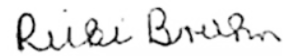


CITY OF PALMERSTON

**Notice of Community, Culture and Environment Committee Meeting
To be held in Council Chambers,
Civic Plaza, Palmerston
on Wednesday 1 February 2017 at 8.30am.**



Ricki Bruhn
Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings, available on Council's Website.

Acknowledgement of Traditional Ownership

I respectfully acknowledge the past and present Traditional Custodians of this land on which we are meeting, the Larrakia people. It is a privilege to be standing on Larrakia country.

1 PRESENT

2 APOLOGIES

3 CONFIRMATION OF MINUTES

RECOMMENDATION

THAT the minutes of the Community, Culture and Environment Committee Meeting held Wednesday, 7 December 2016 pages 228 to 232, be confirmed.

4 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

5 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN

6 PETITIONS

7 DEPUTATIONS / PRESENTATIONS

8 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

9 REPORTS

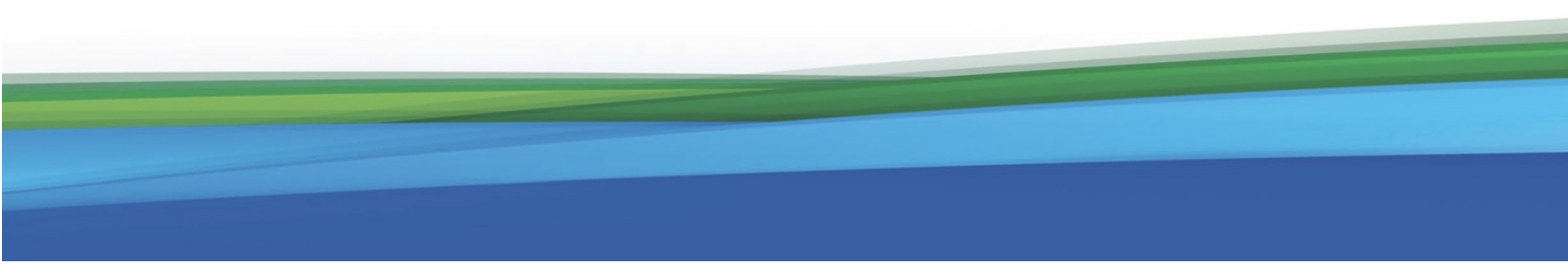
9.1	Action Report	CCE/0380
9.2	Financial Support – Touch Football NT	CCE/0381
9.3	City of Palmerston Scholarships	CCE/0382
9.4	Financial Support – Variation of Terms of Funding – Lung Foundation Australia	CCE/0383
9.5	Financial Support – Athletics Northern Territory Inc.	CCE/0384
9.6	Health and Wellbeing Update	CCE/0385
9.7	Community Benefits Scheme	CCE/0386
9.8	COPAL	CCE/0387

10 CORRESPONDENCE

11 OTHER BUSINESS

12 CONFIDENTIAL REPORTS

13 CLOSURE



ITEM NUMBER: 9.1 Action Report
FROM: Chief Executive Officer
REPORT NUMBER: CCE/0380
MEETING DATE: 1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing
3. Environment & Infrastructure

Summary:

Provided with this report are individual action items outstanding from previous Committee Meetings:

Dec #	Task Date	Matter	Action	Update
CCE/0648	07/12/2016	Ribbon Structure	THAT a report be prepared which details the significant days of the year which are acknowledged and celebrated both locally and nationally.	

RECOMMENDATION

THAT the Committee receives and notes Report Number CCE/0380.

Financial Implications:

Nil

Legislation/Policy:

Nil

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

Schedule of Attachments:

Nil

ITEM NUMBER: 9.2 Financial Support – Touch Football NT

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0381

MEETING DATE: 1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community

Summary:

This report provides the Community, Culture and Environment Committee (CCE) with an application received for financial assistance through the Community Benefit Scheme and seeks the Committee's recommendation to Council.

RECOMMENDATION

1. THAT the Committee receives Report Number CCE/0381.
2. THAT Council approve/not approve the sponsorship to Touch Football NT to the value of \$17,000.
3. THAT Council approve/not approve a three (3) year sponsorship to Touch Football NT to the total value of \$43,000

Background:

At the 17 January 2017 Council meeting representatives of Touch Football NT presented a proposal regarding sponsorship opportunities for hosting the Northern Territory Titles, at a Palmerston venue.

The NT Titles is the peak annual Touch Football event on the NT calendar and has traditionally been staged in Darwin; however in 2016 it was held in Palmerston, as a result of Council contributing \$12,000 sponsorship.

Touch Football NT is seeking sponsorship of this event for 2017 or alternatively a three-year sponsorship agreement 2017-2019.

Touch Football NT requests support in the form of a \$17,000 sponsorship to assist the provision of the 2017 NT Titles or \$43,000 sponsorship to assist the provision of the 2017 - 2019 NT Titles.

General:

The Community, Culture and Environment Committee who meet on a monthly basis will assess applications for Grants/Donations/Scholarships/Sponsorships that are in excess of \$2,000 and make recommendation to Council.

Financial Implications:

The financial implications to Council, should the Committee recommend funding for 2017 only, would be \$17,000 from the Community Benefit Scheme 2016/2017 operational budget.

The financial implications to Council, should the Committee recommend the three-year option is:

- \$17,000 from the Community Benefit Scheme 2016/2017 operational budget;
- \$13,000 from the Community Benefit Scheme 2017/2018 operational budget;
- and \$13,000 from the Community Benefit Scheme 2018/2019 operational budget.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

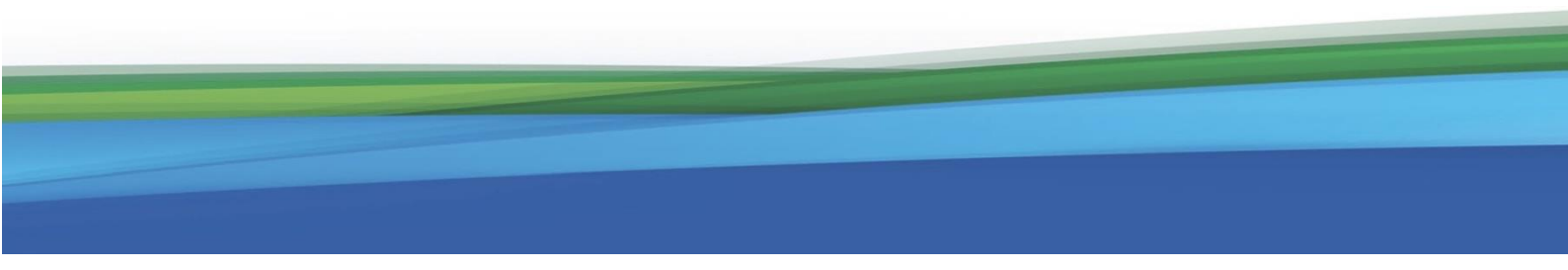
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Attachment A: Funding Request – Touch Football NT

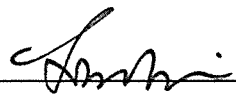


Community Grants - Eligibility Checklist Report

Title	Organisation	Date Received	Project Description	Amount Requested	Detailed Project Budget	Funding Compliance	Community Benefit
Touch Football NT Titles	Touch Football NT	20/01/2017	Request for sponsorship to host NT Touch Football Titles during April at a Palmerston venue. Sponsorship is offered for one year (2017) or three years (2017-2019)	\$17,000 one-year or \$43,000 three-year agreement			Yes

Comments

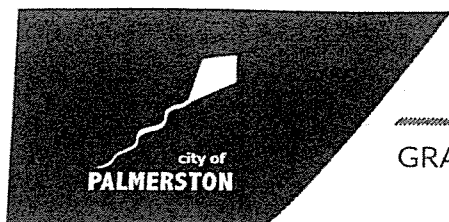
CEO - Referred/Not Referred

(A) CEO 

Date:

20.1.2017

* Funding Compliance includes the receipt of requirements of funding which are; Incorporation/Not or Profit and Proof of Registration, Committee Meeting Minutes, Current Audited Financial Statements, Current Insurance, 30% project Costs Covered by Applicant in Budget and No Previous Funding Issued Under this Program for Current Financial Year.



REGISTRATION FORM

GRANTS/SPONSORSHIP/SCHOLARSHIP/DONATION

REQUESTS IN EXCESS OF \$2000

Organisation Name: Touch football NT
Name of Contact: Aleisha Molyneux
Position of Contact: State Operations Manager
Telephone: 89270532 Mobile: 0409607074 Facsimile: _____
Postal Address: Po Box 42193, Casuarina 0811
ABN if Applicable: 55090088207
Account Name: Touch Football Australia Inc
Account Number: 00907382 BSB: 062-903
Amount Requested: \$17,000 1 year or \$43,000 ex GST
Name of Activity: NT titles
Date of Activity: 27th - 29th April
Location of Activity: Palmerston - still trying to
lock in venue

PLEASE ATTACH YOUR WRITTEN APPLICATION WHICH MUST INCLUDE:

- ☒ Details of project, Detailed project budget, Evidence of alternate sources of funding to a minimum of 30% of project costs.

PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO YOUR WRITTEN APPLICATION:

- ☐ Most recent audited financial statement
- ☐ Proof of registration as Community, NFP or Incorporated body
- ☐ Contact details of Elected Office Holders
- ☐ Proof of appropriate insurance, certificate of currency
- ☐ Minuted details of your organisation's resolution to request funding

Signed: _____

Date: 20-01-2017

PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON WITH ATTACHED APPLICATION

By Hand: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston

PO Box 1 Palmerston NT 0831

palmerston@palmerston.nt.gov.au

8935 9922

8935 9900

Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace or via our website at www.palmerston.nt.gov.au



2016 NT TITLES SPONSORSHIP REPORT

2017 NT TITLES PARTNERSHIP PROPOSAL



ABOUT TOUCH FOOTBALL & THE NT TITLES

Touch Football in the NT

- » 5,565 total annual participants
- » 246 adult teams participated in affiliated Touch Football competitions (2016FY)
- » 20+ teams compete in the Northern Territory Titles each year from throughout the territory.
- » Regular competitions are based at Palmerston, Darwin, Alice Springs, Gove and Katherine.
- » 1,500 social media followers (Facebook & Twitter)
- » 2,700 contactable emails in the database
- » Level 3 Good Sports Program



THE NT TITLES



NT TITLES: KEY DEMOGRAPHICS

- » Teams from Alice Springs, Gove, Katherine, Darwin, Palmerston and remote communities participate in the NT Titles
- » Referees travel from all over Australia to officiate.
- » Opportunity for interstate and international teams to participate
- » Participants range in age from teens right through to 60 year olds.
- » Divisions consist of female, male and mixed teams.



COMPETITION OVERVIEW

- » The NT Titles are held over three days, (Thursday to Saturday) annually.
- » Average length of stay is four nights
- » The Ochre Awards (NT awards night & dinner) is held in location.
- » Participation in the event is unlimited
- » The NT Titles are the primary selection and talent identification opportunity for NT representative teams competing at National Championships annually.
- » The NT Titles are the only local opportunity for NT referee's to be assessed and qualify for higher accreditation.





2016 NT TITLES SPONSORSHIP REPORT





ABOUT TOUCH FOOTBALL & THE NT TITLES

2016 NT TITLES SPONSORSHIP REPORT

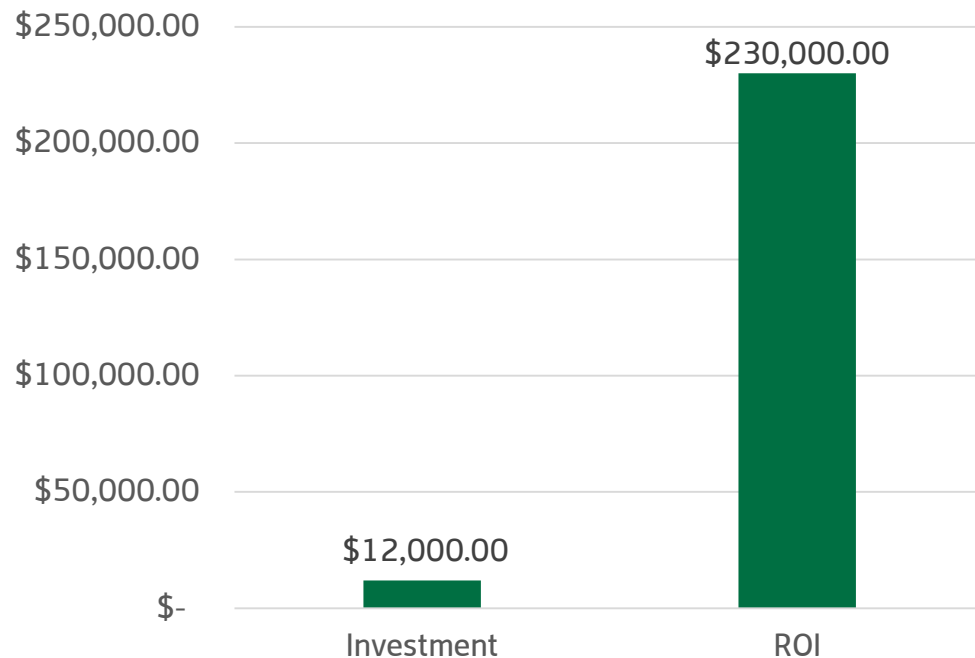
The following provides an internal assessment of the Return of Investment (ROI) and economic impact of the 2016 NT Titles to the City of Palmerston.

The City of Palmerston generously supported the event with a \$12,000 sponsorship and was awarded hosting and event partnership rights in return.

2016 RETURN ON INVESTMENT & ECONOMIC IMPACT



ROI = 19:1



2016 RETURN ON INVESTMENT & ECONOMIC IMPACT



Key 2016 Statistics

- 110 participants (players, referees, coaches)
- 198 entourage (spectators, friends, family)
- \$262 daily average spend per attendee
- Average length of stay in region (Bed Nights) = 4
- \$17K organisation spend in region

2016 RETURN ON INVESTMENT & ECONOMIC IMPACT



Key 2016 Demographic Data

- 43% of participants were Aboriginal or Torres Strait Islanders.
- 44% of participants were female
- 33% of participants were 18 years of age or younger.
- The youngest player was 12 and the oldest was 55
- Participants came from; Gove, Ramingining, Katherine, Alice Springs, Palmerston and Darwin.

2016 RETURN ON INVESTMENT & ECONOMIC IMPACT



City of Palmerston funds in 2016 contributed to:

- Driving visitation to Palmerston (Hosting rights)
- Event (and region) promotion, marketing and signage
- Field and venue hire (includes field preparation)
- Event Operation Costs
- Junior Development legacy for Palmerston Touch



2016 MEDIA AND SIGNAGE EXECUTIONS



Palmerston and Rural Touch Football

Published by Michael Fleming [?] · 28 April ·

NT Titles in full swing, thanks to all that helped out. Awesome to see old friends and make new ones. Looking forward to tomorrows games!!



654 people reached

Boost post

Like Comment Share

25

Top comments ·

Write a comment...

Jacquey Blake Was a great night .Love the venue

Unlike · Reply · Message · 2 · 28 April at 23:43

Palmerston and Rural Touch Football Thanks Jacquey Blake ! Day one done and dusted, 2 more to come!

Like · Reply · Commented on by Thomas Central [?] · 29 April at 00:03

Gemma Bellenger Awesome work on the line marking guys, such a good improvement!

Unlike · Reply · Message · 2 · 28 April at 23:38

Palmerston and Rural Touch Football Thank you. Your feedback is most valuable to us

Like · Reply · Commented on by Thomas Central [?] · 29 April at 00:02

Crystal Rose Browne Well done

Unlike · Reply · Message · 2 · 28 April at 23:38

Palmerston and Rural Touch Football Thanks Crystal Rose Browne and thank you for participating and providing good ideas before the tournament began

Like · Reply · 1 · Commented on by Thomas Central [?] · 29 April at 00:04



SEE LOCAL NT STARS IN ACTION!

2016 NT Titles at ASBUILD SPORTING COMPLEX , Palmerston, NT
28 April - 1 May 2016



Coming soon





2017 PARTNERSHIP OPPORTUNITY

CITY OF PALMERSTON



2017 NT Titles First Right of Renewal

- » Touch Football NT is delighted to offer the City of Palmerston first rights of renewal to host the 2017 NT Titles
- » Opportunity for further multi-year agreement subject to terms of agreement
- » Significant ROI and Economic Impact opportunities for Palmerston community
- » Continued legacy for local Palmerston Touch Football and Rugby league clubs



2017 NT TITLES PARTNERSHIP PROPOSAL



Destination Benefits:

- Drive intra, inter and international visitation to region
- Extensive coverage and reach of destination through TFNT and TFA (national) online/digital and stakeholder channels
- Promotion of the key regional tourism attractions to participants / entourage
- Promotion and utilisation of local businesses and suppliers
- Increase the profile of the sport locally and the associated health benefits of participation
- Provide a local legacy for the sport/community



CONTRIBUTION TOWARDS COUNCIL OBJECTIVES



- Promote a Healthy Community
- Contribute to quality recreation and sporting facilities for the benefit of community
- Generate tourism throughout region
- Support business and local industry

Confirmed Local Support

- » Rydges Palmerston (Official Hotel and Function Venue)
- » Palmerston Business Council (TVC Advertising)
- » Thrifty Hire Cars
- » Hot 100 FM (live broadcast)
- » Local Service Club(s) – Catering/Fundraising



Additional Partnership Benefits

- » Hosting and presenting rights of the 2017 NT Titles (and longer if desired)
- » Invitations to key stakeholders to all event functions (pre, during and post event)
- » Media and community engagement opportunities (media releases, TV, radio and newspaper interviews)
- » Recognition of support through negotiated branding, signage and promotional strategies



Market Rate for Investment

- » One year offering = \$25,000 (ex GST)
- » Three year agreement (2017-19) = \$ 67,500 (ex GST)

Traditional market rate for event destination funding investment is based on an average 20% of ROI^*

*market rate (Nielsen Research 2016)

^ 10% of ROI (market rate or 20% ROI = \$46,000)



Proposed Investment

- » 2017 NT Titles = \$17,000 (ex GST)
- » Three Year Agreement (2017-19) = \$ 43,000 (ex GST)

The increased investment will enable TFNT to deliver further benefits including:

- » Expanding the event to include junior divisions
- » Implement travel subsidises for regional / remote individuals increasing participation and event visitors to the region.
- » Cover the increasing costs of local venue hire



Enhanced investment will...

- » Bring a further 120 participants and their families to Palmerston
- » Generate an estimated \$125,760 in additional spending in location supporting local businesses
- » Return approximately \$355,760 to local ratepayers through forecasted ROI (21:1)
- » Deliver a feel good event inline with council and NT Government objectives in an election year.





Touch Football is an inclusive sport for all ages, backgrounds and genders. We thank you for consideration of our proposal to broaden opportunities for the Palmerston community.

ITEM NUMBER: 9.3 City of Palmerston Scholarships
FROM: Director of Corporate and Community Services
REPORT NUMBER: CCE/0382
MEETING DATE: 1 February 2017

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

Summary:

This report presents the reviewed FIN18 Grants Donations, Scholarships and Sponsorships Policy for the Community Culture and Environment (CCE) Committee consideration and recommendation to Council.

RECOMMENDATION

1. THAT the Committee receives Report Number CCE/0382.
2. THAT Council approve FIN18 Grants Donations, Scholarships and Sponsorships Policy.

Background:

Previously, City of Palmerston Scholarships were offered exclusively to eligible students enrolled at Charles Darwin University, for a limited number of fields of study. Application, administration and student selection processes were undertaken by the university, with limited involvement by Council.

Elected Members have discussed the development of a new, more relevant program of student assistance that Council can administer directly. A different approach will see Council being more involved with our community; engaging with students in a wider number of fields of study, courses and, modes of delivery.

At the Council Meeting on 11 November 2016 Council resolved:

THAT Council not approve the Charles Darwin University Foundation Scholarships Agreement 2017 – 2018.

And

THAT Council instructs officers to review the FIN18 Grants, Donations, Scholarships and Sponsorships Policy to include the possibility of educational scholarships to members of the Palmerston community.

General:

The attached FIN18 Grants, Donations, Scholarships and Sponsorships Policy (Attachment A) has been reviewed to include scholarships making them available to students who reside in Palmerston and undertake study in a tertiary educational institution or training provider delivering a qualification adhering to the Australian Quality Training Framework. The policy commits Council to setting an annual amount in its budget process dedicated to scholarships as part of the Community Benefit Scheme. The policy does not stipulate a maximum or minimum amount that can be applied for and applications can be made at any time throughout the financial year. All application for scholarship funding will be referred by the Chief Executive Officer to the CCE Committee for consideration, followed by a recommendation to Council.

Also, attached for consideration is a draft City of Palmerston Scholarship Terms and Conditions (Attachment B) and the draft Scholarship Application Form (Attachment C).

The FIN18 Grants, Donations, Scholarships and Sponsorships Policy clause in relation to sponsorship requests has also been reviewed to include the requirement for applicants to submit a copy of their sponsorship package detailing all levels/categories of sponsorship available and to include costs and benefits.

Further an addition to the FIN18 Grants, Donations, Scholarships and Sponsorships Policy includes 4.5 allowing Council to offer and promote funding for special projects and receive expressions of interest for various short term or long term initiatives, including place making.

Financial Implications:

Council currently commits an amount in its budget process to the Community Benefit Scheme that is dedicated to all initiatives governed by the FIN18 Grants, Donations, Scholarships and Sponsorships Policy.

Legislation/Policy:

FIN18 Grants, Donations, Scholarships and Sponsorships Policy

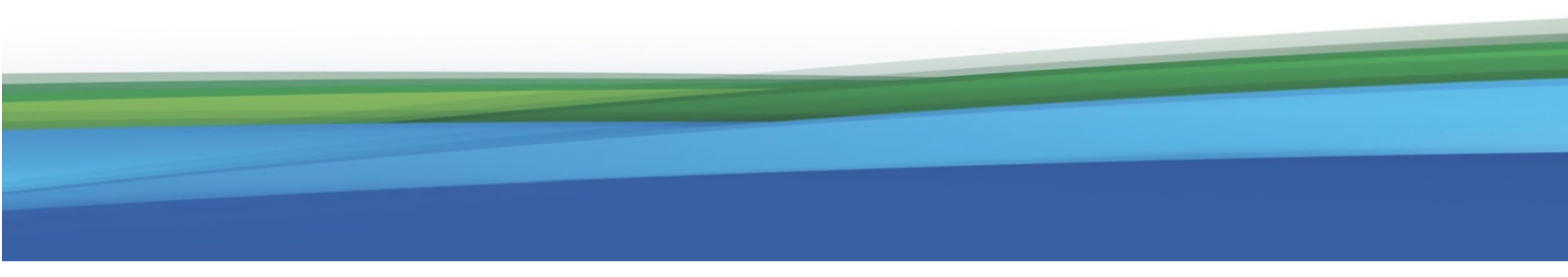
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

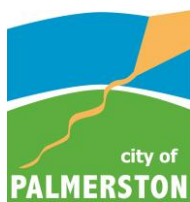
Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Attachment A: FIN18 Grants, Donations, Scholarships and Sponsorships Policy
Attachment B: City of Palmerston Scholarship Terms and Conditions
Attachment C: City of Palmerston Scholarship Application Form





Name:	Grants, Donations, Scholarships and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate and Community Services		
Approval Date:		Next Review Date:	

1 Purpose

The City of Palmerston actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2 Principles

The City of Palmerston is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

3 Definitions

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

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is applicable. Council is recognised for its contribution.
Donation	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Sponsorship Package. Acquittal of funds is not required. GST is applicable.

4 Policy Statement

4.1 Criteria for All Categories of Grants, Donations and Sponsorships from Council

- 4.1.1 All grants, scholarships, donations and sponsorships must benefit the Palmerston Community, and applications must identify how the proposed activity/event/item relates to the goals and strategies in the Municipal Plan.
- 4.1.2 Each application must include a completed Community Benefit Scheme Application Form
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.

- 4.1.4 Applications by commercial entities will not be considered except in the incidence of an expression of interest for place-making activities in Palmerston
- 4.1.5 Requests from religious organisations or schools are specifically excluded unless there is a clear community benefit to Palmerston.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A report detailing decisions made regarding requests will be tabled in full Council meeting each month, unless no requests were received.
- 4.1.8 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and returned to City of Palmerston prior to disbursement of funds.

4.2 Authority Delegated to Chief Executive Officer

- 4.2.1 Category 1 - Grant and Donation Requests for \$500 or less
All requests to Council for grants or donations of \$500 or less are to be made at the discretion of the Chief Executive Officer, providing:
 - 4.2.1.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support, and must fulfil all criteria in 4.1 above.
- 4.2.2 Category 2 - Grant and Donation Requests for between \$501 and \$2,000
All requests to Council for grants or donations of between \$501 and \$2,000 are to be made at the discretion of the Chief Executive Officer, providing:
 - 4.2.2.1 The organisation provides their details including most recent audited financials, proof of appropriate registration as an incorporated community group or not-for-profit organisation, applicable insurance details, contact details of elected office holders and minuted details of the organisation's resolution to request funding.
 - 4.2.2.2 A letter of application which details the project, event, or material need, written by someone within the organisation holding an elected office must be submitted along with the completed Community Benefit Scheme application form.
- 4.2.3 Category 3 - Grant and Donation Requests in excess of \$2,000
All requests for grants or donations in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community Culture and Environment Committee for consideration, followed by a recommendation to Council.
 - 4.2.3.1 All requests must comply with requirements set out in 4.2.2 above.
 - 4.2.3.2 In addition, the organisation must submit a project brief including the projected budget.
 - 4.2.3.3 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.
 - 4.2.3.5 A full acquittal of funds is required for grants but is not required for donations.
- 4.2.4 Sponsorship Requests only
 - 4.2.4.1 The Organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
 - 4.2.4.2 Sponsorship requests up to \$2000 are at the discretion of the Chief Executive Officer.

- 4.2.4.3 Sponsorship requests in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community Culture and Environment Committee for consideration, followed by a recommendation to Council.
 - 4.2.4.4 The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer or Council
 - 4.2.4.5 Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
 - 4.2.4.6 No acquittal is required.
- 4.3 Chief Executive Officer required to maintain register
 - 4.3.1 The Chief Executive officer is required to maintain a register of all donations, grants, and sponsorships made under delegation.
- 4.4 City of Palmerston Scholarships

All requests for Scholarship funding will be referred by the Chief Executive Officer to the Community Culture and Environment Committee for consideration, followed by a recommendation to Council.

 - 4.4.1 Individuals are eligible to apply for scholarships
 - 4.4.2 Applicant must be a resident of Palmerston
 - 4.4.3 Applicant must be an Australian Citizen or holder of an Australian permanent resident visa
 - 4.4.4 Applicant must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework
 - 4.4.5 Applicant must be enrolled full time or part time for the duration of the Scholarship
 - 4.4.6 If successful a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions.
 - 4.4.7 A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the scholarship agreement.
- 4.5 Special Projects Council may elect to offer and promote Special Projects Expressions of Interest to encourage applications for financial support for various initiatives.
 - 4.5.1 These may be short-term or long-term projects and will be offered as determined by full Council Meeting, including maximum value of and length of time of offer.
 - 4.5.2 Funding for these Special Projects will be from the Community Benefits Scheme.
 - 4.5.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.
 - 4.5.4 Special Project criteria may differ from 4.2 in that;
 - 4.5.4.1.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding
 - 4.5.4.1.2 Expressions of interest may be accepted from businesses and individuals if there is clear community benefit
- 4.6 Annual School Awards

Council will provide the sum of \$100 annually to all schools within the municipality for the purpose of a "City of Palmerston Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school. Schools will be invited early in Term 1

to apply for the funding by submitting details requested. Only schools responding to invitation as requested will be awarded funding.

- 4.7 Where criteria are not met
Where a request for grant, scholarship, donation or sponsorship is made which does not comply with the criteria outlined above, and is deemed to have merit by the Chief Executive Officer, the request will be forwarded to the Community Culture and Environment Committee for consideration, followed by a recommendation to Council.
- 4.8 Commitment to Funding
- 4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.
- 4.8.2 Where budgeted funds are not expended during the financial year, excess funds will be transferred to a Reserve which will be maintained at no greater than \$100,000 annually

5 Associated Documents

- 5.1 City of Palmerston Policies
- 5.2 Community Benefit Scheme Application Form
- 5.3 Community Benefit Scheme Funding Agreement
- 5.3 City of Palmerston Scholarship Application Form
- 5.5 City of Palmerston Scholarship Terms and Conditions
- 5.4 City of Palmerston Scholarship 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 Palmerston By-laws
- 6.7 Fines and Penalties (Recovery) Act.

CITY OF PALMERSTON SCHOLARSHIPS TERMS AND CONDITIONS

City of Palmerston proudly supports students in reaching their full potential to become tomorrow's leaders in industry, government and the community. City of Palmerston will award scholarships to students who reside in Palmerston and undertake full or part time study to improve and enhance our community livability. Courses may be undertaken on campus, with a training provider or via online or distance education.

The Council commits to setting an annual amount in its budget process dedicated to City of Palmerston Scholarships. There is no set maximum or minimum amount that may be applied for. Applications are open all year round and will be accepted at any time, dependent on funds remaining.

Eligibility Criteria

To be eligible for a City of Palmerston Community Scholarship you must be:

- A resident of Palmerston
- An Australian Citizen or holder of an Australian permanent residency visa
- Undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering a qualification adhering to the Australian Quality Training Framework
- Remain enrolled full-time or part-time for the duration of the scholarship

Selection Criteria

The successful applicant must:

- Demonstrate passion, ability and initiative in your approach to study
- Demonstrate active and relevant community involvement through membership or participation in organisations, teams or groups

Application and Selection

Successful applicants will be selected based on their written application, academic potential and their ability to meet the criteria.

Applicants apply by supplying Council with the following information

- A cover letter explaining why the applicant should receive the scholarship, in 1000 words or less.
- Completed Scholarship Application Form
- Curriculum Vitae (*please consider the eligibility and selection criteria above*):
- Confirmation of enrolment showing the name of the educational institution and information on course currently enrolled in plus its mode of study

Eligible applications will be referred by the Chief Executive Officer to the Community Culture and Environment Committee for consideration followed by a recommendation to Council.

Scholarship Agreements will be authorized by the Director of Corporate and Community Services in line with the Grants Donations, Scholarships and Sponsorships policy.

Duration of Scholarships

The Duration of the Scholarship is when one of the following is true:

- The agreed scholarship value has been exhausted
- The student has completed his/her course of study
- The student no longer meets the ongoing eligibility of the scholarship

A recipient who commences the scholarship part way through his/her course may not receive the full scholarship amount.

If the recipient is granted intermission for the semester, payment of the scholarship will be suspended. A scholarship may be suspended for a maximum of two (2) semesters for reasons including intermissions and failing to meet ongoing eligibility.

Other obligations and conditions:

The offer of the Scholarship is made subject to information provided by the recipient being true and accurate.

By accepting the offer of the scholarship, each recipient agrees to the Scholarship Terms and Conditions.

The recipient is responsible for advising Council of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship.

Termination of Recipients Scholarship


The Scholarship will terminate:

- If the recipient ceases to meet the eligibility criteria; or
- If the recipient withdraws from his/her course
- If the recipient breaches any conditions of the scholarship

FOR FURTHER INFORMATION

Community Services Officer

City of Palmerston

 palmerston@palmerston.nt.gov.au

 08 8935 9922

Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace or via our website at www.palmerston.nt.gov.au

SCHOLARSHIP

APPLICATION

city of
PALMERSTON

PLEASE REFER TO THE CITY OF PALMERSTON SCHOLARSHIP TERMS AND CONDITIONS BEFORE COMPLETING THIS FORM.

PERSONAL DETAILS

Family Name: _____

Given Name: _____

Date of Birth: _____ ☐ Male ☐ Female

Residential Address: _____

Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Alternative Telephone: _____

Email Address: _____

ELIGIBILITY CRITERIA

Length of Residency in Palmerston _____ years

Employment Status: ☐ Full Time ☐ Part Time ☐ Unemployed

Australian Citizen or Permanent Resident: ☐ Yes ☐ No

Last High School Attended: _____

Level of School Completed: _____

Year of Completion of Final Year of Schooling: _____

ATAR* or Equivalent Score if Available: _____

OTHER FUNDING APPLICATIONS

Other scholarship or funding applications under consideration for this course

Amount of other award (per year) \$ _____

or in-kind funding eg. books, accommodation (specify) _____

*Australian Tertiary Admission Rank

Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace or via our website at www.palmerston.nt.gov.au

COURSE DETAILS

Name of Educational Institution:

Address:

Course Name:

Course Code:

Course Major:

Course Field:

Length of Full Time Course:

Amount Requested:

Course Fee:

APPLICATION CHECKLIST - These must be included with your application for it to be considered

- ☐ Proof of Australian citizenship or permanent residency
- ☐ Proof of address (eg. bank statement showing residential address, drivers licence)
- ☐ Confirmation of enrolment at an accredited educational institution or training provider – showing student's name and course name/code
- ☐ Personal statement outlining why you think you are deserving of the City of Palmerston Scholarship, your career aspirations and community involvement (1000 words maximum)

DECLARATION

- ☐ I have read and understand the City of Palmerston Scholarship Terms and Conditions.
- ☐ I confirm that my application is within these terms and conditions.
- ☐ I intend to meet all terms and conditions if granted a scholarship.
- ☐ I understand failure to meet these terms and conditions may result in withdrawal of a scholarship and in certain circumstances recovery of monies paid under the scholarship.
- ☐ I declare that the information contained in this application and attachments is, to the best of my knowledge, true and correct.

Signature:

Date:

HOW TO SUBMIT YOUR APPLICATION



PLEASE ADDRESS APPLICATION TO CHIEF EXECUTIVE OFFICER

-  By Hand: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston
-  PO Box 1 Palmerston NT 0831
-  palmerston@palmerston.nt.gov.au
-  8935 9900

FOR FURTHER INFORMATION

Community Services Officer

City of Palmerston

-  palmerston@palmerston.nt.gov.au
 -  08 8935 9922
-

ITEM NUMBER:	9.4	Financial Support – Variation of Terms of Funding - Lung Foundation Australia
FROM:		Director of Corporate and Community Services
REPORT NUMBER:		CCE/0383
MEETING DATE:		1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

This report provides the Community, Culture and Environment Committee (CCE) with an application received for permission to vary the terms of financial assistance made available through the Community Benefit Scheme and seeks the Committee's recommendation to Council.

RECOMMENDATION

1. THAT the Committee receives Report Number CCE/0383.
2. THAT Council approve/not approve the variation in allocation of funds to Lung Foundation Australia.

Background:

Council approved financial support to Lung Foundation Australia to the value of \$4,750 for the 2015/2016 year to establish the Lungs in Action – Palmerston program; resolution 8/1832-16/02/2016.

Lung Foundation Australia (LFA) requests permission to vary the terms of that City of Palmerston funding, received for the 2016-17 establishment of Lungs in Action - Palmerston program.

Expenditure of \$1,500 was budgeted to fund travel costs, which LFA no longer requires. LFA requests permission to instead fund an additional 30 weeks of the Lungs in Action – Palmerston program.

Attachment A details the request from Lung Foundation Australia and an excerpt of the successful funding application, detailing budget.

General:

The Community, Culture and Environment Committee who meet on a monthly basis will assess applications for Grants/Donations/Scholarships/Sponsorships that are in excess of \$2,000 and make recommendation to Council.

Financial Implications:

The financial implications to Council, should the Committee recommend funding, would be nil from the Community Benefit Scheme 2016/2017 operational budget.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

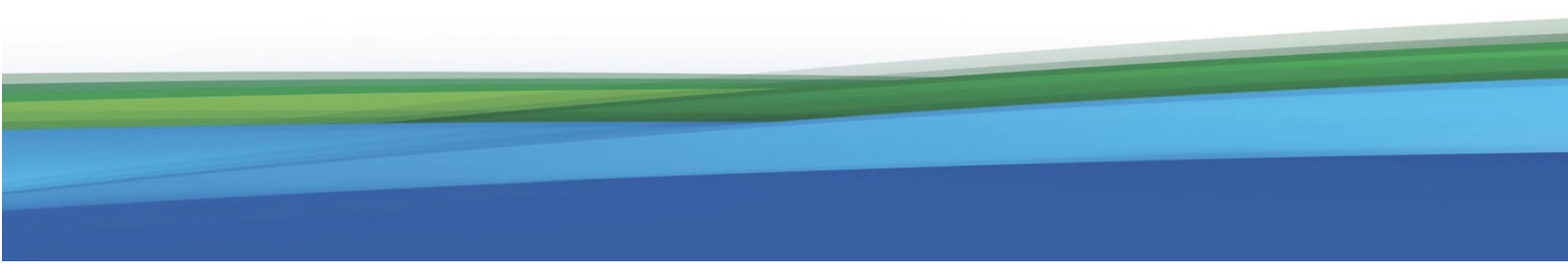
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Attachment A: Lung Foundation Australia Grant Variation Request and Supporting Documents



Tess Riches Community Services Officer
 City of Palmerston
 PO Box 1, Palmerston NT 0831 Australia
 tess.riches@palmerston.nt.gov.au



*"When you can't breathe...
 nothing else matters"™*

04/01/2016

Dear Tess,

I would like to take this opportunity to provide some feedback on how the Lungs in Action program is running in Palmerston, and seek your support around some prospective changes in the deliverables as outlined in Lung Foundation Australia's successful 2016 funding application.

Since commencing the class at the end of April 2016, the Lungs in Action Palmerston location has been building its numbers steadily and has now become an important part of the continuum of care for many people living with Lung Disease who finish pulmonary rehabilitation. At the completion of every pulmonary rehabilitation program run in Palmerston, the local hospital and health service now refer their patients to this class. Prior to this new pulmonary maintenance exercise class in Palmerston locals with a lung condition didn't have access to an ongoing safe and supportive exercise service to help them keep well and out of hospital post rehab. Now within the last staged of the funding period, we are beginning to seek out options to keep class costs subsidized whilst still economically feasible for the local business to run.

Within the funding application we were granted \$1,500 for Travel. This is to enable the Program Manager to travel to Palmerston to ensure the program is running well and to provide face to face support if required.

Below is a list of local Palmerston key stakeholders who have all provided positive feedback on the program:

- Hospital and Health service pulmonary rehabilitation program coordinated by Coralie Brannelly – Respiratory Nurse
- LungNet patient support group
- Lungs in Action participants
- BodyFit NT - the current exercise provider delivering the class

Taking the above views into account we are satisfied that we have adequate information to complete the acquittal without requiring to fly to Palmerston as proposed in the funding application.

Would it therefore be possible to propose that the funds previously allocated to travel be used as below:

Subsidy of Patient Cost: Venue hire \$25 x 30 weeks = \$750

Subsidy of Patient Cost: Instructor \$25 x 30 weeks = \$750

Total: \$1500

Thank you in advance for your consideration on this matter, and if you wish to discuss it in more detail please contact me directly on 0405 147 391, or a teleconference can be arranged.

Kindest Regards,

Emma Gainer
Program Manager - Pulmonary Exercise
 Lung Foundation Australia

Patron: His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)

Level 2, 11 Finchley St, Milton QLD 4064
 PO Box 1949, Milton QLD 4064

T: 07 3251 3600
 F: 07 3368 3564
 E: enquiries@lungfoundation.com.au
 W: www.lungfoundation.com.au



Free call 1800 654 301
 ABN 36 051 131 901



Tess Riches

From: Lungs In Action <lungsination@lungfoundation.com.au>
Sent: Wednesday, January 11, 2017 8:04 AM
To: Tess Riches
Subject: RE: Letter requesting grant acquittal - City of Palmerston

Hi Tess,

If it is possible we would like to extend the funding time (As the Lungs in Action class is ongoing) , but if this doesn't fit within the council guidelines I can have further discussions with the team and see whether we could use the funds to offer addition opportunities. I am however mindful that the funding period finished within the next couple of months.

Regards,
Emma

Emma Gainer
Program Manager, Pulmonary Exercise
Lung Foundation Australia
(Working Days: Tuesday, Wednesday & Friday)
T: +61 (0)7 3251 3600 | M: 0405 147 391 (Best contact) | F: +61 (0)7 3368 3564
E: emma@lungfoundation.com.au | www.lungfoundation.com.au
Level 2, 11 Finchley St, Milton Qld 4064
PO Box 1949, Milton Qld 4064



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From: Tess Riches [mailto:tess.riches@palmerston.nt.gov.au]
Sent: Friday, 6 January 2017 4:05 PM
To: Lungs In Action
Subject: RE: Letter requesting grant acquittal - City of Palmerston

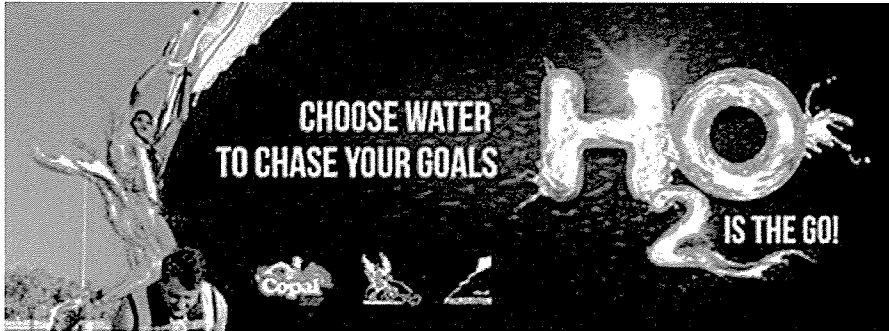
Hi Emma,
Happy New Year!

Just to clarify; if the \$1500 is 're-tasked' are you planning to extend the length of time of the program, or offer additional opportunities to clients within this financial year?

Regards,
Tess

Tess Riches | Community Services Officer | City of Palmerston
PO Box 1, Palmerston NT 0831 Australia | www.palmerston.nt.gov.au
P 08 8935 9929 | F 08 8935 9900 | tess.riches@palmerston.nt.gov.au

Palmerston – City of Opportunity



I acknowledge the Larrakia people, the traditional owners and custodians of the country on which I live and work.

This email, including any attachments, is intended only for use by the addressee(s) and may contain confidential and/or personal information and may also be the subject of legal privilege. If you are not the intended recipient, please advise by return email, delete the message permanently from your system and destroy any copies without disclosing the contents in any way.

Please consider the environment before printing this e-mail

From: Lungs In Action [<mailto:lungsinaction@lungfoundation.com.au>]
Sent: Friday, January 6, 2017 11:50 AM
To: Tess Riches
Subject: RE: Letter requesting grant acquittal - City of Palmerston

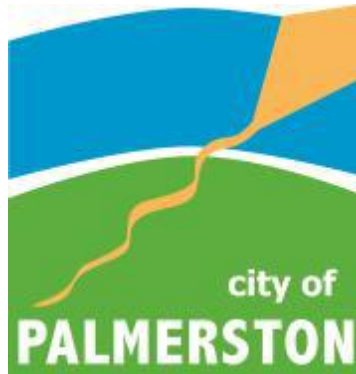
Good afternoon Tess,

Merry Christmas and Happy New Year.

Please see the attached letter for consideration from Lung Foundation Australia relating to successful funding grant received last year.

Thanks you for your time and support and I look forward to hearing from you soon.

Regards,
Emma



**Grant/Sponsorship/Scholarship/Donation
In Excess of \$2000
REGISTRATION FORM**

Application to Chief Executive Officer - City of Palmerston P.O Box 1 Palmerston NT 0831

Organisation Name: Lung Foundation Australia	
Name of Contact: Todd Robinson	
Position of Contact: Program Manager – Lungs in Action	
Contact Details: Phone: 0730778827 Email: lungsinaction@lungfoundation.com.au	
Postal Address: PO BOX 1949, Milton QLD 4064	
ABN: 36051131901	
Account Name: Lung Foundation Australia General Account	
Account Number: 110608	BSB : 034143
Amount requested: \$4750	
Name of Activity: Lungs In Action - Palmerston	
Date of Activity: Commencing March 2016	
Location of Activity: Body Fit NT - Palmerston	

APPENDIX A: Budget

It would cost BodyFit NT **\$5,280 per annum** (\$110.00 per week x 48 weeks) to make the Lungs in Action project viable during its first year. This would cover the costs of both an exercise physiologist and overheads for the hour. It does not include Lung Foundation's Program Management costs or Marketing and Promotion

State	Location	Needs	Proposed Actions to meet each need	Timeframe needed to meet each need	Funding needed to meet each need
NT	Palmerston	Requested from the City of Palmerston Community Grants Program	Subsidy of Patient Cost: Venue hire	12 months	\$1,200.00 (\$25 x 48 weeks)
			Subsidy of Patient Cost: Instructor Fees	12 months	\$1,200.00 (\$25 x 48 weeks)
			Subsidy for Venue hire extension This enables the venue to offer time for a cup of tea/coffee, or an alternative gathering of a similar nature to encourage socialisation and peer support, once a month, for twelve months.	12 months	\$300.00 (\$25 x 12 months)
			Consumables (tea/coffee/biscuits) for the monthly social gathering	12 months	\$100 (= approx. \$8.30 x 12 months)
			Travel This enables the Program Manager to travel to Palmerston to ensure it is running well and to provide face to face support.	12 months	\$1,500
			Project Accounting Cost	12 months	\$450
				Total Requested from City of Palmerston	\$4,750
		Lung Foundation Australia (in kind)	Program Management Costs	Ongoing	In Kind worth \$655 p.a.
			\$350 Promotional activities Contribution toward the costs associated with the coordination of the project, provision of posters and flyers and other promotional material to assist with advertising and promotion to rehabilitation programs and community members	12 months	\$350
				Total Contribution from Lung Foundation Australia	\$1,005
		BodyFit NT	Instructor Training Costs (\$395 + GST per person x 4 instructors = \$1,580)		\$1580
				Total Contribution from BodyFit NT	\$1,580
				Total Project Cost	\$7,335

ITEM NUMBER: 9.5 Financial Support - Athletics Northern Territory Inc.

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0384

MEETING DATE: 1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

This report provides the Community, Culture and Environment Committee (CCE) with an application received for financial assistance through the Community Benefit Scheme and seeks the Committee's recommendation to Council.

RECOMMENDATION

1. THAT the Committee receives Report Number CCE/0384.
2. THAT Council approve/not approve the grant to Athletics NT Inc. to the value of \$10,000.

Background:

Athletics NT Inc. organises and presents a range of community running events in the region. The organisation wishes to include a community fun run and walk around the city streets of Palmerston in 2017.

The organisation successfully presented a similar event in Palmerston in 2016, with funding support from City of Palmerston. The acquittal for that funding is presented with the Community Benefit Scheme monthly report in this meeting's agenda.

Athletics NT requests support in the form of a \$10,000 grant to assist the provision of the 2017 Palmerston-based Fun Run and Walk.

General:

The Community, Culture and Environment Committee who meet on a monthly basis will assess applications for Grants/Donations/Scholarships/Sponsorships that are in excess of \$2,000 and make recommendation to Council.

Financial Implications:

The financial implications to Council, should the Committee recommend funding, would be \$10,000 from the Community Benefit Scheme 2016/2017 operational budget.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

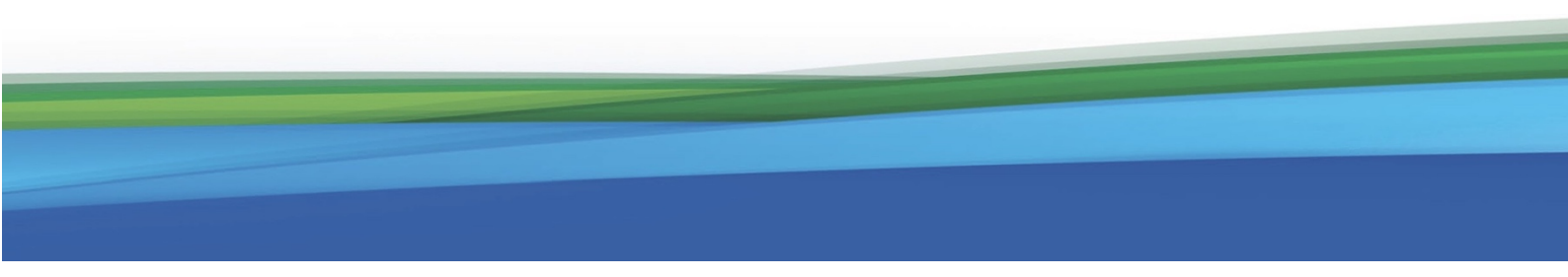
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Attachment A: Funding Request – Athletics Northern Territory Inc.



Community Grants - Eligibility Checklist Report

Title	Organisation	Date Received	Project Description	Amount Requested	Detailed Project Budget	Funding Compliance	Community Benefit
Cazaly's 5k Fun Run and Walk	Athletics Northern Territory	03/01/2017	A Palmerston-based Fun Run and Walk, which is accessible to wide range of people of all ages and levels of fitness.	\$10,000	Yes	Yes	Yes

Comments

CEO -Referred/Not Referred

Rishi Bhatia

Date: 6/1/2017

* Funding Compliance includes the receipt of requirements of funding which are; Incorporation/Not or Profit and Proof of Registration, Committee Meeting Minutes, Current Audited Financial Statements, Current Insurance, 30% project Costs Covered by Applicant in Budget and No Previous Funding Issued Under this Program for Current Financial Year.



REGISTRATION FORM

GRANTS/ SPONSORSHIP/ SCHOLARSHIP/ DONATION

REQUESTS IN EXCESS OF \$2000

Organisation Name: Athletics Northern Territory
Name of Contact: John Bowden
Position of Contact: GENERAL MANAGER
Telephone: 8945 1979 Mobile: 0447717556 Facsimile: _____
Postal Address: PO Box 40375 Casuarina NT 0811
ABN if Applicable: 62 193 172 165
Account Name: Northern Territory Athletics Inc
Account Number: 149272262 BSB: 633 000
Amount Requested: \$10,000
Name of Activity: Palmy 5k Fun Run & Walk
Date of Activity: 09/04/2017
Location of Activity: Central Palmerston

PLEASE ATTACH YOUR WRITTEN APPLICATION WHICH MUST INCLUDE:

- ☒ Details of project, Detailed project budget, Evidence of alternate sources of funding to a minimum of 30% of project costs.

PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO YOUR WRITTEN APPLICATION:

- ☒ Most recent audited financial statement
☒ Proof of registration as Community, NFP or Incorporated body
☒ Contact details of Elected Office Holders
☒ Proof of appropriate insurance, certificate of currency
☒ Minuted details of your organisation's resolution to request funding

Signed: John Bowden

Date: 03/01/17

PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON WITH ATTACHED APPLICATION

By Hand: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston

PO Box 1 Palmerston NT 0831

palmerston@palmerston.nt.gov.au

8935 9922

8935 9900

Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace or via our website at www.palmerston.nt.gov.au

Palmy5 Fun and Walk 2017

An Athletics Northern Territory and Palmerston City Council initiative

VISION

To create a unique, internationally attended event on the Australian running calendar, crafting a pathway for local mass participation, spectator engagement, and elite athletes in the heart of Palmerston.

EXECUTIVE SUMMARY

This proposal has been developed for the Palmerston City Council to outline not only the goals and event concepts, but to also further cement the race into Palmerston's busy calendar as an annual initiative. Short and long term goals have been outlined in accordance with a tentative five-year plan. This is to ensure the longevity and ongoing success and growth of the Palmy5.

BACKGROUND

Athletics Northern Territory (ANT)

Being owners of the ConocoPhillips City2Surf, the Mitchell Street Mile, plus facilitators of the Australia Day Fun Run, and the Mother's Day Classic, Athletics Northern Territory are the Territories fun run experts. The NTCity2Surf is the Northern Territories oldest and most iconic mass participation recreational running event, with a rich 42-year history. Athletics Northern Territory main goal is to encourage the wider community to get into athletics in a recreational sense, not through traditional track and field, and using running and walking as the basis of all exercise and skill development. Athletics Northern Territory through the National Recreational Running Program set the professional standard for mass participation events.

The course

The 2017 Palmy5 will see participants start/finish in the centre of Palmerston and will consist of a 5km and a 2.5km walk and run as in 2016. The course will use the streets of Palmerston in and around the city and will suit all participants both able bodies and disabled. A comprehensive traffic management plan will be provided by

CORE Traffic Management will provide more information on the logistics of closing down some streets of the city for several hours.

Similar events run in Auckland, the US, the UK and around Europe on major roads and through city centres. While it may be a large undertaking, it is completely feasible for Palmerston to house such an event, and active steps have already been taken to talk to major stakeholders and publics in order to ensure the public, residents and businesses are not disrupted.

Event Breakdown and SWOT

The following situation analysis and SWOT of potential strengths, weaknesses, opportunities and threats has been documented below to outline key aspects of the race.

Current Situation

Athletics Northern Territory's General Manager John Bowden will meet with Palmerston City Council representatives and other stakeholders, and the Athletics Northern Territory team and stakeholders continue to workshop the concept to ensure it meets the Community and Cultural wellbeing priority from the Municipal Plan.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Flat, fast course; • Atmosphere along course; • Accommodation options in area; • Applicable to families and all ages; • Weather conditions; • Online presence; • Event organisation; • Stakeholder relationships with local community and businesses; • Proximity to South East Asia. 	<ul style="list-style-type: none"> • Sponsorship challenging in year 1-3; • Course is also a residential area; • Public vehicle access on course; • Road closures and community disruptions.
Opportunities	Threats
<ul style="list-style-type: none"> • Leverage 2018 Commonwealth Games; • Opportunity to engage families, schools, sports clubs; • Small distance (5km at longest) achievable for anyone; • AWD appropriate; • Child appropriate activities and opportunities; • National Body support; • Support of local stakeholders: <ul style="list-style-type: none"> • Police; • Emergency Services • Media and marketing opportunities. 	<ul style="list-style-type: none"> • Extreme weather or natural disasters; • Road closure → negative feedback; • Limited spectator control; • Noise and disruption to local residents.

Goals

Long Term

Develop an event that sits annually on Northern Territory road running and Palmerston City Council calendars, which engages not only elite athletes, but also the local community, providing a new wellbeing initiative.

Short Term

Engage non-traditional council and athletic stakeholders through a road race in the Palmerston CBD, focusing on a high quality event execution under the 2014 – 2019 Municipal Plan.

Benefits and Objectives

An event such as the Palmy5 has countless benefits and opportunities. As a prospect for all ages and fitness abilities, it has the potential to encourage a different crowd onto Palmerston City Central on a Sunday morning. Additionally, it's an opportunity for local establishments in the area to have a active role in the event, covering off on Economic Development as well.

Measureable Objectives

1. Participation Numbers;
 - Growth from year to year in participation numbers.
2. Social Media Engagement and 'likes';
 - Engagement with publics and stakeholders through successful social media marketing and advertising, including the reach of posts and number of likes and shares on Facebook.
 - Twitter also a crucial tool this space.
3. Website Data and Google analytics;
 - Assessing the number of 'click throughs', page visits, advertising clicks and crucial Google Analytics data will help measure the success of the event from year to year.
4. Industry participation / corporate sponsors
 - The number of venues and establishments along the course who actively participate in the event from year to year will create a measureable objective.
 - The same applies for sponsorship. It is not feasible to sell significant sponsorship in 2017 purely as the event has a brief history, however growth in this space will be crucial to the long-term success and success measures.
5. Spectator Count;
 - A rough spectator count will be just as crucial as a participant count on race day, as this is a community event with a large focus on spectator engagement.

6. School Involvement;

- Being able to track and measure the amount of schools with involvement and the number of children who attend / participate from those schools will be crucial data to collect.

7. Club Involvement;

- Like school involvement, data portraying the number of clubs and the number of participants from those clubs will be essential.

8. Media Monitoring;

- Comprehensive media monitoring will provide solid indication on the penetration of the event into local and event national media outlets.

Governance and Stakeholders

There are many stakeholders involved an event the size of the Palmy5. A comprehensive list follows:

- Palmerston City Council
- Northern Territory Government
- Athletics Northern Territory
- Northern Territory Police
- Defence
- Palmerston residents and Business Owners
- St Johns Ambulance
- Northern Territory Emergency Services
- Food vendors
- Children's Entertainers
- CORE Traffic Management
- Kennards Hire
- Channel 9
- NT News
- Mix FM
- Corporate Sponsors (TBC)

Funding and Budget

Please see the attached spreadsheet outlining the draft budget.

City of Palmerston Municipal Plan 2014 - 2019

The Palmy5 fits neatly into the first Municipal Plan Priority of Community and Cultural Wellbeing. Clauses 1.1, and 1.4 are clearly applicable to the Palmy5.

- 1.1. Healthy Communities: we are committed to providing quality health and family support services to our community

Athletics Northern Territory is already engaged in the Healthy Palmerston initiatives, and is looking to continue and expand this relationship in 2015. The Palmy5 is just one aspect of this.

Recreational running and walking under the Running Australia program for general health and fitness is the backbone of Childhood Obesity Prevention, as also mentioned in the plan.

Further, the Palmy5 is an event that any member of the community can participate in. Not only adults, children and masters, but mum's pushing prams, schools, seniors groups, participants with disabilities are also encouraged.

- 1.4. Recreation: We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community.

The Palmy5 could be described as a sporting, recreational or leisure program as outlined in the plan, and as hopefully, an annual event, can continue to grow and develop with the City of Palmerston as required.

Northern Territory Athletics Inc

800-1000 Entrants		
Palmy 5 Costs		
Event Direct Costs		
Event - Advertising		3,000
Event - Amenities		2,000
Event - Banners		2,000
Event - Catering		2,000
Event - Contractors		2,000
Event - Consumables		1,000
Event - Commissions		0
Event - Equipment purchases		0
Event - Equipment Hire		240
Event - Fees & Permits		200
Event - IMG Booking fees		440
Event - Medals & Trophies		1,000
Event - Merchandise costs		0
Event - Printing		905
Event - Prizes and Prize Money		3,000
Event - Promotional Goods		0
Event - Staff & Officials		9,000
Event - Sundry expenses		0
Event - Traffic Control		4,000
Event - Transport		0
Event - Travel & Accommodation		0
Event - Travel - flights		0
Event - Uniforms/Timing gear		2,500
Event - Venue Hire		0

Palmy 5 Income

Grant - City of Palmerston	\$10,000
Athletics NT - Contribution	\$9,000
Sponsorship (various)	\$15,000

Total Event Costs		33,285

Total Event Income	\$34,000
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Northern Territory Athletics Incorporated

Financial Statements

For the Year Ended 30 June 2016

Northern Territory Athletics Incorporated

Contents

For the Year Ended 30 June 2016

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Statement of Cash Flows	5
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Statement by Members of the Committee	13
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Northern Territory Athletics Incorporated

Committee's Report

For the Year Ended 30 June 2016

The Committee submit the financial report of Northern Territory Athletics Incorporated ('the Association') for the financial year ended 30 June 2016.

Committee members

The names of Committee members throughout the year and at the date of this report are:

Kevin Mulvahil

Michele Hughes

Resigned 24 October 2015

Kelly Rosas

Roger Chin

Jason Reid

Resigned 24 October 2015

Cameron Burrows

Aaron McMahon

Emma Kraft

Appointed 24 October 2015

Justin Justin

Appointed 24 October 2015

Principal activities

The principal activity of the Association during the financial year was to participate as a member of the National Sporting Body, Athletics Australia Limited, for the sport of athletics and encourage, advance and administer athletics throughout the Northern Territory of Australia.

Significant changes

No significant change in the nature of these activities occurred during the year.

Operating result

The loss of the Association for the financial year after providing for income tax amounted to \$ 43,213 (2014: \$ 29,329).

Events after the reporting date

No matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

Going Concern

Notwithstanding the Association's recurring losses and uncertainty in regards to grant funding from the Northern Territory Government for periods beyond 30 June 2017, the financial statements have been prepared on a going concern basis as the Committee believes that the Northern Territory Government will continue to provide support, and this, coupled with plans to reduce costs and increase self-generated revenue, will enable the Association to continue to operate as a going concern.

Signed in accordance with a resolution of the Members of the Committee:

President:

Kevin Mulvahil

Treasurer:

Justin Justin

Dated this 31st day of October 2016

Northern Territory Athletics Incorporated

Statement of Income and Expenditure

For the Year Ended 30 June 2016

	2016	2015
	\$	\$
Revenue and Other Income		
Event sales	374,358	282,654
Grants and funding	165,660	186,150
Membership income	39,768	46,890
Stadium sales	79,861	31,620
Interest income	906	1,204
Other income	28,953	26,940
Total Revenue and Other Income	689,506	575,458
Cost of Sales		
Events	(344,619)	(231,777)
Participation	(30,689)	(9,449)
Membership	(12,864)	(20,333)
Stadium	(68,054)	(53,966)
Other cost of sales	(9,706)	(21,794)
Total Cost of Sales	(465,932)	(337,319)
Other Operating Expenditure		
Salaries and wages expense	(181,583)	(163,253)
Accounting and other professional services	(20,920)	(24,185)
Motor vehicle expenses	(6,048)	(5,962)
Travel expenses	(6,155)	(7,882)
Depreciation expense	(17,030)	(13,037)
Finance costs	(706)	(626)
Bad and doubtful debts	11,000	(11,000)
Administration expenses	(45,345)	(41,523)
Total Other Operating Expenditure	(266,787)	(267,468)
Total Expenditure	(732,719)	(604,787)
Loss before income tax	(43,213)	(29,329)
Income tax expense	1(b) -	-
Loss from continuing operations	(43,213)	(29,329)
Loss for the year	(43,213)	(29,329)
Other comprehensive income, net of income tax	-	-
Total comprehensive loss for the year	(43,213)	(29,329)

The accompanying notes form part of these financial statements.

Northern Territory Athletics Incorporated

Statement of Assets and Liabilities

As at 30 June 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	130,903	128,094
Trade and other receivables	3	74,554	57,641
Inventories	4	2,917	4,733
Other assets	5	8,836	8,200
TOTAL CURRENT ASSETS		217,210	198,668
NON-CURRENT ASSETS			
Property, plant and equipment	6	40,147	39,371
TOTAL NON-CURRENT ASSETS		40,147	39,371
TOTAL ASSETS		257,357	238,039
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	51,177	79,415
Financial liabilities	8	5,802	15,501
Employee provisions	9	4,353	6,224
Other liabilities	10	132,682	35,000
TOTAL CURRENT LIABILITIES		194,014	136,140
NON-CURRENT LIABILITIES			
Financial liabilities	8	4,657	-
TOTAL NON-CURRENT LIABILITIES		4,657	-
TOTAL LIABILITIES		198,671	136,140
NET ASSETS		58,686	101,899
EQUITY			
Accumulated surplus		58,686	101,899
TOTAL EQUITY		58,686	101,899

The accompanying notes form part of these financial statements.

Northern Territory Athletics Incorporated

Statement of Changes in Equity

For the Year Ended 30 June 2016

2016

	Accumulated surplus	Total Equity
	\$	\$
Balance at 1 July 2015	101,899	101,899
Net loss for the year	(43,213)	(43,213)
Balance at 30 June 2016	<u>58,686</u>	<u>58,686</u>

2015

	Accumulated surplus	Total Equity
	\$	\$
Balance at 1 July 2014	131,228	131,228
Net loss for the year	(29,329)	(29,329)
Balance at 30 June 2015	<u>101,899</u>	<u>101,899</u>

The accompanying notes form part of these financial statements.

Northern Territory Athletics Incorporated

Statement of Cash Flows For the Year Ended 30 June 2016

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES:			
Receipts from operating activities		576,466	308,420
Payments to suppliers and employees		(832,140)	(591,916)
Receipts from grant funding		281,226	348,455
Interest received		906	1,204
Net cash provided by/(used in) operating activities	11	26,458	66,163
CASH FLOWS FROM INVESTING ACTIVITIES:			
Acquisition of plant and equipment		(17,806)	(9,165)
Net cash used by investing activities		(17,806)	(9,165)
CASH FLOWS FROM FINANCING ACTIVITIES:			
Repayment of finance leases		(5,843)	(21,716)
Net cash used by financing activities		(5,843)	(21,716)
Net increase/(decrease) in cash and cash equivalents held		2,809	35,282
Cash and cash equivalents at beginning of year		128,094	92,812
Cash and cash equivalents at end of financial year	2	130,903	128,094

The accompanying notes form part of these financial statements.

Northern Territory Athletics Incorporated

Notes to the Financial Statements

For the Year Ended 30 June 2016

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Act NT*. The Committee has determined that Northern Territory Athletics Incorporated ('the Association') is not a reporting entity because there are no users dependent on general purpose financial statements.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements. These financial statements have been prepared in accordance with Australian Accounting Standards to the extent disclosed in the significant accounting policies below.

The financial statements have been presented in Australian dollars and have been rounded to the nearest dollar.

1 Summary of Significant Accounting Policies

(a) Revenue and other income

Grant income is recognised when the Association obtains control over the funds, which is generally at the time of receipt. If conditions are attached to a grant that must be satisfied before the Association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Membership income is recognised in full when fees become due for payment, unless there is significant uncertainty over collectibility, by which fees are recognised as income at the time of receipt.

Donations and bequests are recognised as revenue when received.

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Revenue from the rendering of a service is recognised upon delivery of the service to the recipient.

All revenue is stated net of the amount of goods and services tax (GST).

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of assets and liabilities are shown inclusive of GST.

(d) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, deposits held at call with banks and other short-term highly liquid investments with original maturities of three months or less.

Notes to the Financial Statements

For the Year Ended 30 June 2016

1 Summary of Significant Accounting Policies continued

(e) Inventories

Inventories are measured at cost. Cost of inventory is determined using the first-in-first-out method.

(f) Property, Plant and Equipment

Each class of plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment losses. In the event the carrying amount of the plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses recognised in profit or loss.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Association and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

Depreciation

The depreciable amount of all plant and equipment is depreciated on a straight line basis over the asset's useful life commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Training and competition equipment	15-20%
Plant and equipment	10-25%
Motor vehicles	22.5%

The asset's residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. Gains or losses on disposals are determined by comparing net proceeds with the carrying amount. These gains and losses are recognised in profit or loss in the period in which they occur.

(g) Impairment of non-financial assets

At the end of each reporting period, the Committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the profit or loss.

(h) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the Association are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

Northern Territory Athletics Incorporated

Notes to the Financial Statements

For the Year Ended 30 June 2016

1 Summary of Significant Accounting Policies continued

(i) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

(j) Economic dependency and going concern

The financial statements have been prepared on the basis that the Association is a going concern and will continue to operate.

The Association is dependent on the Northern Territory Government for the majority of its revenue used to operate the Association. As at the date of this report, the Association had received confirmation that it would receive operational grant funding of \$136,500 for the financial year ended 30 June 2017 and other funding of \$125,000 to support the running of the Mitchell St Mile event in September 2016. There has been no advice as to whether any funding would be provided for periods subsequent to the financial year ended 30 June 2017.

The Association also incurred a net loss of \$43,213 for the financial year ended 30 June 2016 which followed on from losses in the previous two years of \$29,329 and \$23,242 for the financial years ended 30 June 2015 and 2014 respectively. The Association's net asset position has deteriorated from \$154,470 as at 30 June 2013 to \$58,686 as at 30 June 2016. Should government funding not be received, the Association at this point in time may not be able to generate sufficient other revenue, or have adequate reserves to meet future expenditure.

These conditions indicate the existence of a material uncertainty that may cast significant doubt about the Association's ability to continue as a going concern and therefore, the Association may be unable to realise its assets and discharge its liabilities in the normal course of business.

Notwithstanding the matters highlighted above, the Committee believes that the Northern Territory Government will continue to provide funding to the Association, and this, along with management plans to reduce costs and increase self-generated revenue, will enable the Association to continue as a going concern for at least the 12 months following the date of this report.

(k) Comparative figures

Comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Northern Territory Athletics Incorporated

Notes to the Financial Statements

For the Year Ended 30 June 2016

2 Cash and cash equivalents

	2016 \$	2015 \$
Cash at bank and in hand	130,903	128,094
Total cash and cash equivalents	130,903	128,094

Reconciliation of cash

Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the balance sheet as follows:

Cash and cash equivalents	130,903	128,094
Balance as per statement of cash flows	130,903	128,094

3 Trade and other receivables

CURRENT

Trade receivables	74,554	68,641
Provision for impairment	-	(11,000)
Total trade and other receivables	74,554	57,641

4 Inventories

CURRENT

At cost:

Stock on hand	2,917	4,733
Total inventories	2,917	4,733

5 Other current assets

CURRENT

Prepayments	8,319	7,606
Capitalised borrowing costs	448	525
Other current assets	69	69
Total other current assets	8,836	8,200

Northern Territory Athletics Incorporated

Notes to the Financial Statements

For the Year Ended 30 June 2016

6 Plant and equipment

	2016	2015
	\$	\$
Training and Competition Equipment		
At cost	22,423	5,622
Accumulated depreciation	(5,235)	(1,150)
Total Training and Competition Equipment	17,188	4,472
Plant and equipment		
At cost	14,546	13,541
Accumulated depreciation	(5,798)	(3,352)
Total Plant and equipment	8,748	10,189
Motor vehicles		
At cost	46,663	46,663
Accumulated depreciation	(32,452)	(21,953)
Total Motor vehicles	14,211	24,710
Total plant and equipment	40,147	39,371

(a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of plant and equipment between the beginning and the end of the current financial year:

	Training and Competition Equipment	Plant and equipment	Motor vehicles	Total
	\$	\$	\$	\$
Parent				
Year ended 30 June 2016				
Balance at the beginning of year	4,472	10,189	24,710	39,371
Additions	16,801	1,005	-	17,806
Depreciation expense	(4,085)	(2,446)	(10,499)	(17,030)
Balance at the end of the year	17,188	8,748	14,211	40,147

7 Trade and other payables

	2016	2015
	\$	\$
CURRENT		
Unsecured liabilities		
Trade payables	13,611	39,236
GST payable	22,645	22,752
Other sundry payables	14,921	17,427
Total trade and other payables	51,177	79,415

Northern Territory Athletics Incorporated

Notes to the Financial Statements
For the Year Ended 30 June 2016

8 Financial liabilities

	2016	2015
	\$	\$
CURRENT		
St George/Capital Finance		
Remaining repayments	6,413	11,636
Unexpired interest	(611)	(296)
Remaining principal - St George/Capital Finance	<u>5,802</u>	<u>11,340</u>
Bendigo Bank		
Remaining repayments	-	4,202
Unexpired interest	-	(41)
Remaining principal - Bendigo Bank	<u>-</u>	<u>4,161</u>
Total current financial liabilities	<u><u>5,802</u></u>	<u><u>15,501</u></u>
 NON-CURRENT		
St George/Capital Finance		
Remaining repayments	4,810	-
Unexpired interest	(153)	-
Remaining principal - St George/Capital Finance	<u>4,657</u>	<u>-</u>
Total non-current financial liabilities	<u><u>4,657</u></u>	<u><u>-</u></u>

Financial liabilities are secured by the Association's motor vehicles.

9 Employee Provisions

CURRENT		
Provision for annual leave	4,353	6,224
Total current employee provisions	<u><u>4,353</u></u>	<u><u>6,224</u></u>

10 Other liabilities

CURRENT		
Unexpended grants	115,000	25,000
Sponsorship income in advance	17,500	10,000
Other deferred income	182	-
Total other liabilities	<u><u>132,682</u></u>	<u><u>35,000</u></u>

Northern Territory Athletics Incorporated

Notes to the Financial Statements

For the Year Ended 30 June 2016

11 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2016	2015
	\$	\$
Loss for the year	(43,213)	(29,329)
Cash flows excluded from loss attributable to operating activities		
Non-cash flows in loss:		
- depreciation	17,030	13,037
- interest on finance leases	801	1,863
- impairment of receivables	(11,000)	11,000
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(5,913)	(17,675)
- (increase)/decrease in inventories	1,816	11,619
- (increase)/decrease in other assets	(636)	(1,965)
- increase/(decrease) in other liabilities	97,682	35,000
- increase/(decrease) in trade and other payables	(28,238)	43,974
- increase/(decrease) in employee benefits	(1,871)	(1,361)
Cashflow from operations	26,458	66,163

12 Related Parties

(a) Transactions with related parties

Michele Hughes, the Treasurer of Northern Territory Athletics Incorporated up until 24 October 2015, was engaged to provide bookkeeping services, with amounts paid or payable for services rendered during each relevant financial year recorded in the financial statements as follows:

Accounting and other professional services	16,800	23,030
Other administration expenses	2,450	2,450
Total	19,250	25,480

13 Association Details

The registered office and principal place of business of the Association is:

Northern Territory Athletics Incorporated
Arafura Athletics Stadium Abala Road
Marrara NT 0812

Northern Territory Athletics Incorporated

Statement by Members of the Committee

In our opinion:

1. the accompanying financial report as set out on pages 3 to 12, being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of Northern Territory Athletics Incorporated ('the Association') as at 30 June 2016 and the results of the Association for the year ended on that date;
2. the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association.
3. there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President
Kevin Mulvahil

Treasurer
Justin Justin

Dated this 31st day of October, 2016

Independent Auditor's Report to the Members of Northern Territory Athletics Incorporated

We have audited the accompanying special purpose financial report of Northern Territory Athletics Incorporated ("the Association"), which comprises the statement of assets and liabilities as at 30 June 2016, and the statement of income and expenditure, statement of changes in equity and statement of cash flows for the period then ended, notes comprising a summary of significant accounting policies and other explanatory notes.

Committee's Responsibility for the Financial Report

The Committee is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Act NT* and is appropriate to meet the needs of the members. The Committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the Association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Northern Territory Athletics Incorporated as at 30 June 2016 and of its financial performance and its cash flows for the period then ended in accordance with the accounting policies described in Note 1.

Material Uncertainty Related to Going Concern


We draw attention to Note 1(j) of the financial report, which indicates that a material uncertainty exists that may cast significant doubt on the Association's ability to continue as a going concern, and therefore, the Association may be unable to realise its assets and discharge its liabilities in the normal course of business. Our opinion is not modified in respect of this matter.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Northern Territory Athletics Incorporated to meet the requirements of the Associations Act NT and to meet the needs of members. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for Northern Territory Athletics Incorporated and should not be distributed to parties other than Northern Territory Athletics Incorporated.

Merit Partners

Merit Partners



MunLi Chee
Director

Darwin

31 October 2016

Northern Territory

Associations Act
Section 9

Incorporation Number: **00729C**

Certificate of Incorporation

This is to certify that

NORTHERN TERRITORY ATHLETICS INC

is, on and from the Thirty-First day of March 1981
incorporated under the Associations Act.

Dated this Nineteenth day of October 2012


Delegate of the Commissioner



CERTIFICATE

Board Of Directors

board@ntathletics.org.au

President:	Kevin Mulvihil
Director:	Kylie Taylor
Director:	Roger Chin
Director:	Emma Kraft
Director:	Steve Wylie
Director:	Cameron Burrows
Director:	Brad White



XL CATLIN

Date of issue: 01/09/2016

Certificate of Currency

This is to certify the insurance policy detailed below is current and in force.

Insured Companies

Athletics Australia, Australian Masters Athletics Inc, i-run, the following affiliated Member Associations (Queensland Athletics, Athletics Western Australia, Athletics New South Wales, Athletics North Queensland, Athletics South Australia, Athletics Tasmania, Athletics Victoria, Australian Capital Territory Athletics and Northern Territory Athletics) and all affiliated clubs and bodies including all members, coaches, voluntary workers, officials, referees, approved event managers and race directors and/or subsidiary and/or related Corporations as defined under Australian Corporations Law and/or financiers and all parties for whom the Insured undertakes to insure for their respective rights, interests and liabilities.

Affiliated Club:

Type of Policy

- A) Public & Products Liability
- B) Professional Liability

Policy Number

AU00005800LI16B

Period of Insurance

31 August 2016 to 31 August 2017 at 4:00 pm LST

Territorial Limit

Worldwide

Limit of Liability

- A) AUD \$30,000,000 any one Occurrence and in the aggregate in respect of Products per Period of Insurance
- B) AUD \$10,000,000 each occurrence and in the aggregate per Period of Insurance

Interested Party

The specified entity/ies below are hereby noted under this Policy for their respective rights and interests in Athletics Australia and/or Athletics Australia organised or sanctioned events:

Nothing herein contained shall serve to alter, vary or waive the provisions of the above-mentioned policy. For full details regarding coverage refer to the policy documentation or contact V-Insurance Group on 1300 945 547 or email sports@vinsurancgroup.com.

Signed on behalf of XL Insurance Company SE



Craig Elliott - Senior Underwriter
XL Catlin

Sydney
Phone: (02) 8270 1400

Melbourne
Phone: (03) 8679 5200



Special Board Meeting
Tuesday 20 December 2016
Commencing at 5.30pm

Venue: Athletics NT Office

MINUTES

1) Present

Kevin Mulvahil, brad White (by phone), Cameron Burrows, Roger Chin, Steve Wylie (by phone) Emma Kraft (by phone).

Apologies: Kylie Taylor

2) Minutes from previous meeting

a) Business Arising-None

3) General Business

a) Application for funding-resolution required

Proposed by the President Kevin Mulvahil and seconded by Development Director Roger Chin-

"That Athletics NT apply to the City of Palmerston for a grant of \$10,000 to help pay for some of the costs of staging the Palmy 5k fun and walk-Sunday the 9th of April 2017."

Passed and endorsed fully by the Board

Tess Riches

From: John Bowden <gm@ntathletics.org.au>
Sent: Wednesday, January 4, 2017 12:25 PM
To: Tess Riches
Subject: RE: Athletics NT application for funding 2017
Attachments: COC 2017.pdf

Hi Tess

Happy New Year

Thanks and like last year it is the "Cazaly's 5k proudly supported by the City of Palmerston"

Kind regards

John

John Bowden | General Manager
Athletics Northern Territory
(P) 08 8945 1979 (M) 0447 717 556 (F) 08 8945 2172
gm@ntathletics.org.au // ntathletics.org.au
Arafura Stadium | Abala Road, Marrara 0812
PO Box 40375, Casuarina 0811



From: Tess Riches [mailto:tess.riches@palmerston.nt.gov.au]
Sent: Wednesday, 4 January 2017 10:39 AM
To: John Bowden <gm@ntathletics.org.au>
Subject: RE: Athletics NT application for funding 2017

Hello John,
Thank you for your application.

I am having trouble with the Insurance Certificate as it has fields that can be changed. Are you able to scan me a copy of the document so that is a PDF?

Are you able to confirm the name of the 2017 event as will be promoted? I noticed that previous events have been named 'Palmerston Sun' and 'Cazaly's' fun runs, rather than 'Palmy 5k'.

regards,
Tess

Tess Riches | Community Services Officer | City of Palmerston
PO Box 1, Palmerston NT 0831 Australia | www.palmerston.nt.gov.au
P 08 8935 9929 | F 08 8935 9900 | tess.riches@palmerston.nt.gov.au

Palmerston – City of Opportunity

ITEM NUMBER: 9.6 Health and Wellbeing Update

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0385

MEETING DATE: 1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

This report provides an update to the Community, Culture and Environment Committee of the health & wellbeing portfolio.

RECOMMENDATION

THAT the Committee receives Report Number CCE/0385.

Background:

This program aims to build:

- Community awareness of opportunities to be healthy and active;
- Support local community groups, health services, businesses and sporting clubs to deliver affordable and accessible health-based activities;
- Support the development of a local environment that promotes health and wellbeing.

COPAL Program's specific goal is to improve eating and activity patterns of children, through families and communities in COPAL regions, and thereby increases the proportion of 0-18 year olds in the healthy weight range.

General:

Current highlights of the Health and Wellbeing portfolio include:

FREE Yoga and Tai Chi in the Square in 2017

Due to the success of FREE Yoga in the Square in the second half of 2016, we have decided to continue these sessions in 2017. The sessions will commence on 22 March and run until the end of June. It is hoped that we will be able to continue these classes into the second half of the year also.

To add on to the success of Free Yoga, we are offering FREE Tai Chi in the Square commencing mid-March. A Facebook poll was used to allow the public to decide what day they would prefer the sessions

to be held. The same technique was used for the yoga sessions and allows the public to have ownership over the program and gauge early interest in the sessions. We will monitor the success of the Tai Chi sessions to decide whether we continue these in the second half of the year. The format in which both of these sessions are planned is simple, cost effective and efficient.

Health Talk Series with Palmerston Community Care Centre

In collaboration with Palmerston Community Care Centre, City of Palmerston will be supporting a six week series of health talks aimed at the 40+ age group within the Palmerston area. Each talk will be presented on a different topic from different Government and Non-Government organisations in the NT. The six week program will consist of two sessions on nutrition, two on exercise, one on brain health and one on mental health. The health talks commence on 10 of February and come to an end on 17 March, held weekly from 10:30-12:00pm on Fridays, in the City of Palmerston Library Community Room. If these sessions are a success, it is hoped that they will continue into the future.

Activate 2017

Activate planning is now underway and the 2017 program will run from 24 April until 18 June. The Community Ambassador group is formed with 12 Ambassadors signing up to assist with the program this year, five of them commencing their first year as an Activate Ambassador. This is proving to be a great mix of the 'old' and the 'new' with many new ideas and old favourites being included in the program this year. The supplier call out was distributed in December and the offer of supply deadline was 15 January. We received a promising number of supplier forms, offering a great range of activities for this year's program.

An exciting development in this year's program is the inclusion of online registrations for participants. Feedback from previous years has been that many of the participants would prefer an online booking system and we believe we will achieve more registrations and even greater interest in the program, with this method. We will be using the Council's Checkfront booking system for this process. Registrations will still be available at CoP front counter for those without access to a computer.

COPAL

A separate report will be provided detailing the conclusion of the COPAL program in Palmerston, including feedback from the evaluation and the development of the COPAL in Palmerston booklet.

The final COPAL campaign partnered with the Palmerston Magpies and worked in line with the COPAL Water Theme. The graphics were produced using stock photos taken with players from the Magpies and can now be seen, for the next 26 weeks, on a bus travelling around Palmerston and Darwin (photo attached with this report). Posters and bookmarks were also produced and will be handed out to schools as a constant reminder that 'H2O is the Go'. This message works alongside the lyrics from the hip hop video created with Rosebery Middle School earlier in the year. Keep an eye out for the COPAL bus (graphics on the back of the bus), we are very proud of our final campaign and hope that it encourages young people in our community to drink more water.

Financial Implications:

There are no additional financial implications for the activities listed above as funds have already been allocated and approved in the 2016/2017 budget.

Legislation/Policy:

Nil



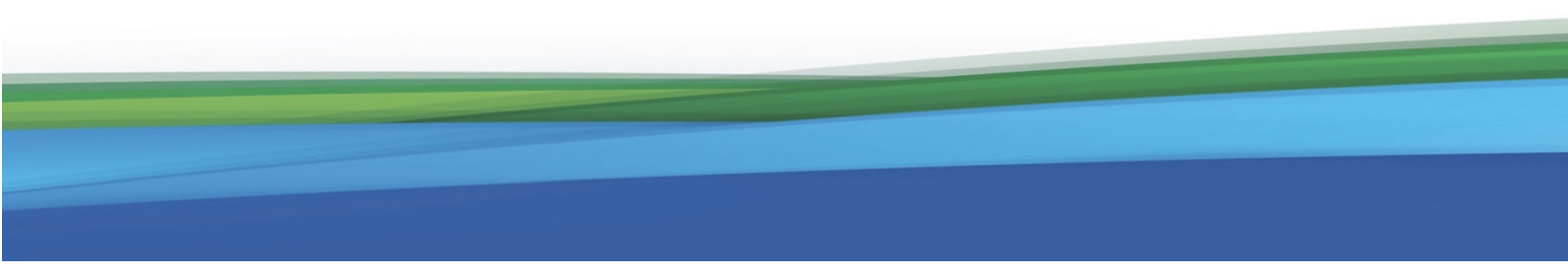
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Attachment A: NTFL campaign bus graphics





CHOOSE WATER
TO CHASE YOUR GOALS



100. TO SEAT...47
100. TO STAND...14

H₂O

IS THE GO!

81

M O 3956
N.T. - OUTBACK AUSTRALIA

ITEM NUMBER: 9.7 Community Benefits Scheme

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0386

MEETING DATE: 1 February 2017

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

Summary:

This report provides the Community, Culture and Environment Committee with a summary of the Community Benefits Scheme applications processed for the months of December 2016 and January 2017.

RECOMMENDATION

1. THAT the Committee receives Report Number CCE/0386.
2. THAT the Report Number CCE/0386 Community Benefits Scheme be brought to Council for information.

Background:

This report details applications received, approved/not approved against the Community Benefits Scheme eligibility criteria and selection process.

General:

Please see attached a table listing all funding applications and acquittals received during December 2016 and January 2017.

Forrest Parade School, opened January 2017, has been offered and has accepted funding of \$100 for the purpose of an Annual School Award.

Included is a table with an update of funds paid to recipients and amount of funds remaining in the budget for Grants, Donations, Sponsorships and Scholarships for 2016/2017.

Explanation of table:

Committed funds include \$12,000 recurring Sponsorship (Palmerston and Rural Seniors Committee), \$10,000 awarded to the Palmerston Returned Service League and an additional \$4,000 will be committed to Aridagawa Sister City Exchange Scholarships when administrative details are received.

Acquittal:

Successful applicants of funding are required to acquit these funds at an appropriate time and report to Council on the outcomes or their activity/event/purchase.

Included in this report is feedback from Athletics NT Inc., which received funding to support the 2016 Cazaly's Palmerston Fun Run and Walk.

Financial Implications:

The budget for the 2016/2017 year for grants, donations, scholarships and sponsorships is \$100,000. Due to the successful distribution of funds to the community the available budget to date rests at \$64,448.

In addition to this, \$4,000 will be committed as soon as details are confirmed for Aridagawa Sister City Exchange Scholarships, as well as \$10,000 for the Returned Service League ANZAC Day event effectively leaving \$50,448 available funds.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

Recommending Officer: Ben Dornier, Director of Corporate and Community Services

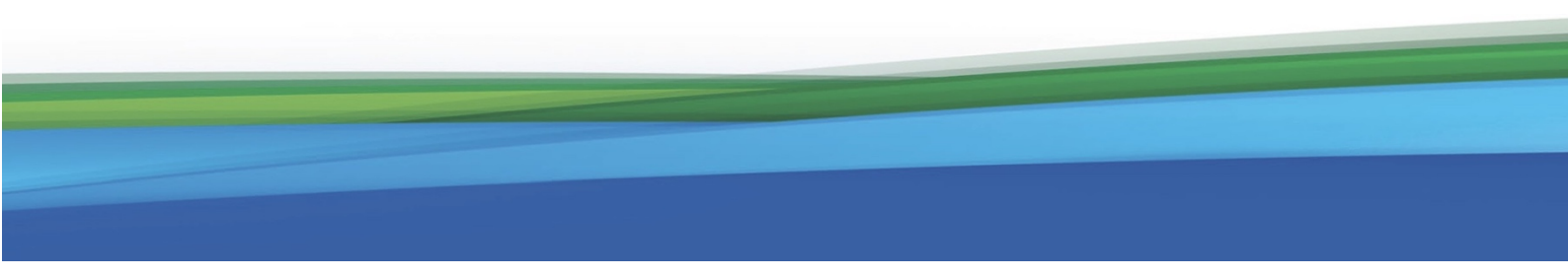
Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Development

Schedule of Attachments:

Attachment A: Applications/Acquittals Received Summary December 2016 – January 2017, Expenditure to Date

Attachment B: Athletics NT 2016 Cazaly's Palmerston 5k Fun Run Acquittal.



Attachment A: Applications/Acquittals Received Summary – December 2016, January 2017, Expenditure to Date

Community Benefits Scheme

Applications Received

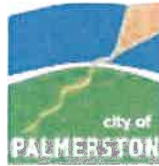
Activity Project	Applicant	Amount Requested	Amount Received	Outcome
Annual School Award	Moulden Primary School	\$100	\$100	Successful
Annual School Award	Forrest Parade School	\$100	\$100	Successful
Reach Out Group	Alongside PTSD Partner Support Inc.	\$1250	\$1250	Successful
Cazaly's 5k Fun Run and Walk	Athletics NT	\$10,000	n/a	Under consideration
Trailer – Palmerston Mobile Youth Outreach Program	YMCA of the Top End Community Services	\$11,750	n/a	Awaiting further details
Nepalese Language and cultural Classes in Palmerston	Nepalese association of NT	\$ to be confirmed	n/a	Awaiting further details required
Touch Football NT Titles	Touch Football NT	\$17,000 to \$43,000	n/a	Under consideration

Acquittals Received

Applicant	Activity Project	Amount Granted
Athletics NT	Cazalys Palmerston 5K Fun Run	\$10,000.00

Current Community Benefits Scheme Expenditure to Date

CC name	Account Name	YTD \$	Commitment \$	YTD+Comm \$	Rev. Budget	Budget Available \$
Grants / Donations/Contributions Paid	Community Grants	23,552	12,000	35,552	100,000	64,448



Grant/Sponsorship/Scholarship/Donation In Excess of \$2000 ACQUITTAL FORM

Acquittal to Chief Executive Officer - City of Palmerston P.O Box 1 Palmerston NT 0831

Organisation Name:	Athletics Northern Territory		
Name of Contact:	JOHN BOWDEN		
Position of Contact:	GENERAL MANAGER		
Contact Details:	Email: gmn@ntathletics.org.au	PH: 0447717556	
Postal Address:	PO Box 40375 Casuarina		
Amount Received:	\$10,000.00		
Name of Activity:	Palmy 5K		
Date of Activity:	17/04/16		
Location of Activity:	Palmerston Water Park / Durack		

Please attach a brief written summary of your project /activity, please include:

- Project Outcomes – Description of the project/activity and its achievements
- Detailed Project Expenditure - Income and Expenditure Statement or a detailed Excel spreadsheet
- Images of your Project/Activity that may be used or shared by Council to promote the grants program

Comments

Please see attached

Signed John Bowden Date 22/11/16



2016 EVENT SUMMARY

The 2016 Cazaly's Palmy 5 Fun Run/Walk was staged in Palmerston on Sunday April 17.

Just over 400 entries were received for the run and walk, across the two distances of 2.5km and 5km. This was an increase by some 30% on entries from the first edition of the event in 2015.

Participants ranged in age from 1 to 81. 62% of entrants were women, with entries being received from NSW, South Australia, Victoria and of course throughout the Northern Territory.

Both events started and finished at the Palmerston Waterpark, with the YMCA being generous in providing use of the facility, not just on the day for the event, but also their recreational centre for registrations the day before.

A particular highlight was being able to engage the new Palmerston Athletics Club to provide officials and have exposure at the post event precinct to recruit potential new members.

FUTURE RECCOMENDATIONS

Feedback from event stakeholders suggest the course ought to change to start and finish in the centre square of Palmerston. Benefits would include a greater engagement of local businesses, enhanced spectating and heightened awareness of the event.

Planning has begun for potential new courses to manage a start and finish from the town centre, including liaison with Core Traffic control on a new traffic management plan.

Consideration is also being given to the potential of conducting the event in the evening.

Growth of the event is likely to come from three key areas;

- Continued engagement with schools
- Specific local advertising to encourage residents of the Palmerston region to become involved, through targeted local advertising, and
- Utilizing the database of Athletics NT from other fun runs such as the NT City2Surf and Mitchell Street Mile to encourage participants from other Top End events to the Palmerston Fun Run/Walk in future years.

Northern Territory Athletics IncPO Box 40375
Casuarina NT 0811**Job Profit & Loss Statement**

Palmy 5 2016

Account Name	2016 Palmy 5	
Income		
Event - Entry Fees	\$3,408.04	
Event - Grant Palmerston Council	\$10,000.00	
Event - Sponsorships	\$15,000.00	
Total Income	\$28,408.04	
Cost Of Sales		
Event - Advertising	\$4,720.59	
Event - Amenities	\$150.00	
Event - Banners	\$1,050.00	
Event - Catering	\$230.46	
Event - Consumables	\$168.79	
Event - Contractors	\$5,250.00	
Event - Equipment Hire	\$1,545.46	
Event - Fees & Permits	\$127.00	
Event - IMG Booking Fees	\$138.65	
Event - Printing, Post, Statio	\$82.61	
Event - Staff & Officials	\$250.00	
Event - Timing Gear	\$2,052.00	
Event - Traffic Control	\$3,160.00	
Event - Travel & Accommodation	\$2,666.06	
Event - Uniforms & Race Bibs	\$420.00	
Event - Wages & Salaries	\$7,974.00	
Total Cost Of Sales	\$29,985.62	
Net Profit/(Loss)	(\$1,577.58)	



ITEM NUMBER: 9.8 COPAL

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0387

MEETING DATE: 1 February 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

This report provides an update on the conclusion of the COPAL program to the Community, Culture and Environment Committee of the Health and Wellbeing portfolio.

RECOMMENDATION

THAT the Committee receives Report Number CCE/0387.

Background:

COPAL Program's specific goal is to improve eating and activity patterns of children, through families and communities in COPAL regions, and thereby increases the proportion of 0-18 year olds in the healthy weight range.

The COPAL program concluded at the end of 2016, after a presence in Palmerston for the past five years. An evaluation was completed by Shift Consulting in the form of the collection of qualitative data from focus groups held in the Palmerston community; a final report was provided and will be discussed below.

In order to celebrate our achievements with COPAL throughout the five years of the program, '2011-2016 COPAL in the City of Palmerston' booklet was created and copies of these will be supplied in this meeting and discussed below.

General:

COPAL Evaluation

The Evaluation for COPAL commenced in September 2016 and comprised of a series of focus groups with schools, childcare centres, community groups, Council staff and Elected Members. The process of finding an appropriate person/people to lead the evaluation process was perhaps the most time consuming of the whole evaluation. Finding the right candidate, with the right set of skills, to complete the report within our allocated time frame was harder than first anticipated. Shift Consulting group were awarded the contract to carry out the COPAL Evaluation.

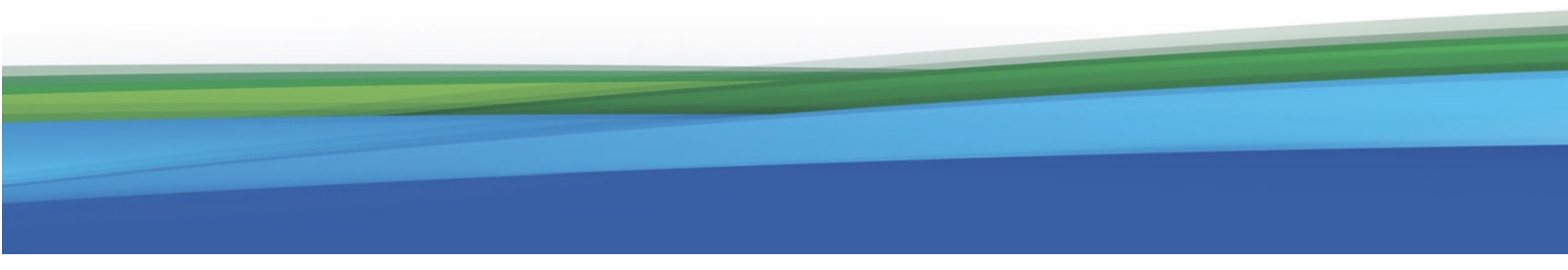
Organisations that were involved in COPAL over the 5 year period were invited to participate in small focus groups and were asked a series of questions about their experience with COPAL in Palmerston. 6 focus groups were held, others participated in an online questionnaire and informal/opportunistic feedback was given during the KAT in the Park finale and the 2016 Children's Week event. Overall, approximately 51 people participated in the evaluation. The long timeframe of the program, changes in funding arrangements and the transitional nature of the Palmerston community impacted the number of people that were available for the evaluation process. The small group of people that did participate in the focus groups were a wealth of information, feedback and stories from the five years of COPAL in Palmerston and these people were some of the main champions for COPAL within their community.

The COPAL approach is based around developing partnerships and collaborating with these groups to make these changes last long after the program had ended. The problem with this is that relationships aren't exactly measurable in a strict evaluation sense and therefore very hard to report on. For this reason it is important to recognise the many strong and meaningful connections and partnerships were formed throughout the COPAL program and continue to thrive today.

Many mentioned in the evaluation that COPAL was successful in connecting families in the local community and resulted in a fun and positive 'face' for the City of Palmerston. COPAL closely connected City of Palmerston to the community and the public saw it as a strong commitment by CoP to improve the health and wellbeing of their predominantly young population for years to come. Some participants in the evaluation even assumed that COP in COPAL stood for City Of Palmerston.

COPAL initiatives and outcomes generally fall within three themes;

- **Healthy Eating:** implemented through schools, in the community and even internally at City of Palmerston, with programs and initiatives set to continue well beyond COPAL. To quote a teacher involved with COPAL *"I've got parents coming up and asking me 'what have you done with my child? They never ate vegetables before and they didn't like fruit much and now they want me to grow vegetables in the backyard!"* COPAL provided the initial support and resources to the schools and Early Child Care Centres to equip them with the tools to continue working on these outcomes without the continued support after the conclusion of COPAL.
- **Active Lifestyles:** Many active initiatives were introduced throughout the COPAL program, as well as the installation of infrastructure to assist or complement these active lifestyles. The installation of water bubblers near parks and exercites, the activation of local parks through active programs and the support provided for many local schools and organisations to install their own nature play spaces to increase active play for the children that frequent their organisations. All of these initiatives still benefit the community after the conclusion of COPAL, including the Imagination Playground and the Smoothie Bike that continue to be available for loan through CoP.
- **Community Connectedness:** It was noted that the way in which COPAL held many of their programs within the community, promoted community connectedness and encouraged and enabled people to 'get out and meet their neighbours'. Resulting in safer, friendlier and more connected neighbourhoods. The Brekkie in the Park program (initially Picnic in the Park) was successful in not only activating parks and spaces and promoting healthy breakfasts but also in connecting people within neighbourhoods. The benefits of this are immeasurable for the community. The Brekkie in the Park series will continue on beyond the conclusion of COPAL.



COPAL in the City of Palmerston booklet

To help celebrate the many successes and positive stories from 5 years of COPAL in Palmerston, a COPAL in the City of Palmerston booklet was produced at the end of 2016. This booklet contains information on each of the themes covered throughout COPAL and also celebrates 'wins' with case studies on various initiatives introduced in the program. Copies of these booklets have been printed for distribution to stakeholders involved in the program over the years and as a memento for City of Palmerston to remember this amazing program for years to come. A copy of this booklet is attached in this report but if you would like a hard copy, they are available also.

Financial Implications:

Nil

Legislation/Policy:

Nil

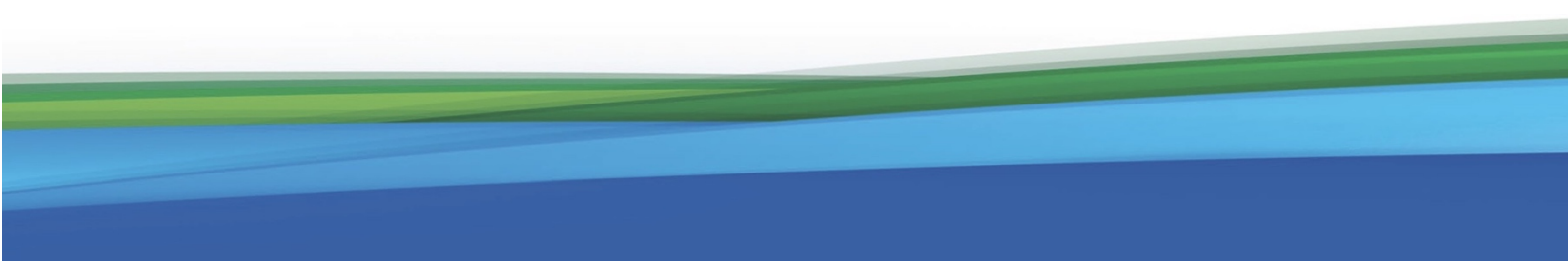
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Community Services Manager

Schedule of Attachments:

Attachment A: COPAL Evaluation Report
Attachment B: COPAL Booklet





COPAL Evaluation Report: Prepared for the City of Palmerston



Jenny Summerville and Jayne Hokanson
SHIFT Consulting Group Pty Ltd
December 2016

www.shiftconsultinggroup.com.au
admin@shiftconsultinggroup.com.au

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Introduction

The Childhood Obesity Prevention and Lifestyle (COPAL) project represented a five year partnership between the Australian Government, Northern Territory Department of Health and City of Palmerston. Originally funded under the National Partnership Agreement for Preventative Health and Healthy Children, COPAL aimed to achieve:

- **Improved nutritional status of school age children**
- **Increased proportion of the population in the healthy weight range**

COPAL comprised the delivery of a multi-strategy, community-based childhood obesity prevention initiative that specifically targeted children and young people under the age of 18. Based on the methodology that informed the Obesity Prevention and Lifestyle (OPAL) initiative, managed by the South Australian Department of Health, COPAL delivered a range of healthy eating and physical activities in partnership with schools, early learning centres (ELCs), child and family centres (CFCs) and community organisations in Palmerston from 2011 to 2016. At the conclusion of the project in September 2016, Shift Consulting Group was commissioned to conduct a qualitative evaluation of COPAL. This report documents the key findings of this evaluation.

COPAL Context and Background

The City of Palmerston is located 21kms south east of Darwin. The city has a rapidly growing population, with a growth rate of 22% recorded over the 2014-2015 period¹ (ABS, 2016). With a population of almost 35,000 people, half of the population is aged 29 years or younger, compared with the Australian median age of 37. In 2011, children aged 0-14 in Palmerston comprised 27% of the population

¹ ABS (2016) 3218.0 Regional population growth, Australia 2014-2015 Northern Territory, Available at: <http://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/3218.0Main%20Features502014-15?opendocument&tabname=Summary&prodno=3218.0&issue=2014-15&num=&view=>

compared with the Australian average of 19%² (ABS, 2015). The Palmerston community is:

- Socio-economically diverse with suburbs ranging from the first to fifth quintiles of the Socio-economic Indexes for Areas (SEIFA);
- Culturally diverse – in 2011, 15% of the population were born overseas, 9% were from non-English speaking backgrounds and 11% of the population identified as Aboriginal and/or Torres Strait Islander;
- Transient, with 74% of the population aged 1 year and over having moved within one year prior to the 2006 census³ (Taylor & Carson, 2009).

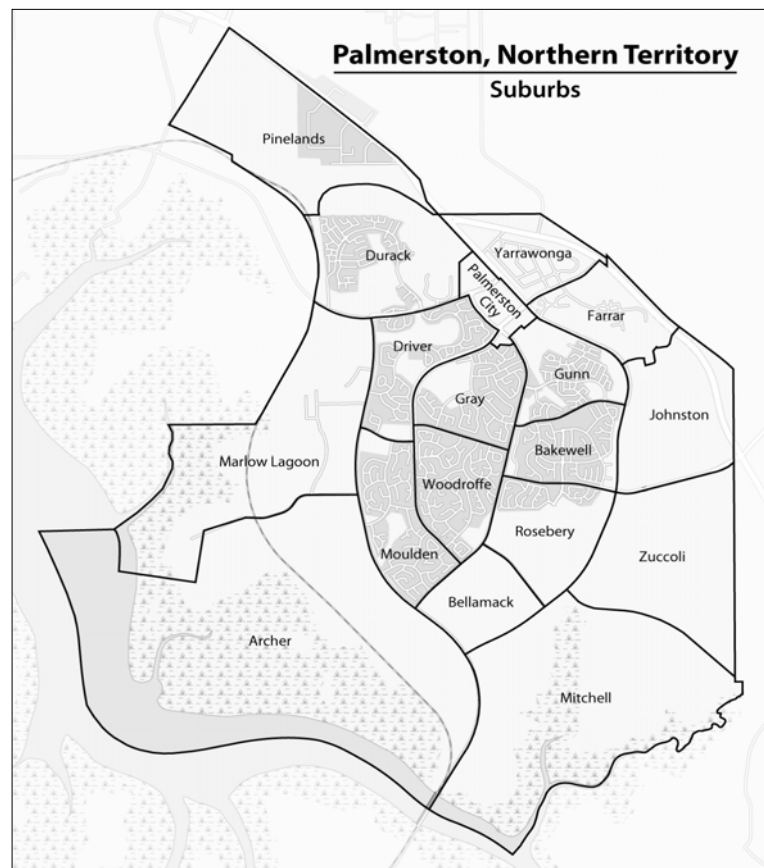


Diagram 1: Palmerston Suburbs

² ABS (2015) 3235.0 – Population by Age and Sex, Regions of Australia, 2014. Available at <http://www.abs.gov.au/ausstats/abs@.nsf/Previousproducts/3235.0Main%20Features102014?opendocument&tabname=Summary&prodno=3235.0&issue=2014&num=&view=>

³ Taylor, A. & Carson, D. (2009). Indigenous mobility and the Northern Territory Emergency Response. *People and Place*, 17(1), 29-38.

Palmerston has a wide variety of services for children and families including ten primary schools, four middle/senior schools, and more than 35 ELCs and CFCs. Families can also participate in a variety of playgroups and can access a range of family support services. Palmerston has 107 parks, many with playgrounds and 'exercites', walking and cycling trails, a recreation centre, public pool, free-access waterslide park and a wide variety of sporting facilities.

A study conducted in 2012⁴ by the authors of this report found that there while there were more than 105 education, health and community services in Palmerston available for children and families, there was a substantial lack of integration in service delivery. This provides an important framework for contextualising the work of COPAL, particularly its approach to service delivery.

In 2011, the City of Palmerston and NT Department of Health formed a partnership to deliver COPAL – a program that aimed to prevent childhood obesity through the promotion of healthy food choices and active lifestyles. The program was based on the OPAL initiative that was being delivered across multiple local government areas in South Australia. Originally, the program was funded for a five year period although lost funding in the 2013 federal budget. This impacted the momentum of the project, creating some delays in service delivery while the contract was renegotiated. The renegotiation enabled COPAL to continue in Palmerston in an alternative form, using unexpended funds. In September 2016, the program came to its conclusion.

⁴ Summerville, J., Hokanson, J., Madden, L., Semann, A., McDonald, C.S., Slattery, C. & Booth, K. (2012). *Palmerston Child & Family Centre Project*. Report prepared for the Northern Territory Department of Education and Children's Services.

The COPAL Approach

COPAL utilised a community development approach, adopting a wide range of strategies to promote active and healthy lifestyles for Palmerston children and families. Six themes underpinned the roll out of COPAL over the 2011 – 2016 period, including:

1. Life looks brighter outside
2. A healthy brekkie is easy as PEEL, POP, POUR
3. Water. The Original Cool Drink
4. Think feet first – step, cycle, scoot to school

The rollout of each theme was supported by a set of evidence based online and hard copy social marketing resources provided by OPAL. Utilising a networked approach to planning and partnerships, COPAL worked with schools, ELCs, CFCs and community organisations to support, develop and deliver a wide variety of resources, activities and projects tailored to the different needs of children and families in Palmerston. Diagram 2, provides an overview of the model.

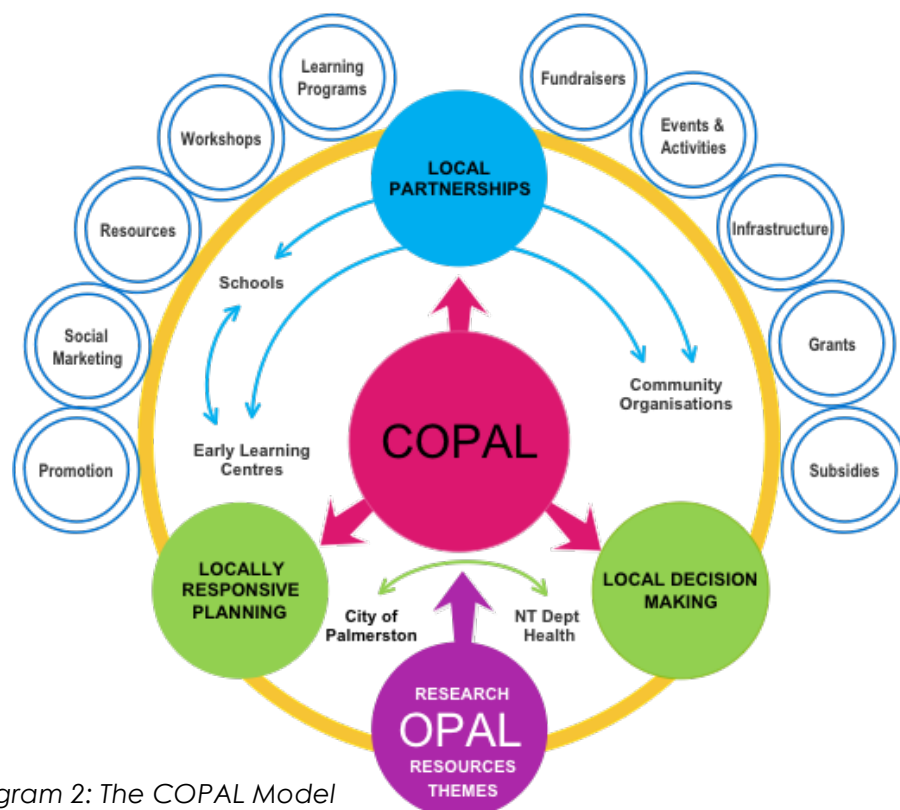


Diagram 2: The COPAL Model

Originally, the COPAL approach also involved collecting data to gauge and track children's nutrition and body weight. In some respects, this was not consistent with the broader community development approach which was designed to be non-stigmatising. When program funding ceased in 2013, the contract was renegotiated, including an agreement to cease data collection of this nature and focus exclusively on health promotions initiatives. This resulted in a wide range of resources, activities, events and projects developed and delivered through COPAL, in partnership with local education and community organisations. These are explored in more detail in the *Findings* section of this report.

Evaluation of COPAL

In September 2016, City of Palmerston commissioned a qualitative evaluation of COPAL. The evaluation aimed to assess:

- 1. How children and families from culturally diverse backgrounds living in Palmerston have benefited from COPAL, including:**
 - engagement with COPAL activities
 - adoption of healthy food choices
 - uptake of more active lifestyles
 - the relationship between COPAL and healthy weight outcomes
- 2. The efficacy and impact of the COPAL partnership model**
- 3. The efficacy and impact of the COPAL governance model**

The evaluation findings will be utilised to prioritise and plan for future community health and well-being initiatives in the City of Palmerston.

Evaluation Methodology

A solely qualitative methodology was adopted for the evaluation of COPAL. Methods employed included:

- 6 x semi-structured focus groups
- An open-ended on-line questionnaire
- Informal feedback opportunities at the 2016 Palmerston Children's week showcase.

Focus groups were recorded with the consent of participants. Comprehensive notes were taken during focus groups and recordings were utilised to ensure the accuracy of content and quotations. The open-ended questionnaire was distributed to six people who were unable to attend focus groups and secured three responses. A set of guiding questions were utilised to facilitate focus group discussions and also formed the basis for the questionnaire. These questions explored:

- Participants' roles and relationships within the Palmerston community, including their experience with COPAL
- If/how COPAL has supported children and families in Palmerston
- If/how COPAL has resulted in any new partnerships and ongoing collaborations with schools, ELCs, CFCs and other organisations
- If/how COPAL has contributed to the City of Palmerston's broader role of developing a strong and cohesive community
- Any barriers experienced in relation to accessing COPAL services and resources
- If/how COPAL could have achieved improved outcomes and what could have been done differently?
- Any aspects of COPAL that could continue to be viable through partnerships and/or shared resourcing into the future.

Evaluation Participants

Overall, approximately 51 people participated in the evaluation of COPAL. They comprised a cross-section of stakeholders in COPAL including parents, representatives from schools, ELCs, CFCs, non-government organisations, community groups and elected local government members. Current and former City of Palmerston and NT Department of Health employees involved in the delivery of COPAL also contributed to the evaluation. Table 1 details the number of participants that contributed to each forum.

Method	Participants (no.)
Focus Groups	18
Open-ended survey	3
Children's week showcase	30 (approximation)

Table 1: Participation in the Evaluation

Findings

In an overarching sense, there is no doubt that COPAL has made a positive and valuable contribution to children, families and the broader Palmerston community. Evaluation participants who had engaged with COPAL projects and activities during the five year period reported on a wide range of impacts and outcomes resulting from the program. These link directly to the community development framework informing program delivery, and the factors and behaviours that were anticipated to influence nutritional and healthy weight outcomes for school age children in Palmerston.

In many respects, it is difficult to assess the extent to which COPAL is directly or independently responsible for outcomes, given that the approach focused heavily on developing relationships with service providers, particularly schools, ELCs and CFCs and leveraging from existing and emergent opportunities. This means that different children and families had different experiences with COPAL, and outcomes cannot be attributed to COPAL alone. The following section examines COPAL'S approach to partnership and associated outcomes. This provides an important framework for understanding the wide variety of program 'outputs' and subsequent diversity in the types of benefits experienced by children and families.

Outcomes of COPAL's Approach to Partnership

The delivery of COPAL involved substantial on-going networking with schools, ELCs, CFCs and community organisations. This included the establishment and facilitation of the *Early Childhood Directors' Network* and participation in numerous other child and family focused professional networks in Palmerston. These have now amalgamated to form the *Palmerston Kids' Network*. It also involved engagement with various organisations, on a one-to-one basis, as need or opportunity emerged. Based on focus group discussions, it is reasonable to propose that the COPAL model represents a networked model of partnership. In contrast with many formal partnership models, COPAL's networked model facilitated engagement with a broad range of agencies delivering services to children and families across Palmerston, allowing flexibility to form and tailor partnerships in response to need.

"The program is very well promoted within the community by the City of Palmerston because you can speak to any school and they have had some involvement with COPAL. Every school took their own focus area and turned it into what was good for their school. It really worked, the model that they used, because each school could tailor it to their own specific needs. This is especially important in Palmerston because all of the schools are so different and one thing that was needed in one school would not be needed in another. Each school could target... their particular issue."

COPAL's flexible approach to forming partnerships with education and community organisations is key to the accrual of ongoing benefits for children and families in Palmerston, including those from culturally diverse backgrounds. With each COPAL theme providing a broad area of focus, partnerships were formed around practical resources, activities and projects – bringing ideas into reality. In most part, COPAL played an underlying support role, with a focus on building and enhancing capacity of providers, through facilitation and resourcing. Representatives from these groups cited a wide range of ways in which COPAL 'made it easy' for them to promote healthy eating, active travel and active play without this representing a significant 'over and above' burden for their staff. This enabled providers to build and maintain direct relationships with families while enhancing the breadth and depth of the services they provide to encourage the uptake of active and healthy behaviours and lifestyles.

"It's been crucial for the City of Palmerston to have this program as an integrated service delivery model across schools, across neighbourhood centres, across early learning centres. It gives us an opportunity to really get it out on a broad scale and look at the whole community change in attitudes and change in habit"

"What was great about the city of Palmerston taking on the COPAL program was the number of resources available to the community to be used in school newsletters, etc, to spread the word more broadly and that has had spinoffs in a range of different ways including healthy canteens... also healthy lifestyle things around exercise, sport and getting outdoors rather than sitting inside in front of screens."

"COPAL has provided a lot of opportunities for families in Palmerston to connect with the community. It has also enabled families to engage in healthy activities that the City of Palmerston has offered over the time. It has provided opportunities for other stakeholder groups to partner with the City of Palmerston so we have built a lot of relationships with other organisations and groups."

COPAL's locally responsive model enabled tailoring of services to meet specific needs of children and families living in different areas of Palmerston. It also created the ability to opportunistically integrate COPAL support into projects and initiatives that were already in motion. In this respect, COPAL enhanced outcomes, through 'building in' an explicit focus on healthy food and active lifestyles with existing strategies to support children's learning and development more broadly.

"They amalgamated both of those things, not only the healthy eating but also the activities related to the Stephanie Alexander Kitchen Garden Program. They did quite a bit of work within the school in terms of newsletters and getting the information out to parents and family... through the kitchen program, and getting all the Principals from the surrounding area to come in and have a healthy breakfast with the COPAL Team to start getting that sharing across the community more broadly - through the leaders across Palmerston city schools."

Partnerships and COPAL Governance

Over the course of COPAL delivery, partnerships comprised an important component of COPAL's governance, supported by broader governance structures that enabled flexible and responsive local planning and decision-making. Evaluation data suggests that the commitment of the City of Palmerston and NT Department of Health has been a major contributor to the success of COPAL. Locating Department of Health staff in the City of Palmerston created some challenges for COPAL staff who needed to navigate two sets of organisational processes, policies, decision-making and leadership structures. However, working through this demonstrates commitment to the positioning of the program within a local government context. The partnership between City of Palmerston and Department of Health was also a critical factor in retaining unexpended funds for the continued delivery of the program in a revised form from 2013-16.

More broadly, the OPAL support structure, including a Scientific Advisory Committee, ensured that baseline materials and resources were evidence based. This highlights the cost effectiveness of the OPAL model, where a set of quality centralised resources are shared across a number of local government areas, while allowing teams in each area to adapt and grow the program in ways that are highly responsive to the community context. In Palmerston, the

flexible, networked model adopted in COPAL delivery capitalised on local knowledge as a means to identify and deliver initiatives that were appropriate for different groups of children and families in the community.

Several evaluation participants directly linked the success of COPAL with the commitment of the City of Palmerston with no specific prompting. For representatives of organisations who had direct involvement with COPAL, this was often associated with the networked inter-agency approach adopted by the COPAL team and the tailored support COPAL staff provided based on identified need. As one participant explained:

"I'd like to put a plugin for the City of Palmerston and the COPAL program. The reason it has been so successful is that there has been someone coordinating it; there is someone driving the program and what I think they've done very effectively is the inter-agency approach. They have players across the board not only the schools but child care centres..."

Feedback from parents and several organisational representatives strongly indicated that they identified community-based activities delivered through COPAL as a contribution by the City of Palmerston. The commitment demonstrated by Mayor Ian Abbott, through his attendance and participation in many projects and activities, was also identified as playing a crucial role.

"It's a really big factor... that the Mayor of Palmerston was willing to become involved."

Outcomes for Children and Families

Palmerston is a highly transient and culturally diverse community. The regular flow of children and families in and out of community creates a significant challenge for prevention efforts that result in nutritional and healthy weight outcomes gauged at a population health level. However, this should not imply that COPAL has not made a substantial contribution to improving the nutritional and healthy weight outcomes through promoting healthy behaviours and lifestyles. **In fact, the COPAL approach is likely to have had significantly more impact, given its ability to respond flexibly to children and families changing needs.**

Generally, COPAL initiatives and associated outcomes fall within three themes including:

- **Healthy eating**
- **Active lifestyles**
- **Community Connectedness**

On the following page, Diagram 3 documents a range of examples of resources, activities, events and projects supported through COPAL in relation to these themes. These comprise COPAL 'outputs'. However, it should be noted that many initiatives targeted and/or resulted in outcomes that cross-cut different themes.

COPAL Activities (outputs)

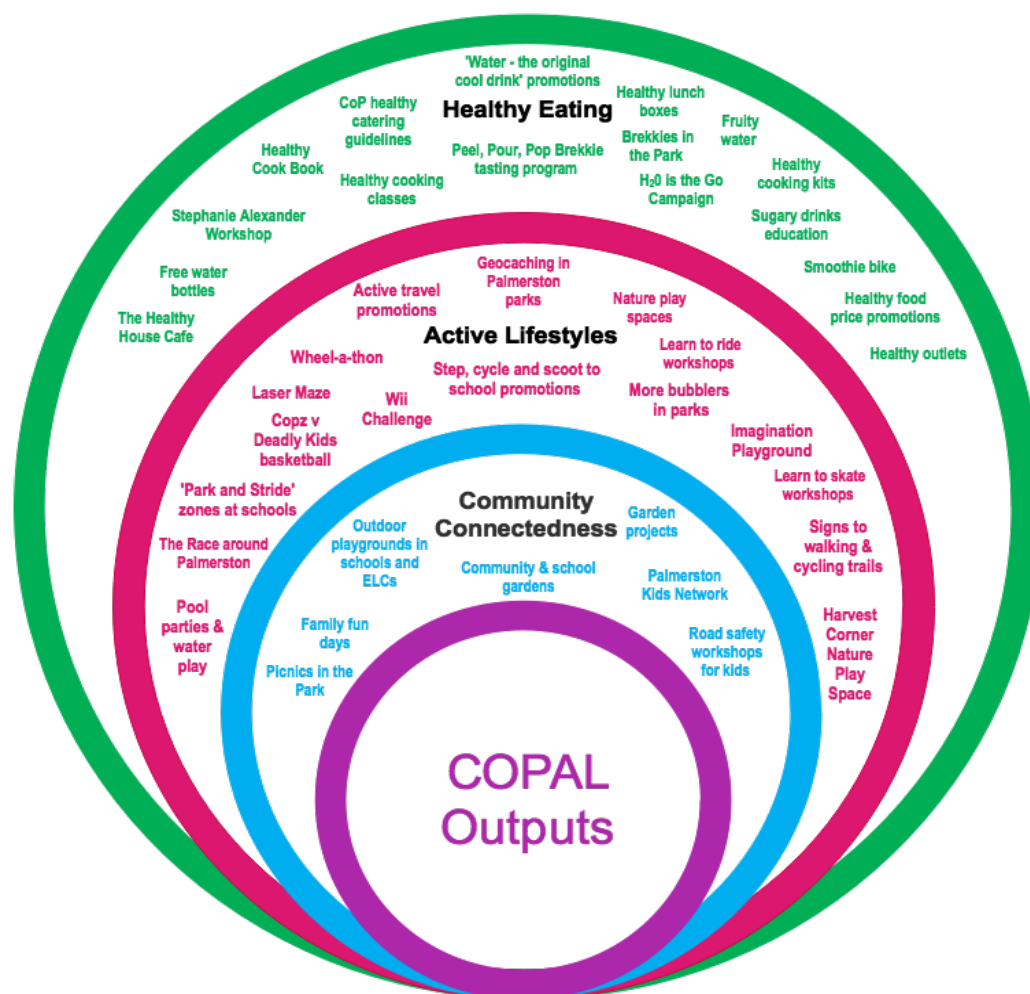


Diagram 3: The COPAL Activities (outputs)

The diversity of COPAL activities and initiatives, illustrated in the diagram above means that the impacts outcomes achieved are equally diverse. Evaluation participants cited an array of examples of how children and families had changed their behaviours and choices as a result of the program. It is noted, however, that at a community level the extent to which outcomes were achieved for different children and families, and the nature of these outcomes, is likely to vary substantially based on the level and type of exposure to the program and how this was integrated into various other initiatives in motion.

Healthy eating

COPAL supported a variety of initiatives to promote healthy food choices. The uptake of healthy foods was promoted and enhanced through activities such as:

- Healthy brekkie and picnics in the park
- Healthy lunchbox activities
- Cooking promotions and programs delivered in schools, ELCs and CFCs
- Healthy food choices at community events
- Healthy food promotions and point-of-sale marketing in shops

All of these initiatives were cited as contributing to the uptake of healthy food choices amongst children and families. Several participants noted the real changes in children's choices and eating behaviours.

"I've got parents coming up and asking me 'What have you done with my child? They never ate vegetables before and they didn't like fruit all that much and now they're wanting me to grow vegetables in the backyard and also grow fruit trees'"

"The reduction of poppers and sugary drinks in kids lunchboxes was amazing. Kids started bringing water bottles and we ended up supplying them to kids that didn't have them."

An important lesson that emerged through COPAL is the need to involve and empower children to take charge of their own health and food choices. Children were seen as a driver for change and several participants noted the role children played in educating their parents.

"At our school we started by doing the healthy food program with the parents and that was about healthy lunches. We soon realised that we needed to include the children in our activities and so then we shifted to working with our transition kids as well as their parents. The outcomes were fantastic."

"The education was the biggest thing, not only for the children but for the parents as well. If you target the children and get into their heads what's the best thing for them to eat, they're the ones that take it home to the parents. The children have really taken it on board and have decided that this is what they going to choose now, and they're helping to educate the parents and you'd be surprised to watch some parents come back and say what their kids have said to them... especially when they've got the hands on the cooking."

"We used our interactive whiteboard and the kids dragged and dropped the healthy food items into their lunchboxes. They then went home and told the parents what they should be eating for lunch."

Of particular note is the sustainability of many outcomes, where COPAL has provided the initial resourcing and support to develop programs that continue to be rolled out in schools, ELCs and CFCs. Some participants also noted that some local food outlets continue to offer healthy point-of-sale food choices.

"When our kids are getting ready to go off to school, in the centre we get them to pack a healthy lunch so they know what food they should be taking to school. It is a great way to help them become prepared. COPAL helped us with this when we first started and it has been going several years now."

City of Palmerston staff and elected members also spoke of a marked shift in the culture of Council, with "a definite Council mindset that all providers [working with Council] consistently provide healthy food". This attitude has also been adopted internally as informal catering guidelines.

"The council doesn't have a policy, but we have a mindset about healthy eating that we didn't have before COPAL."

"There has been a really big structural change in that there are no activities put on by the City of Palmerston that include unhealthy food options. This extends to our stakeholders - other service providers in Palmerston who are also offering healthy food options with any events they hold. This has been a significant change in the community as a result of COPAL."

Active lifestyles

A diverse range of strategies were utilised to promote active travel, active play and increased use of local parks and infrastructure. Working with schools, ELCs and CFCs, COPAL supported a range of active travel initiatives such as Step, Cycle and Scoot to school days and learn to skate and ride workshops for children. Road safety education also became a key focus as it was recognised that this impacted children's ability to adopt active travel options. The program also led to the revival of the *Adopt a Park* initiative in schools. This has reportedly promoted increased engagement of children in local parks and a sense of ownership and care for the parks by the children.

"In relation to the 'Parks and Places' theme, we specifically targeted the lower socio-economic schools in Palmerston because they have less infrastructure and we wanted to get those families in the community out and about, playing and utilising parks."

"In Early Learning Centres we also had a look at their outdoor activity and play spaces. This lined up well with the National Quality Framework so it was helpful to the centres involved."

At the community level, events such as *The Race Around Palmerston*, geocaching workshops, and a variety of other active recreation opportunities were provided. The impact of COPAL on the behaviours of the broader community is difficult to gauge, particularly given the short term nature of many community-based activities. Nevertheless, it is notable that while most parents who contributed to the evaluation did not identify with COPAL as a program, most who had lived in Palmerston for a year or more identified with promotions and activities such as Brekkies in the Park, fruity water, the imagination playground and the very popular smoothie bike.

"COPAL has got out into the community and spread the message of healthy families and I think they have done this really well. Families identify more with the activities of COPAL such as Picnics in the Park, rather than the COPAL program itself."

Key to the sustainability of COPAL outcomes related to active lifestyles is the investment of the program in supporting infrastructure. Numerous schools and ELCs were provided with

infrastructure to promote physical activity such as “Park and Stride” zones, play equipment, nature play spaces, shading and gardens. Bubblers have been installed in some parks, signage provided to walking and cycling trails and the Imagination Playground and very popular Smoothie Bike will continue to be available for loan through City of Palmerston.

Community connectedness

The participation of children, families and the broader community in the wide variety of COPAL initiatives has inevitably influenced the social fabric of Palmerston. While COPAL cannot be divorced from the services and initiatives provided by education, health and community service providers and community groups in Palmerston, there is no doubt that COPAL increased and enhanced opportunities for social engagement and relationship building. Evaluation participants described how this has happened on two levels.

First, participants highlighted the way in which COPAL's community-based activities promoted community connectedness, noting that activities in parks have enabled people to “get out and meet their neighbours” and spend quality time with their families while they explore what's on offer in the parks in Palmerston. This was seen to play an important role, particularly given that new families are constantly arriving in the community and free events also enable families experiencing marginalisation and social isolation to participate.

“It helps those families that may be bit isolated to meet other people and network close to home and enjoy the fresh air and parks.”

“The brekkies in the park were very popular and really got the community involved so anything that keeps the Palmerston community engaged is worth doing. Palmerston community is mainly made up of young families so any activities that they can do that continues to draw the families together are good thing. Especially for families that are doing it tough the free breakfast is really appreciated!”

Notably, *Brekkie in the Park* will continue to be supported by the City of Palmerston.

“‘Brekkie in the Park’ is an activity now embedded in the city of Palmerston and this will continue even though COPAL is finishing”

Second, a key feature of the COPAL model was to work *with* providers of education and community services. This is underpinned by the principle of building capacity of local organisations to promote health and wellbeing through collective impact. This has resulted in City of Palmerston becoming *connected into* the broader education and service delivery system that supports children, families and the wider Palmerston community. All representatives of schools, ELCs, CFCs and community organisations who participated in the evaluation spoke highly of the City of Palmerston and the role they have played through COPAL.

"Working with the COPAL program was our first exposure to the City of Palmerston Council and it was a really lovely way to connect with them. Without the support of COPAL we would not have been able to run programs that we did. Initially they paid for the program we ran and in subsequent years we accessed the City of Palmerston grants."

"Before COPAL began the early childhood directors didn't have a forum for meeting, networking and discussing ideas. Through COPAL this has changed. It was a strategic decision [for City of Palmerston] to engage ELC Directors as it then gave us a foothold into activities for children before school age."

Based on conversations with evaluation participants, COPAL appears to have significantly enhanced the profile of City of Palmerston within the community. Previously having played a marginal role in the promotion of community health and well-being, COPAL promotions and initiatives have been viewed largely as a direct contribution of City of Palmerston to the community. In fact, several evaluation participants assumed that the "COP" in COPAL stood for "City of Palmerston". As one participant said:

"COPAL is the fun face of the City of Palmerston."

The high profile of the City of Palmerston through COPAL delivery may have led to an 'undervaluing' of the contribution of the Australian Government Department of Health and Northern Territory Department of Health in the public eye. However, it has provided the means for City of Palmerston to develop strong, meaningful relationships with the schools, ELCs, CFCs and community organisations that provide essential services to the

Palmerston community. The positive working relationships that have been established represent an important outcome of COPAL and, combined with continued access to COPAL resources, provide a strong foundation for the on-going promotion of community health and well-being.

Into the future

Evidence indicates that the commitment of the City of Palmerston, including staff and elected members, runs significantly deeper than the 'public face' of Council. Conversations with current and former City of Palmerston staff and elected members suggest that this commitment has grown significantly through COPAL. They described a significant shift in City of Palmerston's culture in terms of how Council sees its role in the community.

"COPAL has been a linchpin for Council to promote that we support healthy lifestyles. It's refreshing and new to see."

City of Palmerston has committed internal funds to support the ongoing fulltime position of a *Health and Wellbeing Community Development Officer*. This contrasts with community health and wellbeing having been considered a relatively "low priority" for City of Palmerston prior to COPAL, with no dedicated staffing or profile. This commitment is, in and of itself, a significant outcome of COPAL that will accrue ongoing benefits for the Palmerston community.

The diagram overleaf provides a summary of key sustainable outcomes of COPAL in terms of how it is likely to continue to have impact into the future. Notably, while COPAL resources represent *outputs* rather than *outcomes*, their availability for on-going use provides a sustainable foundation for the continued rollout of health promotion initiatives for the benefit of the health and wellbeing of the Palmerston community.

COPAL Sustainable Outcomes 2011-2016



COMMUNITY CONNECTEDNESS



OUTCOME

CoP now has a full-time position dedicated to developing the health and well-being of the Palmerston Community

OUTCOME

CoP will continue to build and maintain partnerships with schools, ELCs and community-based organisations to provide a range of experiences for Palmerston community members

OUTCOME

CoP will continue to contribute to the Palmerston Kids Network

OUTCOME

CoP will continue to promote community fund-raising efforts that contribute to active and healthy lifestyles

ACTIVE LIFESTYLES



OUTCOME

Children and families will continue to benefit from playgrounds, nature and water play spaces and 'park and stride' zones

OUTCOME

The Smoothie Bike and Imagination Playground will continue to be available for loan through the CoP

OUTCOME

Schools and ELCs have knowledge and resources to promote active travel with children and families

OUTCOME

Community members will continue to benefit from the water bubblers and signage to walking and cycling trails



HEALTHY EATING



OUTCOME

Some food outlets in Palmerston still use point-of-sale marketing to promote healthy food choices

OUTCOME

CoP has established a culture of healthy catering for internal and CoP sponsored community events

OUTCOME

Schools, ELCs and community organisations have continued access to resources and programming materials to promote healthy brekkies, lunch-boxes and home cooking

OUTCOME

Community members will continue to benefit from the fresh, local produce from school and community gardens

OUTCOME

CoP will continue to partner with community-based organisations to deliver healthy Brekkies in the Park



2011-2016

COPAL **in the City of** **Palmerston**



Foreword

Ian Abbott, Mayor, City of Palmerston

The City of Palmerston and COPAL has been an incredibly positive and successful partnership for our community. Creating a healthy start for our children is vital in order for them to grow up and lead happy and healthy lives and ensuring that we provide a health promoting space for them to thrive in, is of prime importance. The City of Palmerston is committed to maintaining the great work that COPAL has done within our community and continue to work towards making Palmerston a safe, happy and healthy place to live.

Janet Anderson PSM, Chief Executive (Acting), Department of Health

It is clear that healthy, active kids do better at school and are more likely to grow into healthy, active adults. The Northern Territory Department of Health is pleased to have been part of an initiative that has aimed to achieve this by working in partnership with the Australian Government, City of Palmerston and the local Palmerston community. COPAL has brought together an extensive range of stakeholders, all working to support children, young people and their families in achieving a healthy and active lifestyle. These partnerships will continue to foster positive outcomes for the families of Palmerston. City of Palmerston should be congratulated for their commitment to the health and wellbeing of their community.

Jan Peters, Community Services Manager, City of Palmerston

City of Palmerston and our community members have benefited from the COPAL program in so many ways, the partnership between Council and the NT Department of Health has contributed to Council incorporating a health and wellbeing focus into our municipal plan and core business. The program has allowed Council to work closely with community organisations, schools, businesses and families to deliver a range of fun and educational activities, build valuable working relationships and increase the awareness of the importance of healthy eating and physical activity in our lives. Sustainable outcomes such as the installation of water bubblers, the development of community resources and the employment of a Health and Wellbeing Officer on Council staff will continue to ensure ongoing benefits for the Palmerston community well into the future.

Kelly Blackburn, COPAL Manager and Shaamini Vankrisappan, COPAL Project Officer

This booklet has been created to celebrate and remember the many achievements that COPAL has created within the City of Palmerston throughout the 5 years of the program. Through the implementation of many different themes and events, COPAL made a significant impact within the Palmerston Community. Palmerston was the only Council outside of South Australia to take part in the program and by doing so; the City of Palmerston showed a serious commitment to the health and wellbeing of our next generation.





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Introducing COPAL in the City of Palmerston

In November 2011, the City of Palmerston launched the COPAL program; it was the first and only City outside of South Australia to be involved in the program.

COPAL encourages children through families and communities to eat well and be active, and over the past five years, a comprehensive multi-strategy approach working in conjunction with local stakeholders has been developed across all sectors of the Palmerston community.

MAP OF
PALMERSTON SUBURBS





The COPAL Approach

The aim of COPAL is to improve the eating and activity patterns of children, through families and communities in COPAL regions, thereby increasing the proportion of 0-18 year olds in the healthy weight range.

A Coordinated Approach

COPAL is focused on six goals to bring about behaviour change across the community:

Healthy eating

- › Healthy food choices available at outlets
- › Healthy meals produced in and from homes
- › Local healthy food production, access and distribution

Physical Activity

- › Active travel journeys
- › Active leisure participation
- › Use of parks, spaces and places

These goals were determined by reviewing the best available obesity prevention evidence from around the world, specifically related to community based intervention.

The six goals are brought to life through annual social marketing themes, each focused on a single behaviour that is known to have a positive

impact on healthy weight.

Information and activities regarding each theme present a positive approach to challenging the social norms and practices which support unhealthy behaviour.

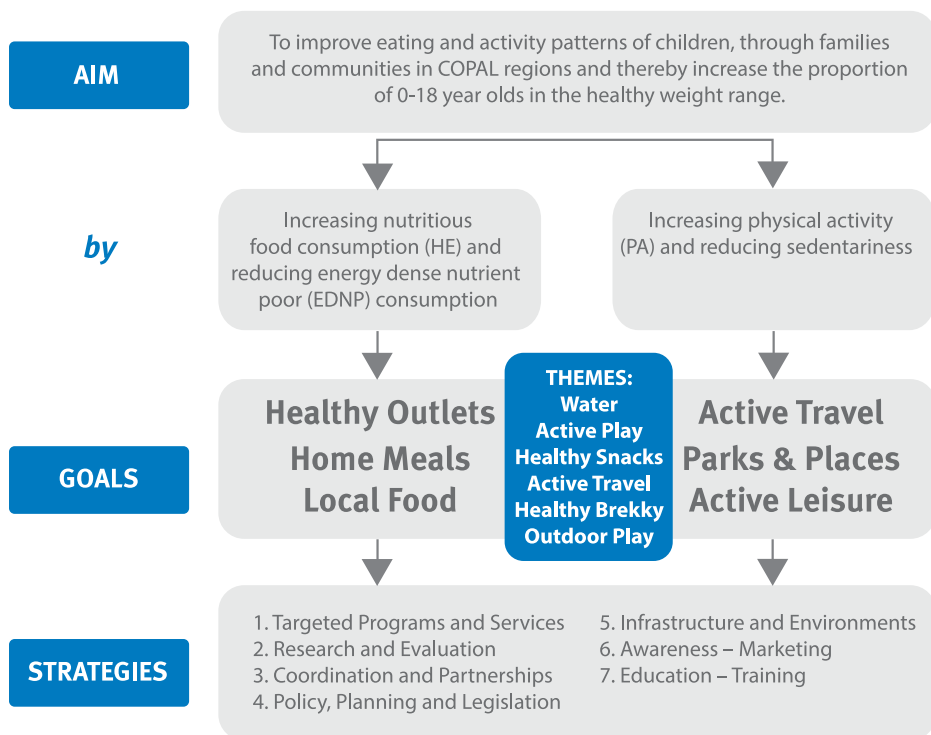
Themes to date have been;

- › Introducing COPAL to the community
- › ‘Think Feet First-step, cycle, scoot to school’ encouraging active travel to and from school
- › ‘A healthy brekky is easy as ...Peel, Pour, Pop’ increasing the nutritional quality of breakfast
- › ‘Life Looks Brighter Outside’ encouraging kids to explore parks and playgrounds.
- › ‘Water. The Original Cool Drink’ reducing sweetened beverage consumption

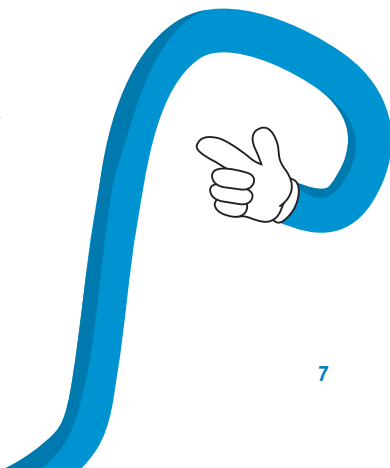
The goals and themes are implemented through seven strategies. This complete set of strategies, when applied in full, ensures a comprehensive approach to health promotion.

The seven strategies are;

1. To provide tailored healthy eating and physical activity **Programs and Services**

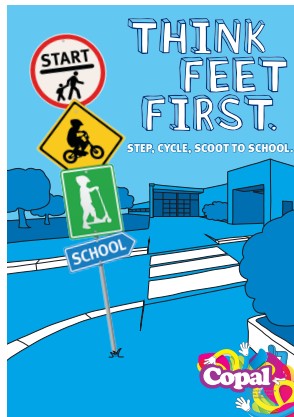


2. To undertake Research, **Monitoring and Evaluation** that informs decisions making
3. To work with agencies and sectors to create **Coordination and Partnerships** around healthy eating and physical activity
4. To develop **Policies and Plans** that ensure healthy eating and physical activity are a focus for the long term
5. To develop **Supportive Environments** that makes healthy eating and physical activity the easy choice
6. To raise **Awareness** about COPAL and the importance of healthy eating and physical activity
7. To provide **Education and Training** to raise knowledge and skills around healthy eating and physical activity





COPAL Themes



Think Feet First: Step, Cycle, Scoot to School



Background

The Think Feet First theme encouraged children, young people and families to leave the car at home and step, cycle or scoot to school and other destinations in their community.

Why?

Rates of active travel have declined significantly over the last three to four decades. In 1970, 55% of young people walked to school and today it is estimated that this rate has fallen to less than 20%.

Australians have lower levels of walking and cycling and higher levels of car travel than children in comparable countries, despite having a better climate for active travel.

Young people who walk, cycle or scoot to school are 30% more likely to actively travel to other neighbourhood destinations. This theme indicated that by promoting active travel to and from school, further physical activity benefits can be achieved. The evidence also suggests that physically active children are healthier, happier and know their neighbourhood better than children who are not active.



Highlights

The Ride to School Day was a combined event to promote the launch of COPAL's theme 'Think Feet First. Step, Cycle, Scoot to School'. The day kicked off with a healthy breakfast, followed by helmet check fits, bike engraving for security etc. The students had the opportunity to learn more about road safety by watching 'Hector Road Safety Show'. Raffle tickets were handed out to students that demonstrated safe bike and scooter behaviour in lead up days to the event day and on the day, which presented the opportunity for one lucky student to win their very own bike.

- › Durack Wheel-A-Thon
- › Walking with a W
- › Bicycle maintenance workshops
- › Skateboarding Australia coaching clinics
- › Small grants
- › Supporting schools with Ride to School Day
- › Relocating school drop off zones to encourage part way travel
- › Road Safety workshops
- › Cycling and walking map for Palmerston municipality
- › Child Safety Expo



A Healthy Brekky is easy as... Peel, Pour, Pop

Background

The 'A Healthy Brekky is easy as...' campaign encouraged children, young people and their families to avoid skipping breakfast and choose healthy breakfast options.

Why?

Skipping breakfast can increase the risk of being overweight or obese and although some children do eat breakfast, many don't have a healthy breakfast every day. Breakfast consumers have a better nutrient intake and get their energy and nutrients from meals and not snacks.

Highlights

COPAL Peel, Pop, Pour theme hosted the Children's party at the Palmerston Festival. The morning included stage performances from Oo Oo and Raa Raa, a breakfast BBQ, free breakfast sample boxes, smoothies, breakfast information and displays, free animal themed activities for children including meeting wild animals from territory wildlife park, animal mask making, face painting and an animal parade. Children enjoyed the various activities at the festival with their families.

- Breakfast tasting program at childcare centres and schools
- Promotional materials in local stores and work in collaboration with them to make healthy choices the easy ones
- Creation of the Healthy House Cookbook with Moulden Primary School to boost their school breakfast program
- Distribution of breakfast promotional material to all residents in Palmerston



Life Looks Brighter Outside

Background

The Life Looks Brighter Outside campaign encouraged children, young people and their families to get outdoors and enjoy being active together in local parks and playgrounds.

Why?

Getting active outdoors has real benefits to children in terms of their physical and mental health, but young people simply do not spend enough time outdoors. Spending too much time in front of the screen and in other sedentary behaviours is having a real impact on their health and wellbeing. In addition to increased screen time, other factors contributing to the decrease in outdoor activity include an increasingly scheduled after school life, smaller backyards, increased risk aversion to activities such as climbing trees, and concerns about child safety and children independently going to parks.

Highlights

COPAL ran a Palmerston Outdoor Explorer Program encouraging kids to get outdoors and visit their local parks as part of COPAL's 'Life Looks Brighter Outside'

program. This provided children a fun opportunity to become familiar with their local parks and have a great time outdoors. Participants had to grab a 'pocket guide to outside' for their map and question sheet from the Palmerston Library or download online and start exploring! Participants had to complete at least ten questions to be eligible for our prizes. It was great school holiday program and it was great to see so many children participating in the program with their families and friends.

- School holiday Geocaching workshop
- Harvest Corner Community Garden Open Day
- Picnic in the Park, healthy picnics in parks series
- Purchase of Imagination Playground
- Maximum Power Show performance
- Race around Palmerston event





Water.

The Original Cool Drink

Background

The aim of this theme was to promote water as the drink of choice and encourage children, young people and families to swap sweetened beverages such as soft drinks, cordial energy drinks, sports drinks and fruit juice for water.

Why?

Soft drinks and other sweet drinks are associated with a number of health problems, including loss of appetite for healthy food choices, overweight and obesity and increased prevalence of tooth decay. In comparison, water is free, available almost everywhere and is the best drink for children, young people and families. By encouraging children at a young age to enjoy plain water, healthy habits are developed around water as the best drink choice and the taste of plain water with nothing added is promoted.

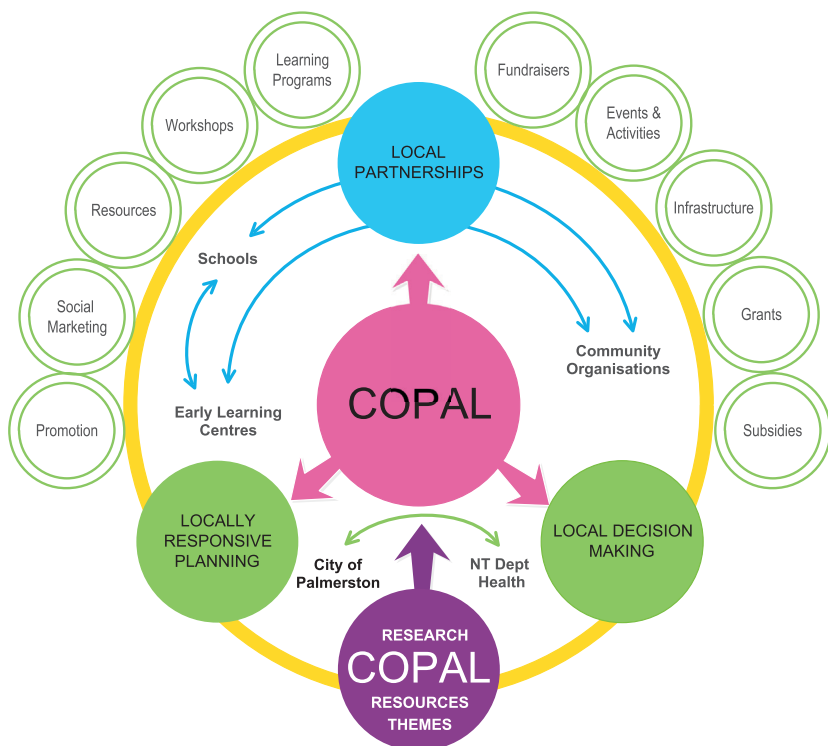
Highlights

This theme was launched with a Water Fun Day held in our City Centre. Approximately 400 children and carers were in attendance. An inflatable water slide, healthy fruity flavoured

water demonstrations, upcycling plastic bottle project facilitated by the Palmerston Library, Bubbles with Magic Megan and sugary drinks demonstration by Cancer Council NT were on display.

- Indigenous Hip Hop video created with Rosebery Middle School – H2O is the Go
- Fruity flavoured water demonstrations
- Sugary drinks education in local schools
- Installation of 3 new water bubblers
- 1000's of water bottles distributed to schools
- Brekkie in the Park series
- Palmy Pool Party
- NTFL campaign with Palmerston Magpies





Case Study:

Indigenous Hip Hop Project - H2O is the Go

Indigenous Hip Hop Projects visited Palmerston at the end of April to run a COPAL funded, week long program with students from Roseberry Middle School. As part of the COPAL theme; Water. The Original Cool Drink, they learnt about sugary drinks and why water is the best choice for their growing bodies. The students had a ball creating, producing and starring in the music clip about what they learnt, hoping they could spread the water message to school kids everywhere. Roseberry Middle School and the City of Palmerston partnered with Larrakia Families and Cultural Centre to ensure that the project was coordinated in a culturally appropriate manner.

The production and filming were complete in 3.5 days and the Hip Hop crew were so proud with how the students represented their school and the Palmerston community. Not long after its completion, Cancer Council Victoria contacted COPAL to ask whether they could use the clip on their Re-think Sugary Drink website to be judged in the Critics' Choice awards. Yet to be judged, but definitely the favourite in our eyes. The students showed such ownership and pride over the video they created and it was stuck in all of our heads for months!

https://www.youtube.com/watch?v=7btmCgr_ofQ



Case Study:

Picnic in the Park - Brekkie in the Park

In 2015, in line with the Life Looks Brighter Outside theme, COPAL launched Picnic in the Park. The idea behind this series was to encourage families to get outdoors and visit their local parks, meet people living in their local community and enjoy a healthy breakfast. Life. Be. In. It were on hand to get the community involved in being active and having fun.

From May to September 2016, COPAL assisted the City of Palmerston to run a similar event to Picnic in the Park, called Brekkie in the Park and not only focused on getting people outdoors, but also showing people that there is more to brekkie than bacon and eggs and showcased local organisations to support

their fundraising efforts. Each breakfast was supported by a local not for profit group that were enlisted to create a different healthy brekkie for our community. From yummy toast toppers (*both sweet and savoury*) to healthy brekkie burritos made with fresh produce from our community garden, to fresh fruit and muesli, residents of Palmerston enjoyed it all! We also continued to promote new or hidden parks around Palmerston, to get families out and about enjoying all of the outdoor activities our City has to offer.

The best news from these success stories is that City of Palmerston is committed to continue to support the Brekkie in the Park series into the future after the end of COPAL.





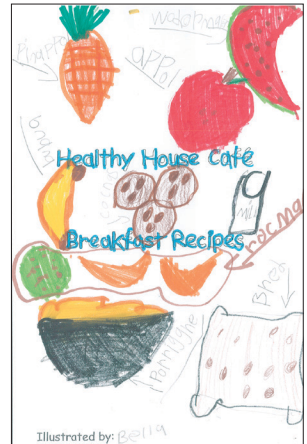
Case Study: Healthy House Café

The Healthy House Café at Moulden Park Primary School was named by a year 6 student in his advertising class at school. A Red Cross Breakfast Club was currently operating and with the help from COPAL, the café came to life, operated in the dry season on the grassed area outside the breakfast club room.

It ran once a month and had different breakfast food and ideas each month including the Smoothie Bike, pancakes, vegie and cheese pikelets and breakfast kebabs to name a few. These events were very successful and saw many different families engage with the school that may not have done so in the past.

The school also partnered these breakfasts with the US Marines visits and hosted breakfasts on Mother's Day and Father's Day.

With the help of COPAL and running on the enthusiasm from the success of this program, Moulden Park Primary decided to create their first ever school cookbook based on recipes from the Healthy House Café. The students entered a competition to design the cover



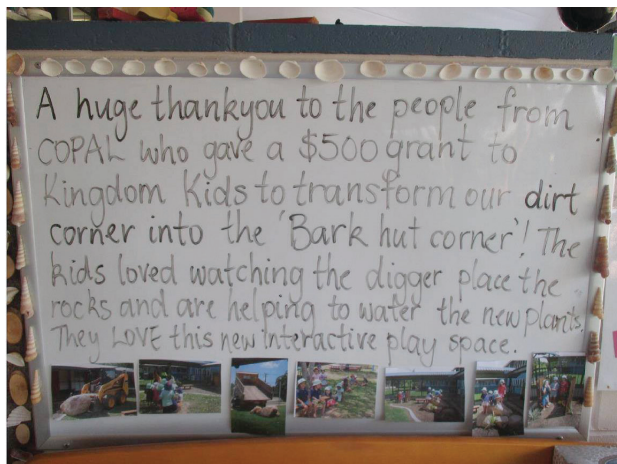
page (winning design pictured above) and on the back were thumbnail photos of all the students that entered.

It was a huge success and more parents came along to the breakfast club to submit recipes and some days even coming in to demonstrate the recipes themselves.



Case Study:

COPAL Small Grants



The COPAL program offered \$500 +GST to Palmerston schools and Early Learning Centres in 2015 to support initiatives that:

- › take learning outside
- › develop and encourage nature play environments
- › take excursions or activities outside of the centre eg. walking to a local park for activities
- › take children to Kat in the Park activities or involve visiting the community garden

...or develop your own 'Life Looks Brighter Outside' project ideas that fit our theme objectives.

Kingdom Kids Early Learning Centre, Woodroffe Child Care Centre, Gray Child Care, Durack Primary School, Rosebery Primary School, Woodroffe Primary School, Palmerston Senior College and Mackillop College applications for the COPAL Small Grants were approved and carried out initiatives that relate to the 'Life Looks Brighter Outside' theme. Above is the Bark Hut Corner play space that Kingdom Kids Early Learning Centre created with their grant money and is now a well-loved and utilised part of their centre.





Community Resources

Smoothie Bike

The introduction of the Smoothie Bike to the City of Palmerston has been a hit with both schools and organisations throughout our community. The bike is regularly utilised for school fundraisers, health expos, community open days and there is even a permanent Smoothie Bike, donated by COPAL, at the local community

garden. It works as a great engagement tool for students to draw them in and then explore ways they can make some of their favourite drinks healthier and of course a lot more fun! The Smoothie Bike will continue to be available to schools and community groups within Palmerston to enjoy for years to come.



Imagination Playground

The Imagination Playground is a great resource that has been used for various council events and activities around Palmerston. The Imagination Playground provides children with the opportunity to build whatever they wish to and have

the freedom to create anything their growing minds desire. The Imagination Playground is regularly hired by local schools and community groups and is always a hit at events. This resource will continue to be available for all of these groups for use within Palmerston.

The Community Responds

There are many initiatives created and developed during COPAL that will now serve the community of Palmerston for years to come.

- › All schools and Early Learning Centres involved in COPAL now have the skills to create and sustain healthy environments for their students
- › Smoothie Bike and Imagination Playground will continue to be available for the Palmerston community
- › City of Palmerston now has a full time staff member

dedicated to promoting health and wellbeing to the Palmerston community

- › City of Palmerston will continue to build and maintain partnerships with schools and organisations involved with COPAL
- › Point of sale marketing of 'Peel, Pour, Pop' still used in some outlets around Palmerston
- › Community will continue to benefit from an increase in local fresh produce from community and school gardens

“
*It's the collaboration that makes it work.
COPAL has made a huge difference through the
coordination and resources*
”

“
*It's a really big factor...
that the Mayor of Palmerston was willing
to become involved*
”





“What was great about the City of Palmerston taking on the COPAL program was the number of resources available to the community to be used in school newsletters etc. to spread the word more broadly and that has had spinoff in a range of different ways including healthy canteens, also what parents might like to consider in the children’s lunch boxes, but also healthy lifestyle things around exercise sport and getting outdoors rather than sitting inside in front of screens. There has been so much buy in from the community. I’ve got parents coming up and asking me what have you done with my child? They never ate vegetables before and they didn’t like fruit all that much and now they’re wanting me to grow vegetables in the backyard and also grow fruit trees.”

“It’s been crucial for the City of Palmerston to have this program as an integrated service delivery model across schools, across neighbourhood centres, across early learning centres. It gave us an opportunity to really get it out on a broad scale and look at the whole community change in attitudes, change in habit.”

“Educating the parents about the things that they’re buying is an important part of it slowly changing the children’s outlook and family lifestyle is changing. In the five years that the program’s been going you can see the difference in the children, the difference in the lunch boxes and they care what the parents make because the child has educated the parent.”

“The program is very well promoted within the community by the City of Palmerston because you can speak to any school and they have had some involvement with COPAL. Every school took their own focus area and turned it into what was good for their school. It really worked; the model that they used, because each school could tailor it to their own specific needs. This is especially important in Palmerston because all of the schools are so different and one thing that was needed in one school would not be needed in another. Each school could target their particular issue”

City of Palmerston, committed to maintaining a healthy community

COPAL has positively contributed to the community within the City of Palmerston in so many ways. Areas that needed improvement in the health space were recognised and acted upon, with many of the changes still being implemented today and will remain into the future.

One of the best outcomes for the City of Palmerston from the COPAL program is that a new Community Development position focusing solely on health and wellbeing was created.

This means there is now a position dedicated to keeping our community healthy and working to improve those health outcomes for the entire population for years to come.

Useful links

Stephanie Alexander Kitchen Garden Foundation - <https://www.kitchengardenfoundation.org.au/>

Healthy WA - <http://www.healthywa.wa.gov.au/>

Healthy Fundraising Ideas - https://www.cancercouncil.com.au/wp-content/uploads/2010/11/09271_CAN3042_HealthyFundraising_FINAL.pdf-low-res-for-web.pdf

Refresh Ed Education Resources <http://www.refreshedschools.health.wa.gov.au/>

Australian Breastfeeding Association - <https://www.breastfeeding.asn.au/>

Eat for Health - <https://www.eatforhealth.gov.au/>

Fresh for Kids - <http://www.freshforkids.com.au/index.html>

Healthy Active Kids - <https://www.healthyactivekids.com.au/>



COPAL

Sustainable Outcomes

2011-2016

ACTIVE
LIFESTYLES



COMMUNITY
CONNECTEDNESS



OUTCOME

CoP now has a full-time position dedicated to developing the health and well-being of the Palmerston Community

OUTCOME

CoP will continue to build and maintain partnerships with schools, ELCs and community-based organisations to provide a range of experiences for Palmerston community members

OUTCOME

CoP will continue to contribute to the Palmerston Kids Network

OUTCOME

CoP will continue to promote community fund-raising efforts that contribute to active and healthy lifestyles

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OUTCOME

Children and families continue to benefit from playgrounds, nature and water play spaces and 'park and de' zones

OUTCOME

The Smoothie Bike and Imagination Playground will continue to be available for loan through the CoP



OUTCOME

Community members will continue to benefit from the water bubblers and signage to walking and cycling trails

OUTCOME

Schools and ELCs have knowledge and resources to promote active travel with children and families

HEALTHY EATING



OUTCOME

Some food outlets in Palmerston still use point-of-sale marketing to promote healthy food choices

OUTCOME

CoP has established a culture of healthy catering for internal and CoP sponsored community events

OUTCOME

Schools, ELCs and community organisations have continued access to resources and programming materials to promote healthy brekkies, lunch-boxes and home cooking

OUTCOME

Community members will continue to benefit from the fresh, local produce from school and community gardens

OUTCOME

CoP will continue to partner with community-based organisations to deliver healthy Brekkies in the Park



ACKNOWLEDGEMENTS

COPAL would like to acknowledge and thank the many organisations and schools that contributed so much to COPAL in Palmerston, without you all it would not have been the success it was.

We also want to thank all of the wonderful children and families that were involved in COPAL over the last 5 years, we couldn't have done it without you and it wouldn't have been nearly as fun!



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