

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 16 January 2024

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

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



**LUCCIO CERCARELLI**  
**CHIEF EXECUTIVE OFFICER**



A Place for People

# TABLE OF CONTENT

- 1 ACKNOWLEDGEMENT OF COUNTRY .....4
- 2 OPENING OF MEETING .....4
- 3 APOLOGIES AND LEAVE OF ABSENCE.....4
  - 3.1 Apologies .....4
  - 3.2 Leave of Absence Previously Granted.....4
  - 3.3 Leave of Absence Request .....4
- 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING .....4
- 5 DECLARATION OF INTEREST .....4
  - 5.1 Elected Members.....4
  - 5.2 Staff.....4
- 6 CONFIRMATION OF MINUTES.....4
  - 6.1 Confirmation of Minutes .....4
  - 6.2 Business Arising from Previous Meeting .....4
- 7 MAYORAL REPORT .....4
- 8 DEPUTATIONS AND PRESENTATIONS.....4
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS) .....4
- 10 CONFIDENTIAL ITEMS .....4
  - 10.1 Moving Confidential Items into Open .....4
  - 10.2 Moving Open Items into Confidential .....4
  - 10.3 Confidential Items .....4



*A Place for People*

11 PETITIONS.....	5
12 NOTICES OF MOTION.....	5
13 OFFICER REPORTS .....	5
13.1 Action Reports.....	6
13.1.1 Petition - Middle Arm .....	6
13.1.2 Advisory Committee Meeting Schedule 2024 Update .....	15
13.2 Receive and Note Reports .....	19
13.2.1 People and Place Quarterly Report - October to December 2023.....	19
13.2.2 Community Quarterly Report - October to December 2023.....	45
13.2.3 Finance and Governance Quarterly Report - October to December 2023 .....	66
13.2.4 Financial Report for the Month of December 2023 .....	71
13.2.5 Community Benefit Scheme - December Update.....	105
14 INFORMATION AND CORRESPONDENCE.....	115
14.1 Information.....	115
14.2 Correspondence.....	115
15 REPORT OF DELEGATES.....	115
16 QUESTIONS BY MEMBERS .....	115
17 GENERAL BUSINESS.....	115
18 NEXT ORDINARY COUNCIL MEETING .....	115
19 CLOSURE OF MEETING TO PUBLIC.....	115
20 ADJOURNMENT OF MEETING AND MEDIA LIAISON .....	115

*A Place for People*

- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 OPENING OF MEETING
- 3 APOLOGIES AND LEAVE OF ABSENCE
  - 3.1 Apologies
  - 3.2 Leave of Absence Previously Granted
  - 3.3 Leave of Absence Request
- 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING
- 5 DECLARATION OF INTEREST
  - 5.1 Elected Members
  - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
  - 6.1 Confirmation of Minutes
 

THAT the Minutes of the Council Meeting held on 12 December 2023 pages 11207 to 11217 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS
  - 10.1 Moving Confidential Items into Open
  - 10.2 Moving Open Items into Confidential
  - 10.3 Confidential Items
 

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

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



		section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.1.2	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
25.2.3	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Petition - Middle Arm
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This Report provides Council with information regarding a petition received by Council in December 2023.

## KEY MESSAGES

- Council received and noted a *Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm*.
- The Council sought a report regarding the petition.
- The petition contains 36 names and signatures.
- Council had received a similar public question which it considered at its Ordinary Meeting on the 21 November 2023 from the petition initiator, for which a reply was provided.
- The approval or otherwise of the proposed development at Middle Arm is subject to the Federal and/or Territory Government requirements and processes.
- This report recommends that the response to the petition be the same as the response to the public question.

## RECOMMENDATION

1. THAT Report entitled Petition - Middle Arm be received and noted.
2. That Council endorse the response to the petition initiator being **Attachment 13.1.1.2** to report entitled Petition - Middle Arm.

## BACKGROUND

The Middle Arm Sustainable Development Precinct (MASDP) is a development being undertaken by the Northern Territory Government within the Litchfield Shire and adjacent to Palmerston.

The approval or otherwise of the proposed development at Middle Arm is subject to the Federal and/or Territory Government requirements and processes.

At its Meeting in December 2023 Council received a petition (**Attachment 13.1.1.1**) and resolved the following:

## 11.1 Middle Arm Petition

*Moved: Councillor Morrison*  
*Seconded: Deputy Mayor Eveleigh*

1. THAT the Petition entitled Middle Arm Petition be received and noted.
2. THAT a Report be prepared considering the petition request and it be presented to Council at the 1<sup>st</sup> Ordinary Meeting in January 2024.

*CARRIED 10/1131 - 12/12/2023*

This report recommends a response to the petition for consideration by the Council.

### DISCUSSION

The petition states that:

*"We, the undersigned residents and concerned citizens of Palmerston, write to express our grave concerns regarding the Northern Territory Government's proposal to establish a petrochemical and gas processing facility at Middle Arm. We implore the Palmerston City Council to take active steps to oppose this project on behalf of the health and wellbeing of our community, as well as the long-term consequences it poses to our climate.*

*The proposed petrochemical and gas processing facility at Middle Arm is not only a significant concern for us as residents of this vibrant community but also for the future generations who will inherit the environmental and health risks associated with such a development. We strongly believe that the Council has a duty to oppose this development per the Local Government Act 2019 (NT), which specifically states at ss 22(1)(e)-(f) that the functions of council include "to provide for the interests and well-being of individuals and groups within its area" and "to carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards".*

The petition contains a total of 36 names and signatures.

The Northern Territory Government website states that:

*The Northern Territory Government (NTG) is working with industry and the Australian Government to transform Middle Arm into a sustainable 'development ready' industrial precinct.*

*Preserving the environment including Darwin Harbour for generations to come is an important part of meeting the sustainability objectives of the Middle Arm Sustainable Development Precinct (the precinct).*

*The precinct is proposed across approximately 1,500 hectares of industrial land and will:*

- *capitalise on the Territory's strategic location and world-class solar resources*
- *be designed to attract industries reflective of the Territory's future economy including hydrogen, carbon capture, advanced manufacturing and minerals processing*
- *drive industry diversification, exports, job creation and population growth*
- *play a pivotal role in growing the Northern Territory (NT) economy.*

Further information of the MASDP presented by the Government can be found at <https://middlearmprecinct.nt.gov.au/>

The Northern Territory Government has indicated that it is and will be undertaking community consultation regarding the development. Information regarding consultation can be found on its websites.

On the 21 November 2023, Council received and noted a response to a Public Question received by the City of Palmerston. The Public Question was from the petition initiator and addressed the matter as per the petition.

The response to the public question was as follows:

The approval or otherwise of the proposed development at Middle Arm is subject to the Federal and/or Territory Government requirements and processes.

The City of Palmerston will inform ourselves, and consider what future actions City of Palmerston requires to undertake based on any findings and recommendations of the Federal Senate Inquiry and any subsequent Federal and/or Territory Government/agencies processes and/or applications made.

At this stage there is no published findings or recommendations of the Federal Senate Inquiry.

This report recommends the same response be provided to the petition initiator being **Attachment 13.1.1.2**.

## **CONSULTATION PROCESS**

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

City of Palmerston would encourage any interested parties to make submissions through the appropriate process regarding MASDP.

## **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:

6. Governance  
Failure to effectively govern.

The petition refers to clauses within the *Local Government Act 2019*, the proposed response addresses the obligations in that the City of Palmerston will inform ourselves, and consider what future actions City of Palmerston requires to undertake based on any findings and recommendations of the Federal Senate Inquiry and any subsequent Federal and/or Territory Government/agencies processes and/or applications made.

## **SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

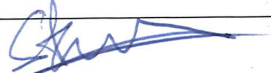









## **ATTACHMENTS**

1. Middle- Arm- Petition [13.1.1.1 - 4 pages]
2. 20240117 Ltr to Mr Enciso Middle Arm Petition Response [13.1.1.2 - 1 page]

**Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm**

We, the undersigned residents and concerned citizens of Palmerston, write to express our grave concerns regarding the Northern Territory Government's proposal to establish a petrochemical and gas processing facility at Middle Arm. We implore the Palmerston City Council to take active steps to oppose this project on behalf of the health and wellbeing of our community, as well as the long-term consequences it poses to our climate.

The proposed petrochemical and gas processing facility at Middle Arm is not only a significant concern for us as residents of this vibrant community but also for the future generations who will inherit the environmental and health risks associated with such a development. We strongly believe that the Council has a duty to oppose this development per the *Local Government Act 2019* (NT), which specifically states at ss 22(1)(e)-(f) that the functions of council include "to provide for the interests and well-being of individuals and groups within its area" and "to carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards".

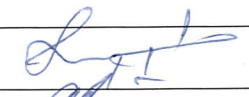


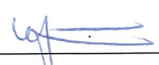

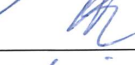




#	Full Name	Palmerston Address	Signature
1	Stephen W Enciso – INITIATOR	38 James Circuit Woodroffe NT 0830	
2	Cassie A Reed	6 Helvetius Ct, Durack NT 0830	
3	Heather M Reed	106 Calbraith Rd, Virginia NT 0834	
4	Leander Hellet	PO Box 766, Palmerston 0831	
5	Sotty Vall	18 GUMMERT WAY RECLAM	
6	Jaw Martin	6 KURALA CIR GUNN	
7	Charlie Bell	6 KURALA CIR GUNN	
8	GUILLELMO ENCISO	38 James Cct WOODROFFE	
9	Sarah Adams [works in Palmerston]	97 Tiwi Gardens, Tiwi, 0810	
10	Emily Howlt	14 McLeod close, Gunn, 0832.	



**Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm**

We, the undersigned residents and concerned citizens of Palmerston, write to express our grave concerns regarding the Northern Territory Government's proposal to establish a petrochemical and gas processing facility at Middle Arm. We implore the Palmerston City Council to take active steps to oppose this project on behalf of the health and wellbeing of our community, as well as the long-term consequences it poses to our climate.

The proposed petrochemical and gas processing facility at Middle Arm is not only a significant concern for us as residents of this vibrant community but also for the future generations who will inherit the environmental and health risks associated with such a development. We strongly believe that the Council has a duty to oppose this development per the *Local Government Act 2019* (NT), which specifically states at ss 22(1)(e)-(f) that the functions of council include "to provide for the interests and well-being of individuals and groups within its area" and "to carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards".

#	Full Name	Palmerston Address	Signature
11	Rajesh Kumar Radhakrishnan	14, Wunch Court, Tuccoli	
12	Josmie Hogar	16 Naylor Court, Farrar	
13	Lisa Cadd	5/17 Cormorant St Bakewell	
14	Milmini Edirisinghe	12 Huddleston St, Farrar NT	
15	A.G.S. Ranatunga	12 Huddleston St, Farrar, NT, 0P30	
16	Ashton Lane	40 Forrest pde Bakewell	
17	Nataly Sierra Plazas	13 Latrom Court, Gunn	
18	FERUZ IBRAHIM	14, RIVEREN CRT, FARRAR	
19	Dr. BIMLENDRA K (Professor)	6/8 Camm Johnston	
20	Dr (major) Japjit Singh	6/8 Camm, Johnston	






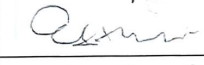






# COUNCIL AGENDA Attachment 13.1.1.1

## Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm

We, the undersigned residents and concerned citizens of Palmerston, write to express our grave concerns regarding the Northern Territory Government's proposal to establish a petrochemical and gas processing facility at Middle Arm. We implore the Palmerston City Council to take active steps to oppose this project on behalf of the health and wellbeing of our community, as well as the long-term consequences it poses to our climate.





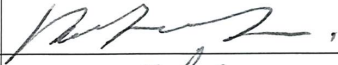
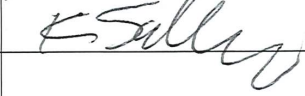
The proposed petrochemical and gas processing facility at Middle Arm is not only a significant concern for us as residents of this vibrant community but also for the future generations who will inherit the environmental and health risks associated with such a development. We strongly believe that the Council has a duty to oppose this development per the *Local Government Act 2019* (NT), which specifically states at ss 22(1)(e)-(f) that the functions of council include "to provide for the interests and well-being of individuals and groups within its area" and "to carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards".

#	Full Name	Palmerston Address	Signature
21	SHELLEY RIGBY.	[Palmerston resident; wishes address to be hidden]	
22	FRASER PETTIGREW.	[Palmerston resident; wishes address to be hidden]	
23	Jerry Faulstich	2180 Forrest Bartwell 0832	
24	NUNKA GUNU	2180 FORREST BARTWELL NT 0832	
25	Barbara Meidellbeck	165 Wallaby Holtze Rd, Holtze, NT 0829	
26	Esther GUNU	3 Fairway Dr. NT. 0830	
27	Venetta Nalorlman	10 Phineas Court Erag NT 0830	
28	Miriam Cleary	GUNN.	
29	Toni Anderson	Moulden	
30	Leif Gmberg	125 Wallaby Holtze rd, Holtze.	

**Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm**

We, the undersigned residents and concerned citizens of Palmerston, write to express our grave concerns regarding the Northern Territory Government's proposal to establish a petrochemical and gas processing facility at Middle Arm. We implore the Palmerston City Council to take active steps to oppose this project on behalf of the health and wellbeing of our community, as well as the long-term consequences it poses to our climate.

The proposed petrochemical and gas processing facility at Middle Arm is not only a significant concern for us as residents of this vibrant community but also for the future generations who will inherit the environmental and health risks associated with such a development. We strongly believe that the Council has a duty to oppose this development per the *Local Government Act 2019* (NT), which specifically states at ss 22(1)(e)-(f) that the functions of council include "to provide for the interests and well-being of individuals and groups within its area" and "to carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards".

#	Full Name	Palmerston Address	Signature
31	Nichelle Kelle	02/77 sibbald cres woodroffe	
32	Rachel Pennington	41 Gunn Cres Gunn	
33	PAM HINTON	7 Bridgland Circuit DRWER.	
34	Kate Marks.	15 Woollybutt St, Zuccoli	
35	PAUL FORCENALD	35 KUNDOR CRES GUNN	
36	KERRIE SULLIVAN	4 menzies Ct Gray	
37			
38			
39			
40			



Doc ID: 569834 - LC:kr

INSERT DATE

Mr Stephen Enciso  
38 James Cct  
WOODROFFE NT 0830

Telephone  
(08) 8935 9922

Email  
palmerston@palmerston.nt.gov.au

Address  
Civic Plaza  
1 Chung Wah Terrace  
Palmerston NT 0830

PO Box 1  
Palmerston NT 0831

ABN 42 050 176 900

palmerston.nt.gov.au

Via email: TBC

Dear Mr Enciso

**Petition to Palmerston City Council to Oppose the Proposed Petrochemical and Gas Processing Facility at Middle Arm**

I am writing to advise that the Council has tabled and considered your petition.

I can advise you that the approval or otherwise of the proposed development at Middle Arm is subject to the Federal and/or Territory Government requirements and processes.

The City of Palmerston will inform ourselves, and consider what future actions City of Palmerston requires to undertake based on any findings and recommendations of the Federal Senate Inquiry and any subsequent Federal and/or Territory Government/agencies processes and/or applications made.

At this stage there is no published findings or recommendations of the Federal Senate Inquiry.

We would also encourage you and other signatories to the petition to participate and make your own direct submissions through the various stages and processes.

Yours sincerely

Luccio Cercarelli  
Chief Executive Officer

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Advisory Committee Meeting Schedule 2024 Update
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Executive Assistant to CEO, Kate Roberts
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to provide Council with an update on the proposed schedule of Advisory Committee Meetings in 2024.

### KEY MESSAGES

- In March 2022 Council endorsed to establish the following Advisory Committees, noting that Advisory Committees have no delegated authority:
  - Vibrant Economy Advisory Committee
  - Community Safety Advisory Committee
  - Community Wellbeing Advisory Committees
- In December 2023, proposed schedule of Advisory Committee meetings for 2024 were presented to Council for recommendation. It was agreed that a review of the schedule of Advisory Committee meetings would be conducted with a further report to be provided to Council by the First Ordinary Meeting in January 2024.
- Due to the Christmas Closure period, staff absences and complexity of the 2024 meeting schedule more time is being requested to complete a comprehensive review of the Advisory Committee meeting schedule.
- It is recommended that Council resolve for a further report to be provided by the Second Ordinary Meeting in February 2024 to consider the Advisory Committee meeting schedule.

### RECOMMENDATION

1. THAT Report entitled Advisory Committee Meeting Schedule 2024 Update be received and noted.
2. THAT a report be prepared for the 2<sup>nd</sup> Ordinary Council Meeting in February 2024, considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.

### BACKGROUND

Section 82 of the *Local Government Act 2019 (Act)* provides for councils to establish committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee. Advisory Committees of Council should be established to assist the Council in meeting its obligations under the Act, Palmerston By-Laws, Council policies and Council strategies and plans.

Advisory Committees and Networks hold no decision-making powers, however, are formed with a group of suitably experienced people, to provide advice and recommendation to Council to inform their decision making.

In March 2022 Council endorsed to establish the following Advisory Committees, noting that Advisory Committees have no delegated authority:

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

Advisory Committees are designed in a way that will best support community and stakeholder engagement, as well as assist Council in its decision making to achieve the outcomes of the Community Plan.

All three (3) Advisory Committees have been established and conduct meetings a minimum of 4 times per year, with each Advisory Committee conforming to their specific Terms of Reference.

During the final Advisory Committee meetings for 2023, Committees discussed the 2024 meeting schedule and recommended these schedules to be endorsed at Council. Whilst the minutes of the Advisory Committee meetings were endorsed, at the Ordinary Council Meeting of 12 December 2023 Council made the following decision:

### *17.1 Advisory Committee Meeting Dates 2024*

*Moved: Councillor Fraser*  
*Seconded: Mayor Pascoe-Bell*

*THAT a report be prepared for the January 2024 Council Ordinary meeting considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.*

*CARRIED 10/1145 - 12/12/2023*

## **DISCUSSION**

At the Ordinary Meeting of Council held on 12 December 2023 it was resolved that a report be prepared for the January 2024 Council Ordinary meeting considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.

Forward scheduling of Advisory Committee meetings is crucial in ensuring availability of Committee members to ensure quorum, as well as availability of staffing resources to produce meeting reports and agendas.

When scheduling Advisory Committee meetings, it is important to also consider the timing of Ordinary Council meetings, Network meetings, local public and school holidays and pre-determined Council workshops such as Budget Development timelines.

Due to the December festive season closure period, staff absences and the complexity of the 2024 meeting schedule indicating there is a limited number of available dates, further time is required for officers to complete a review of the Advisory Committee meeting schedule and develop options for consideration.



City of Palmerston staff are working through the options and a schedule will be provided at the Second Ordinary Meeting in February 2024.

## **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**

Councillors holding a position as Member on an Advisory Committee and Network are entitled to claim Extra Meeting Allowance for attending meetings in accordance with Council Policy Elected Member Allowances and Expenses.

Advisory Committees require full briefing reports and business papers in accordance with the Act and By-Laws. If the schedule of the Committees falls within close proximity to each other, additional resources may be required.

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

Section 82 of the Act provides for councils to establish council 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.

The review seeks to establish changes to the coordination of Advisory Committees with a view to meeting requirements of Council's plans and strategies. There is a risk to Council that if it does not restructure the current meeting schedule, it may not meet the objectives or the issues identified within its Community Plan, Palmerston Local Economic Plan and Inclusive, Diverse and Accessible Policy Framework.

Under the Act a council can review, establish and abolish its non-legislative Advisory Committees at any time by Council resolution.

This Report addresses the following City of Palmerston Strategic Risks:

4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
6. **Governance**  
Failure to effectively govern.

## **SUSTAINABILITY IMPLICATIONS**

The Vibrant Economy Advisory Committee continues to address the outcomes and objectives of environment sustainability outlined in the 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.



*A Place for People*

## **ATTACHMENTS**

Nil



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	People and Place Quarterly Report - October to December 2023
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Executive Manager People and Customer, Emma Blight
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report presents the key activities undertaken by the People and Place Directorate in the October to December 2023 quarter.

### KEY MESSAGES

- Nine (9) Media Releases were sent out garnering 35 pieces of earned media including television broadcast and a *Northern Territory News* front page.
- There is a continued increase in followers on all social media channels, attracting an extra 390 on Facebook, 89 on Instagram and 146 on LinkedIn this quarter.
- City of Palmerston engaged two (2) social media influencers to produce content for both SWELL (Swimming, Wellness, Events, Leisure and Lifestyle) and Christmas Wonderland which attracted additional followers on owned channels. One of the influencer's SWELL reel was viewed over 35,000 times.
- The two (2) main marketing campaigns being SWELL opening, and Christmas Wonderland attracted a total of 2391 (one day) and 16,383 (seven days) people to the events respectively.
- The Customer Experience Team interacted with an average of 63 community members per business day with a total of 3,697 interactions for this quarter.
- Finance and Regulatory Services interactions made up 58% of this quarter's interactions with the Customer Experience team.
- There have been 212 after hours calls received from October to December 2023. The majority of these calls were for Regulatory Services enquiries.
- Attraction and retention remains a focus area, with a 19% vacancy rate for the quarter.
- In excess of 14 training/development programs were facilitated through the quarter.
- This quarter the events team facilitated the 2023 Halloween Event and the last Citizenship Ceremony for this year.

### RECOMMENDATION

THAT Report entitled People and Place Quarterly Report - October to December 2023 be received and noted.

## **BACKGROUND**

The People and Place Directorate provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes Media and Communications, City Activation, People and Customer Experience which includes Safety and Wellbeing, and Strategic Projects.

This Report presents to Council key activities undertaken by People and Place in the October to December 2023 quarter.

## **DISCUSSION**

As enabling functions, the departments within the People and Place Directorate support organisational activities aligned to City of Palmerston's Community Plan outcomes and objectives. The below provides a summary of the Directorate's activities for the last quarter.

### Media and Communications Community

#### **Community Engagement**

Community consultation for the Driver Community Centre proposed design closed on Monday 8 October 2023 and was reported on at the First Ordinary Meeting in December 2023.

#### **Marketing Campaigns**

City of Palmerston remained active in delivering a number of marketing campaigns to the community this quarter. This included a combined strategic approach to deliver a packaged Christmas campaign that incorporated promotion of Christmas Wonderland, Makers Markets, Library Christmas Crafts, Supporting Local Business this Christmas, SWELL opening, Free Parking, Keep Pets Safe During the Storm Season, Council closures, Santas Grotto, Christmas Lights competition, Low sensory Christmas Wonderland and International Day of People with Disability.

Other separate campaigns and their placements included the following;

- Australia Day nominations – Media release, social media, posters, direct mail out, radio advertising
- Christmas in Palmerston – NT (Northern Territory) News, radio ads and radio live reads, outdoor banners with new designs, posters, flyers, paid and organic social media and strong public relations (PR) activity (ie. Media release, interviews)
- First Splash competition – Paid social media, PR activity
- SWELL opening – NT News, radio, posters and social media, strong P activity, influencers
- Desex in December – Social media post
- International Men's Day – Social media, posters
- Ghostly Gatherings (Halloween) - NT News, social media (paid and organic), radio, posters, flyers
- Hooked on Palmerston – social media, NT News,
- Childrens Week – NT News, Social media (paid and organic), highway banner, radio
- Get Active – social media, NT News

Promotions and communication on other activities included Tree Planting Program, air-conditioning repairs at Durack Community Arts Centre and the Recreation Centre, rates reminder, the Emergency Management Dashboard, Community Benefit Scheme recipients, expressions of interest for the Harvest Corner Community Garden, Marlow Lagoon All Abilities Basket Swing and other improvements, new shade at Shadforth and Dillon Parks, mulch available from Archer Waste Transfer Facility and advisory committee positions.

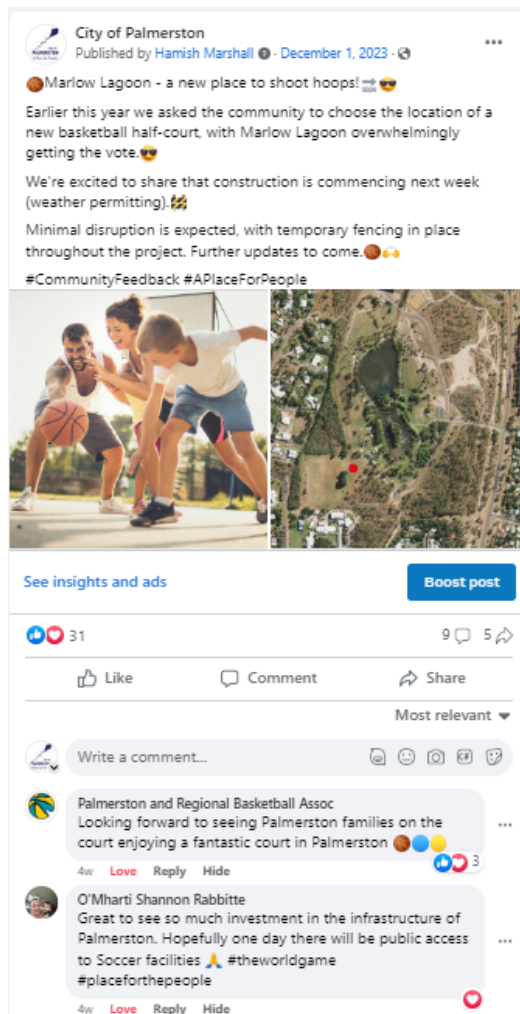
*A Place for People*

**Social Media**

**Facebook**

This quarter saw followers on City of Palmerston’s Facebook page increase to a total of 18,160 followers, representing an increase of 2.1%. Over this period, the page had 29,129 visits and reached over 186,000 people organically. This increase is despite a significantly lower number of posts for the period. These types of results are a positive indication that the content that City of Palmerston is posting is getting traction with a larger audience. This result could be from a number of factors such as tagging partners, services, influencer engagement, and people sharing posts and stories.

Metrics	July – Sept	Oct - Dec	% change
Followers	17,770	18,160	2.1
Reach	162,061	186,376	13.0
Paid Reach	106,493	89,533	-18.9
Page visits	25,817	29,129	11.4
Posts	126	87	-44.8
Stories	25	52	51.9



*Facebook announcement of the new basketball half-court to be developed at Marlow lagoon*

*A Place for People*

Videos are being received well across all socials, and last quarter the top performing organic post on the City of Palmerston Facebook page was the Adventure Play timelapse video. This reached 57,405 feeds and had 27 shares in total. It is not surprising that SWELL and Christmas featured high on the engagement over the past quarter, but also the ever-popular desexing program which included one post, gained a huge amount of engagement with the post being shared 112 times. This was expected, and the desexing program was fully subscribed to within hours of posting to Facebook.

The content that is being delivered across socials continues to feature real images of the community which resonates with the followers. The top 5 organic posts reflect this focus on family and community-oriented content.

### Top 5 organic posts

Content Topic	Reach	Impressions	Engagement	Likes & reactions	Comments	Shares
SWELL Adventure Play Zone - time lapse video, 27 October	57,405	61,063	2,471	276	64	27
\$10 Animal Desexing Program, 5 December	26,070	27,538	2,237	312	179	112
Christmas Wonderland makers markets, 18 December	19,924	20,318	2,588	189	35	19
SWELL Grand Opening Lightning post, 17 December	16,944	17,588	1,004	77	19	6
SWELL Adventure Play Zone - bookings open, 11 December	15,425	17,732	3,194	163	161	22

A Place for People

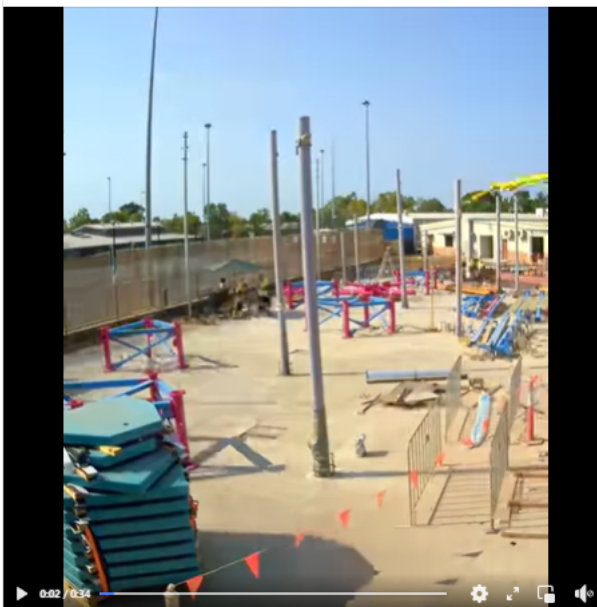
**City of Palmerston**  
Published by Taylor Brooke · October 27, 2023 · 🌐

Splash Into Action 🌊 Check out the Adventure Play Zone come together! 🧑‍🤝‍🧑

This is part of the SWELL precinct where you'll be harnessed in and can get the thrill out of the high-water ropes course.

We can't wait for the SWELL Days ahead.

[Australian Government Northern Territory Government SWELL Palmerston](#)



*SWELL Adventure Play timelapse – 27 Oct*

**City of Palmerston**  
Published by Taylor Brooke · December 18, 2023 at 4:29 PM · 🌐

🔥🎄 Feeling the heat after getting your dose of Christmas Wonderland magic? Cool down across the street at the Rec Centre where the Christmas Makers Markets & craft activities.

Perfect for last-minute gifts and let the whole family frost their creative skills. We're rockin' around the Christmas clock daily from 5 pm to 9 pm until Sat 23 Dec.

[Tactile Arts](#)



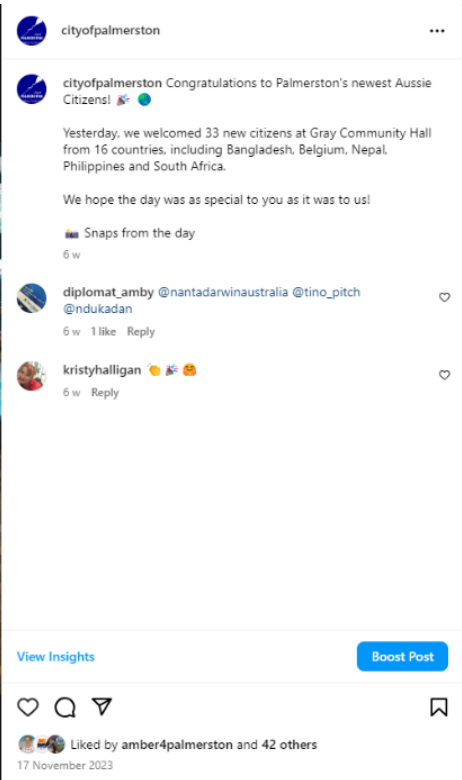
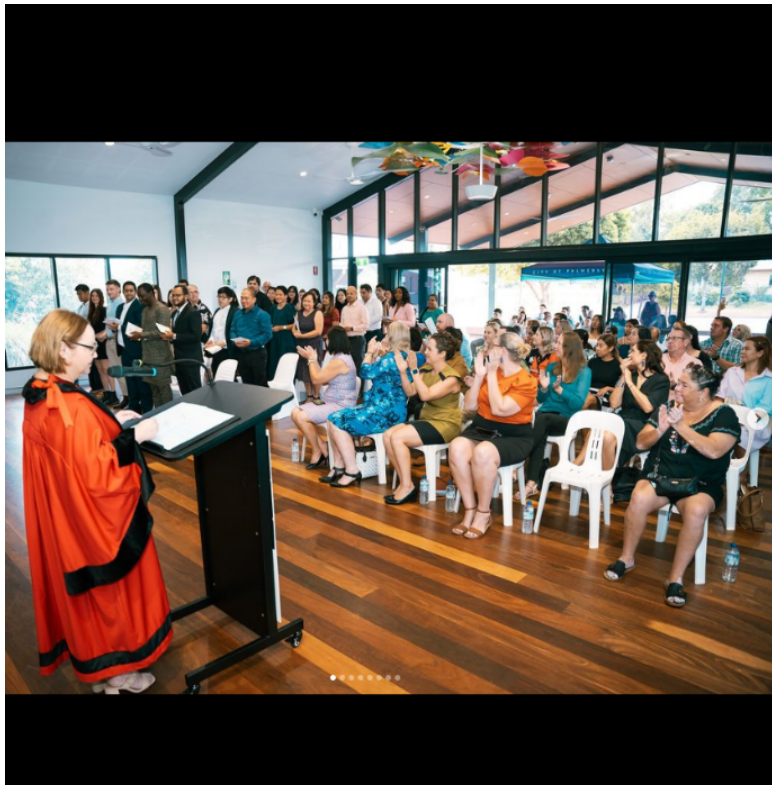
*Christmas Wonderland markets – 18 Dec*

### Instagram

As with Facebook, the City of Palmerston Instagram page was less active however followers still increased by 4.31%, bringing the total to 2,067 followers. Reach on this platform decreased by 71% which correlates with the reduced amount of content posted.

Metrics	July – Sept	Oct - Dec	% change
Followers	1,978	2,067	4.31
Reach	35,540	20,722	-71.5
Posts	82	29	-182.8
Stories	171	84	-103.6
Reels	16	6	-166.7





*Instagram post from the November Citizenship Ceremony held at Gray Hall*

**LinkedIn**

City of Palmerston's LinkedIn page continues to see increases in followers achieving a total of 2,307, an increase of 6.8% in this reporting period. During this quarter, the page posted 10 times, accumulating 13,052 impressions, with an impressive engagement rate of 17%. Despite a decrease in the number of published posts, the high engagement rate indicates that the content is well-received and of a high standard, contributing positively to brand recognition.

Metrics	July - Sept	Oct - Dec	% change
Followers	2,161	2,307	6.75
Impressions	12,634	13,052	3.2
Posts	14	10	-40.0
Engagement rate	9.0%	17%	47



*LinkedIn post showcasing staff and regular department meetings*

**Social Media Campaigns (paid advertising)**

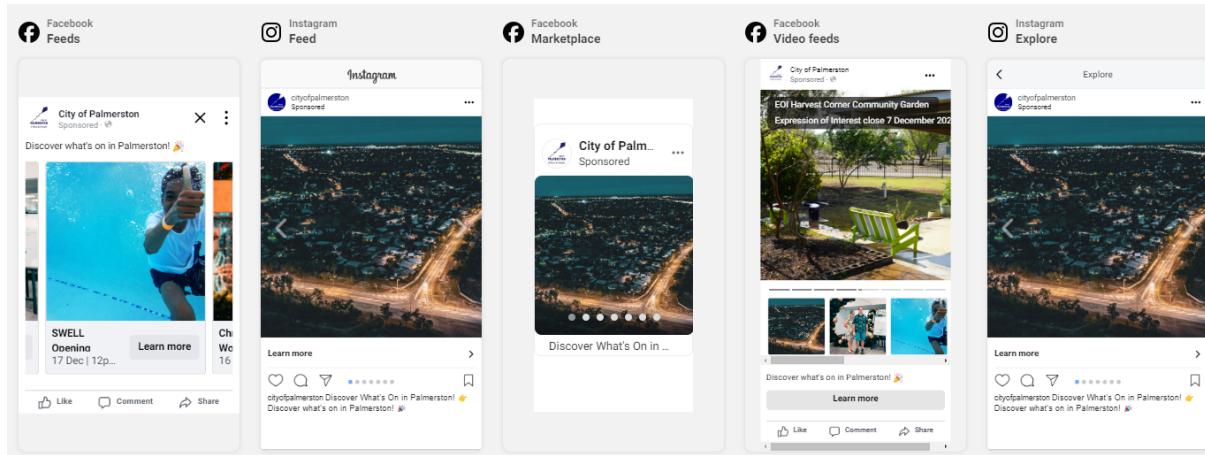
City of Palmerston executed four (4) paid advertising campaigns across its social media channels during this quarter focussing on 'what's on', Christmas and trialled a Lead Generation campaign. (A Lead Generation is a type of ad that focuses on an 'action' such as signing up to a newsletter). It will generally have a smaller reach and impressions but have a higher return result. In this case, there were 47 signups to the newsletter from this activity. This calculated to a of costing \$1.34 per sign up or approximately 3-4 sign ups per day. The benchmark can be anywhere between 5 to 10 sign ups, however given it was the first Lead Generation campaign that City of Palmerston has run with a much smaller audience for a short period (2 weeks), this type of trail tactic is positive and will be used again in future target marketing.

The 'always-on' approach that City of Palmerston is applying to social media seems to be creating a broader awareness for the activities that are being delivered, which can be seen in the below results. For minimal spend on advertising, the reach is consistent each quarter.

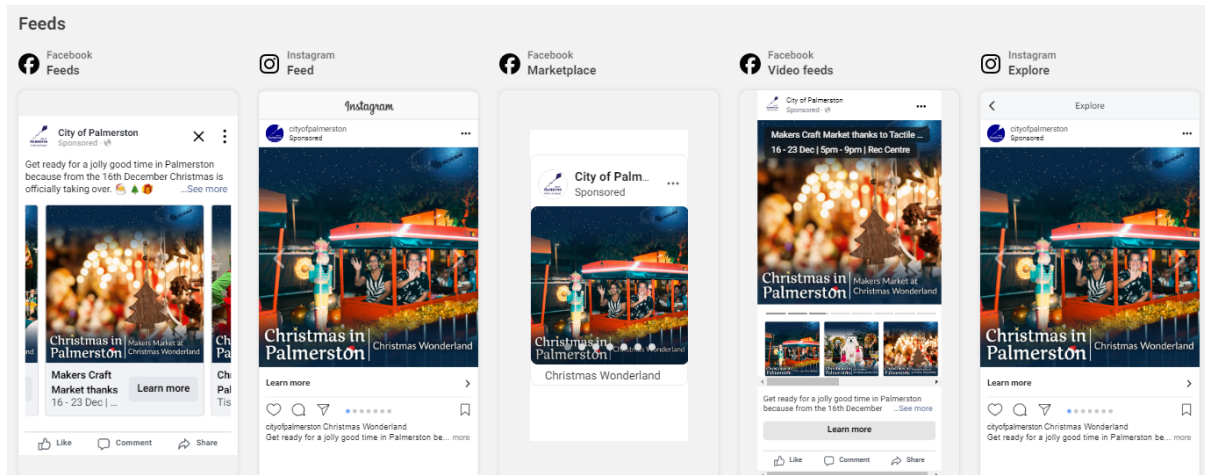
**Top 3 advertisements**

Total Reach	Impressions	Total Reach	Cost
Christmas in Palmerston	60,703	94,733	\$250
October - What's on	46,523	79,506	\$200
November - What's on	40,272	74,205	\$200





Social Media paid 'what's on November' carousel (November)

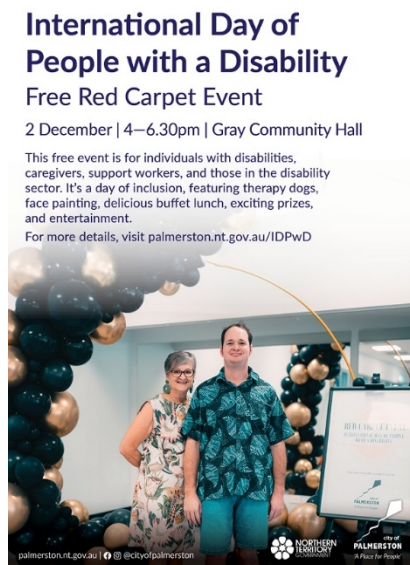


Social Media paid Christmas carousel (December)

Creative assets



International Men's Day poster November 2023



International Day of People with Disability poster December 2023



Christmas closure email banner December 2023



Ghostly Gatherings social tile October 2023



Australia Day Awards nomination NT News ad November 2023



Late Nights at the Library NT News ad November 2023



Christmas Wonderland poster December 2023



SWELL Off the Leash back cover December 2023



SWELL digital billboard McMillans Road December 2023



*A Place for People*

**Public Relations/Media**

During the most recent quarter, City of Palmerston actively engaged with the media, with a total of nine (9) media releases published. These releases covered a diverse range of topics, including Palmerston Australia Day award nominations, Community Satisfaction Survey, SWELL opening date, SWELL First Splash competition, Work health and safety, Christmas in Palmerston, inclusive community events, responsible pet ownership, SWELL Adventure Play and the Deputy Mayor announcement.

City of Palmerston's media interactions extended across various platforms, including television, radio, newspapers, and online news sources, totalling 35 interactions. Specifically, there were two (2) TV appearances, four (4) newspaper features, five (5) online news presence, as well as 24 radio engagements, which included Council's regular interviews. This includes another front-page NT News for 2023, making a total of 2 front pages for the year.



City of Palmerston pro-actively engaged with media to help deliver strong organic messaging to the community on a variety of topics, including SWELL and Christmas Wonderland. Unfortunately, there were two planned broadcast opportunities that didn't go ahead due to competing media priorities.

City of Palmerston engaged two local social media influencers to promote content for SWELL and collectively their videos were played more than 40,000 times (one video went viral with 35,000 views). Their audiences exceed 23,000, and the engagement rate was extremely high. This is a very effective way to promote to the local market, and a tactic that will be used throughout 2024.

A Place for People

**Website**

The number of new users on our website decreased by 11.95% compared to the previous quarter. The number of sessions also decreased by 9%. This drop is consistent with previous years. Page views is down by 14%, however the top pages align with the strong marketing campaigns that were run during this period being SWELL and Christmas in Palmerston. SWELL page received a huge 6,441 views this quarter (up 188% from last quarter), and Christmas Wonderland page saw over 4000 visits.

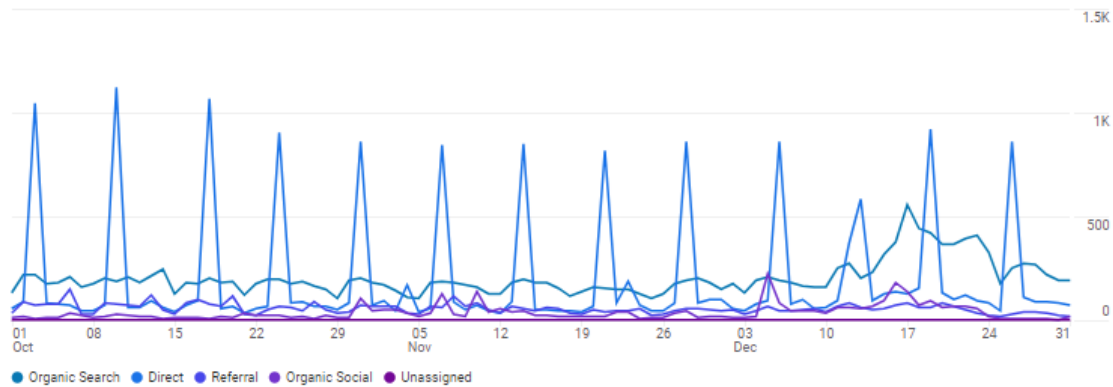
The most popular pages visited on the website during the third quarter were:

- **Careers:** The high traffic to the careers page correlates with the high vacancy rates at council;
- **Council Pound:** This page always receives steady views throughout the year;
- **Library:** The Library page always receives steady views; and
- **Pay Online:** The "Pay Online" page is a critical utility page for users, and its popularity signifies the convenience and efficiency of online payment options (rates were due during this period)

It is important to note that Google Analytics 4 (GA4) is now being used which displays data slightly different than the previous data collection platform, therefore tables and charts will appear visibly different.

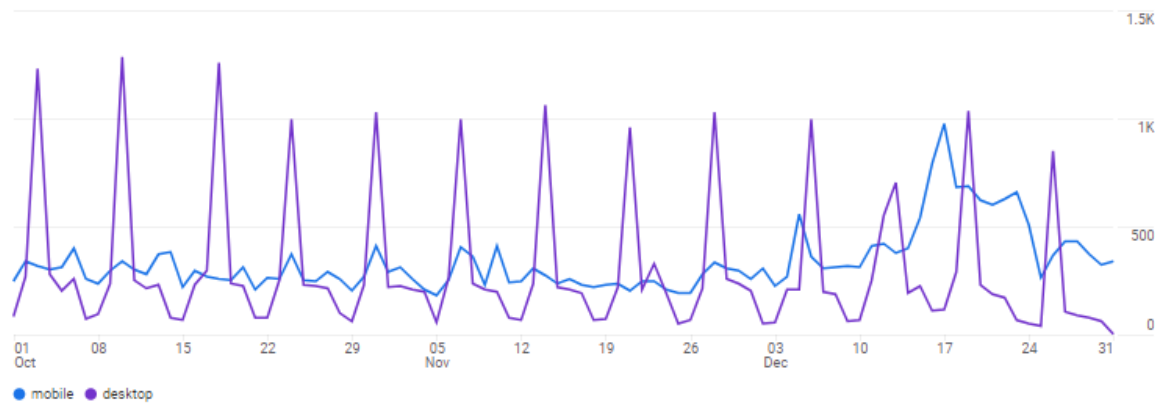
The previous data model was also based on sessions and pageviews specifically, whereas GA4 data model is based on events and parameters which includes sessions, pageviews, downloads, click-throughs all in the one 'event'. It is possible to compare data, however, may take some time to set up appropriately as the event 'type' will need to be configured correctly.

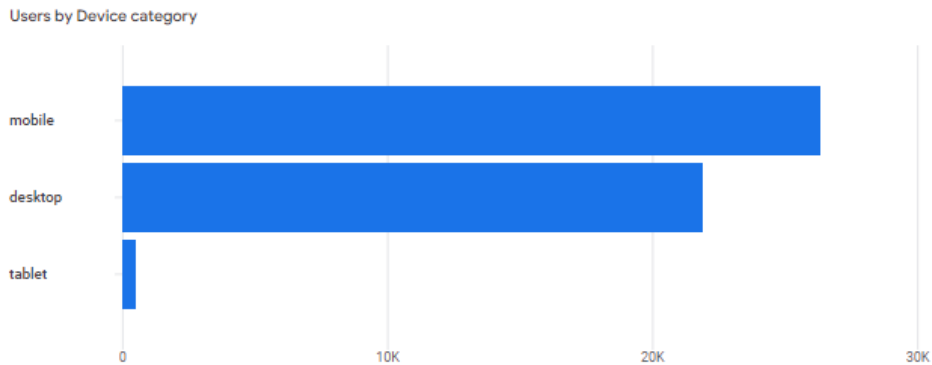
New users by First user default channel group over time



New users to site between 1 Oct – 31 Dec

Users by Device category over time





Users by device 1 Oct-31 Dec

The Website is continually reviewed and improved to support ease of use and to ensure effectiveness. In the above graph, you can see access to the website is majority via mobile, however there is a higher desktop access during weekdays in comparison to the weekend where users access via their mobile devices. There was a spike in mobile usage over the December period which is when the SWELL and Christmas campaigns went live which was driving traffic from social media to the website so this correlates. There is generally a higher amount of 'events' (see below) from desktop usage than there is from mobile.

**Overview**

Metrics	July – Sept	Oct - Dec	% change
New Users	50,536	44,499	-11.95
Engaged sessions	37,752	35,451	-6.1
Engagement rate**	n/a	46.78%	N/A
Engagement time	n/a	50secs	N/A
Event count*	n/a	419,472	

\*An event count is whenever someone does an action of site such as click a link, make a payment, download a form etc.

\*\*Bounce rate has been replaced with Engagement rate. An engagement rate is calculated through the amount of sessions and whether any 'events' occurred during the session.

**Our Customer Experience**

**Community Interactions**

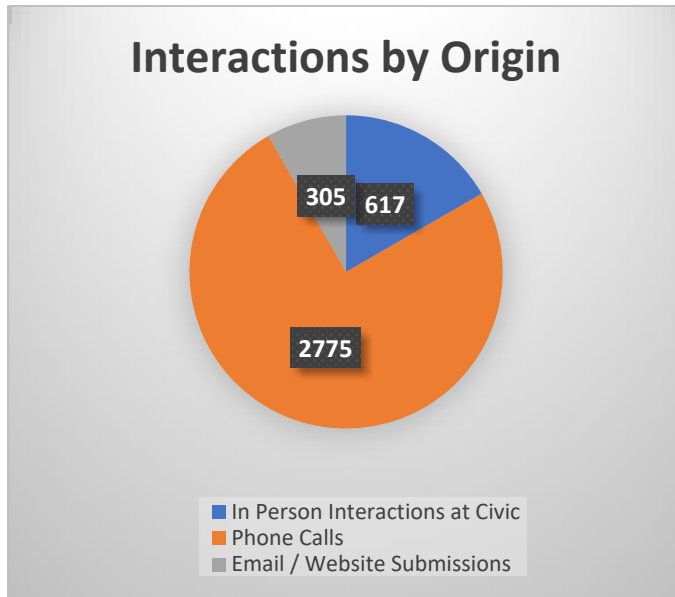
The Customer Experience Team interacted with an average of 63 community members per business day (via walk-ins, phone and email), with a total of 3,697 interactions during this reporting period. This compares to 5,043 (84 per day) for the same period last year and 7,850 (110 per day) for the same period the previous year. It is a decrease from the previous quarter's 5,084 interactions.

October saw the highest number of interactions per day for the October to December quarter, with this decreasing slightly each month. The average number of interactions in October was 87 per day, reducing to 53 in November and further reducing to 44 in December.

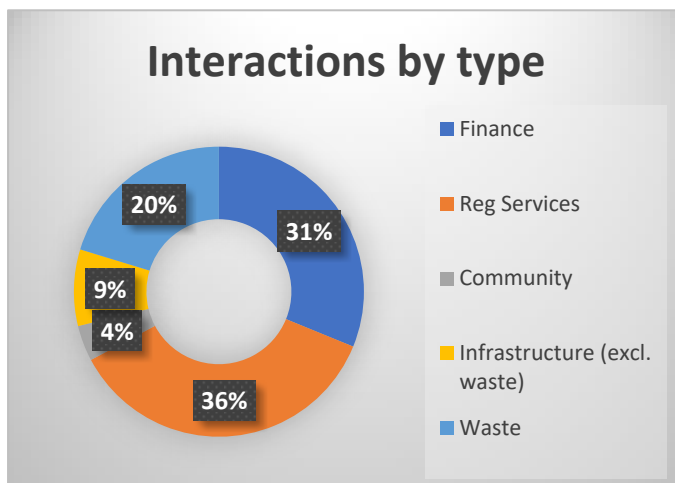
October 2022 and October 2023, saw the same number of walk-in customers that month, however in November and December, there was a lower number of walk-in customers in 2023 than the previous year.

*A Place for People*

In October 2023, there was a higher number of customer interactions via phone than in October 2022, however for November and December, there was a higher number of phone interactions in 2022 than in the same months in 2023. For both of these years there was a higher number of phone and walk-in interactions in October, decreasing in November and a further decrease seen in December.



Phone calls remain the most popular method of interaction for our community, attributing to 75% of the main interactions. There were 3,697 phone calls received this quarter as compared to 3,490 for the previous quarter. There has been a trend towards a reduction in phone calls each quarter, however this was not seen in this quarter, with an increase in the overall number of calls from the previous quarter. This was anecdotally noticed by staff to be an increase due to receiving calls from residents seeking information about the SWELL facility, with the main enquiry being as to when it will open. The information about the SWELL complex was also shared on our website and social media.



Finance and Regulatory Services interactions again made up 67% of this quarter's interactions, with the remaining 42% predominantly shared between enquiries for Community, Infrastructure and Waste. The majority of these 58% were related to payments on Rates and Dog Registrations and enquiries on Rates balances. The Regulatory Services team had also contacted owners with overdue animal registrations, as well as offered a discounted desexing program in December, so both of these activities contributed to further phone calls. There was also an increase in calls for waste management queries, though the reason for this is unknown.

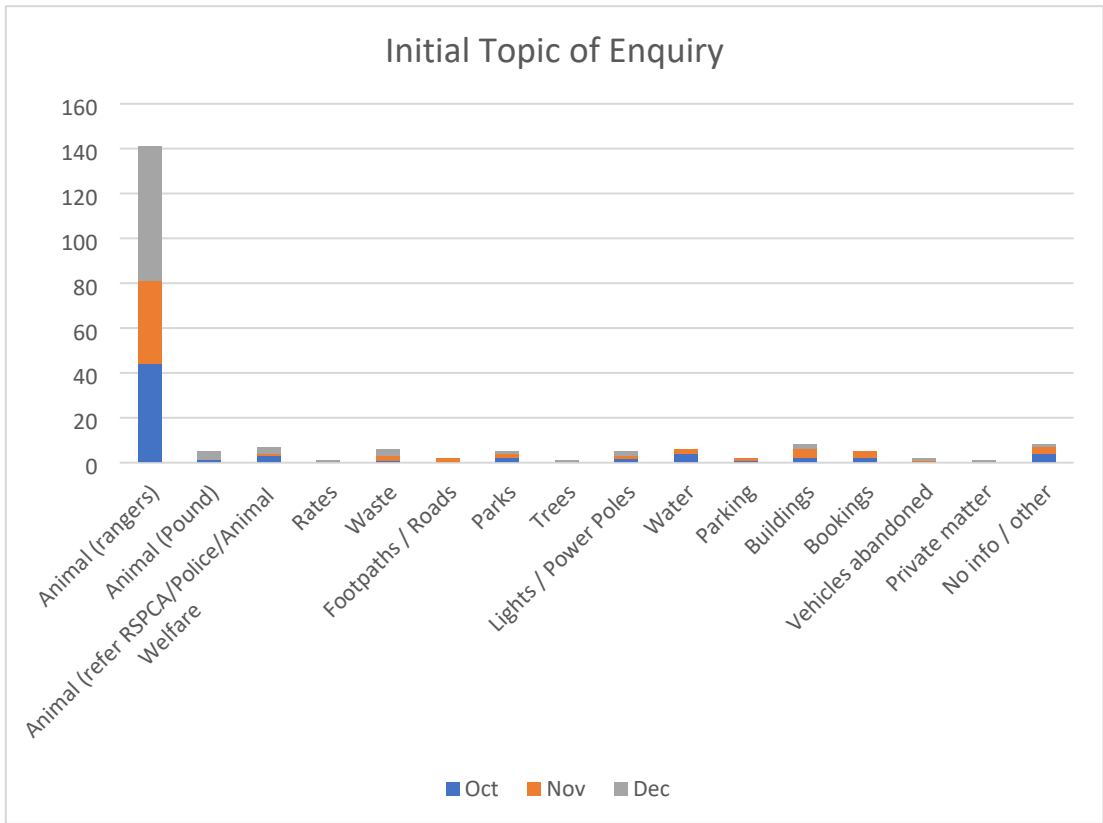
With an ongoing focus on our Customer Charter pillars of *Make It Easy* and *Perform With Pride*, the Customer Experience team strived to deliver first contact resolutions whenever possible. An average of 83% of all interactions received by the Customer Experience team were resolved at the first point of contact, a 3% increase from the previous quarter.

Consistent with recent quarters, the highest resolution at first contact was for Waste Management enquiries at 99% and, this time, also for 83% of Infrastructure enquiries resolved at first contact. The higher percentage of resolution of Infrastructure enquiries was likely due to the change of process to have the majority of these enquiries entered into the Customer Request Management System as a first point

of action (rather than calling the work area), which were then followed up by the relevant teams. This highlighted the customer request system becoming more widely used and becoming a more effective tool. There was a reduction this quarter in the percentage of finance and rates enquiries being resolved at first contact, perhaps due to staffing changes in the area, and later in the quarter, an implementation of a change to part of the finance system resulting in staff in learning stages with new processes, and having to seek assistance from the Rates team for more enquiries than usual.

City of Palmerston uses an afterhours live call system that enables customers to speak to an actual person (not computer generated), and receive information on the spot after hours. There have been 212 afterhours calls received from October to December 2023. 33% were received in October, 29% in November and 38% in December (also noting that December had only 16 business days, instead of the usual 20-21 business days of the other two months. This was due to the end of year close down. There is a similar average of afterhours calls across each month of the quarter.

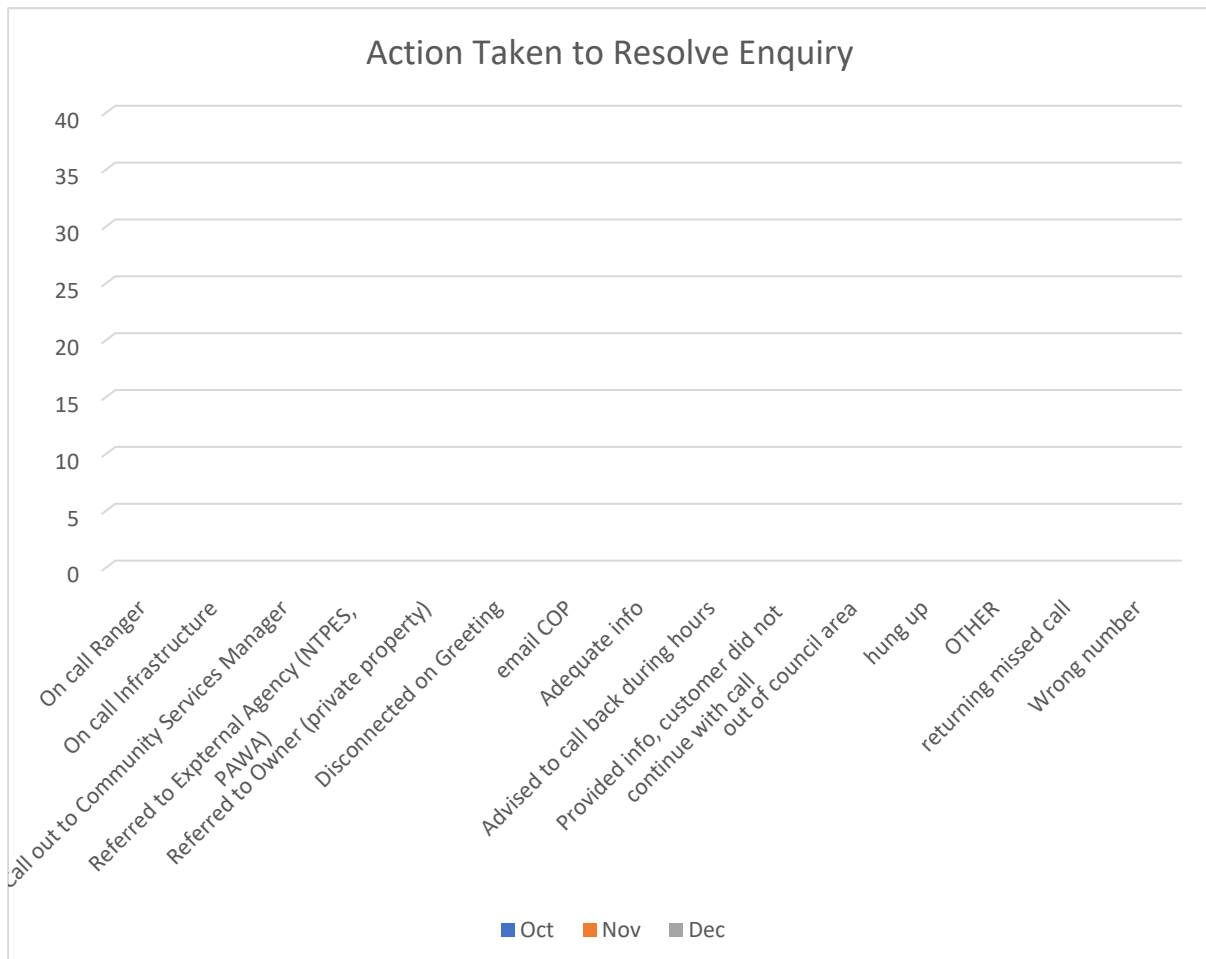
The majority (69%) of these afterhours calls were for Regulatory Services for dog related topics. Of the 93 calls received for Rangers' attention or information, 88 were related to dogs, 4 to cats and 1 for a roaming pig. Other queries were related to information on where the pound is, animal welfare issues, rates, waste, footpaths or roads, parks, trees, lights or power poles, burst water pipes, parking, room hire booking customers, abandoned vehicles.





*A Place for People*

As for the actions taken with the calls, the majority of the calls were forwarded on to an on-call Ranger to deal with (69%). The next highest action taken was to advise the caller to email City of Palmerston (11%) or to call City of Palmerston staff back on the next working day (9%). A small number of calls were dealt with by the afterhours service provider at the time (5%) as the customer was given adequate information and needed no further assistance, or they were provided with information or referral to other agencies (e.g. Animal Welfare, RSPCA, Police, Power and Water - (8.7%). Other queries were dealt with by forwarding the call to the on-call Infrastructure staff member (8.7%), forwarding the call to the Community Services team (3.7%), or were for matters outside of the City of Palmerston (0.91%).



The afterhours call service is an important feature to ensure our commitment to the Customer Service Charter by making it easy for customers to contact us, provide a service for us to be able to communicate information to our customers, and for us to be able to listen to our customers even when the office is closed for the day/weekend. Regulatory Services enquiries, particularly dog related enquiries, has a significantly higher call rate than all other enquiries, showing this as the leading cause of customers to attempt to interact with us over the phone when our offices are closed.

*A Place for People*

Events

**Halloween Saturday and Sunday 28 to 29 October 2023**

The City of Palmerston collaborated with Event Cinema and Gateway Shopping Centre to successfully organise a free, family-friendly Halloween event for the Palmerston community. Featuring two popular films: Teenage Mutant Ninja Turtles and Haunted House, the event catered to diverse age groups with one screening per day.

A variety of children's activities, including Trick or Treat, Haunted House, Reptiles, and the 360 Photobooth, added interactive and entertaining options throughout the venue.

Scheduled over two days 28 and 29 October, the event accommodated different time preferences, attracting over 4,500 attendees to the Haunted House, an increase of 1,000 from the previous year. The substantial turnout positively impacted local businesses at Gateway Shopping Centre, showcasing the success of the collaborative effort between the City of Palmerston, Event Cinema, and local businesses.

The Best Dressed competition received 35 entries, and saw a 15-entry increase from 2022, further engaging the community. Participants were dressed up in a multitude of costumes, ranging from ghosthunters to ghosts, wizards/witches to zombies/vampires, and superheroes to villains. Three (3) winners were awarded with a \$100 voucher to Gateway and a double pass to Event Cinemas, recognising their creativity and contributing to the overall success and enjoyment of the Halloween celebration.



*2023 Best Dressed Competition winners*

**Citizenship Ceremony – Thursday 16 November**

The last Citizenship Ceremony for 2023 took place on Thursday 16 November at the Gray Community Hall.

The ceremony saw 33 individuals from a wide array of nationalities, including; Bangladesh, Nigeria, Pakistan, France, England, Philippines, Germany, United Kingdom, Belgium, Thailand, Wales, India, Nepal, New Zealand, United Arab Emirates, and South Africa becoming citizens.

Various Dignitaries attended including Honourable Natasha Fyles – Chief Minister of Northern Territory, The Honourable Eva Lawler – Member for Drysdale, Mrs Lia Finocchiaro MLA – Member for Spillett, Mrs Marie-Clare Boothby – Member for Brennan, Mr Januario John Rivas - Indonesian Consulate to Northern Territory and City of Palmerston’s Elected Members Councillor Ben Giesecke and Councillor Lucy Morrison.

*A Place for People*

The diverse nationalities present contribute to a vibrant tapestry of cultural diversity within the community.



**Citizenship Ceremony Conferees and Dignitaries**



**SWELL Opening**

City of Palmerston’s new state-of-the-art Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) precinct had its official opening on the first weekend of the school holidays Sunday, 17 December 2023.

The event began with a Smoking ceremony setting the tone for a day filled with diverse activities. DJ Triki kept the energy high with his vibrant music, creating a lively atmosphere throughout the event. Palmerston and Regional Basketball Association (PaRBA) organised unstructured basketball competitions, while Fairy Jill added a touch of enchantment with her bubble magic.

The Palmerston Sharks hosted swim clinics, and the Territory's largest infant swimming lesson was run by Royal Life Saving NT in conjunction with Belgravia Leisure. Roving characters, including a captivating



Mermaid and adventurous Pirate, added an element of surprise and delight. A Roving Santa walked around distributing candies and spreading the festive cheer. To satiate the hunger and taste buds, The Potato Man, Cheeky-Cheeky Churros and Vinny's Ice-cream were present on site.



*Fairy Jill and children making Bubbles, Community members at the SWELL Grand Opening  
Santa Distributing Candies, Mermaid with Children*

The evening formalities began with a mesmerising and awe-inspiring Welcome to Country by The Youth Mill, which was followed by the Mayor's speech, which fostered a sense of unity and shared purpose. Administrator of Northern Territory - His Honour Professor the Honourable Hugh Heggie PSM, City of Palmerston Mayor - Athina Pascoe-Bell and Honourable Eva Lawler - Member for Drysdale, participated in the ribbon-cutting ceremony, underscoring the significance of community collaboration. This was followed by a heart-warming synchronized water dance routine by the Syncettes. A photobooth with



beach props captured memorable moments of families and friends. The much-anticipated SWELL opening Event was a dynamic and inclusive celebration that brought together people from all walks of life and welcomed over 2391 community members on the first day.



*Welcome to Country by The Youth Mill*



*Official Ribbon Cutting*



*Children Enjoying the day*

**Christmas Wonderland:**

City of Palmerston (CoP) brought the Christmas Cheer once again with Christmas Wonderland this year. The free event ran nightly from Saturday 16 December to Saturday 23 December 2023 from 5.00pm to 9:00pm. This festive season, Christmas Wonderland shattered records by welcoming an astounding 16,383 enthusiastic community members, surpassing all previous attendance figures!

On 15 December 2023, the night before the official opening of Christmas Wonderland, City of Palmerston hosted a dedicated Christmas Wonderland Low Sensory Event which was open to invited community members with diverse abilities. The evening included sensory consideration including reduced flashing lights, lower music and ticketed registration to limit the numbers. This event aligned with the CoP's commitment to inclusion and aligns with the recently launched Disability Inclusion and Access



Plan (DIAP). During the Christmas Wonderland Low Sensory Evening, City of Palmerston welcomed close to 329 visitors.

Palmerston Christmas Wonderland opened to the broader Palmerston community on 16 December 2023 and attracted 2,400 visitors for the official opening and tree lighting ceremony. On opening night, the City of Palmerston Mayor asked the crowd to join her in counting down to the lighting of the Christmas tree. This year's event featured the much-loved popular items including the spectacular Trussmas Tree, Christmas Train, Twinkle Tunnel, and snow machine. Several new interactive elements including a live entertainment area where a brass band performed each night within the wonderland was added to ensure a fresh and unique experience is delivered to the community. In addition, based on the feedback from previous year, Library community room was transformed into a Santa's Grotto where families could come and take their pictures with Santa.



*L-R Family enjoying snow, Family with the Santa at the Wonderland Entrance, Residents getting photographs at Santa's Grotto, Family next to the Trussmas Tree*

This year, the Goyder Square had additional undercover areas due to the extended shade structure to allow for some elements of the event to proceed regardless of the weather, ensuring nobody misses out on the Christmas Wonderland event. Each night, there will be musicians, Christmas characters roving around to entertain and bring Christmas cheer to all. In addition, two to three local food trucks were to be also available on-site to satiate the taste buds of all.

**Christmas Makers Market:**

One of the most eagerly anticipated features of this Christmas season was undoubtedly the introduction of Christmas Markets, a first-of-its-kind event in Palmerston. The markets were held inside the air-conditioned Palmerston Recreation Centre Stadium ensuring visitors can enjoy the indoor elements during extreme weather conditions. These enchanting Christmas Markets are made possible through a collaboration with Tactile Arts, a member-based not-for-profit organisation dedicated to promoting

contemporary arts and crafts in the Northern Territory's top end since 1973. This collaboration provides convenient access to approximately 30+ artisan stalls for our Palmerston Community as well as attendees from regional areas like Humpty Doo and Howard Springs. The attendee numbers for the markets gradually rose throughout the eight days.



*L-R Sing Song Signers, Stallholder from Christmas Makers Market, Children immersed in Arts and Crafts, Residents enjoying the new Christmas Makers Market*

This year, we also started our drop-in sessions where Children were provided an opportunity to craft their own Christmas cards/gift tags for free. The workshop was available each night during the Christmas Wonderland and became a popular activity with consistent numbers throughout the event.

Some of the feedback we received during the week was –

- *I have been in Darwin for 56 years. This is the best thing I have seen. Thank you so much.*
- *Thank you very much. First grandchild really enjoyed all the lights and the snow, it was a lovely event.*

### **Our People**

Recruitment and retention of staff continues to be a key issue for City of Palmerston in this quarter as we recorded an average vacancy rate of 19%. City of Palmerston recognises the challenging environment in which we are competing for talent and is implementing an Employee Value Proposition (EVP) as part of our Talent, Attraction and Retention strategy. The EVP will support City of Palmerston to be seen as a more attractive employer, leveraging our reputation as a high performing and future-focused council.



*A Place for People*

Once implemented, the pillars of the EVP will be embedded in all aspects of the employee lifecycle from attraction to offboarding. Preparatory work has also commenced on Enterprise Agreement negotiations planning, with the current Agreement expiring in April 2024. These negotiations present an additional opportunity for City of Palmerston to enhance attraction and retention and reach its goal of becoming an employer of choice.

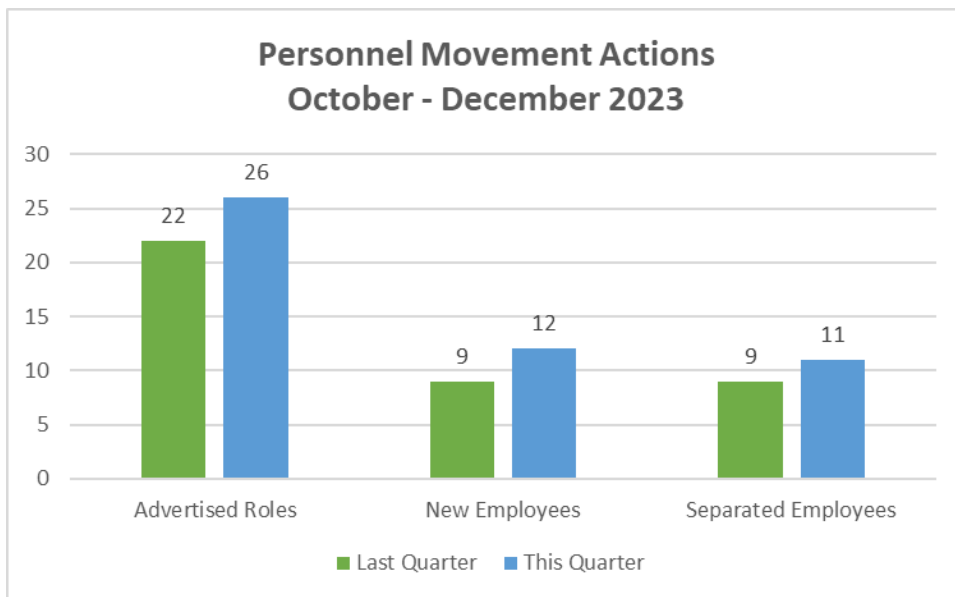
**Employee Movements**

The October to December quarter saw twelve (12) new employees welcomed to the City of Palmerston and we bid farewell to eleven (11) employees.

City of Palmerston at this time had an approved Full Time Equivalent (FTE) of 97.55, with 78.55 FTE employed as of 31 December 2023. City of Palmerston's headcount as of 31 December 2023 was 101 employees, comprising full-time, part-time, casuals, and four (4) labour hire staff.

**Recruitment of our People**

The People and Customer Team supported 26 recruitment activities across City of Palmerston during the reporting period, with all positions being externally advertised for an average of 14 days. Recruitment activities were attributed to natural attrition.



**Table: Breakdown of Personnel Movement Actions across October to December 2023**

Promotion of roles continues to occur through the *LinkedIn* social media platform, NT News, professional organisations and other job sites to reach a wide network of applicants.

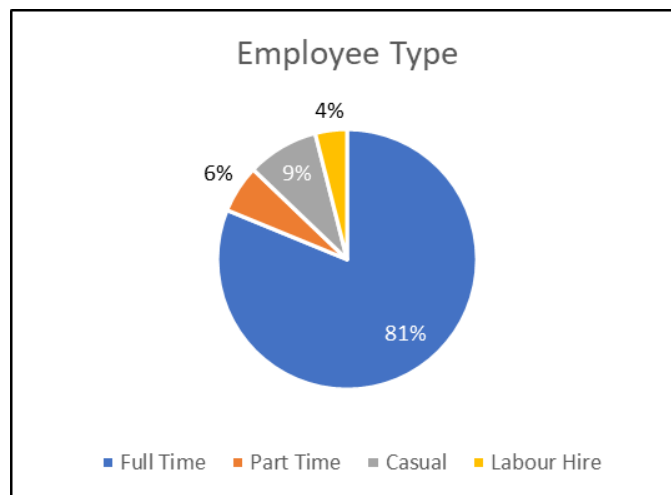
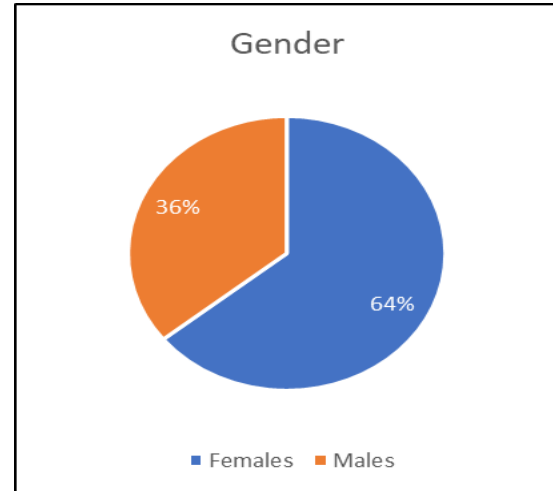
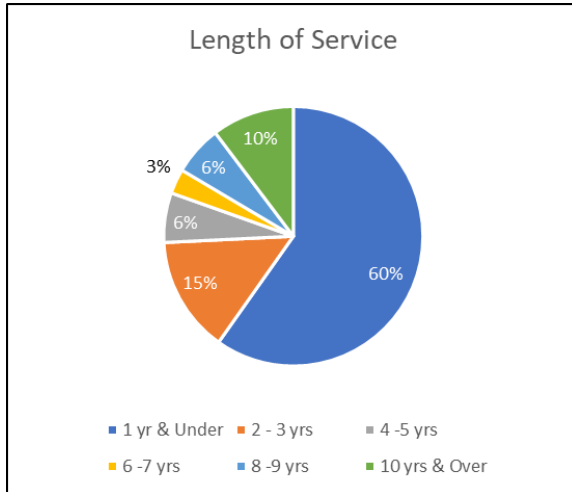
Training on recruitment also continues to ensure staff are aware of obligations and responsibilities in ensuring meritorious recruitment and constructive onboarding.

**Quarterly Workforce Statistics**

As of 31 December 2023, our staff comprised people from over 17 different nationalities demonstrating a culturally diverse workforce reflective of our community. Employees, excluding labour hire comprise 62 females and 35 males and the average age of a staff member is 38.94 years, a slight increase from the last

*A Place for People*

quarter. The average length of service with City of Palmerston has increased and is 2.86 years in comparison to 2.69 years last quarter, with 16 staff completing eight (8) plus years of service.



**Professional Development of our People**

Investing in our people is an investment in our community, and over the past quarter there has been continued support for the professional development of City of Palmerston employees, providing a range of training activities and development opportunities. This development included, but was not limited to:

- Animal Management Training
- Australia Wide Taxation and Payroll Training
- Manual Handling Training
- Better Business Writing
- Negotiation Skills
- Fire Warden Course
- IAP2 Australia Engagement
- Mental Health First Aid
- Appropriate Workplace Behaviour Training
- First Aid Training
- Purchase Order and MyESS (CouncilFirst)

*A Place for People*

- Recruitment and Selection Training
- Social Media Training
- Working with Cultural Differences

## Health and Wellbeing



*Staff members having barbecue during SafeWork Month celebration*

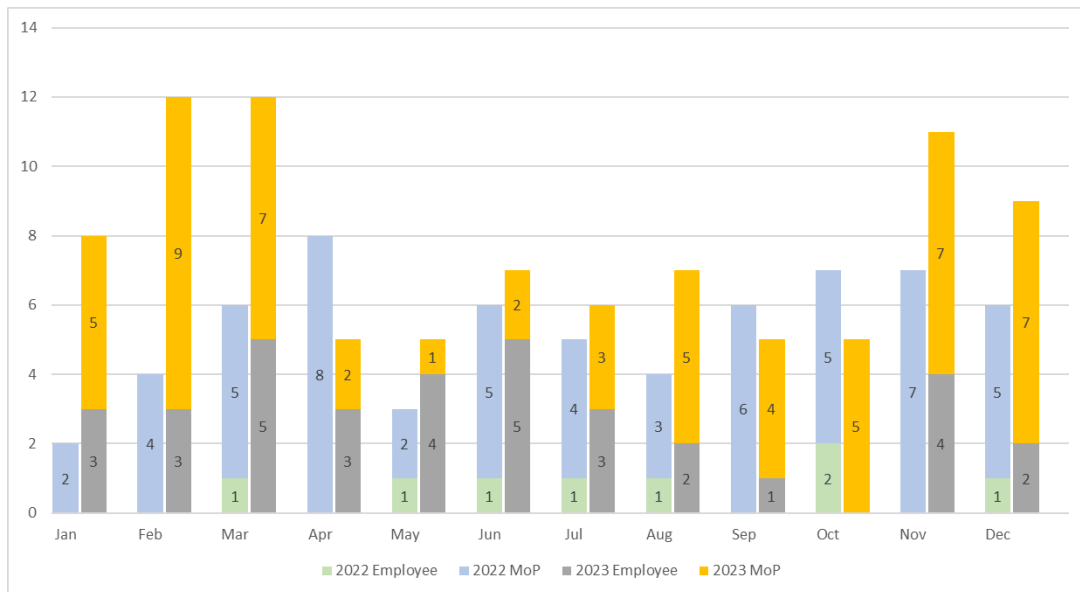
To celebrate SafeWork Month 2023, a barbecue breakfast was held on 25 October 2023 at the Civic Plaza parking area. The event offered an opportunity for staff members to get together and discuss safety matters relevant to the workplace.



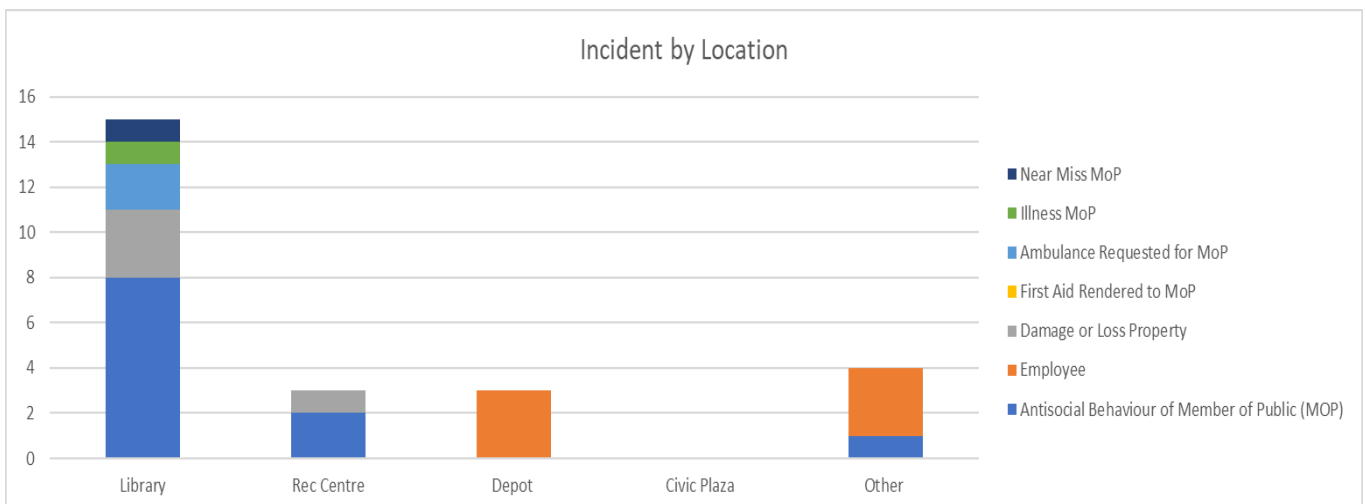
*Employees while having fun during Annual Year End Breakfast*

Staff members along with Elected Members came together to celebrate the 2023's achievements and acknowledge employees who have reached service milestones within Council. The celebration was held on 13 December 2023 at Rydges Palmerston.





*Incident Comparison by Month and Year*



*Incidents by Location*

This quarter saw an increase in reported incidents in comparison to the previous quarter, with the majority of these relating to members of the public. These incidents were primarily reported at the Library, with some of these requiring staff to contact ambulance, police or security for support and assistance. Consistent with previous quarters, many of these incidents related to antisocial behaviour being observed by staff, with no direct impact on our staff. We have continued to support staff dealing with any such incidents through de-escalation, mental health first aid, and resilience training. Most employee incidents were near misses and preventative actions have been implemented.

**CONSULTATION PROCESS**

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

- Communications Manager
- Media and Communications Team
- Acting People and Customer Manager
- Customer Experience Coordinator

- Human Resources Team

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

Recruitment and retention of staff continues to be a key risk for City of Palmerston in this quarter as City of Palmerston recorded a 22% vacancy rate. City of Palmerston recognises the tough environment in which we are competing for talent and is investigating a Talent, Attraction and Retention strategy.

This Report addresses the following City of Palmerston Strategic Risks:

3. **Economic Development**  
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
7. **Environmental Sustainability**  
Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.
8. **Strategic Leadership Capability Gap**  
Failure to attract and invest in leadership capability development and organisational culture resulting in major barriers to achieving strategic outcomes.

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

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Community Quarterly Report - October to December 2023
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Executive Manager Community and Library Services, Anna Ingram
<b>APPROVER:</b>	Acting General Manager Community, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report summarises the key activities undertaken by the Community Directorate in the October to December 2023 quarter.

### KEY MESSAGES

The Community Directorate provides a quarterly report of its activities, some highlights for the past quarter include:

- City of Palmerston Children's Week event was held on 24 October 2023 which attracted over 600 attendees.
- Palmerston and Rural Youth Service Providers Forum, held on 30 November 2023 was highly valued by the youth sector and fully booked with 40 participants.
- Desexing initiative for 2023, launched on 5 December 2023, with 58 animals registered to receive a subsidised procedure.
- Late Nights at the Library 2023/2024 returned on 25 November 2023 with origami earring making.
- City of Palmerston acknowledged nine days of significance spanning across 47 days through the Light Up Palmerston program.
- The Hooked on Palmerston program concluded in October, attracting 822 registrations, and 60 catches submitted online.
- International Men's Day was celebrated on Sunday 19 November in the Palmerston Recreation Centre and Library and attracted over 150 community members.
- The Expression of Interest for the Harvest Corner Community Garden was open to the public from 9 November to 7 December and is under assessment.
- A workshop 'How to Run a Successful Market Stall' was held in November with 22 participants supported to enhance their business and creative skills.

### RECOMMENDATION

THAT Report entitled Community Quarterly Report - October to December 2023 be received and noted.

*A Place for People*

**BACKGROUND**

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

**DISCUSSION**

City of Palmerston’s Community Directorate has had a very busy quarter, delivering a wide range of events, services, programs which foster community engagement and networking opportunities. Activities and initiatives delivered during October to December 2023 are detailed below:

**1. Family and Community**

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

**1. We focus on families.**

Children’s Week 2023

City of Palmerston Children’s Week was held in the Recreation Centre on 24 October. Over 25 community organisations were involved with the event along with Police and Ambulance services who displayed their vehicles for children to explore.

Around 600 people attended the event with positive feedback shared through a survey, which included: “Mix of active and quiet activities, as well as interactive performances. Good mix of activities for 0-5years”

“Loved every station, everyone was friendly, informative and welcoming.”



*Family engages with Top End Critters*



*Zumbini with Georgie*



*Exploring the ambulance*



*Organisations in the stadium*



Palmerston and Rural Youth Services (PARYS) Youth Service Providers Forum

On November 30, 2023, the Youth Service Providers Forum was held at Gray Hall, marking a significant step in addressing critical issues impacting young people. This one-day event brought together service providers and professionals, fostering collaborative discussions, sharing best practices, and developing effective strategies for youth support. The forum tackled topics identified in PARYS meetings through a series of workshops covering a wide range of topics including sexual health, mental health and wellbeing, domestic violence support, vaping education, and the City of Palmerston Creative Industries Plan. These sessions, led by organisations like Clinic 34, Headspace, Catholic Care NT (Northern Territory), Salvation Army, Northern Territory Government, YWCA, Rust 490 and Holistic Counselling and Wellbeing were engaging and informative, offering a practical and educational experience for participants. 40 participants attended the forum, and positive feedback was provided for its personalised approach and the diversity of its presenters. The opportunities for networking and sharing service information were also highly valued. The inclusive and supportive environment encouraged open communication and learning, proving especially beneficial for more reserved attendees.



*Good Dogs with Participant*



*Youth Creative Wickie Raie running our creative activity*



*Clinic 34 team running a group activity*

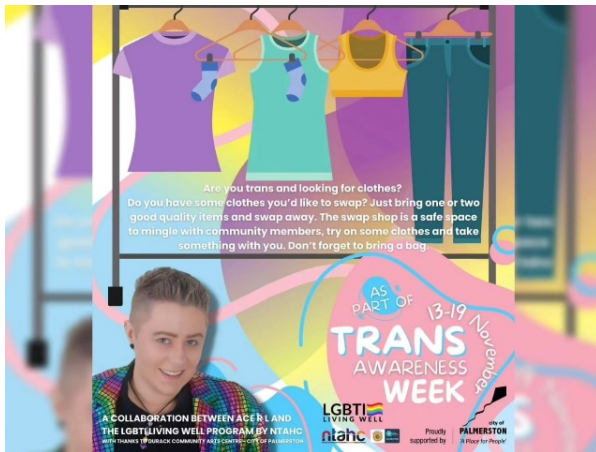


*Opening wellbeing session for attendees*



Transgender Clothes Swap

City of Palmerston supported the inaugural Transgender Clothes Swap event as a part of this year's Transgender celebrations. Durack Community Arts Centre was given in-kind to host the event. The event, hosted by Ace providing a welcoming and safe space for all attendees. Participants were encouraged to bring clothes for swapping, but the invitation was extended to those without items to swap, allowing everyone to explore the varied selection of clothing available. The assortment catered to a wide range of sizes and styles, ensuring inclusivity. While there was no guarantee that everyone would find their perfect match in size or style, the essence of the Clothes Swap was to encourage sharing and variety. This approach was especially effective when participants contributed items, enhancing the selection for others to try on. The event was a success, thanks in part to the significant support from the City of Palmerston and NTAHC, as well as the generous individuals who donated clothing. This collective effort underlined the community spirit and the joy of sharing, making the Clothes Swap a memorable and meaningful experience for all involved.



*Coordinator Ace on the Promotional post*



*Transgender Clothes Swap*

Hooked on Palmerston

The Hooked on Palmerston Catch and Release Fishing Competition 2023 began taking registrations in May with the competition period running from 10 June to 20 October 2023. The program attracted 822 registrations, and 60 catches submitted online. There was a total of 24 prizes across four months with a total prize pool of \$5200. The Hooked on Palmerston Competition offers the Palmerston community a family friendly activity that appeals to multiple demographics. Attracting more people to our public spaces has numerous benefits of increasing public safety as well as community connection and cohesion. Participants are able to engage at a time and place which is convenient to them, with many people reporting enjoyment of the quiet and serenity and to relax with friends or family after work or school. Further to the above, fishing enhances appreciation of the natural assets in Palmerston supporting conservation and sustainability efforts.

International Men's Day

International Men's Day was held on Sunday 19 November in the Palmerston Recreation Centre and Library. International Men's Day celebrates men and boys, their achievements and highlights social issues such as health, discrimination and disadvantage. Around 150 community members enjoyed a range of activities including free breakfast, Activities included Bunnings workshops, inflatable obstacle course, men's health and service providers information stalls, bike maintenance workshop, mountain bike skills workshop and native plant giveaway.

October School Holiday Program

October School Holidays at the library was a jam-packed week of activities with a highlight being the petting zoo which saw 80 kids in the library cuddling up to some furry and feathery critters. We also hosted a Silent Disco, a STEM robotics workshop and badge making workshop. This school holiday program saw excellent numbers with the 5 workshops drawing in 205 attendees.



*Fish Weaving*



*Silent Disco*



*Sand Art*



*Petting Zoo*



*Slime Making*

Christmas Craft Week at the library

The first week of December School Holidays in the library was once again dedicated to all things Christmas. We screened the classic Christmas movie Elf and ran a Christmas Craft with attendees making take home cards and decorations. Our annual Christmas Storytime was co-hosted with Deaf Connect for a special edition of Auslan Storytime. Attendees learned how to sing classic Christmas songs and were read stories aloud and in Auslan. This attracted 48 attendees, including members from the Deaf community, demonstrating that our library is for everyone.





*Members of the Deaf Community at Auslan Storytime*



*Liana, Danielle and Tiff presenting Auslan Storytime*

Youth Christmas Party

The Palmerston Youth Christmas Party encapsulated the community spirit envisaged in the City of Palmerston Community Plan. Held in collaboration with Larrakia Nation, Palmerston and Regional Basketball Association, Territory Families, Housing and Communities, and the City of Palmerston, the event was a great success.

The evening was filled with engaging activities: sports sessions with the Youth Drop in Sports mentors, creative art activities by Larrakia Nation and Intrepid Designers NT, and immersive video gaming experiences with Level Up Gaming. The night was further enhanced by dinner and dessert from Picnic at Cullen Bay, along with complimentary haircuts from Eddie.

This event not only offered a fun and safe environment for 150 young people but also reinforced the Community Plan's objectives of promoting active, engaged, and supported community members. The dedication of our organisations and volunteers, ensures that Palmerston's youth have consistent access to enriching activities.





*Working Group Participants and young people who attend the party.*

Harvest Corner Community Garden

An Expression of Interest (EOI) for the management of Harvest Corner Community Garden was open for four (4) weeks, from 9 November 2023 to 7 December 2023. The EOI was published on the City of Palmerston website, our Facebook page, in the NT News and was sent to community networks. The EOI is currently being assessed and it is anticipated that it will be awarded during January 2024.

International Day of People with Disability (IDPWD)

On 2 December at Gray Community Hall, City of Palmerston celebrated IDPWD with funding support from the Northern Territory Government. Entertainment included live music with Warren, face painting, Darwin Divine Dancers and virtual reality with Level Up Esports. Therapy Dogs, Auslan interpreters and Santa were all there to celebrate and show support to the community. There had been a high level of interest and indications of attendance at the event, however attendance at the event was lower than expected and staff will review the offering for IDPWD for 2024 to provide the best outcomes for the community.



*Darwin Divine Dancers with City of Palmerston Mayor Athina Pascoe-Bell and Minister Ngaree Ah Kit*



*Darwin Divine Dancer and a family posing with Father Christmas*



*A Place for People*

Animal Education

The \$10.00 Desexing initiative for 2023, launched on 5 December 2023, to great demand, with all available slots booked in less than 24 hours. A total of 58 animals, comprising 37 dogs and 21 cats, secured reservations for desexing, microchipping, and registration at the subsidized cost of \$10.00. Bookings were assigned to Palmerston residents on a first-come, first-served basis, leading to the establishment of a waitlist for potential openings.

Requests were received through various channels, including calls, emails, face-to-face interactions, and social media. 54% of the animals scheduled for desexing required microchipping with the remaining 46% already microchipped, and 28% of dogs received registration services. City of Palmerston anticipates a positive impact on impounded animal statistics through the provision of financially supported desexing to Palmerston animal owners. The social media post reached received 309 reactions, 177 comments, 166 shares and 2232 engagements.



*Social media post community*



*City of Palmerston Ranger engaging with the*

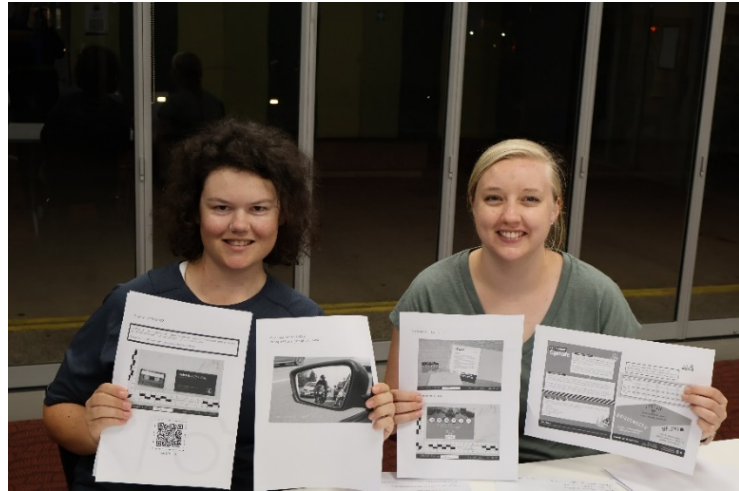
Late Nights at the Library

2023 has seen a return of the Late Nights at the Library program aimed at adults 18+ and encouraging people to come to the library and make new friends. This quarter we held program favourites from last year, murder mystery night and origami earrings, as well as a polymer clay workshop with the Tactile Arts team. There were 28 attendees across the three sessions. There is a mix of local vendors and library staff presenting this program to see more varied sessions. The program will run through to 12 April.





*Origami earring session*



*Late Nights at the Library Murder Mystery Winners*



*Polymer Clay Earrings workshop*

## **2. Vibrant Economy**

Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and to grow.

### Market Stall Workshop

The recent workshop, "How to Run a Successful Market Stall" was successful with 22 participants. The workshop provided a unique blend of personal business stories, practical setup advice, and selling strategies, reflecting our commitment to the Creative Industries Plan goals of fostering local entrepreneurship and creative skills.

The feedback was positive, with attendees appreciating the practical, experience-based advice and the opportunity to transform hobbies into viable market ventures.



*Tactile Arts facilitators and participants of the workshop at Durack Community Arts Centre.*

### **3. Cultural Diversity**

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

1. To celebrate our rich culture and diversity

#### Auslan Storytime

In late September the Library hosted interpreters from Deaf Connect NT for a special Auslan Storytime to help celebrate National Day of Deaf Persons. The interpreters read books and shared songs in Auslan as well as getting the kids up for a boogie with the regular favourite songs.

#### Drag Queen Storytime

We celebrated Halloween with a spooky Drag Queen Storytime in the Library. Princess Ferocia and Witchy Prawn delighted families with some spooky tales and songs specially chosen for the scary event including *5 little zombies* and *I'm a little witch*. This event was partnered with Drag Territory and is a part proud tradition of Drag Queen Storytime at the City of Palmerston Library.



*Auslan Storytime*



*Drag Queen Storytime*

#### ART Jam

Art Jam has made its return at the Durack Community Arts Centre, bringing a fresh wave of creativity to the area. The installation of air conditioning in the facility has been a significant improvement leading into the wet season.



## Light Up Palmerston

In this reporting quarter the City of Palmerston acknowledged the below nine days of significance spanning across 47 days.

	Community Organisation	Date	Colour
1	Probus	1 October	Blue
2	World Meningitis Day	5 October	Purple
3	Polio Awareness Month	8-14 October	Orange
4	Parental Alienation	12 October	Blue
5	Dyslexia Awareness	16-20 October	Red
6	International Mastocytosis and Mast Cell Diseases Awareness Day	21-23 October	Purple
7	Sanfilippo Children’s Foundation	16 November	Purple
8	16 Days of Activism	25 Nov -10 Dec	Purple
9	Christmas Wonderland	15-26 December	Red and Green

## **4. Future Focus**

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

### **1. We support and foster innovation.**

#### International Games Day

Wicksees brought a range of technologies to International Games Day in the library, including an interactive TV, drones and virtual reality (VR) goggles. These technologies highlighted the importance of emerging tech and how they have become vital in educational settings such as schools and libraries. The technology on display gave participants insight into new worlds and locations without needing to physically be elsewhere. The VR allowed participants to explore locations and scenery never seen before to them and let them be present in a world they wouldn’t normally be in. Along with the VR, the interactive TV let participants draw and engage on a big screen, almost like a large iPad where they could play games and use their hands to control everything.



*A Place for People*

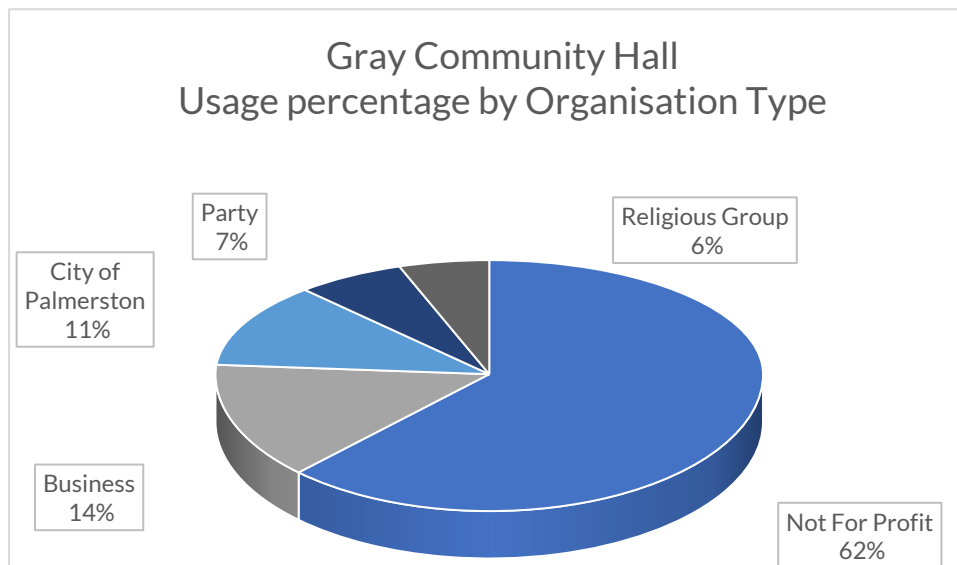
Gray Community Hall Report Summary

Overview of Usage:

62% of total bookings are by not-for-profit groups, the next highest rate of usage is by businesses with 14%.

Facility Utilisation:

- Peak Usage Times: 60% between 5pm-11pm; 40% between 8am-5pm.
- Average Occupancy: 62% in the reporting quarter.
- Availability: Primarily Monday-Thursday (1pm-3pm), and Fridays (12pm-5pm).



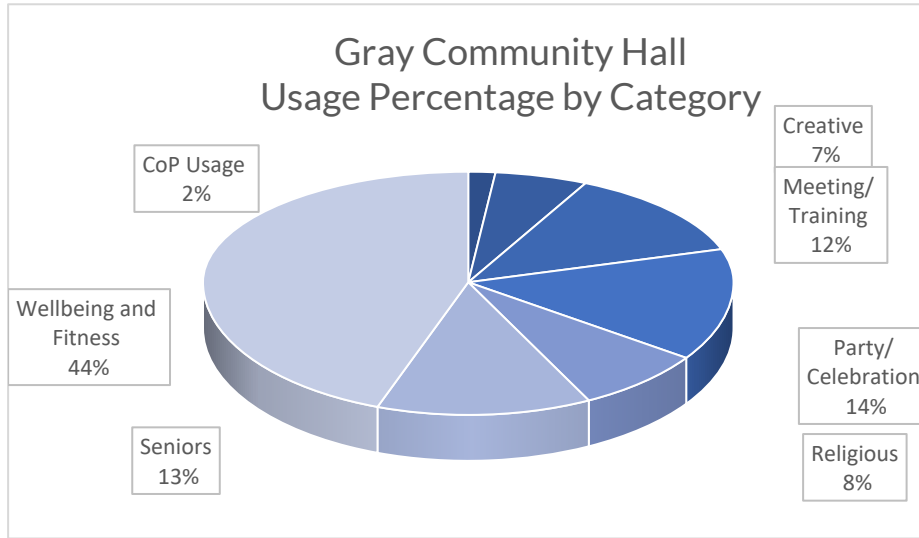
Categories:

- Wellbeing and Fitness (44%): Predominantly used for health and fitness activities like Tai Chi, Taekwondo, Yoga, and Pilates.
- Parties and Celebrations (14%): Popular for social events including birthdays, weddings, and anniversaries.
- Senior Organisations (13%): Activities from groups like 50 Plus Club and Palmerston Line Dances, Busy Bees Bingo.
- Meetings and Trainings (12%): Used for workshops, meetings, and seminars, especially for non-profits.
- Religious Activities (8%): Hosts religious gatherings and events, meeting spiritual and communal needs.
- Creative and Other Uses (9%): Includes City of Palmerston events, building inductions, and creative activities.

New user groups this quarter:

- Religious Groups: Members Church of God International, Light and Life Church.
- Cultural and Recreational: Darwin Tabletop Gaming, Arafura Music Collective, Darlington String Quartet.
- Educational and Business: Precision Advantage workshops, school graduations.





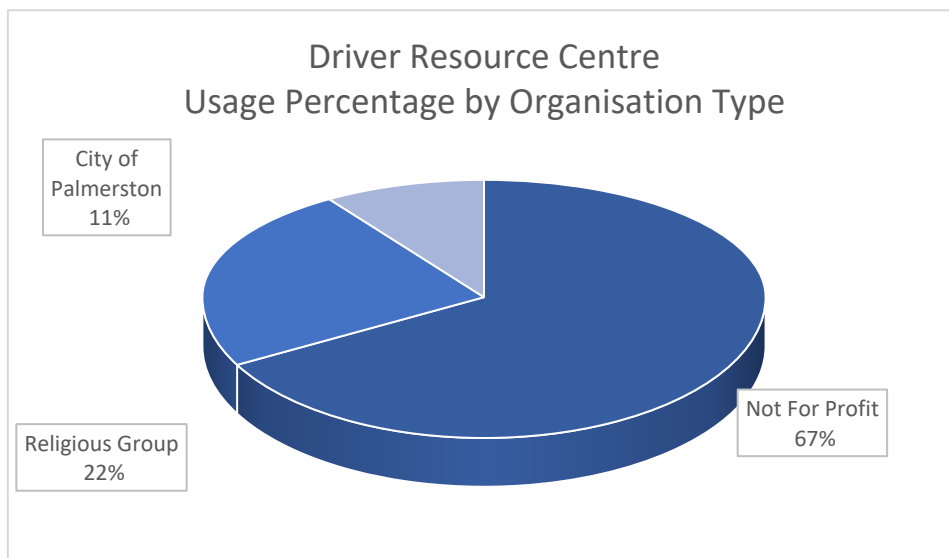
Driver Community Centre Report Summary

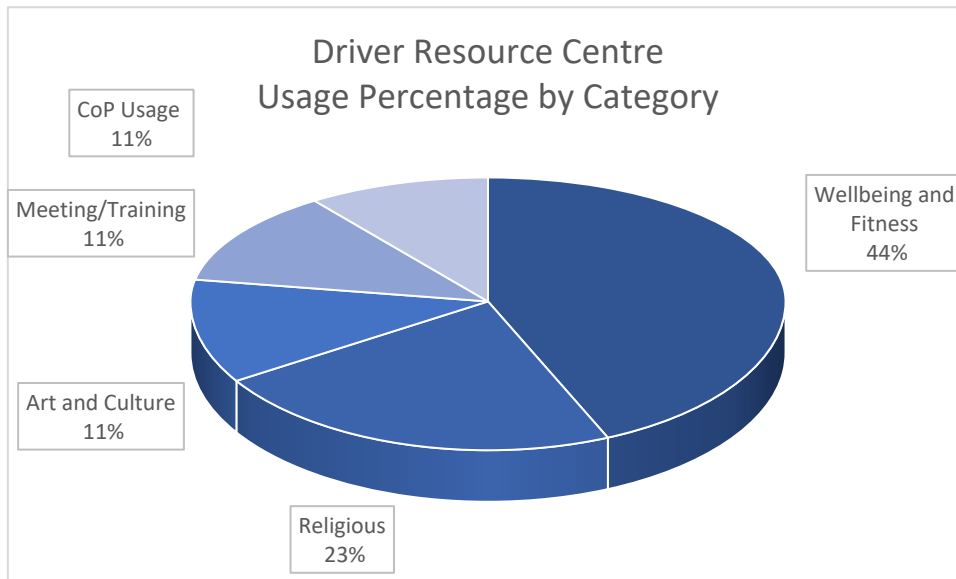
Overview of Usage:

Majority of usage by not-for-profit groups, making up 67% of usage. This includes three playgroups, cultural language activities, and weekly support group meetings. 22% of usage is religious and spiritual gatherings.

Facility Utilisation:

- Peak Usage Times: 61% of bookings from 5pm to 11pm; 39% from 8am to 5pm.
- Current Occupancy: At 44% for the reporting quarter.





Durack Community Art Centre Report Summary

Overview of Usage:

The Centre was closed from July to November for installation of a new air conditioning system in the art room. Post-upgrade, the Centre is now open and welcoming visitors and art enthusiasts.

Facility Utilisation:

- 76% of the Centre's usage occurs outside standard hours (9am-5pm), highlighting its role in accommodating evening and weekend community needs.

Palmerston Recreation Centre Report Summary

The Recreation Centre serves as a dynamic venue for a variety of community activities. There are 176 different user groups using the facility in the reporting period. In terms of usage type, Wellbeing and Fitness activities constitute 32% of the bookings, indicating a strong community focus on health and wellness programs within the facility. Art and Culture represented 29% of usage, showcasing the Centre's commitment to fostering cultural engagement and creative expression. City of Palmerston also had a significant presence at 19%, highlighting the Centre's function as an event and program space.

The Wellbeing and Fitness activities encompass a broad spectrum of organized sports, including basketball, badminton, netball, and volleyball, as well as dance troupes, fitness classes, mental health gatherings, and sword fighting sessions.

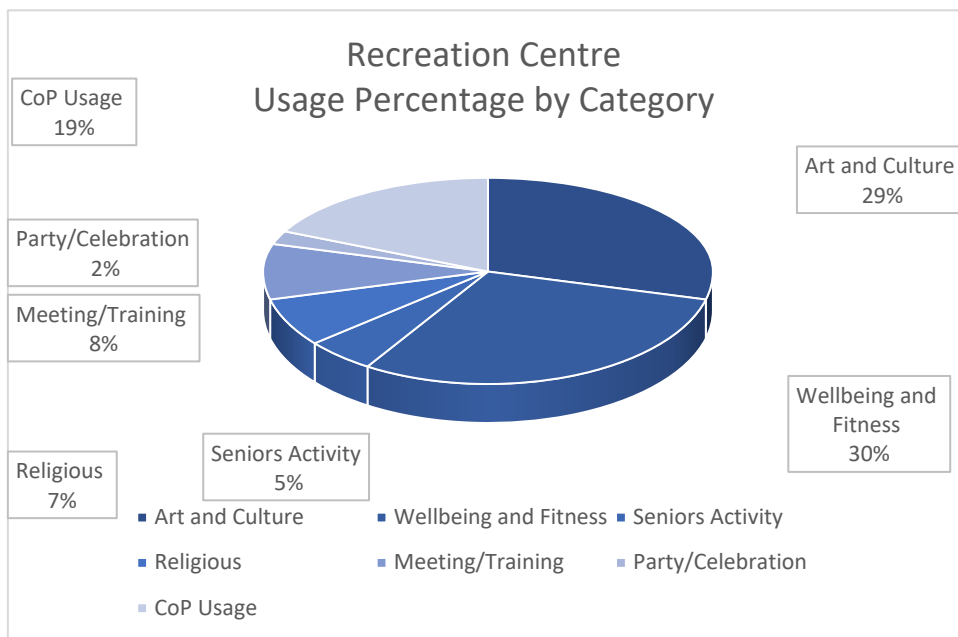
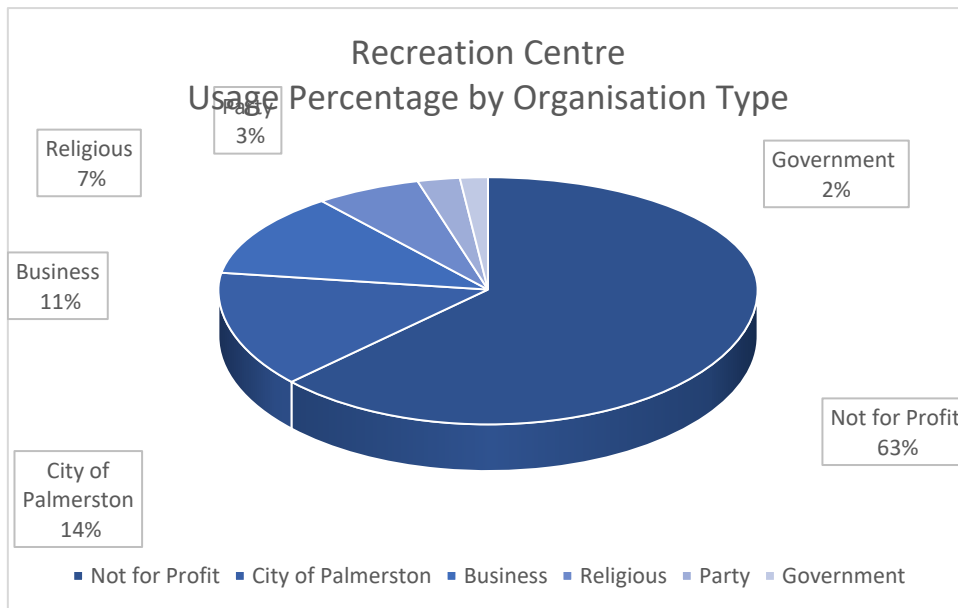
Facility Utilisation:

- 60% of the Centre's utilisation takes place during the prime hours of 5pm to 11pm, demonstrating its role as an essential evening hub for the community.
- It should be noted that the Centre was closed to regular bookings throughout December to accommodate the Christmas Tactile Markets,

*A Place for People*

Categories:

- 63% bookings were for Not-for-Profit organisations
- City of Palmerston had 14 % of bookings
- 11% of bookings were for Business including local karate, Tae kwon do and dance studios who hire the space to run paid classes
- Religious gatherings accounted for 7% of bookings
- Parties and events represented 3% of bookings
- Government meetings with 2% of bookings.



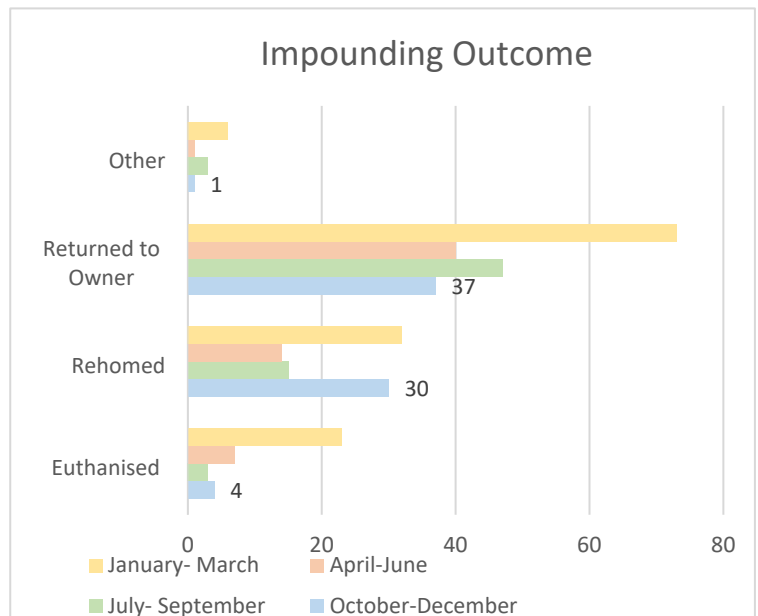
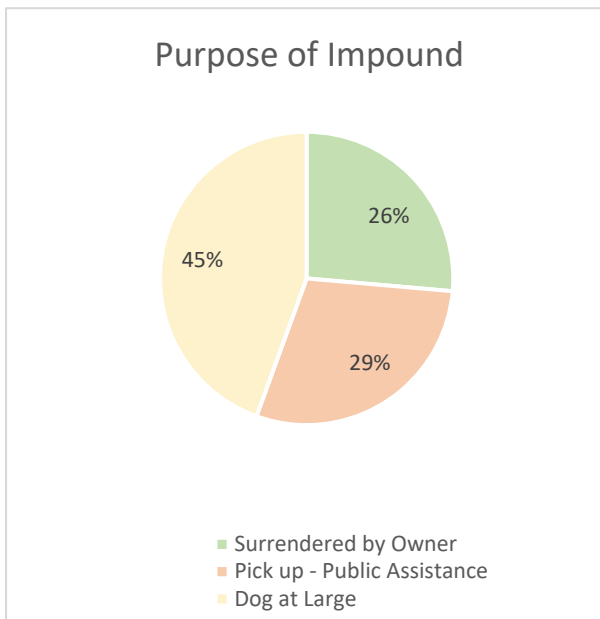
*A Place for People*

### Dog Registration

The current dog registration total provides 4612 dogs registered within the municipality, currently providing 84 more dogs registered for the same time last year. Council's officers are in the process of undertaking an audit of the dog registration database.

### Impounding & Pound Management

Over the current quarter, Council impounded a total of 72 dogs, providing a slight increase in the total number of dogs impounded from the previous quarter. The tables below provide a visual representation of the purpose of impoundment and the outcome. Notably, 45% of dogs impounded were at large, 29% were contained by the public and 26% surrendered by owners, regrettably seeing a 22% increase in the dogs that have been surrendered to Council from the previous quarter figures. The table below displays a significant increase in animals that were rehomed this quarter in comparison to the previous quarter, seeing an increase of 42% where the previous quarter provided 22% being rehomed through Northern Territory agencies. 51% of dogs that were impounded this quarter were returned to the owners and 6% were euthanised as an outcome of the impoundment.



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

### Animal Management By-Law Review

City of Palmerston Officers continue to work with Parliamentary Counsel and legal support on the preliminary draft of the Animal Management By-Laws. The draft Animal Management By-Laws reflect the community consultation desired outcomes from the 2021 60-day community consultation including:

- Consideration of regulating dog attacks and menacing behaviours and further provide for the declaration of dangerous dogs;
- Provide for a sliding scale of fines for different levels of dog attacks;
- Conditional registration of declared dangerous dogs;
- Council to develop policies and be somewhat flexible around the conditions that could/should be attached to registration of declared dangerous dogs in the circumstances that prevail;
- Council to accept and regulate the application of dog registrations;
- Compulsory microchipping; and
- Management of cats including microchipping, impounding, licensing etc.



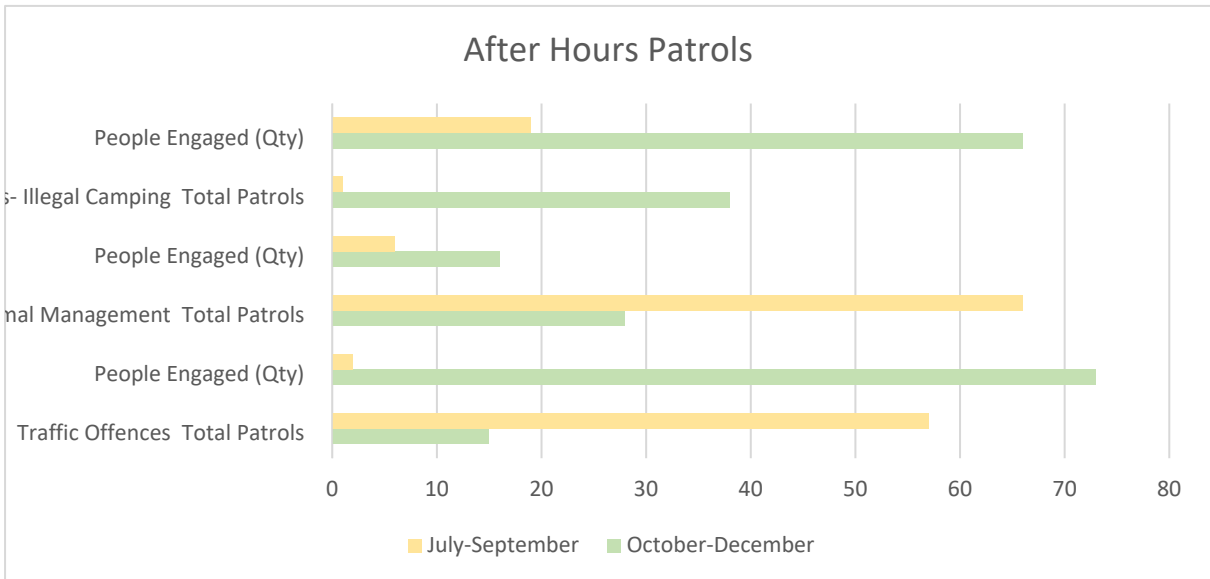
*A Place for People*

Since 2018, Council has actively championed the drafting of Uniform Companion Animal Management Legislation. This commitment stems from the recognition that several key legislative requirements are unable to be resolved in Council By-Laws. Through persistent advocacy and several submissions provided to the Department, a working group dedicated to Uniform Companion Animal Legislation working group has been established and the City of Palmerston, Regulatory Services Manager has been elected as the Chair. The working group will advocate with an intent to resolve cross-jurisdictional issues best addressed by uniform territory-based legislation.

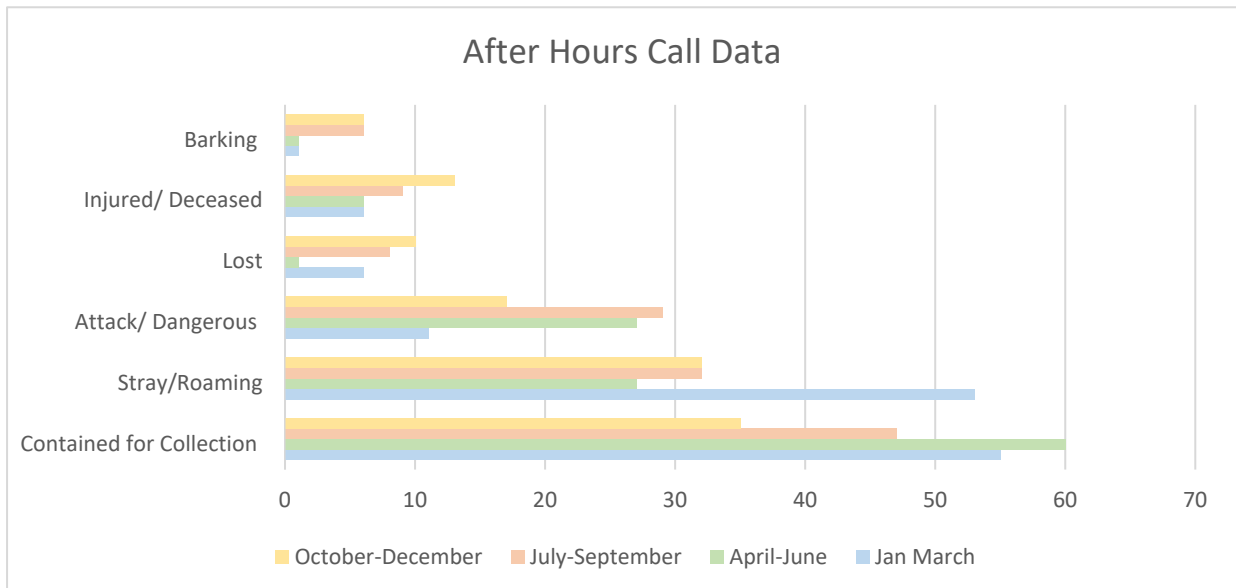
Out of Hours Ranger Engagement and Patrols

Throughout the quarter, Rangers undertook additional compliance and engagement patrols outside regular business hours. A total of 81 out-of-business hour patrols were conducted, with a primary focus on addressing alleged traffic offenses, unauthorised camping, overgrown properties, litter reports, and various facets of animal management. This encompassed activities such as addressing instances of dogs roaming freely, monitoring dog park activities, and following up on registration and licensing matters.

The graph presented below offers a visual representation comparing the purposes of these patrols. The outcome of these patrols, as reported, indicates engagement with a total of 18 individuals, notably three notices of illegal camping, two infringements for unregistered dogs, and five warning notices for traffic offenses were issued during these patrols.



In addition to the afterhours patrols, Regulatory Services received a total of 113 after-hours calls of which a notable increase has been identified in animals at large and or contained for collection which is anticipated due to dogs being at large with the change in weather conditions. The below table displays the representation of afterhours call for Regulatory Services.

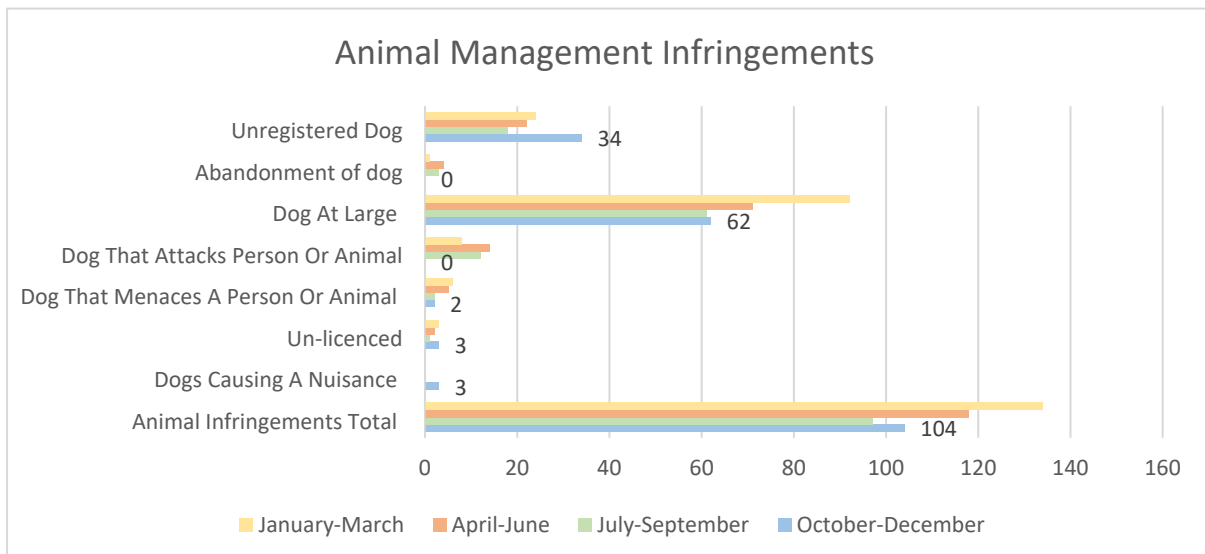


Regulatory Services Customer Action Requests

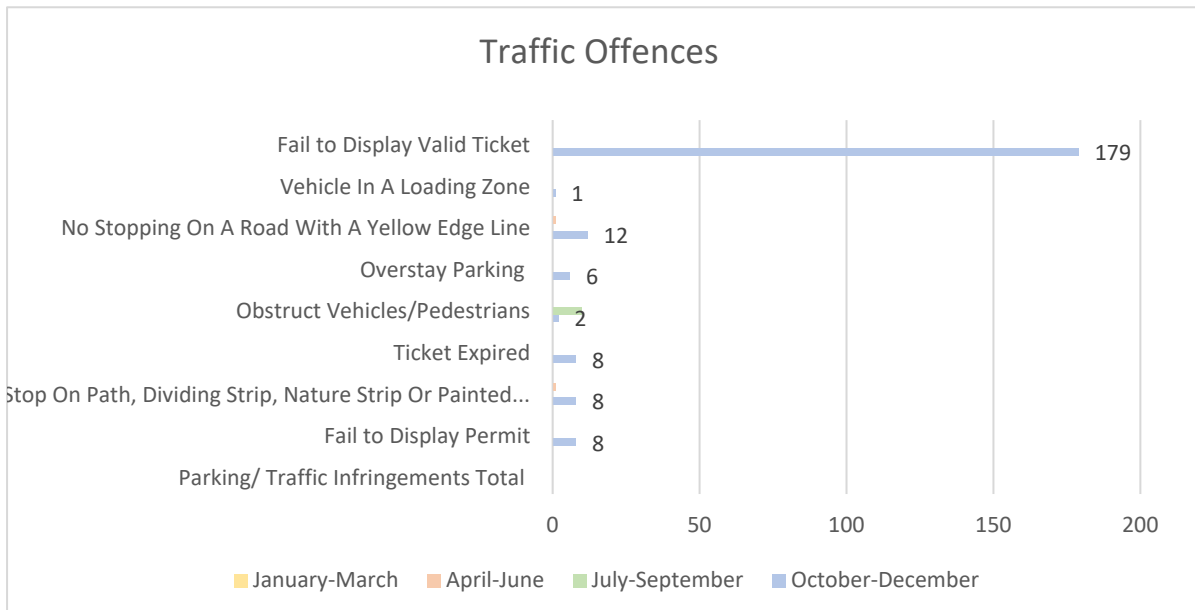
Animal Management continues to lead in the customer reporting requests across all regulatory functions. In the current quarter Regulatory Services received a total of 493 customer requests, consistent with previous quarters.

Palmerston By-Law Offences and Infringements

A total of 104 infringements were issued for animal related offences within the reporting quarter, dog at large being the primary offence, totalling 62% of the total infringement issues, followed by unregistered dog at and the remaining of nuisance, unlicensed property and dog menace. The below tables provide a visual comparison of the totals incurred of the current and previous quarter.



The table below provides the total number of traffic related infringements issued. It's worth highlighting that in the previous quarters parking was conducted on a complaints basis; this has not been a daily patrol. However, Regulatory Services has recommenced routine CBD parking patrols.



#### Palmerston Library Access Statistics

	October 2023	November 2023	December 2023	Total
Library Visits	14,605	11,830	8,160	34,595
Library Members	9,721	9,751	9,767	9,767
Library Items Borrowed	7,254	7,079	4,479	18,812
Hours on Public PCs	1,513	1,435	1,264	4,212
Library Programs	901	1133	469	2,503
Library Programs Delivered	45	64	35	144

#### Palmerston Library Program Statistics

Program	Sessions	Total Attendance
School Holidays	4	78
Storytime	21	814
Nursery Time	13	490
Incursions	9	252
Gadgets and Games	14	102
Get Tech Savvy	40	45
Geek Squad	11	104
Code Club	10	151
Lego Club	10	60
Late Night at the Library	3	28
Special Events	9	379
<b>Totals</b>	<b>144</b>	<b>2,503</b>

## **6. Governance**

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

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

#### Palmerston Kids Network (PKN)

PKN held two (2) network meetings this quarter, providing networking opportunities, sector updates and a platform for attendees to raise awareness of issues faced by Palmerston children and families. Topics raised include, financial wellbeing, abuse and trauma, food security and public transport. Opportunities for collaboration have been discussed and updates reported to the Community Wellbeing Advisory Committee and Community Safety Advisory Committee.

PKN celebrated their end of year meeting on 13 December 2023, with refreshments and an information session with Northern Territory Government's Department of Infrastructure, Planning and Logistics and CDC, who addressed questions network members had regarding public transport.

#### Palmerston Safe Communities Network (PSCN)

PSCN held two (2) network meetings this quarter providing networking opportunities, sector updates and a platform for attendees to raise awareness of safety issues within the Palmerston Community. Topics raised include building membership of the network, volatile substance abuse, anti-social behaviour and initiatives occurring within the Community to strengthen safety and reduce crime. Attendance has progressively increased from the first meeting, with representation from across the community and across government. These meetings have created valuable opportunities for collaboration and information sharing to strengthen the response to local matters and improve communication out to the broader community the raft of measures being taken across the community to improve safety.



*Attendees at the Palmerston Safe Communities Network Meeting in November.*

#### Palmerston Seniors Network (PSN)

PSN held one (1) network meetings in 2023 providing networking opportunities, sector updates and a platform for attendees to raise awareness of issues critical to seniors in our community. Topics raised include, anti-social behaviour, safe and reliable transport for seniors.

#### Palmerston Youth Local Action Group (PYLAG)

PYLAG held one (1) network meeting during the quarter. Topics raised include The Palmerston Youth Action Plan and key developments including the Domestic and Family Violence Working Group's successful delivery of 'Yarn about Personal Safety' workshops and the Risk Assessment Management Framework training, both receiving positive feedback and demonstrating the PYLAG's impact.



## Palmerton and Rural Youth Services Network (PARYS)

The PARYS network held two (2) meetings during the quarter. Topics raised included sector updates about Australia Day nominations, City of Palmerston Children Week, Ghostly Gatherings, call outs for working groups for significant days including International Men's Day, PARYS Youth Services Providers Forum, and International Day of People with a Disability, Christmas in Palmerston, SWELL Opening, Youth Activities School Holiday Calendar Release and the return of Late Nights in the Library. A hot topic was safety issues within the public transport system. Guest speakers attended to discuss the issue and the network is investigating initiatives to support improving safety on the public transport system.

### **CONSULTATION PROCESS**

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

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

### **POLICY IMPLICATIONS**

There are no policy implications for this Report.

### **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Finance and Governance Quarterly Report - October to December 2023
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Executive Assistant to General Manager Finance and Governance, Bertsie Taru
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to summarise the key activities undertaken by the Directorate during October to December 2023 quarter.

### KEY MESSAGES

- The Finance and Governance Directorate supports and enables the whole organisation to deliver the objectives of the Community Plan, the Municipal Plan and the Long-Term Financial Plan. and the Palmerston Local Economic Development Plan
- Across the Directorate there are several major activities that commenced in the last quarter which have been completed including the 2022-23 Annual Financial Statements, responding to the external audit and the publication of the first budget review for 2023-24.
- The fourth quarter meeting for the Vibrant Economy Advisory Committee was held on 27 November 2023 with the realigning of completion dates for website and a business survey that is focussed on Economic Development in Palmerston by November 2023.
- The fourth quarter Risk Management and Audit Committee was held on 24 October 2023.
- In this quarter, Finance and Governance presented a total of 34 reports to Council and Council Committees.
- During the quarter, \$17.17 million was paid to vendors, out of which 98 percent or \$16.87 million was paid to local suppliers.
- 4,122 Ratepayers receive their notices electronically, which makes up 29 percent of total Ratepayers.
- 37 additional properties were added to our portfolio. Bringing the total number of rateable properties to 15,272.

### RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report - October to December 2023 be received and noted.

### BACKGROUND

Council is provided with a report on key activities undertaken by the Finance and Governance Directorate on a quarterly basis that aligns with the relevant Community Plan Outcomes.

A Place for People

## DISCUSSION

The Finance and Governance quarterly update identifies the activities undertaken during the quarter that supports reporting on the delivery of the outcomes of the Community Plan.

Last quarter a number of major activities were started including, Preparation of the 2022-23 Financial Statements, external audit, Community Satisfaction Survey, Preparation of the Annual Report, Economic Development Website, and Economic Development Business Survey of Palmerston and First budget review. The Finance and Governance will work with the Directorate for People and Place through the City Activation Team to complete the Economic Development Website and Economic Development Business Survey.

A number of these major activities were completed by December 2023 and are listed below:

- Preparation of the 2022-23 Financial Statements
- External Audit,
- 2022-2023 Annual Report, and
- First budget review.

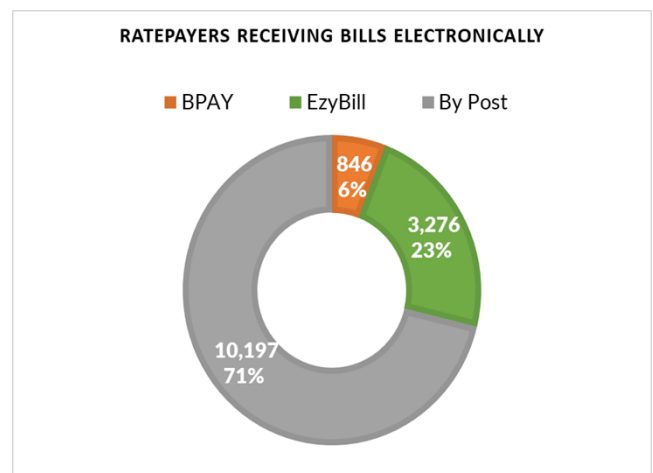
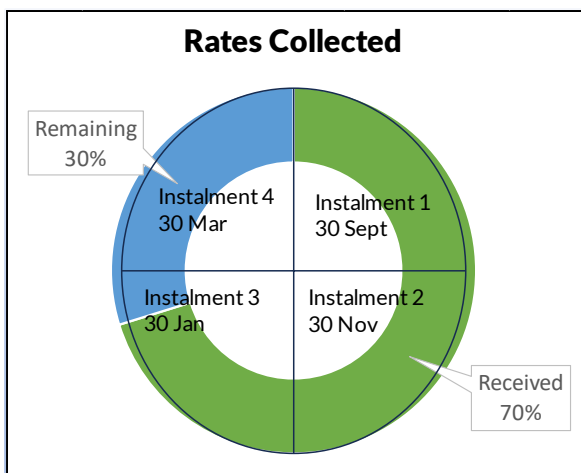
The Annual Financial Statements was submitted to the Minister and published on the 15 November 2023 as required by the *Local Government Act*.

### Rates

In July Council levied \$33.3 million for 2023-24 Rates with first instalment received at the end of September 2023. As at 30 November, Council has received \$23.1 million of rates payments marking the completion of second instalments.

There are a number of methods that ratepayer can utilise:

				
In Person	Phone Payments	Council Website	Cheque or Money order	Post Office



The total number of ratepayers receiving rates notices digitally is 4,122, which reflects 29% of our portfolio of 14,319 registered ratepayers with the City of Palmerston, noting that a registered rate payer

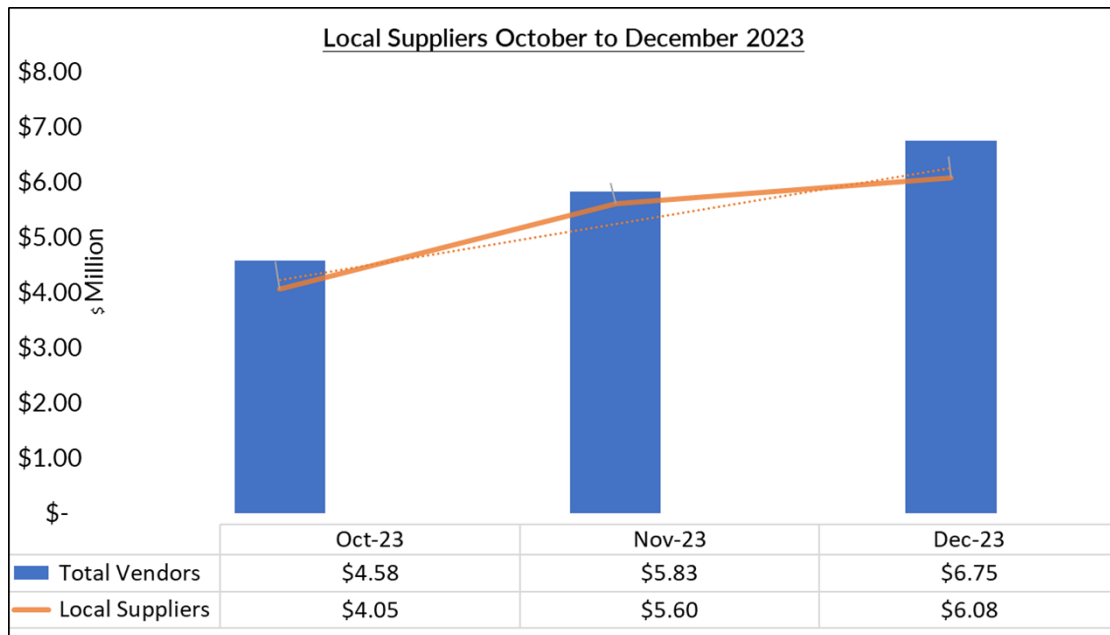
*A Place for People*

can have more than one property in Palmerston. In this quarter, 37 additional properties were added to our portfolio bringing the Rateable Properties to a total of 15, 272.

During the quarter one Community group rate concession applications was processed.

**Local Support**

This quarter 1,729 invoices were processed across the entire Organisation. \$15.73 million has been paid to local suppliers between the period 1 October to 31 December 2023. This is 98% of the total creditor payments over the same period, which was \$17.17 million. The graph below provides an overview of the quarter.



**Budget**

The preparation of the First Budget Review and workshop was completed in December 2023. Looking forward the preparation for the second budget review are underway.

**Advisory Committees**

The last Risk Management and Audit Committee (RMAC) meeting was held this quarter on Tuesday 24 October 2023, which discussed the RMAC schedule for 2024 and Council’s Asset Management Plan Annual Update.

The Vibrant Economy and Advisory Committee (VEAC) meeting was held on 27 November 2023. VEAC were presented with one action report being 2024 VEAC meeting schedule and a report was put to Council for approval. VEAC 2024 meeting dates will go to Council for approval in Jan 2024. Other reports to the Committee include three receive and not reports:

- Business Survey Update
- Update on Economic Development Website and,
- Economic Development Activities

Moving forward VEAC will be sit with General Manager for People & Place spearheaded by City Activation Manager.

**Requests for Information**

In this quarter the following request for information was received



*A Place for People*

- one freedom of information request was received.
- five sufficient information interests requests and complied with the Sufficient Interest Policy.

### Policies

A number of Council policies are being reviewed and will be reported in the next quarter.

### Procurement

The following public procurement processes were undertaken for projects over \$100,000 in the October – December quarter.

Procurement	Status	Local Supplier
Enterprise Resource Planning Project Management	Awarded to Information Professionals Pty Ltd for \$165,000.00 inc GST per annum.	The company uses local resources
Cardboard compactor for Archer Waste Management Facility	Awarded to Bucher Municipal Pty Ltd for \$161,759.50 inc GST	No
Christmas Wonderland	Awarded to Top End Sounds Pty Ltd T/As Total Event Services for \$220,000.00 inc GST per annum	Yes

The following public procurement activities for projects over \$100,000 are in the assessment stage and are scheduled to be awarded in the next quarter:

- Archer Waste Management Facility – Gatehouse Relocation

### Partnership

A total of 34 reports and presentations have been provided to a number of meetings including, Council meetings.

### Leased Properties

There are seven commercial / community leases over Council properties and one residential lease. Several major activities were started in this quarter and are ongoing. Mainly, the subdivision of 48 Odegaard Drive which is well underway and the completion of Stage 1 of scope of works for Shed 4, 60 Georgina Crescent. 48 Odegaard Drive comprises of 15 units that are fully tenanted.

## CONSULTATION PROCESS

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

- Finance and Governance Team

## POLICY IMPLICATIONS

There are no policy implications for this Report.

## BUDGET AND RESOURCE IMPLICATIONS

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

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

## ENVIRONMENT SUSTAINABILITY IMPLICATIONS



*A Place for People*

There are no environment sustainability implications for this Report.

**COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

**ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Financial Report for the Month of December 2023
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Finance Data and Systems Lead, Tinashe Gomo
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the Report is to present to Council the Financial Report for December 2023

### KEY MESSAGES

- This report presents the December financial report and is representative of the year-to-date income and expenditure as at 31 December 2023.
- The financial health check ratios indicate that overall, the Council is in a positive financial position and tracking well to budget.
- Total operating income is at 96% of the annual budget, mainly due to rates levied in July.
- Capital expenditure is at 55% of the \$26.9 million annual budget mainly due to Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) contributing \$13 million since the start of the year.
- As at 31 December 2023, the total cash investment was \$24.6 million, which includes \$11.5 million in term deposits in various banking institutions with less than 12 months of maturity and \$13 million in National Australian Bank that are on call.
- In the month of December, \$6 million (90%) of the \$6.75 million total creditor's payments were paid to local suppliers.
- The approved loan of \$5 million for SWELL has been drawn down in December 2023.
- The Council is compliant with its statutory obligations such as Pay as You Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There is one (1) contract variation in December that met the criteria under Regulation 42.

### RECOMMENDATION

THAT Report entitled Financial Report for the Month of December 2023 be received and noted.

### BACKGROUND

In accordance with Local Government (General) Regulations 2021 - Part 2 (Division 7), the preceding month's Financial Report must be presented to Council. Regulation 17(1) of the General Regulation requires a monthly report from the Chief Executive Officer to provide the Council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

The information below is provided to assist with the terminology used throughout the Report:

- Revised Annual Budget is the total Budget per the municipal plan for the 2023/24 financial year plus key Council decisions that have impacted the budget.
- Year to Date Actuals (YTD Actuals) – is the actual income and expenditure from 1 July 2023 to the current reporting date, 31 December 2023.
- The forecast amount is the Year-to-Date Budget (The YTD budget). The YTD budget was cash-flowed evenly over 12 months except for Rates which was fully cash-flowed in July and certain transactions that were expected to be recognised in specific periods.

This report should be read in conjunction with the following:

- Dashboard report found at **Attachment 13.2.4.1** which is traffic-light reporting system which highlights the current health status and highlights the areas of interest to Council. Any issues would then be reported in detail in the body of the report.
- Financial Reports at **Attachment 13.2.4.2** as it presents the financial position of the Council as at 31 December 2023, noting that the 2022-23 Financial year adjustments are finalised, and the balance sheet accounts are correct.

## DISCUSSION

### Financial Health

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position.
- The December 2023 ratios are benchmarked against the forecasted ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratio shows Council's ability to monitor the cashflows (in and out) and ensuring that Council has sufficient cash to cover its obligations.
- The operating surplus ratio is high due to the \$33.3 million rates for the entire year that was levied in July. This ratio will decline in the proceeding months.
- The debt service ratio of 80.4 indicates we have the capacity to meet our loan obligations. This ratio is high due to a high operating surplus.
- As at 31 December, a total of \$23.1 million (69%) of the \$33.3 million in rates and charges had been collected. The third rates instalment is due on 30 January 2024.
- The current ratio of 3.09 as at 31 December shows that the Council has enough resources to meet its short-term obligations.

### Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2023-24 as per **Attachment 13.2.4.1**

- Total Operating Income as at 31 December is \$35.8 million, which is 96% of the Annual Budget. This is due to rates and waste charges for 2023-24 levied as at July 2023 and recognition of operating grants income until 31 December 2023.
- Total Operating Expenditure as at 31 December is \$20.6 million, which is 45% of the Annual Budget. This is mainly due to the following:
  - \$5.4 million Employee Costs
  - \$5.6 million Depreciation, amortization, and impairment
  - \$4.8 million Materials and Contractors
  - \$0.7 Insurance
  - \$1.1 million Utilities
  - \$1.0 million Other Expenses such as program running cost and training costs.
  - \$0.9 million Professional services such as Belgravia management fees, Building revaluation, Community Satisfaction Survey, Management fee for Odegaard.



- Total actual Operating Expenditure is below the forecast for December by \$3.9 million. The underspend is due to a combination of the following:
  - employee expenses are underspent due to current vacant Full-Time Equivalent (FTE) positions for (\$0.66 million).
  - materials and contractors are underspent by \$2.7 million mainly due to pending approvals.

### Capital Overview

The dashboard provides an overview of Council’s capital expenditure for 2023-24 as per **Attachment 13.2.4.1**.

### Capital Expenditures

The 2023-24 Capital Expenditure budget is \$26.97 million which consists of \$7.84 million from original budget plus \$19.12 million from the 2022-23 First Budget Review.

The pie chart in the dashboard as per **Attachment 13.2.4.1** shows that out of the \$26.97 million capital expenditure budget, the actual capital expenditure is \$14.94 million which is 55% of the budget. This expenditure mostly relates to \$13 million SWELL (Swimming, Wellness, Events, Leisure and Lifestyle) expenditure, \$0.41 million in Open Space, \$0.21 million in Roads & Transport, \$0.14 million in Recreation Centre, \$0.20 million in Fleet and \$0.19 million for the Durack Heights Community Centre.

### Capital Funding

Capital is funded by capital grants, Council contributions (operating surplus and financial reserves), and borrowings.

The table below provides a breakdown of the grant income expected to be received or recognised as income this financial year.

Capital Project	Total Grant Income	Grant Funds received to date	Grant Funds yet to be received
New Pathways	\$0.25M	\$0.25M	-
Tree Planting and replacement	\$0.25M	\$0.25M	-
Roads to Recovery Funds - 2023/24	\$0.41M	-	\$0.41M
LRCI (Local Roads and Community Infrastructure) Phase 4	\$0.41M	-	\$0.41M
Public Lighting (Dark Spots)	\$0.25M	\$0.25M	-
Pump/Skate Park Zuccoli	\$0.25M	\$0.25M	-
Aquatic Centre Re-Roof	\$0.20M	\$0.20M	-
Holding Pen	\$0.11M	\$0.11M	-
LRCI Phase 3	\$0.41M	-	\$0.41M
SWELL Secondary Hall Space Upgrade	\$0.46M	-	\$0.46M
SWELL – Commonwealth Funding	\$5.00M	\$1.50M	\$3.5M
SWELL – NTG Funding (remaining portion)	\$0.29M	\$0.29M	
Archer Waste Management Upgrade	\$0.28M	\$0.28M	-
Archer Recycling Modernisation	\$0.10M	\$0.01M	\$0.09M
Water Aquifer Preservation	\$0.10M	\$0.10M	
Fiber sense (Smart Technology Project)	\$0.5M	0.5M	
Lake Aerator Project	\$0.1M	\$0.1M	
<b>Total</b>	<b>\$9.37M</b>	<b>\$4.09M</b>	<b>\$5.28M</b>

*A Place for People*

- Grants that have been received remain in the grant liability account until the assessment of income criteria has been met such as meeting the grant agreement obligations.
- Some of the income has not been recognised due to the requirement of project completion and final acquittal reports. As at 31 December 2023, \$6.5 million of grant revenue has met the grant agreement obligations and has been recognised as income.

### Investments

Trading Account: \$9.8. million, Professional Fund: \$3.2 million

Investments: \$11.5 million

Year to Date interest revenue: \$0.79 million

Cash at Bank and Investments				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
On-call	4	\$5M	43%	NA
<12months	4	\$6.5M	57%	100%
<b>Total</b>	<b>8</b>	<b>\$11.5M</b>	<b>100%</b>	

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 December 2023, the Council held \$11.5 million in term deposits across three financial institutions.
- Cash held by Council in the trading bank as at 31 December 2023 was \$13 million.
- \$3.2 million was held in National Australian Bank Professional account which earns cash interest of 4.6%. Placing funds in this account provides Council with the ability to earn comparatively high interest rates while having ready access to funds as required.
- Performance of our investments against our policy and details on our investments are provided in section 2.3 of the Investments Management Report: **Attachment 13.2.4.2.**

### Debtors

Council has \$18.5 million in Receivables, majority of which relates to the 2023-24 rates and waste charges levied.

### Rates

The Dashboard at **Attachment 13.2.4.1** shows the 2023-24 Rates and Waste Charges issued and collected. In July 2023, \$33.3 million Rates were levied for 2023-24 with the first instalments due on 30 September and the second instalment due on 30 November 2023. The remaining amount is due as per the quarterly instalments on the 30 Jan 2024 and 30 March 2024. If the Second instalments are not paid by 30 November, the whole amount becomes due and payable.

- As at 31 December 2023, Council has received \$23.1 million of rates payments. This is equivalent to 70% of the total rates and charges levied.
- The rates received in advance balance of \$0.80 million is accounted for in the balance sheet as a liability as it is refundable.
- The third instalment for the 2023-24 Rates Levy is due on 30 January 2024.
- The outstanding rate debt is \$2.4 million which includes overdue rates debt from prior years of \$1.3 million and \$1.1 million for the current financial year.
- For the 2023-24 year, any unpaid rates are now overdue if the ratepayer missed the payment of the 1st instalment.

- Council may place an overriding statutory charge on the property where there is an outstanding rate debt owing of greater than 6 months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges over 53 properties where the debts are 2018/19 and prior.
- There are 20 ratepayers that have approved financial hardship applications for the 2023-24 financial year.

### Infringements

- Total infringements outstanding is \$60,000 as at 31 December 2023; this consists of Animals (\$46,000), Public Place (\$3,000), and Parking (\$11,000).
- The graph in the dashboard at **Attachment 13.2.4.1** shows the total issued and collected per type of infringement for the month of July to November.

### Sundry Debtors

Sundry debtor as at 31 December is \$0.42 million as presented in **Attachment 13.2.4.2**. Most of it relates to invoices to the Department of Infrastructure, Planning and Logistic (\$0.17 million) for the blackspot, and invoices for Upgrades and Additional bin FY23-24 are raised. More details are in section 2.4 Debtor Control Account.

### Trade Creditors Paid

Total payments to creditors as at 31 December 2023 amounted to \$6.7 million, of which \$6.07 million (90.%) were paid to local suppliers.

Most of the payments in December relates to Jaytex Construction for the SWELL project (\$1.7 million), HCS Constructions (\$0.96 million), Cleanaway (\$0.95 million), City of Darwin (\$0.46 million), ATO (\$0.32 million), Power water (\$0.22 million), Jacana (\$0.22 million), JLM Contracting (\$0.14 million), Programmed Property Services (\$0.12 million), and Veolia (\$0.10 million).

### Borrowings

Total external borrowings of \$5.97 million is made up of the following:

#### Archer Land Fill Rehabilitation loan

Original Value was \$1.9 million, as at 31 December 2023, this loan has a balance of \$0.97 million. The interest rate is fixed at 2interests the duration of the loan and is paid on a quarterly basis. This loan is for 8 years and is concluding on 30 June 2027.

#### SWELL loan

The \$5 million approved loan was drawn down in December 2023 and has a balance of \$4.94 million. The interest rate is at 5.05% variable. The next repricing of this variable rate is due on 28 March 2024.

### Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
  - Council has paid \$1.62 million in Pay-As-You-Go (PAYG) tax. Council pays the PAYG Withholding tax to the Australian Taxation Office on a fortnightly basis.
  - The Business Activity Statement (BAS) balance for the month ended 30 November 2023 reported during December 2023 as a Goods Services Tax Refund of \$0.42. The December 2023 BAS will be finalised during January 2024.
- Council has the required insurances to manage the current risk exposure.

### Contract Variations

Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100,000 but is less than \$150,000.	Nil
Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000.	Nil
Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10% as per below.	<p>Contract extension of the Archer Waste Management Facility Operations</p> <p>Supplier: Veolia Environmental Services (Australia) Pty Ltd.</p> <p>Total contract value as at 31 December 2023 was : \$5,143,859 – a 12 month extension was entered into due to construction works occurring at Archer Waste Facility, resulting in a contract variation cost of \$1,200,258 , which is a 25% increase</p>

**CONSULTATION PROCESS**

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

- Finance team
- Governance team

**POLICY IMPLICATIONS**

There are no policy implications for this Report.

**BUDGET AND RESOURCE IMPLICATIONS**

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

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in the community safety.
2. **Financial Sustainability**  
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community
6. **Governance**  
Failure to effectively govern.

**SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

**COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**





*A Place for People*

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

## **ATTACHMENTS**

1. Dashboard [13.2.4.1 - 1 page]
2. Financial Results December 2023 [13.2.4.2 - 26 pages]





# Financial Management Reports

December 2023

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

# TABLE OF CONTENTS

December 2023

<b>SECTION 1 – EXECUTIVE SUMMARY</b>	1.1	Certification by Chief Executive Officer
<b>SECTION 2 – FINANCIAL RESULTS</b>	1.2	Executive Summary
	1.3	Budget Summary by Directorates
	1.4	Capital Expenditure & Funding
	1.5	Major Capital Works
	2.1	Balance Sheet
	2.2	Reserve Balance
	2.3	Investments Management Report
	2.4	Debtor Control Accounts
	2.5	Creditor Accounts Paid
	2.6	Creditor Accounts Outstanding
	2.7	Commercial Leases
	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	CEO Credit Card



## Certification By Chief Executive Officer

I, Luccio Franco Cercarelli, the Chief Executive Officer of the City of Palmerston, hereby certify that to the best of my knowledge, information and belief:

- ❖ The internal controls implemented by Council are appropriate; and
- ❖ The Council's Financial Report for December 2023 best reflects the financial affairs of the Council.



---

Luccio Franco Cercarelli  
Chief Executive Officer

# COUNCIL AGENDA Attachment 13.2.4.2

## Section 2 Financial Results

1.2 - Executive Summary as at 31 December 2023

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Income						
Rates	25,806,363	25,661,917	99%	25,776,363	100%	
Charge	7,534,269	7,652,065	102%	7,534,269	102%	
Fees & Charges	933,318	630,253	68%	490,940	128%	1
Grants, Subsidies & Contributions	1,325,864	947,568	71%	555,373	171%	2
Interest & Investment Revenue	1,671,202	870,135	52%	836,101	104%	
Other Income	15,785	29,249	185%	7,611	384%	3
<b>Operating Income</b>	<b>37,286,801</b>	<b>35,791,187</b>	<b>96%</b>	<b>35,200,657</b>	<b>102%</b>	
Operating Expenditure						
Employee Costs	-12,207,233	-5,447,195	45%	-6,101,384	89%	4
Materials & Contractors	-12,615,298	-4,793,702	38%	-7,402,757	65%	5
Depreciation, Amortisation & Impairment	-11,270,000	-5,635,000	50%	-5,632,746	100%	
Elected Members Allowances	-428,200	-160,326	37%	-216,015	74%	6
Elected Members Expenses	-39,745	-18,038	45%	-19,912	91%	
Professional Services	-2,004,589	-840,110	42%	-1,002,257	84%	7
Auditor's Remuneration	-39,848	-40,190	101%	-19,924	202%	8
Utilities	-2,332,117	-1,129,177	48%	-1,165,592	97%	
Legal Expenses	-315,700	-185,975	59%	-146,936	127%	10
Telephone & Other Communication Charges	-264,456	-187,950	71%	-172,228	109%	
Donations, Sponsorships & Grants	-255,000	-54,979	22%	-127,472	43%	9
Software, Hardware, Stationery, Subscriptions	-1,061,090	-373,500	35%	-532,977	70%	9
Insurance	-615,083	-696,040	113%	-594,826	117%	11
Borrowing Costs	-179,477	-37,488	21%	-89,739	42%	12
Other Expenses	-2,177,335	-1,007,035	46%	-1,254,985	80%	8
<b>Operating Expenditure</b>	<b>-45,805,171</b>	<b>-20,606,708</b>	<b>45%</b>	<b>-24,479,750</b>	<b>84%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-8,518,370</b>	<b>15,184,480</b>		<b>10,720,907</b>		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	299,737	67,955	23%	149,809	45%	13
Developer Contributions	200,000	661	0%	99,960	1%	14
Asset Income	3,000,000	0	0%	0	0%	13
Grants received	9,498,744	6,588,572	69%	8,486,450	78%	15
<b>Capital Income</b>	<b>12,998,481</b>	<b>6,657,188</b>	<b>51%</b>	<b>8,736,219</b>	<b>76%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>4,480,111</b>	<b>21,841,668</b>		<b>19,457,126</b>		
Capital Expenditure						
Asset Purchase	-3,459,387	-1,210,311	35%	-1,729,694	70%	
Asset Upgrade	-23,512,067	-13,728,968	58%	-15,901,824	86%	
<b>Capital Expenditure</b>	<b>-26,971,454</b>	<b>-14,939,280</b>	<b>55%</b>	<b>-17,631,517</b>	<b>85%</b>	16
Less Non-Cash Expenditure	-11,270,000	-5,635,000	50%	-5,632,746	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-14,221,343</b>	<b>12,537,388</b>		<b>7,458,355</b>		
Borrowings	5,000,000	5,000,000	99%	5,000,000	100%	
Less Repayment of Borrowings	-517,000	-123,790	10%	-321,000	39%	
Reserve Movement	9,738,343	-3,258,100	0	9,443,840	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>14,155,498</b>		<b>21,581,195</b>		

**Section 2**  
**Financial Results**

1.2 - Executive Summary as at 31 December 2023

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
-------------	---------------------	---------------	---	------------	--------------------------------------	-------

Notes

1. Received higher dog registration fees, development fees, facility hire fees, and library services fees than what was projected for the period.
2. Annual library grant received from NTG and recognise grant income for Youth Festival.
3. Income for Bin upgrades was \$26K higher than anticipated.
4. Actual employee expenditure for the period is lower due to a number of vacant position (24FTE).
5. The underspend is due to invoices that are waiting approval over the Closure period.
6. The elected member payment is underspent due to the timing of when the Professional development actual costs are claimed.
7. The underspend is due to less major events during this period. Most of the events take place in December and between March to June.
8. Audit invoices were received but miscoded to professional services. This has been corrected as at January and will be reflected in the January end-of-month report.
9. Timing issue of when actual Invoices and/or grant applications are received. The majority of expenditure occurs during the second half of the financial year
10. Legal costs are higher than predicted, this will be monitored to ensure that there is adequate budget
11. Insurance expense is higher than budget year to date due to timing. Insurance for the 2023-24 financial year has been paid in full the premiums for the year were higher than anticipated.
12. Borrowing costs are lower than budget due to the timing of the loan drawdown for the SWELL project.
13. Asset revaluation and Asset income (gifted assets) recognition are undertaken towards the end of the financial year.
14. No developer's contribution received yet during the period.
15. Grants that have met the recognition criteria have been recorded as income. The remaining grants are currently recognised as a liability in the balance sheet.
16. The variance in Capital expenditure is due to timing of projects

  
 \_\_\_\_\_  
 Approved by: Acting Manager Finance  
 Tinashe Gomo

## Section 2 Financial Results

### 1.3 - Budget Summary Report By Directorate as at % of year passed

31 December 2023  
50%

#### Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the CEO	372,615	12,350	3%	363,044	3%	1
<b>Office of the Chief Executive</b>	<b>372,615</b>	<b>12,350</b>	<b>3%</b>	<b>363,044</b>	<b>3%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
GM Finance & Governance	69,474	36,393	52%	34,737	105%	
Financial Services	1,126,042	587,518	52%	563,021	104%	
	25,942,030	25,736,413	99%	25,846,363	100%	
<b>Finance &amp; Governance</b>	<b>27,137,546</b>	<b>26,360,325</b>	<b>97%</b>	<b>26,444,121</b>	<b>100%</b>	
Community & Culture						
Diversity and Inclusion Activities	0	10,000	0%	0	0%	
Events Promotion	3,000	10,045	335%	948	1060%	2
Health and Wellbeing Services	2,785	0	0%	1,114	0%	
Library Services	667,844	720,438	108%	333,922	216%	2
Senior Citizens	2,048	2,000	98%	2,048	98%	
Youth Services	300,000	150,000	50%	150,000	100%	
Animal Management	359,000	259,427	72%	204,128	127%	3
Parking & Other Ranger Services	104,000	19,979	19%	51,650	39%	4
<b>Community &amp; Culture</b>	<b>1,438,677</b>	<b>1,171,889</b>	<b>81%</b>	<b>743,810</b>	<b>158%</b>	
Infrastructure						
Civic Centre	140,000	80,340	57%	70,000	115%	8
Driver Resource Centre	0	136	0%	0	0%	
Gray Community Hall	10,000	8,993	90%	5,000	180%	5
Private Works	43,333	23,930	55%	20,000	120%	6
Recreation Centre	12,000	11,884	99%	6,000	198%	5
Roads & Transport	-47,799	32,022	-67%	671,711	5%	
Subdivisional Works	100,000	132,027	132%	50,000	264%	7
Waste Management	7,534,269	7,679,959	102%	7,534,269	102%	
Odegaard Drive Investment Property	446,160	227,242	51%	223,080	102%	
Durack Heights Community Centre	0	91	0%	0	0%	
Goyder Square	100,000	50,000	50%	50,000	100%	
<b>Infrastructure</b>	<b>8,337,963</b>	<b>8,246,624</b>	<b>99%</b>	<b>8,630,060</b>	<b>96%</b>	
	<b>37,286,801</b>	<b>35,791,187</b>	<b>96%</b>	<b>36,181,035</b>	<b>99%</b>	

#### Notes

- The budgeted revenue for the period relates to Financial Assistance Grants that was received in advance in 2022-23. The revenue budget will be adjusted to reflect that this was received in prior years.
- Grant funding came in higher than budgeted.
- The dog registrations and renewals are higher than what was projected for the period.
- The variance is due to vacant positions that are in the process of being filled.
- Facility bookings have exceeded budget estimates.
- The variance is due to higher income received for permit works and other licences for the period.
- Received higher developer subdivision income for the period than projected.
- Rental income is higher than anticipated.

# COUNCIL AGENDA Attachment 13.2.4.2

## Section 2

### Financial Results

#### 1.3 - Budget Summary Report By Directorate as at 31 December 2023 % of year passed 50%

#### Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Councillors	-467,945	-185,092	40%	-235,928	78%	1
Office of the CEO	-1,252,641	-433,968	35%	-626,130	69%	2
<b>Office of the Chief Executive</b>	<b>-1,720,586</b>	<b>-619,059</b>	<b>36%</b>	<b>-862,057</b>	<b>72%</b>	
<b>Deputy Chief Executive</b>						
Deputy Chief Executive Officer	-479,735	-283,891	59%	-239,772	118%	
Customer Experience	-359,974	-159,447	44%	-179,915	89%	2
People and Customer	-1,069,464	-637,775	60%	-535,193	119%	3
Public Relations and Communications	-896,801	-439,981	49%	-452,047	97%	4
<b>Deputy Chief Executive</b>	<b>-2,805,974</b>	<b>-1,521,095</b>	<b>54%</b>	<b>-1,406,926</b>	<b>108%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-518,046	-281,438	54%	-258,110	109%	
Records Management	-399,642	-159,532	40%	-199,578	80%	2
Financial Services	-12,762,086	-6,434,877	50%	-6,379,777	101%	
Rates	-95,700	-14,157	15%	-38,346	37%	5
Governance	-1,258,293	-1,036,523	82%	-916,351	82%	6
	<b>-15,033,767</b>	<b>-7,926,528</b>	<b>53%</b>	<b>-7,792,161</b>	<b>102%</b>	
<b>Community &amp; Culture</b>						
Arts & Culture	-80,547	-16,159	20%	-53,698	30%	7
Community Development	-1,151,306	-506,571	44%	-575,043	88%	8
Diversity and Inclusion Activities	-36,000	-16,858	47%	-24,000	70%	7
Events Promotion	-533,510	-193,205	36%	-354,385	55%	8
Families & Children	-47,679	-16,061	34%	-24,965	64%	9
Health and Wellbeing Services	-42,000	-10,452	25%	-27,996	37%	9
Library Services	-1,513,946	-703,916	46%	-803,790	88%	2
Senior Citizens	-6,656	-3,067	46%	-4,437	69%	
Youth Services	-417,019	-232,684	56%	-251,675	92%	
Director Community & Culture	-566,470	-130,174	23%	-283,122	46%	2
Safe Communities	-20,000	-5,253	26%	-13,332	39%	9
Animal Management	-166,161	-35,763	22%	-102,400	35%	9
Parking & Other Ranger Services	-1,021,889	-500,727	49%	-510,647	98%	
<b>Community &amp; Culture</b>	<b>-5,603,183</b>	<b>-2,370,891</b>	<b>42%</b>	<b>-3,029,489</b>	<b>78%</b>	
<b>Infrastructure</b>						
Information Technology	-1,879,370	-747,130	40%	-989,713	75%	10
Aquatic Centre	-661,924	-167,292	25%	-340,720	49%	11
Civic Centre	-265,173	-120,390	45%	-151,308	80%	12
Depot	-74,377	-36,515	49%	-39,070	93%	
Driver Resource Centre	-24,173	-10,886	45%	-12,730	86%	13
Emergency Operations	-10,557	-6,300	60%	-5,276	119%	14
Gray Community Hall	-66,929	-48,271	72%	-38,754	125%	15
Director Infrastructure	-802,929	-428,771	53%	-401,455	107%	
Open Space	-5,406,321	-1,767,005	33%	-2,987,385	59%	15



**Section 2**

**Financial Results**

1.3 - Budget Summary Report By Directorate as at 31 December 2023  
% of year passed 50%

**Operating Expenditure**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Private Works	-105,776	-47,530	45%	-52,867	90%	2
Recreation Centre	-292,965	-172,496	59%	-160,678	107%	
Roads & Transport	-1,732,365	-627,119	36%	-932,885	67%	14
Stormwater Infrastructure	-169,268	-51,334	30%	-98,000	52%	14
Street Lighting	-1,161,005	-549,835	47%	-601,465	91%	14
Subdivisional Works	-20,000	-11,439	57%	-9,996	114%	9
Waste Management	-7,296,038	-3,078,004	42%	-4,218,886	73%	14
Odegaard Drive Investment Property	-127,007	-63,596	50%	-65,922	96%	
Durack Heights Community Centre	-33,053	-29,198	88%	-17,795	164%	
CBD Car Parking	-63,351	-30,364	48%	-36,352	84%	
Goyder Square	-228,028	-108,180	47%	-117,359	92%	14
Fleet	-221,052	-67,478	31%	-110,502	61%	15
<b>Infrastructure</b>	<b>-20,641,661</b>	<b>-8,169,134</b>	<b>40%</b>	<b>-11,389,116</b>	<b>72%</b>	
	<b>-45,805,171</b>	<b>-20,606,708</b>	<b>45%</b>	<b>-24,479,750</b>	<b>84%</b>	

Notes

1. The underspend in Elected member payment is due to the timing of the payments.
2. The variance is due to vacant positions that are currently being filled.
3. The variance is due to advertising costs related to recruitment and external consultant hire.
4. The underspend is due to seasonal events. Majority of the events happens in December and between March to June.
5. Due to savings on debt recovery fee.
6. Insurance expense is higher than budget year to date due to timing. Insurance for the 2023-24 financial year has been paid in full the premiums for the year were higher than anticipated.
7. The underspend is due to timing with more projects to be run in the second half of the year
8. The underspend is mainly due to vacant positions and few programs were run during the period.
9. The variance is due to cashflowing of the budget but it is expected to be fully expended by the end of the financial year. The review of the cashflowing is currently being undertaken.
10. The underspend is mainly due to vacant positions and lesser expense on software licenses.
11. Utilities cost and contractor payments are lower than budgeted during the period but are expected to pick up when SWELL opens.
12. The underspend is due to less building maintenance because of the good/fair condition of the assets.
13. The facility is to be decommissioned.
14. The underspend is due to the timing of the projects but this will be balanced out with the budget at the end of the financial year. Review of the cashflow is currently being undertaken.
15. The underspend is due to lower repair costs, servicing cost, fuel, and vehicle registration yet to be incurred.

**Section 2**  
**Financial Results**

31 December 2023

**1.4 - Budget Summary Report By Directorate as at**  
**Capital Income**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	0%	1
<b>Finance &amp; Governance</b>	<b>3,000,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Community & Culture						
Library Services	48,185	0	0%	48,185	0%	2
Animal Management	110,300	9,600	9%	110,300	9%	2
<b>Community &amp; Culture</b>	<b>158,485</b>	<b>9,600</b>	<b>6%</b>	<b>158,485</b>	<b>6%</b>	
Infrastructure						
Information Technology	350,366	0	0%	350,366	0%	
Aquatic Centre	5,527,936	5,519,114	100%	5,427,896	102%	
Director Infrastructure	978,365	424,569	43%	772,338	55%	2
Open Space	620,465	272,716	44%	370,365	74%	2
Roads & Transport	1,018,418	100,086	10%	687,341	15%	2
Street Lighting	319,967	0	0%	194,917	0%	2
Subdivisional Works	200,000	661	0%	99,960	1%	3
Waste Management	374,743	73,523	20%	374,743	20%	
Durack Heights Community	150,000	188,964	126%	150,000	126%	
Fleet	299,737	67,955	23%	149,809	45%	4
<b>Infrastructure</b>	<b>9,839,996</b>	<b>6,647,588</b>	<b>68%</b>	<b>8,577,734</b>	<b>77%</b>	
	<b>12,998,481</b>	<b>6,657,188</b>	<b>51%</b>	<b>8,736,219</b>	<b>76%</b>	

Notes

1. Income for Financial Services relates to gifted assets and it will be recognised as part of the end of the year process.
2. These relate to roll-over of capital projects which were approved (Decision No.10/987). Income has not been fully recognised due to requirement of project completion and final acquittal report.
3. The work related to the Driveway is yet to commence. The driveway and subdivision income will be recognised once the clearance is received.
4. Income derived from the sale of the aged fleet.
5. Income has not been recognised due to requirement of project completion and final acquittal report.

Section 2

Financial Results

1.4 - Budget Summary Report By Directorate as at 31 December 2023

% of year passed 50%

Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Community & Culture						
Arts & Culture	-231,601	-6,634	3%	-115,800	6%	1
Library Services	-188,894	-922	0%	-94,447	1%	1
Animal Management	-110,300	-9,600	9%	-55,150	17%	1
<b>Community &amp; Culture</b>	<b>-530,795</b>	<b>-17,156</b>	<b>0</b>	<b>-265,397</b>	<b>6%</b>	
Infrastructure						
Information Technology	-1,831,298	-91,668	5%	-915,649	10%	1
Aquatic Centre	-12,443,939	-12,979,763	104%	-12,443,939	104%	
Civic Centre	-56,320	0	0%	-28,160	0%	1
Depot	-151,146	-29,741	20%	-75,573	39%	1
Driver Resource Centre	-194,940	-37,109	19%	-97,470	38%	1
Director Infrastructure	-2,111,797	-492,395	23%	-1,055,898	47%	1
Open Space	-3,283,825	-411,609	13%	-1,641,913	25%	1
Recreation Centre	-156,972	-144,757	92%	-78,486	184%	3
Roads & Transport	-3,025,399	-209,787	7%	-1,512,699	14%	4
Stormwater Infrastructure	-184,320	0	0%	-92,160	0%	4
Street Lighting	-780,469	-66,293	8%	-390,234	17%	4
Subdivisional Works	-100,000	0	0%	-50,000	0%	1
Waste Management	-1,502,927	-73,523	5%	-751,464	10%	1
Durack Heights Community Centre	-222,150	-188,963	85%	-111,075	170%	2
Fleet	-395,158	-196,520	50%	-197,579	99%	
<b>Infrastructure</b>	<b>-26,440,660</b>	<b>-14,922,124</b>	<b>56%</b>	<b>-19,442,299</b>	<b>77%</b>	
	<b>-26,971,454</b>	<b>-14,939,280</b>	<b>55%</b>	<b>-19,707,697</b>	<b>76%</b>	

Note

1. The variance is due to projects that are yet to start or have just started. The cashflowing is being reviewed.
2. The variance is due to aircon maintenance work at Durack Community Center, but the budget was cash-flowed evenly over 12 months.
3. Project is completed and invoice has been received. The variance is due to cashflowing the budget equally over 12 months. This will even out at the end of the year.
4. The variance is due to the timing of the projects. Further work is expected between April to June.

## Section 2 Financial Results

### 1.4 - Capital Expenditure & Funding

<b>CAPITAL EXPENDITURE</b>	Annual Budget	Actuals
Land & Buildings	\$20,552,371	\$14,171,815
Other Assets (including furniture & office equip)	\$1,200,000	\$86,448
Fleet	\$395,158	\$196,520
Infrastructure (including roads, footpaths, park furniture)	\$4,818,925	\$484,497
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$26,966,454</b>	<b>\$14,939,280</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>		
Operating Income	\$2,729,367	\$ 2,130,582
Capital Grants	\$9,498,744	\$ 5,410,594
Transfers from Cash Reserves	\$9,738,343	\$ 2,398,104
Borrowings	\$5,000,000	\$ 5,000,000
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>\$26,966,454</b>	<b>\$14,939,280</b>

  
 Approved by: Acting Manager Finance  
 Tinashe Gomo

# COUNCIL AGENDA Attachment 13.2.4.2

## Section 2 Financial Results

1.5 - Major Capital Works as at 31 December 2023  
% of year passed 50%

Project Code	Class of Assets	Capital Project (>\$150,000 threshold)	Revised Budget 2023-24	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget ** \$ (D)	% Spent	Total Yet to Spend \$ (E = D - C)	Project Status	Expected Project Completion Date
PRJ10133	Buildings	Vibrant Zuccoli PR6JECT-5 (Zuccoli Community Hub)	\$ 250,000	\$ -	\$ -	\$ 250,000	0%	\$ 250,000	Design Phase	Feb 2024
PRJ10380	Buildings	Pump Parks/skate parks Zuccoli	\$ 675,751	\$ 14,057	\$ 14,057	\$ 675,751	2%	\$ 661,694	Contract Let	Feb 2024
PRJ10378	Buildings	SWELL Secondary Space Upgrade	\$ 519,175	\$ 424,569	\$ 424,569	\$ 519,175	82%	\$ 94,605	Contract Let	Feb 2024
PRJ10471	Buildings	Aquatic Centre Re-roof	\$ 465,000	\$ 456,531	\$ 456,531	\$ 465,000	98%	\$ 8,469	Contract Let	Feb 2024
PRJ10303	Buildings	Water Aquifer Preservation Strategy	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	\$ 200,000	Not yet commenced	Future Years
PRJ10472	Buildings	New Community Hall	\$ 350,000	\$ -	\$ -	\$ 350,000	0%	\$ 350,000	Awaiting grant funding	Future Years
PRJ10057	Buildings	Driver Resource Centre Upgrade	\$ 184,700	\$ 37,109	\$ 37,109	\$ 184,700	20%	\$ 147,591	Design Phase	In progress
PRJ10384	Buildings	Durack Community Arts Centre A/C & Solar (LRCI R3)	\$ 212,883	\$ 188,963	\$ 188,963	\$ 212,883	89%	\$ 23,919	Completed	Nov 2023
PRJ10468	Land Improvements	LRCI Phase 4 Projects	\$ 411,889	\$ -	\$ -	\$ 411,889	0%	\$ 411,889	Federal Government	Feb 2024
PRJ10310	Land Improvements	21/22 Archer Waste Management Facility Renewals	\$ 1,302,927	\$ -	\$ -	\$ 1,302,927	0%	\$ 1,302,927	Design Phase	Oct 2024
PRJ10394	Land Improvements	Archer Recycling Modernisation Project	\$ 200,000	\$ 73,523	\$ 73,523	\$ 200,000	37%	\$ 126,478	Design Phase	Jun 2024
PRJ10219	Buildings	Artwork - Sculpture	\$ 231,601	\$ 6,634	\$ 6,634	\$ 231,601	3%	\$ 224,967		
PRJ10280	IT	IT - ERP Review	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%	\$ 1,100,000	On going	Future Years
PRJ10272	IT	Smart Technology Project (FiberSense)	\$ 531,298	\$ -	\$ -	\$ 531,298	0%	\$ 531,298		
PRJ10068	Fleets	Fleet Purchases	\$ 395,158	\$ 196,520	\$ 196,520	\$ 395,158	50%	\$ 198,638	4 vehicle ordered	Mar 2024
			<b>\$ 7,030,381</b>	<b>\$ 1,397,905</b>	<b>\$ 1,397,905</b>	<b>\$ 7,030,381</b>	<b>20%</b>	<b>\$ 5,632,476</b>		

Notes

1. Revised budget for 2023 includes carry forwards where relevant
2. Detail regarding projects to be completed in future financial years to be added in future reports




Section 2  
Financial Results

2.1 - Balance Sheet

31 December 2023

Balance Sheet	YTD	Notes
<b>Assets</b>		
<b>Current Assets:</b>		
Cash & cash equivalents	2,229	Refer to Note (Investment and Cash in report)
Tied Funds	3,249,029	
Untied Funds	9,840,488	This includes the 5M SWELL draw down in December
Investments		Refer to Note (Investment and Cash in report)
Tied Funds	6,504,315	
Untied Funds	5,003,498	
Receivables	18,545,602	Inclusive of Rates and Charges levied in July 2023
<b>TOTAL CURRENT ASSETS</b>	<b>43,145,161</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	561,881,230	
Investment property	5,800,000	
Work in progress	16,142,116	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>583,823,346</b>	
<b>TOTAL ASSETS</b>	<b>626,968,507</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	7,514,998	
Unearned Grant Income (AASB1058)	3,803,296	
Borrowings	1,348,557	
Provisions	1,278,779	
<b>TOTAL CURRENT LIABILITIES</b>	<b>13,945,630</b>	
<b>Non-Current Liabilities:</b>		
Payables	-	
Borrowings	4,562,500	
Provisions	1,809,531	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,372,031</b>	
<b>TOTAL LIABILITIES</b>	<b>20,317,660</b>	
<b>NET ASSETS</b>	<b>606,650,847</b>	
<b>Equity</b>		
Accumulated Surplus	228,836,650	
Profit & Loss - current Year	6,902,387	
Net Reserves	5,182,648	
Working Capital Reserve	5,446,362	
Net Transfers to & from Reserves	- 14,426,859	
Unexpended Grant reserve	2,375,184	
Election Reserve	100,000	
Disaster reserve	500,000	
Unexpended Capital works	6,512,568	
Developer Funded reserve	1,069,011	
Waste Reserve	2,338,544	
Major initiative	1,267,839	
Revaluation reserves	365,729,161	
Council equity interest	606,650,847	
<b>TOTAL EQUITY</b>	<b>606,650,847</b>	

  
 Approved by: Acting Manager Finance  
 Tinashe Gomo

# COUNCIL AGENDA Attachment 13.2.4.2

## STATEMENT OF RESERVES - Budget Movements 2023/24

OTHER RESERVES	Opening Balance \$ 01/07/2023	Surplus Analysis to Reserves \$	Original Budget 2023/24 to Reserves \$	Original Budget 2023/24 from Reserves \$	1st Review 2023/24 to Reserves \$	1st Review 2023/24 from Reserves \$	Balance at the EOY 2023/24 \$
<b>Externally Restricted Reserves</b>							
Unexpended Grants Reserve	-	2,375,184	-	-	-	(2,375,184)	-
<b>Externally Restricted Reserves</b>	-	2,375,184	-	-	-	(2,375,184)	-
<b>Internally Restricted Reserves</b>							
Election Expenses Reserve	50,000	50,000	-	-	-	-	100,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	500,000
Unexpended Capital Works Reserve	6,512,568	-	-	-	-	(6,512,568)	0
Developer Funds In Lieu Of Construction	753,712	330,299	-	(220,000)	-	-	864,011
Waste Management Reserve	2,323,900	14,644	27,122	(29,841)	-	-	2,335,825
Asset Renewal Reserve	-	-	-	-	-	-	-
Major Initiatives Reserve	914,866	352,973	-	(250,000)	-	(125,000)	892,839
<b>Internally Restricted Reserves</b>	11,055,046	747,916	27,122	(499,841)	-	(6,637,568)	4,692,675
<b>Unrestricted Reserves</b>							
Working Capital Reserve	5,296,362	150,000	633,528	(750,000)	-	(136,400)	5,193,490
<b>Unrestricted Reserves</b>	5,296,362	150,000	633,528	(750,000)	-	(136,400)	5,193,490
<b>Total Reserves</b>	16,351,407	3,273,100	660,650	(1,249,841)	-	(9,149,152)	9,886,164

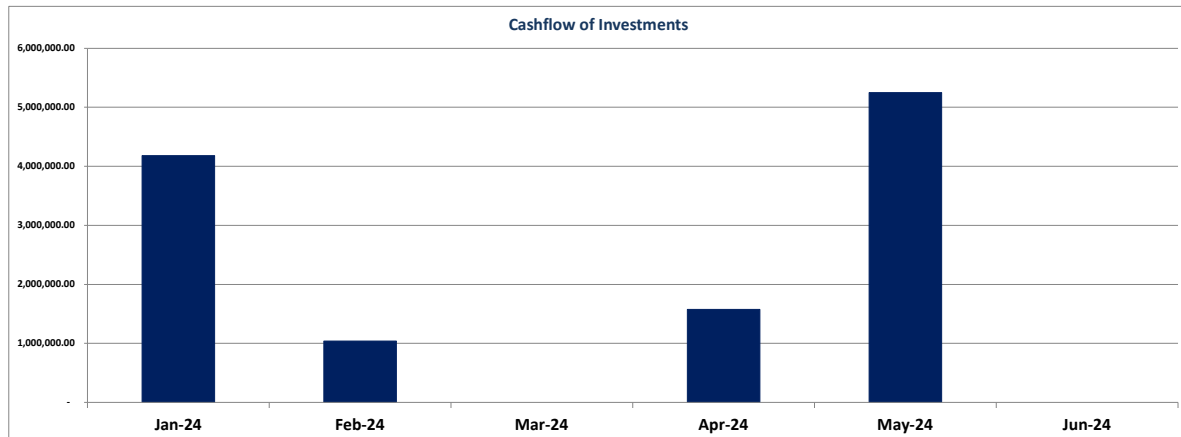
# COUNCIL AGENDA Attachment 13.2.4.2

## Section 2 Financial Results

### 2.3 Investments Management Report

#### INVESTMENTS REPORT TO COUNCIL AS AT 31 December 2023

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
AMP	S&P A2	\$ 1,000,000.00	5.10%	May 16, 2024	137	\$ 4,504,315.06	39.14%
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	39		
AMP	S&P A2	\$ 1,504,315.06	4.80%	April 5, 2024	96		
AMP	S&P A2	\$ 1,000,000.00	4.30%	January 25, 2024	25		
National Australia Bank	S&P A1+	\$ 1,500,000.00	4.35%	January 25, 2024	25	\$ 4,003,498.09	34.79%
National Australia Bank	S&P A1+	\$ 1,000,000.00	4.95%	May 31, 2024	152		
National Australia Bank	S&P A1+	\$ 1,503,498.09	4.55%	January 11, 2024	11		
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	4.97%	May 23, 2024	144	\$ 3,000,000.00	26.07%
<b>TOTAL SHORT TERM INVESTMENT</b>		\$ 11,507,813.15		<b>Average Days to Maturity</b>	79		100.00%
<b>% OF TOTAL INVESTMENT PORTFOLIO</b>		<b>A1 &amp; A1+ (max 100%)</b>	60.9%	<b>A2 (max 60%)</b>	39.1%	<b>A3 (max 40%)</b>	0%
<b>Weighted Average Rate</b>		4.69%	<b>BBSW 90 Day Rate Benchmark</b>		4.3578%		
<b>GENERAL BANK FUNDS</b>		\$ 13,091,745.84		<b>Total Year To Date Budget Investment</b>	-\$ 50,000.00		
<b>TOTAL ALL FUNDS</b>		\$ 24,599,558.99		<b>Total Year to Date Investment Earnings</b>	\$ 374,899.77		



#### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,800,000	\$ 189,368	\$ 58,087	\$ 131,281	127,187

Approved by: **Acting Manager Finance**  
**Tinashe Gomo**

## Section 2 Financial Results

31 December 2023

### 2.4 Debtor Control Accounts

<b>SUNDRY DEBTORS:</b>								
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS & Over			
	421,344.73	218,409.29	13,326.38	1,582.00	188,027.06			
	100%	51.8%	3.2%	0.38%	44.6%			
<b>RATES:</b>								
REPORT MONTH	OVERDUE \$			Payments Received in Advance \$	Overdue % Of Rates Of Income			
Dec-23	\$2,452,034			\$796,729	6.88%			
Dec-22	\$2,457,556			\$657,587	7.23%			
TOTAL OVERDUE BY YEAR AND NUMBER OF PROPERTIES								
Year	2024	2023	2022	2021	2020	2019	2018	2017
	Charged in 2023/2024	Charged in 2022/2023	Charged in 2021/2022	Charged in 2020/2021	Charged in 2019/2020	Charged in 2018/2019	Charged in	Charged in 2016/2017
<b>Overdue Amount</b>	\$1,134,640	\$822,407	\$297,329	\$116,542	\$50,183	\$23,168	\$6,547	\$1,218
<b>Cumulative Number Of Properties</b>	1513	664	230	85	39	17	7	2
<b>INFRINGEMENTS:</b>								
	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19		
Animal Infringements	49,707	12,175	21,210	10,762	5,560	0	0	
Public Places	2,714	139	1,360	1,080	135	0	0	
Parking Infringements	10,396	4,539	572	2,125	540	2,580	40	
Litter Infringements	0	0	0	0	0	0	0	
Signs	0	0	0	0	0	0	0	
Other Law and Order	0	0	0	0	0	0	0	
<b>Net Balance on Infringement Debts</b>	<u>62,817.00</u>	<u>16,853.00</u>	<u>23,142.00</u>	<u>13,967.00</u>	<u>6,235.00</u>	<u>2,580.00</u>	<u>40.00</u>	
	100%	27%	37%	22%	10%	4%	0%	
<b>Number of Infringements</b>	614.00	199.00	168.00	127.00	50.00	69.00	1.00	

  
 Approved by: Acting Finance Manager  
 Tinashe Gomo

# COUNCIL AGENDA Attachment 13.2.4.2

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid December 2023

Creditor Name	Creditor Payment Type	Amount \$
V04343 Jaytex Construction	General Creditors	1,695,608.18
V04498 HCS Constructions NT Pty Ltd	General Creditors	958,802.25
639 Cleanaway Pty Ltd.	General Creditors	952,317.11
549 City of Darwin	General Creditors	457,334.75
2 Australian Taxation Office - PAYG	General Creditors	323,389.71
54 Powerwater	Utilities	221,722.91
V00295 Jacana Energy	Utilities	218,543.63
5104 JLM Contracting Services Pty Ltd	General Creditors	144,709.99
V03073 Programmed Property Services	General Creditors	121,704.31
V01904 Veolia Environmental Service (Australia) Pty Ltd	General Creditors	101,575.49
V02564 United Air Conditioning and Mechanical Services Pt	General Creditors	91,511.96
V00318 QuickSuper Clearing House	Superannuation	89,184.97
3787 Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	88,000.00
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	86,713.47
185 Bridge Toyota	General Creditors	85,421.99
V04847 Bucher Municipal Pty Ltd	General Creditors	80,874.75
V01755 Liquid Blu Pty Ltd	General Creditors	58,666.79
V01115 Aerosail Engineered Fabric Structures Pty Ltd	General Creditors	54,565.00
V04317 Randstad Pty Ltd	General Creditors	52,291.57
2587 Top End RACE	General Creditors	50,058.78
V01789 Next Energy Lighting Pty Ltd	General Creditors	33,201.30
479 JLT Risk Solutions Pty Ltd	General Creditors	29,366.67
5651 Minter Ellison Lawyers	General Creditors	28,607.70
V04859 Keegan Group Pty Ltd	General Creditors	27,996.31
V00582 Ezko Property Services (Aust) Pty Ltd	General Creditors	27,723.48
Various Individual Creditors	Refunds & Reimbursements	27,474.02
V00682 Leigh Dyson Plumbing	General Creditors	25,729.00
V01593 Mercer Consulting (Australia) Pty Ltd	General Creditors	23,540.00
V01643 KPMG	General Creditors	22,990.00
V04381 Telstra Limited	General Creditors	22,891.26
V03975 ArborWork Tree Services Pty Ltd	General Creditors	21,395.00
V01860 Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	18,970.43
5 Australia Post	General Creditors	17,746.04
3189 Seek Limited	General Creditors	16,500.00
V02542 Roadside Services and Solutions Pty Ltd	General Creditors	16,407.39
V00250 Ward Keller	General Creditors	16,070.16
V02369 Maher Raumteen Solicitors	General Creditors	15,404.42
712 Paradise Landscaping (NT) Pty Ltd	General Creditors	14,982.00
V03282 WSP Australia Pty Limited	General Creditors	13,184.60
V00368 iWater NT Pty Ltd	General Creditors	12,342.36
1580 The Exhibitionist	General Creditors	11,985.60
5508 Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	11,578.20
36 Darwin Lock & Key	General Creditors	11,334.83
V04319 Foundation Recruitment Pty Ltd	General Creditors	11,000.00
V01118 Wilson Security Pty Ltd	General Creditors	10,586.00
V04825 Beveridge Williams & Co. Pty Ltd	General Creditors	10,153.00
V03301 The Clear Writing Coach - Samantha McCue	General Creditors	9,988.00



# COUNCIL AGENDA Attachment 13.2.4.2

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid December 2023

Creditor Name	Creditor Payment Type	Amount \$
V02312 Harris Kmon Solutions Pty Ltd	General Creditors	8,976.00
V03037 KWPX Pty Ltd	General Creditors	8,734.00
5254 True North	General Creditors	8,615.54
V04855 Aeroklas Asia Pacific Group Pty Ltd T/A TJM 4x4	General Creditors	8,558.50
4730 Sign City (NT) Pty Ltd	General Creditors	8,255.50
3683 Area9 IT Solutions	General Creditors	7,754.21
V02605 QIT Plus Pty Ltd	General Creditors	6,930.00
V03776 Business Fuel Cards Pty Ltd	General Creditors	6,882.16
V04531 Mulga Security Pty Ltd	General Creditors	6,588.78
V03000 Jess Cussen Graphic Design	General Creditors	6,534.00
3438 NT Shade & Canvas Pty Ltd	General Creditors	6,377.27
53 Eggins Electrical	General Creditors	6,344.13
4912 Remote Area Tree Services Pty Ltd	General Creditors	6,275.50
3486 Gold Medal Services (NT) Pty Ltd	General Creditors	5,969.92
V03973 AANT Salary Packaging	General Creditors	5,783.94
3099 Iron Mountain Australia Pty Ltd	General Creditors	5,660.24
V01009 Australian Parking and Revenue Control Pty Limited	General Creditors	5,566.77
V03685 Peel Valentine Whitehead Partners Pty Ltd	General Creditors	5,500.00
V04898 Allycraft Modifications	General Creditors	5,500.00
V01612 News Pty Limited (News Corp Australia)	General Creditors	4,799.81
V02228 NT Entertainment Solutions Pty Ltd	General Creditors	4,688.00
V00073 Off the Leash	General Creditors	4,675.00
V04397 2 Foote Plumbing & Gas	General Creditors	4,608.75
V00939 Defend Fire Services Pty Ltd	General Creditors	4,471.35
V01192 Easy Glass Services	General Creditors	4,312.00
V04352 MH Training Pty Ltd	General Creditors	3,850.00
V00168 Crafts Council of the Northern Territory	General Creditors	3,754.35
V00605 Cross Cultural Consultants	General Creditors	3,642.00
V02578 Bannamesh	General Creditors	3,597.00
4065 Southern Cross Protection Pty Ltd	General Creditors	3,384.67
5526 Wallbridge & Gilbert	General Creditors	3,300.00
2336 Flick Anticimex Pty Ltd	General Creditors	3,062.01
V00555 Rydges Palmerston	General Creditors	3,000.00
V04026 Eagle Photography	General Creditors	3,000.00
V04802 AHG Building Contractors	General Creditors	2,912.45
1607 Sterling NT Pty Ltd	General Creditors	2,764.74
V04245 Aaron Palazzi T/A Superior Pest Control	General Creditors	2,560.00
V00271 NTIT (Fuji Xerox Business Centre NT)	General Creditors	2,555.51
V02229 Studio B Designs	General Creditors	2,516.00
V03971 Darwin Catering Company	General Creditors	2,515.40
2199 SBA Office National	General Creditors	2,473.06
V01936 Arjays Sales & Services Pty Ltd	General Creditors	2,424.29
V04039 Economic Development Australia Limited	General Creditors	2,420.00
3313 Zip Print	General Creditors	2,361.70
V02285 Territory Native Plants	General Creditors	2,327.91
4007 The Ark Animal Hospital Pty Ltd	General Creditors	2,250.71
48 Top End Line Markers Pty Ltd	General Creditors	2,206.60

# COUNCIL AGENDA Attachment 13.2.4.2

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid December 2023

Creditor Name	Creditor Payment Type	Amount \$
V04888 DSGJB PTY LTD T/A Funbox Activities	General Creditors	2,167.00
V04001 The Youth Mill Pty Ltd - atf the Margaret Lim	General Creditors	2,145.00
337 Mirrors Robes & Showerscreens Pty Ltd	General Creditors	2,063.00
V01801 Pumptech NT	General Creditors	2,035.00
V00193 Amcom Pty Ltd Acc no CN5439	General Creditors	2,029.50
V04348 Accrete Pty Ltd	General Creditors	2,000.00
V01917 RGM Maintenance Pty Ltd	General Creditors	1,950.69
87 Industrial Power Sweeping Services Pty	General Creditors	1,933.26
V00964 HD Enterprises Pty Ltd T/a HD Pumps	General Creditors	1,926.20
V03431 Monsterball Amusements	General Creditors	1,925.00
V03853 Service Air	General Creditors	1,851.03
V04892 Betco Products	General Creditors	1,843.50
V01748 FE Technologies Pty Ltd	General Creditors	1,832.60
V01420 CENTRELINK (PAYROLL)	General Creditors	1,721.09
4029 Totally Workwear Palmerston	General Creditors	1,717.00
V02534 Water Dynamics Pty Limited	General Creditors	1,715.03
V03603 Primetime Ventures Pty Ltd T/A Primetime Entertainment & Events	General Creditors	1,650.00
V03430 Darwin Divine Dancers	General Creditors	1,600.00
3647 Plastic Card Customization	General Creditors	1,588.93
4561 Bendesigns	General Creditors	1,584.00
V01397 RSPCA Darwin	General Creditors	1,520.00
V02035 Prayer Corby	General Creditors	1,500.00
256 The Bookshop Darwin	General Creditors	1,435.00
V03020 Ur Fitness DJ	General Creditors	1,400.00
3879 Litchfield Council	General Creditors	1,359.00
5131 Core Traffic Control Pty Ltd	General Creditors	1,351.35
5640 Think Water - Winnellie & Virginia	General Creditors	1,300.04
1469 RTM - Police, Fire and Emergency	General Creditors	1,247.00
V02306 Well Done International Pty Ltd	General Creditors	1,210.47
V03976 Luva Cuppa	General Creditors	1,203.00
V02244 Good Dog AAI	General Creditors	1,071.13
V02599 Freddy's Car Installations	General Creditors	1,065.00
V03799 Pilates with Alex Hurt	General Creditors	1,050.00
V03001 Bianco Construction Supplies Pty Ltd	General Creditors	1,045.71
4398 Quality Indoor Plants Hire	General Creditors	1,043.55
3880 PAWS Darwin Limited	General Creditors	1,000.00
V04187 William Hewitt	General Creditors	1,000.00
238 The Australian Local Government Job Directory	General Creditors	990.00
V00730 Tip Top Circus Entertainment	General Creditors	950.00
V04900 O'Donoghues First National	General Creditors	926.00
353 Otis	General Creditors	922.05
5036 Dormakaba Aust P/L T/as Territory Door Services	General Creditors	901.01
V04633 Pamela Rose Leeson T/A ACE R L	General Creditors	858.85
V03609 VTG Waste & Recycling Pty Ltd	General Creditors	856.35
399 St John Ambulance (NT) Incorporated	General Creditors	855.00
V04869 The Trustee for The Ellen-Barwell Family Trust T/A Rust 490	General Creditors	825.00
5417 Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	792.00

# COUNCIL AGENDA Attachment 13.2.4.2

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid December 2023

Creditor Name	Creditor Payment Type	Amount \$
35	WINC Australia Pty Limited	768.16
2064	Larrakia Nation Aboriginal Corporation	715.00
3648	Mobile Locksmiths Australia Pty Ltd	660.00
V00351	Charles Darwin University	650.00
V03793	OkFitness	650.00
V00399	Palmerston & Regional Basketball Assoc (PARBA)	646.80
V04648	Chaptevi Pty Ltd T/A Joyce Mayne AV/IT	644.00
V00475	Outback Batteries Pty Ltd	612.00
V01584	Salary Packaging Australia	608.20
5410	Majestix Media Pty Ltd	605.00
272	City Wreckers	594.00
V02030	JAC Traders Pty Ltd T/a Brandit NT	569.80
5676	Royal Wolf Trading Australia Pty Ltd	542.57
2186	Optus Billing Services Pty Ltd	540.00
V00541	Aertex Group Pty Ltd T/A Arafura Traffic Control	522.50
V04632	MITMAT4D	500.00
V01694	NT Advertising and Distribution	495.00
V03573	Useful Projects	495.00
V01812	C R Campbell - Electrical and Data Contractors	484.00
V04496	Alice Cotton	480.00
2294	Modern Teaching Aids Pty Ltd	473.01
V04899	Ruttiya McElroy	462.99
V01785	M&S Mowing Plus	440.00
V01565	Waste and Management Services Pty Ltd	412.50
V04084	Francesca Holistic Counselling and Wellbeing	400.00
V04801	Palmerston Boxing Club	400.00
V01194	Hire A Hubby Darwin	396.00
2977	Optic Security Group NT	385.00
3098	Roadshow Films Pty Ltd	385.00
V01826	Tick of Approval Pty Ltd	385.00
V00992	Top End Upholsterers Motor Trimmers	352.00
V04901	Opal Fringe	317.56
V03262	WOW Wipes	316.25
V03992	Booktopia Pty Ltd	316.03
V04624	Niesha Korman	300.00
V04786	Linda Lee Kapitula T/A Limitless Kinetic Fitness	300.00
V00385	Automobile Association of Northern Territory -AANT	280.00
V04843	Woollybutt Creations	259.20
V04235	Rhys Trembath	250.00
V04886	Jason Smith	250.00
V00487	Flowers by Elise	240.00
5713	Clean Fun T/A Darwin Outdoor Cinema Hire	209.00
V02316	Danielle Andrews	169.40
4977	Masterplan	166.99
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	162.36
V02167	Sanity Music Stores Pty Ltd	146.94
566	Stickers & Stuff	136.00

# COUNCIL AGENDA Attachment 13.2.4.2

## SECTION 2 Financial Results

### 2.5 - Creditor Accounts Paid December 2023

Creditor Name	Creditor Payment Type	Amount \$
5727 Melaleuca Refugee Centre	General Creditors	125.00
V00197 Anglicare NT	General Creditors	125.00
V04295 Jungle Tactical Pty Ltd T/A Territory Trophies and Precision Engraving	General Creditors	107.00
V04113 Angie Heriot	General Creditors	100.30
V01810 Jacana Energy - Payroll Deductions	General Creditors	100.00
V03329 Zuccoli Primary School	Grants, Sponsorships, Donations & Prizes	100.00
4469 Cancer Council NT	General Creditors	75.05
V00443 Forecast Machinery	General Creditors	59.40
4782 Kennards Hire P/L Palmerston	General Creditors	50.00
V01938 Windcave Pty Limited	General Creditors	49.50
18 Integrated Land Information System	General Creditors	32.50
V01691 Blackwoods	General Creditors	26.84
V02545 Amazon Web Services Inc	General Creditors	5.11
		<b>6,751,389.45</b>
Percentage of this month's payments made to local suppliers		<b>90.0%</b>
<div style="display: flex; align-items: center;"> <hr style="border: 0.5px solid black;"/> </div> <p><b>Approved by: Acting Manager Finance</b> <b>Tinashe Gomo</b></p>		

**SECTION 2**  
Financial Results

2.4 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount \$
V00318	QuickSuper Clearing House	96,056.87
V01537	Ben's Tree Service Pty Ltd	990.00
V04854	Richard Halse	207.75
V01691	Blackwoods	(78.61)
4190	National Australia Bank	(19,940.09)
479	JLT Risk Solutions Pty Ltd	(22,134.71)

55,101.21

\*Balance on National Australia Bank relates to monthly credit card automatic payments. Invoices will be entered after reconciliation.

\*\* Balance on JLT relates to a credit received, this will be offset against future invoices

Please note that all outstanding creditors are less than 30days



**Approved By: Acting Manager Finance**

**Tinashe Gomo**



Section 2

Financial Results

2.7 - Commercial Leases as at 31 December 2023

2.7 Commercial Leases

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget
<b>Income</b>					
Library Services	30,000	15,283	51%	15,000	102%
GM Finance & Governance	69,474	36,393	52%	34,737	105%
Civic Centre	140,000	80,340	57%	70,000	115%
<b>Income</b>	<b>239,474</b>	<b>132,016</b>	<b>55%</b>	<b>119,737</b>	<b>110%</b>
<b>Expenditure</b>					
GM Finance & Governance	-12,463	-7,539	60%	-6,832	110%
<b>Expenditure</b>	<b>-12,463</b>	<b>-7,539</b>	<b>60%</b>	<b>-6,832</b>	<b>110%</b>
<b>Profit/(Loss)</b>	<b>227,011</b>	<b>124,477</b>		<b>112,906</b>	



Approved by: Acting Manager Finance  
Tinashe Gomo

## Section 2 Financial Results

### 2.8 - Council Loans

31 December 2023

Internal Loan - Making the Switch Balances	
1st Withdrawal June 2019	640,000
2nd Withdrawal June 2020	2,583,849
Public lighting officer June 2020	114,000
<b>Project Cost taken from FILOC</b>	<b>3,337,849</b>
Repayments 2019/20	(200,000)
Repayments 2020/21	(313,615)
Repayments 2021/22	(321,849)
Repayments 2022/23	(330,299)
<b>Loan Balance at 1/07/2023</b>	<b>2,172,085</b>
Expected Loan Repayments for 2023/24	-338,971
<b>Expected Loan Balance as at 30/06/2024</b>	<b>1,833,114</b>

Internal Loan - Making the Switch

Internal Loan - Making the Switch					
Principal as of 1/7/2023	Principal Loan Repayments for 2023-24	Principal Loan Repayments YTD	Interest for 2023-24	Interest YTD	Loan balance as of 31/12/2023
2,172,085	-338,971	-168,387	53,187	27,692	2,003,698

The above table shows the total loan amount taken from the FILOC Reserve. The interest rate is fixed at 2.60% for the duration of the loan and is paid on a quarterly basis. The loan repayments will end in 2029. The final loan value for this project is \$3,223,849 not including employee costs for the Public Lighting Officer.

#### External Loan - Archer Landfill Rehabilitation Balances

Loan from NAB	
<b>Total Loan Amount</b>	<b>1,960,000</b>
Repayments 2019/20	(221,414)
Repayments 2020/21	(228,223)
Repayments 2021/22	(234,634)
Repayments 2022/23	(241,037)
<b>Loan Balance at 1/07/2023</b>	<b>1,034,692</b>
Expected Loan Repayments for 2023/24	-248,082
<b>Expected Loan Balance as at 30/06/2024</b>	<b>786,610</b>

External Loan - Archer Landfill Rehabilitation					
Principal as of 1/7/2023	Principal Loan Repayment For 2023/2024	Principal Loan Repayment YTD	Interest for 2023/2024	Interest YTD	Loan balance as of 31/12/2023
1,034,692	-248,082	-61,290	16,712	7,303	973,402

The External Loan - Archer Landfill Rehabilitation is for a term of 8 years commencing 28 June 2019 and concluding 30 June 2027. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis.

#### External Loan - SWELL

Loan from NAB	
<b>Total Loan Amount</b>	<b>5,000,000</b>
<b>Loan Balance at 31/12/2023</b>	<b>5,000,000</b>
Expected Loan Repayments for 2023/24	-125,000
<b>Expected Loan Balance as at 30/06/2024</b>	<b>4,875,000</b>

External Loan - SWELL					
Principal as of 31/12/2023	Principal Loan Repayment For 2023/2024	Principal Loan Repayment YTD	Interest for 2023/2024	Interest YTD	Loan balance as of 0/01/1900
5,000,000	-125,000	-62,500	121,734		4,937,500

The SWELL loan was drawn down in December 2023 at 5.5075% variable rate. The next repricing is due on 28/3/2024.



Approved by: Acting Manager Finance  
Tinashe Gomo

COUNCIL AGENDA  
Attachment 13.2.4.2

Section 2

Financial Results

2.9 - Elected Member Expenses 31 December 2023

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget
Operating Expenditure					
Superannuation	0	-6,727	0%	0	0%
Mayoral Allowance	-114,000	-47,785	41.92%	-56,977	84%
Mayoral Electoral Allowance	-25,000	-2,534	10.14%	-12,495	20%
Mayoral Professional Dev Allowance	-4,000	0	0.00%	-4,000	0%
Deputy Mayoral Allowance	-39,200	-16,195	41.31%	-19,592	83%
Elected Members Councillor Allowances	-132,000	-55,328	41.92%	-65,974	84%
Elected Members Professional Dev Allowance	-28,000	-2,089	7.46%	-13,994	15%
Elected Members Meeting Allowance	-70,000	-34,900	49.86%	-34,986	100%
Information Technology Capital Entitlement	-9,600	-235	2.44%	-4,798	5%
Communications Entitlement	-6,400	0	0.00%	-3,199	0%
Acting Mayor Allowance	0	-1,260	0%	0	0%
Stationery & Office Consumables	-516	0	0.00%	-235	0%
Printing & Photocopying Costs	-2,062	-1,150	55.77%	-1,132	102%
Furniture & Equipment expensed	-1,433	0	0.00%	-686	0%
Other Sundry Expenses	-7,857	-3,451	43.92%	-3,927	88%
Food & Catering Costs	-11,085	-3,496	31.54%	-5,540	63%
Course Seminar & Conference Registration	-10,557	-5,297	50.17%	-5,276	100%
Air Travel	-3,093	-2,979	96.30%	-1,546	193%
Travel Accommodation	-2,111	-1,190	56.39%	-1,055	113%
Travel Related Costs Other	-1,031	-476	46.19%	-515	92%
<b>Operating Expenditure</b>	<b>-467,945</b>	<b>-185,092</b>	<b>39.55%</b>	<b>-235,928</b>	<b>78%</b>

Note

1. The overspend is due to travel costs. This will balance out over the course of the year.



Approved by: Acting Manager Finance

Tinashe Gomo

Section 2  
Financial Results

31 December 2023

2.10 - Elected Members and CEO Credit Card Transactions

Cardholder Name: Luccio Cercareli  
Cardholder Position: CEO  
Period Dec-23

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
30/11/2023	30.29	Aerial Capital Group	Cab fares - Canberra visit meetings between ministers and mayor
30/11/2023	26.20	ACT Cabs	Cab fares - Canberra visit meetings between ministers and mayor
30/11/2023	14.33	ACT Cabs	Cab fares - Canberra visit meetings between ministers and mayor
30/11/2023	12.02	ACT Cabs	Cab fares - Canberra visit meetings between ministers and mayor
30/11/2023	75.62	Hotel Realm	Meals - Canberra visit for meetings between ministers and mayor
30/11/2023	55.00	Queen's Terrace Café	Meals - Canberra visit for meetings between ministers and mayor
<b>Total</b>	<b>213.46</b>		



Approved by: Acting Manager Finance  
Tinashe Gomo

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	Community Benefit Scheme - December Update
<b>MEETING DATE:</b>	Tuesday 16 January 2024
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	Acting General Manager Community, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2023-24 applications to date, highlighting the requests approved in December 2023.

### KEY MESSAGES

- City of Palmerston (CoP) provides funding through the Community Benefit Scheme (CBS) to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.
- \$197,070 or 85% of the \$230,000 budget for the Community Benefit Scheme has been expended, leaving \$32,930 available for future applications.
- In December 2023:
  - No Environment Initiative Grants were awarded in this reporting period.
  - One (1) Multi-year Sponsorship Agreement was awarded to Palmerston Boxing Club which included a one-off grant allocation.
  - No Annual School Award Donations were awarded.
  - To date, City of Palmerston has awarded 50 Individual Representation Support applications, with two (2) Individual applications awarded in December.

### RECOMMENDATION

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

### BACKGROUND

City of Palmerston (CoP) provides funding through the Community Benefit Scheme (CBS) to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.

CBS funding for organisations includes sponsorships, donations, and grants, with representation support (a specific type of donation) also available to individuals. Representation support assists sports people and members of teams who represent Palmerston while competing or participating in activities, as well as other forms of representation.



Council Policy Grants, Donations and Sponsorships provides governance for the Community Benefit Scheme. Section 4.9.5 of this policy requires a report detailing decisions made regarding Community Benefit Scheme funding requests to be tabled at the Council meeting each month. Additionally, section 4.9.2 of this policy requires all requests over \$2,000 to be referred by the Chief Executive Officer (CEO) to Council with a recommendation.

The Community Benefit Scheme - December Update provides Council with a summary of the Community Benefit Scheme 2023/24 applications to date highlighting requests approved in December 2023.

## **DISCUSSION**

Four (4) projects and activities were funded by CBS to benefit the Palmerston Community in December 2023. This included, two (2) Individual Representation Support grants, one (1) Sponsorship with a one-off grant allocation. To date CBS has committed \$197,070 to support activities and events which benefit the Palmerston Community. 85% of the total budget for CBS in 2023/24 has now been allocated. The following provides an overview of CBS activity in December 2023:

### **Sponsorship**

One (1) sponsorship was awarded to Palmerston Boxing Club (PBC). PBC were granted a sponsorship agreement for \$15,000 over three years aimed at helping the club to continue to create a safe place for young people and to help deliver organised sport opportunities to our youth in Palmerston.

### **Grants**

The Palmerston Boxing Club sponsorship agreement included a one-off grant for \$2,000 to assist the club to implement a member management system.

### **Annual School Awards**

No Annual School Award Donations were awarded. Elected Members attended four (4) schools to present City of Palmerston Community Service Awards which were presented under the Annual School Awards program.

### **Environmental Initiative Grants**

No Environmental Initiative Grants were awarded.

### **Individual Representation Support**

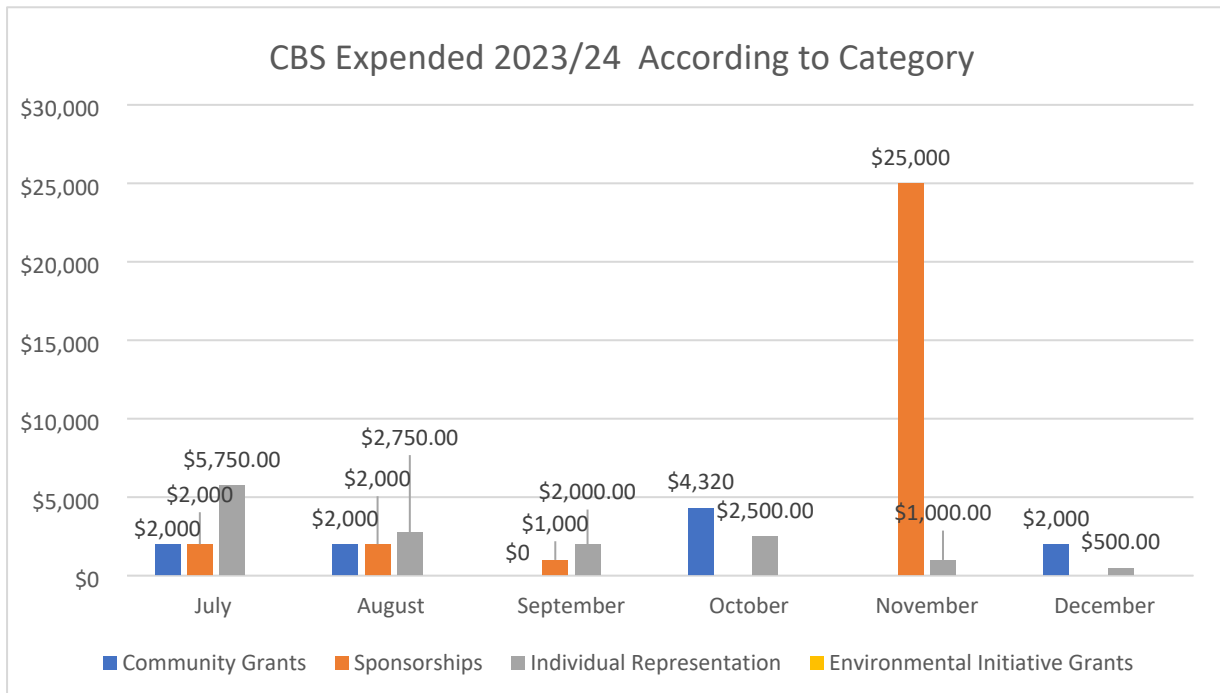
Two (2) Individual Representation Support Grants were awarded in December 2023. This financial year 50 Individual Representation Support Grants have been granted to a variety of residents representing Palmerston, and the Northern Territory to date.

*A Place for People*



*Arafura Music Collective – Connecting Community Through Music*

The graph below entitled 2023/24 Expended Community Benefit Scheme, shows expenditure from July to December in Community Grants, Sponsorships, Individual Representation Support Grant, and Environmental Initiatives. Further to this Table labelled Committed Multiyear Sponsorships Agreements details receipts of multiyear agreements. A detailed list of all funds expended is included as **Attachment 13.2.5.1**.



#### Committed Multiyear Sponsorship Agreements

Applicants Name	2021/22	2022/23	2023/24	2024/25	2025/26
Palmerston and Litchfield Seniors			\$20,000 Annually		
Clubhouse Territory			\$10,000 Annually		
Palmerston Netball			\$10,000 Annually		
Palmerston Rovers Football Club			\$10,000 Annually		
Palmerston Saints Hockey Club			\$1,500 Annually		
Palmerston Magpies Football Club			\$20,000 Annually		
RSPCA			\$10,000 Annually		
Palmerston Golf and Country Club			\$30,000 Annually		
Palmerston Rugby Union Club			\$5,000 Annually		
Riding for the Disabled Top End			\$20,000 Yr 1, \$15,000 Yr 2 & 3		
Northern Sharks Rugby League Club			\$10,000 Annually		
Palmerston Boxing Club			\$5,000 Annually		
<b>Total</b>					<b>141,500</b>

#### CONSULTATION PROCESS

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

#### POLICY IMPLICATIONS

Council Policy *Grants, Donations, and Sponsorships* provides governance and outlines the support that is available through the Community Benefit Scheme. Section 4.9.5 of this policy stipulates that a report detailing decisions made regarding Community Benefit Scheme funding requests will be tabled in full Council meeting each month.

## **BUDGET AND RESOURCE IMPLICATIONS**

The CBS budget for the 2023/24 fiscal year for grants, donations, sponsorships is \$230,000. The 2023/24 Environmental Initiatives budget is a further \$20,000.

\$197,070 has been expended for projects from the CBS budget which will benefit the Palmerston community, with \$32,930 remaining in the Community Benefit Scheme 2023/24 budget. Due to the CBS budget being close to expended, a report will be presented to Council for further consideration. In addition, \$6,000 has been expended for Environmental Initiatives with \$14,000 remaining as per **Attachment 13.2.5.1**.

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

Council is responsible for the efficient and sustainable management of the Community Benefit Scheme budget. Funding activities or items that are not seen to be benefitting the Palmerston Community may erode trust in Council and its processes. Council mitigates this risk by following the policy relating to eligibility criteria as outlined in its Policy Grants, Donations, and Sponsorships.

This Report addresses the following City of Palmerston Strategic Risks:

2. **Financial Sustainability**  
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
6. **Governance**  
Failure to effectively govern.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The 2023/24 Environmental Initiatives budget is \$20,000.

## **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. Grants Donations and Sponsorship Recipients December 2023 (1) [**13.2.5.1** - 5 pages]



Grants, Donations and Sponsorship Recipients December 2023.

Date	Name	Activity	Type	Amount
<b>Community Grants</b>				
18/07/2023	Kentish Lifelong Learning and Care	Aboriginal and Torres Strait Islander Children's Day	Community	\$2,000
11/8/2023	Walking Off The War Within	Walking Off The War Within Annual Challenge	Community	\$2,000
30/10/2023	Arafura Music Collective	Connecting Community Through Music	Community	\$4320
12/12/2023	Palmerston Boxing Club	Member management system	Community	\$2,000
<b>Total</b>				<b>\$10,320</b>
<b>Individual Representation Support</b>				
14/07/2023	Under 18	Southern State Rugby Union		\$250
14/07/2023	Under 18	Southern States Rugby Union		\$250
14/07/2023	Under 18	NT Links Netball		\$250
14/07/2023	Under 18	NT School Sports Cricket		\$250
14/07/2023	Under 18	NT School Sports Cricket		\$250
14/07/2023	Under 18	Southern States Rugby Union		\$250
14/07/2023	Under 18	u16s Basketball Nationals		\$250
14/07/2023	Under 18	Australian Tennis		\$250
19/07/2003	Under 18	SSA Netball		\$250
19/07/2023	Under 18	Southern States Rugby		\$250
19/07/2023	Under 18	SSA AFL		\$250
17/07/2023	Under 18	SSA Netball		\$250
17/07/2023	Under 18	SSA Soccer		\$250
4/07/2023	Under 18	12 Years Tennis Championship		\$250
17/07/2023	Under 18	School Sport NT Football		\$250
1/07/2023	Under 18	Touch Football Nationals		\$250
17/07/2023	Under 18	SSA AFL		\$250
17/07/2023	Under 18	U12G NT AFL		\$250
2/07/2023	Under 18	NT Titans Rugby Southern States		\$250



## COUNCIL AGENDA Attachment 13.2.5.1

17/07/2023	Under 18	Southern States Rugby U16 Basketball	\$250
2/07/2023	Under 18	Southern States Rugby	\$250
4/07/2023	Under 18	SSA Touch Football U15 Links NT	\$250
17/07/2023	Under 18	Links NT Netball	\$250
8/8/2023	Under 18	NT U14's Basketball	\$250
8/8/2023	Under 18	Premier Soccer	\$250
11/8/2023	Under 18	SSA Touch Football	\$250
14/8/2023	Under 18	2023 Hockey Australia Championship	\$250
31/7/2023	Under 18	U14 Basketball National Club	\$250
21/8/2023	Over 18	Senior NT Lawn Bowls	\$250
21/8/2023	Under 18	16's Girls Australian Secondary School Championship	\$250
25/8/2023	Under 18	Basketball u14 Club Championship	\$250
28/8/2023	Under 18	Dance Competition Nationals	\$250
29/8/2023	Under 18	UK Essex International Jamboree	\$250
4/9/2023	Under 18	School Sports Tennis Championship	\$250
6/9/2023	Under 18	2023 Premier Invitational Gold Coast -Football	\$250
9/9/2023	Under 18	2023 Australian Sides Championship - Bowls	\$250
12/9/2023	Under 18	National Soccer Youth Championship	\$250
15/9/2023	Under 18	Tennis School Sport Australia	\$250
11/9/2023	Under 18	School Sports NT Track and Field	\$250
11/9/2023	Under 18	School Sports NT Track and Field	\$250

## COUNCIL AGENDA Attachment 13.2.5.1

25/9/2023	Under 18	School Sports NT Track and Field	\$250
12/10/2023	Palmerston Boxing Club	Arrernte Community Boxing Night	\$2000
12/10/2023	Under 18	Bolt to Brisbane	\$250
12/10/2023	Under 18	Aust All Schools Athletics Championship	\$250
7/11/2023	Under 18	South Queensland Basketball Tour	\$250
7/11/2023	Under 18	Disneyland Dance Tour	\$250
7/11/2023	Under 18	Disneyland Dance Tour	\$250
7/11/2023	Under 18	Greg Norman Golf Tournament	\$250
19/12/23	Under 18	Aust All Schools Athletics Championship	\$250
19/12/23	Under 18	JL Swish Tour	\$250
<b>Total</b>			<b>\$14,250</b>
<b>Multiyear Sponsorship Agreements</b>			
19/04/2022	Clubhouse Territory	Multiyear agreement	\$10,000
6/07/2022	Palmerston Netball	Multiyear agreement	\$10,000
4/05/2021	Palmerston and Litchfield Seniors	Multiyear agreement	\$20,000
10/08/2022	Palmerston Rovers Football Club	Multiyear agreement	\$10,000
21/02/2023	Palmerston Magpies	Multiyear agreement	\$10,000
15/11/2023	Palmerston Saints	Multiyear agreement	\$1,500
23/05/2023	RSPCA Darwin	Multiyear agreement	\$10,000
4/04/2023	Palmerston Golf and Country Club	Multiyear agreement	\$30,000
1/8/2023	Riding for the Disabled Top End	Multiyear agreement	\$20,000
1/8/2023	Palmerston Rugby Union Football Club	Multiyear agreement	\$5,000

# COUNCIL AGENDA Attachment 13.2.5.1

5/9/2023	Northern Sharks Rugby League Football Club	Multiyear agreement	\$10,000
12/12/2023	Palmerston Boxing Club	Multiyear agreement	\$5,000
<b>Total</b>			<b>\$141,500</b>
<b>Sponsorship</b>			
25/07/2023	Forrest Parade Primary School	Forrest Farmers Fair	\$2,000
31/8/2023	Two-Two-One Mental Health Charity	Mental Health Professionals Conference	\$2000
21/9/2023	Australian Institute of Planning	Northern Territory Symposium	\$1000
7/11/2023	Darwin Symphony Orchestra	Family Proms Concert Series	\$25,000
<b>Total</b>			<b>\$30,000</b>
<b>Annual School Awards</b>			
	Driver Primary School	Annual School Awards	\$100
	Mother Teresa Catholic Primary	Annual School Awards	\$100
	Moulden Primary School	Annual School Awards	\$100
	Palmerston Christian School	Annual School Awards	\$100
	Palmerston College	Annual School Awards	\$100
	Roseberry Primary School	Annual School Awards	\$100
	Forrest Parade School	Annual School Awards	\$100
	Bakewell Primary School	Annual School Awards	\$100
	Gray Primary School	Annual School Awards	\$100
	Zuccoli Primary School	Annual School Awards	\$100
<b>Total</b>			<b>\$1,000</b>
<b>Environmental Initiative Grants</b>			
21/7/2023	Landcare NT	Local Flora, Fauna, and Biodiversity Education sessions	\$6000
<b>Total</b>			<b>\$6000</b>
<b>Community Benefit Scheme</b>			<b>\$197,070</b>
<b>Total Environment Initiatives</b>			<b>\$6,000</b>

# COUNCIL AGENDA

## Attachment 13.2.5.1

<b>Total</b>	\$203,070
<b>Amount Remaining CBS</b>	\$32,930
<b>Amount Remaining Environmental Initiatives</b>	\$14,000

*A Place for People*

**14 INFORMATION AND CORRESPONDENCE**

14.1 Information

14.2 Correspondence

**15 REPORT OF DELEGATES**

**16 QUESTIONS BY MEMBERS**

**17 GENERAL BUSINESS**

**18 NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 6 February 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**19 CLOSURE OF MEETING TO PUBLIC**

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

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**





## MINUTES

### **1st Ordinary Council Meeting Tuesday 12 December 2023**

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

*'A Place for People'*



A Place for People

## COUNCIL MINUTES

---

Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 12 December 2023 at 5:30pm.

### PRESENT

---

#### ELECTED MEMBERS

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

#### STAFF

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer, Amelia Vellar  
General Manager Infrastructure, Nadine Nilon  
Minute Secretary, Jodi Holden

#### GALLERY

Two members of the public  
Two members of staff

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11207



A Place for People

## COUNCIL MINUTES

---

### 1 ACKNOWLEDGEMENT OF COUNTRY

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

### 2 OPENING OF MEETING

The Chair declared the meeting open at 5.31pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Nil

#### 3.2 Leave of Absence Previously Granted

Nil

#### 3.3 Leave of Absence Request

Moved: Councillor Henderson  
Seconded: Deputy Mayor Eveleigh

1. THAT the leave of absence received from Councillor Morrison for 8 February to 19 February 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Hale for 11 December to 13 December 2023 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Fraser for 23 December 2023 to 6 January 2024 inclusive be received and noted.
4. THAT the leave of absence received from Mayor Pascoe-Bell for 23 December 2023 to 15 January 2024 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Henderson for 27 December 2023 to 25 January 2024 inclusive be received and noted.
6. THAT the leave of absence received from Councillor Morrison for 26 December to 31 December 2023 inclusive be received and noted.
7. THAT the leave of absence received from Councillor Hale for 1 February to 5 February 2024 inclusive be received and noted.

CARRIED 10/1125 – 12/12/2023

### 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

*THAT Council notes the request for Audio/Audiovisual Conferencing received from Councillor Hale who will be physically prevented from attending a meeting due to being a greater distance than 100km from the approved place of meeting..*

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11208



A Place for People

## COUNCIL MINUTES

---

### 5 DECLARATION OF INTEREST

#### 5.1 Elected Members

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Giesecke

1. THAT the Declaration of Interest received from Deputy Mayor Eveleigh for Item 13.1.1 be received and noted.
2. THAT the Declaration of Interest received from Councillor Morrison for Item 25.1.1 be received and noted.
3. THAT the Declaration of Interest received from Councillor Morrison for Item 25.1.2 be received and noted.
4. THAT the Declaration of Interest received from Councillor Morrison for Item 25.1.3 be received and noted.

CARRIED 10/1126- 12/12/2023

#### 5.2 Staff

Moved: Councillor Morrison  
Seconded: Councillor Fraser

1. THAT the Declaration of Interest received from Luccio Cercarelli, Chief Executive Officer for Item 22.1 - Confirmation of Minutes be received and noted.
2. THAT the Declaration of Interest received from Luccio Cercarelli, Chief Executive Officer for Item 22.2 - Business Arising from Previous Meeting be received and noted.

CARRIED 10/1127 - 12/12/2023

### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

Moved: Councillor Garden  
Seconded: Mayor Pascoe-Bell

THAT the Minutes of the Council Meeting held on 21 November 2023 pages 11191 to 11200 be confirmed.

CARRIED 10/1128 - 12/12/2023

#### 6.2 Business Arising from Previous Meeting

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11209



A Place for People

## COUNCIL MINUTES

---

### 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Morrison

THAT Report entitled Mayoral Update Report - November 2023 be received and noted.

CARRIED 10/1129 - 12/12/2023

### 8 DEPUTATIONS AND PRESENTATIONS

Nil

### 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

### 10 CONFIDENTIAL ITEMS

#### 10.1 Moving Confidential Items into Open

##### 25.2.1 Rates Debt Recovery

Moved: Councillor Garden  
Seconded: Deputy Mayor Eveleigh

1. THAT Report entitled Rates Debt Recovery be received and noted.
2. THAT the Council Decision relating to the Report entitled Rates Debt Recovery be moved to the Open Minutes of the 12 December 2023 meeting.

CARRIED 10/1154 - 12/12/2023

##### 25.2.2 48 Odegaard Property Investments - Annual Performance Report

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Morrison

1. THAT Report entitled 48 Odegaard Property Investments - Annual Performance Report be received and noted.
2. THAT the Council Decision relating to the Report entitled 48 Odegaard Property Investments - Annual Performance Report be moved to the Open Minutes of the 12 December 2023 meeting.

CARRIED 10/1155 - 12/12/2023

#### 10.2 Moving Open Items into Confidential

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11210





A Place for People

COUNCIL MINUTES

10.3 Confidential Items

Moved: Councillor Garden  
Seconded: Councillor Henderson

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

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

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



A Place for People

COUNCIL MINUTES

25.2.2	Council Agreements and Contracts	Property and	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
--------	----------------------------------	--------------	---

CARRIED 10/1130 – 12/12/2023

11 PETITIONS

11.1 Middle Arm Petition

Moved: Councillor Morrison  
Seconded: Deputy Mayor Eveleigh

1. THAT the Petition entitled Middle Arm Petition be received and noted.
2. THAT a Report be prepared considering the petition request and it be presented to Council at the 1<sup>st</sup> Ordinary Meeting in January 2024.

CARRIED 10/1131 – 12/12/2023

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Community Benefit Scheme Sponsorship Request- Palmerston Boxing Club

*Deputy Mayor Eveleigh declared a conflict of interest and left Chambers at 5.40pm.*

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT Report entitled Community Benefit Scheme Sponsorship Request- Palmerston Boxing Club be received and noted.
2. THAT Council endorse a three-year sponsorship agreement with Palmerston Boxing Club for \$5,000 annually for three (3) years as outlined in Attachment 13.1.1.1 to report entitled Community Benefit Scheme Sponsorship Request- Palmerston Boxing Club to be funded from the Community Benefit Scheme.

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



A Place for People

## COUNCIL MINUTES

---

3. THAT Council endorse an additional one-off grant \$2,000 to assist the Club to implement a member management system to improve membership data collection and management.

CARRIED 10/1132 – 12/12/2023

*Deputy Mayor Eveleigh returned to Chambers at 5.44pm.*

### 13.1.2 Appointment of Deputy Mayor - 2 January to 27 July 2024

Moved: Councillor Fraser  
Seconded: Councillor Garden

1. THAT Report entitled Appointment of Deputy Mayor - 2 January to 27 July 2024 be received and noted.
2. THAT Council appoint Councillor Giesecke as Deputy Mayor for the period of 207 days in accordance with Council Policy, Appointment of Deputy Mayor, commencing 2 January 2024 to 27 July 2024 (inclusive).

CARRIED 10/1133 – 12/12/2023

### 13.1.3 Vibrant Economy and Advisory Committee Minutes - 27 November 2023

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Fraser

1. THAT Report entitled Vibrant Economy and Advisory Committee Minutes - 27 November 2023 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee minutes provided as **Attachment 13.1.3.1** to report entitled Vibrant Economy and Advisory Committee Minutes - 27 November 2023 be received and noted.

CARRIED 10/1134 – 12/12/2023

### 13.1.4 Community Safety Advisory Committee Minutes - 28 November 2023

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled Community Safety Advisory Committee Minutes - 28 November 2023 be received and noted.
2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **Attachment 13.1.4.1** to report entitled Community Safety Advisory Committee Minutes - 28 November 2023 be received and noted.

CARRIED 10/1135 – 12/12/2023

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11213



A Place for People

## COUNCIL MINUTES

---

### 13.1.5 Community Wellbeing Advisory Committee Minutes - 30 November 2023

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 30 November 2023 be received and noted.
2. THAT the unconfirmed Community Wellbeing Advisory Committee minutes provided as **Attachment 13.1.5.1** to report entitled Community Wellbeing Advisory Committee Minutes - 30 November 2023 be received and noted.

CARRIED 10/1136 - 12/12/2023

### 13.1.6 Community Benefit Scheme - Individual Representation Support

Moved: Councillor Garden  
Seconded: Councillor Morrison

1. THAT Report entitled Community Benefit Scheme - Individual Representation Support be received and noted.
2. THAT Council approve the Community Benefit Scheme Individual Representation Support application for \$250 for the one (1) applicant to attend the JLSwish Basketball Tour as described in the report titled Community Benefit Scheme - Individual Representation Support.

CARRIED 10/1137 - 12/12/2023

### 13.1.7 Laneway Treatment and Laneway Management Policy Review

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Laneway Treatment and Laneway Management Policy Review be received and noted.
2. THAT Council endorse the following key elements to be included in the Laneway Management Policy review, with a draft to be presented to Council by March 2024.
  - a. Consideration of a tiered closure process based on laneway categorisation.
  - b. Night-time closures as an option to be incorporated as part of the application and assessment process.
  - c. Process and timing for amending existing and potential future treatments of laneways that are not permanently closed.
  - d. Reconsideration of annual review process for laneways with existing treatments.
3. THAT Council approve the continuation of the existing twelve temporary part-time laneway closures and seven full-time closures for a further twelve-month period, with a report to be prepared for Council by December 2024 for review, or as required following the updating of the Laneway Management Policy,

CARRIED 10/1138 - 12/12/2023

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11214



A Place for People

## COUNCIL MINUTES

---

### 13.1.8 Driver Community Centre Consultation Outcomes

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Driver Community Centre Consultation Outcomes be received and noted.
2. THAT following consideration of the community consultation of the draft designs of Driver Community Centre, Council endorses the following elements to be incorporated into the final design;
  - a) Incorporating accessibility elements as a priority for a diverse range of users
  - b) Inclusion of fixtures and fittings suitable for children, including water bubblers
  - c) Installation of a projector, with speakers, in one of the pods
  - d) Having an unfenced outdoor area, with landscaping, pathways and seating
  - e) Focus on maximising the ability for multiple users to utilise the facility at one time
3. THAT Council endorses the commencement of final design of the renewal of the Driver Resource Centre as the Driver Community Centre to support funding submissions to the Australian and Northern Territory Governments.

CARRIED 10/1139 - 12/12/2023

### 13.2 Receive and Note Reports

#### 13.2.1 Financial Report for the Month of November 2023

Moved: Councillor Fraser  
Seconded: Councillor Garden

THAT Report entitled Financial Report for the Month of November 2023 be received and noted.

CARRIED 10/1140 - 12/12/2023

#### 13.2.2 Community Benefit Scheme - November Update

Moved: Councillor Morrison  
Seconded: Councillor Henderson

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

CARRIED 10/1141 - 12/12/2023

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11215





A Place for People

## COUNCIL MINUTES

---

### 14.2 Correspondence

#### 14.2.1 Appointment to Development Consent Authority

Moved: Councillor Henderson  
Seconded: Deputy Mayor Eveleigh

THAT correspondence dated 27 November 2023 14.2.1 entitled Appointment to Development Consent Authority be received and noted.

CARRIED 10/1142 - 12/12/2023

#### 14.2.2 Minister Chansey Paech Correspondence - Land Rateability

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

THAT correspondence dated 27 November 2023 14.2.2 entitled Minister Chansey Paech Correspondence - Land Rateability be received and noted.

CARRIED 10/1143 - 12/12/2023

### 15 REPORT OF DELEGATES

Nil

### 16 QUESTIONS BY MEMBERS

Moved: Councillor Morrison  
Seconded: Councillor Henderson

1. THAT the question asked by Councillor Morrison regarding Christmas in Wonderland All Abilities Potential Waiting List, and the response provided by the Deputy Chief Executive Officer be received and noted.
2. THAT the question asked by Councillor Henderson regarding Archer Waste Management Facility Christmas Holiday operating hours and the response provided by the General Manager of Infrastructure be received and noted.

CARRIED 10/1144 - 12/12/2023

### 17 GENERAL BUSINESS

#### 17.1 Advisory Committee Meeting Dates 2024

Moved: Councillor Fraser  
Seconded: Mayor Pascoe-Bell

THAT a report be prepared for the January 2024 Council Ordinary meeting considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.

CARRIED 10/1145 - 12/12/2023

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

MINUTES ORDINARY COUNCIL MEETING - 12 DECEMBER 2023

11216



A Place for People

COUNCIL MINUTES

---

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Fraser  
Seconded: Deputy Mayor Eveleigh

THAT the next Ordinary Meeting of Council be held on Tuesday, 16 January 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1146 - 12/12/2023

19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Fraser

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

CARRIED 10/1147 - 12/12/2023

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Councillor Fraser  
Seconded: Councillor Garden

THAT the meeting be adjourned for ten minutes for media liaison.

CARRIED 10/1148 - 12/12/2023

The meeting adjourned at 6.20pm.

The open section of the meeting closed at 6.20pm for the discussion of confidential matters.

The closed section of the meeting reopened at 6.28pm.

The Chair declared the meeting closed at 6.52pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

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