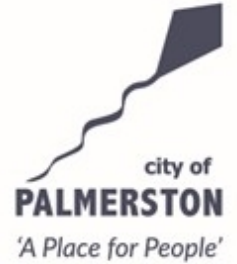


AGENDA



COMMUNITY SAFETY ADVISORY COMMITTEE MEETING

TUESDAY 11 FEBRUARY 2025

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

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

A handwritten signature in black ink, appearing to read "Nadine Nilon", is positioned above a horizontal line.

NADINE NILON
CHIEF EXECUTIVE OFFICER



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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES

4 AUDIO/AUDIOVISUAL CONFERENCING

4.1 Request for audio/audiovisual conferencing

4.2 Audio/Audio visual conferencing previously granted

5 DECLARATION OF INTEREST

5.1 Committee members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

THAT the Minutes of the Community Safety Advisory Committee Meeting held on 12 November 2024 pages 37 to 40 be confirmed.

6.2 Business arising from previous meeting

7 DEPUTATIONS AND PRESENTATIONS

8 CONFIDENTIAL ITEMS

8.1 Moving confidential items into open

8.2 Moving open items into confidential

8.3 Confidential items

Nil

9 OFFICER REPORTS

COMMITTEE REPORT

Committee Meeting

Agenda Item:	9.1.1
Report Title:	Terms of Reference Review - Community Safety Advisory Committee
Meeting Date:	Tuesday 11 February 2025
Author:	Executive Assistant to General Manager Community, Georgina Davies
Approver:	General Manager Community, Konrad Seidl

Community plan

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

Purpose

This Report presents the reviewed Community Safety Advisory Committee Terms of Reference.

Key messages

- At its 1st Ordinary Meeting on 5 November 2024, Council endorsed the remuneration of Council Committee Members at \$200 per meeting attended.
- The Terms of Reference have been reviewed to reflect the updated remuneration arrangements for Community Members.

Recommendation

1. THAT Report entitled Terms of Reference Review - Community Safety Advisory Committee be received and noted.
2. THAT the Community Safety Advisory Committee recommend to the Council:
 - a. THAT Council endorse the reviewed Terms of Reference for the Community Safety Advisory Committee as **Attachment 9.1.1.3**.

Background

The Community Safety Advisory Committee (CSAC) was established at the 2nd Ordinary Council Meeting of 15 March 2022 as an advisory body to Council providing advice relating to a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Advisory Committees have no delegation authority and are intended to inform on Committee related issues.

During the 1st Ordinary Council meeting of 5 November 2024, Council made the following decision:

13.1.1 Review of Council Committee Remuneration

Moved: Councillor Morrison
Seconded: Councillor Henderson

1. *THAT Report entitled Review of Council Committee Remuneration be received and noted.*
2. *THAT Council endorses Option Four from report entitled Review of Council Committee Remuneration as the applicable remuneration for Council Advisory Committee members and that this remuneration commence from the next applicable committee meeting with the Terms of Reference amended accordingly.*

CARRIED (5/0) - 10/1594 - 5/11/2024

This report seeks to present a review of the Terms of Reference (ToR) following the Council's decision to remunerate Committee Members.

Discussion

The recent decision by Council to introduce remuneration for Advisory Community Committee members necessitates a review of the CSAC ToR. This change reflects the Council's commitment to recognising the valuable contributions of community members while ensuring governance processes are up to date.

Council staff have undertaken a review of the CSAC ToR to incorporate this additional requirement for remuneration with changes to phrasing, punctuation and formatting.

The key amendments include:

- Updated template to align with City of Palmerston's brand refresh
- Added remuneration details in alignment with Council's endorsed remuneration rate of \$200 per meeting attended.

The recommended changes are detailed in **Attachment 9.1.1.2**, with the updated policy presented in **Attachment 9.1.1.3** for Council's consideration

Consultation and marketing

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

- Executive Manager Organisational Performance

Policy implications

This report pertains to the Community Safety Advisory Committee Terms of Reference.

It outlines recommended changes to ensure the Terms of Reference reflect the Council's recent decision to introduce remuneration for Advisory Community Committee members. These updates align with Council's governance framework and the objectives of the Inclusive, Diverse and Accessible Policy.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Inclusive, Diverse and Accessible Policy Framework

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. 20240319 - Terms of Reference Community Safety Advisory Committee [9.1.1.1 - 3 pages]
2. 20240319 Terms of Reference Community Safety Advisory Committee - Tracked Changes [9.1.1.2 - 4 pages]
3. 20250130 - Terms of Reference - Community Safety Advisory Committee - New [9.1.1.3 - 5 pages]



TERMS OF REFERENCE

Committee Name:	Community Safety Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community		
Owner:	Chief Executive Officer		
Approval Date:	16/04/2024	Next Review Date:	March 2026
Records Number:	545163	Council Decision:	10/1295

1 PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston 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 and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5 Draw on and share the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The CSAC 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 individuals or individuals with a special interest to be members of the Committee based on its purpose, being:
 - One Councillor as Chair
 - Two Councillor as a Member
 - One Community Member
 - One Senior Community Representative
 - One Youth Community Member
 - One Representative of the Chief Minister and Cabinet
 - One Representative of Northern Territory Families
 - One Representative of the Northern Territory Police
 - One First Nations Representative



A Place for People

TERMS OF REFERENCE

- One Representative from a relevant business association.
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.
- 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 government 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 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's 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 community well-being, safety and social and animal wellbeing issues.
 - Contribute positively to the work of the 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.
 - Community members must be Palmerston residents.
- 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**
Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson
- 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.



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TERMS OF REFERENCE

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.

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.



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TERMS OF REFERENCE

Committee Name:	Community Safety Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community		
Owner:	Chief Executive Officer		
Approval Date:	16/04/2024	Next Review Date:	March 2026
Records Number:	545163	Council Decision:	10/1295

1 PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- 2.2 Consider and endorse recommendations from ~~itsthe committee's~~ associated ~~N~~networks to put forward for Council's consideration.
- 2.3 Provide a structure through which the views and interests of the Palmerston community and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5 Draw on and share the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

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

4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 ~~The City of Palmerston~~Council shall appoint suitably qualified individuals or individuals with a special interest to be ~~M~~members of the Committee based on its purpose, being:
 - One Councillor as Chair~~person~~
 - Two Councillor'~~s~~ as ~~a~~-Members
 - One Community Member
 - One Senior Community Representative
 - One Youth Community Member
 - One Representative ~~fromof~~ the ~~Department of the~~ Chief Minister and Cabinet
 - One Representative ~~fromof the Department of Children and Families~~~~Northern Territory Families~~
 - One Representative ~~fromof~~ the Northern Territory Police



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TERMS OF REFERENCE

- One First Nations Representative
- One Representative from a relevant business association.

~~4.3 The Chairperson will be a Councillor holding membership to the committee.~~

~~4.4.3~~ The Mayor will be ex-officio ~~m~~Member.

~~4.5.4~~ Council staff ~~will~~ 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 invited to by the committee.~~

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 ~~M~~members will be for two years ~~from date of appointment.~~

5.3 Council officers will invite relevant government organisations to hold representation on the Committee.

5.4 Representatives shall be nominated by the appointed organisations.

~~5.5~~ A ~~M~~member who fails to attend three consecutive meetings without providing ~~an~~ apology is considered to have resigned their membership.

~~5.5.6~~ ~~Following the confirmed resignation of a member, Council will actively fill the position.~~

~~5.6.7~~ The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee's 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 community well-being, safety and social and animal wellbeing issues.
- Contribute positively to the work of the 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.
- Community members must be Palmerston ~~R~~residents.

6.2 Community representatives ~~can~~shall be considered by submitting an Expression of Interest Form, ~~which is~~ available on the Council website ~~HERE~~.

6.3 Submissions received will be submitted to a confidential ~~Meeting of Ordinary Council~~ 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 Meeting Schedule~~

~~7.2.1~~ Meetings will be held quarterly, or more frequently as required.

~~7.2.2~~ ~~The meeting schedule will be proposed to the committee in the last meeting of the quarter and submitted to the next Ordinary Council Meeting for endorsement.~~

7.3 Attendance

7.3.1 Meetings are open to the public unless confidential business is being considered.



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TERMS OF REFERENCE

- 7.3.2 Guests or community Nnetwork Members may be invited to attend meetings by the Advisory Ccommittee to provide advice or updates on relevant matters.
- 7.4 **Quorum**
Quorum consists of a majority of its committee Mmembers holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.
- 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.
- 7.6 **Voting**
- 7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by mMembers of the Committee, by show of hands.
- 7.6.2 A Committee decision is by majority vote of voting mMembers present at a meeting.
- 7.7 **Minutes**
Meeting minutes will be distributed to mMembers within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8 RENUMERATION

- 8.1 **Entitlement**
- 8.1.1 Community Members of the Community Safety Advisory Committee shall receive remuneration of \$200 per meeting attended.
- 8.1.2 Members entitled to this remuneration include:
- Community Member
 - Senior Community Member Representative
 - Youth Community Member Representative
- 8.2 **Applicable Meetings**
Remuneration is applicable for attendance at:
- Scheduled committee meetings.
 - Extraordinary meetings convened with prior approval from Council.
- 8.3 **Exclusions**
Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.
- 8.4 **Payment Process**
Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the official meeting minutes.
- 8.5 **Conflicts of Interest**
Community Members must notify the Chair or the relevant Council Officer of any conflicts of interest relating to remuneration, in accordance with Council's governance policies.

9 CONDUCT

- 9.1 **8.1 Conflicts of interest**
Committee mMembers must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda. items on the approved Council form.



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TERMS OF REFERENCE

9.2 ~~8.2~~ Code of Conduct

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

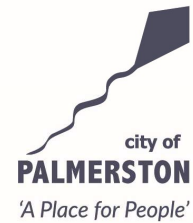
9.3 ~~8.3~~ Committee Representation

Committee ~~M~~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.

10 PERFORMANCE REVIEW

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

TERMS OF REFERENCE



COMMUNITY SAFETY ADVISORY COMMITTEE

1. PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- 2.2. Consider and endorse recommendations from the committee's associated networks to put forward for Council's consideration.
- 2.3. Provide a structure through which the views and interests of the Palmerston community and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4. Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5. Draw on and share the expertise of specialists, as appropriate.

3. AUTHORITY/DELEGATION

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

4. MEMBERSHIP

- 4.1. Members are appointed by the Council.
- 4.2. Council shall appoint suitably qualified or experienced individuals to be Members of the Committee based on its purpose, being:
 - One Councillor as Chairperson
 - Two Councillor's as Members
 - One Community Member
 - One Senior Community Representative
 - One Youth Community Member

- One Representative from the Department of the Chief Minister and Cabinet
 - One Representative from the Department of Children and Families
 - One Representative from the Northern Territory Police
 - One First Nations Representative
 - One Representative from a relevant business association
- 4.3. The Mayor will be an ex-officio Member.
- 4.4. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

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 from date of appointment.
- 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 an apology to the Chairperson is considered to have resigned their membership.
- 5.6. Following the confirmed resignation of a member, Council will actively fill the position.
- 5.7. 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 community well-being, safety and social and animal wellbeing issues.
 - Contribute positively to the work of the 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.
- 6.2. Community members must be Palmerston Residents. Community representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting 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. Meeting Schedule

- 7.2.1. Meetings will be held quarterly, or more frequently as required.
- 7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the quarter and submitted to the next Ordinary Council Meeting for endorsement.

7.3. Attendance

- 7.3.1. Meetings are open to the public unless confidential business is being considered.
- 7.3.2. Guests or community network Members may be invited to attend meetings by the committee to provide advice or updates on relevant matters.

7.4. Quorum

Quorum consists of a majority of committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.

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.

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 Council Meeting.

8. REMUNERATION

8.1. Entitlement

8.1.1 Community Members of the Community Safety Advisory Committee shall receive remuneration of \$200 per meeting attended.

8.1.2 Members entitled to this remuneration include:

- Community Member
- Senior Community Member Representative
- Youth Community Member Representative

8.2. Applicable Meetings

Remuneration is applicable for attendance at:

- Scheduled committee meetings.
- Extraordinary meetings convened with prior approval from Council.

8.3. Exclusions

Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

8.4. Payment Process

Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

8.5. Conflicts of Interest

Community Members must notify the Chair or the relevant Council Officer of any conflicts of interest relating to remuneration, in accordance with Council's governance policies.

9. CONDUCT

9.1. Conflicts of interest

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

9.2. Code of Conduct

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



9.3. 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.

10. PERFORMANCE REVIEW

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

COMMITTEE NAME	Community Safety Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
APPROVAL DATE		NEXT REVIEW DATE	March 2026
RECORDS NUMBER	616620	COUNCIL DECISION	[Council Decision]

COMMITTEE REPORT

Committee Meeting

Agenda Item:	9.2.1
Report Title:	Animal Management Update - 2025
Meeting Date:	11 February 2025
Author:	Regulatory Services Manager, Danny Hughes
Approver:	General Manager Community, Konrad Seidl

Community plan

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

Purpose

This Report provides an update to the Community Safety Advisory Committee on animal management initiatives in City of Palmerston.

Key messages

- City of Palmerston is committed to providing quality animal management services to the municipality.
- Education, encouraging community awareness, and enforcing the appropriate animal management By-Laws are key focus areas which improves community safety.
- City of Palmerston is increasing Enforcement for non-compliance with animal registration responsibilities.

Recommendation

THAT Report entitled Animal Management Update be received and noted.

Background

Animal management is important in ensuring the safety and welfare of the public within the municipality. The introduction of the revised *City of Palmerston (Animal Management) By-Laws 2024* (herein known as the By-Laws) which came into effect on 1 July 2024,

provided regulatory enforcement around safe ownership and legal requirements of animal owners of both dogs and cats.

This report provides an update on how City of Palmerston is managing animal issues through focussed initiatives and regulatory compliance measures.

Discussion

Animal Registration

As of 29 January 2025, there were 6843 dogs, and 295 cats recorded on Council data systems. Of those animals recorded, there are 4262 dogs, and 265 cats registered which leaves a total of 2581 dogs and 30 cats unregistered. This is a concerning number of animals that remain unregistered. Furthermore, cat registration has been minimal. City of Palmerston is conducting an audit, increasing active patrols and escalating enforcement to rectify this issue.

As there are still many dogs that remain unregistered, City of Palmerston is conducting audits and contacting dog owners via post and phone advising that it is an offence to have an unregistered dog in the municipality. As the community has had sufficient time to register their dogs, infringements are being prepared to be issued for non-compliance as per the By-Laws. City of Palmerston are also planning for increased patrols to identify properties with cats, to provide notice to register and reasonable time to register their cats before further enforcement actions are considered. City of Palmerston will continue to promote the By-Laws and owner responsibilities via advertising campaigns and in social media.

Dog Attacks

There are 15 open cases of dog attacks which are currently being investigated by City of Palmerston.

Dog attacks are taken seriously by City of Palmerston. These matters are thoroughly investigated by Rangers which may be concluded by the issuance of an infringement notice and a regulatory decision made about the animal. The following decision options are available in accordance with the By-Laws if a dog attack has been substantiated:

- The dog may be declared as a Dangerous Dog;
- The dog may be euthanised; and
- The dog may be de-registered and required to be removed from the municipality.

Cat Management

City of Palmerston works with external providers to support necessary assistance when managing the welfare of animals. Practices and process related to impounded cats have been reviewed and options are being prepared for consideration of Council.

Education and Awareness

Since the By-Laws were implemented 1 July 2024, there has been large marketing campaign that focussed on the priorities including:

- Pet registrations;

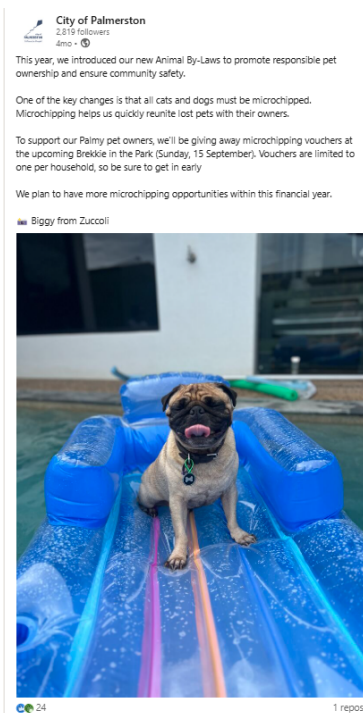
- Desexing;
- Microchipping – both dogs and cats;
- Personal identification code for domestic livestock;
- Increased fines for dog attacks.

Generic advertising has run consistently across broadcast platforms including television and radio advertising. In addition to the consistent marketing on these placements, the following channels have been used also;

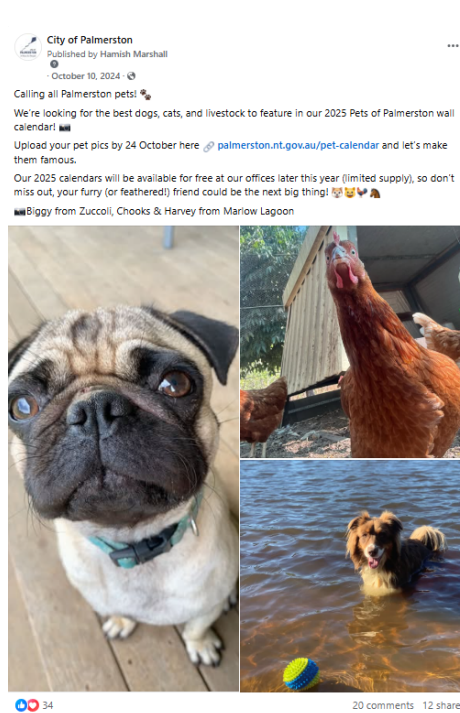
- Facebook and Instagram – utilising both paid and organic;
- NT Newsprint advertising;
- Update of website information.

Engagement on the social media posts has been quite high, particularly the call out for their animals to feature on the new City of Palmerston Animal wall calendars, with over 130 residents sending in their pet photos. These calendars are expected to arrive for residents by 7 February.

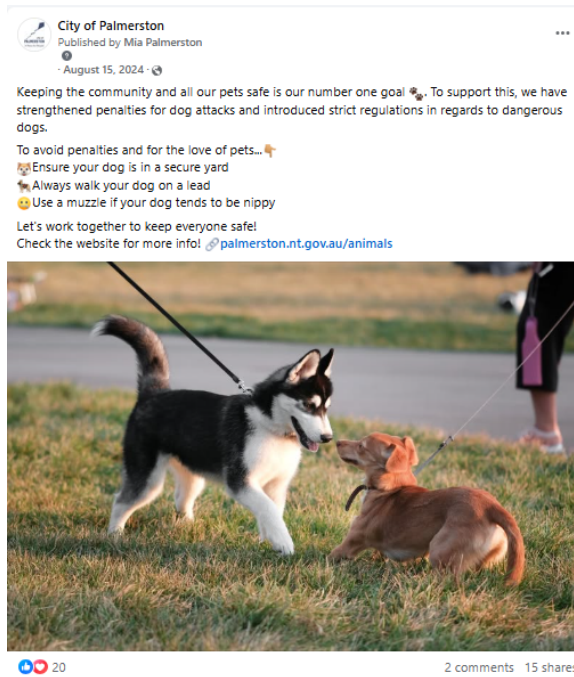
Looking ahead, the campaign touch points will continue as above due to their cut through and high engagement. There will be new pet merchandise produced such as dog and cat collars, toys etc with the tag line ‘for the love of pets’.



LinkedIn – October 24 – Microchipping



Facebook – October 24 – Pet calendar call out



Facebook – December 24 - Keeping pets safe and August 24 - By-laws stronger penalties for dog attacks

Consultation and marketing

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

- Regulatory Services Operations Coordinator
- Executive Manager People and Customer

Policy implications

There are no policy implications for this Report.

Budget and resource implications

Further upgrades of the animal compound (pound) are being investigated for future budgets, including options for temporary solutions for cat management.

Risk, legal and legislative implications

If the funding does not occur for the proposed stage 4 project of the animal compound, there is a risk that council does not have the ability to enforce its Animal Management By-Laws when dealing with cats.

1. Community Safety

Failure of Council to effectively plan and deliver its role in community safety.

6. Governance

Failure to effectively govern.



Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- [Companion Animal Management Plan](#)

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:	9.2.2
Report Title:	Community Services Safety update
Meeting Date:	Tuesday 11 February 2025
Author:	Community Services Manager, Laura Hardman
Approver:	General Manager Community, Konrad Seidl

Community plan

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

Purpose

This Report provides the Community Safety Advisory Committee with a Community Services update.

Key messages

- Orange Sky's "Betsy" bus and its volunteers attend Palmerston Recreation Centre every Tuesday to provide essential services to people experiencing homelessness or hardship.
- City of Palmerston's free venue initiative is available until 30 June 2025.
- Palmerston and Regional Basketball Association (PaRBA) facilitate Youth Drop-in Sports (YDIS) daily, providing young people a safe place to connect with others.
- Palmerston's Library has introduced a new initiative to support people experiencing domestic and family violence.
- Brekkie in the Park events provide a free breakfast for the community and opportunities to engage and make community connections.
- City of Palmerston participates in daily multiagency meetings to ensure effective communication.

Recommendation

THAT Report entitled Community Services Safety update be received and noted.

Background

City of Palmerston (CoP) works closely with community organisations and essential services to contribute to community safety outcomes for our municipality. By supporting various programs and initiatives that foster social cohesion, CoP aim to provide a multidisciplinary approach to community safety.

Discussion

The programs below are provided by or supported by City of Palmerston and will continue into 2025.

Orange Sky

Orange Sky has been situated at the Palmerston Recreation Centre since 2020. The bus, "Betsy," visits Palmerston every Tuesday to ensure that people experiencing homelessness and hardship have access to laundry and shower facilities. Through the delivery of these services, the volunteers establish relationships with the community and guide them to various community services. This service is provided from the outdoor half-basketball court at the back of the Recreation Centre on Tuesday mornings between 7:00 am and 9:00 am.



Orange Sky Volunteers, Community Services Team and members of the public

Facility Free Venue Initiative

City of Palmerston's free venue initiative is available until 30 June 2025. This initiative allows Not-For-Profit community organisations to hire Council venues free of charge, supporting various community groups in facilitating workshops, training sessions, and information forums that address critical community issues, including safety and well-being.

CoP has supported several community-driven events to improve safety within Palmerston. Recent workshops have focused on key issues such as:

- Youth Sexual Assault Education
- Domestic Violence Awareness and Response
- Personal Protection Strategies
- Elder Abuse Awareness

Palmerston Library also holds regular Hub @ the Library sessions, which enables organisations such as Dementia Australia, Services Australia, Consumer Affairs NT,

Integrated Disability Action, Territory Palliative Care, and Top End Mental Health Consumer Organisation to connect with the community and share vital information.

The library has also hosted pre-cyclone season information and flood preparedness sessions facilitated by NT Police, Fire and Emergency Services (PFES).

Youth Drop-in Sports

Youth Drop-in Sports has been funded by the Northern Territory Government and supported by City of Palmerston since 2017, operating from the Palmerston Recreation Centre. Palmerston and Regional Basketball Association (PaRBA) provide a safe and engaging space for young people Monday to Thursday 3pm to 5pm and Friday 5pm to 9pm.

A team of young mentor's support attendees with regular program changes to suit the interests of Palmerston's young people.



Friday night shoot-outs and dinner with mentors.

Brekkie in the Park

Brekkie in the Park is held annually, offering four (4) events for the community in different parks in our municipality. The events provide a free breakfast and opportunities for the community to engage with City of Palmerston employees, NT Police and Neighbour Watch. The events for 2025 will be held in May, June, July and August with a focus on community connections and safety.



Regulatory Services staff provide animal information, and residents receive free native trees.

Esca bags

Palmerston's Library has introduced a new initiative to support people experiencing domestic and family violence by stocking Escabags. Escabags are free "Escape Bags" designed to provide essential items and resources to individuals fleeing domestic and family abuse. These bags can be collected discreetly from City of Palmerston's Library.

Patrollers Meetings

City of Palmerston's Regulatory Services team contributes to daily multiagency meetings, ensuring open communication between numerous departments is a priority. Agencies include Larrakia Nation, NT Police, Department of Transport, Department of Housing, and licensing. These meetings are integral to improving community safety and ensuring a united approach to antisocial behaviour within our community.

Consultation and marketing

There was no consultation or marketing 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

This Report addresses the following City of Palmerston Strategic Risks:

- 1. Community Safety**

Failure of Council to effectively plan and deliver its role in community safety.

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- City of Palmerston Community Plan

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



10 INFORMATION AND CORRESPONDENCE

10.1 Information

10.2 Correspondence

11 GENERAL BUSINESS

12 NEXT COMMITTEE MEETING

THAT the next Community Safety Advisory Committee Meeting of Council be held on Tuesday, 13 April 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

13 CLOSURE OF MEETING



MINUTES

Community Safety Advisory Committee Meeting

Tuesday 12 November 2024

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

Council business papers can be viewed on the City of Palmerston website www.palmerston.nt.gov.au

'A Place for People'



A Place for People

COMMITTEE MINUTES

Minutes of Community Safety Advisory Committee Meeting
 held in Council Chambers
 Civic Plaza, 1 Chung Wah Terrace, Palmerston
 on 12 November 2024 at 5:30pm.

PRESENT

COMMITTEE MEMBERS	Councillor Damian Hale (Chair) Councillor Lucy Morrison Mayor Athina Pascoe-Bell Fran Ramsey, First Nations Representative Sharon Binns, Senior Community Member Representative
STAFF	General Manager Community, Konrad Seidl Regulatory Services Manager, Danny Hughes City Activation Manager, Matthew McNamara Minute Secretary, Georgina Davies
GALLERY	Nil

UNCONFIRMED

Initials:



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COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

City of Palmerston acknowledges the Larrakia people as the Traditional Custodians of the Palmerston region. We pay our respects to the Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander people.

2 OPENING OF MEETING

The Chair declared the meeting open at 5:31pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Sharon Binns
Seconded: Fran Ramsey

THAT the Minutes of the Community Safety Advisory Committee Meeting held on Tuesday 19 September 2024 pages 32 to 36 be confirmed.

CARRIED (5/0) - CSAC10/65 - 12/11/2024

5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

6.1 Youth Drop in Sports Program

Moved: Sharon Binns
Seconded: Fran Ramsey

THAT the presentation by Lisa Lock, Chairperson and Bradley Malady, Program Coordinator, Palmerston and Regional Basketball Association be received and noted.

CARRIED (5/0) - CSAC10/66 - 12/11/2024

Initials: _____

MINUTES COMMUNITY SAFETY ADVISORY COMMITTEE MEETING - 12 NOVEMBER 2024 38



A Place for People

COMMITTEE MINUTES

Councillor Hale left Chambers at 5:05 pm

Councillor Hale returned to the meeting at 5:06 pm

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

8.1.1 Community Safety Advisory Committee Meeting Schedule 2025

Moved: Sharon Binns

Seconded: Councillor Morrison

1. THAT Report entitled Community Safety Advisory Committee Meeting Schedule 2025 be received and noted.
2. THAT the Community Safety Advisory Committee recommend to the Council:
 - a. THAT the Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
 - i. 5:30pm Tuesday 11 February 2025 in Council Chambers
 - ii. 5:30pm Tuesday 13 April 2025 in Council Chambers
 - b. THAT a review of the Community Safety Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.

CARRIED (5/0) - CSAC10/67 - 12/11/2024

8.2 Receive and Note Reports

8.2.1 Safe Communities - Network Update

Moved: Fran Ramsey

Seconded: Mayor Pascoe-Bell

THAT Report entitled Safe Communities - Network Update be received and noted.

CARRIED (5/0) - CSAC10/68 - 12/11/2024

8.2.2 AQUAFEST 2024

Moved: Sharon Binns

Seconded: Fran Ramsey

THAT Report entitled AQUAFEST 2024 be received and noted.

CARRIED (5/0) - CSAC10/69 - 12/11/2024

Initials: _____



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COMMITTEE MINUTES

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

9.2 Correspondence

9.2.1 Committee Member Representative Resignation - Sarah Gotch

Moved: Mayor Pascoe-Bell

Seconded: Sharon Binns

1. THAT correspondence dated 8 October 2024 9.2.1 entitled Committee Member Representative Resignation - Sarah Gotch be received and noted.
2. THAT the Chair write to Sarah Gotch, thanking her for her contribution to the Community Safety Advisory Committee.

CARRIED (5/0) - CSAC10/70 - 12/11/2024

10 GENERAL BUSINESS

Nil

11 NEXT COMMITTEE MEETING

Moved: Councillor Morrison

Seconded: Sharon Binns

THAT the next Community Safety Advisory Committee Meeting of Council be held on Tuesday, 11 February 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (5/0) - CSAC10/71 - 12/11/2024

12 CLOSURE OF MEETING

Moved: Mayor Pascoe-Bell

Seconded: Councillor Morrison

THAT the meeting of the Community Safety Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 12 November 2024 closed at 6:16pm.

CARRIED (5/0) - CSAC10/72 - 12/11/2024

The Chair declared the meeting closed at 6:16pm.

Chair

Print Name

Date

Initials: