palmerston supports Pop-Up Dining opportunities at Council-run events and provides leased space to the Palmerston and Rural Markets Association for the Dry Season Friday night markets. Council does not have a policy or permit system in place to either allow or regulate Pop-Up Dining in public spaces.

The City of Palmerston has conducted consultation with the community to gauge the level of community support for Pop-Up Dining; to seek feedback on potential benefits; to better understand the impacts to local businesses and to identify potential suitable locations.

True North Strategic Communications were engaged to provide strategic advice, support and report on the feedback, **Attachment A**. Council staff implemented the consultation.

DISCUSSION

The consultation reached more than 13,500 people through a combination of Facebook posts and shares (as part of promoting the consultation) and 1,389 people engaged by either clicking on the post, sharing it or commenting.

A stakeholder workshop was conducted on 22 October 2018 in Council Chambers. Eleven (11) key stakeholders who represented the local hospitality industry and potential pop-up vendors participated

in the workshop. 252 people provided feedback via an online survey, 396 people took a Facebook poll and three (3) written submissions were received.

The feedback from the community resulted in 94% of the 252 survey respondents being supportive of Pop-Up Dining in Palmerston and six (6) percent not supporting it. This was mirrored with 94% of people taking the Facebook poll supporting it and six (6) percent who did not.

The feedback from the key stakeholder workshop identified several potential negative impacts of Pop Up Dining. The survey participants identified the same potential negative impacts of Pop-Up Dining as the key stakeholder's workshop including:

- Impacts on and competition with established businesses.
- Viability of Pop-Up Dining vendors.
- Unfair advantage of Pop-Up vendor operations.
- Anti-social behaviour.
- Market is over serviced already.
- Rubbish.
- Potential overcrowding and damage to parks.

The positive benefits of Pop-Up Dining identified by the community included:

- Engaging community and fostering community pride and spirit.
- New and different variety of culinary options.
- More social benefits and events.
- Attracting more tourists and visitors to Palmerston.
- Activating public spaces.

Key stakeholders agreed with Council's intention to attract more visitors and tourists to Palmerston but questioned whether Pop-Up Dining would do that, suggesting it should only be considered in conjunction with public events such as festivals.

The community and key stakeholders suggested similar restrictions and conditions for regulating Pop-Up Dining and suggested that these conditions may reduce the impact on local business, including:

- Alcohol sale restrictions.
- Permits.
- Trial period before implementation
- Locations restricted.
- Capped number of vendors.
- Fees.
- Operating hours.

Additional conditions and restrictions supported in the community survey included consulting local businesses before vendors set up, waiving fees for local businesses who want to do Pop-Up Dining and the need for vendors to be self-sufficient.

The community survey identified Goyder Square as the most popular choice for a Pop-Up Dining location, however there was strong feedback from key stakeholders that pop-up dining would not be suitable for Goyder Square as it would compete with local businesses in the area. Sanctuary Lakes in Gunn was the second most popular choice for a pop-up dining location.

The main themes raised during the consultation included:

- Pop-Up Dining can increase local engagement and build community spirit and pride.
- Pop-Up Dining is about benefits for the community, not just business.
- There are concerns pop-up dining would compete with already struggling businesses and create an unfair advantage.
- Pop-up Dining needs to offer a variety of food and dining options.
- Operators need to be environmentally friendly, avoid single-use plastics and encourage recycling.
- Seasonal timing and restriction of operation to community or public events needs to be considered.
- Pop-Up Dining needs to be regulated to reduce impact on local business.
- A Pop-Up Dining trial would be welcome.
- Ongoing consultation is recommended with the business community.

Considering all the feedback provided, it is recommended that Council conduct a Pop-Up Dining trial during the 2019 Dry Season. It is recommended that the trial be restricted to one location, Sanctuary Lakes, and that further research including a gap analysis and consultation be undertaken with local businesses in relation to the likely impacts of Pop-Up Dining in Goyder Square.

Council has recently reviewed its Outdoor Dining Licence fees and charges and reduced the annual fee to \$25.00. It is suggested that not introducing Pop-Up Dining in Goyder Square, at this time, will support and encourage local cafés and restaurants around Goyder Square to increase their outdoor dining presence first.

As Council has introduced a \$25.00 annual outdoor dining fee for local businesses it is recommended that the permit fee for Pop-Up Dining be set at the same annual amount of \$25.00 and implemented for the trial period.

It is not recommended that the pop-up dining opportunities be restricted to events and festivals as this does not support the initial operator investment in setting up a Pop-Up Dining venture, as it does not provide steady opportunities to trade or allow vendors to establish a regular market base.

It is proposed that the trial would include the following conditions and regulations:

- Restricted to one location - Sanctuary Lakes.
- No alcohol sales permitted.
- Permit Fee applied.
- Limited to two vendors at the site at any time.
- Single-use plastics not permitted.
- Hours of operation be limited to reduce any negative impact on nearby residents.

Expressions of interest would be sought from potential vendors to ensure a wide range of food options are offered and selected, reducing competition with existing dining options in Palmerston and meeting the community preference for a greater choice of dining options.

Council Officers would monitor the trial and, at the end of the 2019 Dry Season, report back to Council on interest from potential vendors, the popularity and ongoing viability of the trial vendors, further research, gap analysis results and the potential for increased pop-up dining locations. At that time, should the recommendation to Council be to continue with Pop-Up Dining in Palmerston a draft policy, guidelines and permit system details will be presented to Council for consideration.

CONSULTATION PROCESS

The Pop-Up Dining Consultation was open for public feedback from 19 September 2018 through to 2 November 2018.

A range of engagement methods and tools were used:

- Face-to-face Meetings.
- Stakeholder Workshop.
- Direct engagement with Council staff and Elected Members.
- Community Survey.
- Facebook Poll.
- Submissions via Email.

The targeted Key Stakeholders included:

- Residents and businesses that live or operate near the proposed locations.
- Businesses in the Palmerston CBD and local shopping Centres.
- Industry Associations.
- Tourism NT.
- NT Police.
- Palmerston and rural residents.
- Community groups including school, youth, senior, not-for-profits and sporting groups.
- Existing and potential Pop Up Dining vendors.

A discussion guide and fact sheet were developed to explain the consultation and potential impacts of Pop-Up Dining, case studies were provided and information on potential restrictions and conditions to regulate pop-up dining were included.

The consultation was promoted through traditional and social media, Council's community network groups, stakeholder membership bases, residential letterbox drops and direct calls to local businesses.

POLICY IMPLICATIONS

Should Council continue with the Pop-Up Dining program after the 2019 Dry Season trial a Pop-Up Dining Policy would be required. In the meantime, Council Officers will develop a set of guidelines outlining the conditions and restrictions for potential vendors.

BUDGET AND RESOURCE IMPLICATIONS

An annual permit fee of \$25.00 would be applied to Pop-Up Dining vendors. There are no further budget or resource implications of implementing the trial Pop-up Dining at Sanctuary Lakes.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that the implementation of a Pop-Up Dining Trial in Palmerston may result in a negative impact on local food businesses in Palmerston. It is considered that the implementation of the above-mentioned restrictions and conditions will reduce the likelihood of any considerable impacts.

All Pop-Up Dining vendors in Palmerston will need to be compliant with the *Northern Territory Food Act*, the *Northern Territory Food Safety Standards* and *City of Palmerston (Public Places) By-Laws*.

Should vendors wish to allow BYO alcohol to be consumed at the dining venue, vendors will be required to apply for permits according to requirements outlined in *Northern Territory Liquor Act part VIII B Regulated Places Division 1 Consumption of liquor in regulated place*.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

During the trial period, trial vendors will not be permitted to provide or use single-use plastics and will be encouraged to use recycled products where possible, thus reducing the environmental impact. Vendors will also be required to remove any waste created by the venture and dispose of appropriately.

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

Attachment A: City of Palmerston Pop-Up Dining Consultation Report

City of Palmerston

Palmerston pop-up dining consultation report

Prepared by True North Strategic Communication
November 2018



Version No.	Issue Date	Prepared by:	Approved by:	Approval Date
V1				
V2				
V3				

Recipients are responsible for eliminating all superseded documents in their possession

Consultation statement

True North Strategic Communication is guided by the principles of good community engagement, based on people's level of interest and concern as outlined by the International Association for Public Participation (IAP2).

Our role is to provide stakeholders and the general public with objective information, so they can provide informed feedback on consultation projects. We give people the opportunity to provide input that is balanced and reflective of the range of community views to independently provide the best possible guidance to decision makers.

Our practice reflects professional standards and ethical standards for human research including anonymity, confidentiality, record storage and keeping people informed.



Table of Contents

Executive summary	3
Background	7
Consultation	10
Consultation goal	10
Key stakeholders	10
Consultation approach	10
Feedback	14
Community feedback.....	14
Key stakeholder feedback.....	21
Analysis	28
Recommendations.....	30
Appendix – Pop-up dining consultation full survey report.....	32



Executive summary

City of Palmerston has conducted consultation with the community about introducing pop-up dining to public spaces in Palmerston.

The Council wanted to gauge the level of community support for pop-up dining in Palmerston, seek feedback on potential benefits and impacts and identify potential suitable locations. True North Strategic Communication was engaged by Council to provide strategic advice, support and report on the feedback, while Council staff and elected members implemented the consultation.

Currently, Council allows some pop-up dining vendors to attend special community events but there is no policy in place to regulate pop-up dining.

Stakeholders

The key stakeholders targeted for this consultation included:

- residents and businesses that live or operate near the proposed pop-up dining locations
- businesses in the Palmerston CBD and local shopping centres
- industry associations
- Tourism NT
- NT Police
- Palmerston and rural area residents
- community groups including school, youth, aged, charity and sporting groups
- existing and potential pop-up dining vendors.

Consultation approach

The aim was to reach as many potentially impacted stakeholders as possible using a range of engagement methods and tools including:

- face to face meetings
- stakeholder workshop
- direct engagement with Council staff and elected members
- community survey
- Facebook poll
- submissions via email.

A discussion guide and fact sheet were developed to explain the consultation and potential impacts of pop-up dining, as well as case studies for pop-up dining locally, Australia and the world. Information on the potential restrictions and conditions to regulate pop-up dining was also included.

The consultation was promoted through traditional and social media, Council and community networks, stakeholder membership bases, residential letterbox drops and business doorknocks.

Participation

Eleven key stakeholders who represented the local hospitality industry and potential pop-up vendors participated in a workshop, while 252 people provided feedback via a survey, 396 people took a Facebook poll and three submissions were received.

The consultation reached more than 13 500 people through a combination of Facebook posts and shares as part of promoting the pop-up dining consultation and 1389 people engaged by either clicking on the post, sharing it or commenting.



An additional outcome of this consultation was that 124 stakeholders registered their contact details to be updated on this consultation and future consultations by the City of Palmerston.

Limitations

Several limitations need to be noted with this consultation:

- a low number of people responded to the survey meaning, which meant their views are 'indicative' of community views rather than 'representative'
- while no key stakeholders took the opportunity to provide direct feedback through face to face meetings, 11 key stakeholders that represented six different Palmerston hospitality businesses and Hospitality NT participated in a stakeholder workshop
- while a large number of people took the Facebook poll, there was criticism from stakeholders that social media does not give a good indication of overall community sentiment.

Feedback

The feedback from the community indicated support for pop-up dining in Palmerston, with 94 per cent of 252 survey respondents supported pop-up dining in Palmerston and six not supporting it. This mirrored the results of the Facebook poll where 94 per cent of people supported it and six per cent didn't.

The overall feedback revealed a number of shared views between the community and key stakeholders about pop-up dining as well as some different views, which are outlined below.

Potential impacts

The survey results identified the same potential negative impacts of pop-up dining as key stakeholders, including:

- impacts on local businesses
- increasing anti-social behaviour and crime
- unreliability and unviability of pop-up dining
- rubbish
- unfair advantage for pop-up dining vendors.

A number of community issues may have impacted the feedback provided during the consultation, including concerns about an economic downturn and a rise in anti-social behaviour. Issues around recycling and rubbish were also quite prominent due to conversations about this in the wider community at the moment.

The positive benefits of pop-up dining identified by the community included:

- engaging community and fostering community pride and spirit
- more new and a different variety of options
- more social benefits and events
- attracting more tourists and visitors to Palmerston
- activating public spaces.

Key stakeholders agreed with the Council's intention to attract more visitors and tourists to Palmerston, including US Marines and Defence personnel, but questioned whether pop-up dining would do that alone, suggesting it should only be considered for more public events like festivals.



Conditions

The community and key stakeholders suggested similar restrictions and conditions for pop-up dining, including:

- alcohol restrictions
- permits
- trial first
- locations restricted
- capped number of vendors
- fees
- limited operating hours.

Additional conditions and restrictions supported in the community survey included consulting local businesses before vendors set up, waiving fees for local businesses who want to do pop-up dining and the need for vendors to be self-sufficient.

Key stakeholders suggested pop-up dining vendors to take on trainees and apprentices from the Charles Darwin University (CDU) Palmerston campus and parity of fees and conditions for vendors including tax, GST and superannuation, prioritise local Palmerston and rural vendors and limiting pop-up dining to community events.

Location

While the community survey identified Goyder Square (84 per cent) as the most popular choice for a pop-up dining location, there was strong feedback from key stakeholders that pop-up dining would not be suitable for Goyder Square as it would compete with local businesses in the area.

Sanctuary Lakes in Gunn (67 per cent) was the second most popular choice, followed by University Lake at CDU (45 per cent) and Marlow Lagoon (44 per cent).

Additional popular locations identified by the community included Zuccoli and at any Palmerston residential park or playground.

Key stakeholders and several community survey respondents supported restricting pop-up dining to community events such as festivals.

Themes

The main themes raised during the consultation included:

- pop-up dining is an opportunity to increase local engagement and build community spirit and pride in Palmerston
- pop-up dining is about benefits for the community, not just business
- in the current economic climate there are concerns pop-up dining would compete with already struggling local businesses and create an unfair disadvantage
- the type of pop-up dining needs to offer a variety of food and dining options and not replicate existing offerings or have the same market stall food that is already available
- pop-up dining needs to be environmentally friendly, not damage or overcrowd the area it is situated
- pop-up dining vendors should avoid single use plastic products and encourage recycling
- the seasonal timing and availability of pop-up dining needs to be carefully considered and potentially be restricted to community or public events.
- pop-up dining needs to be regulated to reduce the impact on local businesses
- pop-up dining needs to be viable for vendors



- a pop-up trial would be welcome
- more consultation is recommended for the business community.

Recommendations

Several recommendations have come out of the feedback from the community and key stakeholders including:

- providing stakeholders with an update including a summary of consultation feedback and the next steps for Council
- conduct further direct consultation with businesses and residents near the potential locations for pop-up dining
- conduct a market gap analysis or survey of local businesses in Palmerston to see how pop-up dining could fill a gap for the community, while minimising impacts on local business
- conduct a pop-up dining trial using a model with the conditions suggested in this consultation.



Background

In May 2018, the City of Palmerston's elected members voted to consult the Palmerston community about the level of community and stakeholder support and requirements to establish pop-up dining in Palmerston's public spaces and explore the potential impacts on local business.

True North was engaged to support the consultation in collaboration with Council, which included providing strategic advice, supporting materials, creating a survey, conducting a stakeholder workshop and collating and reporting on the feedback.

Council's aim for the consultation was to:

- gauge the level of community support for pop-up dining in Palmerston
- seek feedback on the advantages and disadvantages of pop-up dining in Palmerston
- identify potential sites suitable for pop-up dining.

The City of Palmerston wanted community and stakeholders to provide feedback on the potential benefits of promoting and encouraging pop-up dining in Palmerston, such as:

- activating and revitalising public spaces such as the CBD and parkland areas
- encouraging tourism and Territory locals to visit Palmerston
- improving safety in areas that are activated by the pop-up dining enterprises through passive surveillance
- enhancing the sense of community and social interaction for Palmerston residents, community groups and businesses by providing unique, outdoor dining experiences
- encouraging novel and creative entrepreneurial activities such as start-up food businesses to potentially stimulate the local economy
- building social capital pride in Palmerston.

The potential locations investigated for potential pop-up dining included Sanctuary Lakes in Gunn, Marlow Lagoon, University Lake on the Charles Darwin University campus and Goyder Square in the Palmerston CBD.

Pop-up dining

Council is investigating whether pop-up dining would be suitable for public spaces in Palmerston on the back of its increasing popularity across Australia and the world.

Also called street food or mobile food vendors, pop-up dining can take different forms but usually refers to selling takeaway style food from a temporary stall, booth, cart, truck or van in a public space, on a regular basis.

Pop-up dining is already regulated by local governments across Australia and the world using different models, such as a permit system, limitations on locations and types of food sold. Pop-up dining is also regulated under different state legislation and national standards to protect consumers.

Current situation

A form of pop-up dining already exists in Palmerston, mainly related to community events, and the city hosts the popular Palmerston Friday Night Markets in Goyder Square each Friday during the dry season.

Currently, food van or market stall owners attend these community events to sell food on an invitation only basis, which is coordinated by Council's Community Services team. These

opportunities are shared equally and the operator's performance, quality and popularity with the community is taken into account.

The operators who are regularly invited to service these events are sourced from Darwin and Palmerston. There is no policy in place to only use operators that identify themselves as Palmerston locals.

Council continues to receive queries and requests from potential vendors interested in providing pop-up dining opportunities in Palmerston and at different events.

Research

Several case studies were researched to find out the different models were used and identify the possible restrictions and conditions.

The four local, interstate and international case studies were used in communication and media material to provide context to pop-up dining for the community and stakeholders.

Street Food Program, City of Darwin

In 2016, the City of Darwin officially introduced its Street Food Program to activate outdoor spaces and encourage entrepreneurial activities. Since then, East Point, Nightcliff Foreshore and Tamarind Park have host popular street vendors such as Ken's Crepes, Elijah's Kitchen and Cucina Sotto Le Stelle, which recently opened a restaurant in Darwin CBD.

Conditions placed on the Street Food Program in Darwin include:











LOCATION	PERMITS	FEES	OPERATING HOURS	CAPPED NUMBERS OF VENDORS	CONSULT LOCAL BUSINESSES
 LIMITED CBD RESTRICTION	 PERMIT	 FEES	 OPERATING HOURS	 CAPPED NUMBERS OF VENDORS	 CONSULT LOCAL BUSINESSES

Mobile Food Vendors, City of Adelaide

In March 2018, the South Australian Government brought into effect legislative changes requiring locals councils to develop and adopt 'location rules' determining where mobile food vendors can trade. The changes were implemented to support the growth of mobile food vendors, where previously local councils could reject applications altogether.

Some mobile food vendors operating in the Adelaide CBD have since branched out into brick and mortar food businesses, including Burger Theory, which now owns three restaurants and operates a shipping container to serve burgers.

Mobile Food Vendors in Adelaide operate under the following conditions:

 LIMITED CBD RESTRICTION	 PERMITS	 FEES	 OPERATING HOURS	 CAPPED NUMBERS OF VENDORS
 CHECK IN APP	 WAIVE FEES FOR EXISTING LOCAL BUSINESSES	 ALCOHOL	 NO FREE GIVAWAYS	 SELF SUFFICIENT WITH POWER, WATER & WASTE



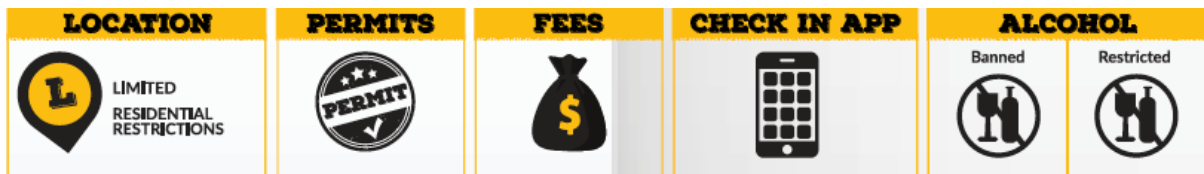
Mobile Food Vendors, City of Sydney

The City of Sydney underwent several food truck trials and studies to develop a mobile food vending policy after public consultation revealed residents wanted more late-night food options in 2011.

There are now 500 mobile food vendors in Sydney with many customers following the movements of their favourite mobile food vendor through social media via the hashtag #sydneyfoodtrucks, which has more than 8000 mentions on Instagram.

The vending policy is quite specific with two types of food vending classifications – food truck and food van – that determine how they operate.

Mobile Food Vendors operate in Sydney under the following conditions:



Mobile Food Facilities, San Francisco Public Works

Responding to the popularity of food trucks in other major cities, San Francisco developed a number of guidelines and an extensive application and permit process to enable food trucks to start operating in 2010.

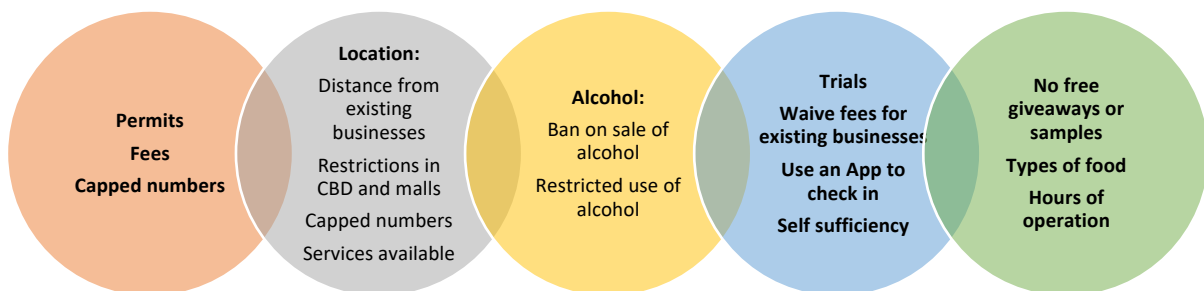
Several former food truck operators in San Francisco have opened bricks and mortar food businesses on the back of their success as food trucks, including Koja Kitchen.

Mobile Food Facilities operate in San Francisco under following conditions:



Parameters for pop-up dining

Following this research, a range of conditions and restrictions can be used to manage the impacts of pop-up dining on local businesses and the community.





Consultation

The aim of the consultation was two-fold:

- gauge public sentiment about whether the community supported introducing pop-up dining in the public spaces in Palmerston
- explore how pop-up dining could be introduced including potential locations and the restrictions/conditions supported to minimise impacts on local business.

The consultation was also a chance for the City of Palmerston to consult the community on a positive initiative, rather than a reactive issue, and enable elected members and Council staff to engage with the community by implementing the consultation strategy.

Consultation goal

Know the general sentiment of the community regarding pop-up dining in Palmerston and identify the acceptable parameters to allow a pop-up dining initiative to go ahead now or in the future.

Key stakeholders

Key stakeholders for this consultation included the businesses and residents that might be impacted by introducing a pop-up dining initiative, including:

- residents that live and businesses that operate near the proposed pop-up dining locations
- businesses in the Palmerston CBD and local shopping centres that may be impacted by new food vendors operating in the CBD or suburbs
- industry associations with members potentially impacted by pop-up dining
- Tourism NT
- NT Police
- Palmerston and rural area residents who may benefit from the wider choice of food options in Palmerston
- school, charity and sporting groups who may benefit from fundraising opportunities through pop-up dining
- existing and potential vendors who might want to be involved and could benefit from the pop-up dining initiative.

Consultation approach

The approach taken for this consultation was to reach as many potentially impacted stakeholders as possible, including people living near the potential locations for pop-up dining as well as local food retail businesses.

At the same time, the consultation needed to gauge what the community thought about pop-up dining and if it was supported, how it could be implemented.

An additional aim was to build capacity in the Council staff and elected members to be involved in the consultation, so that Council was responsible for implementation and True North Strategic Communication provided strategic advice and wrote the discussion guide and supporting communication materials.

Consultation level

Using the International Association for Public Participation (IAP2) principles that guide good community engagement, this engagement will be conducted at the levels of **inform** and **consult**.



LEVEL OF ENGAGEMENT	PROMISE TO THE PUBLIC
Inform	We will keep you informed
Consult	We will listen to your concerns, keep you informed, and provide feedback on how stakeholder's input influenced the decision
Involve	We will work with you to ensure your concerns are reflected in the alternatives developed, and provide feedback on how the public's input influenced the decision
Collaborate	We will look to you for advice, ideas and solutions and incorporate those into the decisions as much as possible
Empower	We will implement what you decide
©International Association of Public Participation www.iap2.org	

The overall approach to this consultation was to build up engagement with the community and businesses by:

- engaging through Council's existing community and business networks
- use existing forums such as community events and the library where people are already engaged
- provide quick and easy tools to provide direct feedback while still offering the chance to provide in-depth feedback when people have concerns
- once someone is engaged, offer them another way to provide feedback
- involve Council staff and elected members in the consultation to build rapport with the community and enable them to listen directly to feedback and become involved from the start
- build engagement capacity for Council staff
- build up a community of engaged people that can be contacted for future engagements
- develop a reputation for being trusted by listening to feedback and acting on it
- creating ongoing engagement opportunities to retain trust and presence in the community.

The tools used to do this included:

- electronic survey to guide and record feedback
- a mechanism for stakeholders to register interest in pop-up dining consultation updates and future consultation
- Facebook poll to allow people to quickly vote whether they supported or didn't support pop-up dining
- a workshop to engage more directly impacted stakeholders, including local food businesses and potential new vendors.

An eye-catching 'pop-up dining' brand was created to create visual excitement and attract people to the website, survey and Facebook poll, and was used throughout the communication materials, media and tools.

These tools were distributed to the community and stakeholders via:

- discussion guide
- fact sheet
- Frequently Asked Questions (FAQ)

- topic guide to guide feedback during face to face stakeholder meetings with Council staff and elected members
- Facebook posts
- direct letters and email
- letterbox drop to people living near or businesses working near potential pop-up dining locations
- City of Palmerston website
- media release and advertising, including several Mayoral columns
- Council's elected members and staff distributing materials and actively seeking survey responses
- dedicated email and phone number to receive feedback.



An interactive Google map was developed for Council staff and elected members to use during direct consultation, alongside the survey, however it was considered too clunky and not user-friendly to be effective.

Survey

The survey link was distributed online via the Council website, and Facebook posts by the Council and True North, as well as being advertised in local media.

The survey, Facebook poll and consultation was also promoted through:

- Health and Wellbeing Coordinators network
- Activate Facebook page and newsletter
- Palmerston and Rural Youth Services Network newsletter
- City of Palmerston's Chief Executive Officer's update email.

The flyer and survey link were also sent to all food vendors that Council has used for previous events.

Letter and email distribution

Council conducted a letterbox drop and sent flyers to residents and businesses near the three proposed locations for pop-up dining, along with an invitation for businesses to provide feedback via a workshop. The flyers were distributed to nearby homes in Durack Heights, Marlow Lagoon and bordering Sanctuary Lakes in Gunn.

A total of about 200 flyers were distributed.

Media

The following media featured stories and/or interviews with the Mayor regarding the pop-up dining consultation:

- Radio – Mix FM, Territory FM, ABC Grassroots and Radio Larrakia
- Newspaper – *Darwin Sun*
- Television – Channel 9.

Face to face meetings, workshop and engagement

The consultation strategy recommended Council engage with about 12 key stakeholders, including those who may be potentially impacted, through face to face meetings.



The key stakeholders were invited to meet with the Council's project team and were also invited as part of a wider invitation to 40 stakeholders to attend the workshop.

While none of the stakeholders took up the opportunity to meet with Council face to face, 11 stakeholders participated and provided feedback at the workshop, while a number who were followed up by phone personally stated that they would provide feedback via the survey.

The community team also discussed the pop-up dining consultation and promoted the survey at meetings of the following network groups:

- Palmerston and Rural Youth Services Network
- Palmerston Safe Communities Committee
- Youth in Palmerston
- Palmerston Kid's network
- Palmerston Seniors Advisory Committee meeting.

Workshop

Eleven people from the Palmerston community and business sector attended a stakeholder workshop on pop-up dining in October 2017, which was facilitated by True North.

The workshop was held at the Council chambers after hours to enable business owners and people to attend after they finished work.

Nine of the participants represented local hospitality stakeholders and two were interested in becoming a potential pop-up dining vendor in Palmerston. Three elected members from Council, including the Mayor and Deputy Mayor, attended the workshop.

Submissions

There were two formal submissions received during the consultation, one from Hospitality NT and another from a person who participated in the stakeholder workshop and has expressed interest in being a potential vendor if a pop-up initiative was introduced to Palmerston. An email was also received from an existing Palmerston cafe owner.



Feedback

Feedback gathered through different tools during the consultation has been separated into two areas:

- general feedback from the community
- key stakeholder feedback.

The reason for this is that key stakeholders are more likely to be impacted by the introduction of pop-up dining in Palmerston, and their views will have a lot more significance for the decision to progress the initiative and potential implementation.

However, the community feedback enables Council to get an idea of what members of the community feel about the pop-up initiative, and the reasons it could benefit the community.

Community feedback

While there were 252 responses to the pop-up dining survey, the response rate is not statistically representative of the 33 600 plus population of the City of Palmerston as it represents less than one per cent of the population.

However, while the views expressed in the survey are not 'representative' of the population, they can be used as an indication of the community sentiment about pop-up dining.

With more than 13 527 people reached through a combination of Facebook posts during the consultation, including 1389 people who engaged by clicking, commenting or sharing posts, the project received quite high visibility in the community. It was also evident from survey responses and comments on social media posts, that there was quite a few people aware of the contentious nature of pop-up dining and the fact the consultation was happening.

Good take up from local media outlets and proactive communication through regular radio interviews and Council newspaper columns helped spread the message. Council used letterbox drops, direct emails and their networks to send out information on the consultation and the survey and Facebook poll tools.

Survey

Summary and analysis

There were a total of 252 responses to the pop-up dining survey, of which 94 per cent (237) of the respondents supported pop-up dining in Palmerston, while six per cent (15) did not support pop-up dining.

An 84 per cent majority of survey respondents indicated they lived in Palmerston, while six per cent lived in the northern suburbs, five per cent lived in Darwin and 15 per cent lived in the rural area. The respondents who lived in Palmerston were fairly evenly spread across the suburbs of Rosebery, Driver, Durack, Zuccoli, Woodroffe, Bakewell and Gunn.

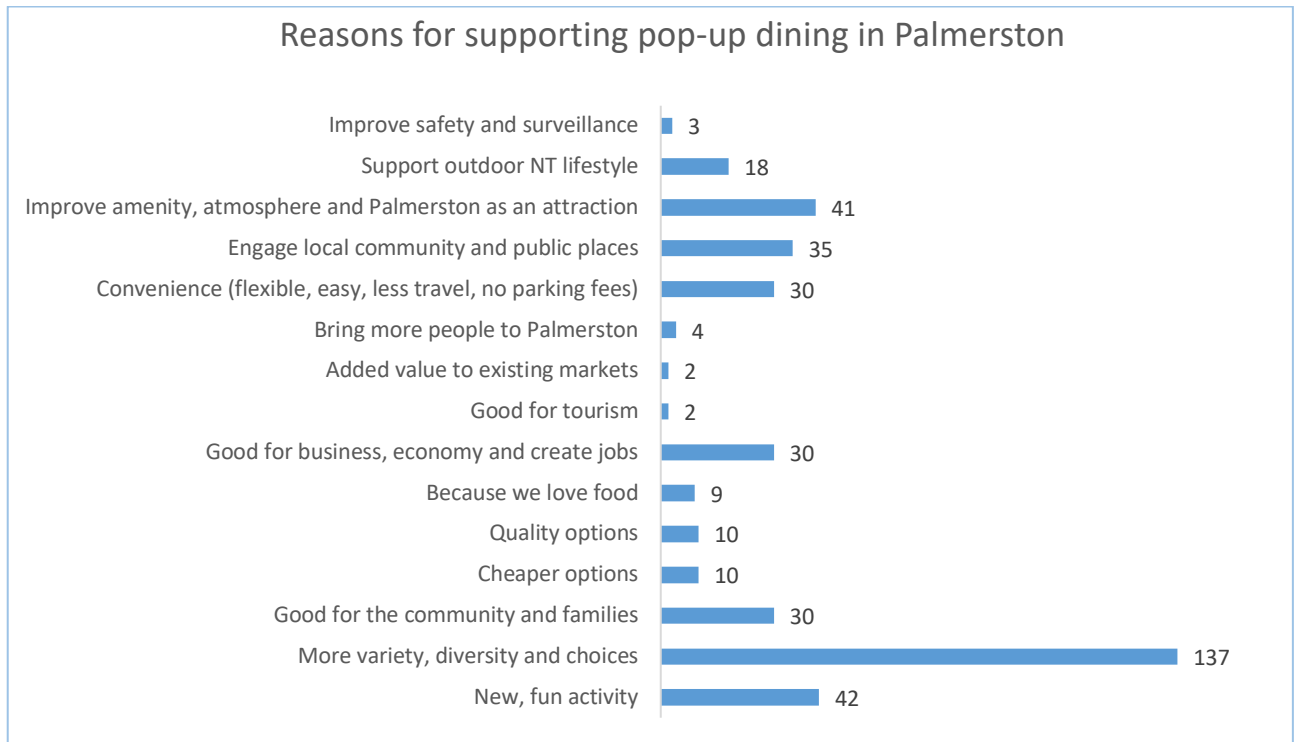
Support

Of the 94 per cent of the respondents who supported pop-up dining, the main reasons they supported it included:

- more choices, variety and diversity of food and dining options
- introducing a new fun, activity into Palmerston
- improving the amenity, atmosphere and Palmerston as an attraction
- engage local community and activate public spaces.



See the graph below for a further breakdown of reasons according to the number of times they were suggested in survey responses:



Two of the interesting things to note in the reasons given in the survey on why people supported pop-up dining in Palmerston, was that attracting tourists and attracting more people to Palmerston were only mentioned by two respondents respectively.

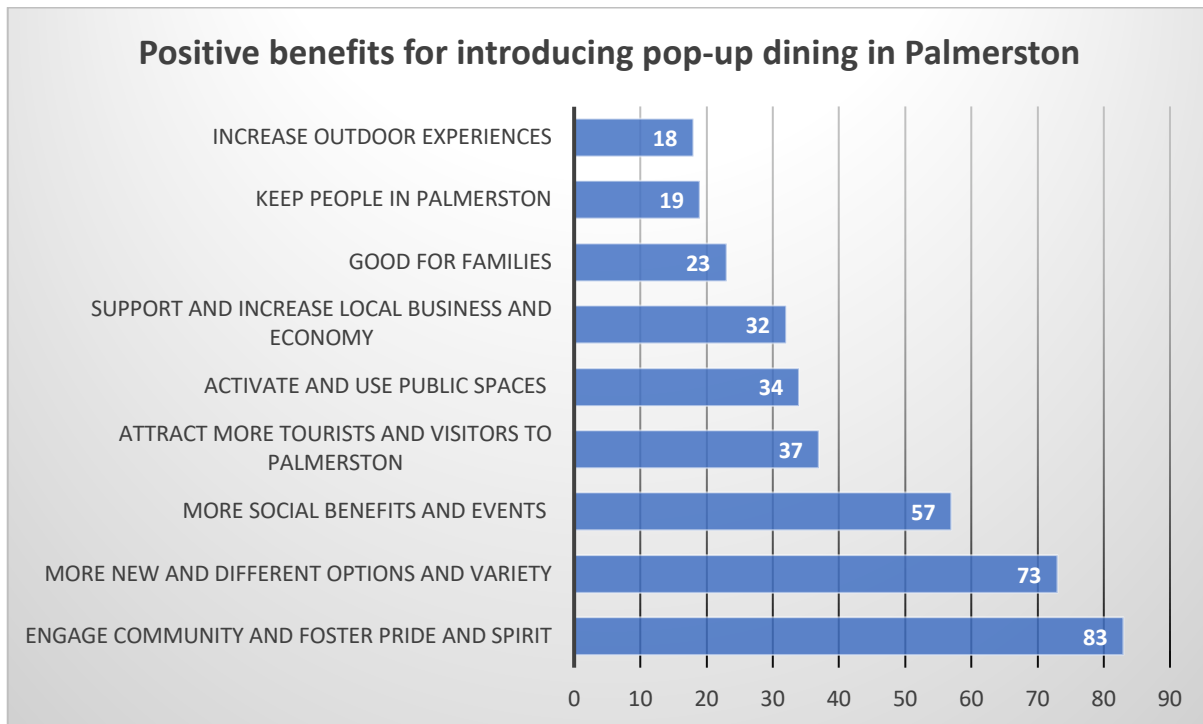
The main reasons given to support the initiative was to provide more options and things to do for existing Palmerston residents, and give them the option for different dining choices locally rather than having to travel into Darwin or the northern suburbs. Convenience was one of the big reasons to support pop-up dining in Palmerston.

However, later in the survey when respondents were asked what the positive benefits would be of introducing pop-up dining into Palmerston, engaging community and fostering community pride and spirit was the most positive benefit, followed by more new and a different variety of options and more social benefits and events.

The other two main benefits were cited as attracting more tourists and visitors to Palmerston and activating public spaces.

“If situated in the correct location, pop-up dining is casual, relaxed and gives a choice of styles. It's a mini- community.”

“I believe Palmerston has much more opportunity to promote a much closer family orientated community that could be the envy of other towns and suburbs. By introducing Pop up food vans in the right areas would only enhance that desired community togetherness and put on display a great community to whose watching or looking to make Palmerston their new home.”

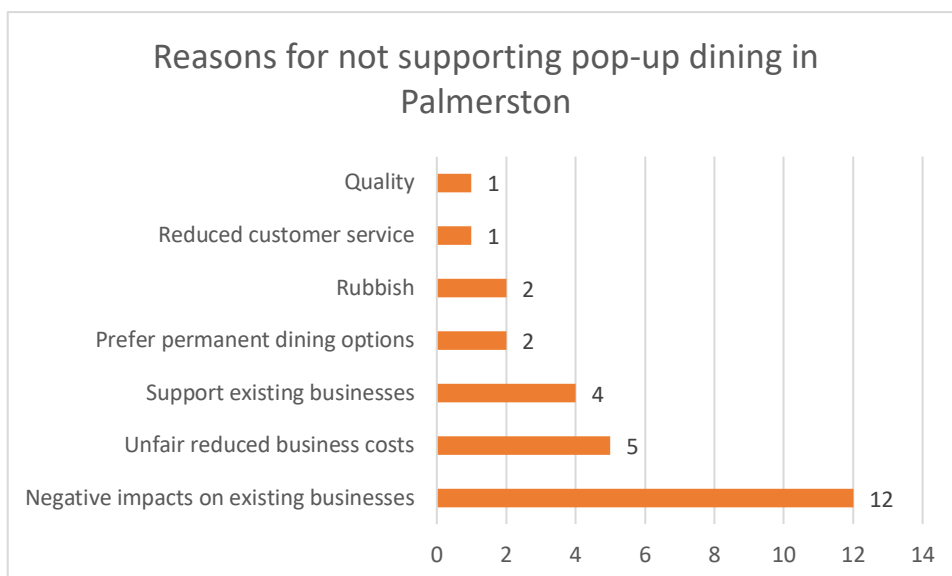


The difference in these answers could be that the first question was answered as to why the respondent personally supported pop-up dining, while suggesting positive benefits was more about the wider community benefit.

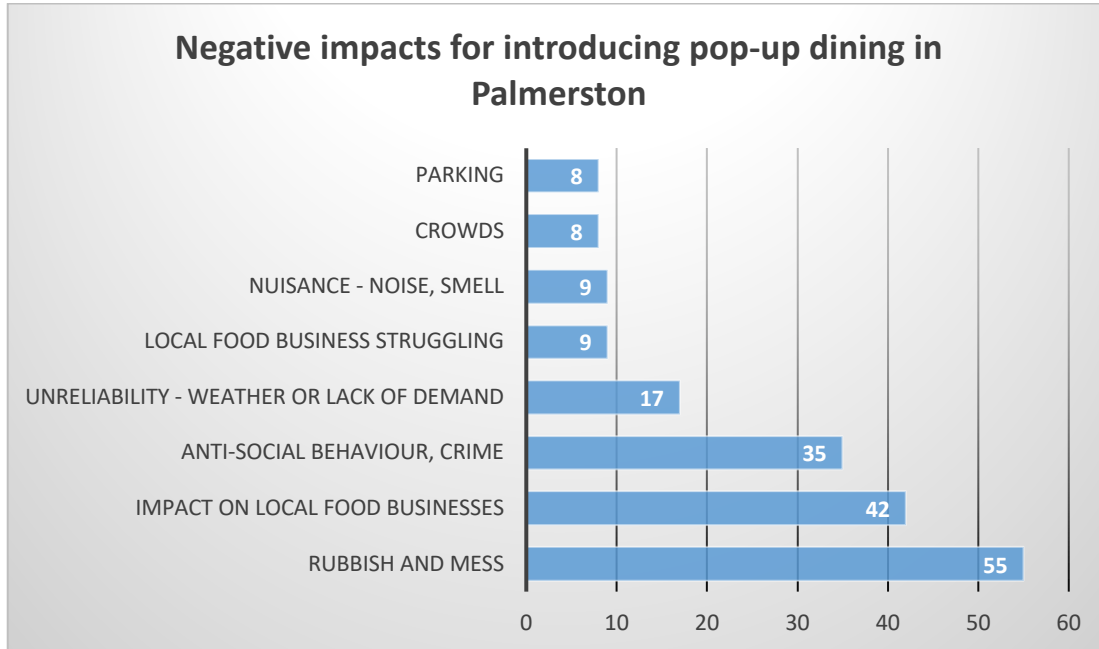
Of the six per cent of respondents who didn't support pop-up dining in Palmerston, the main reasons included:

- negative impacts on existing businesses
- unfair reduced business costs for pop-up dining vendors
- need to support existing businesses.

See the graph below for a further breakdown of reasons.

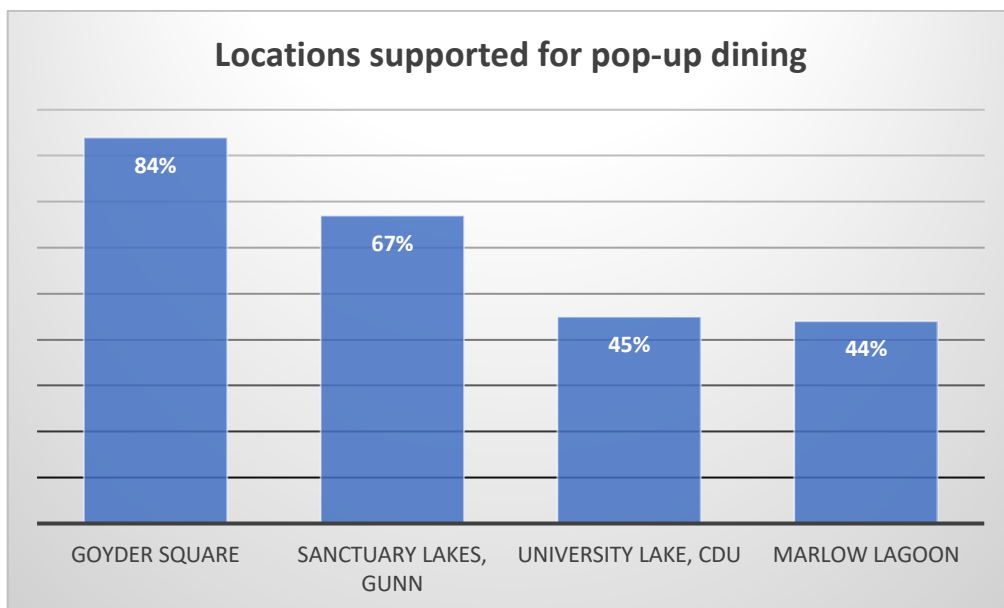


When respondents were asked what they thought the negative impacts would be for introducing pop-up dining in Palmerston for the wider community, the following results were suggested:

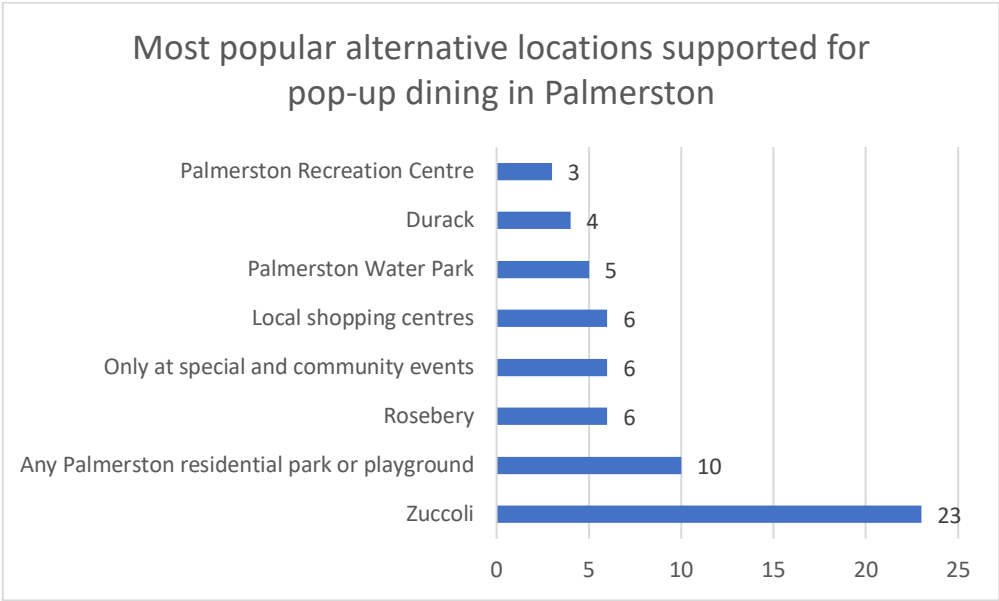


Location

Out of the four locations proposed by the City of Palmerston, Goyder Square (84 per cent) in the Palmerston CBD was the most popular choice as a location for pop-up dining, followed by Sanctuary Lakes in Gunn (67 per cent), University Lake at CDU (45 per cent) and Marlow Lagoon (44 per cent).



In addition, respondents suggested a number of other potential sites:

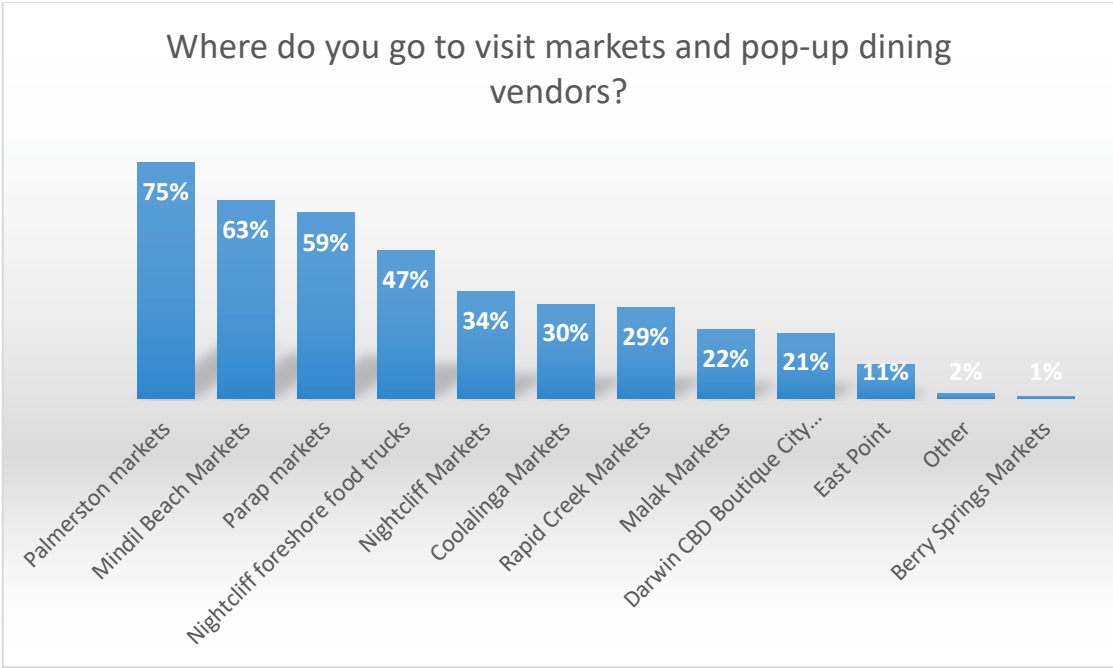


Dining habits

The majority of people who filled in the survey stated that they ate out one to two times a week (76 per cent), with 77 per cent indicating they dine out in Palmerston, 58 per cent in Darwin CBD, 29 per cent in the northern suburbs and 17 per cent in the rural area.

Of those who go out to eat in Palmerston, the majority (75 per cent) go to a café or restaurant, followed by 59 per cent who go to markets, 51 per cent go to a hotel or pub and 50 per cent go to a fast food outlet or takeaway shop.

When asked if they visit markets or pop-up dining vendors now, 92 per cent of respondents said they did, with the most popular being the Mindil Beach Markets (63 per cent). The below graph shows the popularity of other existing markets and pop-up dining locations.



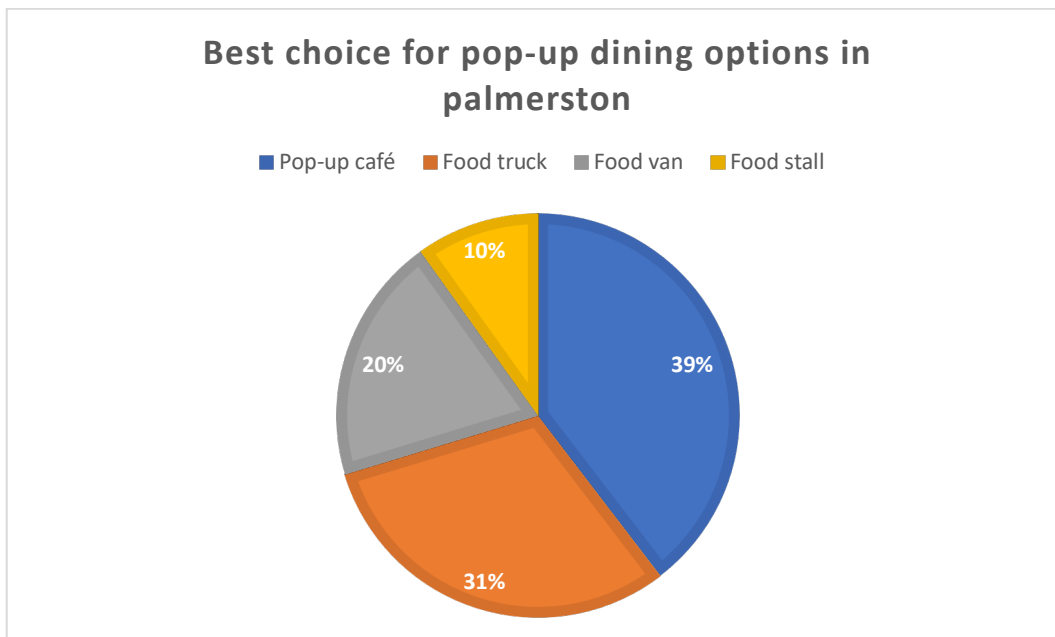
Ninety five per cent (232) of respondents indicated they would go to pop-up dining venues if they were introduced into public spaces in Palmerston, while five per cent (13) said they wouldn't.

A large range of food/beverage types were suggested as being popular for pop-up dining, with the main message being that a variety of foods would be needed including healthy and kid friendly food, funky, new gourmet food and multi-cultural food. Asian, Italian, Mexican and American were suggested the most times, along with desserts/sweets as a preference.

Style

Pop-up cafes were the most popular choice for the style of pop-up dining because it:

- allows seating and tables
- provides something different
- increased amenity
- better atmosphere
- increases options for alfresco dining.

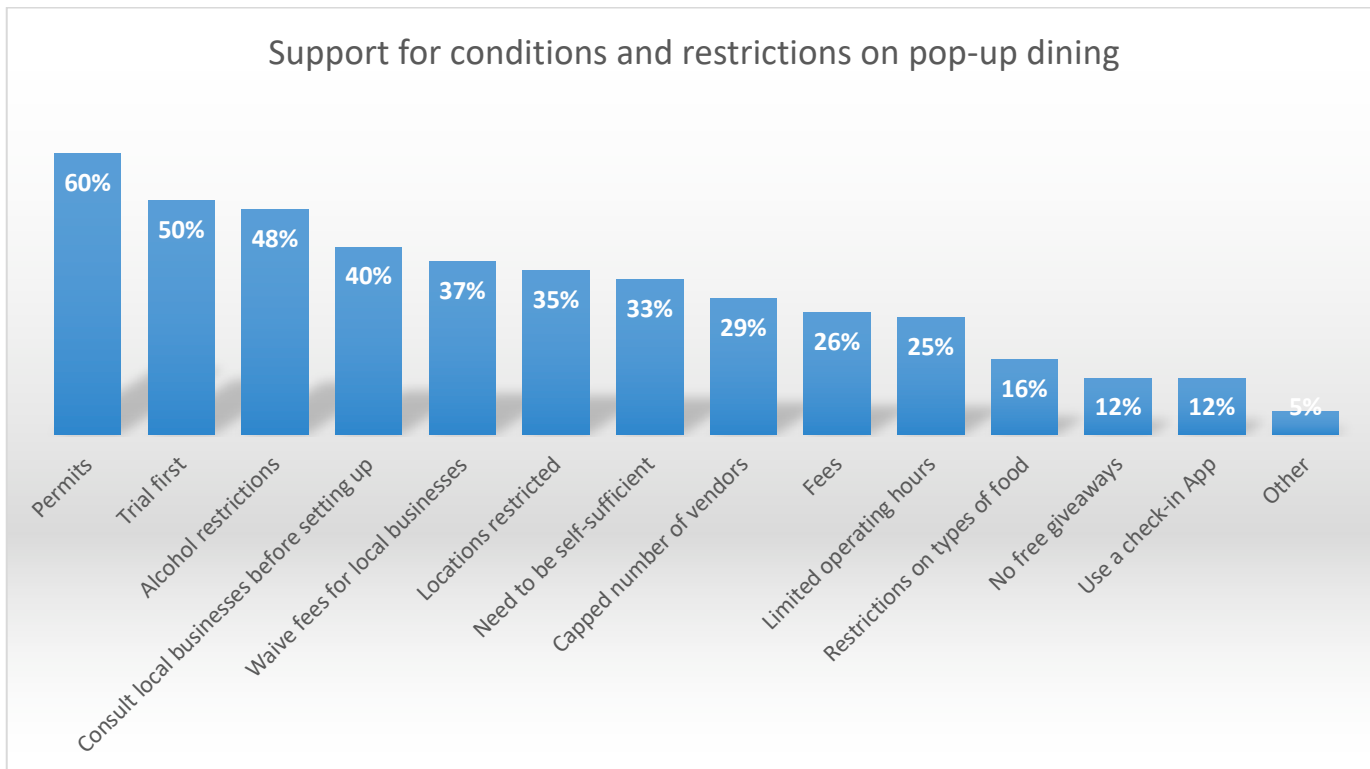


Several respondents indicated that all options would be good, while others stated that pop-up cafes could be a stand-alone style, while the others were too similar to the mixture seen at local markets.

“I would prefer a mixture of food truck, food van and food stalls OR a mixture of pop-up cafes, but not a mixture of all.”

Conditions/restrictions

Permits, a trial and alcohol restrictions were the main conditions and restrictions respondents voted to be included in regulating a potential pop-up dining initiative.



A total of 124 respondents to the survey indicated that they would like to be kept updated on the pop-up dining consultation and provided their contact details, also indicating they would like to be involved in future consultations with the City of Palmerston.

Social Media

More than 13 500 people were reached through a combination of Facebook posts and shares by the City of Palmerston and True North as part of promoting the pop-up dining consultation, with 1389 people engaging by either clicking on the post, sharing it or commenting.

The City of Palmerston did two Facebook posts and shared True North's post, to promote the survey and Facebook poll. Combined, these three posts reached a total of 8918 people. Of these, 982 people were engaged.

True North shared the initial Facebook poll post that City of Palmerston posted, and did a reminder post, which included the survey link, to encourage people to provide feedback via the survey. The post reached 4560 people, with 407 people engaging including commenting, sharing and clicking on the survey link.

Comments included:

"There seem to be people with their nose out of joint regarding this – I say Bring it on more variety, different things to do, instead of the same old things, and the same old people, with their hand in the honey jar – with the same old boring food and drink – Bring it on."

"It would depend what kind of food. If healthy and tasty then yes!"

A Channel 9 news story previewing the consultation before it was publicly launched, attracted interest on social media when the story was posted on the Channel 9 Facebook page. Of the 13 comments on the post, only three were positive and 10 were negative.



The key issues raised included:

- unfairness of pop-up vendors competing with existing bricks and mortar businesses that had large overheads
- local businesses already struggling, particularly with crime and anti-social behaviour
- parking
- Council should concentrate on other issues such as rubbish.

“If I had a take away business, paid rent, got robbed and broken into regularly in Palmo, I’d pack up and become pop-up, think about it council ...”

“How about council deal with a real issue like the rubbish and broken glass on the footpaths before jumping into this sort of crap.”

“Sorry don’t agree. Local businesses pay tens of thousands in rent insurances and staff wages yet these people can set up sell their goods pack up and move onto the next free set up. Unfair trading.”

The positive comments included support for Sanctuary Lakes as a potential venue for pop-up dining, being able to buy a coffee in a local park, a request to consult existing Palmerston food businesses and pop-up dining being good competition for existing businesses.

“The Sanctuary Lakes sessions have been great so far. I think it’s a great idea to ask the current Palmerston food businesses first.”

“The local traders need to lift their game I reckon. A bit of competition and choice is a good thing.”

Facebook poll

The City of Palmerston created a Facebook poll and published it on September 19, asking if people supported pop-up dining in Palmerston. A total of 396 people took the poll, with 94 per cent saying yes and six per cent indicating they didn’t support it.

The Facebook poll post reached 3428 people in total and attracted eight comments. Of the eight messages, seven were supportive of pop-up dining in Palmerston. Comments included:

“Yes, I support this 100%. We need additional good dining options in Palmerston.”

“100%. Corner Lambrick and Roystonea perfect spot.”

“Can’t wait.”

“About time.”

“This would be a great idea. But too much junk food kill all of us. So healthy food options must be a priority.”

Key stakeholder feedback

While Council staff contacted key and potentially impacted stakeholders several times, via email as well as personal phone calls, the engagement with key stakeholders was relatively limited in terms of the recommended one-on-one consultation.

Several factors may have caused key stakeholders not to take up the opportunity to engage face-to-face with Council staff, particularly the businesses near the proposed locations for pop-up dining.

These may have been:

- small business owners who might not have the staffing levels or time to attend the after-hours workshop
- people preferring to provide feedback electronically via the survey.



The key stakeholders who did engage in the pop-up dining consultation owned a food related/hospitality business, or represented the hospitality industry, or were potential pop-up dining vendors.

However, it is interesting to note that of the 252 survey respondents that indicated the type of business they owned in Palmerston, 44 were a non-food related business, of which 40 stated that they supported pop-up dining.

Combined feedback from the key stakeholders identified the following potential negative impacts of pop-up dining:

- impacts on and competition with established businesses
- viability of pop-up dining vendors
- unfair advantage of pop-up vendors operations
- anti-social behaviour
- market is over-serviced already
- rubbish
- potential overcrowding and damage to parks.

While the overall position of the key stakeholders who participated in the workshop and provided submissions was not to support pop-up dining in public spaces in Palmerston, there was agreement that if Council imposed certain conditions to regulate pop-up dining to minimise any impact on local food and hospitality businesses, they may be more supportive of the initiative.

The main conditions and restrictions key stakeholders wanted Council to consider, were pointed out at the stakeholder workshop (see below) and endorsed by two of the submissions from Hospitality NT and a local business owner. A third submission from a potential pop-up dining vendor also supported restrictions but asked that Council consider the community value of introducing pop-up dining rather than just focussing on the economic value and issues.

Survey

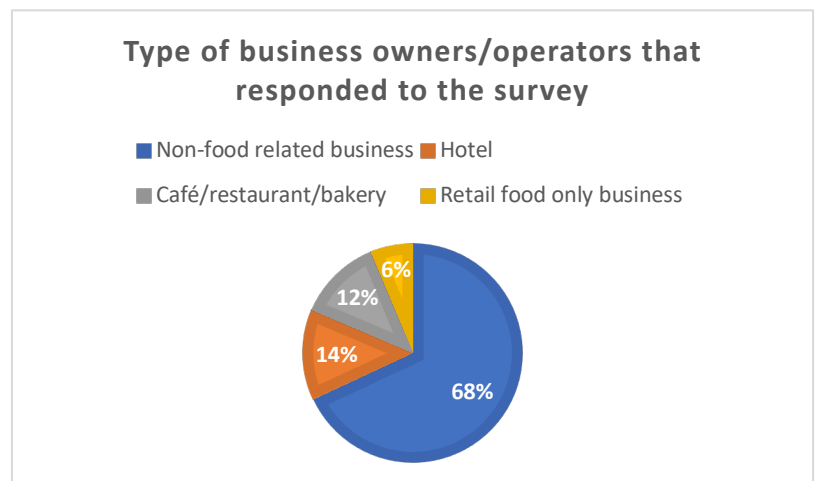
Of the 252 survey respondents, 16 per cent (40) indicated they owned a business in Palmerston. Of these, 28 per cent (11) indicated they didn't support pop-up dining earlier in the survey while 72 per cent (29) said they did support it.

Of the people who indicated the type of business they owned, 66 per cent majority were non-food related business (44), while 13 per cent (9) owned a hotel, 12 per cent (8) owned a café/restaurant or bakery and nine per cent (6) owned or operated a retail food only business.

Of the 44 people who indicated they owned a non-food related business, 40 indicated they supported pop-up dining in Palmerston, and four stated they did not support it.

The main potential negative impacts of pop-up dining that were raised by business owners in Palmerston included:

- impacts on and competition with established businesses
- viability of pop-up dining vendors



- unfair advantage of pop-up vendors operations
- anti-social behaviour
- market is over-serviced already
- rubbish
- potential overcrowding and damage to parks.

Stakeholder workshop

Eleven community and hospitality business and industry representatives participated in the stakeholder workshop, and three elected members, including the Mayor and Deputy Mayor attended.

The participants represented the following stakeholders:

- Hungry Joes
- Cazalys Palmerston Club
- Palmerston Tavern
- Palmerston Golf Club
- Palmerston Markets Association
- The Arch Rival Bar Grill
- Hospitality NT
- Potential pop-up dining vendors.



While eight people indicated they did not support introducing pop-up dining into public spaces in Palmerston, two said they did support it and one person was unsure.

The main issues and potential negative impacts identified in the workshop included:

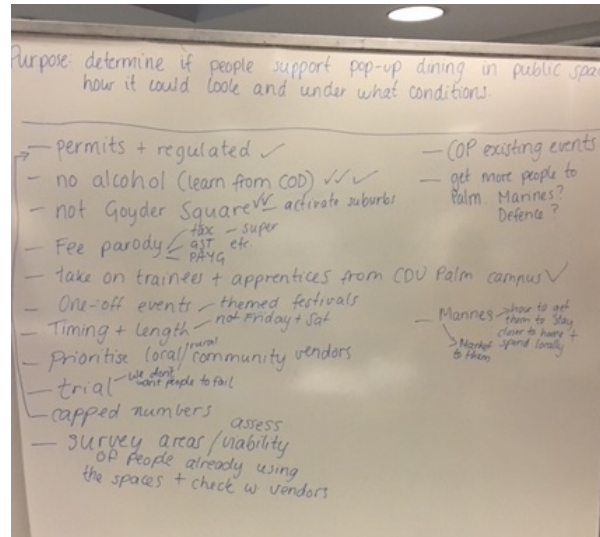
- local businesses are already struggling during tough economic times
- competition will impact on local business
- pop-up vendors have an unfair advantage of minimal overhead costs and conditions
- markets are already a big competition
- unviability of pop-up dining in current economic climate
- already an oversupply of food options in Palmerston.

The participants agreed that something needed to be done to attract visitors and tourists to Palmerston, as well as encourage Palmerston residents to spend their money locally. However, several participants questioned whether pop-up dining alone would achieve this and suggested it needed to be linked to existing and new community events.

Several of the participants who did not support introducing pop-up dining into public spaces in Palmerston conceded that the initiative would likely be supported by the community. This led to a constructive discussion about how the initiative could be implemented to reduce negative impacts to existing fixed businesses.

The main conditions and restrictions the workshop concluded that Council needs to consider before deciding to introduce pop-up dining into public spaces in Palmerston include:

- full alcohol restriction
- do not locate in Goyder Square, activate the suburbs, parks and recreation areas
- take on trainees and apprentices from CDU Palmerston campus
- require permits and make sure it is regulated
- fee parity – pop-up vendors required to pay tax, GST, PAYG and superannuation and Council to look at removing alfresco levy
- only have pop-up dining vendors at one-off events, such as themed festivals
- timing and length to be considered – not on a Friday or Saturday night, breakfast vs lunch vs dinner
- prioritise local Palmerston and rural community vendors
- do a trial first – we don't want people to fail
- cap the number of vendors
- survey areas first to assess the viability of the locations to see who is already using the spaces and check with vendors
- capitalise on existing City of Palmerston events
- encourage more people to go to Palmerston such as the Marines and Defence families
- Marines – consider how to get them to stay in Palmerston and not travel to Darwin for a night out. We want them to spend and stay locally.



Other points raised during the workshop in regard to pop-up dining included:

- quality of trailers
- experience and using only experienced vendors
- make sure they are viable numbers of vendors so it is affordable for vendors
- pop-up vendors to comply with current health regulations and take on apprentices.

Comments:

“No one is saying don't do pop-ups on certain nights but pubs and restaurants are already struggling even with half priced meals and drinks.” – Palmerston restaurant owner

“Shopping centres were built related to the INPEX boom. They must be struggling now. Pop-up dining is something that should be done when the economy is on the up. A survey should be done of the proposed locations to see if people will actually eat there. It is a waste of time until a survey is done.”

“The economic reality is that people don't have enough money to spend. The perception is that the economy is so far down that people automatically tighten up their spending. Markets across the NT are down.”

“Pop-ups should be events related and have a capped number at events. People should be encouraged to come to Palmerston.” – Palmerston Night Markets coordinator



“In principle, it is not a bad idea. The days, seasons and competing markets need to be considered. In Darwin there is a boutique market that isn’t profitable. In some cases the markets have the same product four times over.” – Potential pop-up vendor

“I commend the Council for attempting to get people here and get them to spend money. Netflix is the industry’s biggest competition. We all want different experiences. We need people to come to restaurants and retail outlets.” – Palmerston restaurant owner

Submissions

The three submissions received as part of the pop-up dining consultation were from a local Palmerston business owner, a potential new pop-up dining vendor and the organisation representing hospitality businesses – Hospitality NT.

Hospitality NT

Hospitality NT represents more than 160 businesses in the hospitality industry throughout the Territory, including members in the Palmerston Council area. Some of these members participated in the stakeholder workshop as part of this consultation.

The organisation made the point that people were investing in new, improved and existing local businesses even during periods of economic downturn.

It stated that its members were concerned about allowing pop-up dining in the Palmerston CBD, particularly Goyder Square, but was less concerned about pop-up dining in recreation parks in Palmerston. It criticised the use of a social media poll regarding support for pop-up dining as ‘leading’.

“We submit that Council should be placing strong consideration on the current economic situation before further diluting the market at a time of stagnant and decreasing population.”

Hospitality NT called for market analysis on the current trading levels of bricks and mortar existing operators, impact of night markets on them and whether pop-up food businesses are viable in the current economic climate.

“Without proper economic analysis undertaken to address these issues, Council really would be just taking a stab in the dark and basing its decision on fickle Facebook feelings.”

The organisation stated that while it and its members supports the City of Palmerston revitalising and activating public spaces, it does not think introducing pop-up dining is the ‘silver bullet’ and would like to see greater focus on community and arts events to draw people into the CBD who will then patronise existing bricks and mortar businesses.

The organisation stated that food truck trends were declining in popularity and in some examples, such as the Mobile Food Vendors in Sydney, resulted in a lack of waste disposal, amenities and toilets and lead to anti-social behaviour, noise complaints and traffic congestion.

The organisation makes the point that bricks and mortar businesses are needing to invest more in creating a dining ‘experience’ as well as quality food for the more discerning customer, all in an economic climate when less local and rural area residents are shopping or dining in Palmerston.

“The Council should be aware that local businesses in the Palmerston area are currently doing it tough, with the decrease in population and spending by workers involved in the INPEX project, high operational costs, low trading during the week and weekend numbers steady but not anywhere near close to full capacity.”

“There is a genuine concern from the hospitality sector that a proliferation of food trucks or ‘pop-up’ restaurants will cause commercial hardship for local operators.”



Further reasons Hospitality NT states that Council should prioritise bricks and mortar businesses over pop-up dining, include:

- pop-up dining vendors get to ‘cherry pick’ the dates and times they operate, which is unfair to businesses that remain open and pay staff wages and training
- local businesses are committed to growing the industry and building capability of hospitality staff through Charles Darwin University
- local restaurants are subjected to a high degree of regulation in terms of liquor licensing, food and safety standards
- local restaurants and cafes have to adhere to the Council’s outdoor dining policy with conditions on waste disposal, cleanliness, public liability insurance and amenities, which pop-up vendors often don’t have to consider
- the Darwin Boutique Markets operating on a Friday impacted local businesses with Hospitality NT stating a 30 per cent drop in trading while Mindil Beach Markets result in a 50 per cent reduction in customers for local Darwin restaurants
- Palmerston Markets on a Friday night impacts on nearby venues by 30 – 50 per cent, according to Hospitality NT.

“Hospitality NT is concerned that a proliferation of street food vendors will see a reduction in the number of restaurants operating in Palmerston and the amount of future investment into the hospitality industry, especially in training and employment outcomes for local residents.

“There are many innovative ways to activate public spaces and places, through arts, crafts, sports, community activities, entertainment, festivals and events that involve and support local businesses and existing infrastructure.”

Hospitality NT also stated that it intended to make the ‘impact of pop-ups well known to the community and any role they play in future restaurant and venue closures in Darwin and surrounds as we go through what is currently a very challenging economic environment’.

Local café owner

The existing business owner, who operates a café in Palmerston, said their main concern for pop-up dining would be the impacts on already existing businesses if they operated at the same time as the pop-up dining.

“... if the pop-up dining was to do breakfast in Goyder Square, that could affect my business but I do assume they would be running on an evening for dinner and not breakfast or lunch in which case I’m all for it.”

Potential pop-up dining vendor

The potential pop-up vendor acknowledged that it appeared to be ‘tough out there’ for business owners but did not support the argument that there is already an over-supply of food and café dining establishments in Palmerston.

“The owners of local taverns/pubs/bistros have stated their concerns that a few pop-up food stalls are going to affect them as there is not enough demand. I, like most consumers in the Palmerston community, find this statement to be incorrect. The truth is that there is plenty of customers, they are just not eating out at their establishments.”

The stakeholder states the current financial situation of many residents means they are unable to afford to go to a restaurant or café to feed their family.



“Most couples with three to four children cannot and will not buy 4 x \$25 pizzas when you can get 4 pizza for half the price down the road, the community in general is finding the fiscal situation tight in the current economic climate so this is just common sense.

“I just don’t believe the Friday night markets and the introduction of pop-up stalls are the enemy.”

Sanctuary Lakes was the supported location for pop-up dining because of its large playground, waterfront views, wildlife, space with great lawns and amphitheatre style hill. The stakeholder pointed out that introducing pop-up dining was not just about the economics of the local hospitality industry and existing businesses, but about doing a service for the community.

“At the end of the day the introduction of possible pop-ups in our community is for our community. It’s about providing a service and experience for all to enjoy and from what I have been told there has been overwhelming support from the community regarding pop-ups.”

The conditions the stakeholder suggested to be put in place included permits, BYO alcohol only, reasonable fees, capped vendors, different types of food (no two pop-ups selling the same food) and consistency to ensure success.



Analysis

Current environment

When conducting community consultation, it is important to acknowledge that current political and economic issues can colour the feedback provided by the community and key stakeholders.

The following three issues were raised during the consultation and potentially shaped the feedback that was provided:

- the current economic downturn in the Northern Territory
- rising property crime in Palmerston
- recycling and waste.

Economic environment

Concern about an economic downturn is evident in the feedback from existing hospitality businesses who are feeling the pressure of the downturn with people leaving the Territory, de-mobilisation of the INPEX project and a reduction in discretionary spending on luxuries such as dining and entertainment.

This makes these businesses and the hospitality industry more sensitive to any potential competition to their business, particularly if there it is perceived to unfair competition that could operate under less conditions, such as pop-up dining vendors.

“It is tough times at the moment. Gateway have five unused shopfronts in their eatery and no one will touch them as they aren’t viable in the current climate.” – Palmerston restaurant owner

“More similar businesses have been closing and will continue to close in the tough economic times.” – Palmerston Club operator

“Shopping centres were built related to the INPEX boom. They must be struggling now. Pop-up dining is something that should be done when the economy is on the up.” – Local markets operator

“No one enters a restaurant operation with the typical outlay of \$500 - \$1 million just to survive. Palmerston has grown in an amazing pace commercially in the past 24 months, going from limited options to now too many. They will start closing, or changing hands soon as operating costs catch up to them.” – Palmerston restaurant owner

Increasing crime

Northern Territory Police figures released in November 2018, show a 35.7 per cent increase in commercial break-ins over the past 12 months, compared to the same period in 2016–17.

Concerns about crime and anti-social behaviour was raised during the consultation, with fears that the new commercial activity might attract vandals and thieves. This heightened concerns may have influenced the community responses, where anti-social behaviour and crime was considered the third biggest potential negative impact and why restricted alcohol was one of the main conditions supported by the community.

Comments on the potential negative impacts in the survey included:

“Potential for anti-social behaviour especially if alcohol is served.”

“Itinerants and pain in the a teenage trouble makers.”***

“I hate to say but being harassed by non-social behaviour.”

“Youth gangs that hang around looking for their next victim.”

“Possible crime as it’s rife everywhere in Palmerston.”



Recycling and waste

Another issue that was raised during the feedback was that pop-up dining vendors might create more rubbish that can't be recycled. This has been a topical issue in the community with the *War on Waste* television series, and concerns about single use plastics not being recycled.

This may have been one of the reasons why rubbish and mess was cited in the survey results as the main potential negative impact of pop-up dining.

Consultation limitations

There were several limitations with the pop-up dining consultation that has impacted the feedback provided by the community and key stakeholders.

One limitation was that key stakeholders, such as businesses near the proposed pop-up dining locations, did not take up the opportunity to attend face-to-face meetings with Council to discuss the consultation and provide direct feedback. While 11 key stakeholders who represent the local hospitality businesses and industry, and potential pop-up vendors, provided feedback at a workshop, it is recommended that more face-to-face consultation is needed with businesses near locations where pop-up dining might be proposed.

While 252 survey responses were received during the consultation, this figure represents less than one per cent of the population, so the views expressed are not statistically representative of the overall community. However, while the responses are not representative of community feedback, they have provided a good indication of the community's views to guide Council's decision on pop-up dining.

The consultation was widely publicised, particularly through social media, and a Facebook poll on whether people supported pop-up dining was taken by 396 people, with 94 per cent saying yes and six per cent not supporting it. The digital tool was used in conjunction with a range of feedback tools, including a survey and a workshop, and opportunities for face-to-face meetings with Council, and can be used as an indication of wider community views, but not relied upon.

One key stakeholder criticised the use of a Facebook poll and said the question was 'leading', however the large response rate showed that the community knew about the pop-up dining consultation and the response was a good indication of what the community thought.



Recommendations

After analysing the feedback provided during this consultation, we recommend the City of Palmerston consider the following options to further engage the community around introducing pop-up dining in public spaces in Palmerston.

Update engaged stakeholders

A total of 124 respondents indicated they would like to be kept updated on the pop-up dining consultation. It is recommended that the Council prepare a consultation update to send to all of these stakeholders, including those who were involved in the workshop.

It is suggested that this update should include a short summary of the feedback and the next steps Council is going to take regarding introducing pop-up dining in public spaces in Palmerston, including notifying them of any upcoming decisions or Council meetings to discuss the subject.

These stakeholders also indicated they would like to be involved in future consultations with the City of Palmerston.

Further consultation

As there was limited responses from the community for it to be representative of overall community views, it is recommended that Council undertake further consultation with key stakeholders and the community.

One suggestion is to conduct short 'trials' where a different pop-up dining vendor sets up at each of the different locations proposed for pop-up dining that were supported or suggested during the consultation. Council staff and elected members can then interact directly and engage with the local residents that live near the location, people that use the area and local businesses nearby to gather more localised feedback about the proposal to introduce pop-up dining.

They would be informal engagement events, with businesses and residents to be notified before they occur, and invited to attend. This will help local businesses who are often time poor and don't have the staff to leave their business to attend consultation meetings or workshops.

This information could then be used to guide the location and parameters of a proper trial of pop-up dining at the most suitable location.

Conduct market gap analysis/survey

This was raised by several stakeholders and community members during the pop-up dining consultation, as a way of determining what gaps there were in the current hospitality market that could be filled by pop-up dining and how to ensure the initiative didn't compete directly with existing businesses.

A gap analysis or market survey of the current economic position of businesses in Palmerston can be used to quantify the types of dining options that are over-serviced in Palmerston, and identify the gaps that pop-up options could fill.

The gap analysis/survey could look at:

- quantifying existing dining options
- identifying the types of dining options available to avoid duplication, such as breakfast, brunch, lunch, dinner
- identifying gaps in dining options
- identifying the dining experiences currently available such as alfresco and associated services such as gaming, club and bar activities.



Information from this analysis could then inform and guide the potential pop-up dining trial, including determining the times, frequency and locations of potential pop-up dining in Palmerston.

Potential models for a trial

Using the feedback from this consultation, additional consultation and the potential market analysis information, a trial could be conducted to test different pop-up dining options based on a model suggested by stakeholders and community members.

The model could be informed by the following conditions suggested by the community and stakeholders:

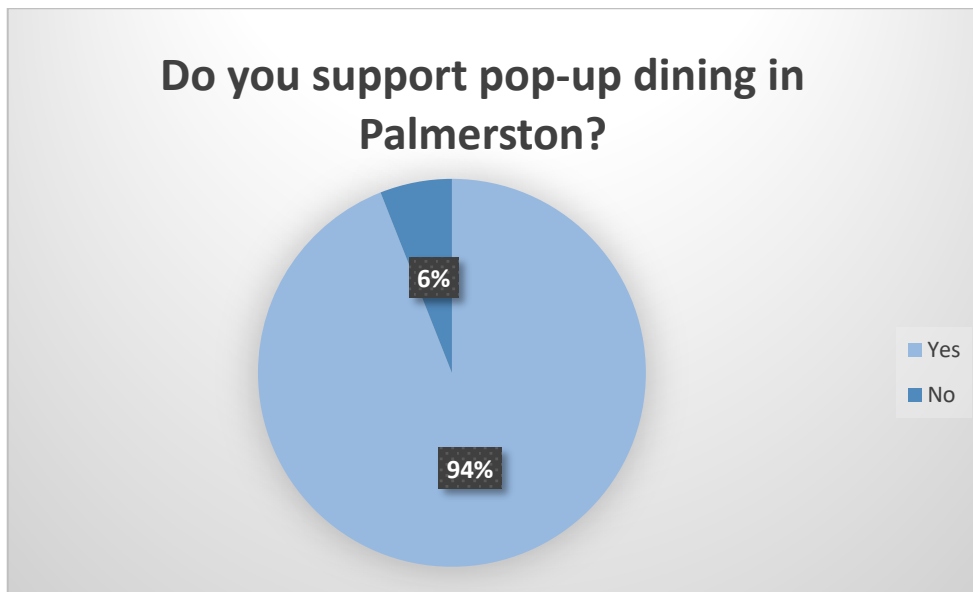
- pop-up dining only being available during special public and community events
- focussing on providing a variety of gourmet or 'funky' food that is different to what is currently available at bricks and mortar businesses and markets
- restricting pop-up dining from Goyder Square, other than the Palmerston Night Markets
- promote recycling and ban single-use plastic containers, or anything similar
- focus on providing pop-up dining experiences in community and recreation parks
- prioritise local Palmerston and rural pop-up vendors
- restrict pop-up dining from operating on Fridays and Saturdays to minimise competition with existing businesses
- consider reducing or removing the alfresco fee for bricks and mortar businesses.

It is suggested that these recommendations be considered before Council makes the decision to introduce pop-up dining in public spaces in Palmerston.

Appendix – Pop-up dining consultation full survey report

Q1: Do you support pop-up dining in Palmerston?

Of the 252 responses to the pop-up dining survey, 94 per cent (237) of the respondents indicated they supported pop-up dining in Palmerston, while six per cent (15) did not support pop-up dining.



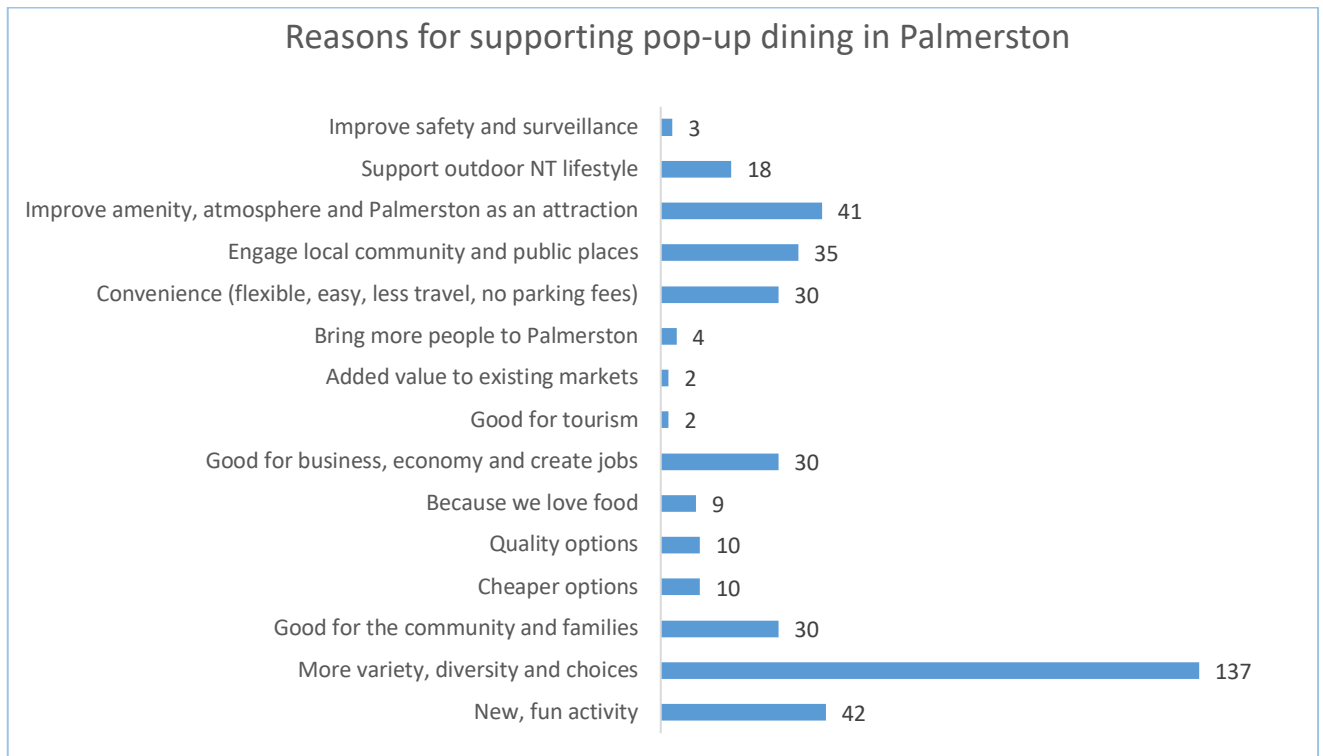
Q2: Why?

Of the 94% of the respondents who supported pop-up dining, the main reasons for the support were:

- increased choices, variety and diversity of food and dining options
- introducing a new fun, activity into Palmerston
- improving the amenity, atmosphere and Palmerston as an attraction
- engage local community and activate public spaces.

Two of the interesting things to note in the reasons given for supporting pop-up dining in Palmerston, that attracting tourists and attracting more people to Palmerston were only mentioned by two respondents respectively. The main reasons given to support the initiative was to provide more options and things to do for existing Palmerston residents, and give them the option for different dining choices locally rather than having to travel into Darwin or the northern suburbs, with convenience being a big reason to support pop-up dining in Palmerston.

See the graph below for a further breakdown of reasons.



Comments from respondents included:

"It is an experiential event enabling engagement with our local environment and community."

"After seeing how it worked in Hawaii. I reckon the format could work here if it's suited to the territory lifestyle."

"Food trucks provide an exciting and affordable dining option for the community. Lower overheads for people looking to start a good truck business and food truck events bring the community together."

"Get some more personality to the place plus different casual dining options instead of driving into Darwin/Nightcliff."

"I think it will attract more people to Palmerston create an awesome atmosphere and hopefully bring some more good ideas and business ventures to the area."

"Flexibility for businesses. Eat out in nature."

"It would be nice to have a precinct like Nightcliff foreshore to take the family. Not so far to travel, quick to get home when the kids are tired and grumpy."

"We need some alfresco dining. Pub grub here is too expensive."

"If it's in an open space, it becomes a family friendly venue as the kids can move about. Mine don't sit for long so we don't go to restaurants often."

"It will provide an opportunity for the community to gather, communicate, network and be entertained at the same time."

"If situated in the correct location, pop-up dining is casual, relaxed and gives a choice of styles. It's a mini- community."



“It adds more reason to utilise parks/reserves, perhaps at times they don't ordinarily get used. And increased public usage of public spaces drives down undesirables using the spaces.”

“Celebrate diversity, be inclusive and celebrate culture.”

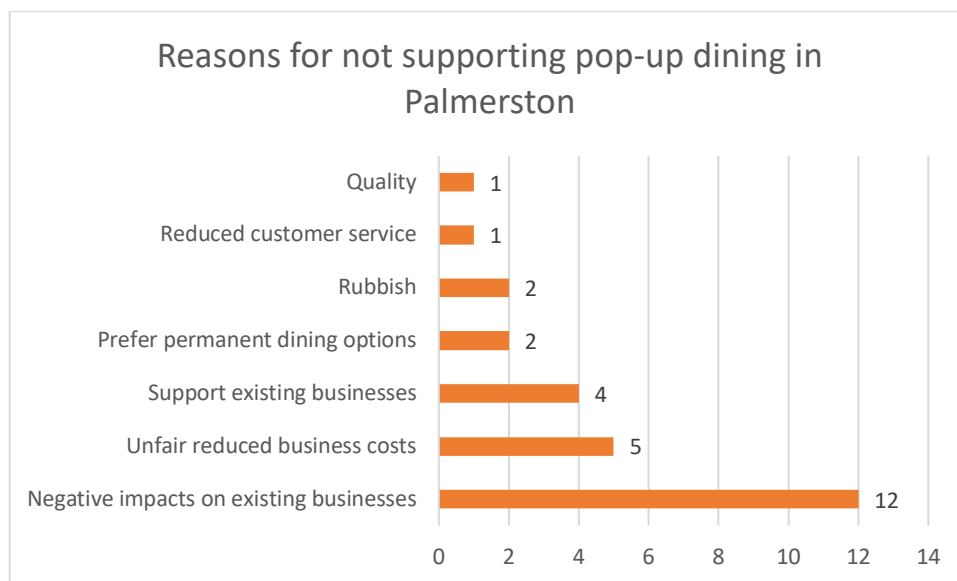
“I believe Palmerston has much more opportunity to promote a much closer family orientated community that could be the envy of other towns and suburbs. By introducing Pop up food vans in the right areas would only enhance that desired community togetherness and put on display a great community to whose watching or looking to make Palmerston their new home.”

“It will help to create jobs and things to do for people in the local area.”

Of the six per cent of respondents who didn't support pop-up dining in Palmerston, the main reasons included:

- negative impacts on existing businesses
- unfair reduced business costs for pop-up dining vendors
- need to support existing businesses.

See the graph below for a further breakdown of reasons.



Comments from respondents included:

“I think small businesses shop fronts are struggling enough at the moment. Do you want to be like Darwin CBD down the track and wonder why so many shops have closed? The market stalls that happen in the area should be enough and at the end of the day what new stalls would there be? Just more of the same old I feel.”

“As a business owner who pays rent for a brick and mortar takeaway I feel this is making business even more difficult than it already is.”

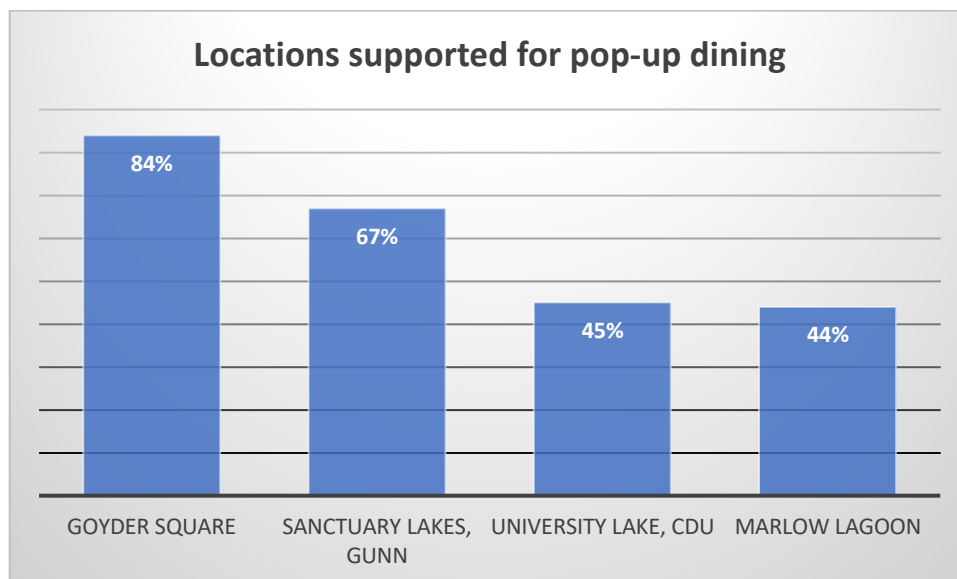
“As they are a threat to already established businesses, who have invested heavily in setting up their business. Pop up dining do not need to heavily invest in infrastructure. The entry barrier for them is low, with minimal investment, making it easier for them to sell things at a low price range. They also cherry pick the best time to do business, as we know surviving the wet season is the hardest thing that food establishments are facing.”

“As a current struggling business owner in Palmerston I believe this will only take more business away from existing businesses doing it extremely tough at the moment.”

Q3: If yes, which location would you support pop-up dining in Palmerston?

Goyder Square in the Palmerston CBD was the most popular choice as a location for pop-up dining in Palmerston.

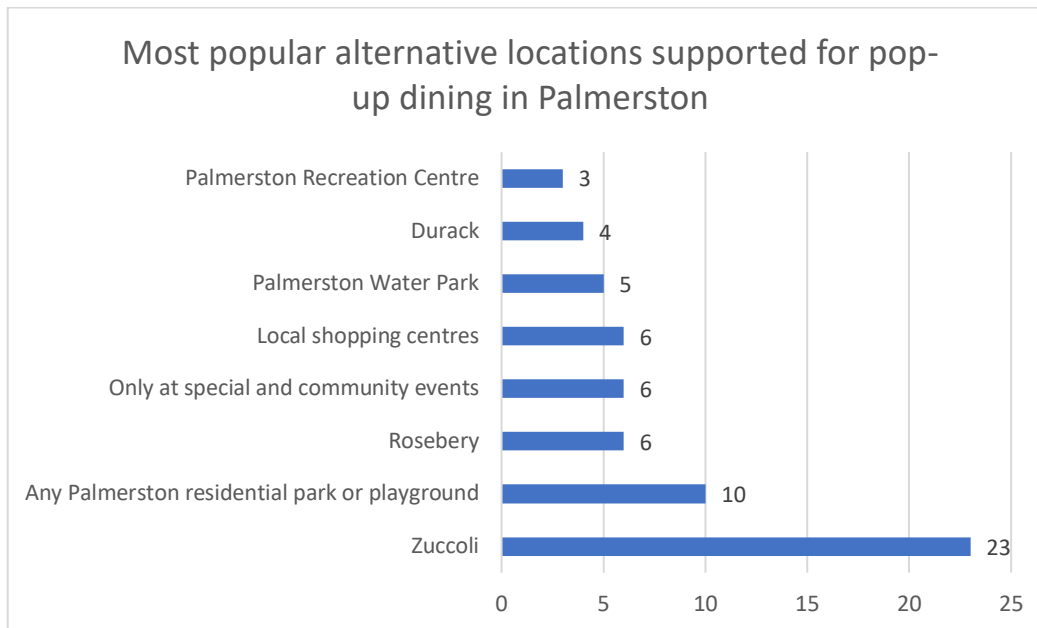
Of the 237 people who answered this question, 84%(198) supported Goyder Square as a location for pop-up dining, 67% (159) supported Sanctuary Lakes in Gunn, 45% (106) supported University Lake on the CDU campus in Durack and 44% (105) supported Marlow Lagoon.



Q4: What other locations would you like to see pop-up dining and why?

The main alternative sites to the four locations that people suggested in the survey included Zuccoli (23 votes), any and all of the Palmerston parks and playgrounds (10 votes), at special one off community or public events (6 votes), Rosebery – football oval or Joan Fejo park – (6 votes), local shopping centres (6 votes) – including Gateway and Rosebery – Palmerston Water Park (5 votes), Durack (4 votes) – lakes area and Heights community centre – Palmerston Recreation Centre (3 votes).

Other locations suggested in the survey included: Bellamack lake area, any of the suburban lakes, Victoria Park, Memorial Park (near McDonalds), Civic Park, Palmerston community garden, any of the sports fields, Woodroffe, Bakewell, Johnston (including Hobart Park), Palmerston pool.



Some of the comments on why these locations were chosen, included:

“Any location that won’t compete with existing food outlets and that are where residents or visitors visit.”

“The fence playground in Zuccoli, Hobart Park in Johnston would also be good options. However, Marlows would be the best. Also have you thought about pop-up coffee and sandwich carts during the day at Marlows or Sanctuary Lakes? Would be awesome for Mums.”

“Harvest Corner Community Garden – a great space for people to enjoy a lovely meal! Also Strawbridge Park in Moulden – a bit of a positive café vibe occasionally in the streets there might assist with behaviours in the streets at present.”

“Not sure. A survey of the amount of people using the other possible locations throughout the week and dry season would need to be conducted.”

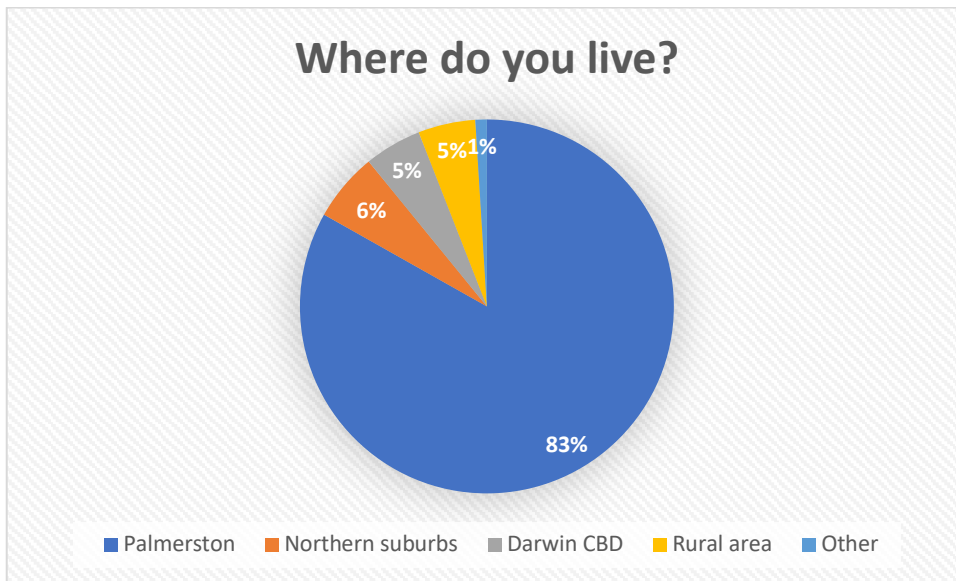
“Local parks, supporting our local community and people.”

“Some of the larger parks perhaps. Places with larger playgrounds or open spaces.”

“Why not in different areas around Palmerston like the Breaky in the Park.”

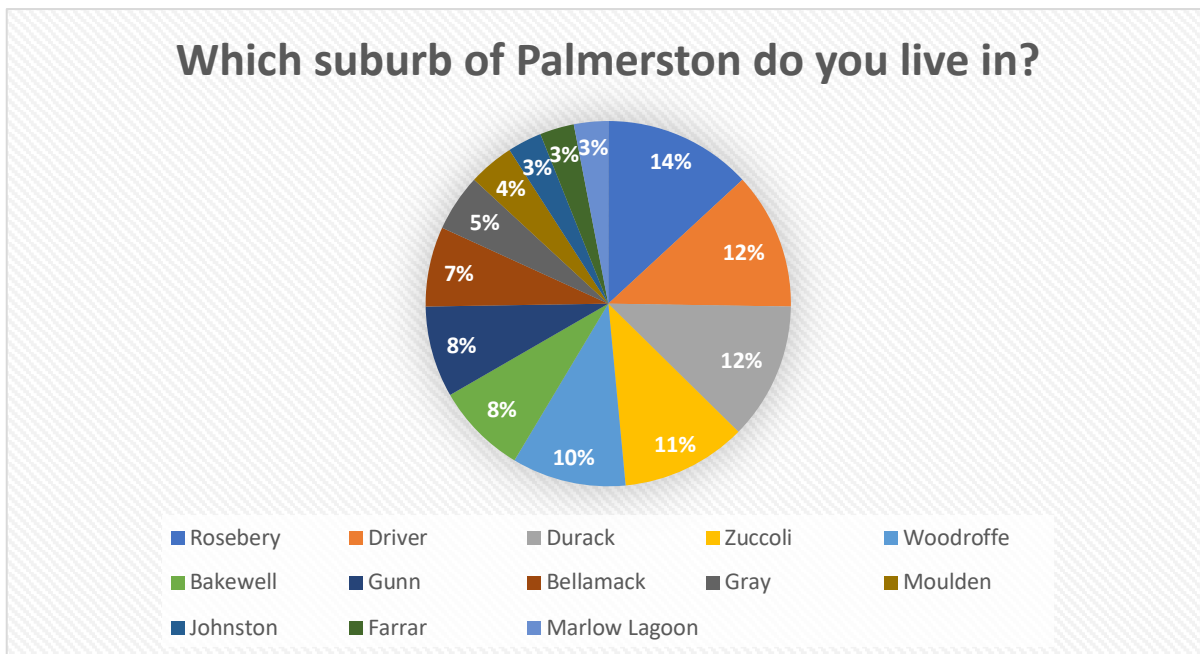
Q5: Where do you live?

Of the 250 people who responded to this question in the survey, 84% (209) indicated they lived in Palmerston, while 6% (14) lived in the northern suburbs, 5% (12) lived in the Darwin CBD, 15% (12) lived in the rural area and two people indicated ‘Other’ and nominated Zuccoli and interstate.



Q6: If you live in Palmerston, which suburb do you live in?

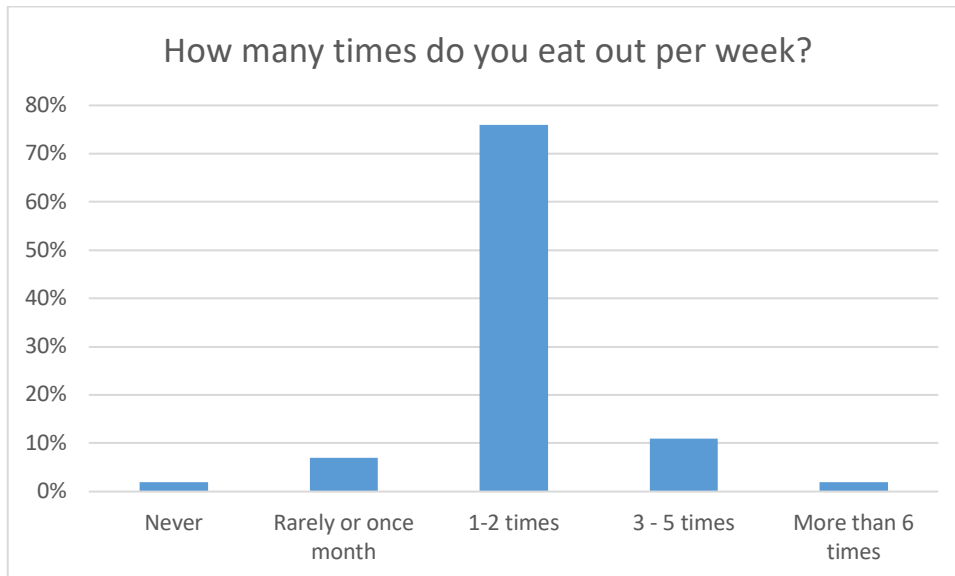
Of the 84% of respondents who indicated they lived in Palmerston, they were fairly evenly spread across five suburbs in Palmerston – Rosebery, Driver, Durack, Zuccoli, Woodroffe, Bakewell and Gunn.



Q7: How many times do you eat out per week?

A majority of 76% (190) of respondents indicated that they eat out one to two times a week, followed by 11% (28) eating out three to five times a week and 7% indicated they ate out either

rarely or once a month. A further 2% said they never at out and 2% said they ate out more than six times a week.

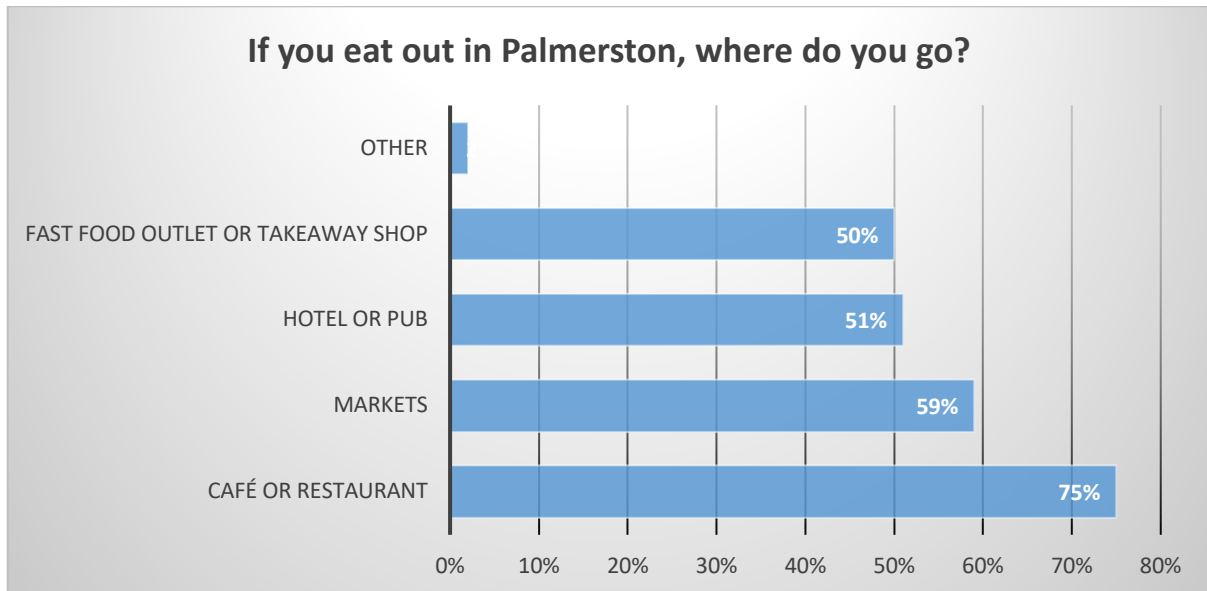


Q8: Where do you go out to eat?

Of the 241 people who responded to this questions, 77% (186) indicated they go out to eat in Palmerston, while 58% (139) go out to eat in Darwin CBD, 29% indicated the northern suburbs and %17 (42) went out to eat in the rural area. Of the 5% (13) of the people who provided 'Other' options, they indicated they go out to eat at Stokes Hill Wharf in Darwin, Coolalinga, Parap, Nightcliff and Mindil Beach Sunset Markets.

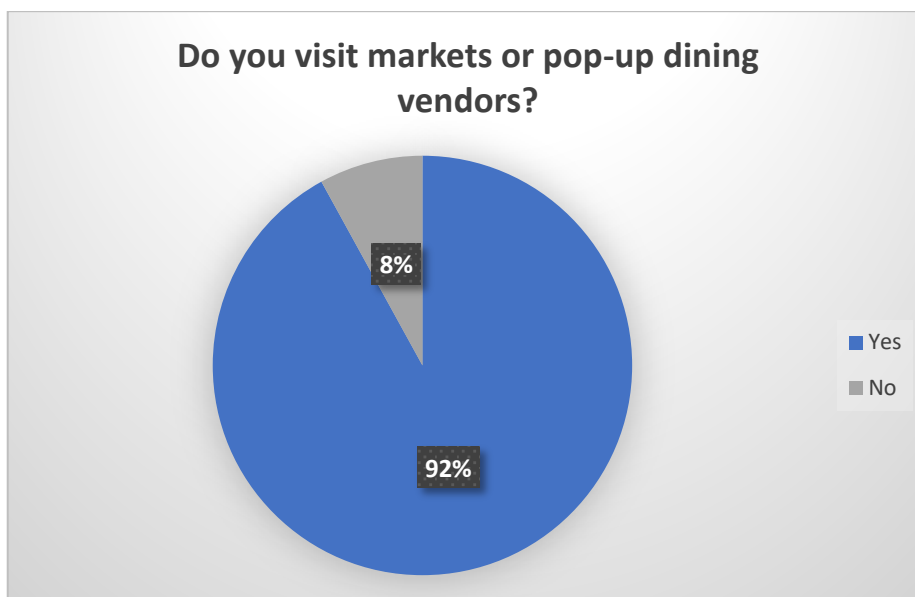
Q9: If you go out to eat in Palmerston, where do you like to go?

A majority of 75% (185) of respondents who eat out in Palmerston indicated they go to a café or restaurant, while 59% indicated they eat out at the markets, 51% said a hotel or pub, 50% said a fast food outlet or takeaway shop. Of the four respondents (2%) who gave other suggestions, these alternative dining options included barbecues in parks and local clubs.



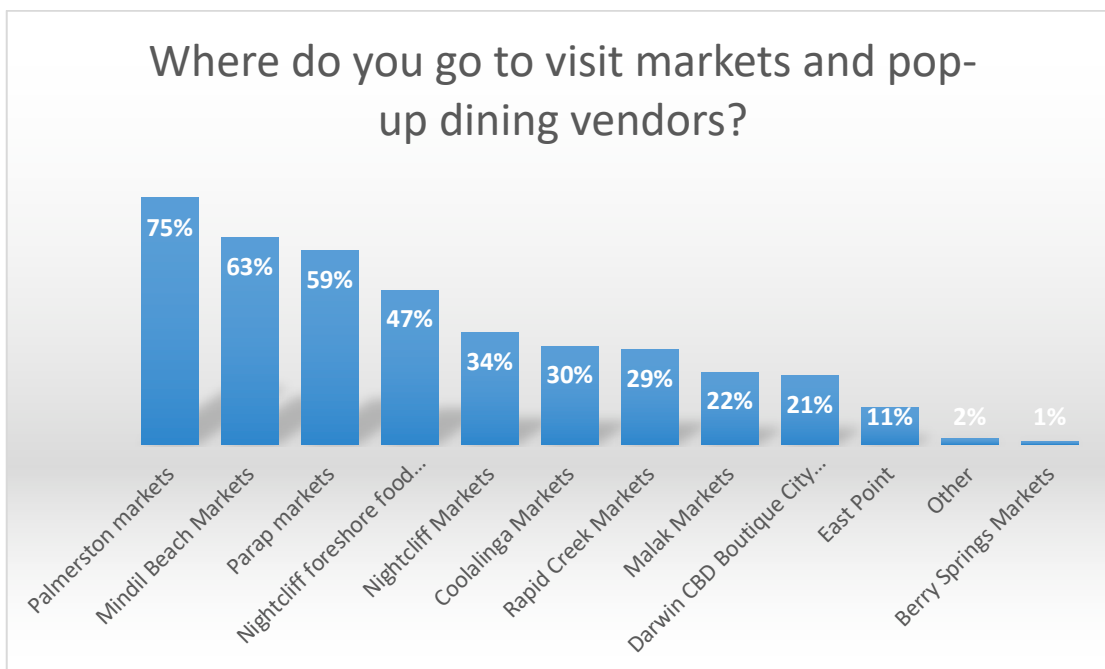
Q10: Do you visit markets or pop-up dining vendors?

A majority of 92% of respondents to the survey indicated that they already visit markets or pop-up dining vendors.



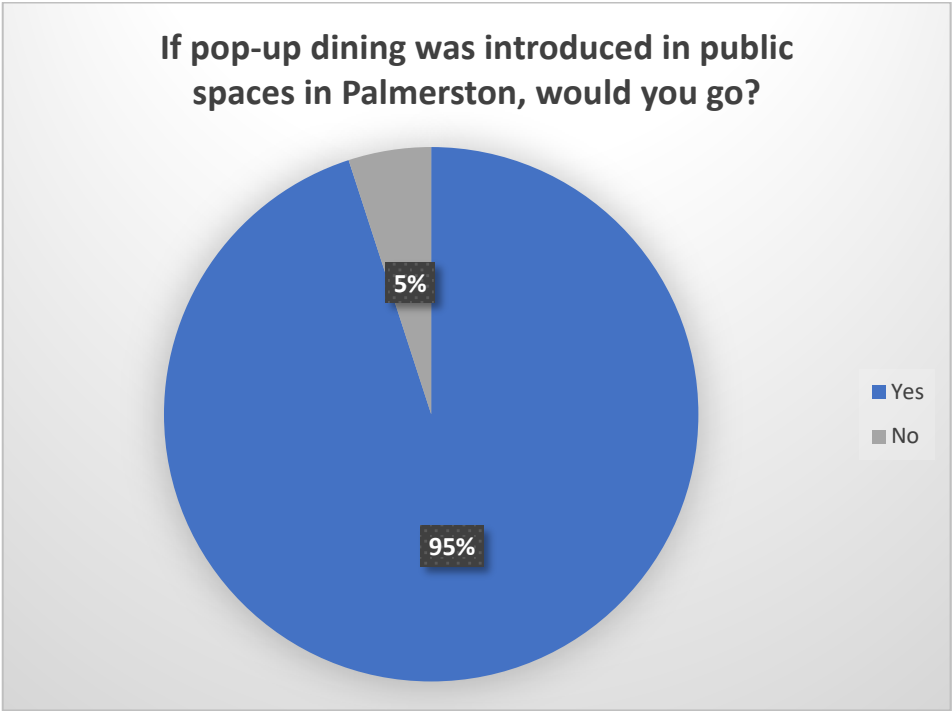
Q11: If yes, where do you go?

Of the 92% of respondents who indicated they did already visit markets and pop-up dining vendors, a majority of 75% indicated that they already eat out at the Palmerston Markets. The second most popular was Mindil Beach Markets (63%), Parap Markets (59%), for the Nightcliff foreshore food trucks (47%), Nightcliff Markets (34%), Coolalinga Markets (30%), Rapid Creek Markets (29%), Malak Markets (22%), Darwin CBD Boutique City Markets (21%), East Point (11%) and Berry Springs Markets (1%). Four people (2%) indicated other alternatives, including Fred's Pass (which is the Coolalinga Markets) and Zuccoli markets.



Q12: If pop-up dining was introduced in public spaces in Palmerston, would you go?

A majority of 95% (232) of respondents indicated they would go to pop-up dining venues if they were introduced in public spaces in Palmerston, while 5% (13) said they would not go.



Q13: If yes, what type of pop-up dining food/beverage appeals to you?

Of the respondents who said they supported pop-up dining in Palmerston, the following types of food/beverage were the most popular choices in the survey responses.



The other choices are listed below according to the number of times they were suggested by different survey respondents:

- Greek food (11 votes)
- not Asian food (11 votes)
- vegetarian/vegan food (10 votes)
- European food (10 votes)
- Local fresh produce (10 votes)
- Not fast food or market food (10 votes)
- Reasonably priced food (10 votes)
- Quality food (10 votes)
- Indian (9 votes)
- Modern Australian votes (9 votes)
- Smoothies/fresh juice (9 votes)
- Coffee (6 votes)
- Japanese food (6 votes)
- Fish and chips (6 votes)
- Middle-eastern food (5 votes)
- Seafood (4 votes)
- Ice cream (4 votes)
- Alcohol - cocktails, craft beer/cider (4 votes)
- German food (4 votes)
- Chinese food (4 votes)
- Local vendors (2 votes)
- African food (2 votes)
- Indigenous food (2 votes)
- Salads (2 votes)
- Barbecue (2 votes)
- Russian food (2 votes).

Comments:

“Something within \$10 - \$20. Vegetarian options available and vendors must use locally sourced produce from local farmers.”

“Novel, fresh and local. The atmosphere is what’s important. I’m from Queensland and love the Eat Street Markets in Brisbane and the Gold Coast.”

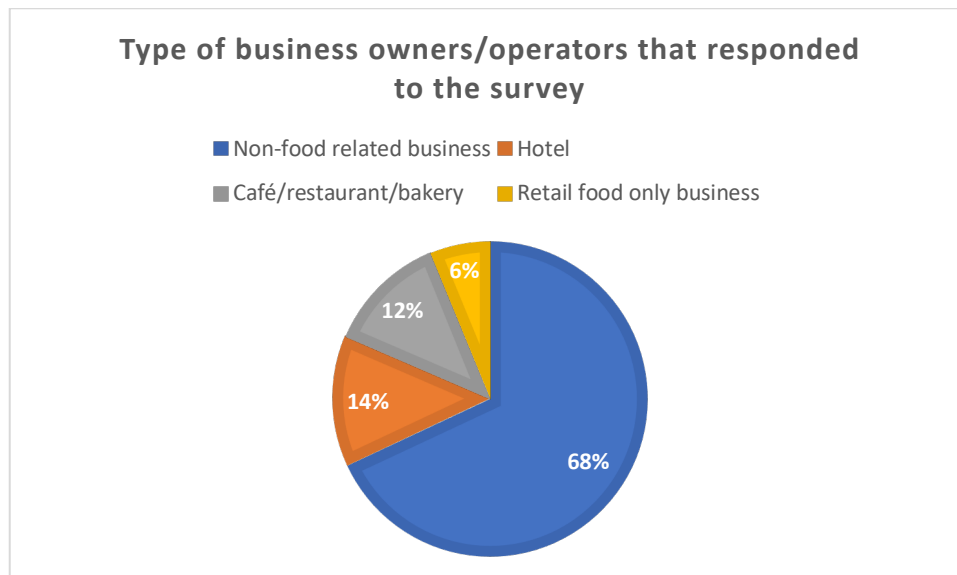
“Nothing specific, but it would be nice if it was something out of the ordinary. i.e. no point having a pop-up Asian thing because we have several Asian options already. More specific, authentic stuff, like wholefoods/organic, cuisine from places we don’t see much of – like German, Russian or something. We have plenty of Chinese, Thai, Vietnamese, Indian, Mexican, fish n chips, pizza (although since the pasta place closed I don’t know of anywhere Italian in Palmie).”

“Nothing highly priced. When feeding a family you don’t want to pay 417 for a pizza. Around the \$8 - \$10 mark per meal is quite reasonable.”

Q14&15: Do you own or operate a business in Palmerston. If yes, what type?

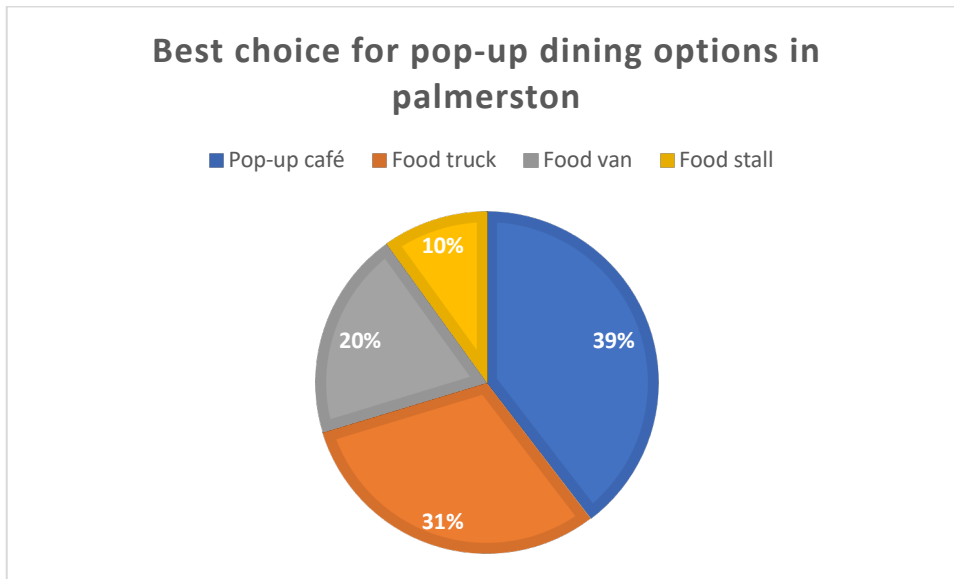
Of the 252 people who answered the survey, 40 respondents (16%) said they owned or operated a business in Palmerston.

Of these business owner and operators, the majority were non-food related business (66%), while 13% (9) owned a hotel, 12% (8) owned a café/restaurant or bakery and 9% (6) owned or operated a retail food only business.



Q16: What do you think will be the best pop-up dining choice for Palmerston?

The most popular choice of the four pop-up dining options put forward in the survey was the pop-up café with 40% (93) voting for that style, followed by 31% preferring food trucks (72), 20% choosing food vans (46) and 10% opting for food stalls (23).



When giving reasons as to why they had chosen the dining options, answers can be seen in the following breakdown:

Pop-up café:

Thirty one per cent (93) of respondents nominated a pop-up café as the best pop-up dining choice for Palmerston.

The main reasons people used to support his choice included:

Additional reasons suggested included increased safety, set area, self-sufficient, more mobile, allows more customers, low cost, easy to access, avoids crowds, attract people to Palmerston and a pop-up café would be more relaxing. Five people also indicated that they think all four options were good choices for pop-up dining in Palmerston.



Comments:

“Because people and families can have a seat while enjoying dinner and the community around them, without rushing to order and find a place to sit among crowds.”

“There is already food truck/stall events like the markets. A pop-up café is a less rushed experience.”

“Comes with seating, encourage people to stay out, community focus. If nowhere to sit more people will just do take-away.”

“I think that pop-up cafes have a bit more structure and are more comfortable as they can have their own seating, even if it is bean bags. It is also a bit of a different experience than markets.”

“Creating a pop-up café in a beautiful outdoor setting is what I enjoy. I like the atmosphere of eating under the stars.”

Food truck:

A total of 31% (72) people voted for food trucks as the best pop-up dining choice for Palmerston.

The main reasons for this included:

Several respondents who indicated food trucks would increase the amenity of the area, they said that food trucks were funky, awesome and would add to the vibrancy of Palmerston.

Additional reasons people supported food trucks included easy access, convenience, variety of food, fast customer turnover, all weather, increase use of CBD and parks, more relaxed and can fit more food trucks into one space.

Comments:

“I think it would give vendors a better venue to work out of with everything they need and the square has lots of open area for picnic blankets.”



“The vendors can easily travel to other markets. It would be great if we could have multiple markets in a few suburbs.”

“I think food trucks and pop-up cafes would add to the vibrancy of Palmerston.”

“Makes it easy to travel to locations and set up for customers. It’s also nice to just be able to buy something then go sit on the grass or a picnic area to eat.”

Food van:

Twenty per cent (46) of respondents said a food van would be the best pop-up dining option in Palmerston.

Some of the reasons food vans were preferred mirrored a lot of the comments about food trucks, and included that they were convenient, mobile, self-contained, easy to set up, professional, easy to monitor, affordable, more variety, versatile and family friendly.

Food stalls:

Food stall was chosen by 10% of respondents (22) as the best choice for pop-up dining in Palmerston.

Several of the reasons people chose food vans were once again similar to the reasons people chose food trucks and food vans, including that they are easy to set up, provide for more variety in food, are all weather, and suit the Territory’s tropical lifestyle. Two reasons that were different included that food vans are a less expensive option to set up than food vans or trucks and that they can be set up without damaging the location.

A number of people who provided support for the food stalls, agreed that a combination of food vans, trucks and stalls would work. Although there was one comment that you would need to do either a combination of food trucks, vans and stalls or just a combination of different pop-up cafes.

Comments:

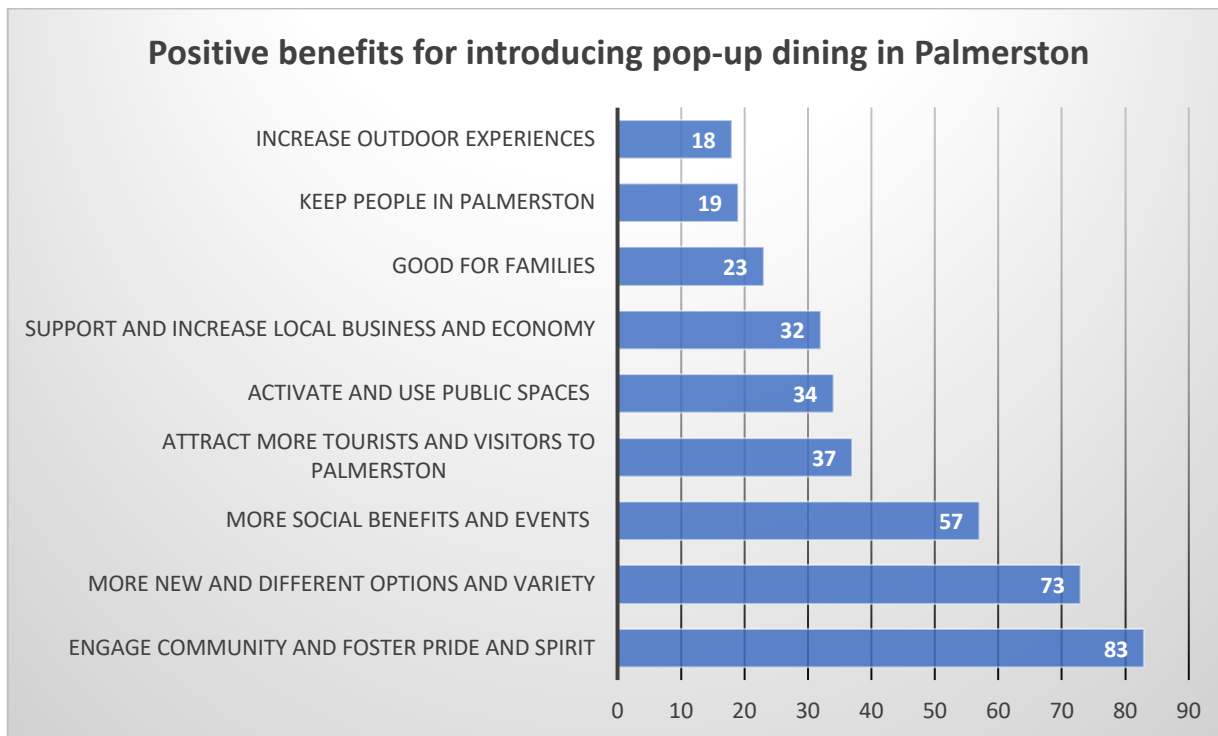
“More people can be involved, other options are more expensive for business owners.”

“Palmerston just needs more events or things to do and this brings people together and gets them outside and enjoying Palmerston rather than just eating in a restaurant.”

“I would prefer a mixture of food truck, food van and food stalls OR a mixture of pop-up cafes, but not a mixture of all.”

Q17: What would be the positive benefits of allowing pop-up dining in public spaces in Palmerston?

Of the respondents that answered this question, the main positive benefit of allowing pop-up dining in public spaces in Palmerston was to engage the community and foster a sense of community pride and spirit. This was followed by more new and different options and variety, more social benefits and events and attracting more tourists and visitors to Palmerston



Other positive benefits identified by respondents in order of preference included:

- creating a vibrant and family atmosphere (14)
- more affordable food (8)
- convenience (7)
- increase cultural awareness and activities (6)
- reduce anti-social behaviour and increase safety (6)
- create more jobs (6)
- offer quality food (4)
- offer healthy food options (3).

Three respondents indicated that there would be no positive benefits and one respondent said it would be bad for local business.

Comments:

“Cultural awareness. Opportunity for musicians to play, keeping music in the Palmerston area instead of travelling to Darwin.”

“Another way of bringing the community together through food and socialising.”

“Encourage people living outside Palmerston to come to Palmerston rather than going to CBD or Cas.”

“Encourage more family dining where they don’t have to worry about kids being in confined spaces with other people. Would also be nice to have pop-ups close by for those last minute plans.”

“Create a community atmosphere where you can meet up with other locals.”

“More choices to eat in Palmerston. Nice outdoor setting with fairy lights maybe like at Nightcliff foreshore. Something cute to go to for a date or with friends and family.”

“Food brings everyone together. It would be great to see the community gather together to enjoy what a great city has to offer. It’s an opportunity for small business owners who love cooking to



share their food they create with the community. It's also great to experience different foods around Palmerston and it saves a whole lot of travelling into the northern suburbs just to try new foods."

"Pop-ups in locations with ambience, that are not situated in the town centre, allow residents to get out and see more of their region. It will also bring travellers as well as residents from other areas of Greater Darwin. Ultimately, it will allow people who may not like to travel far, to enjoy a relaxed night out."

"Create a sense of community, activate areas that are being underutilised, encourage people to go to new areas of Palmerston, encourage people to get out and walk to the spaces, encourage people to stay in Palmerston rather than go into the city."

"Giving the wider community an economical opportunity to sample local and exotic cuisine. Attracting visitors to otherwise underutilised public spaces, encouraging them to visit even outside pop-up market events. Allowing local restaurants/vendors to exhibit and sample their cuisine, attracting a new clientele to their bricks and mortar establishments who would otherwise not visit."

"Variety of food, keep the hoodlums out of the public spaces, actually use parks at different times."

"Getting people outside, away from screens, being a family, spending time outside and utilising our beautiful parks. Bring an East Street to Palmerston!"

"Keep the place vibrant. Less crime."

"More community interaction, entrepreneurship, innovation, variety and choice."

"Increased vibrancy and character to the area. It will help remove some of the stigma attached to the quality of living in Palmerston. Locals will be able to have more dining options locally instead of having to go to the CBD or northern suburbs for dining other than pubs and takeaway."

"Greater sense of community and pride in our local area, which could also help deter crime on our streets. More choices for foodies like me. Makes the most of living in the tropics with our magic weather."

"Enhances the community atmosphere, gets families out and about but with pop-up dining would need to be policing or security as it may attract itinerants."

"Encourage new business, build more multi-cultural society, shape Palmerston as an active, inclusive, enjoyable place to visit or live. Help offset the hideous multi-storey building and desolate feel of 'CBD'."

"It would increase social capital, it would get people coming together in the community around positive things (rather than negative things). It would also increase the options available to residents of Palmerston and the Rural area who currently have to travel to Darwin and the Northern Suburbs to experience a range of different food vendors."

"Meeting friends, new experiences, supports start up entrepreneurial activities, reduces isolation."

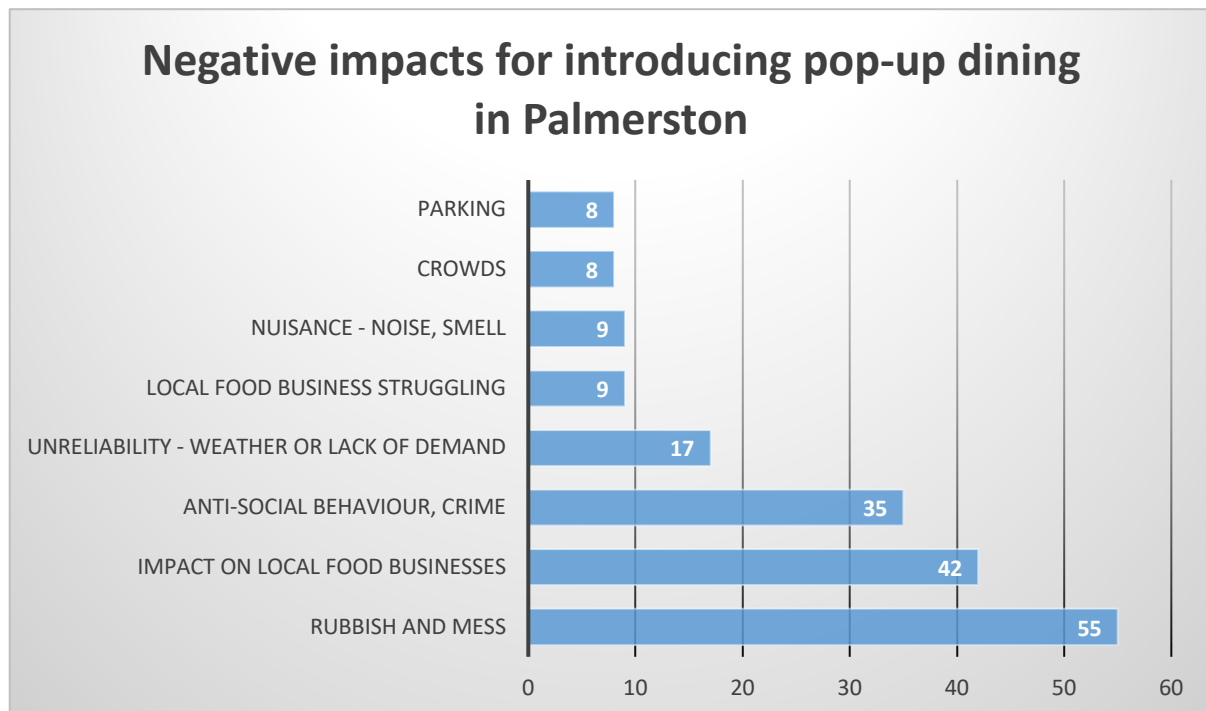
While the positive benefits raised by respondents mirrored the reasons why people supported pop-up dining in Palmerston, there was a different value placed on these reasons when looking at it as a wider community benefit.

The difference between the results of this question and the question that asked why people supported pop-up dining is that people responded in terms of benefits to the community rather than

to themselves. This is evidenced by the fact the biggest reason pop-up dining was supported was because it would provide for more variety, options and choice (137 votes).

Q18: What would be the negative impacts of allowing pop-up dining in public spaces in Palmerston?

Respondents identified the three biggest negative impacts from allowing pop-up dining in public spaces as creating rubbish and mess, negative impacts and competition with local food businesses and potentially increasing anti-social behaviour and crime. However, about 40 respondents indicated that they could see no negative impacts from introducing pop-up dining.



The other potential negative impacts identified by respondents received between one and five votes each and included:

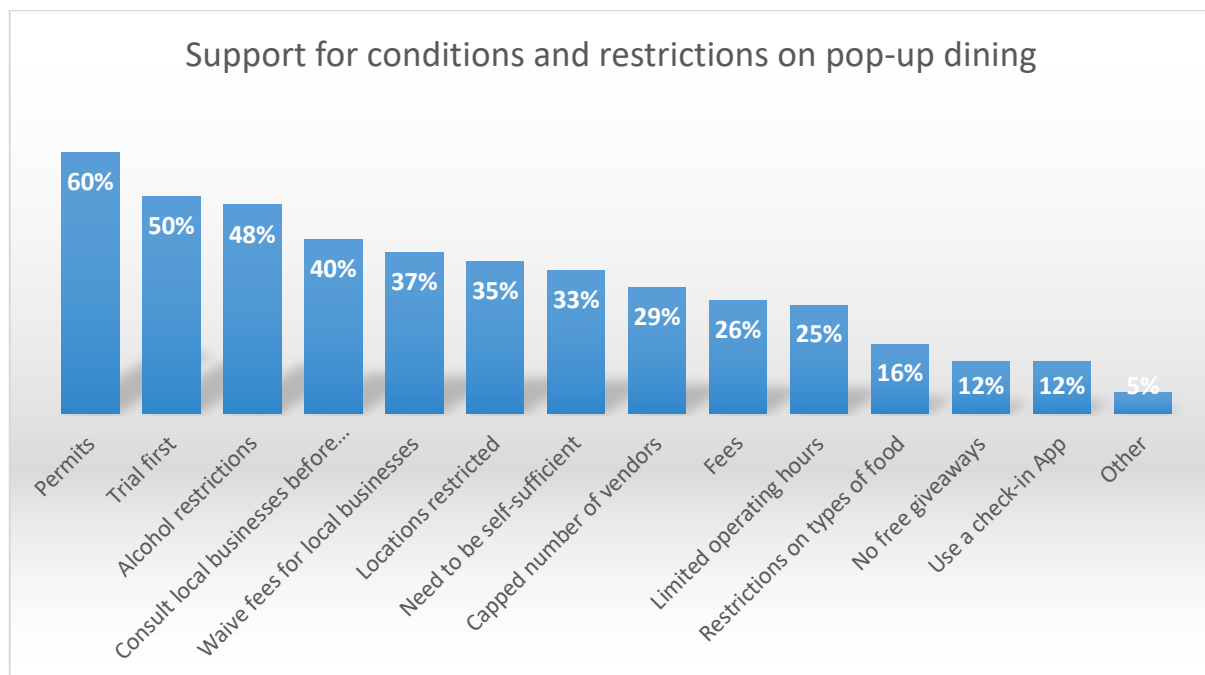
- alcohol
- traffic
- impact on parks
- vendors don't pay GST
- vendor's operate a cash business
- unfair on local cafes and restaurants
- market already over-serviced
- food waste
- non-food for sale
- food and safety standards
- lack of facilities such as toilets
- reduction in seated restaurants
- dogs in public spaces
- unhealthy food options
- expense to ratepayers
- similar market food.

With rubbish and mess being the biggest negative impact identified in the survey, respondents further stated that single-use plastic containers and cutlery would have a particular negative impact and that recycling would need to be undertaken if it was to be introduced. Several people also noted that while impacts on local businesses could be a negative impact, if the Council, business community and vendors worked together to put the proper controls and restrictions in place, these impacts could be prevented.

The concerns about anti-social behaviour, in particular humberging, youth crime, theft and vandalism, mirror the wider concerns that have been raised across the community

Q19: If pop-up dining was allowed in Palmerston, what conditions or restrictions would you like in place to manage it?

The most supported conditions or restrictions to manage pop-up dining in Palmerston included permits (60%), alcohol restrictions (48%), waive fees for local businesses (37%), restrict locations (35%), self-sufficient operation (33%), capped the number of vendors (29%), fees (26%) and limited operating hours (25%). Of the 240 respondents, 50% supported a trial first, before a pop-up dining initiative was introduced in Palmerston and 40% indicated that local businesses would need to be consulted before the pop-up dining vendor sets up their operation.



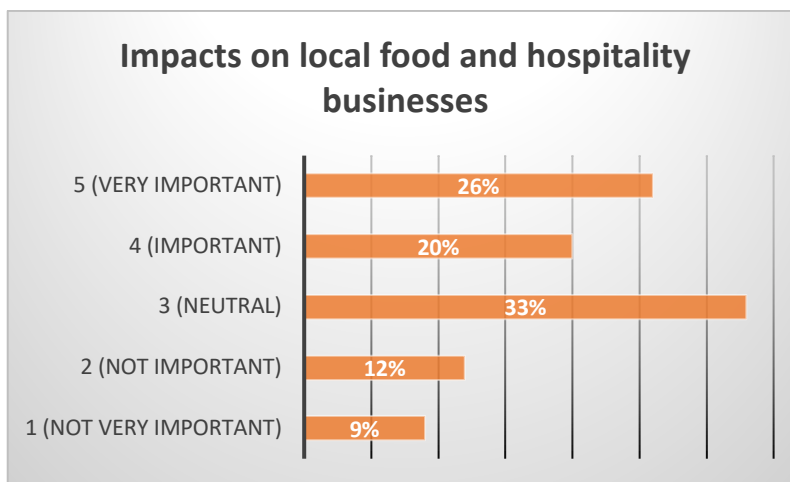
Q20: Please rate the following to be considered around the potential introduction of pop-up dining in Palmerston.

Respondents were asked to rate the following potential impacts of introducing pop-up dining in Palmerston, according to how important or not important they were, with the following results:

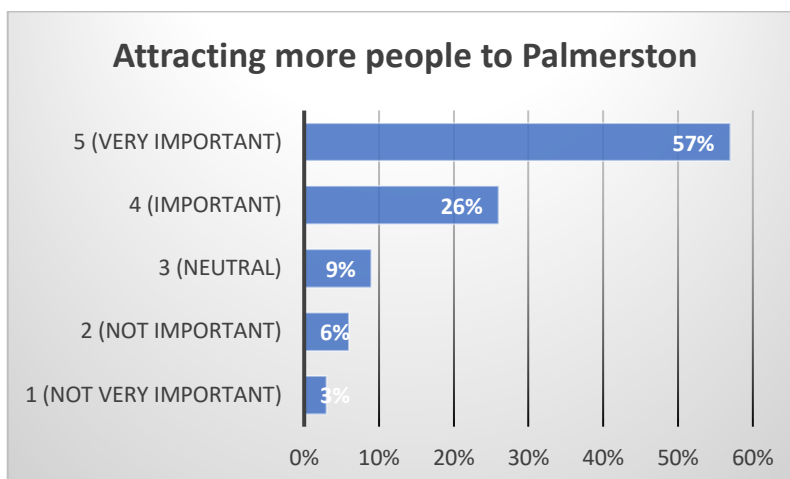
- 33% were neutral on whether the impacts on local food and hospitality businesses was or was not important, while 26% ranked it as very important
- 57% ranked attracting more people to Palmerston was very important
- 67% ranked that creating more places to eat out in Palmerston was very important
- 48% ranked attracting tourists to Palmerston as very important

- 51% indicated that increasing the number of people in Palmerston CBD to benefit local businesses was very important
- 42% ranked an increase in safety in public spaces by increasing foot traffic as very important
- 43% ranked supporting start-up or home-based food retail and hospitality ventures in Palmerston as very important
- 55% indicated that creating more jobs and business opportunities in Palmerston was very important.

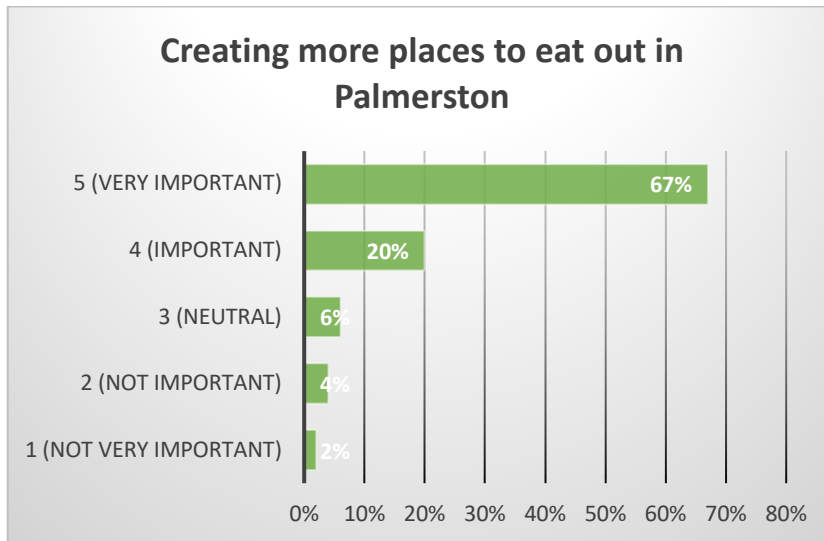
The following graphs show how the respondents rated these potential outcomes of introducing pop-up dining in Palmerston.



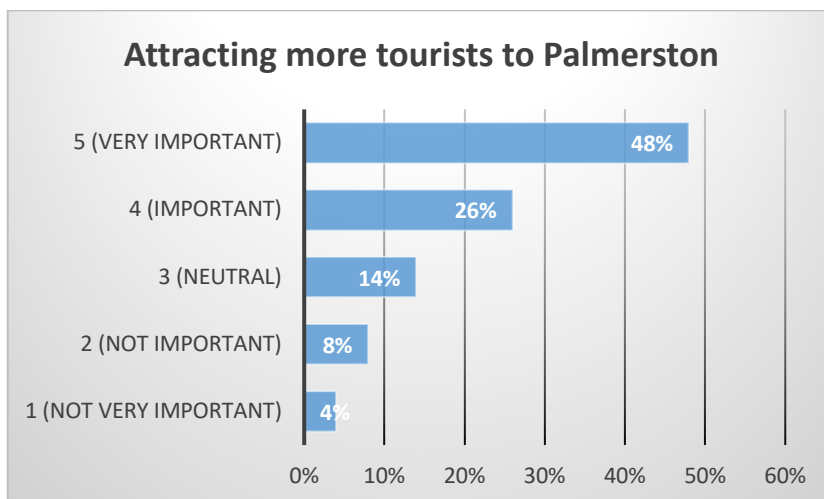
Thirty three per cent of responds were neutral over whether impacts on local food and hospitality businesses was an important issue, while 26% said it was a very important potential impact to take into consideration.



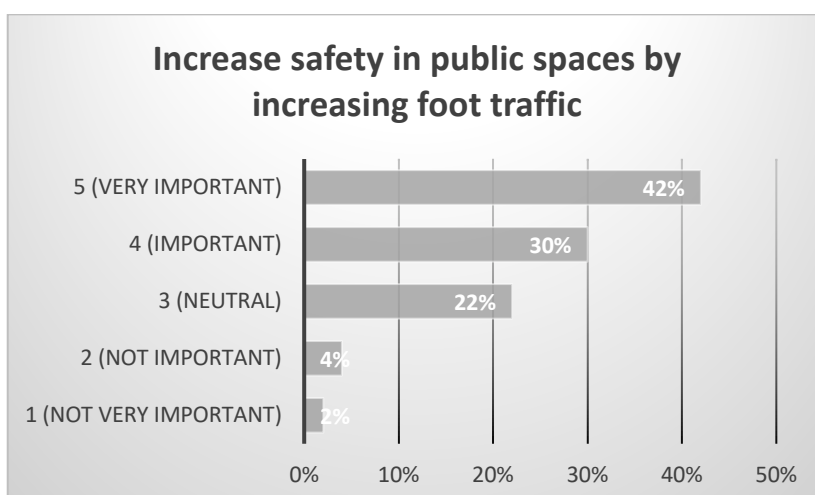
Of the respondents, that ranked this potential impact, 57% indicated that attracting more people to Palmerston was very important when considering whether to introduce pop-up dining in Palmerston, and 26% also said it was important.



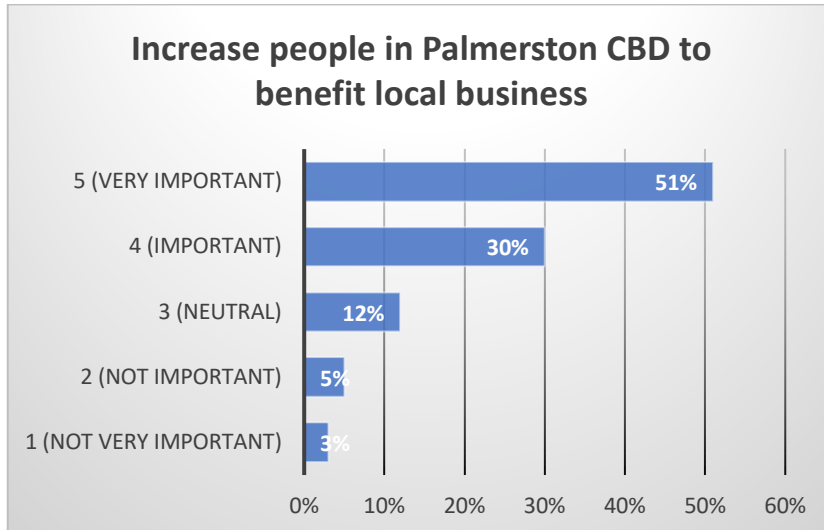
Creating more places to eat out in Palmerston was a very important consideration for 67% of the respondents who ranked this potential impact, followed by 20% also indicating it was important.



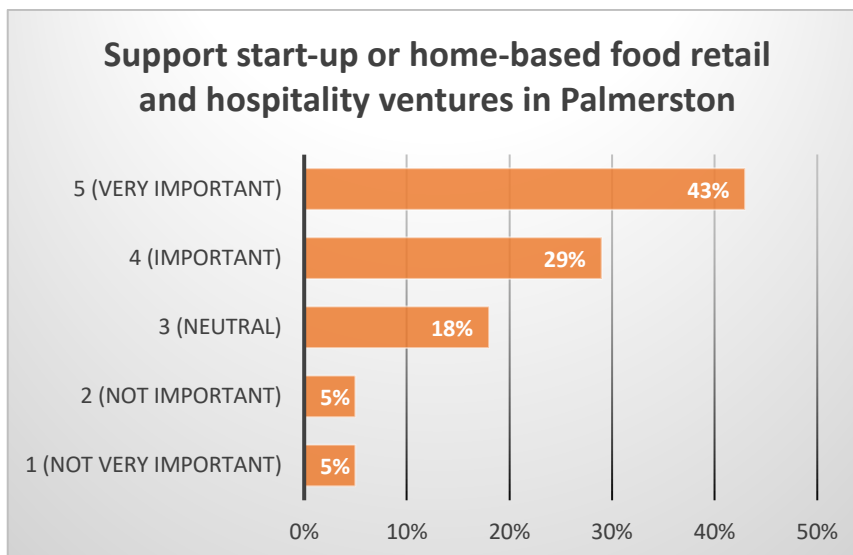
Attracting more tourists to Palmerston was a very important consideration for 48% of respondents who ranked this as a potential impact of introducing pop-up dining, followed by 26% indicating it was important.



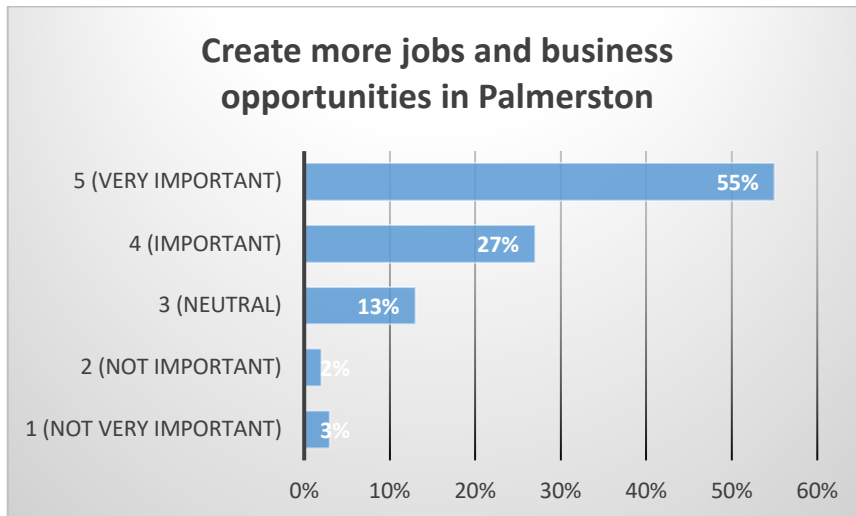
Of the respondents that ranked the importance of pop-up dining increasing safety in public spaces by increasing local foot traffic, 42% said this was a very important potential impact, followed by a further 30% who also ranked it as important.



Increasing the number of people in Palmerston CBD to benefit local business was considered a very important potential impact for the pop-up initiative according to 51% of respondents, followed by 30% indicating it was important.



Of the respondents that ranked the importance of this potential impact of introducing pop-up dining in Palmerston, 43% indicated supporting start-up or home-based food retail and hospitality ventures in Palmerston was very important, with 29% also indicating it was important.



Creating more jobs and business opportunities in Palmerston was a very important consideration for 55% of the respondents who ranked this potential impact, followed by 27% who said it was important.

A total of 124 respondents to the survey indicated that they would like to be kept updated on the pop-up dining consultation and provided their contact details, also indicating they would like to be involved in future consultations with the City of Palmerston.

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan
REPORT NUMBER:	9/0129
MEETING DATE:	11 December 2018
Author:	Director Corporate Services, Chris Kelly
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to rescind Council Policy FIN08 Internal Controls and FIN10 Fraud Protection Plan and adopt a new Council Policy FIN01 Fraud and Corruption Protection.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- As part of Council's Policy Review Schedule, FIN08 Internal Controls and FIN10 Fraud Protection Plan have been reviewed.
- FIN08 Internal Controls is superfluous as it simply restates legislative requirements and procedural information and provides limited value as a standalone policy.
- FIN10 Fraud Protection Plan does not reflect a detailed plan, rather a set of aspirational statements, procedures and legislative requirements.
- Regulation 10(1) and 10(2) of the *Local Government (Accounting) Regulations* require the Chief Executive Officer to establish and maintain internal controls and a Fraud Protection Plan. The internal controls and the Fraud Protection Plan outlined in the proposed policy meet these requirements.
- As the current policies add little value and are not required by legislation, it is recommended that FIN08 Internal Controls and FIN10 Fraud Protection Plan be rescinded.
- However, given that the importance of preventing fraud and corruption, it is recommended that Council have a policy statement on fraud and corruption prevention.
- New Council Policy FIN01 Fraud and Corruption Prevention is recommended for Council adoption.

RECOMMENDATION

1. THAT Report Number 9/0129 entitled Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan be received and noted.
2. THAT Council Policy FIN08 Internal Controls at **Attachment A** to Report Number 9/0129 entitled Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan be rescinded.
3. THAT Council Policy FIN10 Fraud Protection Plan at **Attachment B** to Report Number 9/0129 entitled Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan be rescinded.
4. THAT Council Policy FIN01 Fraud and Corruption Protection at **Attachment C** to Report Number 9/0129 entitled Council Policy Review – FIN08 Internal Controls and FIN10 Fraud Protection Plan be adopted.

BACKGROUND

At the 2nd Ordinary Council Meeting of 21 June 2016 Council made the following decision:

11.1.1 Review FIN08 Controls Policy

THAT Council adopt the amended FIN08 Internal Controls Policy.

CARRIED 8/2078 – 21/06/2016

At the 2nd Ordinary Council Meeting of 19 July 2016 Council made the following decision:

11.1.1 Review FIN10 Fraud Protection Plan Policy

THAT Council adopt the amended FIN10 Fraud Protection Plan Policy.

CARRIED 8/2125 – 19/07/2016

This report has reviewed both FIN08 Internal Controls and FIN10 Fraud Protection Plan and recommends a new policy to ensure protection from fraud and corruption.

DISCUSSION

Policies are clear, simple statements of how your organisation intends to conduct its services, actions or business. Policies do not need to be long or complicated and they are meant to add value to what is already required or empowered under legislation. Elements that simply restate statutory obligations or outline operational procedures are not required.

As part of the Council Policy Review Schedule both Council Policy FIN08 Internal Controls and Council Policy FIN10 Fraud Protection Plan are due for review. The policy FIN08 Internal Controls is superfluous in nature as it reiterates that the Chief Executive Officer is responsible for developing and maintaining an internal control framework which is required under the *Local Government (Accounting) Regulations*. The policy also provides a procedural overview of the process to identify and manage risks which is operational in nature and provides limited value as a stand-alone policy.

Council Policy FIN10 Fraud Protection Plan has also been reviewed. The content of the current policy does not reflect a detailed plan, rather a set of aspirational statements, procedures and legislative requirements.

Regulation 10(1) and 10(2) of the *Local Government (Accounting) Regulations* require the Chief Executive Officer to establish and maintain internal controls and a Fraud Protection Plan. Numerous internal controls are in place including but not limited to; appropriate financial delegations, bank and balance sheet reconciliations, segregation of duties, dual authorisations on financial transactions, information technology controls and the physical security of Council's assets including cash. These controls are tested and reviewed independently by both Council's internal and external auditors. Where it is identified that improvements can be made, a report is presented to the Risk Management and Audit Committee who monitor that the necessary follow up action is undertaken. Council's Fraud Protection Plan includes internal controls and the review of these controls by Council's auditors, but also includes policies and procedures in relation to procurement, human resources and information technology amongst other functions. The plan also includes a strategic risk framework with internal audit activities occurring according to the level of risk identified. As the Regulations state that internal controls and the Fraud Protection Plan the responsibility of the Chief Executive Officer and there is no legal requirement to have *FIN08 Internal Controls* and *FIN10 Fraud Protection Plan* as Council policies and that they add little value in their current form, it is recommended that they are rescinded.

However, given the importance of preventing fraud and corruption, and that other municipal Councils in the Northern Territory have a fraud protection policy, it is recommended that Council have a policy statement on fraud and corruption prevention. This proposed Council Policy at **Attachment C. FIN01 Fraud and Corruption Prevention** commits Council to a culture of continuous improvement to address current and emerging threats to finances and assets and requires Elected Members and staff to be vigilant in detecting and reporting fraud and corruption. It also outlines the elements of Council's Fraud Protection Plan and Council's internal controls. Finally, it requires staff to report any suspected fraud or corruption, commits Council to protecting confidentiality of people reporting incidents as much as possible and notes that spurious allegations will not be tolerated.

CONSULTATION PROCESS

In preparing this report, the following City of Palmerston staff were consulted:

- Finance Manager

Council also consulted the Department of Housing and Community Development, who have responsibility for local government, who provided feedback which includes ensuring that the policy aligns with legislative requirements.

It is not recommended that Council undertake public consultation on this policy as the work Council is undertaking to prevent fraud and corruption has not changed, only the way that it is reflected through Council policy.

POLICY IMPLICATIONS

If the recommendations of this report are accepted, then rescinded Council Policy FIN08 Internal Controls and FIN10 Fraud Protection will no longer be policies of Council and they will be replaced by Council Policy FIN01 Fraud and Corruption Protection.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Chief Executive Officer is required under section 10 of the *Local Government (Accounting) Regulations* to establish and maintain internal controls and a fraud protection plan to prevent and detect fraud from within and outside Council. Council meets these requirements.

Council's internal controls include but are not limited to:

- appropriate financial delegations and authority;
- appropriate physical security of Council's assets including cash;
- dual authorisations on financial transactions;
- segregation of duties;
- information technology controls;
- audit logs and records reviewed; and
- regular reconciliations of the bank account and balance sheet accounts.

Council's Fraud Protection Plan consists of controls, policies and procedures including:

- an external auditor undertaking an annual audit of Council's financial statements;
- a Strategic Risk Framework with internal audit activities occurring according to the level of risk;
- oversight by the Risk Management and Audit Committee;
- procurement policies and procedures;
- human resources policies and procedures;
- information technology security protocols;
- a Privacy Policy;
- an Accounting and Policy Manual;
- Codes of Conduct for Elected Members and staff; and
- an effective internal control framework.

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

Attachment A: Council Policy FIN08 Internal Controls

Attachment B: Council Policy FIN10 Fraud Protection Plan

Attachment C: Council Policy FIN01 Fraud and Corruption Protection

Name:	Internal Controls		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	21/06/2016	Next Review Date:	1/10/2018
Records Number:	365963	Council Decision:	8/2078

1 PURPOSE

Internal Control is part of Council's corporate governance framework and covers areas such as strategic management, business development, project management, finance, etc. It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and council policies/rulings are complied with and financial reporting is accurate and reliable. As a first step towards developing a complete risk management and corporate governance framework the financial component of internal controls will be addressed with this policy.

2 PRINCIPLES

Council is committed to maintaining an effective Internal Control framework. Council will develop a culture that emphasises integrity, ethical values and competence. Objectives of this policy are:

- Risks to the stewardship of public resources are adequately managed through effective internal controls.
- A framework for an effective internal control system which conveys to managers that they are responsible for ensuring that internal controls are established, documented, maintained and adhered to across Council and to all employees that they are responsible for adhering to those internal controls.
- To ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

3 DEFINITIONS

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

Term	Definition

4 POLICY STATEMENT

4.1 Risk Management Approach

Council will maintain an internal control framework, which will be based upon a proactive risk management culture. The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities. The first risk area covered by Council is financial management, for which internal controls will be identified, documented and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.

4.2 Roles and Responsibilities

The Council is responsible for approval of the Internal Control Policy and the Chief Executive

FIN08

Officer for developing and maintaining an internal control framework, which ensures Council objectives are achieved efficiently and effectively. Updates on change to the framework will be presented to the Audit Committee. The Senior Management Team must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls. Council employees must conduct their duties in accordance with internal control policies, procedures and practices of Council.

4.3 Elements of Internal Control Framework

The essential elements of an effective internal control framework are:

- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance;
- Risk identification and assessment

4.4 The Risk Management Process

The process followed by Council in developing the framework is based on the Australian/New Zealand Standard AS/NZ ISO 31000:2009.

Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequences to identify the current risk level.

Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.

Treat Risks – Treat risks by one of the following methods – discontinuing activity that generates it, reducing the likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.

Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.

Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The managers monitor the effectiveness of risk treatment and report progress to Senior Management Team and the Audit Committee at regular intervals.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies
- 5.2 City of Palmerston Internal Control Framework
- 5.3 City of Palmerston Procedures

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australian Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Local Government General Instructions

Name:	Fraud Protection Plan		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	19/07/2016	Next Review Date:	1/10/2018
Records Number:	365965	Council Decision:	8/2125

1 PURPOSE

The City of Palmerston is required to adopt a fraud protection plan in accordance with Section 10 (2a) of the Local Government Accounting Regulations.

2 PRINCIPLES

The City of Palmerston has always set itself high standards of honesty and probity. The City of Palmerston does not condone fraud, theft or corruption irrespective of whether it is attempted by employees or elected council members or externally be members of the public. The Council is committed to this Fraud Protection Plan that is designed to encourage prevention, promote detection, ensure protection, and identify a clear approach for investigation.

3 DEFINITIONS

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

Term	Definition
Anti-Fraud	Anti-Fraud is defined as the measures taken within the Council to prevent, detect and investigate instances of fraud.
Fraud	Fraud itself may be regarded as any deliberate act taken by one or more individuals to deceive or mislead with the objective of misappropriating assets or business usually culminating in the distortion of the Council's financial records or statements.
Theft	Theft is defined as being the dishonest appropriation of the Council's property with intent to deprive the Council of it permanently.
Corruption	Corruption is defined as being the use of bribery, fraud or the irregular alteration and or distortion of records to conceal and/or misappropriate assets of the Council.
Whistleblowing	Whistleblowing means action by an employee to disclose malpractice in the form of irregularity, wrong-doing or serious failures of standards at work.

4 POLICY STATEMENT

4.1 Fraud Protection Plan

4.1.1 The City of Palmerston's Fraud Protection Plan is based on a series of comprehensive and integrated procedures designed to prevent any attempted fraudulent or corrupt act. These cover:

- Culture;
- Prevention;
- Detection and Investigation;
- Arrangements for Members of the Public;

- State/Federal Government initiatives;
- Training; and
- Whistle blowing.

4.1.2 Review

There is a continuous review of systems and internal controls by the Department of Corporate Services and a high degree of external scrutiny of the Council's business by a variety of bodies, including:

- Council's external auditors;
- Northern Territory Government Departments; and
- Australian Federal Government on various grant related matters.

4.2 Fraud Strategy

4.2.1 Council officers are required to report all suspected irregularities to their Director. Reporting is essential and:

- Ensures the consistent treatment of information regarding fraud, theft and corruption;
- Ensures compliance with relevant legislation;
- Ensures all enquiries are routed through Council's chain of command;
- Facilitates proper investigation by an experienced staff member; and
- Ensures the proper implementation of a fraud response investigation plan.

4.2.2 Depending upon the nature and anticipated extent of the allegations, the Director will work closely with management and other agencies such as the police to ensure that all allegations and evidence is properly investigated and reported upon.

4.2.3 Council's Disciplinary employment procedures will be used where the outcome of the investigation indicates improper behaviour.

4.2.4 Council will notify the police where financial impropriety is discovered. Referral to the police ensures that offenders are dealt with in accordance with the law.

4.2.5 The relevant Director will be kept informed of the progress of the investigation.

4.3 Culture

4.3.1 The City of Palmerston is committed to ensuring that its culture will continue to be one of honesty and opposition to fraud, theft and corruption. There is an expectation and requirement that all individuals and organisations associated in whatever way with the Council will act with integrity and that Council staff and members, at all levels, will lead by example in these matters.

4.3.2 Council staff are positively encouraged to raise any concerns about fraud, theft and corruption that they may have on these issues where they are associated with the Council's activities.

4.3.3 They can do this in the knowledge that such concerns will be treated in confidence and properly investigated. Any instance must be reported to either the relevant Director or the Chief Executive Officer.

4.3.4 In the first instance, members of the public are also encouraged to report any concerns to the Chief Executive Officer.

4.3.5 Senior management are responsible for following up any allegation of fraud or corruption and will do so by immediately informing the Chief Executive Officer. An investigating officer will be appointed.

4.3.6 The investigating officer, usually the relevant Director, will:

- Deal promptly with the matter;

- Record all evidence, ensure it is sound and adequately supported;
 - Ensure the security of all evidence;
 - Contact and liaise with other agencies, e.g. Police; and
 - Notify and liaise with the Chief Executive Officer.
- 4.3.7 Senior Management are expected to deal swiftly and firmly with those who defraud or steal from the Council or who are corrupt. The Council should be considered as robust in dealing with financial irregularity or malpractice. There is of course, a need to ensure that any investigation process is not misused, therefore any incidence of raising unfounded malicious allegations may be dealt with as a disciplinary matter. Any wrong doing or malpractice outside the scope of the Policy Documents should be reported to the Chief Executive Officer.
- 4.4 Prevention - Staff**
- 4.4.1 The City of Palmerston recognises that a key preventative measure in the fight against fraud, theft and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of potential staff. Temporary staff are subject to the same recruitment policies as permanent staff.
- 4.4.2 Staff recruitment must be in accordance with approved fair selection policies and, in particular the Council will obtain references before employment offers are made.
- 4.4.3 Staff of the Council are expected to adhere to established Policies and to follow the Council's Code of Conduct together with, where applicable, their Professional Institute's Code of Ethics.
- 4.4.4 Staff are reminded that they must operate within the Local Government Act, regarding pecuniary interests in Contracts relating to the Council or fees and rewards other than proper remuneration.
- 4.5 Prevention – Elected Members**
- 4.5.1 Members are required to operate within:
- Council Policies;
 - Council's Code of Conduct for Elected Members;
 - The Local Government Act; and
 - Other relevant legislation.
- 4.5.2 These matters are specifically brought to the attention of Elected Members in the Council's Code of Conduct and include the declaration and registration with the Council's Chief Executive, potential areas of conflict between Elected Members' Council duties and responsibilities and any other areas of their personal or professional lives.
- 4.6 Systems**
- 4.6.1 The City of Palmerston has Financial Regulations and Financial Operating Procedures in place that require staff, when dealing with the Council's affairs, to act in accordance with best practice.
- 4.6.2 The Chief Executive Officer has a statutory responsibility under the Local Government Act/Financial Regulations/Accounting Code to ensure the proper arrangements of the Council's financial affairs and has published a Procedure to guide and control the processes with respect to contracts for works, supplies and services. These documents outline the procedures and responsibilities of staff throughout the Council.
- 4.6.3 The City of Palmerston has developed and is committed to continuing with systems and procedures which incorporate efficient and effective internal controls and which include adequate separation of duties. Directors have a responsibility to ensure these

controls are properly maintained and documented. Their existence and appropriateness may be independently monitored by Council external auditors.

4.7 Working with other Agencies

Arrangements are in place and continue to be developed to encourage the exchange of information between the Council and other agencies on national and local fraud, theft and corruption activity in relation to Local Authorities. These include:

- Northern Territory Government; and
- Federal Government where applicable.

4.8 Detection and Investigation

4.8.1 Despite the best efforts of financial managers and auditors, many frauds and thefts are discovered by chance or from a “tip off”. The City of Palmerston has arrangements in place to enable such information to be dealt with properly.

4.8.2 Council is working on preventative systems, particularly internal control systems within the Council, designed to provide indicators of any fraudulent activity. Generally, they should be sufficient in themselves to deter fraud. It is however, a fact that alert and observant Council staff, Council members and members of the public do become aware of fraud, theft and corruption and every opportunity is available for them to report any suspicions to the relevant officers of the Council.

4.9 Arrangements for Members of the Public

Members of the public are encouraged to report all suspected irregularities, including suspected fraud, theft or corruption to the Chief Executive Officer or the Office of the Commissioner for Public Interest Disclosures.

4.10 Training

The City of Palmerston recognises that the effectiveness of its Fraud Protection Plan will depend largely on the effectiveness of programmed training and responsiveness of staff throughout the organisation. To facilitate this, the Council has an induction program which requires Directors to arrange for responsibilities to be highlighted and reinforced.

4.11 Whistle Blowing

4.11.1 The City of Palmerston is aware of the difficulties and conflicts that may arise for staff and Elected Members who suspect a colleague of fraud, theft or corruption. It is, nevertheless, essential that all instances are reported without delay. It is incumbent on all staff and Elected Members to report instances or suspicions of fraud, theft and corruption to the Chief Executive Officer or the Office of the Commissioner for Public Interest Disclosures.

4.11.2 Wherever possible all instances reported will be treated in the strictest confidence. It is the Council’s intention that any person reporting a concern or incident will as far as is possible, have their identity kept confidential. It should be understood however, that it is impossible to guarantee anonymity, especially where disciplinary action or prosecution arises.

4.11.3 Council is sensitive to the potential difficulties staff and Elected Members may face if they report an incident and subsequently have to continue working with the individual(s) concerned. It is the Council’s intention that every reasonable measure will be taken to ensure that no reprisals are taken against whistle blowers.

4.11.4 Finally, no one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies
- 5.2 City of Palmerston Code of Conduct for Elected Members
- 5.3 City of Palmerston Code of Conduct for Staff
- 5.4 City of Palmerston Collective Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australian Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Local Government General Instructions

Name:	Fraud and Corruption Protection		
Type:	Council Policy		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to provide guidance on action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's workplace participants or Elected Members and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

2 PRINCIPLES

Council's policy on fraud and corruption is based on the following principles:

- There is a commitment to an ethical organisational culture where Council commits to act legally, ethically and in the public interest at all times.
- There is a commitment to a culture of continuous improvement which ensures that effective fraud and corruption prevention measures are in place and are constantly evolving to ensure best practice.
- Elected Members and staff of Council are placed in a position of trust and are required to maintain and enhance public confidence in the integrity of Council and to be active in protecting public money and property.

3 DEFINITIONS

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

Term	Definition
Corruption	Dishonest activity in which a workplace participant or Elected Member acts contrary to the interests of the entity and abuses her/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by Council officers or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.
Workplace Participants	Includes a Council director, executive, manager, staff member, employee, contractor, consultant, committee member and any individual or group undertaking activity for or on behalf of the Council.

4 POLICY STATEMENT

4.1 *Fraud and Corruption Control Strategies*

4.1.1 *Fraud Protection Plan*

Council Fraud Protection Plan consists of controls, policies and procedures in place for the prevention, detection, management and reporting of fraud, which include:

- an external auditor undertaking an annual audit of Council's financial statements;
- a Strategic Risk Framework with internal audit activities occurring according to the level of risk;
- oversight by the Risk Management and Audit Committee;
- procurement policies and procedures;
- human resources policies and procedures;
- information technology security protocols;
- a Privacy Policy;
- an Accounting and Policy Manual;
- Codes of Conduct for Elected Members and staff; and
- an effective internal control framework.

These are constantly reviewed to ensure that they respond to emerging threats and achieve best practice.

4.1.2 *Internal Controls*

4.1.2.1 That the Chief Executive Officer ensure that Internal Controls are in place across the organisation to reduce the likelihood and decrease the detection time of any potential fraud, theft or corrupt act. These controls will include but not be limited to:

- appropriate financial delegations and authority;
- appropriate physical security of Council's assets including cash;
- dual authorisations on financial transactions;
- segregation of duties;
- trained and properly qualified staff;
- information technology controls;
- audit logs and records reviewed; and
- regular reconciliations of the bank account and balance sheet accounts.

4.1.2.2 The internal controls are to be based on a risk management approach, where risks to the organisation are identified and registered and then appropriate controls are implemented to reduce the likelihood and/or the severity of the risk occurring.

4.1.2.3 The internal controls are to be reviewed and tested to identify any deficiencies or to identify any potential improvements. The use of an internal auditor to provide specialist advice may also be considered. Any recommendations identified by an internal auditor are to be presented to the Risk Management and Audit Committee.

FIN01

4.1.2.4 Council's external auditor will also test the control environment during their preparation for the end of financial year audit. Any observations identified by the external auditor are raised in a management letter and presented to the Risk Management & Audit Committee.

4.1.3 ***Fraud and Corruption Awareness and Ethical Culture***

Through a range of formal and informal means, including training, the Council is committed to continually promoting an ethical culture and an awareness of fraud and corruption. Fraud and corruption awareness will ensure workplace participants and Elected Members are aware of what constitutes fraud and corruption and their fraud and corruption control responsibilities.

4.2 Reporting Fraud and Corruption

4.2.1 Council's workplace participants and Elected Members are required to raise suspicions or allegations of fraud and corruption. Workplace participants and Elected Members must familiarise themselves with their obligations under Council's policies, associated procedures and related legislation.

4.2.2 The Chief Executive Officer is responsible for receiving reports of suspected fraud and corruption and for arranging investigations and referring matters to relevant bodies such as the Independent Commissioner Against Corruption (ICAC), the Ombudsman or the Northern Territory Police.

4.2.3 If the suspected fraud or corruption involves the Chief Executive Officer or if a workplace participant deems it necessary, they are required to report the matter to the Mayor or directly with the relevant body.

4.2.4 All allegations and suspicions of fraud and corruption will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case.

4.2.5 Wherever possible all instances reported will be treated in the strictest confidence. It is the Council's intention that any person reporting a concern or incident will as far as is possible, have their identity kept confidential. It should be understood however, that it is impossible to guarantee anonymity, especially where disciplinary action or prosecution arises.

4.2.6 No one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

5 ASSOCIATED DOCUMENTS

5.1 Various documents as outlined above that form part of the Fraud Protection Plan

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government Act Regulations*
- 6.3 *Information Act*
- 6.4 *Independent Commissioner Against Corruption Act*

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Review of Council Policy <i>FIN23 Credit Card</i>
REPORT NUMBER:	9/0138
MEETING DATE:	11 December 2018
Author:	Finance Manager, Shane Nankivell
Approver:	Director Corporate Services, Chris Kelly

PURPOSE

This report seeks Council approval to adopt the amended policy *FIN23 Credit Card*.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- As part of Council's Policy Review Schedule, Council Policy *FIN23 Credit Card* has been reviewed.
- The current policy includes a substantial amount of procedural information which should not be captured in a high-level policy.
- As such, the procedural information has been removed from the policy and will be transformed into an operational procedural document for officers to follow.
- The implementation of a credit card policy was the result of an audit recommendation from Council's previous external auditors.

RECOMMENDATION

1. THAT Report Number 9/0138 entitled Review of Council Policy *FIN23 Credit Card* be received and noted.
2. THAT Council rescind Council Policy *FIN23 Credit Card* at **Attachment A** to Report Number 9/0138 entitled Review of Council Policy *FIN23 Credit Card*.
3. THAT Council adopt Council Policy *FIN23 Credit Card* at **Attachment B** to Report Number 9/0138 entitled Review of Council Policy *FIN23 Credit Card*.

BACKGROUND

At the 2nd Ordinary Council Meeting of 17 May 2016 Council made the following decision:

11.1.4 Review *FIN23 Credit Card Policy*

THAT Council adopt the amended FIN23 Credit Card Policy.

CARRIED 8/1979-17/05/2016

This report reviews the current policy and proposes changes for Council's consideration.

DISCUSSION

As part of the Council Policy Review Schedule, Council Policy *FIN23 Credit Card* is due for review. This policy has been reviewed and recommended amendments have been made. The current policy includes a substantial amount of procedural information which should not be captured in a high-level policy. As such, the procedural information has been removed from the policy and will be transformed into an operational procedural document for officers to follow. Some of the procedures that have been removed from the policy that will be included in the procedural document include; the process of applying for a credit card from the bank, the reconciliation process of matching charges with supporting documentation and budget allocations, the process for handling disputed transactions, what to do in the case of lost or stolen credit cards and finally the responsibilities of the Finance Department in managing the use and payment of credit cards.

Although there is no requirement for Council to have a Credit Card policy, the implementation of a credit card policy was the result of an audit recommendation from Council's previous external auditors and is done by many other local governments. It provides a framework so that the community can be assured that public money is handled in a responsible and well governed way and will form part of Council's fraud and corruption prevention. Furthermore, retaining this policy is a public statement of Council's commitment to transparency and accountability.

It is therefore recommended that the policy remain in place with the recommended adjustments made.

CONSULTATION PROCESS

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

It is not recommended that Council undertake public consultation as this Council Policy relates to Council internal governance.

POLICY IMPLICATIONS

If adopted, the revised Council Policy *FIN23 Credit Card* will supersede the current policy of Council.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Chief Executive Officer has the delegation to set, modify and approve financial delegations to various officers within the organisation. These delegations are recorded in the Register of Delegations and sub-delegations.

All procurement regardless of the method used must still follow the requirements set down in the *Local Government Act*, *Local Government (Accounting) Regulations*, the *Ministerial Guidelines* and Council Policy *FIN04 Procurement*.

As the use of credit cards are an identified risk within the organisation there are a suite of internal controls in place to ensure that good governance occurs, and risks associated with the use of credit cards are mitigated. Some of these internal controls include; credit limits applied to each card, reconciliation processes with invoices and budget allocations, authorisation prior to payment from the cardholder and their immediate supervisor, review of payments by the Finance Manager, as well as other procurement internal controls.

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

Attachment A: Current Council Policy *FIN23 Credit Card*

Attachment B: Revised Council Policy *FIN23 Credit Card*

Name:	Credit Card		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	17/05/2016	Next Review Date:	1/10/2018
Records Number:	365981	Council Decision:	8/1979

1 PURPOSE

This policy is designed to control the use of corporate credit cards issued under the name of City of Palmerston. Procedures outlined in this policy ensure sound governance of expenditure incurred on behalf of City of Palmerston.

2 PRINCIPLES

City of Palmerston is committed to sound financial management, public accountability and transparency.

3 DEFINITIONS

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

Term	Definition
Credit Cards	Corporate credit cards issued in the name of City of Palmerston.
Cardholder	City of Palmerston employee that is holder of a corporate credit card.

4 POLICY STATEMENT

4.1 Issuing of Credit Cards

- 4.1.1 Credit Cards are only issued to officers that hold the positions with the required authority given to them by the Chief Executive Officer. Those positions are outlined in the Financial Delegations policy.
- 4.1.2 To be issued a credit card staff will be provided with a credit card request form from Finance. The form is provided by City of Palmerston's banking service provider. Staff may be required to prove their identity with the bank issuing the credit card.
- 4.1.3 Council officers issued with credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Credit Card Policy in form of a signed agreement.

4.2 Credit Limit

- 4.2.1 The monthly maximum credit limit for credit cards is set in the Financial Delegations policy. The Chief Executive Officer shall have the authority to determine, within this limit, to vary the credit card limits for individual cardholders.
- 4.2.2 In the case of an emergency situation, in line with the Council's disaster recovery plan, the Chief Executive Officer shall have the authority to raise credit limits for a short period of time above the maximum limit set in the Financial Delegations policy. Any such instances need to be reported to Council as soon as practical.

4.3 Cancellation of Credit Cards

4.3.1 Each issued credit card remains the sole property of City of Palmerston. The Chief Executive Officer may revoke the use of any credit card at any given time.

4.3.2 Cancellation of a credit card is necessary where the:

- Cardholder changes job function that has not got appropriate authority
- Employment with cardholder ceases
- Cardholder has not adhered to set procedures and policies
- Misuse of credit card
- Cardholder breaching any terms of this policy

4.4 Use of Credit Cards

4.4.1 Credit cards must only be used for the carrying out of Council authorised business and for the meeting of Council liabilities where it is deemed to be inefficient to adhere to the electronic purchase order system.

4.4.2 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on Council business.

4.4.3 All purchases on the credit card require appropriate authorisation in line with the Procurement and Financial Delegations Policy.

4.4.4 Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental transgression, the Finance Manager is to be notified and the Council reimbursed immediately.

4.5 Cardholder Responsibilities

4.5.1 The cardholder has to ensure that the credit card is maintained in a secure manner and guarded against improper use.

4.5.2 All documentation regarding a credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.

4.5.3 Reconciliation is to be completed within seven days of the date of the credit card statement being issued to the cardholder.

4.5.4 The cardholder must follow responsibilities outlined by the card provider.

4.5.5 Credit cards are to be returned to the Finance Manager on or before the employee's termination date with a full acquittal of expenses.

4.6 Credit Card Reconciliation Procedures

4.6.1 Credit card statement accounts will be issued to the relevant cardholder monthly. The cardholder has to provide finance with the following information on the statement:

- Description of purchase
- Budget (General Ledger) allocation
- Applicable GST amounts

4.6.2 All transactions on the statement must be supported by tax invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable GST rebate to be applied.

4.6.3 If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive

Officer for a decision. Should approval of the expenses be denied by the Chief Executive Officer recovery of the expense shall be met by the cardholder.

4.6.4 The cardholder shall sign and date the credit card statement with supporting documentation attached. Furthermore the immediate supervisor of the cardholder shall give written approval of the purchases by signature on the credit card statement.

4.6.5 A monthly report of all credit card transactions will be authorised by the Finance Manager and the Chief Executive Officer as part of the monthly reporting to Council.

4.7 Disputed Transactions

4.7.1 City of Palmerston is responsible for paying all accounts on the monthly credit card statement and the bank processes a direct debit from the operational bank account for such.

4.7.2 It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform Finance, who will initiate a formal dispute process with the bank.

4.7.3 A formal dispute process will require the cardholder to fill in a dispute form from the bank. A finance staff member will facilitate the process between the staff member and the bank.

4.7.4 Any amounts in dispute need to be highlighted on the credit card statement and will be debited to a suspense account until resolved.

4.8 Procedures for Lost, Stolen and Damaged Cards

4.8.1 The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Finance Manager on the next working day.

4.8.2 Advice of a damaged credit card is to be provided to the Finance Manager who will arrange a replacement.

4.9 Finance Services Responsibilities

4.9.1 The Finance Manger will ensure that the following responsibilities will be met by Finance Services:

- Arrange issues and cancellations of credit cards.
- Maintain register of all cardholders.
- Provide cardholders with the policy, and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements.
- Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement with application for the credit card.
- Assist with formal dispute process.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies
- 5.2 Credit Card Holder Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australian Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Goods and Services Tax Act 1999
- 6.7 Local Government General Instructions

Name:	Credit Card		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	11/12/2018	Next Review Date:	13/12/2022
Records Number:		Council Decision:	

1 PURPOSE

This policy is designed to control the use of credit cards issued under the name of City of Palmerston. This policy ensures sound governance of expenditure incurred on behalf of City of Palmerston.

2 PRINCIPLES

City of Palmerston is committed to sound financial management, public accountability and transparency.

3 DEFINITIONS

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

Term	Definition
Credit Cards	Corporate credit cards and store credit cards issued in the name of City of Palmerston.
Cardholder	City of Palmerston employee that is holder of a corporate credit card or store credit card.

4 POLICY STATEMENT

4.1 Issuing of Credit Cards

4.1.1 Credit Cards are only to be issued to officers that hold the positions with delegation outlined in the Register of Delegations and Sub-Delegations.

4.1.2 Council officers issued with credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Credit Card Policy in a signed agreement.

4.2 Credit Limit

4.2.1 The monthly maximum credit limit for credit cards for each relevant position is set in the Register of Delegations and Sub-Delegations.

4.2.2 In the case of an emergency situation, in line with the Council's Disaster Recovery Plan, credit limits may be raised for a short period of time above the maximum limit set in the Register of Delegations and Sub-delegations.

4.3 Cancellation of Credit Cards

4.3.1 Each issued credit card remains the sole property of City of Palmerston. The Chief Executive Officer may revoke the use of any credit card at any given time.

4.3.2 Cancellation of a credit card is necessary where the:

- Cardholder changes job function that has not got appropriate delegation
- Employment with cardholder ceases
- Cardholder has not adhered to set procedures and policies
- Misuse of credit card
- Cardholder breaching any terms of this policy

4.4 Use of Credit Cards

- 4.4.1 Credit cards must only be used for the carrying out of Council authorised business and for the meeting of Council liabilities where it is deemed to be impractical to adhere to the electronic purchase order system.
- 4.4.2 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on Council business.
- 4.4.3 All purchases on the credit card require appropriate authorisation in line with the Register of Delegations and Sub-delegations.
- 4.4.4 Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder.

4.5 Cardholder Responsibilities

- 4.5.1 The cardholder must ensure that the credit card is maintained in a secure manner and guarded against improper use.
- 4.5.2 All documentation regarding a credit card transaction is to be retained by the cardholder.
- 4.5.3 Reconciliation is to be completed within seven days of the date of the credit card statement being issued to the cardholder.
- 4.5.4 The cardholder must follow responsibilities outlined by the card provider.
- 4.5.5 Credit cards are to be returned on or before the employee's termination date.

5 ASSOCIATED DOCUMENTS

- 5.1 Register of Delegations and Sub-delegations
- 5.2 Credit Card Holder Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.3 *Local Government (Accounting) Regulations*

AGENDA ITEM:	13.2.4
REPORT TITLE:	Request for Closure of Sextant Court to Harrison Circuit Laneway
REPORT NUMBER:	9/0131
MEETING DATE:	11 December 2018
Author:	Manager Growth and Sustainability, Rebecca de Vries
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report assesses the request for the closure of the laneway between Sextant Court and Harrison Circuit, to the north of 5 Sextant Court and 34 Harrison Circuit, and advises on what treatment is proposed to be implemented.

Municipal Plan:

1. Community & Cultural Wellbeing
 - 1.2 Safe Communities
 - 1.2 We are committed to ensuring the safety and security of our community.
3. Environment & Infrastructure
 - 3.2 Assets and Infrastructure
 - 3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community.

KEY ISSUES

- On 2 October 2018, Council decided to trial different laneway treatments to improve safety and reduce anti-social behaviour within the community for a number of identified laneways.
- A petition was tabled at the Council meeting of 6 November 2018 requesting either permanent or night-time closure of the laneway to the north of 5 Sextant Court and 34 Harrison Circuit because of concerns with possible anti-social behaviour.
- Laneways within the municipality facilitate the movement of pedestrians and cyclists to, and between, facilities; therefore any request for closure must be carefully considered.
- Trialling the effectiveness of laneway treatments will assist in reviewing and improving the current policy on laneway closures, and support future decisions on laneway closure requests.
- It is recommended that Council await the outcome of the trial prior to any closure, temporary closure or alternative treatment for any other laneway.

RECOMMENDATION

1. THAT Report Number 9/0131 entitled Request for Closure of Sextant Court to Harrison Circuit Laneway be received and noted.
2. THAT Council not close the laneway to the north of 5 Sextant Court and 34 Harrison Circuit and review the treatment of this laneway following the outcomes of the laneway treatment trails, and advise the petition author of this decision.

BACKGROUND

At the 1st Ordinary Council Meeting held on 3 July 2018 the following was raised:

12.1 Anti-Social Behaviour in Laneways

THAT a report be prepared outlining options for the trial of laneway treatments including costs, temporary closure, process performance indicators and public consultation, to improve public safety and amenity within neighbourhoods whilst ensuring community connectivity and walkability, to be presented to the 2nd Ordinary Council Meeting in September 2018.

CARRIED 9/0134 - 03/07/2018

Following from this, a report was presented to Council at the 1st Ordinary Meeting held on 2 October 2018 with the following decisions being made:

13.1.1 Trial of Laneway Treatments 9/0091

1. THAT Report Number 9/0091 entitled Trial of Laneway Treatments be received and noted.
2. THAT Council endorse implementing trial laneway treatments as identified in Report Number 9/0091 entitled Trial of Laneway Treatments and summarised as follows:

Laneway Location	Suburb	Summary of Trial Details
Six (6) laneways that connect Bonson Terrace, Staghorn Court, Gumnut Way and Melastoma Drive	Moulden	- Laneway lighting upgrades - Crime Prevention Through Environment Design (CPTED) Assessment
Two (2) laneways that connect Politis Court and Strawbridge Crescent	Moulden	- Laneway closure trial - Consultation to occur - Consultation and Technical assessment to inform closure type
One (1) laneway that occurs at Helio Court Cul-de-sac head	Woodroffe	- Laneway closure trial - Consultation to occur - Consultation and Technical assessment to inform closure type
Phineaus Court and Priest Circuit	Gray	- Laneway lighting upgrades - Crime Prevention Through Environment Design (CPTED) Assessment

3. THAT a report outlining the outcomes and findings of the Trial Laneway Treatments be presented to Council at the 2nd Ordinary Meeting in June 2019.

CARRIED 9/0301 - 02/10/2018

A petition for a closure of a laneway in Sextant Court and Harrison Circuit, Woodroffe was then received and tabled at the 1st Ordinary Meeting of Council held on 6 November 2018 with the following decision being made:

11.1 Closure of Laneway – Sextant Court and Harrison Circuit Woodroffe

1. THAT the petition presented by Alderman Henderson on behalf of Mr B Dawes regarding the Closure of Laneway – Sextant Court and Harrison Circuit Woodroffe be tabled at the Council Meeting held on Tuesday, 6 November 2018.
2. THAT Council receives and notes petition dated 11 October 2018 by Mr B Dawes and that a report be presented to the Ordinary meeting of Council in December 2018 regarding the Closure of Laneway – Sextant Court and Harrison Circuit, Woodroffe petition.

CARRIED 9/0333 - 06/11/2018

As requested by Council’s decision on 6 November 2018, an assessment of the laneway between Sextant Court and Harrison Circuit, Woodroffe has been undertaken.

DISCUSSION

The laneway that is the subject of the petition is located to the north of 5 Sextant Court and 34 Harrison Circuit as shown in green in Figure 1 below:



Figure 1: Location of laneway marked in green.

The laneway is approximately eight (8) metres in width and is currently in a well maintained condition, being mowed and clear of overhanging vegetation, as shown in Figure 2 below. There is also an existing light located approximately half way through the length of the laneway.



Figure 2: Site photo of the laneway that is the subject of the petition.

The laneway provides connectivity to Prism Park, which is located between Sextant Court and Prism Court. Pedestrians may also use this route to access nearby schools and bus stops on Temple Terrace. If this laneway was closed, it may increase the travel distance for some pedestrians to access these facilities.

The current laneway closure policy requires the following to be provided to Council before a request for a laneway closure (either permanent or night time) can be considered:

- A letter is signed by all residents adjoining the laneway.
- The level and type of antisocial behaviour occurring, including if the matter has been reported to the police.
- A preference of whether permanent or night time closure is sought.

In this instance there are three residences and one vacant block adjoining the laneway. Of these three residences, only two have signed the petition. In total, five different residences have signed the petition.

The petition has advised of damage being done to the shade cloth attached to the fence of five (5) Sexton Court, and advised that there is a smell of faeces in the laneway. No other anti-social behaviour has been raised.

When considering the impact the closure of the laneway could have, there are six (6) residences within Sexton Court which have not signed the petition that would be subject to an increased pedestrian travel distance to access the bus stop at Temple Terrace. The closure may also impact on 10 residences in Harrison Circuit which have not signed the petition and their access to Prism Park.

In order to maintain access for pedestrians, it is recommended that the laneway remain open.

An appropriate alternative to closing the laneway may be to install additional lighting to discourage anti-social behaviour. It is recommended that the laneway treatment trial be progressed and following the findings of these trials, appropriate treatments be considered for this laneway (which may include additional lighting).

CONSULTATION PROCESS

The resident who raised the petition will be contacted following the Council meeting and advised of the following:

- The decision to maintain access through the laneway.
- The laneway treatment trials which are being progressed.
- The outcomes from these trials will be used to inform appropriate treatments for laneways across the municipality including this one.

POLICY IMPLICATIONS

Council has recently endorsed the implementation of trial laneway treatments at various locations. It is recommended that Council proceed with these trials to understand appropriate laneway treatments to reduce the occurrence of anti-social behaviour prior to progressing any further closure of laneways on an ad-hoc basis.

BUDGET AND RESOURCE IMPLICATIONS

The installation of bollard lighting can be accommodated within the current budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that the residents that have signed the petition will not be satisfied with the response of Council to maintain the laneway, however there is also a risk that if the laneway was closed, it would adversely impact on other residents which have not signed the petition.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Opportunities for energy efficient LED lighting and solar lighting will be explored as part of the laneway treatment trial to reduce any electricity costs and reduce emissions from new infrastructure.

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

There are no attachments for this report.

AGENDA ITEM:	13.2.5
REPORT TITLE:	Subdivision of 125 McFarland Road to facilitate a Youth Justice Centre
REPORT NUMBER:	9/0133
MEETING DATE:	11 December 2018
Author:	Manager Growth and Sustainability, Rebecca de Vries
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council endorsement for the submission to the Department of Infrastructure, Planning and Logistics advising that Council has no objection to the request from the Northern Territory Government to subdivide land at 125 McFarland Road, Pinelands subject to conditions.

Municipal Plan:

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community.

KEY ISSUES

- The Northern Territory Government have submitted a development application for a one lot into three lot subdivision at 125 McFarland Road to facilitate the development of a Youth Justice Centre.
- The site is currently zoned General Industry and is proposed to be changed to Community Purpose and Future Development through a separate rezoning request.
- Council staff have undertaken a technical assessment of the proposed rezoning, having regard to a range of matters, including but not limited to relevant legislation, the Northern Territory Planning Scheme and the City of Palmerston Development Guideline.
- A submission to the proposed subdivision has been prepared for Council endorsement which has no objection to the subdivision subject to the following:
 - Traffic is safely managed between Stuart Highway and the site.
 - Appropriate regard has been given to alternative access arrangements to ensure the safety of road users.
 - A road network which facilitates heavy vehicles moving through the site is provided.
- Submissions in response to the proposed subdivision are able to be submitted to the Department of Infrastructure, Planning and Logistics until 14 December 2018.

RECOMMENDATION

1. THAT Report Number 9/0133 entitled Submission on the proposed Youth Justice Centre at 125 McFarland Road be received and noted.
2. THAT Council endorse the submission being **Attachment A** to Report Number 9/0133 entitled 'Submission on the proposed subdivision of 125 McFarland Road (PA2018/0477)', to be sent to the Department of Infrastructure, Planning and Logistics advising that Council has no objection to the proposed rezoning, subject to a number of conditions.

BACKGROUND

There are currently two development applications being progressed to facilitate the development of a Youth Justice Centre. One of these applications is to subdivide the land at 125 McFarland Road into three lots as shown in Figure 1 below.

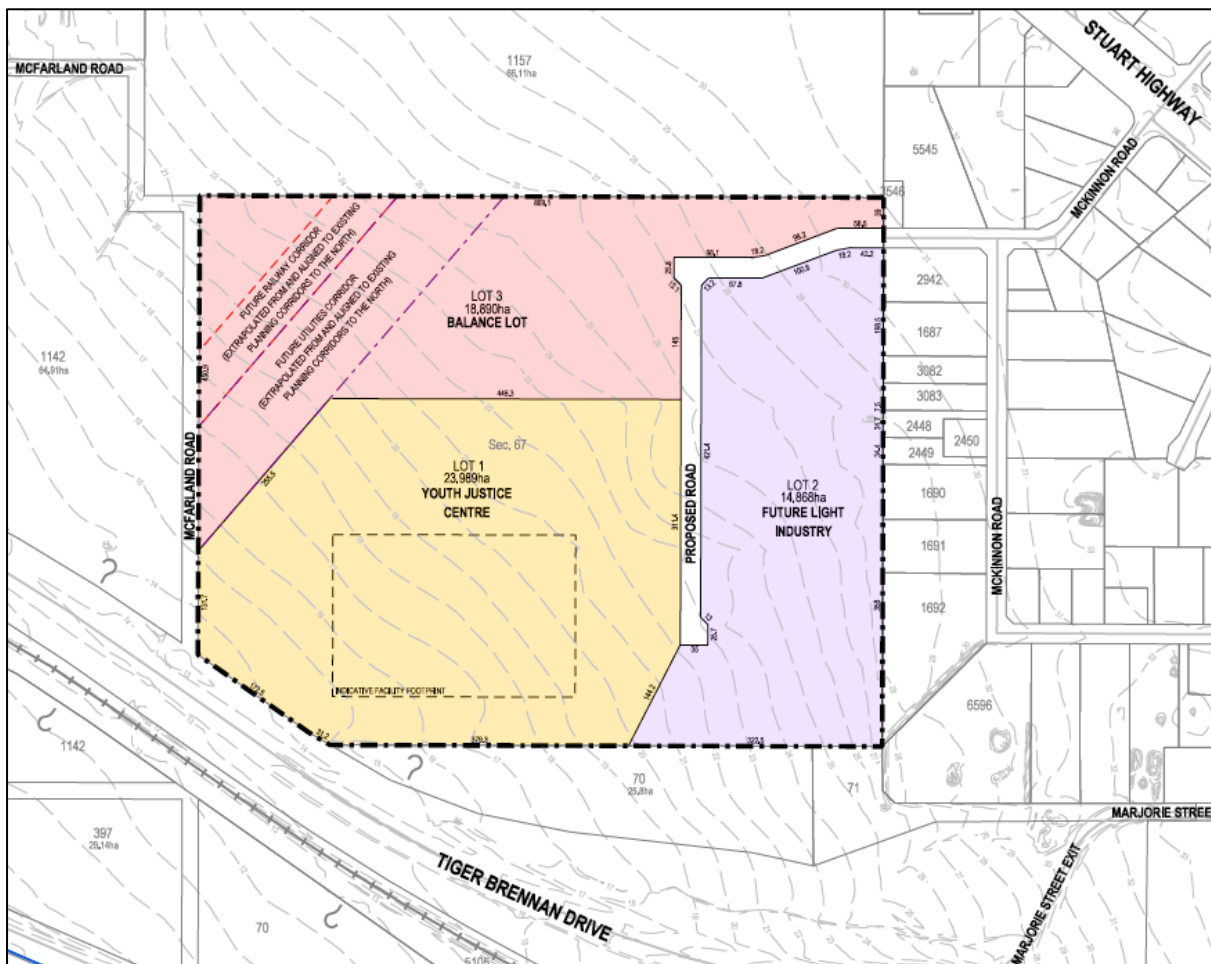


Figure 1: Proposed subdivision.

Proposed lot 1 is intended to facilitate a rehabilitation precinct for the greater Darwin region (including a proposed Youth Justice Centre). This is consistent with the rezoning request which is being progressed separately. The intent for proposed lots 2 and 3 has not been confirmed, however the application material submitted outlines that future light industry may be considered.

With respect to the site, it is currently undeveloped and has a gradual slope from the north-east corner to the boundary fronting Tiger Brennan Drive. There are no significant constraints, such as flooding which would prevent this site from being subdivided. Access could be obtained from McFarland Road, McKinnon Road or Tiger Brennan Drive, subject to satisfactory design. The proposal currently seeks access from McKinnon Road for the three proposed lots.

It is advised that detailed design is still being progressed, along with supporting studies on traffic impact and on-site stormwater management.

DISCUSSION

A technical assessment of the proposed subdivision has been undertaken by staff based on relevant legislation, policies and material which includes but is not limited to:

- The Planning Act
- The Northern Territory Planning Scheme
- City of Palmerston Development Guideline
- The application material
- The rezoning application which is being separately progressed.

Council is required to assess the proposal to subdivide having regard to the current planning provisions, which includes having regard to its current zoning as General Industry.

Further information was requested from the Department of Infrastructure, Planning and Logistics to support the proposed subdivision, including a request for a traffic impact assessment, however this information is not available at this time.

The information which has been submitted with the subdivision application does not facilitate a full assessment of the impact to Council services and infrastructure, however these matters are able to be managed through conditions.

A separate assessment and report has been prepared for Council which considers the rezoning request applicable to this site.

Traffic impacts:

Whilst the proposal seeks access from McKinnon Road, there has been no traffic impact assessment provided, therefore it is unknown what the impact will be on safe traffic movement through Pinelands. There are existing issues with access at several intersections between Stuart Highway and Pinelands, including McKinnon Road. It is understood that this is being investigated by the Department of Infrastructure, Planning and Logistics, however these issues need to be resolved before proceeding with the proposal. Council is able to support the proposed subdivision subject to a traffic impact assessment being submitted to the City of Palmerston which demonstrates that any access between the site and Stuart Highway can be safely achieved. The Traffic Impact Assessment will also need to identify whether any upgrades to the local road network are required to safely facilitate traffic generated by the proposed subdivision. Any recommendations from this assessment, including requirements for pedestrians and public transport are to be implemented as part of the proposed subdivision.

Inadequate road design:

The site is located in an industrial area, and it has been indicated that future light industrial uses may be located on proposed lot 2, therefore a suitable road network is required to allow for heavy vehicles to manoeuvre through the subdivision. A through-road (as opposed to a cul-de-sac) is required to facilitate this movement.

Existing local road network:

For the proposed subdivision to be connected to McKinnon Road, the western arm of McKinnon Road will need to be constructed to an appropriate standard. A condition is recommended to ensure this is undertaken by the developer should the proposal proceed.

Stormwater management:

Stormwater is expected to be reasonably managed as part of the proposed subdivision. There is sufficient area on site to facilitate stormwater management, however a detailed assessment cannot be undertaken without further information. If the proposed subdivision is to be approved, Council recommends a condition to ensure any stormwater infrastructure is constructed in accordance with a stormwater management plan to the satisfaction of Council.

Conclusion:

Council has no objection to the proposed subdivision subject to safe access being achieved. This could be achieved through changes to the access between McKinnon Road and Stuart Highway, access via McFarland Road, or any other alternative demonstrated as being acceptable by a traffic impact assessment.

An efficient road network is also required to ensure heavy vehicles are able to manoeuvre through the site. The proposed cul-de-sac does not facilitate this and will need to be revised to demonstrate that a through connection can be provided for heavy vehicles to turn around.

CONSULTATION PROCESS

Council officers have consulted with officers in the Department of Infrastructure, Planning and Logistics as part of preparing this report. This includes seeking further information considered required to support the proposed subdivision.

POLICY IMPLICATIONS

Nil.

BUDGET AND RESOURCE IMPLICATIONS

Nil.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a possible risk to the safety of road users due to the intersection of McKinnon Drive and Stuart Highway being proposed to access the site. Further information and assessment is required to address this issue and has been raised in the submission to be sent to Development Assessment Services.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Nil.

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

Attachment A: Submission on the proposed subdivision of 125 McFarland Road (PA2018/0477)



ID: 370366 - LC:rd

12 December 2018

Telephone
(08) 8935 9922

Facsimile
(08) 8935 9900

Email
palmerston@palmerston.nt.gov.au

Address
Civic Plaza
1 Chung Wah Terrace
Palmerston NT 0830

PO Box 1
Palmerston NT 0831

ABN 42 050 176 900

www.palmerston.nt.gov.au

Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
DARWIN NT 0801

Dear Sir/Madam

**Development Application PA2018/0477: Section 67 – 125 McFarland Road, Pinelands
Proposed subdivision to create 3 lots**

Thank you for the Development Application referred to this office on 15 November 2018, concerning Section 67 – 125 McFarland Road, Pinelands for a subdivision to create 3 lots.

It is noted that this application to subdivide is being progressed in parallel to a separate request for the rezoning of this site from General Industry to Community Purpose and Future Development. The rezoning application is not supported by Council, and the response to the request to rezoning has been enclosed with this submission. Council has assessed the proposed subdivision based on the site being zoned for General Industry and requires several matters as outlined below to be addressed to support the application.

Council has no objection to the granting of a Development Permit for the subdivision subject to the following:

a) Traffic impacts:

There has been no traffic impact assessment provided, therefore it is unknown what the impact will be on safe traffic movement through Pinelands. There are existing issues with access at several intersections between Stuart Highway and Pinelands, including McKinnon Road. It is understood that this is being investigated by the Department of Infrastructure, Planning and Logistics, however these issues need to be resolved before proceeding with the proposal. Please submit a traffic impact assessment to the City of Palmerston which demonstrates that any access between the site and Stuart Highway can be safely accommodated, and whether there are any upgrades to the local road network required to facilitate the proposed subdivision. Any recommendations from this assessment, including requirements for pedestrians and public transport are to be implemented as part of the proposed subdivision.

b) Inadequate road design:

The site is located in an industrial area, and it has been indicated that future light industrial uses may be located on proposed lot 2, therefore a suitable road network is required to allow for heavy vehicles to manoeuvre through the subdivision. A through-road (as opposed to a cul-de-sac) is required to facilitate this movement. This could be achieved with connection from McKinnon Road to McFarland Road.

In the instance this application is approved by the consent authority, the following conditions are recommended for inclusion in the Development Permit:

1. Submit engineering design plans and specifications for any works to occur to the City of Palmerston for approval prior to any works occurring. All works must be constructed at the developer's expense to the satisfaction of the City of Palmerston and the consent authority.
2. Engineering design plans for roads must include details showing a sealed turn around area at the southern end of the proposed road which is able to accommodate heavy vehicles.
3. Construct the north-western portion of McKinnon Road from the boundary of the site, between Lot 5545, Lot 3546 and Lot 2942. Access for Lots 3546, 5545 and 2942 must be maintained for the duration of the works.
4. Any easements or reserves required for the purposes of stormwater drainage, street lighting, roads, access or for any other purpose, must be provided at no cost to the City of Palmerston.

Should you wish to discuss the above further, please contact Rebecca de Vries, Manager Growth and Sustainability on (08) 8935 9987 or email rebecca.devries@palmerston.nt.gov.au.

Yours sincerely

Luccio Cercarelli
Chief Executive Officer

Enc. City of Palmerston Response to Development Application PA2018/0457

AGENDA ITEM:	13.2.6
REPORT TITLE:	Rezoning of 125 McFarland Road to facilitate a Youth Justice Centre
REPORT NUMBER:	9/0144
MEETING DATE:	11 December 2018
Author:	Manager Growth and Sustainability, Rebecca de Vries
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council's endorsement for the submission to the Department of Infrastructure, Planning and Logistics advising that it is not able to support the request from the Northern Territory Government to rezone land at 125 McFarland Road, Pinelands from General Industry to Community Purpose and Future Development to facilitate a Youth Justice Centre.

Municipal Plan:

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community.

KEY ISSUES

- The Northern Territory Government have submitted a rezoning request to facilitate the development of a Youth Justice Centre at 125 McFarland Road.
- The site is currently zoned General Industry and is proposed to be changed to Community Purpose and Future Development.
- Council staff have undertaken a technical assessment of the proposed rezoning, having regard to a range of matters including but not limited to relevant legislation, the Northern Territory Planning Scheme.
- A submission has been prepared for Council endorsement which does not support the proposal to rezone for the following reasons:
 - Non-compliance with the Northern Territory Environmental Protection Authority (NT EPA) Guideline which recommends a 500 metres separation distance for conflicting land uses.
 - The rezoning results in ad-hoc planning changes which should be done through a more holistic rezoning exercise. To facilitate the proposed Youth Justice Centre, and to ensure impacts from conflicting land uses are managed, an application for an Exceptional Development Permit is recommended.
 - An unacceptable access arrangement from McKinnon Road has been implied in the application material, which would result in community purpose users needing to travel through an industrial area.
- Submissions in response to the proposed rezoning are able to be submitted to the Department of Infrastructure, Planning and Logistics until 14 December 2018.

RECOMMENDATION

1. THAT Report Number 9/0144 entitled Rezoning of 125 McFarland Road to facilitate a Youth Justice Centre be received and noted.
2. THAT Council endorse the submission being **Attachment A** to report 9/0144 entitled 'Submission on the proposed rezoning of 125 McFarland Road (PA2018/0457)', to be sent to the Department of Infrastructure, Planning and Logistics advising that Council is not able to support the proposed rezoning.

BACKGROUND

There are currently two development applications being progressed to facilitate the development of a Youth Justice Centre at 125 McFarland Road, Pinelands. One of these applications seeks to rezone the land from General Industry (GI) into Community Purpose (CP) and Future Development (FD), as shown in Figure 1 below:

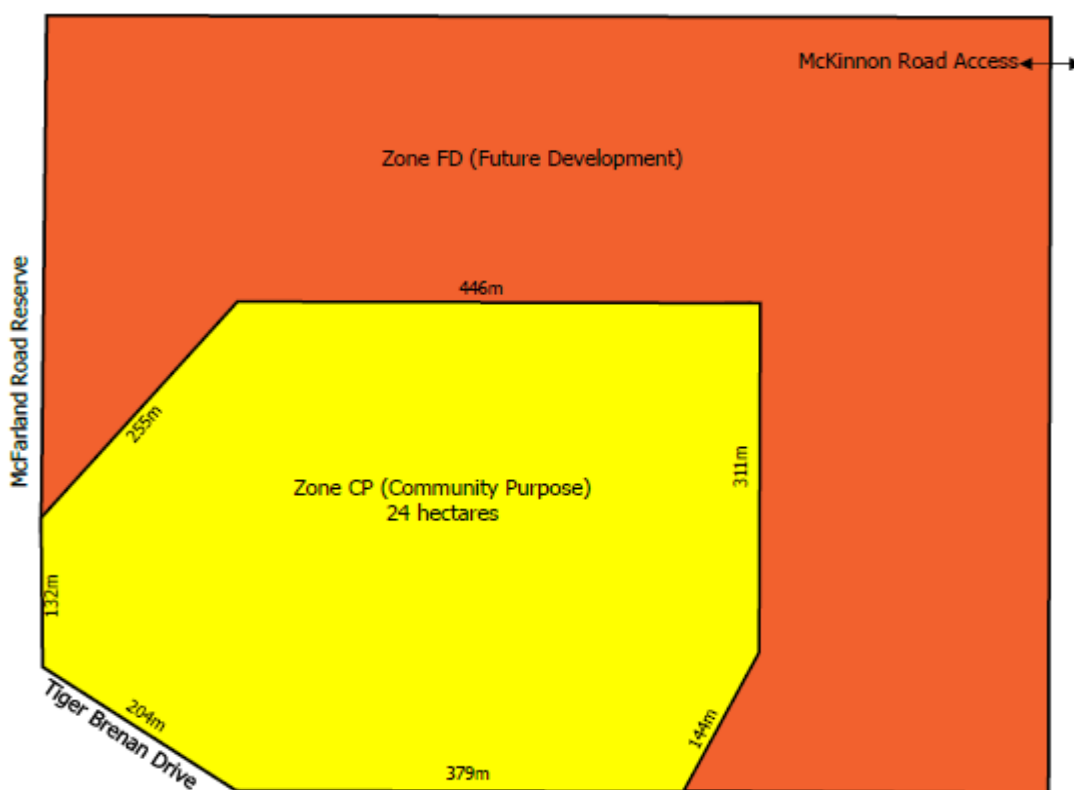


Figure 1: Proposed rezoning for 125 McFarland Road.

The rezoning is intended to facilitate a rehabilitation precinct for the greater Darwin region. A limited description has been provided on this proposal, however it is advised that the proposed Youth Justice Centre is the first stage, which will include:

- Accommodation for 30 young people with capacity for overflow.
- A minimum building floor area of about 4,950 square metres.
- Access via McKinnon Road initially, with possible access options to Stuart Highway and Tiger Brennan Drive.

It is advised that detailed design is still being progressed, along with supporting studies on traffic impact and on-site stormwater management.

From the information provided, it can be determined that the boundary of the site proposed to accommodate the Youth Justice Centre is located approximately 825 metres from a future residential area and approximately 323 metres from existing industrial uses.

DISCUSSION

A technical assessment of the proposed rezoning has been undertaken by staff based on relevant legislation, policies and material which includes but is not limited to:

- The Planning Act and other relevant legislation
- The Northern Territory Planning Scheme
- Northern Territory Environmental Protection Authority guidelines on land use separation distances
- The application material
- The subdivision application which is being separately progressed.

Based on this assessment, it has been determined that the rezoning is not able to be supported. The grounds for this position are detailed further in this report.

Further information was requested from the Department of Infrastructure, Planning and Logistics to support the selected site as being most appropriate for the proposed Youth Justice Centre which is to be facilitated by the proposed rezoning. Advice was received confirming that a range of site options were considered and the Northern Territory Government determined that this location best met the requirements for a Youth Justice Centre based on:

- Proximity for visitation by family.
- Ease of access by professional service providers.
- Ready access to education and training providers.
- Ensuring young people feel safe and secure, in a location that is purposefully built for children.
- A reasonable location for staff to access daily.
- Physical constraints.

A copy of the site selection report has not been provided to Council.

Assessment Pathways:

There are different approval pathways that can be considered in this instance for the Youth Justice Centre which includes requesting:

- an exceptional development permit, or
- a rezoning application.

An exceptional development permit approves a use which is inconsistent with a zone. If an exceptional development permit was requested, further detail would be required to assess whether the proposed Youth Justice Centre is appropriately designed and serviced, as well as located.

A rezoning application seeks to change the zone, and allows uses to be developed which are supported by the Planning Scheme. Due to the range of uses which could be facilitated with a rezoning application, these must be considered holistically and assessed in principle.

It is noted that with both application types (either an exceptional development permit or a rezoning request), there is no opportunity for a third party to request a review of the decision.

With respect to the approval process which the proposed Youth Justice Centre is being delivered through, it would be in Council's favour for this be progressed as an Exceptional Development Permit, as further information would be required to facilitate an assessment and consider impacts to infrastructure and land uses.

The Department of Infrastructure, Planning and Logistics have advised that the proposed Youth Justice Centre would be defined as 'Supporting Accommodation' which is a permitted use in the CP zone. This means that there is no requirement for a further development application to be made for the proposed Youth Justice Centre. There are a range of other uses which can also be developed in the CP zone without requiring a development application.

Council must determine whether it supports the rezoning now, as once the rezoning application has been decided, there is no further opportunity to comment on the development of the proposed Youth Justice Centre.

Separation distances from Industrial uses:

The proposed site for the Youth Justice Centre is located approximately 323 metres from existing industrial uses. There is no assessment criteria in the Planning Scheme for industrial uses which are permitted in the General Industry zone that regulate impacts to amenity. Any impacts resulting from uses in the General Industry zone on the proposed Youth Justice Centre by way of noise or odour is regulated under the Waste Management and Pollution Control Act. A minimum separation distance of 500 metres is recommended for sensitive uses from existing adjacent industrial uses by the Northern Territory Environmental Protection Authority (NT EPA) Guideline: Recommended Land Use Separation Distances. By locating the proposed Youth Justice Centre within the recommended separation distance, those accommodated at the facility could be adversely impacted on by the operation of the existing industrial uses.

Whilst considering the impacts industrial uses could have on those accommodated at the facility, it is also important to consider the impact that the "Supporting Accommodation" could have on industrial uses. By introducing "Supporting Accommodation" to this site, there may be impacts to industrial uses where operations are required to be restricted to manage noise nuisance, lighting, odour and so on.

There are also undeveloped areas of land zoned for General Industry immediately adjoining the proposed Community Purpose zone to the south and west. If the proposed Youth Justice Centre is constructed,

the development of these areas for industrial purposes may not be practical, as the separation distance of 500 metres could not be achieved.

Separation distances from residential uses:

Similar to how impacts from the industrial area need to be managed on any future Youth Justice Centre, impacts from the proposed Youth Justice Centre on any surrounding residential uses need to be considered. There is a future residential area located approximately 825 metres from the proposed Youth Justice Centre, as shown in Figure 2 below. However, the future residential area is also located approximately 100 metres from existing industrial uses. It is expected there would be a greater impact on residential amenity from the industrial uses than there would be from the proposed Youth Justice Centre.

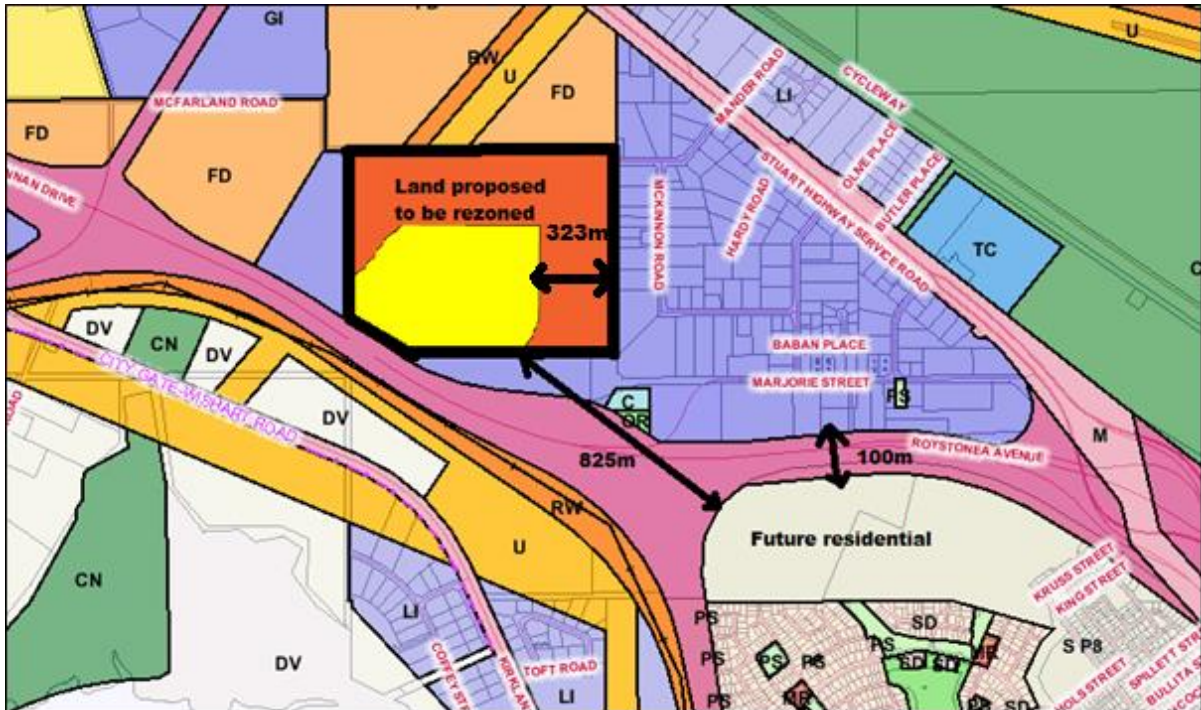


Figure 2: Separation distances from the proposed Youth Justice Centre, industry and future residential.

Effective Planning for Conflicting land Uses:

When considering the greater area (refer to the surrounding zones shown in Figure 2), the proposed change in zone results in a piecemeal planning outcome which would hinder the realisation of Pinelands as an effective industrial area. There are areas of land to the west and south of the site which are zoned General Industry which may not be feasible to develop if the rezoning progresses.

To ensure that the surrounding area is able to be suitably planned for, a holistic approach to rezoning should be undertaken, rather than progressing on a site by site basis. Alternatively an Exceptional Development Permit is a feasible mechanism to facilitate the proposed Youth Justice Centre, whilst also ensuring that any outstanding issues such as managing adverse impacts from industry are able to be managed (through a greater level of detail required to support such an application).

Alternative access arrangements:

It is implied in the application material that access will be obtained from McKinnon Road. This access arrangement is not supported having regard to the differing nature of users that would be travelling on McKinnon Road (having industrial users will be competing with community purpose users).

If the proposed rezoning was to proceed, access via McFarland Road must be considered. This arrangement would suitably separate the incompatible nature of industrial uses from the proposed. Further, access from McFarland Road can be suitably designed to address pedestrian and public transport needs which are not delivered in an industrial environment.

Conclusion:

Based on the inability of the rezoning to address the separation distances outlined in the NT EPA Guideline, and the ad-hoc change in zone when considering the greater context of the area, a submission to Lands Planning has been prepared advising that Council is not able to support the proposed rezoning.

If the proposed Youth Justice Centre was progressed as an Exceptional Development Permit, additional information would be required to facilitate the assessment, and may demonstrate that the site is able to be suitably designed to accommodate the facility.

CONSULTATION PROCESS

Council officers have consulted with officers in the Department of Infrastructure, Planning and Logistics as part of preparing this report. This includes seeking further information considered required to support any proposal for a Youth Justice Centre at 125 McFarland Road.

POLICY IMPLICATIONS

There are no policy implications related to this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget and resource implications related to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

It is advised that the Youth Justice Centre will provide accommodation for 30 people, who could be adversely affected by industrial operations by way of noise, lighting, odours, and unusual hours of operations. When the facility progresses to detailed design stage, these impacts should be considered and reasonably mitigated, however there is no requirement for a development application to ensure this occurs.

There is a risk that industrial businesses may need to alter operations to mitigate impacts on the rezoned site once the proposed Youth Justice Centre has been constructed.

There is considered to be minimal risk to future residential areas in Durack, as the amenity impacts from the future development on the CP zoned site are not expected to be greater than the amenity impacts that could be generated by the nearby industrial area.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

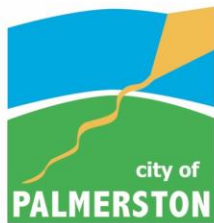
There are no environment sustainability implication related to this report.

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

Attachment A: Submission on the proposed rezoning of 125 McFarland Road (PA2018/0457)



ID: 370341- LC:rd

Telephone
(08) 8935 9922

Facsimile
(08) 8935 9900

Email
palmerston@palmerston.nt.gov.au

Address
Civic Plaza
1 Chung Wah Terrace
Palmerston NT 0830

PO Box 1
Palmerston NT 0831

ABN 42 050 176 900

www.palmerston.nt.gov.au

12 December 2018

Lands Planning
Department of Infrastructure, Planning and Logistics
GPO Box 1680
DARWIN NT 0801

Dear Sir/Madam

PA2018/0457: Section 67 – 125 McFarland Road, Pinelands
A proposed planning scheme amendment to rezone from Zone GI (General Industry) to Zones CP (Community Purpose) and FD (Future Development)

Thank you for the Planning Scheme Amendment Application (Rezoning) referred to this office on 16 November 2018, concerning Section 67 – 125 McFarland Road, Pinelands. It is understood that the proposed rezoning is to facilitate a Youth Justice Centre on the site identified to be zoned to Community Purpose.

It is noted that a separate application for a subdivision has been submitted. Council's response to the subdivision application has been enclosed for your information.

Please be advised that Council is not able to support the Planning Scheme Amendment for the following reasons:

- a) Separation distances:
The proposed rezoning is to facilitate a future Youth Justice Centre within the Community Purpose lot. The boundary of the lot to accommodate this facility is approximately 323 metres from existing industrial uses. This separation distance is considered insufficient for the future intended use of the site, noting that the NT EPA recommends a 500 metre separation distance in their Guideline: Land Use Separation Distances, which is to manage impacts from conflicting land uses. No certainty can be provided through the rezoning that the Youth Justice Centre will be located beyond the 500 metre separation distance, or that appropriate mitigation measures will be implemented if the separation distance is not adhered to.
- b) Ad hoc zoning
The proposal results in ad-hoc changes to the planning for this area. When considering surrounding zones and land uses, the change of zone is expected to significantly impact on the realisation of industrial development on the sites zoned General Industry to the south and west. Based on this impact, it is considered that an Exception Development Permit is a more appropriate approval pathway in this instance, or a holistic approach to rezoning this area should be considered.

c) Alternative access arrangements:

It is implied that access will be obtained from McKinnon Road. This access arrangement is not supported having regard to the differing nature of users that would be travelling on McKinnon Road (having industrial users will be competing with community purpose users). If the proposed rezoning was to proceed, access via McFarland Road must be considered. This arrangement would separate the incompatible nature of the industrial uses from the proposed community purpose uses. Further, access from McFarland Road can be suitably designed to address pedestrian and public transport needs which are not delivered in an industrial environment.

Should you wish to discuss the above further, please contact Rebecca de Vries, Manager Growth and Sustainability on (08) 8935 9987 or email rebecca.devries@palmerston.nt.gov.au.

Yours sincerely

Luccio Cercarelli
Chief Executive Officer

Enc. City of Palmerston Response to Development Application PA2018/0477

DRAFT

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.7
REPORT TITLE:	Aridagawa Sister City Student Exchange Scholarship
REPORT NUMBER:	9/0126
MEETING DATE:	11 December 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval of Palmerston College's request to amend the terms of the Aridagawa Sister City Student Exchange Scholarship conditions and funding.

Municipal Plan:

1. Community & Cultural Wellbeing

1.3 Arts and Culture

1.3 We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources.

KEY ISSUES

- Council has a current Sister City agreement with Aridagawa Town, Japan.
- Council offers two (2) \$2,000 scholarships for the purpose of supporting one student per participating school to visit Aridagawa as part of a school cultural exchange program.
- The two schools currently participating; Rosebery Middle School and Palmerston Senior College amalgamated in 2018 so this combined school is entitled to sponsorship totalling \$4,000.
- Funding is provided through Council's Community Benefit Scheme budget.
- Palmerston College requests permission to spread the \$4,000 funding between all exchange participating students.

RECOMMENDATION

1. THAT Report Number 9/0126 entitled Aridagawa Sister City Student Exchange Scholarship be received and noted.
2. THAT Council approve scholarship funding of \$4,000 to Palmerston College, being the combination of individual scholarships for one student from Rosebery Middle School and one student from Palmerston Senior College.

3. THAT Council approve the \$4,000 Aridagawa Sister City Student Exchange Scholarship in the 2018/2019 financial year supporting all Palmerston Senior College students participating in the 2019 cultural exchange.

BACKGROUND

At the 2nd Ordinary Council Meeting of 20 September 2016 Council considered a request to renew a Sister City relationship with Aridagawa Town, Arida District, Wakayama Prefecture, Japan. Council resolved to:

11.3.1 Aridagawa Sister City Agreement

CCE/0592

1. THAT Council authorise the Mayor to sign a three- (3) year extension to the Memorandum of Understanding between the Town of Aridagawa and City of Palmerston.
2. THAT Council approve for a Sister City Exchange Scholarship to be established, awarding two (2) Palmerston students with \$2,000 to assist in participating in school exchanges to Aridagawa.

CARRIED 8/2255-20/09/2016

To date two schools have previously been involved in student exchanges to Aridagawa, being Rosebery Middle School and Palmerston Senior College. One student per school (if participating in the school's Aridagawa student exchange program) was eligible for \$2,000 scholarship, per financial year.

It is to be noted that:

No other senior schools in Palmerston have a Sister City student exchange program to Aridagawa.

No trip has been successfully undertaken during the duration of this MOU period, therefore no funding has been expended.

A student exchange visit planned by Palmerston Senior College in 2016/17 was cancelled and the \$2,000 funding provided by Council was returned to Council.

DISCUSSION

In 2018 Rosebery Middle School and Palmerston Senior College amalgamated to form Palmerston College, with two campuses; junior and senior. Currently Council considers both campuses as individual 'schools' for the purpose of the provision of Council's annual Community Service Award offer of \$100 per school. In effect \$200 is offered to Palmerston College; \$100 for a senior campus student, \$100 for a junior campus student.

It is recommended that Council consider Palmerston College's two campuses as individual 'schools' for the purpose of the provision of Council's Aridagawa Sister City Student Exchange sponsorship. This will allow Council to award Palmerston College scholarship funding of \$4,000 from the 2018-2019 Community Benefit Scheme budget; nominally being \$2,000 to support travel from the junior campus student body, and \$2,000 to support travel from the senior campus student body.

Palmerston College has recently requested that the \$4,000 available funding (2018-2019 Community Benefit Scheme budget) be provided to offset the travel costs of all students travelling as part of the student visit planned for September 2019.

Recent meetings within the school community have indicated that a group of ten to fifteen students may commit to visiting Aridagawa in September 2019. Receiving the \$4,000 funding would reduce the costs by approximately \$266 to \$400 per student, depending on final participation numbers. Regarding the School's request to fund all participating students equally, instead of funding individual students to the value of \$2,000 each, there exists a precedent – Council has approved this request previously within this same MOU term.

At Council meeting on 5th April 2017 Council accepted the Community Culture and Environment Committee's recommendation to approve Palmerston Senior College's request to fund all their participating students equally by sharing the \$2,000 scholarship offered for 2016/2017. (CCE/404) Council subsequently offered the same conditions to Rosebery Middle School; this school was unable to send students that year.

The current MOU will expire in September 2019. The Palmerston College school visit falls in September 2019, so any payment in this financial year would be within the terms of the MOU.

It is recommended that Council approve Aridagawa Sister City Student Exchange funding (from the 2018-2019 Community Benefit Scheme budget) be provided to offset the travel costs of all students travelling as part of the student visit planned for September 2019.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

\$4,000 is committed to fund Sister City Exchange Scholarships, annually, during the timeframe of agreements between Council and Aridagawa.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

There are no attachments for this report.

14 INFORMATION AND CORRESPONDENCE

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

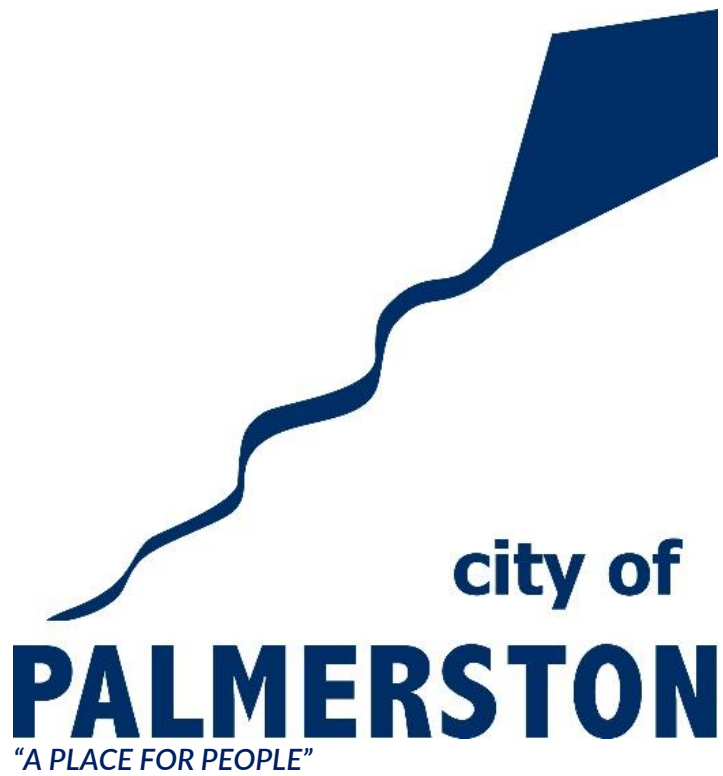
18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday 29 January 2019 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations, the meeting be closed to the public to consider the Confidential item of the Agenda.

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



**COUNCIL MEETING
MINUTES
TUESDAY, 20 NOVEMBER 2018**

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 20 November 2018 at 5:31pm.**

ELECTED MEMBERS

Mayor Athina Pascoe-Bell
Deputy Mayor Mick Spick
Alderman Amber Garden
Alderman Benjamin Giesecke
Alderman Damian Hale
Alderman Lucy Buhr
Alderman Sarah Henderson
Alderman Tom Lewis

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Growth and Operations, Gerard Rosse
Director Corporate Services, Chris Kelly
Director Lifestyle and Community, Jan Peters
Manager Growth and Sustainability, Rebecca de Vries
Communications Officer, Samantha Abdic

GALLERY

7 members of the public

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Mayor declared the meeting open at 5:31pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Alderman Lewis

Seconded: Alderman Buhr

1. THAT the leave of absence received from Alderman Lewis for 20 December 2018 to 21 January 2019 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Garden for 8 December to 14 December 2018 inclusive be received and noted.
3. THAT the leave of absence received from Alderman Buhr for 22 November to 24 November 2018 inclusive be received and noted

CARRIED 9/0365 – 20/11/2018

4 REQUEST FOR TELECONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Nil.

Initials: _____

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Buhr
Seconded: Alderman Henderson

THAT the minutes of the Council Meeting held on Tuesday, 6 November 2018 pages 9586 to 9598, be confirmed.

CARRIED 9/0366 - 20/11/2018

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

8.1 Deputations

Nil.

8.2 Presentations

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Confidential Items

Moved: Alderman Garden
Seconded: Alderman Giesecke

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

Initials: _____

ITEM	REGULATION	REASON
25.2.1	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
25.2.2	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
25.2.3	8(c)(iv) 8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed. This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
25.2.4	8(c)(iv) 8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed. This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

CARRIED 9/0367 – 20/11/2018

Initials: _____

10.2 Moving Open Items into Confidential

Nil.

10.3 Moving Confidential Items into Open

Council Decision made at its meeting held on 6 November 2018:

25.2.1 Building Better Regions Fund Round 3 - Submissions

C9/0110

Moved: Alderman Buhr
Seconded: Alderman Henderson

1. THAT Report Number C9/0110 entitled Building Better Regions Fund Round 3 - Submissions be received and noted.
2. THAT Council approve submissions and funding contributions to the Australian Government Building Better Regions Fund Round 3 for two (2) *Project* initiatives being:
 - a) Project 2 – Splashing Out (\$10,000,000 submission)

○ Australian Government	\$5,000,000
○ Northern Territory Government	\$2,500,000
○ City of Palmerston	\$2,500,000
 - b) Project 3 – Making the Switch (up to \$2,250,000 submission)

○ Australian Government	\$750,000
○ Northern Territory Government	\$750,000 (optional)
○ City of Palmerston	\$750,000
3. THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 (as amended), hereby delegates to the Chief Executive Officer, the power to finalise and make two submissions to Round 3 of the Building Better Regions Fund, noting the Project 3 submission may be scaled subject to Northern Territory Government financial support, as outlined in Report Number C9/0110 entitled Building Better Regions Fund Round 3 - Submissions.
4. THAT a further report be prepared finalising Council's contribution funding model if the Building Better Regions Funding submissions are successful prior to the signing and finalisation of the agreement.
5. THAT the decisions be moved into open on 20 November 2018.

CARRIED 9/0357 – 06/11/2018

Initials:

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Financial Report for the Month of October 2018 9/0120

Moved: Alderman Buhr
Seconded: Alderman Henderson

THAT Report Number 9/0120 entitled Financial Report for the Month of October 2018 be received and noted.

CARRIED 9/0368 - 20/11/2018

13.1.2 2018 Pre-Cyclone Clean Up 9/0116

Moved: Alderman Hale
Seconded: Alderman Garden

THAT Report Number 9/0116 entitled 2018 Pre-Cyclone Clean Up be received and noted.

CARRIED 9/0369 - 20/11/2018

13.1.3 Palmerston Animal Management Reference Group Meeting Minutes 13
September and 31 October 2018 9/0112

Moved: Alderman Garden
Seconded: Alderman Henderson

THAT Report Number 9/0112 entitled Palmerston Animal Management Reference Group Meeting Minutes 13 September and 31 October 2018 be received and noted.

CARRIED 9/0370 - 20/11/2018

Initials:

13.1.4 Community Benefit Scheme Update 2018

9/0111

Moved: Alderman Garden
Seconded: Alderman Buhr

THAT Report Number 9/0111 entitled Community Benefit Scheme Report Update be received and noted.

CARRIED 9/0371 – 20/11/2018

13.2 Action Reports

13.2.1 Draft City of Palmerston Community Plan

9/0118

Moved: Alderman Hale
Seconded: Alderman Garden

1. THAT Report Number 9/0118 entitled Draft City of Palmerston Community Plan be received and noted.

CARRIED 9/0372 – 20/11/2018

Moved: Alderman Lewis
Seconded: Deputy Mayor Spick

2. THAT Council endorse that the Strategic Plan now be known as City of Palmerston Community Plan.

3. THAT Council adopt the Draft City of Palmerston Community Plan for the purposes of public consultation from 21 November 2018 to 28 February 2019.

4. THAT a further report with the outcomes of the public consultation, along with any recommended changes to the Draft City of Palmerston Community Plan, be presented to an Ordinary Council Meeting in April 2019.

5. THAT Council writes to members of the “Palmerston People’s Forum” thanking them for their participation and input into the development of the City of Palmerston Community Plan.

CARRIED 9/0373 – 20/11/2018

Initials: _____

13.2.2 Proposed Changes to Environmental Protection Legislation 9/0114

Moved: Alderman Hale
Seconded: Alderman Buhr

1. THAT Report Number 9/0114 entitled Proposed Changes to Environmental Protection Legislation be received and noted.
2. THAT the submission in **Attachment A** to Report Number 9/0114 entitled Proposed Changes to Environmental Protection Legislation be sent to the Department of Environment and Natural Resources.

CARRIED 9/0374 - 20/11/2018

13.2.3 Review of Outdoor Dining Licence Fees and Charges 9/0113

Moved: Deputy Mayor Spick
Seconded: Alderman Hale

1. THAT Report Number 9/0113 entitled Review of Outdoor Dining Licence Fees and Charges be received and noted.
2. THAT Council reduce the 2018/2019 fees relating to outdoor dining, commencing December 1, 2018 where both Class 1 and Class 2 applications are charged a \$25.00 annual administrative fee subject to the requirements of Outdoor Dining Policy REG01.
3. THAT the reduced fees remain in place until 30 June 2020 and fees are reconsidered as part of the review of fees and charges for the 2020/2021 financial year.

CARRIED 9/0375 - 20/11/2018

13.2.4 Draft Council Policy AD01 Privacy 9/0117

Moved: Alderman Henderson
Seconded: Alderman Buhr

1. THAT Report Number 9/0117 entitled Draft Council Policy AD01 Privacy be received and noted.
2. THAT Council adopt Draft Council Policy AD01 Privacy for the purposes of 21 days public consultation.
3. THAT a further report with the outcomes of the public consultation, along with any recommended changes to the draft Council Policy AD01 Privacy, be presented to an Ordinary Council Meeting by the end of February 2019.

CARRIED 9/0376 - 20/11/2018

Initials: _____

13.2.5 Review of Council Policy *EM05 Political Involvement in Council Events* 9/0119

Moved: Alderman Buhr
Seconded: Alderman Garden

1. THAT Report Number 9/0119 entitled Review of Council Policy *EM05 Political Involvement in Council Events* be received and noted.
2. THAT Council rescind Council Policy *EM05 Political Involvement in Council Events* at **Attachment A** to Report Number 9/0119 entitled Review of Council Policy *EM05 Political Involvement in Council Events*.
3. THAT Council adopt Council Policy *EM05 Political Involvement in Council Events* at **Attachment B** to Report Number 9/0119 entitled Review of Council Policy *EM05 Political Involvement in Council Events*.

CARRIED 9/0377 – 20/11/2018

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Approved Special Purpose Grant Funding 2018-19 – Round One

Moved: Alderman Henderson
Seconded: Alderman Buhr

THAT Council receive and note Item 14.2 entitled Approved Special Purpose Grant Funding 2018-19 – Round One dated 1 November 2018 from the Minister for Housing and Community Development.

CARRIED 9/0378 – 20/11/2018

15 REPORT OF DELEGATES

Nil.

Initials:

16 QUESTIONS BY MEMBERS

16.1 Youth Justice Facility – Planning Applications

Moved: Alderman Lewis
Seconded: Deputy Mayor Spick

THAT the question asked by Alderman Lewis regarding the Youth Justice Facility Planning applications, namely “*will Council be receiving reports regarding the subdivision and rezoning applications*”, and the response provided by the Director City Growth and Operations be received and noted.

CARRIED 9/0379 – 20/11/2018

17 GENERAL BUSINESS

17.1 Palmerston RSL Gift

Moved: Deputy Mayor Spick
Seconded: Alderman Garden

THAT Council thank the Palmerston RSL for their Centenary Armistice Day gift to Council and the work they undertook for the Armistice Day event in Palmerston.

CARRIED 9/0380 – 20/11/2018

18 NEXT COUNCIL MEETING

Moved: Deputy Mayor Spick
Seconded: Alderman Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 11 December 2018 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0381 – 20/11/2018

Initials: _____

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Hale
Seconded: Alderman Garden

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

CARRIED 9/0382 - 20/11/2018

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Lewis
Seconded: Alderman Hale

THAT the meeting be adjourned for 30 minutes for media liaison and meals.

CARRIED 9/0383 - 20/11/2018

The meeting adjourned at 6:23pm.



Athina Pascoe-Bell
MAYOR

Date:
