

AGENDA

Palmerston Community Wellbeing Committee Meeting Thursday 24 November 2022

The Advisory Committee Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.

COVID-19 Statement of Commitment

The Advisory Committee Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles

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



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER



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- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 OPENING OF MEETING
- 3 APOLOGIES AND LEAVE OF ABSENCE
 - 3.1 Apologies
 - 3.2 Leave of Absence Previously Granted
 - 3.3 Leave of Absence Request
- 4 DECLARATION OF INTEREST
 - 4.1 Elected Members
 - 4.2 Staff
- 5 CONFIRMATION OF MINUTES
 - 5.1 Confirmation of Minutes
Nil
 - 5.2 Business Arising from Previous Meeting
- 6 DEPUTATIONS AND PRESENTATIONS
- 7 CONFIDENTIAL ITEMS
 - 7.1 Moving Confidential Items into Open
 - 7.2 Moving Open Items into Confidential
 - 7.3 Confidential Items
- 8 OFFICER REPORTS

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	8.1.1
REPORT TITLE:	Committee Schedule and Membership
MEETING DATE:	Thursday 24 November 2022
AUTHOR:	Community Services Manager, Melanie Tighe
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report seeks endorsement for recommendations to Council from the Community Wellbeing Advisory Committee (Committee), for the proposed schedule of 2023 meeting dates, standing protocols at meetings, and recruitment for vacant Committee membership positions.

KEY MESSAGES

- A review of Advisory Committees was undertaken in response to the commencement of the 10th Council Term, incoming legislation, and newly adopted Council plans and strategies.
- Section 82 of the *Local Government Act 2019* provides for a Council to review, establish, and abolish its non-legislative Advisory Committees at any time by Council resolution.
- The Community Wellbeing Advisory Committee has been established to provide strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving key elements of the City of Palmerston Community Plan.
- The Community Wellbeing Advisory Committee does not hold any decision-making powers and can only recommend a course of action to Council on matters falling within its function.
- The Terms of Reference agree the purpose and objectives of the Committee and provides a common understanding of the Committee operational procedures including Meetings and Membership.
- The Terms of Reference state that meetings are to be held quarterly and officers seek the Committee's recommendation to Council for the proposed 2023 dates as follows:

5.30pm Thursday	30 March 2023	in Council Chambers
5.30pm Thursday	29 June 2023	in Council Chambers
5.30pm Thursday	28 September 2023	in Council Chambers
5.30pm Thursday	30 November 2023	in Council Chambers
- The *Palmerston (Procedures for Meetings) By-Laws 2003*, Section 2 Part 23 state that:

A member at a meeting must stand when speaking to a matter being considered at the meeting unless:

 - (a) prevented from doing so by a physical disability; or
 - (b) the council or the committee (as the case may be) has determined otherwise by resolution.Officers seek the Committee's recommendation to Council to resolve that members are not required to stand when speaking to a matter being considered.
- The Membership of the Community Wellbeing Committee currently has one vacancy, being the Senior Community Member and officers seek the Committee's recommendation to Council to readvertise this vacancy and write directly to invite nominations from the relevant organisation as follows:

Senior Community Member – Palmerston and Litchfield Seniors Association

RECOMMENDATION

THAT the Community Wellbeing Advisory Committee recommends to Council:

1. THAT Report entitled Committee Schedule and Membership be received and noted.
2. THAT meetings be scheduled quarterly as follows:

5.30pm Thursday	30 March 2023	in Council Chambers
5.30pm Thursday	29 June 2023	in Council Chambers
5.30pm Thursday	28 September 2023	in Council Chambers
5.30pm Thursday	30 November 2023	in Council Chambers
3. THAT as per the *Palmerston (Procedures for Meetings) By-Laws 2003*, Section 2 Part 23, members of the Community Safety Committee are not required to stand when speaking to a matter being considered.
4. THAT Council readvertises the current Community Wellbeing Committee membership vacancy, and writes directly to the following organisations to invite nominations:
 Senior Community Member: Palmerston and Litchfield Seniors Association

BACKGROUND

At the 2nd Ordinary Council Meeting of 15 March 2022, Council reviewed its Advisory Committees and established the following Advisory Committees, noting that Advisory Committees have no delegated authority:

- Community Wellbeing Advisory Committee
- Community Safety Advisory Committee
- Vibrant Economy Advisory Committee

The Community Wellbeing Advisory Committee (CWAC) provides strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity
- In Palmerston everyone belongs
- In Palmerston everyone is safe

This Report seeks endorsement for recommendations to Council from the Community Wellbeing Advisory Committee for the proposed schedule of 2023 meeting dates, standing protocols at meetings, and recruitment for vacant Committee membership positions.

DISCUSSION

In March 2022 Council in accordance with Section 83(4) of the *Local Government Act 2019* endorsed the Community Wellbeing Advisory Committee (CWAC) - Terms of Reference refer **Attachment 8.1.2.1**, relating to Report entitled Review of Council Advisory Committees.

As per the Terms of Reference, CWAC Meetings are to be held quarterly. The suggested meeting dates for 2023 are as follows:

5.30pm Thursday	30 March 2023	in Council Chambers
5.30pm Thursday	29 June 2023	in Council Chambers
5.30pm Thursday	28 September 2023	in Council Chambers
5.30pm Thursday	30 November 2023	in Council Chambers

Officers seek the Committee's recommendation to Council for the proposed 2023 dates.

The *Palmerston (Procedures for Meetings) By-Laws 2003*, Section 2 Part 23 state that:

A member at a meeting must stand when speaking to a matter being considered at the meeting unless:

- (a) prevented from doing so by a physical disability; or*
- (b) the council or the committee (as the case may be) has determined otherwise by resolution.*

Officers seek the Committee's recommendation to Council to resolve that members are not required to stand when speaking to a matter being considered.

The Terms of Reference outline the appointment process of Members, the selection of Community Membership and the Terms and Vacancies of Members. Members must:

- Have a special interest in the Committee or Network
- Represent community interest as a whole and not as individual interest
- Be respectful of diverse views and work collaboratively

The Membership of the Community Wellbeing Committee currently has one vacancy, being the Senior Community Member and officers seek the Committee's recommendation to Council to readvertise this vacancy and write directly to invite nominations from the relevant organisation as follows:

Senior Community Member: Palmerston and Litchfield Seniors Association

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a reputational risk to Council if the Committee fails to secure optimum membership numbers of Committee and meaningful representation of community members and organisations.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council
Context: Achieving credibility & trust with majority of those within and external to the City.
- 8 Fails to develop effective relationships and manage expectations of relevant parties
Context: Engagement & communication with stakeholders (internal and external to the City).

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION



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

ATTACHMENTS

1. 20220323 Terms of Reference Community Wellbeing Advisory Committee (1) [8.1.1.1 - 3 pages]



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TERMS OF REFERENCE

Committee Name:	Community Wellbeing Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community and Culture		
Owner:	Chief Executive Officer		
Approval Date:	15 March 2022	Next Review Date:	March 2023
Records Number:	496731	Council Decision:	10/237

1 PURPOSE

The Community Wellbeing Advisory Committee (CWAC) provides strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity
- In Palmerston everyone belongs
- In Palmerston everyone is safe

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which increase access, inclusion, and participation of people from the community, in accordance with legislation and council policy.
- 2.2 Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.
- 2.3 Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.
- 2.5 Draw on and shares the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is responsible to recommend a course of action to Council on matters falling within its function.

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 The City of Palmerston shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
 - One Councillor as Chair
 - One Councillor as Member
 - One Senior Community Member
 - One Youth Community Member
 - One Representative of the Chief Minister and Cabinet
 - Maximum three representatives from key government and community organisations
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.



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TERMS OF REFERENCE

- 4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

- 5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 Membership term for all other members will be for two years.
- 5.3 Council officers will invite relevant key community organisations to hold representation on the Committee.
- 5.4 Representatives shall be nominated by the appointed organisations.
- 5.5 A member who fails to attend three consecutive meetings without providing apology to the Chairperson is considered to have resigned their membership.
- 5.6 The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
- Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community.
 - Contribute positively to the work of Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively.
 - Resident of Palmerston
 - Meet the requirements of a senior or youth for representative membership
- 6.2 Community representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
- 6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

- 7.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2 **Regularity**
Meetings will be held quarterly, or more frequently as required.
- 7.3 **Attendance**
- 7.3.1 Meetings are open to the public unless confidential business is being considered.
- 7.3.2 Guests or Network Members may be invited to attend meetings by the Advisory Committee to provide advice or update on relevant matters.
- 7.4 **Quorum**
One Councillor as the Chairperson and half plus one of the overall members
- 7.5 **Chairperson Responsibilities**
- 7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.
- 7.5.2 Ensuring all discussion items end with a decision, action or appropriate outcomes.
- 7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.



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TERMS OF REFERENCE

- 7.6 **Voting**
 - 7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.
 - 7.6.2 A Committee decision is by majority vote of voting members present at a meeting.
- 7.7 **Minutes**

Meeting minutes will be distributed to members within ten working days after a meeting and presented to Council at its next Ordinary Meeting.

8 CONDUCT

- 8.1 **Conflicts of interest**

Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items on the approved Council form.
- 8.2 **Code of Conduct**

All Committee Members are required to abide with Schedule 1 of the *Local Government Act 2019 Code of Conduct for Elected Members and Committee Members*.
- 8.3 **Committee Representation**

Committee members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

9 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of financial year.

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	8.2.1
REPORT TITLE:	Committee Process and Terms of Reference
MEETING DATE:	Thursday 24 November 2022
AUTHOR:	Community Services Manager, Melanie Tighe
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report advises the Community Wellbeing Advisory Committee (Committee) of the Terms of Reference endorsed by City of Palmerston Council.

KEY MESSAGES

- A review of Advisory Committees was undertaken in response to the commencement of the 10th Council Term, incoming legislation, and newly adopted Council plans and strategies.
- Section 82 of the *Local Government Act 2019* provides for a Council to review, establish, and abolish its non-legislative Advisory Committees at any time by Council resolution.
- The Community Wellbeing Advisory Committee has been established to provide strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving key elements of the City of Palmerston Community Plan.
- The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.
- The Community Wellbeing Advisory Committee does not hold any decision-making powers and can only recommend a course of action to Council on matters falling within its function.
- The Committee will be supported by the association of the following existing Networks; Palmerston Kids Network and Palmerston and Rural Youth Services and the newly established Palmerston Seniors Network.
- The Terms of Reference agree the purpose and objectives of the Committee and provides a common understanding of the Committee operational procedures including Membership, Confidentiality, Code of Conduct and Conflict of Interest.

RECOMMENDATION

THAT the Community Wellbeing Advisory Committee recommends to Council:

THAT Report entitled Committee Process and Terms of Reference be received and noted.

BACKGROUND

A review of Advisory Committees was undertaken at the commencement of the 10th Council Term by Elected Members in November 2021 to gain a better understanding about what could assist Advisory Committees to be more effective to support Council to achieve the outcomes of the Community Plan, to consider incoming legislation, and newly adopted Council plans and strategies.

Section 82 of the *Local Government Act 2019* provides for a Council to review, establish, and abolish its non-legislative Advisory Committees at any time by Council resolution.

At the 2nd Ordinary Council Meeting of 15 March 2022 Council abolished the following Council Advisory Committees, and reformed them as Network groups:

- Palmerston Seniors Advisory Committee
- Palmerston Safe Communities Committee

Council also established the following Advisory Committees, noting that Advisory Committees have no delegated authority:

- Community Wellbeing Advisory Committee
- Community Safety Advisory Committee
- Vibrant Economy Advisory Committee

The Community Wellbeing Advisory Committee (CWAC) has been established to provide strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity
- In Palmerston everyone belongs
- In Palmerston everyone is safe

The primary objectives of the CWAC are to:

- Provide advice to Council about strategies, programs and initiatives which increase access, inclusion, and participation of people from the community, in accordance with legislation and council policy.
- Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.
- Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.
- Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.
- Draw on and shares the expertise of specialists, as appropriate.

The Committee will be supported by several Networks which will provide advice on issues and concerns of specific community groups, whilst reporting on specific projects or initiatives relevant to its objectives.

The Palmerston Kids Network (PKN) was established in 2015 and provides a forum for representatives from Early Childhood organisations to meet, share ideas, provide sector updates, and discuss issues faced by the community that directly impact Children and Families. PKN has 100 members and meetings are held every six weeks with an average attendance of 18 people.

The Palmerston Youth and Rural Youth Services Network (PARYS) provides a forum for workers in the youth sector to connect, provide sector updates, discuss local youth issues and develop strategies to deliver a range of services for Palmerston and rural young people aged 10–25 years.

PARYS has existed since 1996. It comprises of workers from community and government agencies who have regular contact with young people, and representatives of agencies which provide and/or fund

services for young people. PARYS has a mailing list of 348 and on average 25 people attend the six weekly meetings.

The Palmerston Seniors Network (PSN) will provide a forum for the community to express concerns relating to seniors and to participate in creating a community where all members enjoy equal access within the public domains, services and programs as outlined in the Community Plan.

The Palmerston Seniors Network will provide advice and feedback to the Community Wellbeing Advisory Committee to:

- Facilitate consultation and co-operation between the Community Wellbeing Advisory Committee and the community ensuring that Council meets its Community Plan objectives of fostering diversity and unity, being a safe and family friendly community where everyone belongs.
- Contribute to the research, development, and implementation of relevant Council strategies, plans and by-laws.
- Participate in event planning, consultation processes, and other forms of engagement relating to the promotion of creating an inclusive community.

This Report advises the Community Wellbeing Advisory Committee of the Terms of Reference endorsed by City of Palmerston Council.

DISCUSSION

In March 2022 Council in accordance with Section 83(4) of the Local Government Act 2019 endorsed the Community Wellbeing Advisory Committee - Terms of Reference refer **Attachment 8.1.1.1**, relating to Report entitled Review of Council Advisory Committees.

The Terms of Reference provide committee members with a common understanding of the purpose, objectives and scope of the Committee and confirms the Committee operational procedures including Membership, Terms of Vacancies and Meetings. The Terms of Reference are transparent and enable committee members to fully comprehend their rights and responsibilities. The Terms of Reference include expected Conduct of members including Conflict of Interest and Confidentiality which is outlined in Schedule 1 of the Local Government Act 2019, Code of Conduct for Elected Members and Committee Members see **Attachment 8.1.1.2**. With respect to confidentiality, Schedule 1 states that:

8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

As per the Terms of Reference of the Committee, the Committee is advisory by nature and can only recommend matters, falling within its function and role, to the Council. The Committee is formed with a group of suitably experienced people, appointed by Council resolution to be members of the Committee, to provide advice and recommendation to Council to inform their decision making. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

Council Advisory Committees are structured formal meetings, similar to a Council Meeting run in accordance with the Palmerston (Procedures for Meetings) By-Laws 2003. Due to their formal structure, these meetings are not equipped for community engagement and open discussion at length, however they should be open to allow as much community and stakeholder engagement as possible.

The General Manager of Community and Culture will provide a verbal explanation at the first meeting of the Community Wellbeing Advisory Committee on meeting procedures and protocols.

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CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Section 82 of the *Local Government Act 2019* provides for councils to establish Advisory Committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

In accordance with Section 83(4) of the Act a Council Committee must have Terms of Reference, approved by resolution setting out its functions.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council
Context: Achieving credibility & trust with majority of those within and external to the City.
- 8 Fails to develop effective relationships and manage expectations of relevant parties
Context: Engagement & communication with stakeholders (internal and external to the City).

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. 202201117 - Terms of Reference Community Wellbeing Advisory [8.2.1.1 - 3 pages]
2. Local Government Act 2019 Schedule 1 Code of Conduct [8.2.1.2 - 2 pages]



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TERMS OF REFERENCE

Committee Name:	Community Wellbeing Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community and Culture		
Owner:	Chief Executive Officer		
Approval Date:	15 March 2022	Next Review Date:	March 2023
Records Number:	496731	Council Decision:	10/237

1 PURPOSE

The Community Wellbeing Advisory Committee (CWAC) provides strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity
- In Palmerston everyone belongs
- In Palmerston everyone is safe

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which increase access, inclusion, and participation of people from the community, in accordance with legislation and council policy.
- 2.2 Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.
- 2.3 Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.
- 2.5 Draw on and shares the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is responsible to recommend a course of action to Council on matters falling within its function.

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 The City of Palmerston shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
 - One Councillor as Chair
 - One Councillor as Member
 - One Senior Community Member
 - One Youth Community Member
 - One Representative of the Chief Minister and Cabinet
 - Maximum three representatives from key government and community organisations
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.



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TERMS OF REFERENCE

- 4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

- 5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2 Membership term for all other members will be for two years.
- 5.3 Council officers will invite relevant key community organisations to hold representation on the Committee.
- 5.4 Representatives shall be nominated by the appointed organisations.
- 5.5 A member who fails to attend three consecutive meetings without providing apology to the Chairperson is considered to have resigned their membership.
- 5.6 The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
- Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community.
 - Contribute positively to the work of Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively.
 - Resident of Palmerston
 - Meet the requirements of a senior or youth for representative membership
- 6.2 Community representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
- 6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

- 7.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2 **Regularity**
Meetings will be held quarterly, or more frequently as required.
- 7.3 **Attendance**
- 7.3.1 Meetings are open to the public unless confidential business is being considered.
- 7.3.2 Guests or Network Members may be invited to attend meetings by the Advisory Committee to provide advice or update on relevant matters.
- 7.4 **Quorum**
One Councillor as the Chairperson and half plus one of the overall members
- 7.5 **Chairperson Responsibilities**
- 7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.
- 7.5.2 Ensuring all discussion items end with a decision, action or appropriate outcomes.
- 7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.



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TERMS OF REFERENCE

7.6 Voting

7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.

7.6.2 A Committee decision is by majority vote of voting members present at a meeting.

7.7 Minutes

Meeting minutes will be distributed to members within ten working days after a meeting and presented to Council at its next Ordinary Meeting.

8 CONDUCT

8.1 Conflicts of interest

Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items on the approved Council form.

8.2 Code of Conduct

All Committee Members are required to abide with Schedule 1 of the *Local Government Act 2019 Code of Conduct for Elected Members and Committee Members*.

8.3 Committee Representation

Committee members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

9 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of financial year.

Schedule 1 Code of conduct

section 119

1 Honesty and integrity

A member must act honestly and with integrity in performing official functions.

2 Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3 Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4 Prohibition on bullying

A member must not bully another person in the course of performing official functions.

5 Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of, council staff.

6 Respect for cultural diversity and culture

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7 Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8 Respect for confidences

- 8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
- 8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9 Gifts

- 9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
- 9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11 Interests of municipality, region or shire to be paramount

- 11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
- 11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12 Training

A member must undertake relevant training in good faith.

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	8.2.2
REPORT TITLE:	Network Groups Update
MEETING DATE:	Thursday 24 November 2022
AUTHOR:	Community Development Officer, Laura Hardman
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report seeks to provide the Community Wellbeing Advisory Committee (Committee) with a City of Palmerston Network groups update.

KEY MESSAGES

- City of Palmerston currently has three Network groups that report to the Community Wellbeing Advisory Committee: Palmerston Kids Network (PKN), Palmerston and Rural Youth Services Network (PARYS) and Palmerston Seniors Network (PSN).
- City of Palmerston Network groups enable community members and organisations to share achievements, collaborative project work and raise issues in a forum of sector professionals.
- Network meetings are held every six weeks, with the exception of the Palmerston Seniors Network which will commence in early 2023.
- Palmerston Kids Network group currently comprises 100 members with 10-15 regularly attending meetings.
- Palmerston and Rural Youth Services Network group has 348 members with approximately 25 people attending regular meetings.

RECOMMENDATION

THAT the Community Wellbeing Advisory Committee recommends to Council:

THAT Report entitled Network Groups Update be received and noted.

BACKGROUND

Palmerston Kids Network (PKN)

PKN was established in 2015 and provides a forum for representatives from Early Childhood organisations to meet, share ideas, provide sector updates, and discuss issues faced by the community that directly impact Children and Families. PKN has 100 members and meetings every six weeks with an average of 10 - 15 people attending each meeting. Additional members can be added to the Network at any time throughout the year.

The Network enables City of Palmerston staff to provide updates for upcoming events and programs aimed at children aged zero to 12 years. Through this network CoP staff are frequently invited to attend community or school celebrations such as National Aboriginal and Torres Strait Islander Children's Day

and a Nutrition Expo held at Moulden Primary School. Members of the Network also supported the planning of Palmerston Children's Week.

Palmerston Youth and Rural Youth Services Network (PARYS)

The PARYS Network provides a forum for workers in the youth sector to connect, provide sector updates, discuss local youth issues and develop strategies to deliver a range of services for Palmerston and rural young people in the 10–25-year age group.

PARYS has existed since 1996 and comprises workers from community and government agencies who have regular contact with young people, and representatives of agencies which provide and/or fund services for young people. All youth workers/service providers are welcome to attend the meetings and be part of the network. Other community members who have an interest in addressing youth issues are also welcomed to participate. PARYS has a mailing list of 348 and on average 25 people meet every six weeks.

Members of PARYS have supported collaborations such as Urban Jams, Palmerston Youth Week, Top End Youth Sector Training, Reset Sessions, International Women's Day, International Men's Day, and Palmerston Youth Festival. They have also used the Network to connect youth into new programs and services on offer by each of the organisations.

Palmerston Seniors Network (PSN)

The Palmerston Seniors Network (PSN) will replace the previous Palmerston Seniors Advisory Committee (PSAC) and will commence meeting in 2023.

The Palmerston Seniors Advisory Committee was established in 2001 with the aim to:

- Provide a forum for identifying and exploring issues for senior citizens in Palmerston and its wider region
- To identify and progress strategies for addressing these issues
- To inform and involve all key stakeholders to promote partnership in addressing them.

At the 2nd Ordinary Council Meeting of 15 March 2022 Council made the following decisions:

13.1.1 Review of Council Advisory Committees

2. THAT Council abolish the following Council Advisory Committees, and these be reformed as Networks:

- Palmerston Seniors Advisory Committee
- Palmerston Safe Communities Committee

CARRIED 10/236 - 15/03/2022

7. THAT Council note the following Networks are already established and remain unchanged, associated to the Community Wellbeing Advisory Committee:

- Palmerston Kids Network
- Palmerston and Rural Youth Services

CARRIED 10/239 - 15/03/2022

(c) Palmerston Seniors Network

i. THAT Councillor Henderson appointed to the Community Wellbeing Advisory Committee be appointed as Chair to the Palmerston Seniors Network for period 16 March 2022 to 30 June 2023.

CARRIED 10/242 - 15/03/2022

The Palmerston Seniors Network will commence in 2023 and it will provide advice and feedback to the Community Wellbeing Advisory Committee to:

- Facilitate consultation and co-operation between the Community Wellbeing Advisory Committee and the community ensuring that Council meets its Community Plan objectives of fostering diversity and unity, being a safe and family friendly community where everyone belongs.
- Contribute to the research, development, and implementation of relevant Council strategies, plans and by-laws.
- Participate in event planning, consultation processes, and other forms of engagement relating to the promotion of creating an inclusive community.

The Network will have a Councillor as Chair in an unstructured format providing advice to the Community Wellbeing Advisory Committee on relevant issues and concerns. The Network may at times receive a specific project or initiative to undertake as a directive of the committee.

DISCUSSION

Palmerston Kids Network (PKN)

This year the PKN have met seven times and the discussions have included domestic violence, child abuse, educating families on the importance of nutrition and lack of community organisations/programs to support children with mental health issues under the age of 12 years.

Through the PKN meeting City of Palmerston (CoP) staff have worked closely with Palmerston Child and Family Centre, supporting the Young Mums Strong Mums program, which supports young mothers under the age of 25 years. Eight of the mums from this program volunteered at Palmerston's Children's Week event, and gained valuable work experience.

In October 2022 PKN provided training for members on Work-Life Balance, Blended Work-Life and Other Ways to Not Burn Out. This training is of paramount importance to ensure professionals can maintain their own health and wellbeing.

Palmerston and Rural Youth Services Network (PARYS)

This year the PARYS Network have met seven times. During these meetings members raised the following youth issues, lack of services to support children aged 8-12 accessing programs designed for youth in Palmerston, food insecurities, vaping, youth crime, lack of mental health services and support, lack of afterhours care and shelters for young people at risk.

City of Palmerston has offered the following support for workers in the youth sector with programs such as the RESEST Session at the beginning of each year to revitalise youth workers to get excited about their role and to remind them how crucial their support is and how important it is to look after their personal mental health. PARYS also supported a collaboration between CoP, City of Darwin, Association of Alcohol and other Drugs Agencies Northern Territory (AADANT), Northern Territory Council of Social Services (NTCOSS), Chief Ministers Office and CAAPS Aboriginal Corporation (CAAPS). The group worked together to deliver an all-day training session for Darwin, Palmerston, and Rural Youth Workers at the Gray Hall.

The City of Palmerston contribution included a Speed Networking Session that educated youth workers about 25 different services and programs available to young people. Most importantly they learnt about referral processes. CoP also engaged Headspace to run a session on sexual health and how to support young people in this area given the sexual health statistics in the NT. CoP promoted current consultation opportunities, upcoming events, free facility hire initiative, Community Benefit Scheme, and new youth programs.

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CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

That issues and information raised at the Network meeting are not accurately relayed to the Community Wellbeing Advisory Committee.

This Report addresses the following City of Palmerston Strategic Risks:

1 Fails to be trusted as a Council

Context: Achieving credibility & trust with majority of those within and external to the city.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	8.2.3
REPORT TITLE:	Diversity, Inclusion and Access Update
MEETING DATE:	Thursday 24 November 2022
AUTHOR:	Community Development Officer, Alyssa Finn
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report provides the Community Wellbeing Advisory Committee (Committee) with a Disability, Inclusion and Access update.

KEY MESSAGES

- The Inclusive Diverse Accessible (IDA) Policy Framework is the first supporting document of the Palmerston Community Plan.
- The IDA is a commitment from City of Palmerston to the community to promote diversity and embed inclusion and accessibility across all areas of Council's work.
- The Disability Inclusion and Access Plan (DIAP) was developed as the first supporting document to the IDA Policy Framework and was created in collaboration with people with disability as well as those who have lived experience of the impacts of barriers to inclusion and access.
- In 2022 a range of inclusive, diverse activities, initiatives and events took place including: installation of accessible products and facilities; mobile device charging station, free sanitary items through the provision of a Pink Box and baby changing stations fitted in all bathrooms at the Recreation Centre.
- Multiple events and programs have been held to celebrate and acknowledge diverse community groups, minority groups and marginalised populations, including Seniors Day, International Women's Day, International Men's Day, Harmony Day, Reconciliation Day, Refugee Week Celebrations, Drag Queen Storytime, and Bilingual Storytime.
- Upcoming events include a red-carpet event to acknowledge International Day for People with a Disability to be held on 2 December and an All Abilities only Christmas Wonderland evening event on 16 December.

RECOMMENDATION

THAT the Community Safety Advisory Committee recommends to Council:

THAT Report entitled Diversity, Inclusion and Access Update be received and noted.

BACKGROUND

In 2019 the City of Palmerston worked with the Palmerston Community to develop a comprehensive Community Plan identifying Council priorities for the next ten years, identified by the people of

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Palmerston. The City of Palmerston Inclusive Diverse and Accessible (IDA) Policy Framework is the first supporting document to the City of Palmerston Community Plan and is a commitment from Council to the community to promote diversity and embed inclusion and accessibility across all areas of our work.

City of Palmerston (CoP) have addressed issues of inclusion and accessibility and celebrated diversity in many ways including:

- Larrakia Awareness Training for all CoP staff.
- Providing swimming lessons for migrant women in collaboration with STEPS, Melaleuca, Royal Life Saving Society and Belgravia.
- Hosting Orange Sky to deliver laundry and shower services in the Palmerston CBD.
- Developed City of Palmerston Playground and Play Space Strategy to ensure our parks and playgrounds are accessible and suitable for all users.
- Racism, it stops with me ! campaign approached CoP and requested a case study based on their observation of CoP's positive practice in the cultural diversity and anti-racism space.

Storytime at the Palmerston Library has been diversified and now includes Bilingual Storytime which has been delivered in more than 15 languages, in addition to Auslan Storytime which has been delivered to increase opportunities to access for the deaf and hard of hearing community to participate in library programs. Palmerston Library was the first library in the NT to deliver Drag Queen Storytime (DQST) and they are the only library in the NT that offer DQST as a regular fixture in their programming. The Library Home Service continues to deliver library books and resources to individuals' homes who are otherwise unable to attend the library for any reason. Palmerston Library Team also continue to increase their LGBTQIA+ collection.

CoP is represented on the Palmerston Indigenous Network, a group that meets regularly to discuss issues affecting Aboriginal and Torres Strait Islander people in Palmerston and collaboration on solutions, outcomes and advocacy. CoP is also represented on the Darwin DiversAbility Collective, a networking group that meet regularly to discuss Darwin based initiatives, programs, events and works that benefit people with lived experience of disability.



Palmerston Pride



First Nations Storytime



IDAHOBIT Day 2022



Pink Boxes



Palmerston Pride



Swimming Lessons

CoP also support local not-for-profit organisations undertaking work in the Inclusive, Diverse and Accessible (IDA) space by providing funding through the Community Benefit Scheme. CoP offer support

to the Palmerston NAIDOC Committee each year with their annual NAIDOC March, Flag Raising Ceremony and BBQ through the organisation and funding of road closures, flags, equipment hire, setup and pack down.

DISCUSSION

In 2022 the City of Palmerston (CoP) Disability Inclusion and Access Plan (DIAP) was developed with support from the DIAP Steering Group, individuals with lived experience of disability and those who support, provide care for and work in the disability sector. This document is a supporting document to the Inclusive Diverse and Accessible Policy Framework (IDA) and is a commitment to the community to ensure our City remains accessible and inclusive for all residents and visitors.

In 2022 a number of new initiatives, programs and celebrations were undertaken by the CoP to promote diversity and inclusion within the city and to increase accessibility for all community members including:

- Commissioned NAIDOC mural for Recreation Centre by emerging Larrakia Artist William Hewitt.
- Installation of Aboriginal and Torres Strait Islander Flags in CoP Council Chambers.
- Celebration of cultural and linguistically diverse CoP staff through a social media campaign for International Mother Languages Day 2022.
- Acknowledgement of International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) on our social media and by lighting up the Palmerston Water Tower.
- Celebrating Palmerston Seniors Day 2022 with ochre workshop, graffiti and street art workshop, full lunch, Welcome to Country, native plant workshop, and Drag Queen bingo.
- Installation of a free, multiuse rapid charging station at the Palmerston Recreation Centre which is available during opening hours for all community members.
- Collaboration with Woolworths Australia and Share the Dignity to instal two Pink Box Vending Machine at the Palmerston Recreation Centre and Library providing discreet access to free period products to all who need it.
- Change tables have been installed in both the male and female restrooms at the Palmerston Recreation Centre ensuring that all families are able to access suitable changing facilities for their children.
- All abilities accessible areas have been provided at events such as Suburban Sounds and Geekfest 2022 ensuring those with sensory related conditions and those with physical disabilities and impairments are able to have a positive experience at our events.
- City of Palmerston in 2022 updated their Refugee Welcome Zone Status with the Refugee Council of Australia for the first time since 2013.
- Working with the A Team Darwin, a group of three creative and talented young people living with autism spectrum disorder (ASD) to explore ways in which they can support CoP staff to better understand and work with neurodiverse individuals.

Several large-scale events including Harmony Day, International Women's Day (IWD), Multicultural Festival and Palmerston Pride were hosted by CoP earlier in 2022, in partnership with key local stakeholders. Multiple community members expressed that these celebrations gave them an opportunity to express themselves freely, and in particular with Pride, to connect with other people from the LGBTQIA+ Community. One young person was quoted as saying "this is the first time I've been my true self, and no one has judged me".

The City of Palmerston are committed to increasing visibility and publicly showing their support for minority groups and marginalised populations. Diversity statements have been added to all staff email signatures in addition to the website.

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Harmony Day



Drag Queen Storytime



Pride Festival

For the remainder of 2022 we have the following celebrations scheduled which relate directly to the Inclusive, Diverse and Accessible Policy Framework.

- International Men's Day will be celebrated on Saturday November 19 2022, to promote the contributions that men make to our community. This year the aim is to inspire more men to make time for mates and build better social connections.
- International Day of People with a Disability (IDoPwD) will be celebrated on Friday December with a Red-Carpet Event. IDoPwD aims to celebrate people with disability, start conversation, challenge unconscious bias and lift our expectations of what people with disability can do.
- Christmas Wonderland: City of Palmerston will be hosting a dedicated all abilities evening for invited community members with diverse abilities along with their friends, families and caregivers including community organisations and NDIS agencies. The Christmas all abilities evening will be accessible for visitors requiring wheelchair access and will include sensory considerations e.g., reducing flashing lights and lowering sounds and music, there will also be increased disability parking around Goyder Square.



IDoPwD Event



IMD 2022



Seniors Week

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

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BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Risk that City of Palmerston could be perceived as not undertaking initiatives to become an inclusive and diverse Community which is contemporary in practice and meets the needs of its diverse and ever-changing community.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COMMITTEE REPORT

Committee Meeting

AGENDA ITEM:	8.2.4
REPORT TITLE:	Major Projects Update
MEETING DATE:	Thursday 24 November 2022
AUTHOR:	Executive Manager Projects and Infrastructure Services, Karl Hell
APPROVER:	General Manager Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

The purpose of this Report is to update the Community Wellbeing Advisory Committee (Committee) on major capital projects currently underway.

KEY MESSAGES

- Council has several capital projects underway that are greater than \$1 million in value.
- Due to the scale of the projects, this report provides an update to the status of major projects with a value of over \$1 million.
- The following projects have updates included as attachments to this report.
 - SWELL Construction
 - Zuccoli Community Hub - Dog Park
 - FiberSense
- Planning for major projects additional to the those listed are also included within this report with updates.
- Council has been successful in its grant application for the NT Recycling Modernisation Fund for a cardboard compactor at the Archer Waste Management Facility.
- Capital projects occurring with a value less than \$1 million are updated within the Infrastructure Directorate quarterly reports, and relevant financial reporting.

RECOMMENDATION

THAT the Community Safety Advisory Committee recommends to Council:

THAT Report entitled Major Projects Update be received and noted.

BACKGROUND

Council has a Capital Works Program worth over \$27 million this financial year. This includes a broad range of asset renewal programs along with major capital projects.

Capital projects are any project where a Council asset is built or renewed. This can include new assets, such as a new shade over a playground, or replacement (also referred to as renewal) of assets such as road resurfacing. Typically, Council's capital programs and projects are reported through specific project communications and with updates within quarterly and financial reports.

As there are several major projects underway, with values of over \$1 million each, an update report will be prepared to provide Council with regular updates on these significant projects.

This monthly update report will also incorporate relevant information of the status of upcoming major capital projects that are in the planning stages.

DISCUSSION

Updates on the following major capital projects currently under construction are included as attachments to this report;

- SWELL Construction **Attachment 8.2.4.1**
- Zuccoli Community Hub – Dog Park **Attachment 8.2.4.2**
- FiberSense **Attachment 8.2.4.3**

Council is also progressing the planning for future, proposed major capital works, as summarised below.

Driver Community Centre

The Driver Resource Centre was constructed in the mid 1980's as a Childcare Facility co-located with the adjacent Driver Primary School.

- The building is located on Lot 4196, Town of Palmerston.
- The lot is 2070 square metres but constrained by significant easements, leaving approximately a 450 square metre area available for construction of a building.
- The lot is zoned Community Purpose.
- The building, owned by Council, is currently leased.

The design contract was awarded to undertake a preliminary design of the replacement of the Driver Resource Centre located at 19 Driver Avenue, with a modern Community Centre, including needs assessment to determine required detailed design scope. The design is to be delivered in stages with the first stage concluding with the preliminary design. The estimated overall cost of the design and construction is anticipated to be in the order of \$2 million. A more detailed update, including needs assessment, will be provided to Council early in 2023.

Zuccoli Community Hub – Future Stages

The Master Plan for the Zuccoli and Surrounds Community Hub, incorporates an off-leash dog park, walking trails, a skate park and pump track, a playground, children's boutique library, community centre and a garden of reflection. The project has an estimated cost of \$20 Million and is anticipated to be delivered over a 5-year period, commencing in 2022. The Community Hub will be delivered in stages, the first stage being the Dog Park and the second stage will be the Skate Park and Pump Track. The Skate Park and Pump Track has an estimated cost of \$1.5 Million and will be funded by Council.

City of Palmerston submitted a Building Better Regions Fund (BBRF) - Infrastructure Projects Stream - Round 6 - Application for the Zuccoli Community Hub (Buildings). The Australian Government has advised that BBRF - Round 6 - Application is not proceeding, however, Council will be able to apply for funding under the new Growing Regions Program when it becomes available.

This year, Council has allocated \$500,000 for the construction of a pump track within the Zuccoli Community Hub and has identified funding for the Community Centre and Library facilities subject to grant funding. Procurement for the design components of these elements will occur in December 2022, enabling the design to be completed early 2023, with the pump track being a priority for construction to occur in the 2023 dry season.

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Archer Waste Management Facility Upgrade

Upgrade of the Archer Waste Management Facility includes design, relocation of the gatehouse, construction of a recycling area and construction of a general waste push-pit area (with roof). The design phase of the project is in progress. The design will inform a tender for construction in the 2023 dry season.

Total project funding is \$1.6 million which includes a NTG Grant of \$400,000. Council has also been successful in its grant application for the NT Recycling Modernisation Fund for a cardboard compactor at the Archer Waste Management Facility. Project funding is \$200,000 which comprises NTG NT Recycling Modernisation Grant of \$100,000 and Council capital contribution of \$100,000.

CONSULTATION PROCESS

Consultation with the community and stakeholders is occurring as relevant to each project.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The projects are being delivered within the 2022-23 Capital Works Program. Individual budget updates are included with the current project summaries.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that failure to deliver on these projects in the time specified may result in community dissatisfaction. At this stage of the projects no delays have been identified. Council will receive regular reports in progress of constructions and timeframes as will the community and relevant stakeholders.

Within the current market for design, construction and project support resources, there are risks of increasing costs and delays. These are being managed within each individual project as required. Overall, there are resourcing constraints relating to deliver multiple significant projects at one time and processes are underway to recruit and engage relevant project managers and support.

This Report addresses the following City of Palmerston Strategic Risks:

6 Fails to deliver the strategic vision for the City

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The benefits of these projects are numerous, including enhancing the amenity of the local area; providing greater health and lifestyle choices; increasing social diversion and youth engagement, local employment opportunities, improved public safety, increased waste recycling; and reducing the effects of heat and climate.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. SWELL Construction Council Update November 2022 [8.2.4.1 - 2 pages]



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2. Zuccoli Dog Park Council Update November 2022 [8.2.4.2 - 2 pages]
3. Fiber Sense Council Update November 2022 [8.2.4.3 - 2 pages]



A Place for People

SWELL CONSTRUCTION

November 2022 Update

Project Overview

Summary: The SWELL project is Palmerston's largest infrastructure project to date and is set to transform the current aging Palmerston Swimming and Fitness Centre into an aquatic and leisure precinct including a refurbished 50m pool with improved accessibility, heated program pool, an adventure play zone, warm water pool, half basketball court, events area, upgraded amenities and plenty of shade.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/swell-construction>

Construction Budget: \$19.4 million

Funding Source(s):

- City of Palmerston - \$6.9 million
- Australian Government - \$5 million (Building Better Regions Fund)
- Northern Territory Government - \$7.5 million (grant)

Completion Date: November 2023

Contractor: Jaytex Construction Pty Ltd

Status Update

Percentage Complete: 10%

Actual Costs to Date (claims processed): Nil, however the first claim has been submitted – approx. \$1.2m

Approved Cost Variations: Nil

Works to Date Summary:

In July 2022 the contract was awarded to Local NT company Jaytex Construction, with Minister Lawler, Federal Member Solomon, Mr. Luke Gosling, Mayor Athina Pascoe – Bell, and Neil Daffen (Jaytex) in attendance at the project launch event (pictured below). Palmerston Pool closed to the public on 20 August 2022.

Construction works commenced 22 August 2022. The Gym and Youth Centre are remaining operational during construction.

Project works in progress and / or completed to date:

- Segregation of the Youth Centre, kiosk and Gym from the construction site so to maintain their operations
- Tree removal/site clearing works
- Draining of the pools
- Demolition and removal of the pump house plantroom, leisure pool and shade structures
- Decommissioning and removal of redundant underground services
- Removal of waste material from site
- Underground service installation
- Electrical transformer pad construction
- Earth works, site leveling and building pad construction

SWELL CONSTRUCTION

November 2022 Update



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Earth Works and Underground Services

Upcoming Works:

- Demolition works continuing
- Decommission and removal of redundant underground services
- Removal of waste material from site
- Installation of underground services
- Earth works, site leveling and building pad construction



A Place for People

ZUCCOLI COMMUNITY HUB – DOG PARK

NOVEMBER 2022 UPDATE

Project Overview

Summary: The Master Plan for the Zuccoli and Surrounds Community Hub, will incorporate an off-leash dog park, walking trails, a skate park and pump track, a playground, children's boutique library, community centre and a garden of reflection. Stage 1 is under construction and consists of a dog park with two fenced dog play areas with water play, public toilet and temporary car parking.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/zuccoli-and-surrounds-community-hub-construction-0>

Construction Budget: \$1.29 million (excluding GST)

Funding Source(s):

- City of Palmerston - \$890,000
- Australian Government - \$150,000 (Local Roads and Community Infrastructure Fund, Phase 2)
- Northern Territory Government - \$250,000 (grant for the public toilet)

Completion Date: March 2023

Contractor: Sterling NT

Status Update

Percentage Complete: 70%

Actual Costs to Date (claims processed):

- 2021/22 - \$324,055
- 2022/23 - \$516,750
- Total = \$840,804

Approved Cost Variations: \$81,249 Excl GST – 5.38% of total contract

Works to Date Summary:

Following the project launch in June 2022, construction is well underway with several elements having been completed and others being constructed concurrently.

The following site works have been completed.

- Site clearing
- Civil and earth works
- Construction of concrete paving, light poles, shade structures

Works currently underway include;

- Water main installation
- Landscaping works
- Fencing
- Finalisation of pathways
- Preparation of Exeloo services (for 2023 installation of Exeloo)
- Lighting



A Place for People

ZUCCOLI COMMUNITY HUB - DOG PARK

NOVEMBER 2022 UPDATE



Site aerial

Upcoming Works:

Over the next month it is anticipated the works underway will be completed and the establishment of grassing will occur to enable an opening date to be finalised.

Due to supply timeframes the Exeloo installation anticipated completion date is March 2023.

FIBERSENSE

NOVEMBER 2022 UPDATE



A Place for People

Project Overview

Summary: A total of 60km of fiber optic cable will be laid throughout Palmerston CBD and Tiger Brennan Drive to detect vibrations in real time to understand and capture vehicular and pedestrian movements.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/fibersense-technology>

Construction Budget: \$2 million (including 5 years of data services)

Funding Source(s):

- City of Palmerston - \$500,000
- Northern Territory Government - \$1.5 million (grant)

Completion Date: November 2022 initial stages, Mid 2023 final stages.

Contractor: FiberSense Pty Ltd

Status Update

Percentage Complete: 80%

Actual Costs to Date (claims processed): \$1,324,333 or 63%

- 2021/22 - \$484,816
- 2022/23 - \$839,517
- Total = \$484,816

Approved Cost Variations: \$126,180 or 6.3%

Works to Date Summary:

As of end of October 2022, Fibersense has achieved the following:

City of Palmerston	Northern Territory Government
Cut Distance = 25.7 km	Cut Distance = 20.1 km
Cable Installed = 30.9 km	Cable Installed = 20.1 km
Total Cut Distance = 45.8 km	
Total Cable Installed = 51 km	

With this, fiber cable installation on City of Palmerston and Northern Territory Government roads have been completed, excluding the Civic Plaza Car Park which will be done next year. The installation is currently underway on the last of NTG roads, which is predominantly Tiger Brennan Drive.

To enhance the level of sensing and data collection on the pico-trenched network, Fibersense will be adding one more sensing unit make it two sensing units in total. This does not incur any variation.

This section has been postponed as the contractors are awaiting advanced hardware that have upgraded sensing capability. FiberSense is currently working on the software side of the project which includes fine tuning detection and calibration of the vibration signals. City of Palmerston and Northern Territory

FIBERSENSE

NOVEMBER 2022 UPDATE



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Government (NTG) are working closely with FiberSense to have the user interface and reporting developed.

A variation has been approved for the upgrade of pits on Tiger Brennan Drive, this will be funded by NTG. Another small variation, \$3200, has also been approved to have fiber installed within a Bakewell laneway, which will be funded from existing programs.



Figure 1 Current Installation Status. NTG Road (Blue) and CoP Road (Pink)

Upcoming Works:

The following works are underway for the coming months:

- Software Development (Optical Setup, Digital Geotag, Commission Processing Chain and Detector Setup, Portal (GUI) Set up) – near completion
- Project Launch – December 2022

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9 INFORMATION AND CORRESPONDENCE

9.1 Information

9.2 Correspondence

10 GENERAL BUSINESS

11 NEXT COMMITTEE MEETING

THAT the next Community Wellbeing Advisory Committee Meeting of Council be held on Thursday, 30 March 2023 at 130pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

12 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.