

AGENDA

2nd Ordinary Council Meeting

Tuesday 16 April 2024

The Ordinary Meeting of the City of Palmerston will be held in the Gray Community Hall, Gray commencing at 5.30PM.

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



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER



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- 2 OPENING OF MEETING
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 - 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 2 April 2024 pages 11294 to 11300 be confirmed.
 - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

MAYORAL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|------------------------------------|
| AGENDA ITEM: | 7.1 |
| REPORT TITLE: | Mayoral Update Report - March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Mayor, Athina Pascoe-Bell |

COMMUNITY PLAN

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

PURPOSE

This report provides Council with a summary of recent activities of the Mayor, on behalf of Council.

KEY MESSAGES

In March 2024, the Mayoral activities included:

- Meetings with Ministers, MLA's and Government Agencies
- Attending Community Events on behalf of Council

RECOMMENDATION

THAT Report entitled Mayoral Update Report - March 2024 be received and noted.

DISCUSSION

A snapshot of events attended on behalf of Council during the month of March 2024:

- Arafura Music Collective Event held at Palmerston Senior College
- Retired Services League Palmerston Subbranch
- Northern Territory Legacy
- Media interview on Katie Woolf 360 Program
- Media interview with ABC TV
- STRIVE "Women Pushing Through Boundaries"
- ABC Darwin Drive Program with Liz Trevaskis

Meetings with Minister's, MLA's, Government Agencies and Industry Groups:

- TOPROC (Top End Region of Councils) Meeting
- Palmerston Development Consent Authority (DCA) Meeting
- Reception for Scouts Association of Australia Northern Territory Branch
- Country Liberal Party candidate Clinton Howe
- Honourable Chief Minister of the Northern Territory, Eva Lawler
- Acting Assistant Commissioner Matthew Hollamby, Northern Territory Police
- Lia Finocchiaro, Member for Spillett and Leader of the Opposition
- Darwin Major Business Group Business Lunch - Launch of Independent Economic Analysis

Northern Territory Legacy

I had the pleasure of meeting Suzi Spedding, the Project Manager for NT Legacy. Legacy is an iconic Australian charity that was formed in 1923 by World War I veterans. They believed they had a duty to support the wives and children of their comrades who died during combat or thereafter. The NT branch's team of volunteers (Legatees) provide support socially, financially and developmentally across the entire Northern Territory.



City of Palmerston Mayor Athina Pascoe-Bell and NT Legacy's Suzi Spedding

Gray Community Garden

I was excited to talk to ABC on camera about City of Palmerston's Harvest Corner Community Garden. As of the 5 February 2024 the Garden is managed by STEPS group Australia, Life without Barriers and Helping people achieve (HPA) for a three-year agreement. The vision of the Community Garden is to create an outdoor space with connections to nature and allows people to be active and learn new skills in an inclusive, safe and healthy environment. Part of this agreement means activities and events are held within the Garden in conjunction with Council. The first such event will be held in May 2024, and remember you are never too young or old to enjoy gardening!

Community Gardens have many benefits; increased physical activity, healthier dietary habits through education including increasing fruit and vegetable intake, reducing risk of obesity and improving mental health by increasing social interactions and promoting relaxation. They also enable and build a greater sense of community.



Conducting a Television interview with ABC Darwin regarding the Harvest Corner Community Garden

STRIVE Women Pushing Through Boundaries

I was honoured to once again speak at the STRIVE event held at Gray Community Hall directly after my ABC Television interview. This year's theme was Women Pushing Through Boundaries. STRIVE is held during International Women's Month and is a fantastic opportunity to meet and connect with inspirational women from diverse cultures.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ATTACHMENTS

Nil

- 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 | Election Preparation | 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 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)(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)(c)(i) 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 cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |
| 25.2.2 | Legal Advice | 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. |

| | | |
|--|--|---|
| | | <p>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)(ii) 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 maintenance or administration of the law.</p> <p>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)(d) 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 subject to an obligation of confidentiality at law, or in equity.</p> |
|--|--|---|

- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.1.1 |
| REPORT TITLE: | Inquiry into Local Government Sustainability |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Chief Executive Officer, Luccio Cercarelli |
| APPROVER: | 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 update Council regarding a submission relating to Inquiry into Local Government Sustainability by the Australian Government.

KEY MESSAGES

- The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has launched a long overdue inquiry into local government sustainability.
- This inquiry comes more than two decades after the last such parliamentary inquiry into the sector's financial capacity and is good news for the local government sector, its workers, and communities who rely on this critical level of government.
- The Committee will travel around Australia to understand the unique issues faced by urban, regional, and remote local governments.
- Interested parties are being encouraged to make a submission by COB 3 May 2024.
- The Council was informed of this inquiry at its Ordinary Meeting on 2 April 2024 and the intent for a submission to be developed for Council consideration by 16 April 2024.
- This is a complex, important, and significant matter with any submission by City of Palmerston (CoP) requiring careful consideration to ensure it addresses the concerns and challenges of Palmerston and Local Government more broadly.
- The timeframes for submission were considered tight and as such Australian Local Government Association (ALGA) has on behalf of Local Governments requested an extension of time.
- CoP has been advised that this matter is being considered week commencing 15 April and is likely to be granted however this cannot be guaranteed.
- This report seeks Council approval, based on work required to develop the submission and likely closing date extension, to amend the date of the report to Council on a draft submission.

RECOMMENDATION

1. THAT Report entitled Inquiry into Local Government Sustainability be received and noted.
2. THAT a Report be provided to Council regarding a City of Palmerston submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Sustainability prior to the closing date for submissions.

BACKGROUND

On 22 March 2024 Council received correspondence from the office of Luke Gosling OAM MP, Member for Solomon Chair, House Standing Committee on Regional Development, Infrastructure and Transport, inviting Council to make a submission to the Inquiry into Local Government Sustainability (inquiry).

Interested parties are being encouraged to lodge a submission to the inquiry by close of business Friday 3 May 2024.

This correspondence was presented to Council at the 1st Ordinary Council Meeting of 2 April 2024, where Council resolved the following:

14.2.1 Inquiry into Local Government Sustainability

Moved: Councillor Henderson

Seconded: Councillor Morrison

1. THAT correspondence dated 22 March 2024 14.2.1 entitled *Inquiry into Local Government Sustainability* be received and noted.
2. THAT a Report be provided to Council regarding the *Inquiry into Local Government Sustainability* by the 2nd Ordinary Meeting in April 2024.

CARRIED 10/1277 - 2/04/2024

This report updates Council on a City of Palmerston submission.

DISCUSSION

As part of the inquiry the Committee will examine financial sustainability and funding frameworks of local governments, alongside changing infrastructure requirements and service delivery obligations. The Committee is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across regional, rural, and remote locations.

Workforce shortages across Australia relating to infrastructure and other service areas more broadly, particularly in regional, rural, and remote areas, will also be a focus of the inquiry. The Committee will also inquire into issues relating to skills development and job security, along with labour hire and retention trends and practices to identify barriers and opportunities to support job security and local government service delivery obligations.

The Committee welcomes your views on any or all of the terms of reference, depending on areas of interest and expertise.

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on local government matters, with a particular focus on (Terms of Reference):

- The financial sustainability and funding of local government
- The changing infrastructure and service delivery obligations of local government
- Any structural impediments to security for local government workers and infrastructure and service delivery
- Trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices
- The role of the Australian Government in addressing issues raised in relation to the above

- Other relevant issues.

This is a complex, important, and significant matter with any submission by City of Palmerston (CoP) requiring careful consideration to ensure it addresses the concerns and challenges of Palmerston and Local Government more broadly.

The timeframes for submission were considered tight and as such the Australian Local Government Association (ALGA) has on behalf of Local Governments requested an extension of time. CoP has been advised that this matter is being considered week commencing 15 April and is likely to be granted however this cannot be guaranteed.

It is being recommended that additional time in preparing the submission be granted and that the City of Palmerston Submission be presented to Council for consideration prior to the closing date of submission established by the Committee.

CONSULTATION PROCESS

In preparing this Report, the following external parties were consulted:

- Office of Luke Gosling OAM MP, Member for Solomon Chair, House Standing Committee on Regional Development, Infrastructure and Transport
- Australian Local Government Association

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 is a complex, important, and significant matter with any submission by City of Palmerston (CoP) requiring careful consideration to ensure it addresses the concerns and challenges of Palmerston and Local Government more broadly. If CoP fails to make a submission it may not have matters of concern regarding the inquiry raised or heard.

The Ordinary Meeting of the 16 April was selected as it was the last meeting prior to the submission date. There is a risk that submission date may not be altered by the House Standing Committee and if this was to occur a Special Meeting of Council can be called to consider the submission.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance
Failure to effectively govern.

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



city of
PALMERSTON

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Nil

COUNCIL AGENDA

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.1.2 |
| REPORT TITLE: | Second Budget Review 2023/24 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Financial Controller, Lisa Blakeley |
| APPROVER: | 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 Council approval for the Second Budget Review for the 2023-24 Budget.

KEY MESSAGES

- Council's 2023-24 Second Budget Review is a consolidation of the council decisions and newly awarded grants that are not included in the original budget contained in the Municipal Plan. It also identifies the capital projects that have not yet commenced and due to timing will commence in early 2024-25.
- Undertaking this budget review will also comply with Regulation 9 of the *Local Government (General) Regulations 2021*.
- It is also compliant with Section 202 of the *Local Government Act 2019*, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the *Local Government (General) Regulations 2021*.
- Council continues to deliver a balanced budget at the end of the Second Budget Review by considering unanticipated grant income and related expenditure and adjustments to capital projects.
- A net increase in capital income is offset by a net increase in operational expenditure.
- There is a net decrease of \$158,441 in capital expenditure.
- A net transfer to reserves of \$258,441 and a \$100,000 increase in capital income.
- Once the Second Budget Review movements are adopted by the Council, the amended budget will be published on the Council's website, sent to the Department of Chief Minister and Cabinet, and advertised in the NT News.

RECOMMENDATION

1. THAT Report entitled Second Budget Review 2023/24 be received and noted.
2. THAT Council adopts the Second Budget Review 2023-24, pursuant to Regulation 9 of the *Local Government (General) Regulations 2021* as presented in **Attachment 13.1.2.1** to report Second Budget Review 2023/24.
3. THAT Council adopts the following reserve movements:
 - a. Transfer a total of \$1,248,366 to the Working Capital Reserve of which \$148,366 relates Artworks and Sculpture (Creative Industries), \$350,000 relates to New Community Hall and \$750,000 relates to the ERP IT review which will be transferred from Working Capital reserve on 1 July 2024.

- b. Transfer a total of \$989,924 of which \$892,839 is from Major Capital Initiatives and \$97,086 from Working Capital reserve to increase Capital Expenditure for SWELL Construction variation.

BACKGROUND

Council adopted the 2023-24 Municipal Plan and Budget at the 2nd Ordinary Council Meeting of 20 June 2023. Council made the following decision:

13.1.1 Adoption of the Municipal Plan and Budget 2023-24

3. *THAT in accordance with Section 35(1) of the Local Government Act 2019 Council adopt the Draft Municipal Plan and Budget 2023-24 at **Attachment 13.1.1.1** to this report entitled Adoption of the Municipal Plan and Budget 2023-24 that incorporates the commentaries and actions outlined in this report as City of Palmerston Municipal Plan and Budget 2023-24 with the following amendment that document be amended to include NT Planning Zone SP1*20 and relevant rating values and information.*
5. *THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2023-24 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the Local Government Act 2019 before the 30 June 2023 with a copy also provided to the Minister for Local Government.*

CARRIED 10/882 - 20/06/2023

Regulation 9 of the *Local Government (General) Regulations 2021*, require Council to review the budget twice a financial year, however City of Palmerston currently undertakes three budget reviews per financial year.

The First Budget Review occurred and was endorsed at the 21 November 2023 Ordinary Meeting and the second review is required to occur between 1 January and 30 April of this financial year.

Budget reviews occur to enable Council to consider current requirements against the Original Budget to ensure the Council is delivering on the services outlined in the Municipal Plan and Budget 2023-24 and grant commitments made to funding bodies.

The purpose of this report is to present the Second Budget Review 2023-24 movements and seek the Council's endorsement to adopt the amended budget.

DISCUSSION

Operational Income

- An additional \$225,000 in grant funding was received to deliver Crime Prevention Through Environmental Design.

Operational Expenditure

- Expenditure in consultancy is expected to increase as a result of the grant received to deliver Crime Prevention Through Environmental Design.
- An operational review to assess expenditure between contractors and material and consultants category of cost was undertaken and minor adjustments were made across the categories with a nil impact to the budget.

Capital Income

The budget review resulted in an increase of \$100,000 to the Capital Income as a result of the receipt of the Lake Areator grant.

Capital Expenditure

Capital Expenditure decrease of \$158,441, and this is largely due to:

- Increase of \$100,000 for the Lake Areator capital project funded through grants.
- Increase of \$989,924 due to SWELL Construction funded by Reserves
- Decrease of total \$1,248,366, of which \$148,366 relates to Artworks and Sculpture (Creative Industries), \$350,000 relates to New Community Hall and \$750,000 relates to the ERP IT review which will be transferred to reserves and both transferred back out on 1 July 2024.
- Minor adjustments within the Capital Program to prioritise, Teams audio visual capability in all Meeting Rooms, with a nil impact to the budget.

Reserves

The following items will be transferred from Reserves.

- Transfer a total of \$989,924 for the SWELL project of which \$892,839 is from Major Capital Initiatives and \$97,086 from Working Capital reserve to increase Capital Expenditure for SWELL Construction, as previously approved by Council, refer to Council Decision 10/1071.
- Transfer a total of \$1,248,366 to the Working Capital Reserve of which \$148,366 relates Artworks and Sculpture (Creative Industries) , \$350,000 relates to New Community Hall and \$750,000 relates to the ERP IT review which will be transferred from Working Capital reserve on 1 July 2024.

CONSULTATION PROCESS

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

- Executive Leadership Team.
- Senior Leadership Team.
- Budget Officers.

POLICY IMPLICATIONS

All reserve movements are compliant with the Reserve Policy.

BUDGET AND RESOURCE IMPLICATIONS

The budget and resource implications are detailed in the body of this Report and the attachments.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

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

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SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. 2 nd Budget Review 2023-24 [13.1.2.1 - 3 pages]

COUNCIL AGENDA Attachment 13.1.2.1

STATEMENT OF COMPREHENSIVE INCOME

| Description | Original Budget \$ | 1st Review Increase/ (Decrease) \$ | 2nd Review Increase/ (Decrease) \$ | 3rd Review Increase/ (Decrease) \$ | Revised Annual Budget \$ |
|--|--------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------|
| Operating Income | | | | | |
| Rates | 25,806,363 | 0 | 0 | 0 | 25,806,363 |
| Charge | 7,534,269 | 0 | 0 | 0 | 7,534,269 |
| Fees & Charges | 933,318 | 0 | 0 | 0 | 933,318 |
| Grants, Subsidies & Contributions | 3,701,048 | -2,375,184 | 225,000 | 0 | 1,550,864 |
| Interest & Investment Revenue | 1,671,202 | 0 | 0 | 0 | 1,671,202 |
| Other Income | 15,785 | 0 | 0 | 0 | 15,785 |
| Operating Income | 39,661,985 | -2,375,184 | 225,000 | 0 | 37,511,801 |
| Operating Expenditure | | | | | |
| Employee Costs | -12,207,233 | 0 | 0 | 0 | -12,207,233 |
| Materials & Contractors | -12,615,298 | 0 | 13,530 | 0 | -12,601,768 |
| Depreciation, Amortisation & Impairment | -11,270,000 | 0 | 0 | 0 | -11,270,000 |
| Elected Members Allowances | -428,200 | 0 | 0 | 0 | -428,200 |
| Elected Members Expenses | -39,745 | 0 | 0 | 0 | -39,745 |
| Professional Services | -1,671,086 | 0 | -221,530 | 0 | -1,892,616 |
| Auditor's Remuneration | -39,848 | 0 | 0 | 0 | -39,848 |
| Bad and Doubtful Debts | 0 | 0 | 0 | 0 | 0 |
| Utilities | -2,332,117 | 0 | 0 | 0 | -2,332,117 |
| Legal Expenses | -315,700 | 0 | 0 | 0 | -315,700 |
| Telephone & Other Communication Charges | -264,456 | 0 | 0 | 0 | -264,456 |
| Donations, Sponsorships & Grants | -255,000 | 0 | 0 | 0 | -255,000 |
| Software, Hardware, Stationery, Subscriptions | -1,394,593 | 0 | 0 | 0 | -1,394,593 |
| Insurance | -615,083 | 0 | 0 | 0 | -615,083 |
| Borrowing Costs | -179,477 | 0 | 0 | 0 | -179,477 |
| Other Expenses | -2,177,335 | 0 | -17,000 | 0 | -2,194,335 |
| Operating Expenditure | -45,805,171 | 0 | -225,000 | 0 | -46,030,171 |
| OPERATING SURPLUS/(DEFICIT) | -6,143,186 | -2,375,184 | 0 | 0 | -8,518,370 |
| Capital Income | | | | | |
| Net gain (loss) on disposal or revaluation of assets | 299,737 | 0 | 0 | 0 | 299,737 |
| Developer Contributions | 200,000 | 0 | 0 | 0 | 200,000 |
| Asset Income | 3,000,000 | 0 | 0 | 0 | 3,000,000 |
| Grants received | 2,023,778 | 7,474,966 | 100,000 | 0 | 9,598,744 |
| Capital Income | 5,523,515 | 7,474,966 | 100,000 | 0 | 13,098,481 |
| Net SURPLUS / (DEFICIT) transferred to Equity Statement | -619,671 | 5,099,782 | 100,000 | 0 | 4,580,111 |
| Capital Expenditure | | | | | |
| Land Purchase | 0 | 0 | 0 | 0 | 0 |
| Asset Purchase | -3,540,929 | 81,542 | 158,442 | 0 | -3,300,945 |
| Asset Upgrade | -4,306,591 | -19,205,476 | 0 | 0 | -23,512,067 |
| Capital Expenditure | -7,847,520 | -19,123,934 | 158,442 | 0 | -26,813,013 |
| Less Non-Cash Expenditure | -11,270,000 | 0 | 0 | 0 | -11,270,000 |
| Plus Gifted Assets | 3,000,000 | 0 | 0 | 0 | 3,000,000 |
| NET CAPITAL SURPLUS/(DEFICIT) | -197,191 | -14,024,152 | 258,442 | 0 | -13,962,901 |
| Borrowings | 0 | 5,000,000 | 0 | 0 | 5,000,000 |
| Less Repayment of Borrowings | -392,000 | -125,000 | 0 | 0 | -517,000 |
| Reserve Movement | 589,191 | 9,149,152 | -258,442 | 0 | 9,479,901 |
| NET OPERATING SURPLUS/(DEFICIT) | 0 | 0 | 0 | 0 | 0 |

Budget Movements detail

OPERATIONAL INCOME

| Directorate | Operational Income | Movement |
|------------------|--|--------------|
| People and Place | Crime Prevention Through Environmental Design Grant - DCMC | \$225,000.00 |
| | Net Movement in Operational Income | \$225,000.00 |

OPERATIONAL EXPENSE

| Directorate | Operational Expenditure | Movement |
|------------------|---|--------------|
| People and Place | Crime Prevention Through Environmental Design Consultancy | \$225,000.00 |
| Infrastructure | Contractors and Materials | -\$13,530.00 |
| Infrastructure | Consultants | -\$3,470.00 |
| Infrastructure | Fire System Control Service | \$17,000.00 |
| | Net Movement in Operational Expense | \$225,000.00 |

CAPITAL INCOME

| Directorate | Capital Income | Movement |
|----------------|--------------------------------|--------------|
| Infrastructure | Lakebed Aerators | \$100,000.00 |
| | Net Movement in Capital Income | \$100,000.00 |

CAPITAL EXPENSE

| Directorate | Project | Movement |
|------------------|-------------------------------------|---------------|
| Infrastructure | Lakebed Aerators | \$100,000.00 |
| | Telephony HW & System replacement | -\$7,388.76 |
| | IT Projects | -\$6,719.76 |
| | Building Management Systems | -\$14,200.00 |
| | CoP Meeting Rooms- Zoom to Teams | \$28,308.52 |
| | SWELL Variation | \$989,924.88 |
| | New Community Hall | -\$350,000.00 |
| | IT ERP Review | -\$750,000.00 |
| People and Place | Artwork - Sculpture | -\$148,366.84 |
| | Net Movement in Capital Expenditure | -\$158,441.96 |

Reserves

| Reserve | Reserve movement | Movement |
|---------------------------|----------------------|---------------|
| Major Capital Initiatives | SWELL Variation | \$892,838.88 |
| | SWELL Variation | \$97,086.00 |
| Working Capital | New Community Hall | -\$350,000.00 |
| | IT ERP Review | -\$750,000.00 |
| | Artwork - Sculpture | -\$148,366.84 |
| | Net Reserve Movement | -\$258,441.96 |

| | |
|-----------------------------------|---------------|
| TOTAL Net Impact on Budget | \$0.00 |
|-----------------------------------|---------------|

COUNCIL AGENDA Attachment 13.1.2.1

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 \$ | 2nd Review 2023/24 to Reserves \$ | 2nd Review 2023/24 from Reserves \$ | Balance at the EOY 2023/24 \$ |
|---|-------------------------------------|------------------------------------|--|--|--------------------------------------|--|---|---|----------------------------------|
| Externally Restricted Reserves | | | | | | | | | |
| Unexpended Grants Reserve | - | 2,375,184 | - | - | - | (2,375,184) | - | - | - |
| Externally Restricted Reserves | - | 2,375,184 | - | - | - | (2,375,184) | - | - | - |
| Internally Restricted Reserves | | | | | | | | | |
| 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) | (0) |
| Internally Restricted Reserves | 11,055,046 | 747,916 | 27,122 | (499,841) | - | (6,637,568) | - | (892,839) | 3,799,836 |
| Unrestricted Reserves | | | | | | | | | |
| Working Capital Reserve | 5,296,362 | 150,000 | 633,528 | (750,000) | - | (136,400) | 1,248,367 | (97,086) | 6,344,771 |
| Unrestricted Reserves | 5,296,362 | 150,000 | 633,528 | (750,000) | - | (136,400) | 1,248,367 | (97,086) | 6,344,771 |
| Total Reserves | 16,351,407 | 3,273,100 | 660,650 | (1,249,841) | - | (9,149,152) | 1,248,367 | (989,925) | 10,144,606 |

Reserve balances as at 01/07/2023 include 2022/23 year-end adjustments

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| AGENDA ITEM: | 13.1.3 |
| REPORT TITLE: | Community Safety Advisory Committee Minutes - 26 March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Executive Assistant to General Manager Community, Georgina Davies |
| APPROVER: | Acting General Manager Community, Emma Blight |

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval of the recommendations from the Community Safety Advisory Committee meeting held on Tuesday 26 March 2024.

KEY MESSAGES

- The Community Safety Advisory Committee met on Tuesday 26 March 2024.
- The Advisory Committee agenda and unconfirmed minutes are available for viewing on Council's website.
- The Advisory Committee reviewed two (2) Action Reports and three (3) Receive and Note Reports.
- Council approval is sought to endorse the recommendations from the Community Safety Advisory Committee meeting held on Tuesday 26 March 2024.

RECOMMENDATION

1. THAT Report entitled Community Safety Advisory Committee Minutes - 26 March 2024 be received and noted.
2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **Attachment 13.1.3.1** to report entitled Community Safety Advisory Committee Minutes - 26 March 2024 be received and noted.
3. THAT Council endorse the recommendations within the respective minutes from the Community Safety Advisory Committee being:
 - a. THAT Council endorse the reviewed Terms of Reference for the Community Safety Advisory Committee as **Attachment 13.1.3.3**.
4. THAT Council endorse the Community Safety Advisory Committee Meeting schedules as follows:

| | | | | |
|----|--------|---------|------------------|---------------------|
| a. | 5.30pm | Tuesday | 14 May 2024 | in Council Chambers |
| b. | 5.30pm | Tuesday | 13 August 2024 | in Council Chambers |
| c. | 5.30pm | Tuesday | 12 November 2024 | in Council Chambers |

BACKGROUND

The Community Advisory Committees have been established to provide strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws,

Council services and program development. The Committees will assist Council to identify, articulate and respond appropriately to new and emerging issues.

As per the *Northern Territory Local Government Act 2019 (the Act)*, the *Local Government (Accounting) Regulations*, and the *Terms of Reference*, the Committees are advisory in nature with no delegated authority and are intended to inform and make recommendations to Council on Committee related issues.

During the final Committee meetings for 2023, Committees discussed the 2024 meeting schedule and recommended these schedules to be endorsed at Council. Whilst the minutes of the Committee meetings were endorsed, at the Ordinary Council Meeting of 12 December 2023 Council requested officers provide further options for a 2024 meeting schedule.

DISCUSSION

The Community Safety Advisory Committee meeting was held on Tuesday 26 March 2024 with the unconfirmed minutes provided at **Attachment 13.1.3.1**.

The Advisory Committee reviewed the Receive and Note Reports *Crime Prevention Through Environmental Design Audit*, *Community Advisory Committee – Network Update* and *Animal Management – Update*, and the Action Reports *Community Safety Advisory Committee Meeting Schedule 2024* and *The Terms of Reference Review – Safety Advisory Committee 2024*.

The Terms of Reference were reviewed and minor changes to phrasing, punctuation and an update to the responsible officer was recommended. A change to the definition of Quorum has been made to align with legislation more closely utilising similar wording. These changes are marked in **Attachment 13.1.3.2**, and the recommended policy as **Attachment 13.1.3.3**.

Feedback was sort from the relevant Advisory Committees at the March 2024 meetings on the change to the meeting schedule for 2024.

At the meeting the below proposed 2024 meeting schedule was provided:

- 5.30pm Tuesday 14 May 2024 in Council Chambers
- 5.30pm Tuesday 13 August 2024 in Council Chambers
- 5.30pm Tuesday 12 November 2024 in Council Chambers

No feedback was received from the Community Safety Advisory Committee, and they have endorsed the recommendation from Council to proceed with this meeting schedule.

At the meeting the Community Safety Advisory Committee member Sarah Gotch, Chief Minister and Cabinet, provided a comprehensive verbal update regarding the Interagency Tasking and Coordination Group activities and Alcohol Management actions within Palmerston.

The Committee Tabled the resignation received from Jessica Porter, Youth Representative, effective 25 March 2024.

The Agenda from this meeting is available for viewing on Council's website.

CONSULTATION PROCESS

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

- Executive Assistant to Chief Executive Officer

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

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. UNCONFIRMED CSAC Minutes - 26 March 2024 [**13.1.3.1** - 7 pages]
2. Terms of Reference Review Community Safety Advisory Committee - Original with Tracked Changes [**13.1.3.2** - 3 pages]
3. Terms of Reference Review Community Safety Advisory Committee - Updated [**13.1.3.3** - 3 pages]



MINUTES

Community Safety Advisory Committee Meeting

Tuesday 26 March 2024

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

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

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COMMITTEE MINUTES

Minutes of Community Safety Advisory Committee Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 26 March 2024 at 5:30pm.

PRESENT

| | |
|-------------------|---|
| COMMITTEE MEMBERS | Councillor Damian Hale (Chair) Councillor Lucy Morrison Mayor Athina Pascoe-Bell (Ex-Officio Member) Superintendent Meghan Funnell, Northern Territory Police Representative Fran Ramsey, First Nations Representative Sarah Gotch, Chief Minister and Cabinet |
| STAFF | Chief Executive Officer, Luccio Cercarelli Acting General Manager Community, Emma Blight City Activation Manager, Matthew McNamara Regulatory Services Manager, Angie Herriot City Activation Officer, Tree Gillam Minute Secretary, Kate Roberts Executive Assistant General Manager Community, Georgina Davies |
| GALLERY | Nil |

Initials: _____

MINUTES COMMUNITY SAFETY ADVISORY COMMITTEE MEETING - 26 MARCH 2024

22



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COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.34pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Councillor Hale
Seconded: Councillor Morrison

THAT the apology received from Sharon Binns for 26 March 2024 be received and noted.

CARRIED CSAC10/35 – 26/03/2024

3.2 Leave of Absence Previously Granted

THAT it be noted Councillor Garden will be on leave of absence as previously granted on 17 January 2024, for the period of 25 March 2024 to 16 April 2024 inclusive.

Nil

3.3 Leave of Absence Request

Moved: Sarah Gotch
Seconded: Councillor Hale

THAT the leave of absence received from Sarah Gotch for 12 April 2024 to 12 June 2024, inclusive be received and noted.

CARRIED CSAC10/36 – 26/03/2024

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

Initials: _____

MINUTES COMMUNITY SAFETY ADVISORY COMMITTEE MEETING - 26 MARCH 2024

23



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COMMITTEE MINUTES

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Sarah Gotch
Seconded: Councillor Morrison

THAT the Minutes of the Community Safety Advisory Committee Meeting held on Tuesday 28 November 2023 pages 17 to 21 be confirmed.

CARRIED CSAC10/37 – 26/03/2024

5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

8.1.1 Community Safety Advisory Committee Meeting Schedule 2024

Moved: Councillor Morrison
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Community Safety Advisory Committee Meeting Schedule 2024 be received and noted.
2. THAT the Community Safety Advisory Committee endorse Council's recommendation to amend the committee meeting schedule being:
 - a. 5.30pm Tuesday 14 May 2024 in Council Chambers
 - b. 5.30pm Tuesday 13 August 2024 in Council Chambers
 - c. 5.30pm Tuesday 12 November 2024 in Council Chambers

CARRIED CSAC10/38 – 26/03/2024

Initials: _____

MINUTES COMMUNITY SAFETY ADVISORY COMMITTEE MEETING - 26 MARCH 2024

24



COMMITTEE MINUTES

8.1.2 The Terms of Reference Review - Safety Advisory Committee 2024

Moved: Sarah Gotch
Seconded: Councillor Morrison

1. THAT Report entitled The Terms of Reference Review - Safety Advisory Committee 2024 be received and noted.
2. THAT the Community Safety Advisory Committee recommend to the Council:
 - a. THAT Council endorse the reviewed Terms of Reference for the Community Safety Advisory Committee as **Attachment 8.1.2.3**.

CARRIED CSAC10/39 - 26/03/2024

8.2 Receive and Note Reports

8.2.1 Crime Prevention Through Environmental Design Audit

Moved: Mayor Pascoe-Bell
Seconded: Councillor Hale

THAT Report entitled Crime Prevention Through Environmental Design Audit be received and noted.

CARRIED CSAC10/40 - 26/03/2024

8.2.2 Community Safety Advisory Committee - Network Update

Moved: Councillor Morrison
Seconded: Mayor Pascoe-Bell

THAT Report entitled Community Safety Advisory Committee - Network Update be received and noted.

CARRIED CSAC10/41 - 26/03/2024

8.2.3 Animal Management - Update

Moved: Sarah Gotch
Seconded: Mayor Pascoe-Bell

THAT Report entitled Animal Management - Update be received and noted.

CARRIED CSAC10/42 - 26/03/2024

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

Initials: _____



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COMMITTEE MINUTES

9.2 Correspondence

Nil

10 GENERAL BUSINESS

10.1 Committee Member Representative Resignation - Jessica Porter

Moved: Mayor Pascoe-Bell
Seconded: Councillor Hale

1. THAT the Tabled resignation received from Jessica Porter, Youth Representative, effective 25 March 2024 be received and noted.
2. THAT the Chair write to Jessica Porter, thanking her for her contribution to the Community Safety Advisory Committee.

CARRIED CSAC10/43 - 26/03/2024

10.2 Chief Minister and Cabinet Update

Moved: Councillor Hale
Seconded: Councillor Morrison

THAT the Committee thank Sarah Gotch for providing a comprehensive verbal update regarding the Interagency Tasking and Coordination Group activities and Alcohol Management actions within Palmerston.

CARRIED CSAC10/44 - 26/03/2024

11 NEXT COMMITTEE MEETING

Moved: Sarah Gotch
Seconded: Mayor Pascoe-Bell

THAT the next Community Safety Advisory Committee Meeting of Council be held on Tuesday, 14 May 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED CSAC10/45 - 26/03/2024

Initials: _____

MINUTES COMMUNITY SAFETY ADVISORY COMMITTEE MEETING - 26 MARCH 2024

26



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COMMITTEE MINUTES

12 CLOSURE OF MEETING

Moved: Mayor Pascoe-Bell
Seconded: Councillor Hale

THAT the meeting of the Community Safety Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 26 March 2024 closed at 6.15pm.

CARRIED CSAC10/46 - 26/03/2024

The Chair declared the meeting closed at 6.15pm.

Chair

Print Name

Date

UNCONFIRMED

Initials: _____



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TERMS OF REFERENCE

| | | | |
|----------------------|--|-------------------|-------------------|
| Committee Name: | Community Safety Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager Community and Culture | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | 4 July 2023 | Next Review Date: | July 2025 |
| Records Number: | 545163 | Council Decision: | 10/906 |

1 PURPOSE

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

2 COMMITTEE OBJECTIVES

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

3 AUTHORITY/DELEGATION

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

4 MEMBERSHIP

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



TERMS OF REFERENCE

- One Representative from a relevant business association.

- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.
- 4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

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

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
 - Hold a special interest in community well-being, safety and social and animal wellbeing issues.
 - Contribute positively to the work of the Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively.
 - Community members must be Palmerston residents.
- 6.2 Community representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
- 6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

- 7.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2 **Regularity**
Meetings will be held quarterly, or more frequently as required.
- 7.3 **Attendance**
 - 7.3.1 Meetings are open to the public unless confidential business is being considered.
 - 7.3.2 Guests or Network Members may be invited to attend meetings by the Advisory Committee to provide advice or update on relevant matters.
- 7.4 **Quorum**
One Councillor as the Chairperson and half plus one of the overall members. Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson
- 7.5 **Chairperson Responsibilities**



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TERMS OF REFERENCE

7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* legislation, Council policies and according to the agenda.

7.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.

7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.

7.6 Voting

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

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

7.7 Minutes

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

8 CONDUCT

8.1 Conflicts of interest

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

8.2 Code of Conduct

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

8.3 Committee Representation

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

9 PERFORMANCE REVIEW

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



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TERMS OF REFERENCE

| | | | |
|----------------------|-------------------------------------|-------------------|-----------|
| Committee Name: | Community Safety Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager Community | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | | Next Review Date: | July 2025 |
| Records Number: | | Council Decision: | |

1 PURPOSE

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

2 COMMITTEE OBJECTIVES

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

3 AUTHORITY/DELEGATION

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

4 MEMBERSHIP

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



TERMS OF REFERENCE

- One Representative from a relevant business association.

- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.
- 4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

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

6 COMMUNITY MEMBER SELECTION PROCESS

- 6.1 In considering expressions of interest, applicants are expected to:
 - Hold a special interest in community well-being, safety and social and animal wellbeing issues.
 - Contribute positively to the work of the Committee by actively participating in meetings.
 - Represent community interest as a whole and not as individual interest.
 - Be respectful of diverse views and work collaboratively.
 - Community members must be Palmerston residents.
- 6.2 Community representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
- 6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

- 7.1 **Notice of Meetings and Business Papers**
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2 **Regularity**
Meetings will be held quarterly, or more frequently as required.
- 7.3 **Attendance**
 - 7.3.1 Meetings are open to the public unless confidential business is being considered.
 - 7.3.2 Guests or Network Members may be invited to attend meetings by the Advisory Committee to provide advice or update on relevant matters.
- 7.4 **Quorum**
Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson
- 7.5 **Chairperson Responsibilities**



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TERMS OF REFERENCE

- 7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* legislation, Council policies and according to the agenda.
- 7.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.
- 7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.
- 7.6 **Voting**
 - 7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.
 - 7.6.2 A Committee decision is by majority vote of voting members present at a meeting.
- 7.7 **Minutes**

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

8 CONDUCT

- 8.1 **Conflicts of interest**

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

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

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

9 PERFORMANCE REVIEW

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

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| AGENDA ITEM: | 13.1.4 |
| REPORT TITLE: | Community Wellbeing Advisory Committee Minutes - 27 March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Executive Assistant to General Manager Community, Georgina Davies |
| APPROVER: | Acting General Manager Community, Emma Blight |

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval of the recommendations from the Community Wellbeing Advisory Committee meeting held on Wednesday 27 March 2024.

KEY MESSAGES

- The Community Wellbeing Advisory Committee met on Wednesday 27 March 2024.
- The Advisory Committee Agenda and unconfirmed Minutes are available for viewing on Council's website.
- The Advisory Committee reviewed two (2) Action Reports and two (2) Receive and Note Reports.
- Council approval is sought to endorse the recommendations from the Community Wellbeing Advisory Committee meeting held on Wednesday 27 March 2024.

RECOMMENDATION

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 27 March 2024 be received and noted.
2. THAT the unconfirmed Community Wellbeing Advisory Committee Meeting Minutes provided as **Attachment 13.1.4.1** to report entitled Community Wellbeing Advisory Committee Minutes - 27 March 2024 be received and noted.
3. THAT Council endorse the recommendations within the respective minutes from the Community Wellbeing Advisory Committee being:
 - a. THAT Council endorse the reviewed Terms of Reference for the Community Wellbeing Advisory Committee as **Attachment 13.1.4.3**.
4. THAT Council endorse the Community Wellbeing Advisory Committee Meeting schedule as follows:

| | | | | |
|----|--------|----------|-------------------|---------------------|
| a. | 5.30pm | Thursday | 13 June 2024 | in Council Chambers |
| b. | 5.30pm | Thursday | 12 September 2024 | in Council Chambers |
| c. | 5.30pm | Thursday | 5 December 2024 | in Council Chambers |

BACKGROUND

The Community Advisory Committees have been established to provide strategic advice to council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws,

Council services and program development. The Committees will assist Council to identify, articulate and respond appropriately to new and emerging issues.

As per the *Northern Territory Local Government Act 2019 (the Act)*, the *Local Government (Accounting) Regulations*, and the *Terms of Reference*, the Committees are advisory in nature with no delegated authority and are intended to inform and make recommendations to Council on Committee related issues.

During the final Committee meetings for 2023, Committees discussed the 2024 meeting schedule and recommended these schedules to be endorsed at Council. Whilst the minutes of the Committee meetings were endorsed, at the Ordinary Council Meeting of 12 December 2023 Council requested officers provide further options for a 2024 meeting schedule.

DISCUSSION

The Community Wellbeing Advisory Committee meeting was held on Wednesday 27 March 2024 with the unconfirmed minutes provided at **Attachment 13.1.4.1**.

The Advisory Committee reviewed the Receive and Note Reports *Network Updates - Community Wellbeing Committee*, *Palmerston Youth Festival Update - Community Wellbeing Committee* and the Action Reports *Community Wellbeing Advisory Committee Meeting Schedule 2024* and *The Terms of Reference Review - Wellbeing Advisory Committee 2024*.

The Terms of Reference were reviewed and minor changes to phrasing, punctuation and an update to the responsible officer recommended. A change to the definition of Quorum has been made to align with legislation more closely utilising similar wording. These changes are marked in **Attachment 13.1.4.2**, and the recommended policy as **Attachment 13.1.4.3**.

Feedback was sort from the Community Wellbeing Advisory Committee at the March 2024 meeting on the change to the meeting schedule for 2024

The below proposed 2024 meeting schedule was provided:

- 5.30pm Thursday 13 June 2024 in Council Chambers
- 5.30pm Thursday 12 September 2024 in Council Chambers
- 5.30pm Thursday 5 December 2024 in Council Chambers

No feedback was received from the Community Wellbeing Advisory Committee, and they have endorsed the recommendation from Council to proceed with this meeting schedule.

The agenda from this meeting is available for viewing on Council's website.

CONSULTATION PROCESS

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

- Executive Assistant to Chief Executive Officer

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

SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this Report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. 20240327 - UNCONFIRMED Minutes CWAC Meeting - 27 March 2024 [13.1.4.1 - 6 pages]
2. Terms of Reference Review Community Wellbeing Advisory Committee - Original with Tracked Changes [13.1.4.2 - 3 pages]
3. 20240320 Terms of Reference Review Community Wellbeing Advisory Committee - Updated [13.1.4.3 - 3 pages]



MINUTES
Community Wellbeing Advisory
Committee Meeting
Wednesday 27 March 2024

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

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

'A Place for People'



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COMMITTEE MINUTES

Minutes of Community Wellbeing Advisory Committee Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Wednesday, 27 March 2024 at 5:30pm.

PRESENT

| | |
|-------------------|---|
| COMMITTEE MEMBERS | Councillor Danielle Eveleigh (Chair) Councillor Sarah Henderson Sheryl Sephton, Senior Community Member Senior Sergeant Siiri-Kai Tennosaar, Northern Territory Representative Michelle Walker, Department of Chief Minister and Cabinet Representative |
| STAFF | Chief Executive Officer, Luccio Cercarelli Acting General Manager Community, Emma Blight Minute Secretary, Georgina Davies Executive Assistant to CEO, Kate Roberts |
| GALLERY | Nil |

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 27 MARCH 2024 29



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COMMITTEE MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

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

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Michelle Walker
Seconded: Councillor Henderson

1. THAT the apology received from Veronica Matipira for 27 March 2024 be received and noted.
2. THAT the apology received from Mayor Pascoe-Bell for 27 March 2024 be received and noted.

CARRIED CWAC10/46 - 27/03/2024

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 27 MARCH 2024 30



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COMMITTEE MINUTES

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Councillor Henderson
Seconded: Siiri Tennosaar

THAT the Minutes of the Community Wellbeing Advisory Committee Meeting held on Thursday 30 November 2023 pages 24 to 28 be confirmed.

CARRIED CWAC10/47 – 27/03/2024

5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

8.1.1 Community Wellbeing Advisory Committee Meeting Schedule 2024

Moved: Sheryl Sephton
Seconded: Siiri Tennosaar

1. THAT Report entitled Community Wellbeing Advisory Committee Meeting Schedule 2024 be received and noted.
2. THAT the Community Wellbeing Advisory Committee endorse Council's recommendation to amend the committee meeting schedule being:
 - a. 5.30pm Thursday 13 June 2024 in Council Chambers
 - b. 5.30pm Thursday 12 September 2024 in Council Chambers
 - c. 5.30pm Thursday 5 December 2024 in Council Chambers

CARRIED CWAC10/48 – 27/03/2024

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 27 MARCH 2024 31



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COMMITTEE MINUTES

8.1.2 The Terms of Reference Review - Wellbeing Advisory Committee 2024

Moved: Councillor Henderson
Seconded: Siiri Tennosaar

1. THAT Report entitled The Terms of Reference Review - Wellbeing Advisory Committee 2024 be received and noted.
2. THAT the Community Wellbeing Advisory Committee recommend to Council:
 - a. THAT Council endorse the reviewed Terms of Reference for the Community Wellbeing Advisory Committee as **Attachment 8.1.2.3**.

CARRIED CWAC10/49 - 27/03/2024

8.2 Receive and Note Reports

8.2.1 Network Updates - Community Wellbeing Committee

Moved: Sheryl Sephton
Seconded: Michelle Walker

THAT Report entitled Networks Updates Community Wellbeing Advisory Committee be received and noted.

CARRIED CWAC10/50 - 27/03/2024

8.2.2 Palmerston Youth Festival Update - Community Wellbeing Committee

Moved: Sheryl Sephton
Seconded: Michelle Walker

THAT Report entitled Palmerston Youth Festival Updates - Community Wellbeing Advisory Committee be received and noted.

CARRIED CWAC10/51 - 27/03/2024

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

9.2 Correspondence

Nil

10 GENERAL BUSINESS

Nil

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 27 MARCH 2024 32



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COMMITTEE MINUTES

11 NEXT COMMITTEE MEETING

Moved: Siiri Tennosaar
Seconded: Michelle Walker

THAT the next Community Wellbeing Advisory Committee Meeting of Council be held on Thursday, 13 June 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED CWAC10/52 – 27/03/2024

12 CLOSURE OF MEETING

Moved: Councillor Henderson
Seconded: Sheryl Sephton

THAT the meeting of the Community Wellbeing Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 27 March 2024 closed at 6:07pm.

CARRIED CWAC10/53 – 27/03/2024

The Chair declared the meeting closed at 6:07pm.

Chair

Print Name

Date

Initials:
MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 27 MARCH 2024 33



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TERMS OF REFERENCE

| | | | |
|----------------------|--|-------------------|------------|
| Committee Name: | Community Wellbeing Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager Community and Culture | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | 15 March 2022 | Next Review Date: | March 2024 |
| Records Number: | 496731 | Council Decision: | 10/237 |

1 PURPOSE

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

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

2 COMMITTEE OBJECTIVES

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

3 AUTHORITY/DELEGATION

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

4 MEMBERSHIP

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



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TERMS OF REFERENCE

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

5 TERMS AND VACANCIES

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

6 COMMUNITY MEMBER SELECTION PROCESS

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

7 MEETINGS

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



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TERMS OF REFERENCE

7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.

7.6 Voting

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

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

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

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

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

9 PERFORMANCE REVIEW

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



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TERMS OF REFERENCE

| | | | |
|----------------------|--|-------------------|--|
| Committee Name: | Community Wellbeing Advisory Committee | | |
| Type: | Council Advisory Committee | | |
| Responsible Officer: | General Manager Community | | |
| Owner: | Chief Executive Officer | | |
| Approval Date: | | Next Review Date: | |
| Records Number: | | Council Decision: | |

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TERMS OF REFERENCE

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9 PERFORMANCE REVIEW

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

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.1.5 |
| REPORT TITLE: | Project Proposal for Community Energy Upgrade Fund |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Environment Officer, Jelise Camilleri |
| APPROVER: | General Manager of Infrastructure, Nadine Nilon |

COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

PURPOSE

The purpose of this report is to seek Council direction regarding a proposal to apply for grant funding through the Australian Government Community Energy Upgrade Fund (CEUF).

KEY MESSAGES

- The Federal Government is partnering with local governments to deliver the \$100 million Community Energy Upgrades Fund (CEUF). CEUF offers grants between \$25,000 and \$2,500,000 to cover up to 50% of eligible expenditure. Projects must have at least \$50,000 in eligible expenditure, with applications closing on the 30 April 2024
- The grant is aimed at projects intended to reduce energy bills and emissions and increase installed energy efficiency and load flexibility.
- Council currently maintains solar systems at four facilities, Palmerston Civic Centre, Palmerston Recreation Centre, Palmerston Library and Gray Community Hall. Over the past 12 months, these systems have been successfully producing approximately 33.18 % of the overall energy needs of these buildings.
- The current proposal prioritises Council facilities that do not currently have solar and other energy management systems in place. This includes SWELL, Driver Community Centre, Durack Arts Centre and the Palmerston Operations Centre.
- The total cost of the proposed project is approximately \$1,000,000.00 based on similar works previously commissioned and market research.
- If Council supports the submission of this grant application, it will need to fund the project to the value of \$500,000.
- For, the purpose of the application, it is being recommended that the City of Palmerston financial contribution for the partnership be drawn from reserves.

RECOMMENDATION

1. THAT Report entitled Project Proposal for Community Energy Upgrade Fund be received and noted.
2. THAT Council approve the submission of an application for a grant under the Australian Government Community Energy Upgrades Fund to co-fund the installation of energy efficiency and sustainability

projects as identified within Report entitled Project Proposal for Community Energy Upgrade Fund with Council's contribution to be funded from the Working Capital Reserve.

3. THAT Council approve the movement of \$500,000 from the Working Capital Reserve subject to a successful City of Palmerston, Australian Government Community Energy Upgrades Fund partnership application.

BACKGROUND

The Australian Government is partnering with local governments to deliver the \$100 million Community Energy Upgrades Fund (CEUF). The fund is a targeted, competitive grant program that provides co-funding for energy upgrades at existing local government facilities.

The CEUF aims to advance Australia's goals of reducing emissions by 43% by 2030, achieving net-zero emissions by 2050, and facilitating 82% renewable electricity generation by the same year, in alignment with the National Energy Performance Strategy.

CEUF offers grants between \$25,000 and \$2,500,000 to cover up to 50% of eligible expenditure. Intended outcomes of the program are:

- Reduced energy bills and emissions from local government owned and/or operated facilities
- Installed energy efficiency, load flexibility and electrification technology that is commercially available.
- Improved capability of local governments and the wider community to implement energy upgrades and electrification projects in their facilities.
- Increased capacity of domestic supply chains and labour force to support significant future investment in energy efficiency upgrades.
- Improved workforce skills in delivering and operating energy transition projects.

These grants are purported to be highly competitive with the assessment committee encouraging integrated projects that bring together several activities and encompass multiple sites. Applications are also requested to consider infrastructure beyond solar energy systems, such as battery storage components, Virtual Power Plants (VPPs), and retrofitting of Building Management Systems (BMS). Eligible projects must have at least \$50,000 in eligible expenditure.

Table 1. Expected timing for the Round 1 of CEUF

| Activity | Timeframe |
|--|----------------|
| Applications Due | 30 April 2024 |
| Assessment of applications | 4 weeks |
| Approval and announcement of successful applicants | 4 weeks |
| Negotiations and award of grant agreements | 1-3 weeks |
| Notification to unsuccessful applicants | 2 weeks |
| Earliest start date of project | September 2024 |
| Project completion date | 31 March 2027 |
| End date of grant commitment | 30 June 2027 |

If the application for Round One is unsuccessful, there will be a second round of funding that will be made available. Unsuccessful applicants may further develop their applications and reapply for the second round.

This report recommends to Council a partnership proposal to be submitted to the Australian Government Community Energy Upgrades Fund for Council consideration.

DISCUSSION

Council currently maintains solar systems at four facilities, Palmerston Civic Centre, Palmerston Recreation Centre, Palmerston Library and Gray Community Hall. Over the past 12 months, these systems have been successfully producing approximately 33.18 % of the combined energy needs of these buildings.

Council have demonstrated contributions to reducing energy use and emissions, actions which align with the Sustainability Strategy 2022-2026. The CEUF is an opportunity to co-fund a project that will further enhance these achievements. This project will be aimed at reducing energy bills and emissions through reducing grid reliance, increasing energy efficiency and load flexibility.

The focus of the project is recommended to be with Council's community buildings that currently draw power straight from the grid and have no energy efficiency systems in place. The project proposal involves incorporating building management systems (BMS) and installing photovoltaic (PV) solar and battery storage systems.

The proposed project aims to achieve the following:

- Reduced energy bills and emissions from Council owned facilities, contributing to both cost savings and environmental sustainability objectives.
- By integrating commercially available energy efficiency, load flexibility technologies, the project will enhance the overall energy performance of these buildings. Moreover, it will bolster Council's capacity undertake similar energy upgrades and electrification projects further fostering a culture of sustainability and innovation.
- The project will likely stimulate the growth of domestic supply chains and the labour force, positioning them to support future investments in energy efficiency upgrades.
- The project will cultivate and improve workforce skills essential for the successful delivery and operation of energy transition projects, ensuring long-term viability and effectiveness in the pursuit of a greener future.

It is recognised that the existing systems in larger Council buildings have the potential to be enhanced to increase both their complexity and benefits. Currently these buildings are not included in the project proposal as they are considered a lower priority due to their existing systems. Energy efficiency projects such as air conditioning replacement, lighting and passive solutions such as green walls and retrofitting for improved insulative properties have also been considered. These would require a significant amount of investigation to enable a project to be developed and are not considered to have the same potential energy and emissions savings as the proposed project which is aimed at buildings with no current systems in place.

As a result, the proposed project focusses on buildings that will result in a favourable balance between solar energy production and storage, and the energy requirements and needs of the building can be achieved.

As the grant recommends integrated projects that bring together a range of solutions across multiple sites, the following four Council buildings are being investigated for presentation in the grant application. Detailed assessments of costs and energy assessments are currently underway and will be used to support the application, however this information was not available at the time of writing this report.

| Building/Facility | Annual Energy Consumption (GJ) | Annual Energy Cost |
|--|--------------------------------|--------------------|
| SWELL (based on 13 Oct 2023 – 21 Jan 2024 usage) | 2268 | \$206,640.00 |
| Driver Community Centre (based on 2022/2023 Financial year) | 33 | \$3,000.00 |
| Durack Community Arts Centre (based on 2022/2023 Financial year) | 57 | \$4,100.00 |
| Operations Centre (Depot), (based on 2022/2023 Financial year) | 88 | \$7,400.00 |

SWELL (Swimming, Wellness, Events, Leisure, Lifestyle).

- SWELL will receive the largest input of resources under the current project proposal. The facility is a valuable investment for Palmerston’s growing community. Managing the facility more sustainably, benefits City of Palmerston (CoP) both in terms of cost to the community, and the environment.
- SWELL has a high energy draw throughout operational hours (primarily from the pool filtration system), which range from 5:30 AM to 9:00 PM.
- The current projections suggest a system size of 200kW (more than double any of the current PV systems installed at Council buildings), noting this projection may alter with a comprehensive feasibility report.
- Energy usage for the pool filters is considerably lower during nighttime hours, offering a window for battery storage to offset some of the energy consumption during this period.
- In Palmerston’s tropical environment, additional controls may be necessary to optimise the use of battery storage in conjunction with a PV system. These are likely to include well-ventilated storage areas and potentially implementing temperature regulation systems to prevent overheating of batteries.
- The integration of a building management system will be pivotal in optimising energy efficiency. Building Management Systems (BMS) centralise control over building systems such as HVAC and lighting, optimising energy usage, reducing costs, and enhancing occupant comfort and productivity. They enable remote monitoring and control, promoting sustainability by facilitating efficient operations and integrating renewable energy sources such as the proposed PV system.

Driver Community Centre and Durack Community Arts Centre

- Driver Resource Centre and Durack Community Arts Centre share characteristics as similar-sized community halls primarily utilised for community activities. Driver Resource Centre, currently undergoing redevelopment slated for completion by prior to the 2027, offers an ideal opportunity to integrate energy-efficient solutions as part of the build process for seamless integration.
- Installing energy efficiency systems during the construction phase is more efficient than retrofitting afterward because it allows for seamless integration into the building design and construction process.
- It is acknowledged that CoP is redeveloping the Driver Community Centre however if successful in this application, the projected timeframe of the Driver Resource Centre project aligns with the

maximum project length of 24 months stipulated by the grant guidelines and is not considered a barrier.

- The projected sizes of the PV systems to be installed as well as associated costs are currently based off those installed in Gray Community Hall (7kW).
- These facilities are hired on average 3-5 hours per night, 7 days a week.
- Battery systems installed in these buildings will allow for excess power generated during the quieter day time hours to be stored for nighttime use, increasing the overall system efficiency.
- The integration of a building management system will assist in optimising energy efficiency. Building Management Systems (BMS) centralise control over building systems similar to Gray Community Hall.

Operations Centre

- The Operations Centre is utilised primarily by the outdoor workforce team as a worksite and office, as well as by the pound attendants.
- Hours of use vary, however are primarily between 7:30AM - 3:30PM.
- A BMS could optimise energy usage during its operational hours while ensuring minimal energy wastage during periods of inactivity.
- As the building is used minimally during the night, the installation of batteries at this site will be investigated in a larger feasibility report to assess their benefit. However, batteries can also provide support during overcast periods, such as during the Wet Season (November – April).

Table 2. Estimated costs of project

| Building | Proposed Solar PV System | Battery Storage/Virtual Power Plant | Building Management System (BMS) | Approximate costs (exc. GST) |
|------------------------------|--------------------------|-------------------------------------|----------------------------------|------------------------------|
| SWELL | ✓ | ✓ | ✓ | \$500,000.00 |
| Driver Community Centre | ✓ | ✓ | ✓ | \$160,000.00 |
| Durack Community Art Centre | ✓ | ✓ | ✓ | \$160,000.00 |
| Operations Centre | ✓ | ✓ | ✓ | \$160,000.00 |
| Total estimated project cost | | | | \$1,000,000.00 |

Summary and Next steps:

The Community Energy Upgrades Fund (CEUF) presents a significant opportunity to enhance Councils energy efficiency and sustainability through a co-funded project. The discussion above outlines the project proposal to install energy and emissions reduction systems at SWELL, Driver Community Centre, Durack Arts Centre, and the Operations Centre. The systems proposed are PV solar and battery storage for power generation and load flexibility and retrofitting a Building Management System (BMS) to optimise energy use.

It has been noted that Council's larger buildings stand to have their energy efficiency improved, however the current proposal has been focused on buildings that do not currently have systems in place for energy efficiency.

It is recommended that Council allocate 50% of the project funding, while the other 50% be sought through applying for Round 1 of the Australian Government Community Energy Upgrade Fund.

The next steps for this project are:

- Finalise the PV and Battery Feasibility report on the project proposal discussed in this report (consultants engaged).
- Finalisation and submission of CoP Community Energy Upgrade Fund grant application (due 30 April 2024).

CONSULTATION PROCESS

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

- Senior Project Manager
- Civil Operations Team Leader
- IT and Assets Manager
- Asset Management Team Lead
- IT & Network Support Officer

The following external parties were consulted in preparing this report:

- Grants Manager, Community Energy Upgrades Fund – Australian Government
- GHD Australia - Consultants engaged for PV and Battery Feasibility report

POLICY IMPLICATIONS

This report relates to the energy consumption and emissions footprint of Council buildings, and is aligned with the following City of Palmerston Strategies:

- Community Plan (Objective 5.1 Reduce our footprint on the environment).
- Municipal Plan 2023-2024 (Section 5 – Reduce our footprint of the environment).
- Sustainability Strategy (Theme 3 Future focused on efficiencies and Theme 4 Lead with purpose).

BUDGET AND RESOURCE IMPLICATIONS

Any budget and resource implications have been mentioned within the report. All costs provided are estimated based on existing systems installed by Council.

Estimated cost of the projects is \$1 million of which the partnership is a 50% co-contribution. If successful Council will deliver \$1 million of improvements for a cost of \$500,000 to our community and in an earlier timeframe.

CoP is required to be able to identify its funding commitment and ability as part of the application. It is being proposed that for the propose of the grant application that Council utilises the Working Capital Reserve. If successful a further report will be prepared to identify any alternative available funding including from existing related programs. In addition, the program delivery time frame is over several years which provides Council with an ability to providing funding and alternatives over a several years. Council has a current sustainability program of approximately \$160,000 per year that could be used to undertake further activities or offset the cost over the delivery period.

The projects once implemented will reducing ongoing operational costs and improve sustainability outcomes.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

7. **Environmental Sustainability**

Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.

If Council resolves not to make an application there is a risk that this project will not be delivered in a timely manner and Palmerston misses an opportunity to potentially reduce its direct capital cost of sustainability initiatives.

The competitive nature of the CEUF grant program implies a risk of not securing the necessary funding in the first round. While there is an option to apply for a second round, this could delay project timelines and potentially increase costs due to inflation and changes in market prices for technologies involved.

The cost estimations provided in this report are based on current market research and may be subject to change as market conditions fluctuate, particularly in response to ongoing supply chain challenges and inflation. The feasibility report being prepared by GHD will provide the detail necessary to complete the grant application. This includes a detailed cost analysis, that may come in above what has been estimated in this report. In this event, the project can be scaled back focusing on integrating the systems that will see the greatest overall benefit.

Furthermore, the implementation of the project hinges on the successful integration of energy and emissions reduction systems across multiple sites, necessitating careful planning and coordination to avoid operational disruptions and ensure the anticipated energy savings and emission reductions are realised.

SUSTAINABILITY IMPLICATIONS

The environmental and sustainability implications of this report are that the proposed project is intended to reduce greenhouse gas equivalent emissions.

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

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.2.1 |
| REPORT TITLE: | People and Place Quarterly Report January - March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Executive Assistant to General Manager People & Place, Emily Dehne |
| APPROVER: | 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 January to March 2024 quarter.

KEY MESSAGES

- Seven (7) Media Releases were sent out garnering 30 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 144 on Facebook, 71 on Instagram and 146 on LinkedIn this quarter.
- The number one engaged post on Facebook featured Taylor Swift 'visiting' our 75 parks and playgrounds.
- The Customer Experience Team interacted with an average of 62 community members per business day with a total of 3,697 interactions for this quarter.
- February saw the highest number of customer interactions for the quarter, and January saw the highest number of payments received.
- Finance and Regulatory Services interactions made up 72% of this quarter's interactions with the Customer Experience team. The remaining split between Waste, Infrastructure and Community interactions.
- There were 162 after hours calls received from January to March 2024, down from 212 received in October to December 2023. The majority of these calls were Regulatory Services enquiries.
- 1,285 payments were received this quarter; 63% of these were for rates, and the highest majority of these were received in January.
- Staff attraction and retention remain an area of focus for Council.
- To fill these critical vacancies, the City of Palmerston has been engaging Recruitment agencies to leverage their expertise and extensive networks to identify and attract qualified candidates.
- At the end of the quarter 20 roles were under active recruitment.
- To support operations, Council have backfilled many of the vacant roles through short term arrangements while ongoing recruitment is undertaken.
- Eight (8) training/development programs were facilitated through the quarter.
- There was a decrease in reported incidents in comparison to the previous quarter, with the majority of these still relating to members of the public and antisocial behaviours being observed by staff.

- Citizens of the Year celebrations and an Australia Day Event were held at Gray Hall and Palmerston Recreation Centre.
- City of Palmerston Business Survey opened from 11 March to 5 April with Action Market Research commissioned to develop and administer the survey.
- In partnership with the Northern Territory Department of Chief Minister and Cabinet, A Crime Prevention Through Environmental Design Audit (CPTED) will be completed in the Palmerston CBD over the coming weeks.

RECOMMENDATION

THAT Report entitled People and Place Quarterly Report January - March 2024 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 January to March 2024 quarter.

DISCUSSION

As mainly 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.

Marketing and Communications

Community Engagement

Community consultation on the Animal Management By-laws closed on 12 February and was reported on in the Second Ordinary Meeting in March 2024.

Marketing Campaigns

The first quarter of the calendar year is always generally quieter than others due to a comparatively low number of events and activities. In the last quarter, City of Palmerston promoted the following via a number of placements including paid social media, NT News, Radio, and Television:

- SWELL TV ad ran until 31 January 2024
- Animal Management By-Law consultation (Social, outdoor display, NT News and radio)
- What's on February and March (always-on monthly campaign)
- Expressions of Interest for the Palmerston Youth Festival
- Australia Day
- Get Active
- Recruitment campaign

Social Media

Facebook

During the first quarter of the year, City of Palmerston's Facebook page continued its steady growth, registering a 0.7% increase in followers, with a total of 18,304 followers. Over this period, the page had over 17,000 visits and reached over 107,000 people organically. The top five organic posts did remarkably well garnering almost 50% of the total reach of the quarter.

| Metrics | Oct - Dec 2023 | Jan - Mar | % change |
|-------------|----------------|-----------|----------|
| Followers | 18,160 | 18,304 | 0.7 |
| Reach | 186,376 | 107,700 | -73.05 |
| Paid Reach | 89,533 | 74,555 | -20.08 |
| Page visits | 29,129 | 17,256 | -68.80 |
| Posts | 87 | 64 | -35.9 |
| Stories | 52 | 19 | -173.6% |

Top 5 organic posts

The top-performing organic post on City of Palmerston's Facebook page during this quarter was the 'Taylor Swift 75 Palmerston parks and playgrounds' post.

| Content Topic | Reach | Impressions | Engagement | Likes & reactions | Comments | Shares |
|--|--------|-------------|------------|-------------------|----------|--------|
| Taylor Swift 75 Palmerston parks and playgrounds - 22 February | 21,610 | 21,738 | 2,856 | 184 | 32 | 10 |
| SWELL Grand Opening - 10 January | 10,179 | 13,269 | 2,126 | 71 | 0 | 19 |
| Australia Day Awards & Citizenship Ceremony - 29 January | 7,048 | 8,123 | 1,409 | 51 | 3 | 6 |
| Animal by-laws changing - 15 January | 6,540 | 7,450 | 871 | 46 | 52 | 30 |
| Marlow Lagoon Recreation Area - 9 February | 6,521 | 6,545 | 1,182 | 67 | 14 | 4 |

Instagram

As with Facebook, the City of Palmerston Instagram page was less active however followers still increased by 3.3%, bringing the total to 2,138 followers. Reach on this platform decreased by 26% which correlates with the reduced amount of content posted.

| Metrics | Oct - Dec 2023 | Jan - Mar 2024 | % change |
|-----------|----------------|----------------|----------|
| Followers | 2,067 | 2,138 | 3.3 |
| Reach | 20,722 | 16,400 | -26.3 |
| Posts | 29 | 440 | -150 |

A Place for People

| | | | |
|---------|----|----|-------|
| Stories | 84 | 17 | -394% |
| Reels | 6 | 0 | -100% |

LinkedIn

City of Palmerston's LinkedIn page continues to see significant increases in followers achieving a total of 2,453, an increase of 5.95% in this reporting period. Over the past 12 months, LinkedIn followers have increased over 35%. During this quarter, the page posted 16 times, accumulating 20,249 impressions, however engagement rate has dropped slightly, however remains relatively high for a Council.

| Metrics | Oct - Dec 2023 | Jan - Mar 2024 | % change |
|-----------------|----------------|----------------|----------|
| Followers | 2,307 | 2453 | 5.95 |
| Impressions | 13,052 | 20249 | 35 |
| Posts | 10 | 16 | 37.5 |
| Engagement rate | 17% | 12.54% | -4.46% |

Social Media Campaigns (paid advertising)

City of Palmerston executed 3 paid advertising campaigns across its social media channels, targeting various demographics and focusing on monthly 'What's on Campaign', Animal By-Laws, and community consultation. The 'always-on' approach that City of Palmerston is applying to social media is a successful marketing tactic that will be continued throughout 2024. For minimal spend on advertising, the reach is consistent each quarter.

Top 3 advertisements

| Total Reach | Impressions | Total Reach | Cost |
|----------------------|-------------|-------------|-------|
| February - What's on | 48,572 | 97,885 | \$200 |
| March - What's on | 48,528 | 92,183 | \$200 |
| New Awareness Ad | 34,453 | 55,439 | \$100 |

Creative assets



Are you ready to be part of a dynamic, future focused, inclusive and diverse team in Local Government?

City of Palmerston offers a generous six weeks of annual leave, professional development and a wide range of other employee benefits.

Head to palmerston.nt.gov.au to find out how to join our diverse and talented workforce.

Current opportunities include:

- Economic Development Lead
- Governance Manager
- People and Customer Manager
- Place and Culture Lead

palmerston.nt.gov.au/council/careers



A Place for People



Public Relations/Media

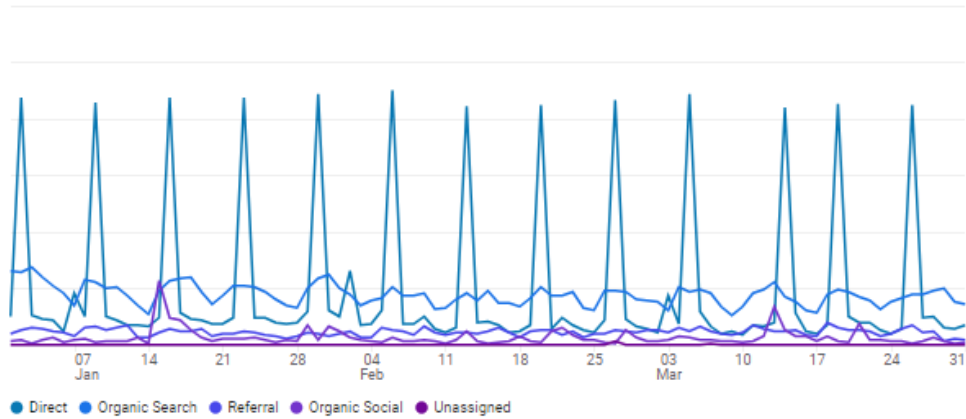
During the most recent quarter, City of Palmerston actively engaged with the media, with a total of seven (7) media releases published. These releases covered a diverse range of topics, including Animal By-laws and feedback surrounding the new changes, Australia Day Nominations, and Banners to bags.

City of Palmerston's media interactions extended across various platforms, including television, radio, newspapers, newsletters, and online news sources, totalling to 30 interactions. Specifically, there were three (3) TV appearances, ten (10) newspaper features, one (1) online news presence and 16 radio engagements, which included Council's regular interviews. Across the 30 media interactions there was a range of topics covered including the Harvest Corner Community Garden, workplace culture, rating of charities and Palmerston Youth Festival. Palmerston Youth Festival featured on the front-page in NT News regarding its date announcement.

Website

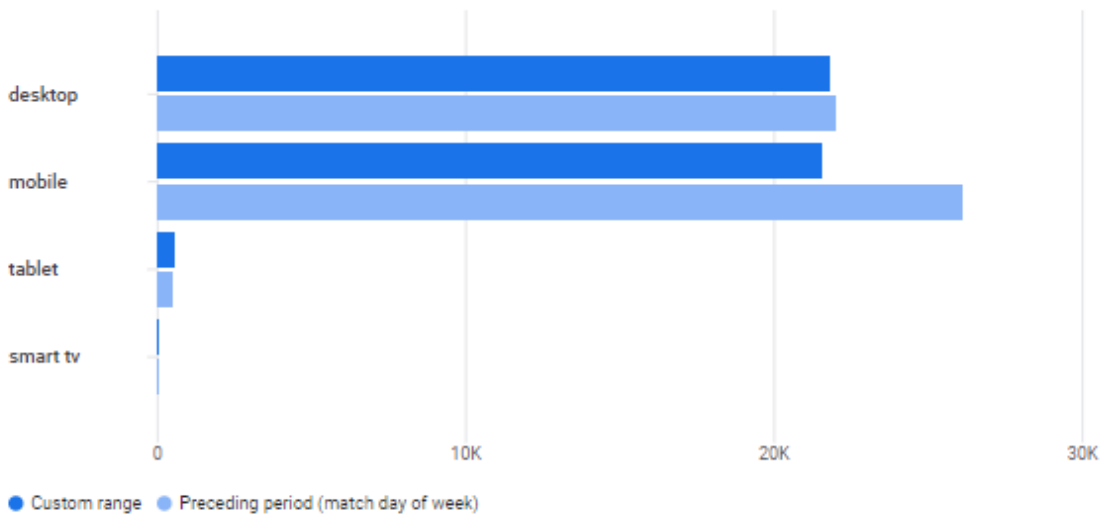
The number of new users on our website decreased by 10.7% compared to the previous quarter. The number of sessions also decreased by 9.25%. These results are consistent with this time of year with less marketing driving visitors to the website. Page views was down by 6.84%, however the top pages align with the strong marketing campaigns that were run during this period being SWELL and the recruitment campaign with an increase in 51.3% visitation to the careers page.

New users by First user primary channel group (Default channel group) over time



New users to site between 1 January – 31 March 2024

Users by Device category



Users by device 1 January – 31 March 2024

The Website is continually reviewed and optimised to support ease of use and to ensure effectiveness. The below metrics identify key objectives that City of Palmerston monitors for further improvements.

Overview

| Metrics | Oct - Dec | Jan – March | % change |
|-------------------|-----------|-------------|----------|
| New Users | 44,499 | 40,138 | -10.86 |
| Engaged sessions | 35,451 | 31,801 | -11.47 |
| Engagement rate** | 46.78% | 46.94% | .16% |
| Engagement time | 50secs | 51 secs | +1sec |
| Event count* | 419,472 | 393,228 | -6.67% |

*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 62 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 5,185 (82 per day) for the same period last year and 6,004 (95 per day) for the same period the previous year in 2022. It is consistent with the number of interactions in the previous quarter's 3,697 interactions.

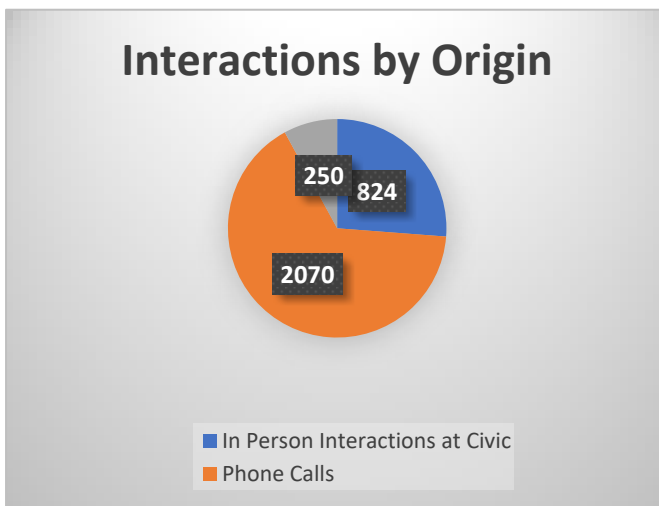
The most significant interactions in this quarter included the 3rd Rates Instalment due 30 January, Disability Parking Permit Renewals due 1 March, and 4th Rates Instalment due March 30, with the majority of these involving Customer Experience interaction. Early January also saw a number of waste enquiries after our Christmas – January shutdown.

The majority of the Disability Parking Permit renewals was seen in late February and early March. A total of just over 400 disability parking permits were renewed in this quarter.

The month of February saw the highest number of average interactions per day for this quarter (59), with January the least (35) and March (55) similar to February.

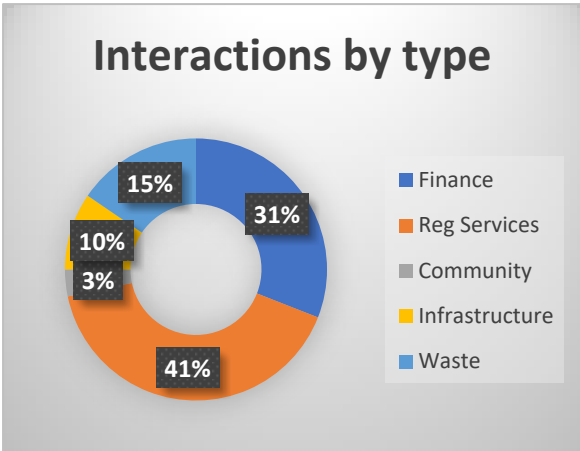
Phone calls remain the most popular method of interaction for our community, attributing to 66% of the main interactions this quarter. There were 2,070 phone calls received this quarter as compared to 3,697

for the previous quarter. This decrease could be partially accounted for with reduced number of days we were open, due to public holidays.



Usually in person interactions at Civic Plaza account for the least transactions amongst the three interactions methods, however, this was not the case in this quarter, with a higher number of in person interactions this quarter, particularly in February and March. This was likely caused by the Disability Parking Permit Renewal date falling on 1st March 2024. This is an occurrence once every three years, with all Disability Parking Permit renewals due at the same time.

Finance and Regulatory Services interactions again made up the highest number of interactions of this quarter's interactions at 72% overall, with the remaining 38% shared between enquiries for Community, Infrastructure and Waste. Regulatory Services interactions had an increase from 36% last quarter up to 41% this quarter, again due to the Disability Parking Permit renewals.



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 65% of all interactions received by the Customer Experience team were resolved at the first point of contact, a 18% decrease from the previous quarter. Some of the reduction could be caused by new staff, the introduction of both a new phone system and changes to the finance system resulting in some transitioning quirks as staff become familiar with the changes.

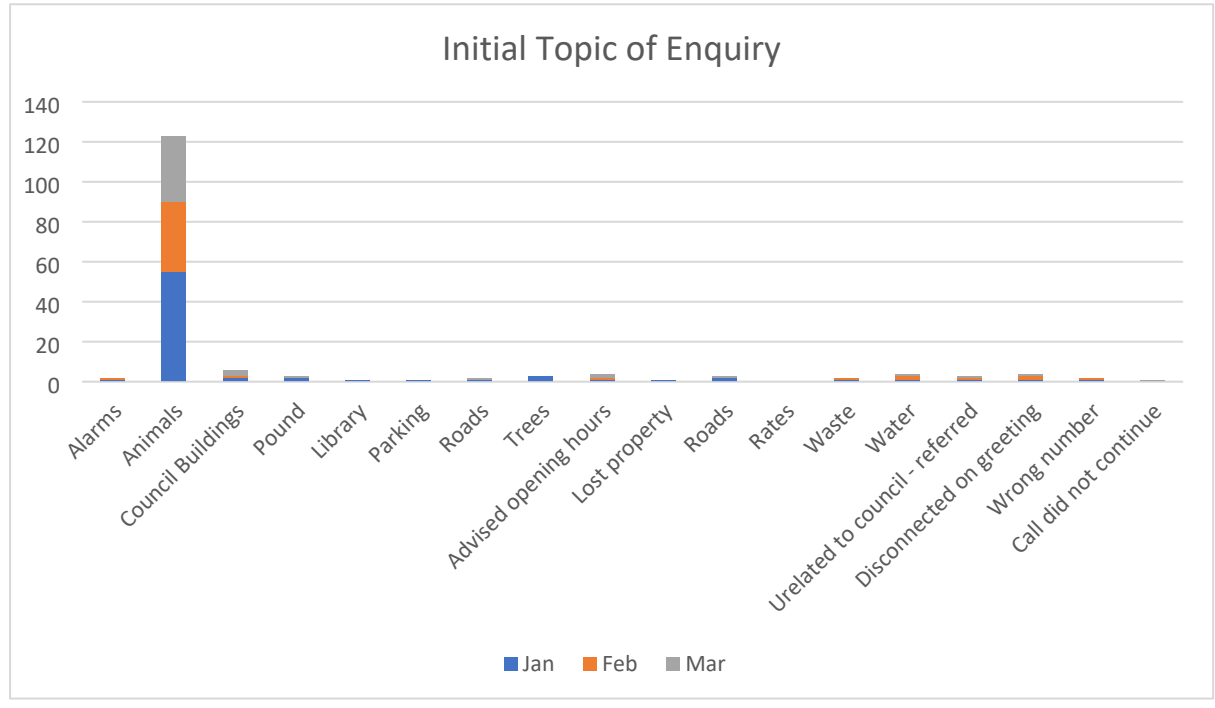
Consistent with recent quarters, the highest resolution at first contact was for Waste Management enquiries at 98% being resolved at first contact, This was closely followed this quarter by Finance enquiries at 89% and Regulatory Services enquiries at 76%.

After hours calls

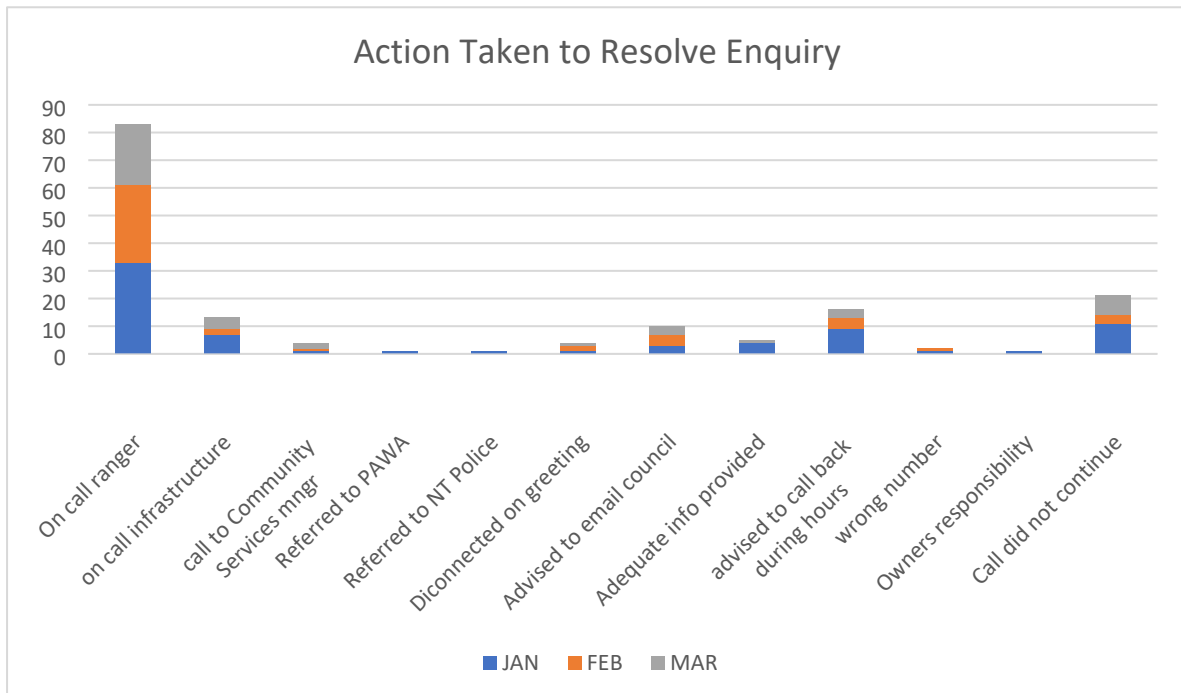
There have been 162 afterhours calls received from January to March 2024. 46% were received in January, 27% in February and 27% in March. Each month consisted of 21 working days.

The majority (75%) of these afterhours calls were for Regulatory Services for dog related topics. This is an increase from 69% last quarter. Of the 121 calls received for Rangers' attention or information, 118 were related to dogs and 3 for a roaming pig. 86 of these animal queries were for lost, roaming or found dogs. 27 were for matters requiring Ranger attention, the remaining 5 for general queries or information on pound opening hours.

Other queries were related to issues of waste, water leaks, road issues, fallen trees, lights or power poles, burst water pipes. There were no afterhours rates queries this quarter. As for previous quarters, there were a small number of calls that disconnected, were wrong number or did not continue the conversation.



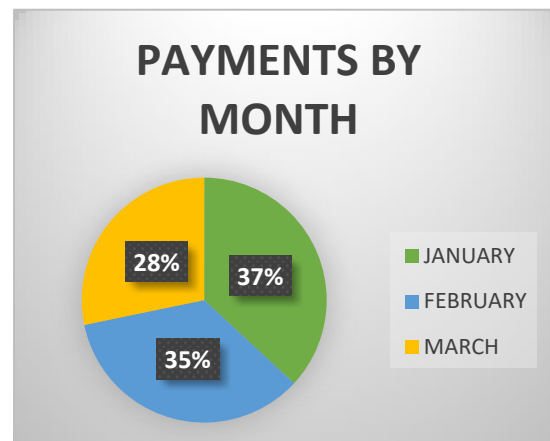
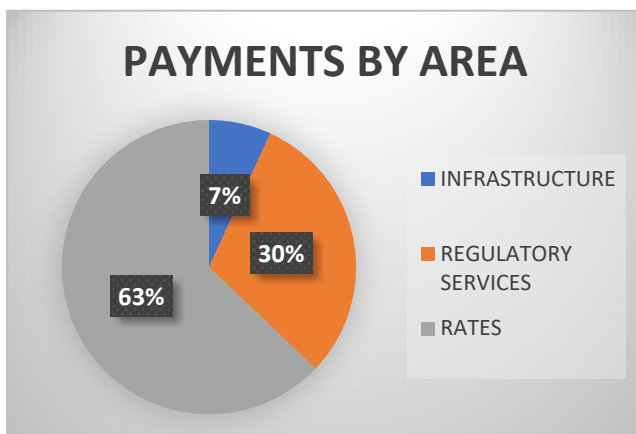
The majority of the calls were forwarded on to an on-call Ranger (52%). The next highest action taken was unfortunately for the caller not to continue with the call (13%) – leaving the call during discussion. After this, the next three highest actions were advised to call back during opening hours (10%) calls placed to the On Call Infrastructure staff (8%) and advised to email council (6%). Of note though the majority of the calls placed to On Call Infrastructure staff were actually for room booking related issues for access, in addition to the 2% of calls already forwarded to the Community Services Manager. 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 (3%), or they were provided with information or referral to Police (1%) or Power and Water (1%). The rest of the actions involved caller disconnecting on greeting, wrong number or advised the issue is the owner’s responsibility.



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.

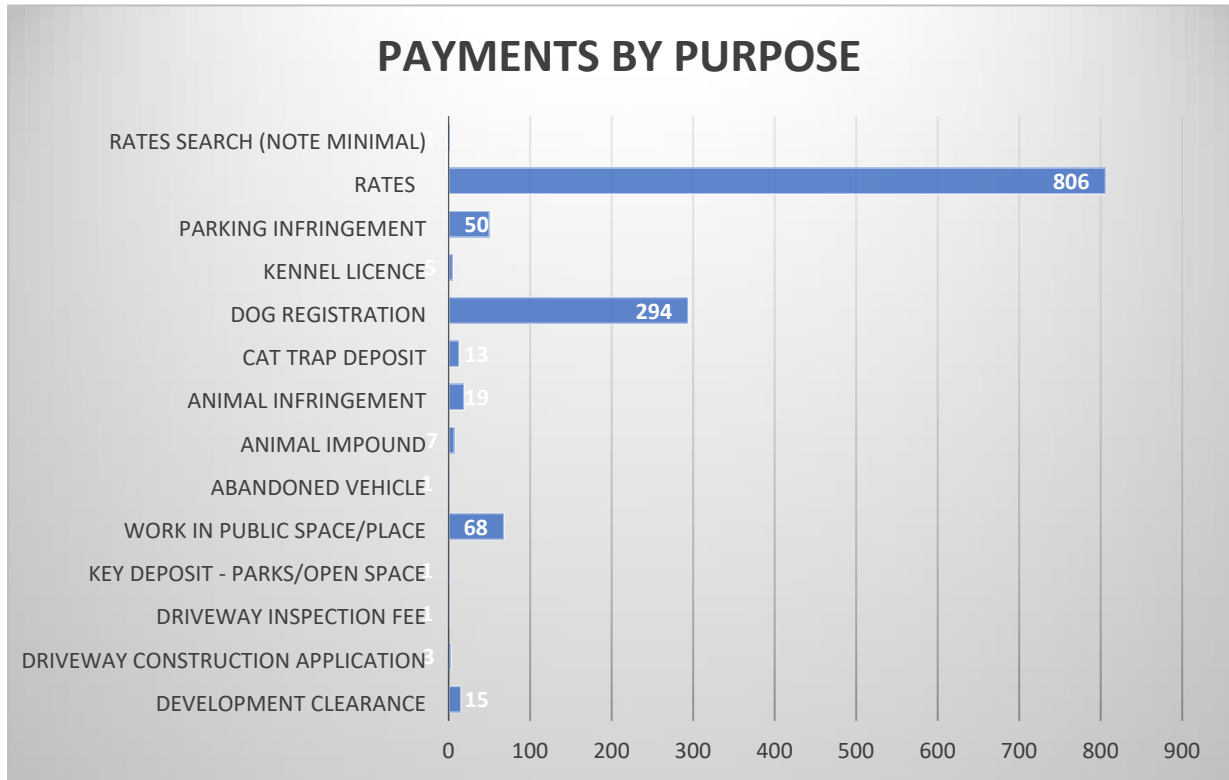
Payments

Rates payments make up the large majority of payments this quarter, especially considering there were two rates instalment due dates this quarter (30 January and 30 March). Regulatory Services payments made up the next majority, with Infrastructure payments in the minority. The highest amount of payments were received in January, followed by February, and then March with the least.

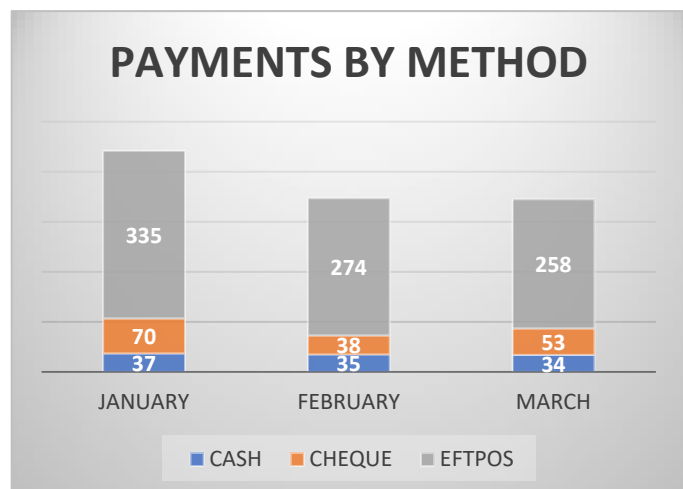
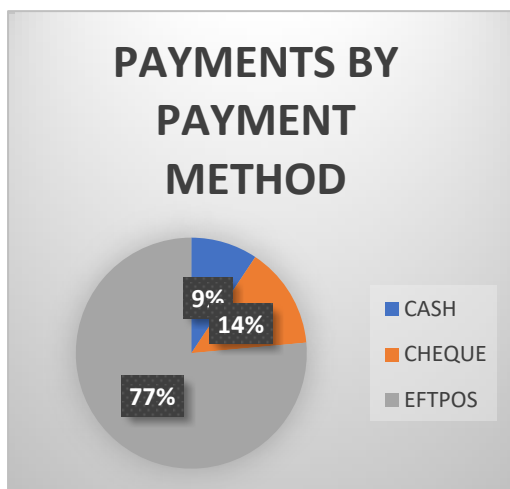


A Place for People

The majority of payments received at Customer Experience consisted of Rates and Dog Registration payments, consistent with other quarters. The next highest purpose of payment was for Work in Public Places (Infrastructure) payments received.



EFTPOS is the most commonly used method of payment, followed by cheque, then cash. Cash is still an important method of payment for some customers, with some customers mentioning they only use cash. As mentioned, the highest number of payments was received in January, then with February and March at a similar level. January saw the highest month for EFTPOS, cheque and cash payments, with February the lowest for cheque payments, and March the lowest for EFTPOS and cash payments.



A Place for People

Our People

Recruitment and retention of staff remains a significant challenge for the City of Palmerston for this quarter. To fill these critical vacancies, the City of Palmerston has been engaging Recruitment agencies to leverage their expertise and extensive networks to identify and attract qualified candidates. Council is also actively marketing its job openings through various channels, such as online job boards, social media platforms and local newspaper.

To support operations, we have backfilled many of the vacant roles through short term arrangements while ongoing recruitment is undertaken. To backfill the current vacancies (the current vacancy rate is 24.6%), for the quarter we averaged 12 short-term resources, resulting in an actual vacancy rate of 10.25%. These flexible backfill arrangements have been utilised by Council for over 12 months and include putting existing staff on higher duties, using agency staff and casuals. Like other organisations nationally, we continue to experience challenges with recruitment and retention, and this support has ensured we are able to continue to deliver our services to the community and maintain our focus on the wellbeing of our staff.

In addition to the ongoing efforts to address staffing challenges, the City of Palmerston is leveraging the ongoing Enterprise Agreement negotiations as a strategic opportunity to further enhance its ability to attract and retain top talent. The current Agreement is set to expire in April 2024 and negotiations have commenced.

To address national challenges facing local government including workforce shortages, the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced an inquiry with specific focus given to trends in the attraction and retention of a skilled workforce in the local government sector, which City of Palmerston will provide input to.

Employee Movements

The January to March quarter saw nine (9) new employees welcomed to the City of Palmerston and we bid farewell to fifteen (15) employees.

City of Palmerston at this time had an approved Full Time Equivalent (FTE) of 97.55, with 73.55 FTE employed as of 31 March 2024. City of Palmerston's headcount as of 31 March 2024 was 100 employees, comprising full-time, part-time, casuals, and ten (10) labour hire staff.

Recruitment of our People

The People and Customer Team supported 29 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.

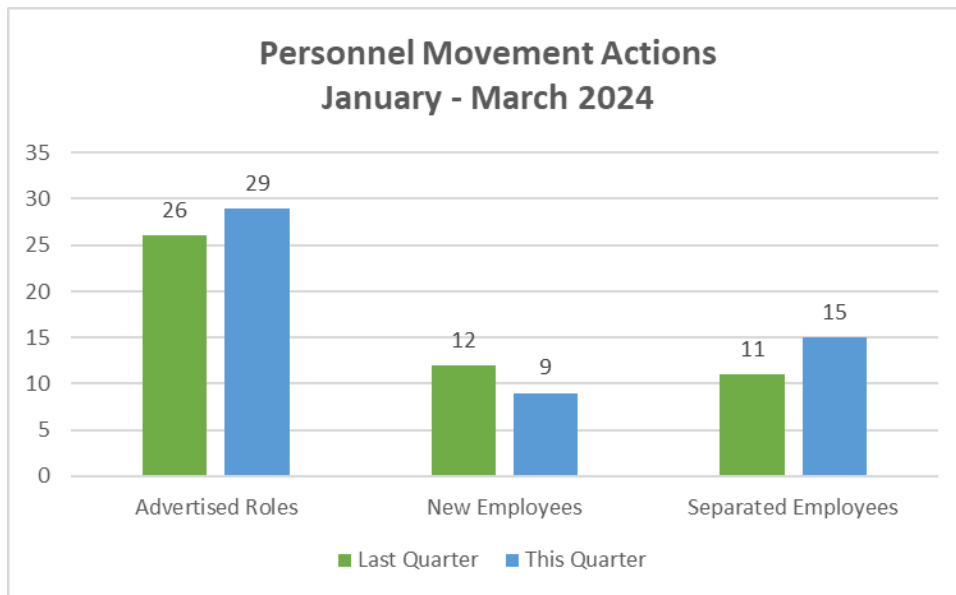


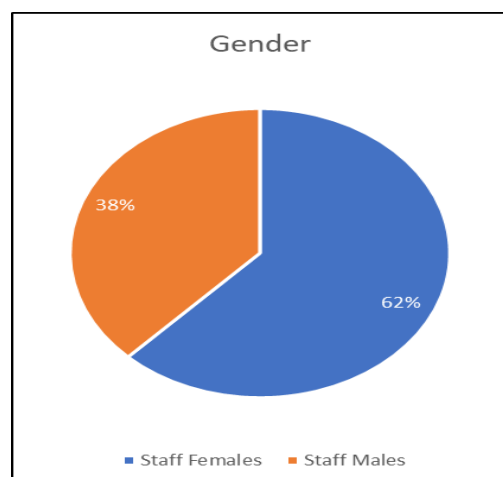
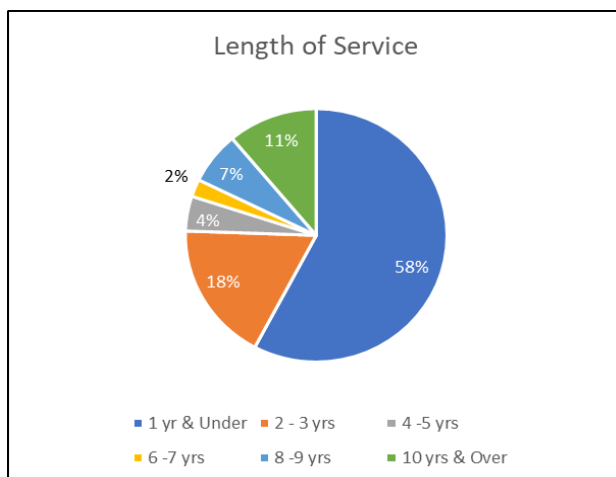
Table: Breakdown of Personnel Movement Actions across January to March 2024

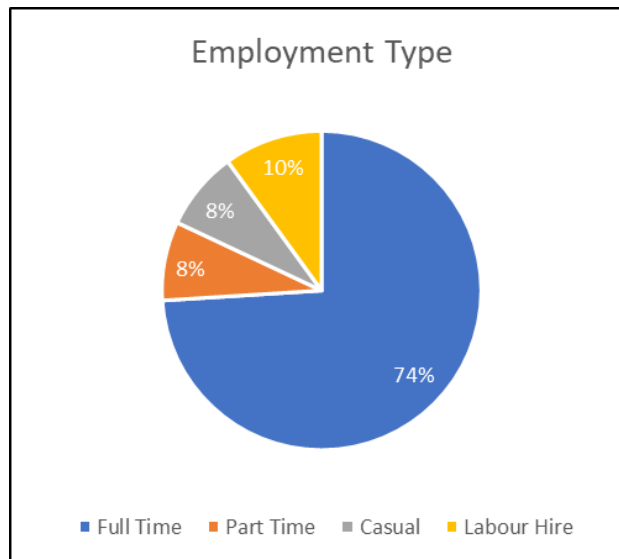
Promotion of roles continues to occur through the *LinkedIn* social media platform, NT News, professional organisations and other job sites to reach a wide network of applicants. Recruitment agencies specialising in local government recruitment were engaged to handle some management contract roles and Lead roles. At the end of the quarter 20 roles were under active recruitment.

Recruitment and Merit Selection training continued through the quarter to ensure staff are aware of obligations and responsibilities in applying meritorious recruitment and constructive onboarding. This helps to ensure that the Council’s hiring processes remain fair, efficient, and aligned with the organisation's strategic goals and values.

Quarterly Workforce Statistics

As of 31 March 2024, our staff comprised people from over 18 different nationalities demonstrating a culturally diverse workforce reflective of our community. Employees, excluding labour hire comprise 56 females and 34 males and the average age of a staff member is 41.15 years, a slight increase from the last quarter. The average length of service with City of Palmerston has increased and is 2.92 years in comparison to 2.86 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:

- Manual Handling Training
- Appropriate Workplace Behaviour Training
- First Aid Training
- Purchase Order and MyESS (CouncilFirst)
- Recruitment and Selection Training
- Management Training
- Psychosocial Hazards Workshop for Executives
- Working with Cultural Differences

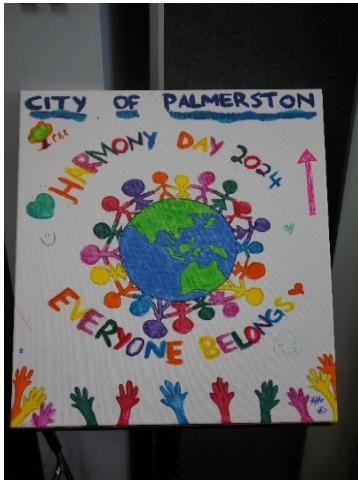
Health and Wellbeing

To celebrate the *International Women’s Day*, musical bingo was held on 8 March 2024 at the Chambers. It was a fun activity that allowed staff members to connect through music whilst recognising the inspiring women in their lives.



Staff members joined the Musical Bingo during International Women’s day celebration

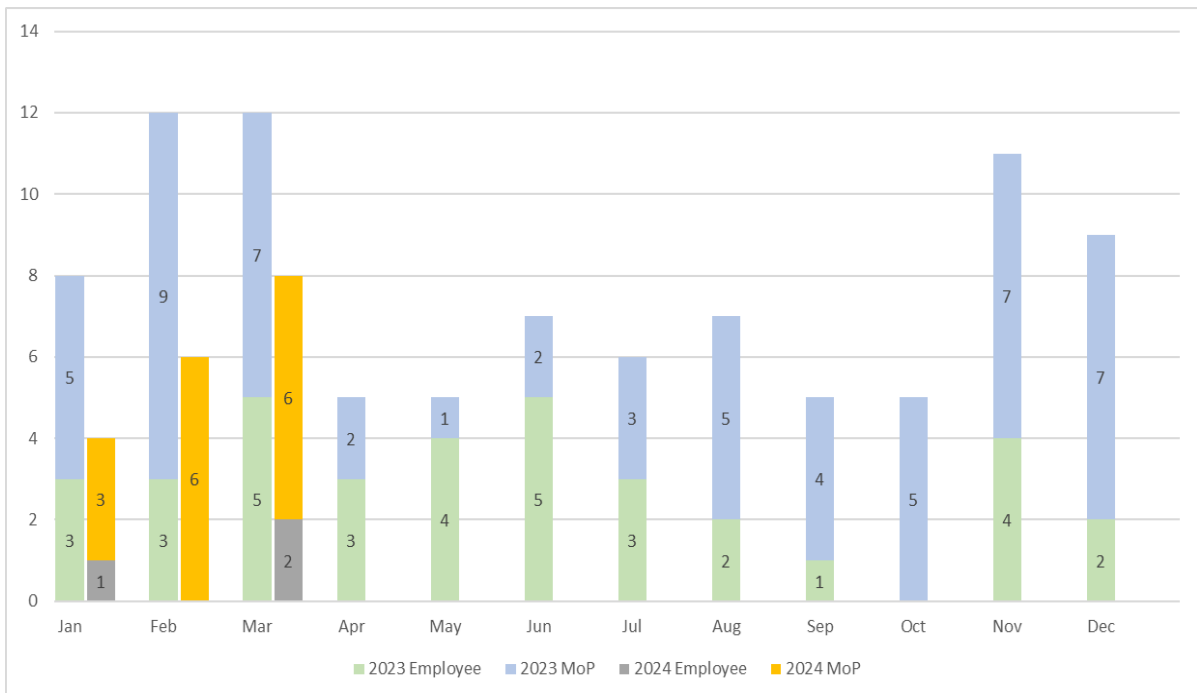
On March 21, City of Palmerston proudly celebrated *Harmony Day*, a significant event that brought together staff and community members to embrace the diversity and richness of their shared experiences. As part of the festivities, everyone was given the opportunity to make a Harmony Day painting. This interactive activity allowed participants to express their passion for diversity and inclusion by contributing their unique and artistic touches to a collective work of art.



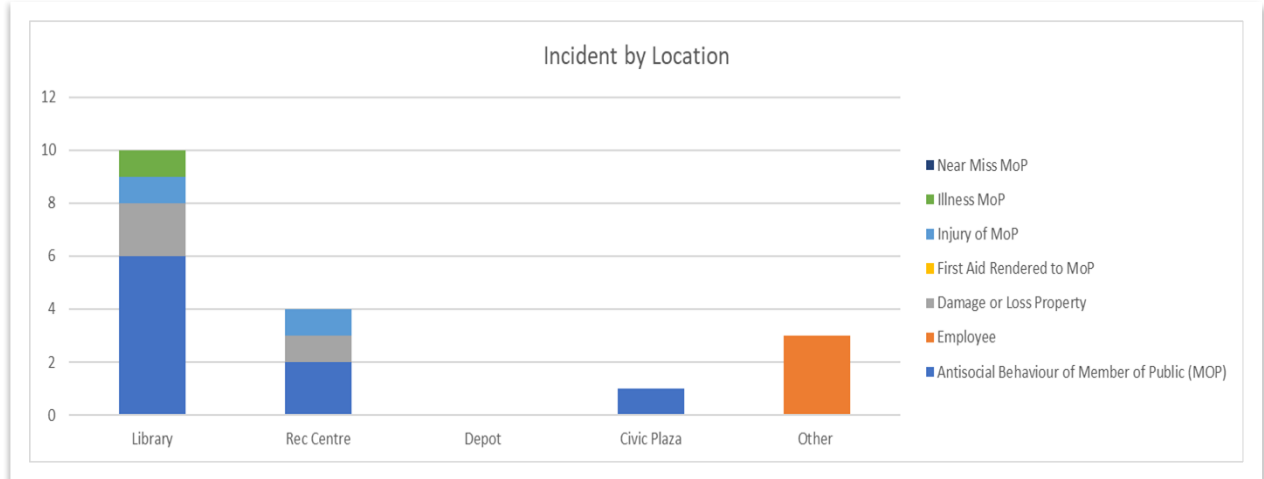
Staff members engaging with community members during Harmony Day celebrations

Safety

This quarter saw a decrease in reported incidents in comparison to the previous quarter, with the majority of these still 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.



Incident Comparison by Month and Year



Incidents by Location

City Activation

Events

Citizens of the Year Cocktail Party – Tuesday 23 January 2024

On 23 January 2024, City of Palmerston held the 2024 Citizens of the Year Cocktail Party at Gray Community Hall, to foster community spirit and acknowledge the contributions of outstanding Palmerston citizens.

The formal event was held in Gray Community Hall to give the Mayor and Elected Members the opportunity to announce and celebrate the nominees in the categories of Community Event of the Year, Young Citizen of the Year and Citizen of the Year, and to thank the nominators for submitting the applications.

The venue provided a suitable setting for such a significant event with consideration being made to the capacity, accessibility and ambiance of the venue.

The CEO welcomed the 75 attendees and introduced the Mayor who handed out Certificates of Achievements to 17 nominees, with the winners in each category being announced at the Australia Day Ceremony.

Once the official celebrations had finished, all attendees were invited to relax and enjoy the refreshments and entertainment and mingle with the VIPs, including, the Chief Minister, MLAs for Brennan, Drysdale, Spillett and Blain and City of Palmerston Elected Members, enhancing the overall experience for nominees, nominators and their families.



Mayor Athina Pascoe-Bell, and 2024 Citizens of the Year Nominees

Australia Day Friday 26 January 2024

Over 350 members of the Palmerston community attended the event, which unfolded seamlessly with a series of engaging activities. It commenced with a beautiful Welcome to Country by Nicole Brown, paying respect to the land's traditional custodians, and a captivating didgeridoo performance by William Hewitt. This was followed by the Tri-service forces executing a flag-raising ceremony. The event was highly inclusive and accessible, incorporating several elements including an AUSLAN interpreter, electric ramp, wide spacing between chairs, big screens for people sitting at the back in addition to catering to dietary requirements.



The Australia Day Awards



Flag march by the Tri-service forces

The program included a Citizenship Ceremony, Student of the Year Awards, Palmerston Australia Day awards, and finished with an afternoon tea. 48 new conferees received their Australian Citizenship by taking the pledge of commitment administered by Mayor Athina Pascoe Bell. All the conferees received a gift bag containing a native plant, an Australian flag for Australia Day and a Kangaroo plush toy. The Honourable Eva Lawler, Chief Minister of the Northern Territory, presented nine Student Citizen Awards to students from Palmerston or who attend schools in Palmerston for their remarkable contributions to the school.



A conferee receiving his Citizenship certificate



Student Citizen of the Year receiving her award

Australia Day Awards recognised local community members for their exceptional contributions and significant impact on the Palmerston community. These awards were presented by His Honour Professor the Honourable Hugh Heggie AO PSM. The Australia Day Award Winners for 2024 are:

- Community Event of the Year 2024 - Eat Up Project.
- Young Citizen of the Year 2024 - Jessica Porter
- Citizen of the Year 2024 - Neville Driver

During the intervals, the audience thoroughly enjoyed the dance performances by the Macondo Dance Group and a solo by Pritha from Puja Cultural Association NT, as well as the Orchestra Legato and Centre for Youth and Community Music Choir.

The event concluded with a cake-cutting ceremony, and the addition of delicious cultural food catered by the Red Cross's Women's Collective enhanced the overall experience.



The Legato Orchestra and Centre for Youth and Community Music Choir



Cake Cutting Ceremony



Macondo Colombian Dance Group

Easter in Palmerston – Saturday 23 to Sunday 24 March 2024

The two-day Easter event featured various activities at different locations.

On Saturday at Event Cinemas Gateway, there were roaming bunnies, free chocolate eggs, face painting, a petting zoo, and an advanced screening of Kung Fu Panda 4. This event proved highly popular, with attendees lining up early for tickets. However, some families missed out due to just the one screening of the movie.

The event continued Sunday at Palmerston Shopping Centre with similar activities and roaming Easter bunnies visiting other shopping centres (Zuccoli, Bakewell and Palmerston Oasis).

Approximately 500-600 people attended the events over the weekend with 1500 chocolate Easter Eggs given away for free by the roaming Easter Bunny.

Overall, the event, coordinated by the Events team for the first time (previously organised by Community Development), received positive feedback, though suggestions included adding more movie screenings and potentially extending the event duration.



Children enjoying the Petting Zoo



Easter themed face painting is always a hit!



Families with the friendly Easter Bunny and free easter eggs



Children painting their own Easter Egg cookie with the option to take home and gift it to their loved one or the more popular option – EAT IT!

Economic Development

Two key actions in the Palmerston Local Economic Plan were identified as key priorities that would inform other future Palmerston Local Economic Plan actions.

One of these priority actions included the development and implementation of a business survey.

Business Survey

Action Market Research was commissioned to develop and administer the survey, selecting 2,000 addresses within the City of Palmerston, at random from the Australian Business Register database to receive a letter from the Mayor with details about the survey.

In addition, Department of Industry, Tourism and Trade shared the link through their database and Action Market Research also conducted 100 telephone interviews as part of the survey delivery.

The survey was live on the website from 11 March – 5 April 2024, advertised through social media platforms and saw staff engaging with local business owners to seek their support by completing the survey.

A detailed report providing updates from the survey will be provided to the Vibrant Economy Advisory Committee (VEAC) in July 2024.

Crime Prevention Through Environmental Design Audit (CPTED)

The Department of Chief Minister and Cabinet (DCM&C) approached City of Palmerston, seeking to collaborate on a Crime Prevention Through Environment Design (CPTED) audit and subsequent report for the Palmerston Central Business District (CBD), an area inclusive of Goyder Square.

The key objective of this project is to develop a comprehensive report, leveraging CPTED principles, to guide the revitalisation and gentrification of the Palmerston CBD, including Goyder Square. The aim is to decrease the likelihood of criminal and anti-social behaviour while bolstering the sustainability of individual commercial enterprises within the vicinity.

\$75,000 in funding has been designated by DCM&C, with Connely Walker winning the tender to deliver a report scheduled for completion by 30 June 2024.

CONSULTATION PROCESS

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

- Marketing and Communications Manager
- Marketing and Communications Officer
- Acting People and Customer Manager
- Customer Experience Coordinator
- Human Resources Team
- City Activation 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 24.6% vacancy rate, however short-term measures have been implemented to address this. City of Palmerston recognises the tough environment in which we are competing for talent and is working on 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.
4. **Inclusion, Diversity and Access**
Failure to balance meeting needs of Palmerston's cultural mosaic
6. **Governance**
Failure to effectively govern.

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



A Place for People

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

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| AGENDA ITEM: | 13.2.2 |
| REPORT TITLE: | Community Benefit Scheme - March Update |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Community Development Officer, Kate Townsend |
| APPROVER: | Acting General Manager Community, Emma Blight |

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 March 2024.

KEY MESSAGES

- City of Palmerston provides funding through the Community Benefit Scheme to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.
- \$217,570 or 94% of the \$230,000 budget for the Community Benefit Scheme has been expended at the time of this report, leaving \$12,430 available for future applications.
- To date, City of Palmerston has awarded 84 Individual Representation Support applications and one (1) team application, with 22 Individual applications awarded in March.
- Council Officers have contacted all multiyear sponsorship recipients to verify conditions of funding have been met in the 2022/2023 year before the next sequence of payments occur.
- Palmerston Golf and Country Club has informed Council that the 2024 NTPGA has been cancelled and they are therefore unable to meet the conditions of funding for their \$30,000 sponsorship from the 2023/24 budget. A report will be presented to Council at the first Ordinary meeting in May detailing a request to defer this year's sponsorship to the 2025/2026 financial year.

RECOMMENDATION

THAT Report entitled Community Benefit Scheme - March 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 individual sports people and members of teams who represent Palmerston while competing or participating in activities, as well as other forms of representation.

This report provides Council with a summary of the Community Benefit Scheme 2023/24 applications to date highlighting requests approved in March 2024.

DISCUSSION

To date CBS has committed \$217,570 to support activities and events which benefit the Palmerston Community. 94% of the total budget for CBS in 2023/24 has now been allocated. The following provides an overview of CBS activity in March 2024:

Sponsorship

No Sponsorship Agreements were awarded this reporting period. To date, City of Palmerston has supported four (4) sponsorships to a total value of \$30,000.

Grants

No Community Grants were awarded this reporting period. To date, City of Palmerston has supported five (5) Community Grants to the total value of \$12,320.

Annual School Awards

No Annual School Awards Donations were made during this reporting period. To date, City of Palmerston has supported ten (10) Annual School Awards to the total value of \$1000. We will again write to the remaining schools to remind them of the opportunity to apply for this initiative.

Environmental Initiative Grants

No Environmental Initiative Grants were awarded this reporting period. To date, City of Palmerston has supported one (1) Environmental Initiative to the value of \$6,000.

Individual Representation Support

22 Individual Representation Support (IRS) Grants were awarded this reporting period to a total value of \$5,500, bringing the total IRS to 84 with one (1) team grant for the year to date. The total amount allocated for IRS to date is \$23,000.

Multiyear Sponsorship Agreements

No multiyear sponsorship agreements were presented to Council this reporting period. To date, City of Palmerston has supported thirteen multi-year agreements to the total value of \$151,500.

Council Officers have contacted all Multiyear Sponsorship Agreement Recipients awarded before this financial year with a reminder of their conditions of funding which need to be verified before the next sequential payment in their schedule will be approved.

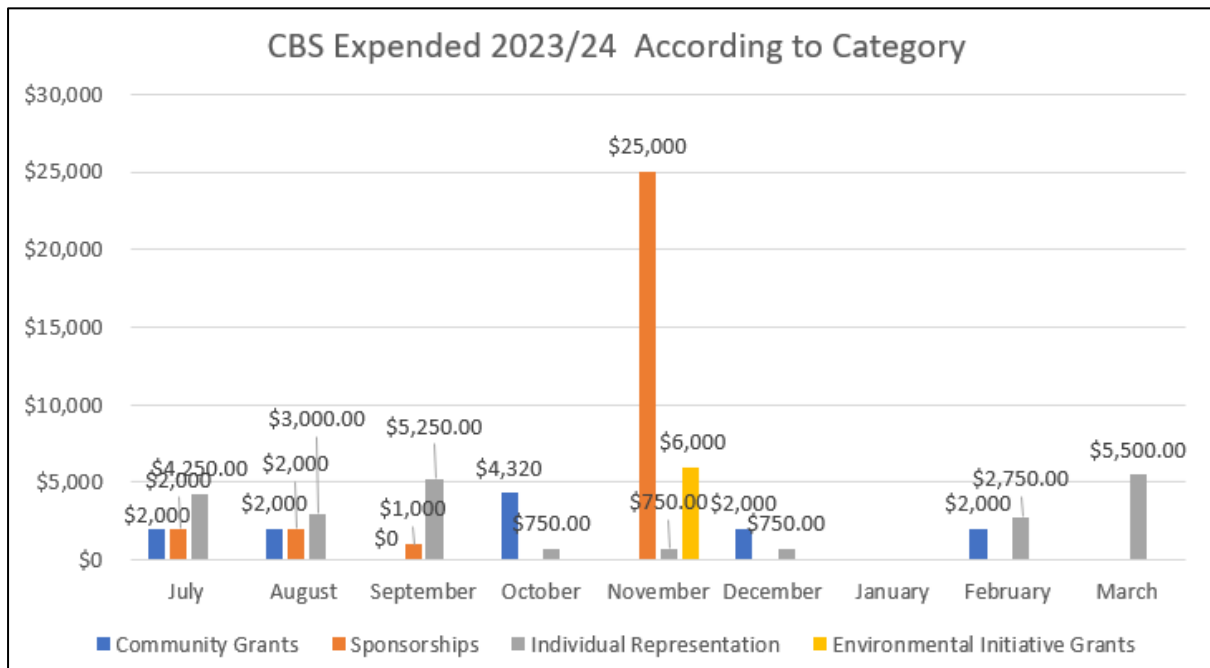
In this process a list of all conditions of funding was provided to each recipient. Each organisation was contacted well in advance of their payment due date and end of financial year, to ensure if any of the conditions had been overlooked, or if they had any difficulty in meeting the funding agreement, they had support to address this.

In this process it was identified that the NTPGA held by the Palmerston Golf and Country Club will not be proceeding this year because of a delay in irrigation works being undertaken on the course. Palmerston Golf and Country Club have submitted a request to Council to alter their funding agreement to defer this payment to the 2025/2026 financial year which will be presented to Council in a report at the next Ordinary Meeting in May.

At the time of writing, only two (2) agreements have not been verified, with Council Officers working with these organisations to ensure this occurs before the end of financial year. Evidence provided by each organisation relating to their conditions of funding will be featured in the CBS Annual Report Presented to Council in July.

A Place for People

The graph below entitled *2023/24 Expended Community Benefit Scheme*, shows expenditure from July 2023 to March 2024 in Community Grants, Sponsorships, Individual Representation Support, and Environmental Initiatives. Further to this Table titled *Committed Multiyear Sponsorships Agreements* details receipts of multiyear agreements. A detailed list of all funds expended is included as **Attachment 13.2.2.1**.



Committed Multiyear Sponsorship Agreements

| Applicants Name | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|-----------------------------------|---------|-------------------|-------------------|----------|----------------|----------|
| Palmerston and Litchfield Seniors | | \$20,000 Annually | | \$22,000 | \$22,000 | \$25,000 |
| 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 | | \$10,000 Annually | | | | |
| RSPCA | | \$10,000 Annually | | | | |
| Palmerston Golf and Country Club | | \$30,000 | \$30,000 | \$30,000 | | |
| Palmerston Rugby Union Club | | | \$5,000 Annually | | | |
| Riding for the Disabled Top End | | | \$20,000 | \$15,000 | \$15,000 | |
| Northern Sharks Rugby League Club | | | \$10,000 Annually | | | |
| Palmerston Boxing Club | | | \$5,000 Annually | | | |
| PaRBA | | | \$10,000 Annually | | | |
| Total 2023/24 | | | | | 151,500 | |

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

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.

Council Policy - Grants, Donations and Sponsorships is under review and will be presented to Council for consideration and adoption in the coming months.

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. \$217,570 has been expended for projects from the CBS budget which will benefit the Palmerston community, with \$12,430 remaining in the Community Benefit Scheme 2023/24 budget. In addition, \$6,000 has been expended for Environmental Initiatives with \$14,000 remaining as per **Attachment 13.2.2.1**.

There is \$151,500 in multi-year agreements in 2023/24, with \$151,500 currently committed for 2024/25.

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 with \$6,000 expended and \$14,000 remaining. Discussions are being held with a local Palmerston business who has expressed interest in submitting a Grant application in April.

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 March 2024 [**13.2.2.1** - 6 pages]

COUNCIL AGENDA Attachment 13.2.2.1

Grants, Donations and Sponsorship Recipients March 2024.

| Date | Name | Activity | Type | Amount |
|--|--|--|-----------|-----------------|
| Community Grants | | | | |
| 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 |
| | Palmerston Boxing Club | Member Management System | Community | \$2000 |
| | Australian Vietnamese Family Association | Vietnamese New Year (Tet) Festival | Community | \$2,000 |
| Total | | | | \$12,320 |
| Individual Representation Support | | | | |
| 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 |
| 19/07/2023 | 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 |

COUNCIL AGENDA Attachment 13.2.2.1

| | | | |
|------------|----------|---|-------|
| 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 |
| 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 |

COUNCIL AGENDA Attachment 13.2.2.1

| | | | |
|------------|---------------------------|---|--------|
| 11/9/2023 | Under 18 | School Sports NT Track and Field | \$250 |
| 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 | U'18 | Bolt to Brisbane | \$250 |
| 12/10/2023 | U'18 | Aust All Schools Athletics Championship | \$250 |
| 21/11/2023 | U'18 | South Queensland Basketball Tour | \$250 |
| 21/11/2023 | U'18 | Disneyland Dance Tour | \$250 |
| 21/11/2023 | U'18 | Disneyland Dance Tour | \$250 |
| 21/11/2023 | U'18 | Greg Norman Golf Tournament | \$250 |
| 12/12/2023 | U'18 | Evolution Dance competition | \$250 |
| 12/12/2023 | U'18 | Evolution Dance Competition | \$250 |
| 18/12/2023 | U'18 | All Australian Athletics | \$250 |
| 30/11/2023 | U'18 | JL Swish Tour | \$250 |
| 29/2/2024 | U'18 | Touch Football Nationals | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 29/2/2024 | U'18 | Top End Region AFL | \$250 |
| 8/3/2024 | U'18 | Touch Football | \$250 |
| 8/3/2024 | U'18 | Touch Football | \$250 |
| 8/3/2024 | U'18 | AFL | \$250 |
| 8/3/2024 | U'18 | Hockey | \$250 |
| 8/3/2024 | U'18 | AFL | \$250 |
| 8/3/2024 | U'18 | Netball | \$250 |
| 8/3/2024 | U'18 | Hockey | \$250 |
| 8/3/2024 | U'18 | Hockey | \$250 |
| 8/3/2024 | U'18 | Judo | \$250 |
| 8/3/2024 | U'18 | AFL | \$250 |
| 15/3/2024 | U'18 | Touch Football | \$250 |

COUNCIL AGENDA Attachment 13.2.2.1

| | | | |
|---|--|---------------------|-----------|
| 15/3/2024 | U'18 | Touch Football | \$250 |
| 15/3/2024 | U'18 | Dance | \$250 |
| 15/3/2024 | U'18 | AFL | \$250 |
| 15/3/2024 | U'18 | Warhammer 40K | \$250 |
| 15/3/2024 | U'18 | Dance | \$250 |
| 15/3/2024 | U'18 | Dance | \$250 |
| 15/3/2024 | U'18 | Soccer | \$250 |
| 15/3/2024 | U'18 | Touch Football | \$250 |
| 15/3/2024 | U'18 | Touch Football | \$250 |
| 15/3/2024 | U'18 | Dance | \$250 |
| 15/3/2024 | U'18 | Scout Camp | \$250 |
| Total | | | \$23,000 |
| Multiyear Sponsorship Agreements | | | |
| 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 |
| 5/9/2023 | Northern Sharks Rugby League Football Club | Multiyear agreement | \$10,000 |
| 12/12/2023 | Palmerston Boxing Club | Multiyear agreement | \$5,000 |
| 20/2/2024 | Palmerston and Regional Basketball Association | Multiyear Agreement | \$10,000 |
| Total | | | \$151,500 |

COUNCIL AGENDA Attachment 13.2.2.1

| Sponsorship | | | |
|---------------------------------|-----------------------------------|---|----------|
| 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 |
| Total | | | \$30,000 |
| Annual School Awards | | | |
| | 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 |
| Total | | | \$1,000 |
| Environmental Initiative Grants | | | |
| 21/7/2023 | Landcare NT | Local Flora, Fauna, and Biodiversity Education sessions | \$6000 |
| Total | | | \$6000 |

COUNCIL AGENDA Attachment 13.2.2.1

| | |
|---|------------------|
| Community Benefit Scheme | \$217,570 |
| Total Environment Initiatives | \$6,000 |
| Total | \$223,570 |
| Amount Remaining CBS | \$12,430 |
| Amount Remaining Environmental Initiatives | \$14,000 |

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.2.3 |
| REPORT TITLE: | Financial Report for the Month of March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Finance Manager, Jeffrey Guilas |
| APPROVER: | 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 March 2024.

KEY MESSAGES

- This report presents the March 2024 financial report and is representative of the year-to-date income and expenditure as at 31 March 2024.
- 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 99% of the annual budget, mainly due to rates levied in July 2023.
- Operating surplus (excluding depreciation) is \$14.43 million as at 31 March 2024. The high operating surplus is mainly due to \$33 million of rates levied and recognised as income, offset by \$22.5 million of expenditure, excluding depreciation. The lower than anticipated expenditure is largely due to operating expenditure invoices awaiting approval and projects delayed due to weather conditions.
- Capital expenditure is at 64% of the \$26.9 million approved Capital budget. The capital program has been reviewed as part of the 2nd Budget Review which is presented in a separate report.
- As at 31 March 2024, the total cash and cash investments were \$29.3 million, which includes \$11.5 million in term deposits in various banking institutions with less than 12 months of maturity and \$17.8 million in our general bank accounts.
- In the month of March 2024, \$2.2 million (79.5%) of the \$3.7 million total creditor payments were paid to local suppliers.
- The Council is compliant with its statutory obligations such as Pay as You Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There was one contract variations during March 2024 that met the criteria under Regulation 42 of the *Local Government (General) Regulations 2021*.

RECOMMENDATION

THAT Report entitled Financial Report for the Month of March 2024 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 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 March 2024.
- The forecast amount is the year-to-date budget (YTD budget). The YTD budget was cash-flowed evenly over 12 months except for rates which were fully cash-flowed in July 2023 and certain other 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 13.2.3.1** which is a traffic-light reporting system highlighting the current health status and areas of interest to Council. Further details are then reported in the body of the report.
- Financial reports are included at **Attachment 13.2.3.2** presenting the financial position of Council as at 31 March 2024.

DISCUSSION

Financial Health

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position.
- The March 2024 ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratios show Council's ability to monitor the cashflows (in and out) and ensure that Council has sufficient cash to cover its obligations.
- The operating surplus ratio of 39% is high due to the \$33.3 million rates and charges revenue recognised for the entire year that was levied in July 2023, and operating expenditure awaiting approval and projects delayed due to weather condition. This ratio will decline in the coming months.
- The debt service ratio of 20.87 indicates we have the capacity to meet our loan obligations. This ratio is high due to the high operating surplus.
- As at March 2024, a total of \$29.3 million (88%) of the \$33.3 million in rates and charges had been collected. The final rates instalment was due on 30 March 2024.
- The current ratio of 3.83 as at 31 March 2024 demonstrates that 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 at 31 March 2024. Refer **Attachment 13.2.3.1**.

- Total Operating Income as at 31 March 2024 is \$36.90 million, which is 99% of the Annual Budget. This is mainly due to rates and waste charges for 2023-24 levied as at July 2023 and the recognition of operating grant revenue at 31 March 2024.
- Total Operating Expenditure at 31 March 2024 is \$30.92 million, which is 68% of the Annual Budget. This is mainly due to the following:
 - \$8.49 million Employee Costs
 - \$8.45 million Depreciation, amortization, and impairment recognised year-to-date
 - \$7.11 million Materials and Contractors
 - \$0.71 million Insurance
 - \$1.59 million Utilities

A Place for People

- \$1.57 million Other Expenses such as program running cost and training costs.
- \$1.26 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 February by \$4.72 million. The underspend is due to a combination of the following:
 - employee expenses are underspent due to current employee vacancies (\$0.66 million).
 - materials and contractors are underspent by \$3.1 million mainly due to pending approvals and project delays due to the wet season.
 - Professional service is underspent by \$0.24 million and Other Expense is underspent by \$0.18 million due to advertising costs and program running costs for events that will be run towards the end of the financial year.

Capital Overview

The dashboard provides an overview of Council's capital expenditure for 2023-24 as per **Attachment 13.2.3.1**. The cashflow forecast of the capital expenditure was cash-flowed evenly over 12 months. This does not allow for the seasonal nature of construction.

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 13.2.3.1** shows that out of the \$26.97 million capital expenditure budget, the actual capital expenditure is \$17.1 million which is 64% of the budget. Expenditure this financial year includes \$14 million Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) expenditure, \$0.6 million in SWELL Secondary Space Upgrade, \$0.74 million in Open Space, \$0.37 million in Roads & Transport, \$0.15 million in Recreation Centre, \$0.40 million in Fleet and \$0.20 million for the Durack Heights Community Centre.

In addition to the \$17.1 million actual expenditure there is a further \$1.07 million in commitments, being contracts awarded with works commenced or about to commence. The 2023-24 Capital Program has been reviewed as part of the 2nd Budget Review which is presented in a separate report. The current expenditure combined with the commitments will present a 70% expenditure against a revised capital budget as per the 2nd budget review. The capital works program, procurement activity and prioritisation of projects will continue to be reviewed to ensure the delivery of critical community infrastructure.

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 | \$0.38M | \$0.03M |
| 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 | \$4.10M | \$0.90M |
| 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) | \$0.50M | \$0.50M | |
| Lake Aerator Project | \$0.10M | \$0.10M | |
| Palmerston Youth Drop In Refund from DIPL | \$0.09M | \$0.09M | |
| Total | \$9.46M | \$7.57M | \$1.89M |

- Grants that have been received are recognised as a grant liability until the assessment of income criteria has been met such as meeting the grant agreement obligations.
- Some of the grant income has not been recognised due to the requirement of project completion and final acquittal reports. As at 31 March 2024, \$6.8 million of grant revenue has met the grant agreement obligations and has been recognised as income.

Cash and Investments

Trading Account: \$14.5 million, Professional Fund: \$3.3 million

Investments: \$11.55 million

Year to Date interest revenue: \$0.87 million

| Cash at Bank and Investments | | | | |
|------------------------------|-----------|-------------------|----------------------|-------|
| Duration | No. | (Million)\$ Value | % of total Portfolio | Limit |
| Cash at bank | 2 | \$17.8M | NA | NA |
| <12months | 8 | \$11.55M | 100% | 100% |
| Total | 10 | \$29.37M | 100% | |

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 March 2024, the Council held \$11.55 million in term deposits across three financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 31 March 2024 was \$14.5 million earning 4.25% interest per annum. Work is currently being done to allocate some funds to term deposits or to NAB professional account whilst ensuring that there are sufficient funds in the trading account to meet operational requirements.
- Cash held by Council in the NAB Professional account as at 31 March 2024 was \$3.3 million, earning interest of 4.45%. 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 13.2.3.2**.

Receivables

Council has \$7.02 million in Receivables, majority of which relates to \$5.06 million rates outstanding, accrued income from grants of \$1.42 million, accrued interest income from term deposit of \$0.33 million and, infringement of \$0.13 million.

Rates

The Dashboard at **Attachment 13.2.3.1** shows the 2023-24 Rates and Waste Charges issued and collected. In July 2023, \$33.3 million rates and charges were levied for 2023-24 with the first instalments due on 30 September 2023, the second instalment due on 30 November 2023 and the third instalment

was due on 30 January 2024. The final quarterly instalments were due on the 30 March 2024. If the final instalment is not paid by 02 April 2024, the outstanding amount is overdue and payable.

- As at 31 March 2024, Council has received \$29.3 million of rates and charges payments. This is equivalent to 88% of the total rates and charges levied.
- The rates received in advance balance of \$1.23 million is accounted for in the balance sheet as a liability as it is refundable.
- The fourth instalment for the 2023-24 Rates levy was due on 30 March 2024.
- For the 2023-24 financial year, there is \$5.06 million rates still to be collected. This includes amounts expected to be paid as part of the 4th quarter instalments, it is anticipated \$2.54 million will be collected by this date. Unpaid rates from the previous instalments for this financial year are now considered overdue which stands at \$1.48 million.
- There is a further overdue rates debt from prior years of \$1.05 million.
- Council may place an overriding statutory charge on the property where rates have been outstanding for at least 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 relate to the 2018-19 financial year and prior.
- There are 20 ratepayers that have approved financial hardship applications for the 2023-24 financial year.

Infringements

- Total infringements outstanding is \$134,711 as at 31 March 2024; this consists of Animals (\$110,094), Public Place (\$3,256), Litter (\$50) and Parking (\$21,311).
- The graph in the dashboard at **Attachment 13.2.3.1** shows the total issued and collected per type of infringement for the month of July 2023 to March 2024.

Sundry Debtors

Sundry debtor as at 31 March 2024 is \$46,000 as presented in **Attachment 13.2.3.2**. This balance relates mostly to invoices raised for upgrades and additional bins FY23-24 and also related to Maintenance of Yards and Long grass Recovery. More details are in section 2.4 Debtor Control Account.

Trade Creditors Paid

Total payments to creditors as of 31 March 2024 amounted to \$3.72 million, of which \$2.0 million (79.45%) were paid to local suppliers.

During March 2024, the primary payments consisted of \$0.21 million to Jacana Energy for utilities/electricity charges, \$0.20 million to the Australian Taxation Office, \$0.20 million to Cleanaway Pty Ltd for waste management, and \$.014 million to M&J Builders Pty Ltd for the Marlow Lagoon basketball half court.

Borrowings

Total external borrowings of \$5.72 million is made up of the following:

- **Archer Land Fill Rehabilitation loan**
The total amount borrowed from NAB was \$1.96 million with the balance as at 31 March 2024 being \$0.85 million. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis. This loan is for 8 years and is due to conclude on 30 June 2027.
- **SWELL loan**
The \$5 million approved loan for the SWELL project was drawn down during December 2023 with a current balance of \$4.87 million. This is a 20-year loan with current variable interest rate of 5.51%.

This loan is renegotiated every 5 years and repriced quarterly. The next repricing of this variable rate is due on 28 June 2024.

Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
 - Council has remitted \$2.31 million Year-to-Date (YTD) in Pay-As-You-Go (PAYG) tax to the Australian Taxation Office (ATO). The PAYG withholding tax is regularly reported to the Australian Taxation Office on a fortnightly basis by Council.
 - The Business Activity Statement (BAS) balance for the month ended 29 February 2024 reported during March 2024 as a Goods Services Tax refund of \$0.24 million. The March 2024 BAS will be finalised during April 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. | Supplier: GHD Designs Pty Ltd Date: 15 March 2024 Supplies Provided: Detailed design and construction documentation of the Driver Community Centre, a provisional item of the contract. Original contract cost: \$102,409.00 Total contract costs: \$261,599.00 Percentage increase from original contract cost to total contract cost: 155.45% Applicable provision: Section 42 (4)(b)(i) of the <i>Local Government (General) Regulations 2021</i> |
| 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%. | Nil |

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 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

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

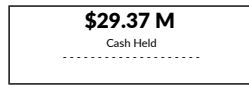
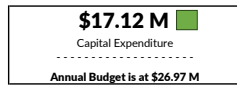
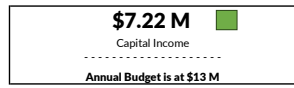
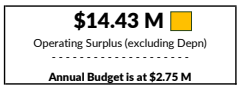
ATTACHMENTS

1. Dashboard [13.2.3.1 - 1 page]
2. Financial Report March 2024 [13.2.3.2 - 27 pages]

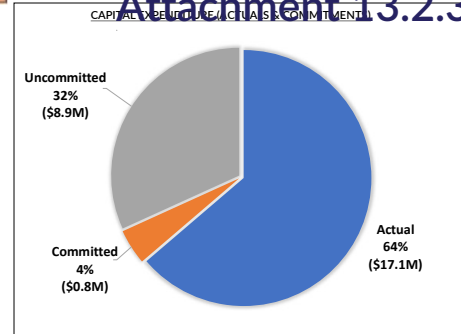
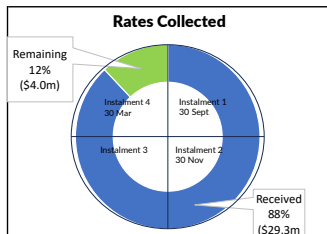
As at 31 March 2024

DASHBOARD

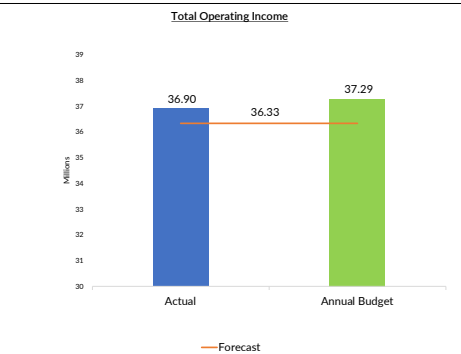
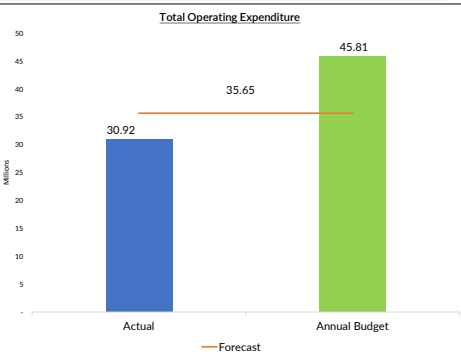
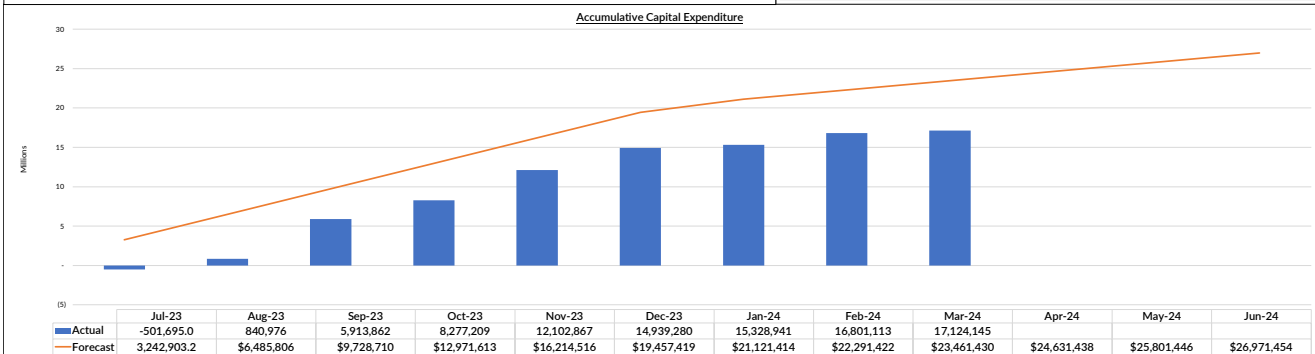
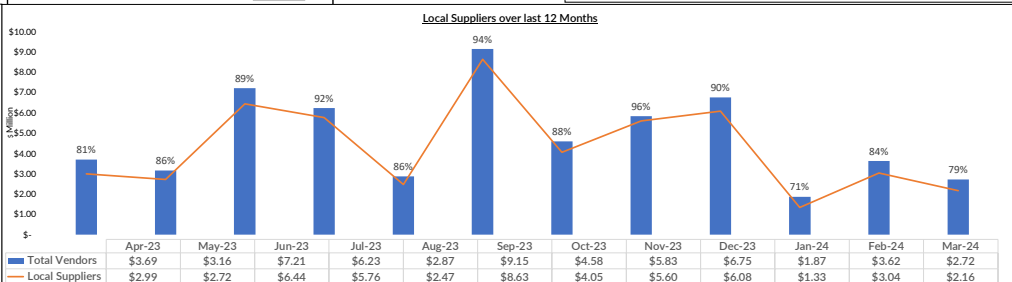
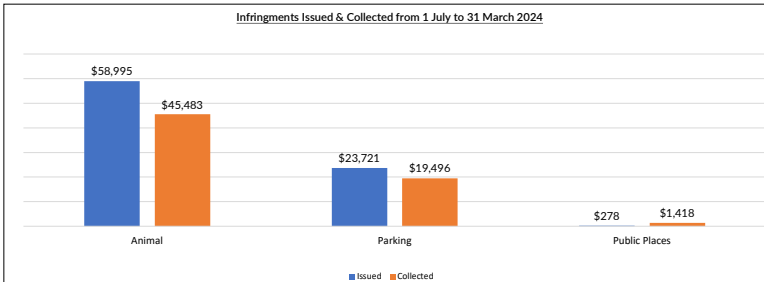
COUNCIL AGENDA Attachment 13.2.3.1



| Financial Health Ratios | MP KPI | As at March 24 | Status |
|-------------------------|--------|----------------|---|
| Operating Surplus Ratio | >13% | 39% | \$33.3M of rates for the whole year levied in July. Will drop as the year goes by |
| Debt Service Ratio | >8.51 | 20.87 | High due to high operating income + depreciation |
| Rates Collection | >95% | 88% | Ratio will be in line after the final instalment's due |
| Current Ratio | >2.74 | 3.83 | |



Legends
■ On Track
■ Explanation Required
■ Off Track





Financial Management Reports

March 2024

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

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March 2024

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| | 1.3 | Budget Summary by Directorates |
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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 March 2024 best reflects the financial affairs of the Council.



Luccio Franco Cercarelli
Chief Executive Officer

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

31 March 2024

75%

Executive Summary as at
% of year passed

1.2 - Executive Summary

| Description | Annual Budget \$ | YTD Actual \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Operating Income | | | | | | |
| Rates | 25,806,363 | 25,714,475 | 100% | 25,791,363 | 100% | |
| Charge | 7,534,269 | 7,649,744 | 102% | 7,534,269 | 102% | |
| Fees & Charges | 933,318 | 841,709 | 90% | 744,405 | 113% | 1 |
| Grants, Subsidies & Contributions | 1,325,864 | 1,299,354 | 98% | 994,644 | 131% | 2 |
| Interest & Investment Revenue | 1,671,202 | 1,362,377 | 82% | 1,254,151 | 109% | |
| Other Income | 15,785 | 33,628 | 213% | 11,417 | 295% | 3 |
| Operating Income | 37,286,801 | 36,901,288 | 99% | 36,330,249 | 102% | |
| Operating Expenditure | | | | | | |
| Employee Costs | -12,207,233 | -8,495,932 | 70% | -9,152,076 | 93% | 4 |
| Materials & Contractors | -12,615,298 | -7,111,784 | 56% | -10,512,299 | 68% | 5 |
| Depreciation, Amortisation & Impairment | -11,270,000 | -8,452,500 | 75% | -8,449,119 | 100% | |
| Elected Members Allowances | -428,200 | -263,182 | 61% | -322,023 | 82% | 6 |
| Elected Members Expenses | -39,745 | -29,777 | 75% | -30,164 | 99% | |
| Professional Services | -2,004,589 | -1,261,765 | 63% | -1,497,298 | 84% | 7 |
| Auditor's Remuneration | -39,848 | -40,190 | 101% | -29,886 | 134% | 8 |
| Utilities | -2,332,117 | -1,588,089 | 68% | -1,748,388 | 91% | |
| Legal Expenses | -315,700 | -279,352 | 88% | -220,404 | 127% | 10 |
| Telephone & Other Communication Charges | -264,456 | -160,273 | 61% | -208,342 | 77% | |
| Donations, Sponsorships & Grants | -255,000 | -89,370 | 35% | -191,208 | 47% | 9 |
| Software, Hardware, Stationery, Subscriptions | -1,061,090 | -735,923 | 69% | -802,917 | 92% | |
| Insurance | -615,083 | -714,313 | 116% | -604,951 | 118% | 11 |
| Borrowing Costs | -179,477 | -133,985 | 75% | -134,608 | 100% | |
| Other Expenses | -2,177,335 | -1,568,179 | 72% | -1,748,484 | 90% | 17 |
| Operating Expenditure | -45,805,171 | -30,924,614 | 68% | -35,652,166 | 87% | |
| OPERATING SURPLUS/(DEFICIT) | -8,518,370 | 5,976,674 | | 678,083 | | |
| Capital Income | | | | | | |
| Net gain (loss) on disposal or revaluation of assets | 299,737 | 175,909 | 59% | 224,713 | 78% | 13 |
| Developer Contributions | 200,000 | 220,350 | 110% | 149,940 | 147% | 14 |
| Asset Income | 3,000,000 | 0 | 0% | 0 | 0% | 13 |
| Grants received | 9,498,744 | 6,828,314 | 72% | 8,992,192 | 76% | 15 |
| Capital Income | 12,998,481 | 7,224,572 | 56% | 9,366,845 | 77% | |
| Net SURPLUS / (DEFICIT) transferred to Equity Statement | 4,480,111 | 13,201,246 | | 10,044,928 | | |
| Asset Purchase | -3,459,387 | -1,694,528 | 49% | -2,594,540 | 65% | |
| Asset Upgrade | -23,512,067 | -15,429,618 | 66% | -17,634,051 | 87% | |
| Capital Expenditure | -26,971,454 | -17,124,145 | 63% | -20,228,591 | 85% | 16 |

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

31 March 2024

75%

Executive Summary as at
% of year passed

1.2 - Executive Summary

| Description | Annual Budget \$ | YTD Actual \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------|------------------|--------------------------------|-------------------|-----------------------------|-------|
| Less Non-Cash Expenditure | -11,270,000 | -8,452,500 | 75% | -8,449,119 | 100% | |
| Plus Gifted Assets | 3,000,000 | 0 | 0% | 0 | 0% | |
| NET CAPITAL SURPLUS/(DEFICIT) | -14,221,343 | 4,529,601 | | -1,734,544 | | |
| Borrowings | 5,000,000 | 5,000,000 | 100% | 5,000,000 | 100% | |
| Less Repayment of Borrowings | -517,000 | -241,433 | 47% | -419,000 | 58% | 12 |
| Reserve Movement | 9,738,343 | -3,001,839 | 0 | 9,591,184 | 0 | |
| NET OPERATING SURPLUS/(DEFICIT) | 0 | 6,286,329 | | 12,437,640 | | |

Notes

1. Received higher animal registration fees, development fees, facility hire fees, and library services fees than what was projected for the period.
2. The variance is due to the additional CPTED (Crime Prevention Through Environmental Design), and library grant.
3. Received \$22K more income than anticipated for bin upgrade.
4. Actual employee expenditure for the period is lower than budgeted due to a number of vacant position.
5. Actual expenditure for materials and contractors is lower than budget due to \$2.5m in invoices waiting on approval and projects delayed due to seasonal weather conditions.
6. The underspend is due to the timing of allowance payments. Elected member allowances are paid in arrears.
7. The underspend is due to the seasonality of events held.
8. The variance is due to timing of audit work completed.
9. The actual expense for donations, sponsorships and grants is lower than budget due to the timing of when actual invoices and/or grant applications are received. The majority of expenditure in this area will be incurred in the last quarter of the financial year.
10. Legal costs are higher than budgeted and will be monitored to ensure that there is adequate budget as required.
11. Insurance costs are higher than budgeted partly due to timing of the payment of invoices as well as the increase in insurance costs. All insurance has been paid for the 2023-24 financial year.
12. Repayment of borrowings are lower than budgeted partly due to the timing of the SWELL loan which was not drawn down until December 2023.
13. Asset revaluation and asset income (gifted assets) recognition are undertaken towards the end of the financial year.
14. Income on subdivisional work for Zuccoli Village Phase 3.8 has been recognised. The variance is due to the timing of projects and receipt of developer contributions.
15. Variance is due to timing. Grants that have met the recognition criteria have been recorded as income with the remaining grants received being recognised within the grants liability. Further details are found in Report 1.4.
16. The variance is due to the timing of capital projects being delivered.
17. The variance is due to the timing of operational projects being delivered.



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2
Financial Results
31 March 2024
75%

Budget Summary Report By Directorate as at
% of year passed

1.3 - 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 | 18,525 | 5% | 279,461 | 7% | 1 |
| Office of the Chief Executive | 372,615 | 18,525 | 5% | 279,461 | 7% | |
| Deputy Chief Executive | | | | | | |
| Deputy Chief Executive | 0 | 0 | 0% | 0 | 0% | |
| Finance & Governance | | | | | | |
| GM Finance & Governance | 69,474 | 55,966 | 81% | 52,106 | 107% | |
| Financial Services | 1,126,042 | 910,838 | 81% | 844,531 | 108% | |
| Rates | 25,942,030 | 25,855,973 | 100% | 25,896,363 | 100% | |
| Finance & Governance | 27,137,546 | 26,822,776 | 99% | 26,793,000 | 100% | |
| Community & Culture | | | | | | |
| Diversity and Inclusion Activities | 0 | 10,000 | 0% | 0 | 0% | 2 |
| Events Promotion | 3,000 | 235,045 | 7835% | 1,984 | 11849% | 2 |
| Health and Wellbeing Services | 2,785 | 0 | 0% | 1,671 | 0% | |
| Library Services | 667,844 | 741,875 | 111% | 500,882 | 148% | 2 |
| Senior Citizens | 2,048 | 2,000 | 98% | 2,048 | 98% | |
| Youth Services | 300,000 | 229,587 | 77% | 225,000 | 102% | |
| Animal Management | 359,000 | 297,625 | 83% | 313,709 | 95% | |
| Parking & Other Ranger Services | 104,000 | 34,406 | 33% | 77,955 | 44% | 3 |
| Community & Culture | 1,438,677 | 1,550,539 | 108% | 1,123,248 | 138% | |
| Infrastructure | | | | | | |
| Civic Centre | 140,000 | 121,857 | 87% | 105,000 | 116% | 4 |
| Driver Resource Centre | 0 | 136 | 0% | 0 | 0% | |
| Gray Community Hall | 10,000 | 21,634 | 216% | 7,500 | 288% | 5 |
| Private Works | 43,333 | 38,115 | 88% | 30,000 | 127% | 6 |
| Recreation Centre | 12,000 | 14,020 | 117% | 9,000 | 156% | 5 |
| Roads & Transport | -47,799 | 48,033 | -100% | -35,849 | -134% | |
| Subdivisional Works | 100,000 | 163,054 | 163% | 75,000 | 217% | 7 |
| Waste Management | 7,534,269 | 7,678,717 | 102% | 7,534,269 | 102% | |
| Odegard Drive Investment Property | 446,160 | 340,863 | 76% | 334,620 | 102% | |
| Durack Heights Community Centre | 0 | 8,018 | 0% | 0 | 0% | |
| Goyder Square | 100,000 | 75,000 | 75% | 75,000 | 100% | |
| Infrastructure | 8,337,963 | 8,509,448 | 102% | 8,134,540 | 105% | |
| OPERATING INCOME | 37,286,801 | 36,901,288 | 99% | 36,330,249 | 102% | |

Notes

1. The variance relates to Fibersense grants that is currently sitting in Liability.
2. Additional funding of \$225k was received for CPTED Grant and not included in the budget.
3. The variance is due to lower fines being issued.
4. Rental income is higher than budgeted.
5. The facility bookings have exceeded budget estimates.
6. The variance is due to higher income than expected.
7. Higher developer contributions were received for the period than projected.


Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

Budget Summary Report By Directorate as at
% of year passed

31 March 2024

75%

1.3 - Operating Expenditure

| | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Office of the Chief Executive | | | | | | |
| Councillors | -467,945 | -310,461 | 66% | -352,187 | 88% | 1 |
| Office of the CEO | -1,252,641 | -675,936 | 54% | -936,754 | 72% | 2 |
| Office of the Chief Executive | -1,720,586 | -986,396 | 57% | -1,288,941 | 77% | |
| Deputy Chief Executive / People & Place | | | | | | |
| Deputy Chief Executive Officer | -479,735 | -444,079 | 93% | -359,657 | 123% | 3 |
| Customer Experience | -359,974 | -215,019 | 60% | -269,872 | 80% | 2 |
| People and Customer | -1,069,464 | -960,124 | 90% | -801,436 | 120% | 4 |
| Public Relations and Communications | -896,801 | -646,890 | 72% | -674,517 | 96% | |
| Deputy Chief Executive / People & Place | -2,805,974 | -2,266,111 | 81% | -2,105,483 | 108% | |
| Finance & Governance | | | | | | |
| GM Finance & Governance | -518,046 | -381,148 | 74% | -387,980 | 98% | |
| Records Management | -399,642 | -245,871 | 62% | -299,592 | 82% | 2 |
| Financial Services | -12,762,086 | -9,704,544 | 76% | -9,567,720 | 101% | |
| Rates | -95,700 | -18,708 | 20% | -58,719 | 32% | 5 |
| Governance | -1,258,293 | -1,136,091 | 90% | -1,081,147 | 105% | 6 |
| Finance & Governance | -15,033,767 | -11,486,361 | 76% | -11,395,158 | 101% | |
| Community & Culture | | | | | | |
| Arts & Culture | -80,547 | -39,824 | 49% | -71,597 | 56% | 7 |
| Community Development | -1,151,306 | -868,500 | 75% | -863,314 | 101% | |
| Diversity and Inclusion Activities | -36,000 | -23,533 | 65% | -32,000 | 74% | 7 |
| Events Promotion | -533,510 | -431,122 | 81% | -473,157 | 91% | |
| Families & Children | -47,679 | -25,687 | 54% | -37,106 | 69% | 8 |
| Health and Wellbeing Services | -42,000 | -22,538 | 54% | -37,328 | 60% | 8 |
| Library Services | -1,513,946 | -1,085,830 | 72% | -1,166,560 | 93% | 2 |
| Senior Citizens | -6,656 | -7,712 | 116% | -5,916 | 130% | 8 |
| Youth Services | -417,019 | -264,347 | 63% | -324,345 | 82% | |
| Director Community & Culture | -566,470 | -168,305 | 30% | -424,683 | 40% | 2 |
| Safe Communities | -20,000 | -10,002 | 50% | -17,776 | 56% | 8 |
| Animal Management | -166,161 | -61,737 | 37% | -138,264 | 45% | 8 |
| Parking & Other Ranger Services | -1,021,889 | -814,454 | 80% | -766,183 | 106% | |
| Community & Culture | -5,603,183 | -3,823,590 | 68% | -4,358,228 | 88% | |
| Infrastructure | | | | | | |
| Information Technology | -1,879,370 | -1,208,403 | 64% | -1,432,677 | 84% | 9 |
| Aquatic Centre | -661,924 | -362,338 | 55% | -501,062 | 72% | 10 |
| Civic Centre | -265,173 | -172,374 | 65% | -222,425 | 77% | 11 |
| Depot | -74,377 | -50,681 | 68% | -58,088 | 87% | |
| Driver Resource Centre | -24,173 | -16,879 | 70% | -18,436 | 92% | |
| Emergency Operations | -10,557 | -6,766 | 64% | -7,915 | 85% | |
| Gray Community Hall | -66,929 | -59,685 | 89% | -55,247 | 108% | |

Section 2 Financial Results

31 March 2024
75%


Budget Summary Report By Directorate as at % of year passed

1.3 - Operating Expenditure

| | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|------------------------------------|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Director Infrastructure | -802,929 | -630,138 | 78% | -602,122 | 105% | |
| Open Space | -5,406,321 | -2,710,153 | 50% | -4,312,077 | 63% | 12 |
| Private Works | -105,776 | -84,500 | 80% | -79,300 | 107% | |
| Recreation Centre | -292,965 | -215,652 | 74% | -233,067 | 93% | |
| Roads & Transport | -1,732,365 | -1,018,674 | 59% | -1,375,577 | 74% | 12 |
| Stormwater Infrastructure | -169,268 | -110,289 | 65% | -140,000 | 79% | 12 |
| Street Lighting | -1,161,005 | -881,917 | 76% | -886,947 | 99% | |
| Subdivisional Works | -20,000 | -11,535 | 58% | -14,994 | 77% | 12 |
| Waste Management | -7,296,038 | -4,361,412 | 60% | -6,048,178 | 72% | 12 |
| Odegaard Drive Investment Property | -127,007 | -116,530 | 92% | -97,232 | 120% | 15 |
| Durack Heights Community Centre | -33,053 | -35,422 | 107% | -26,492 | 134% | 13 |
| CBD Car Parking | -63,351 | -45,546 | 72% | -52,578 | 87% | 5 |
| Goyder Square | -228,028 | -159,178 | 70% | -174,189 | 91% | |
| Fleet | -221,052 | -104,083 | 47% | -165,753 | 63% | 14 |
| Infrastructure | -20,641,661 | -12,362,155 | 60% | -16,504,356 | 75% | |
| OPERATING EXPENDITURE | -45,805,171 | -30,924,614 | 68% | -35,652,166 | 87% | |

Notes

1. The underspend in Elected member payment is due to payments made in arrears.
2. The variance is due to vacant positions that are currently being filled.
3. Employee costs are higher in this area but offset by underspends in other areas.
4. The variance is due to advertising costs related to recruitment and external consultant hire.
5. The variance is due to timing of cost incurred.
6. Insurance costs are higher than budgeted partly due to timing of the payment of invoices as well as the increase in insurance costs. All insurance has been paid for the 2023-24 financial year.
7. The underspend is due to fewer programs being run during this period but this is projected to pick up in the last quarter of the year.
8. The underspend is mainly due to vacant positions and timing of invoices being received.
9. The underspend is mainly due to the timing of the expense for software licenses.
10. The underspend is due to the delays in utilities invoices and approval of contractor payments.
11. The variance to budget is due to less building maintenance being undertaken.
12. The underspend is due to the timing of the projects which is expected to meet budget by the end of the financial year.
13. The overspend is due to cleaning costs being higher than budgeted.
14. The underspend is due to the timing vehicle registration repairs and maintenance.
15. The overspend is due to repairs and maintenance costs higher than budgeted



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

31 March 2024

75%


Budget Summary Report By Directorate as at % of year passed

1.4 - Capital Income

| | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | |
|--------------------------------------|-------------------|------------------|--------------------------------|------------------|-----------------------------|---|
| Office of the Chief Executive | | | | | | |
| Office of the Chief Executive | 0 | 0 | 0% | 0 | 0% | |
| Deputy Chief Executive | | | | | | |
| Deputy Chief Executive | 0 | 0 | 0% | 0 | 0% | |
| Finance & Governance | | | | | | |
| Financial Services | 3,000,000 | 0 | 0% | 0 | 0% | 1 |
| Finance & Governance | 3,000,000 | 0 | 0% | 0 | 0% | |
| Community & Culture | | | | | | |
| Library Services | 48,185 | 922 | 2% | 48,185 | 2% | 2 |
| Animal Management | 110,300 | 9,600 | 9% | 110,300 | 9% | 2 |
| Community & Culture | 158,485 | 10,522 | 7% | 158,485 | 7% | |
| Infrastructure | | | | | | |
| Information Technology | 350,366 | 0 | 0% | 350,366 | 0% | 2 |
| Aquatic Centre | 5,527,936 | 5,519,114 | 100% | 5,477,876 | 101% | |
| Gray Community Hall | 0 | 475 | 0% | 0 | 0% | |
| Director Infrastructure | 978,365 | 455,743 | 47% | 875,269 | 52% | 2 |
| Open Space | 620,465 | 390,628 | 63% | 495,315 | 79% | 2 |
| Roads & Transport | 1,018,418 | 175,692 | 17% | 852,747 | 21% | 2 |
| Street Lighting | 319,967 | 0 | 0% | 257,392 | 0% | 2 |
| Subdivisional Works | 200,000 | 220,350 | 110% | 149,940 | 147% | 3 |
| Waste Management | 374,743 | 73,523 | 20% | 374,743 | 20% | 2 |
| Durack Heights Community Centre | 150,000 | 202,132 | 135% | 150,000 | 135% | 5 |
| Goyder Square | 0 | 485 | 0% | 0 | 0% | |
| Fleet | 299,737 | 175,909 | 59% | 224,713 | 78% | 4 |
| Infrastructure | 9,839,996 | 7,214,050 | 73% | 9,208,360 | 78% | |
| CAPITAL INCOME | 12,998,481 | 7,224,572 | 56% | 9,366,845 | 77% | |

Notes

1. The capital income for gifted assets is recognised at the end of the financial year.
2. This capital income relates to grants, which must meet recognition criteria to be recorded as income. Therefore, the variance is due to the timing of the project.
3. The variance is due to the higher developer contributions received relating to Zuccoli Village Phase 3.8.
4. Variance related to the timing of disposal of aged fleet vehicles.
5. Income recognised for LRC13 was more than budgeted.


Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

Budget Summary Report By Directorate as at 31 March 2024
% of year passed 75%

1.4 - Capital Expenditure

| | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|---------------------------------|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Community & Culture | | | | | | |
| Arts & Culture | -231,601 | -11,594 | 5% | -173,701 | 7% | 1 |
| Library Services | -188,894 | -922 | 0% | -141,671 | 1% | 1 |
| Animal Management | -110,300 | -9,600 | 9% | -82,725 | 12% | 1 |
| Community & Culture | -530,795 | -22,116 | 0 | -398,096 | 6% | |
| Infrastructure | | | | | | |
| Information Technology | -1,831,298 | -203,481 | 11% | -1,373,473 | 15% | 1 |
| Aquatic Centre | -12,443,939 | -14,012,974 | 113% | -9,332,954 | 150% | 5 |
| Civic Centre | -56,320 | -16,060 | 29% | -42,240 | 38% | 1 |
| Depot | -151,146 | -35,717 | 24% | -113,359 | 32% | 1 |
| Driver Resource Centre | -194,940 | -37,109 | 19% | -146,205 | 25% | 1 |
| Director Infrastructure | -2,111,797 | -690,946 | 33% | -1,583,848 | 44% | 1 |
| Open Space | -3,283,825 | -735,924 | 22% | -2,462,869 | 30% | 1 |
| Recreation Centre | -156,972 | -152,733 | 97% | -117,729 | 130% | 3 |
| Roads & Transport | -3,025,399 | -373,045 | 12% | -2,269,049 | 16% | 4 |
| Stormwater Infrastructure | -184,320 | 0 | 0% | -138,240 | 0% | 4 |
| Street Lighting | -780,469 | -165,733 | 21% | -585,352 | 28% | 4 |
| Subdivisional Works | -100,000 | 0 | 0% | -75,000 | 0% | 1 |
| Waste Management | -1,502,927 | -73,523 | 5% | -1,127,196 | 7% | 1 |
| Durack Heights Community Centre | -222,150 | -202,132 | 91% | -166,612 | 121% | 2 |
| Fleet | -395,158 | -402,655 | 102% | -296,369 | 136% | 6 |
| Infrastructure | -26,440,660 | -17,102,030 | 65% | -19,830,495 | 86% | |
| CAPITAL EXPENDITURE | -26,971,454 | -17,124,145 | 63% | -20,228,591 | 85% | |

Note

1. The variance is due to the timing of capital projects being delivered.
2. The variance is due to aircon maintenance work at Durack Community Centre has been completed.
3. Project is completed and invoices have been received and yet to be approved. The variance is due to cashflowing of the budget equally over 12 months.
4. The variance is due to the timing of the projects. Further work is expected between April to June.
5. The overspend is due to contract variations which will be funded as per Council Decision 10/1071 and will be amended in the second budget review process.
6. The fleet annual budget has been fully expended.


Approved by: Finance Manager

Section 2
Financial Results

Capital Expenditure & Funding as at 31 March 2024
% of year passed 75%

1.4 - Capital Expenditure & Funding

| CAPITAL EXPENDITURE | Annual Budget | Actuals |
|---|-------------------|-------------------|
| Land & Buildings | 20,550,371 | 15,677,634 |
| Other Assets (including furniture & office equip) | 1,217,000 | 178,372 |
| Fleet | 395,158 | 402,655 |
| Infrastructure (including roads, footpaths, park furniture) | 4,808,925 | 865,484 |
| TOTAL CAPITAL EXPENDITURE | 26,971,454 | 17,124,145 |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | | |
| Operating Income | 4,398,742 | 2,755,703 |
| Capital Grants | 9,498,744 | 6,586,157 |
| Transfers from Cash Reserves | 8,073,968 | 2,782,285 |
| Borrowings | 5,000,000 | 5,000,000 |
| TOTAL CAPITAL EXPENDITURE FUNDING | 26,971,454 | 17,124,145 |



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2
Financial Results

Major Capital Works as at
% of year passed

31 March 2024
75%

1.5 Major Capital Works

| Project Code | Class of Assets | Capital Project (>\$150,000 threshold) | Total Prior Year(s) Actuals \$ (A) | Revised Budget 2023-24 (B) | YTD Actuals \$ (C) | Total Actuals \$ (D = A + C) | Total Planned Budget \$ | % Spent | Total Yet to Spend \$ | Project Status | Expected Project Completion Date |
|--------------|-------------------|--|---|----------------------------------|--------------------------|---------------------------------|-------------------------------|------------|--------------------------|--------------------|-------------------------------------|
| PRJ10057 | Buildings | Driver Resource Centre Upgrade | 65,300.50 | 184,699.50 | 37,108.50 | 102,409.00 | 250,000.00 | 41% | \$ 147,591.00 | Design | Jun-24 |
| PRJ10068 | Fleets | Fleet Purchases | 412,213.74 | 395,158.35 | 402,654.85 | 814,868.59 | 807,372.09 | 101% | \$ (7,496.50) | Completed | Mar-24 |
| PRJ10133 | Buildings | Vibrant Zuccoli PR6JECT-5 (Zuccoli Community Hub) | - | 250,000.00 | - | - | 250,000.00 | 0% | \$ 250,000.00 | Civil design phase | Future years |
| PRJ10219 | Buildings | Artwork - Sculpture | - | 231,600.80 | 11,593.50 | 11,593.50 | 231,600.80 | 5% | \$ 220,007.30 | In progress | Future years |
| PRJ10272 | IT | Smart Technology Project (FiberSense) | 1,206,866.00 | 531,297.82 | - | 1,206,866.00 | 1,738,163.82 | 69% | \$ 531,297.82 | In progress | Future years |
| PRJ10280 | IT | IT - ERP Review | - | 1,100,000.00 | 85,092.19 | 85,092.19 | 1,100,000.00 | 8% | \$ 1,014,907.81 | In progress | Future years |
| PRJ10303 | Buildings | Water Aquifer Preservation Strategy | - | 200,000.00 | - | - | 200,000.00 | 0% | \$ 200,000.00 | Not commenced | Future years |
| PRJ10310 | Land Improvements | 21/22 Archer Waste Management Facility Renewals | 171,815.40 | 1,302,927.39 | - | 171,815.40 | 1,474,742.79 | 12% | \$ 1,302,927.39 | Design | Future years |
| PRJ10378 | Buildings | SWELL Secondary Space Upgrade | 74,257.27 | 519,174.73 | 624,170.54 | 698,427.81 | 593,432.00 | 118% | \$ (104,995.81) | In design | Apr-24 |
| PRJ10380 | Buildings | Pump Parks/skate parks Zuccoli | 14,249.00 | 675,751.00 | 7,558.60 | 21,807.60 | 690,000.00 | 3% | \$ 668,192.40 | In design | Dec-24 |
| PRJ10384 | Buildings | Durack Community Arts Centre A/C & Solar (LRCl R3) | 10,191.45 | 212,882.55 | 202,131.60 | 212,323.05 | 223,074.00 | 95% | \$ 10,750.95 | Completed | Nov-23 |
| PRJ10388 | Buildings | SWELL - Construction | 7,200,885.90 | 12,199,114.10 | 13,184,957.06 | 20,385,842.96 | 19,400,000.00 | 105% | \$ (985,842.96) | Completed | Dec-23 |
| PRJ10394 | Land Improvements | Archer Recycling Modernisation Project | - | 200,000.00 | 73,522.50 | 73,522.50 | 200,000.00 | 37% | \$ 126,477.50 | In progress | Jun-24 |
| PRJ10468 | Land Improvements | LRCl Phase 4 Projects | - | 411,889.00 | - | - | 411,889.00 | 0% | \$ 411,889.00 | Design | Dec-24 |
| PRJ10471 | Buildings | Aquatic Centre Re-roof | - | 465,000.00 | 491,162.97 | 491,162.97 | 465,000.00 | 106% | \$ (26,162.97) | DLP | Apr-24 |
| PRJ10472 | Buildings | New Community Hall | - | 350,000.00 | - | - | 350,000.00 | 0% | \$ 350,000.00 | Future funding | Future years |
| PRJ10508 | Roads & Transport | Reseal Program - Victoria Parade | - | 212,119.00 | 2,478.60 | 2,478.60 | 212,119.00 | 1% | \$ 209,640.40 | Commenced | May-24 |
| PRJ10509 | Roads & Transport | Reseal Program - Woodlake Blvd | - | 558,000.00 | - | - | 558,000.00 | 0% | \$ 558,000.00 | Commenced | May-24 |
| TOTAL | | | 9,155,779.26 | 19,999,614.24 | 15,122,430.91 | 24,278,210.17 | 29,155,393.50 | 83% | 4,877,183.33 | | |

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



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2
Financial Results
Balance Sheet as at 31 March 2024
% of year passed 75%

2.1 - Balance Sheet

| Balance Sheet | YTD | |
|---|--------------------|--|
| Assets | | |
| Current Assets: | | |
| Cash & cash equivalents | | |
| Cash on Hand | 1,355 | Petty Cash |
| Tied Funds | 6,725,076 | Tied funds equals restricted reserve and unearned Grant income |
| Untied Funds | 11,098,955 | |
| Investments | | |
| Tied Funds | 11,550,813 | Tied funds equals restricted reserve and unearned Grant income |
| Receivables | 7,021,014 | Inclusive of Rates and Charges levied in July 2023 |
| Other | 0 | |
| TOTAL CURRENT ASSETS | 36,397,214 | |
| Non-Current Assets: | | |
| Infrastructure, property, plant & equipment | 553,428,730 | |
| Investment property | 5,800,000 | |
| Work in progress | 16,142,116 | |
| TOTAL NON-CURRENT ASSETS | 575,370,846 | |
| TOTAL ASSETS | 611,768,060 | |
| Liabilities | | |
| Current Liabilities: | | |
| Payables | 3,024,852 | |
| Unearned Grant Income (AASB1058) | 4,369,005 | Unearned grant income |
| Borrowings | 837,053 | |
| Provisions | 1,278,779 | |
| TOTAL CURRENT LIABILITIES | 9,509,689 | |
| Non-Current Liabilities: | | |
| Borrowings | 4,887,478 | |
| Provisions | 1,801,594 | |
| TOTAL NON-CURRENT LIABILITIES | 6,689,072 | |
| TOTAL LIABILITIES | 16,198,761 | |
| NET ASSETS | 595,569,299 | |
| Equity | | |
| Accumulated Surplus | 228,836,650 | |
| Profit & Loss - current Year | - 3,922,899 | |
| Net Reserves | 4,926,387 | |
| Working Capital Reserve | 5,446,362 | |
| Net Transfers to & from Reserves | - 14,426,859 | |
| Unexpended Grant reserve | 2,375,184 | Externally restricted reserve |
| Election Reserve | 100,000 | Internally restricted reserve |
| Disaster reserve | 500,000 | Internally restricted reserve |
| Unexpended Capital works | 6,512,568 | Internally restricted reserve |
| Developer Funded reserve | 812,749 | Internally restricted reserve |
| Waste Reserve | 2,338,544 | Internally restricted reserve |
| Major initiative | 1,267,839 | Internally restricted reserve |
| Revaluation reserves | 365,729,161 | |
| Council equity interest | 595,569,299 | |
| TOTAL EQUITY | 595,569,299 | |


Approved by: Finance Manager

2.2 - 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 YTD 2023/24 \$ |
|---|----------------------------------|---------------------------------|--|--|-----------------------------------|-------------------------------------|-------------------------------|
| Externally Restricted Reserves | | | | | | | |
| Unexpended Grants Reserve | - | 2,375,184 | - | - | - | (2,375,184) | - |
| Externally Restricted Reserves | - | 2,375,184 | - | - | - | (2,375,184) | - |
| Internally Restricted Reserves | | | | | | | |
| 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 |
| Internally Restricted Reserves | 11,055,046 | 747,916 | 27,122 | (499,841) | - | (6,637,568) | 4,692,675 |
| Unrestricted Reserves | | | | | | | |
| Working Capital Reserve | 5,296,362 | 150,000 | 633,528 | (750,000) | - | (136,400) | 5,193,490 |
| Unrestricted Reserves | 5,296,362 | 150,000 | 633,528 | (750,000) | - | (136,400) | 5,193,490 |
| Total Reserves | 16,351,407 | 3,273,100 | 660,650 | (1,249,841) | - | (9,149,152) | 9,886,164 |



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2
Financial Results
31 March 2024
75%

Investments Management Report as at
% of year passed

2.3 - Investments Management Report

| COUNTERPARTY | RATING | AMOUNT | INTEREST RATE | MATURITY DATE | DAYS TO MATURITY | INSTITUTION TOTALS |
|--|---------|-------------------------|---------------|---------------------------------|------------------|--------------------|
| AMP | S&P A2 | \$ 1,504,315.07 | 4.80% | April 4, 2024 | 4 | |
| AMP | S&P A2 | \$ 1,000,000.00 | 5.10% | May 16, 2024 | 46 | |
| AMP | S&P A2 | \$ 1,043,000.00 | 5.15% | July 23, 2024 | 114 | \$ 3,547,315.07 |
| Commonwealth Bank of Australia | S&P A1+ | \$ 3,000,000.00 | 4.97% | May 23, 2024 | 53 | \$ 3,000,000.00 |
| National Australia Bank | S&P A1+ | \$ 1,000,000.00 | 4.95% | May 31, 2024 | 61 | |
| National Australia Bank | S&P A1+ | \$ 1,503,498.09 | 5.10% | January 10, 2025 | 285 | |
| National Australia Bank | S&P A1+ | \$ 1,000,000.00 | 5.15% | October 9, 2024 | 192 | |
| National Australia Bank | S&P A1+ | \$ 1,500,000.00 | 5.21% | January 24, 2025 | 299 | \$ 5,003,498.09 |
| TOTAL SHORT TERM INVESTMENT (A) | | \$ 11,550,813.16 | | Average Days to Maturity | 132 | |

| Investment Distribution by Credit Rating | | |
|--|----------------|--------------------|
| Credit Rating | % of Portfolio | Counterparty Limit |
| A1 & A1+ | 69% | 100% |
| A2 | 31% | 60% |
| A3 | 0% | 40% |

| Investment Distribution by Individual Institution | | |
|---|------------|----------------------|
| ADI | % of Total | Max Individual limit |
| National Australian Bank (NAB) | 43% | 60% |
| Commonwealth Bank (CBA) | 26% | 60% |
| AMP Bank Limited | 31% | 40% |

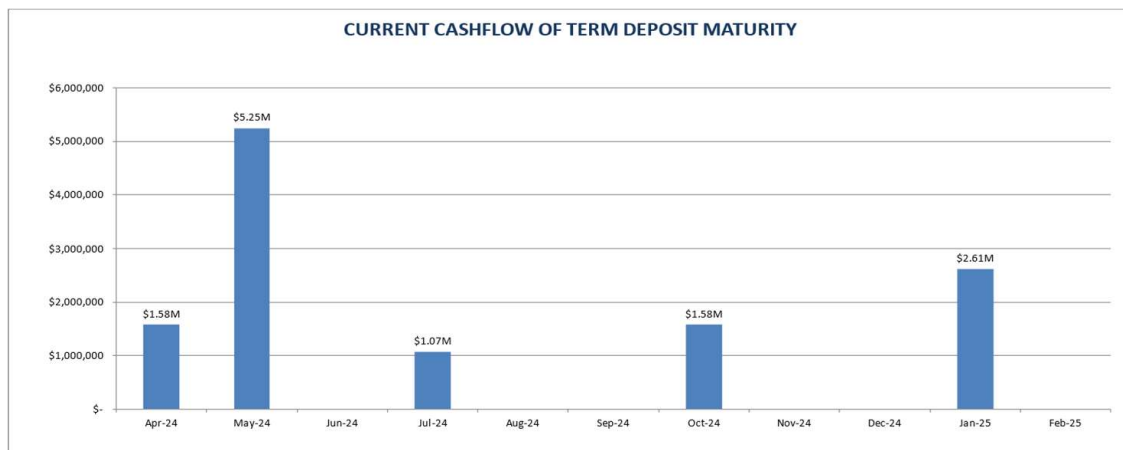
| | |
|-------------------------------|-------------------------|
| GENERAL BANK FUNDS (B) | \$ 17,824,031.60 |
| Trading Account | \$ 14,539,222.27 |
| Professional Account | \$ 3,284,809.33 |

Total Year to Date Interest on Cash at Bank \$ 382,509.42

Total Year to Date Investment Earnings \$ 487,540.68

Total Funds \$ **29,374,844.76**

Total Year to Date Interest Income \$ **870,050.10**



PROPERTY INVESTMENT

| PROPERTY ADDRESS | VALUATION BASIS | VALUE | INCOME YTD | EXPENSE YTD | NET PROFIT YTD | COMPARITIVE YTD YIELD AT CASH RATE OF |
|-----------------------------|-----------------|-----------------|---------------|---------------|----------------|---------------------------------------|
| 48 Odegaard Drive, Rosebery | Fair Value | \$ 5,800,000.00 | \$ 340,863.12 | \$ 116,529.63 | \$ 224,333.49 | 4.35% |
| | | | | | | \$ 190,089.04 |

Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2

Financial Results

Debtor Control Accounts as at 31 March 2024
% of year passed 75%

2.4 Debtor Control Accounts

SUNDRY DEBTORS

| Balance Total | CURRENT | 30 DAYS | 60 DAYS | 90 DAYS & OVER |
|---------------------|----------------|---------------------|-----------------------|----------------------|
| \$46,206.90 100% | \$0.00 0.0% | \$9,152.62 19.8% | \$11,332.10 24.52% | \$25,722.18 55.7% |

RATES OUTSTANDING

| Report Month | Debtor Rates & Charges | Payments Received in Advance \$ | Outstanding % Of Rates Income |
|--------------|------------------------|---------------------------------|-------------------------------|
| Mar-24 | \$5,057,506 | \$1,230,058 | 14.14% |
| Mar-23 | \$3,108,958 | \$1,199,981 | 9.14% |

RATES OVERDUE

| Report Month | Debtor Rates & Charges | Payments Received in Advance \$ | Overdue % Of Rates Income |
|--------------|------------------------|---------------------------------|---------------------------|
| Mar-24 | \$2,533,768 | \$1,230,058 | 7.08% |
| Mar-23 | \$2,909,733 | \$1,199,981 | 8.55% |

RATES OVERDUE BY YEAR

| Total | 2023/24 | 2022/23 | 2021/22 | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 & prior | |
|----------------------|---------------------|----------------------|--------------------|-------------------|-------------------|------------------|------------------|-----------------|-----------------|
| Overdue Amount | \$2,533,768 100% | \$1,483,230 58.5% | \$599,340 23.7% | \$239,841 9.5% | \$111,160 4.4% | \$56,317 2.2% | \$27,646 1.1% | \$8,457 0.3% | \$7,778 0.3% |
| Number Of Properties | | 6433 | 452 | 184 | 83 | 44 | 22 | 9 | 4 |

INFRINGEMENTS

| Total | 2023/24 | 2022/23 | 2021/22 | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 & prior | |
|-----------------------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|------------------|------------------|--------------------|
| Animal Infringements | 110,094 | 31,622 | 31,294 | 23,518 | 17,541 | 5,949 | 220 | 0 | -50 |
| Public Places | 3,256 | 139 | 1,632 | 1,485 | 0 | 0 | 0 | 0 | 0 |
| Parking Infringements | 21,311 | 7,394 | 2,643 | 4,659 | 2,340 | 4,816 | 40 | -40 | -541 |
| Litter Infringements | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Signs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Law and Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Balance on Infringement Debts | \$134,711.42 100% | \$39,205.00 29.1% | \$35,568.79 26.4% | \$29,662.20 22.0% | \$19,881.43 14.8% | \$10,765.00 8.0% | \$260.00 0.2% | -\$40.00 0.0% | -\$591.00 -0.4% |
| Number of Infringements | 1,273 | 363 | 301 | 258 | 178 | 146 | 3 | 1 | 23 |



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

SECTION 2

Financial Results

Creditor Accounts Paid as at 31 March 2024

% of year passed 75%

2.5 - Creditor Accounts Paid

| Creditor Name | Creditor Payment Type | Amount \$ |
|--|--------------------------|--------------|
| 112 National Australia Bank | Investment | 1,000,000.00 |
| 123 Jacana Energy | Utilities | 210,734.75 |
| 1469 Australian Taxation Office - PAYG | General Creditors | 209,879.01 |
| 1607 Cleanaway Pty Ltd. | General Creditors | 204,076.91 |
| 18 M&J Builders Pty Ltd | General Creditors | 143,996.60 |
| 2 JLM Contracting Services Pty Ltd | General Creditors | 128,908.83 |
| 215 Top End RACE | General Creditors | 95,497.24 |
| 2186 Belgravia Health & Leisure Group Pty Ltd | General Creditors | 90,274.80 |
| 2199 QuickSuper Clearing House | Superannuation | 87,198.23 |
| 22 Powerwater | Utilities | 86,672.08 |
| 2294 Hays Specialist Recruitment (Australia) Pty Ltd | General Creditors | 78,307.33 |
| 2336 The Trustee for Water Technologies Group T/A Aquatic Technologies | General Creditors | 71,343.32 |
| 256 Signify Pty Ltd | General Creditors | 68,750.00 |
| 2587 Bridge NT Pty Ltd T/A Bridge Toyota | General Creditors | 68,384.68 |
| 272 Keegan Group Pty Ltd | General Creditors | 67,479.41 |
| 2915 VTG Waste & Recycling Pty Ltd | General Creditors | 65,595.04 |
| 2965 Sterling NT Pty Ltd | General Creditors | 62,432.19 |
| 2977 Open Systems Technology Pty Ltd - CouncilFirst | General Creditors | 59,110.34 |
| 3099 RMI Security - Conigrave Pty Ltd | General Creditors | 56,305.36 |
| 3313 Next Energy Lighting Pty Ltd | General Creditors | 50,208.40 |
| 3428 NT Shade & Canvas Pty Ltd | General Creditors | 40,672.92 |
| 3438 HCS Constructions NT Pty Ltd | General Creditors | 35,413.20 |
| 3486 National Australia Bank - Corporate Credit Cards | General Creditors | 29,483.30 |
| 35 Information Professionals Pty Ltd | General Creditors | 27,051.41 |
| 3504 iWater NT Pty Ltd | General Creditors | 26,928.00 |
| 3569 Industrial Power Sweeping Services Pty | General Creditors | 26,648.62 |
| 36 Fewmore Contracting | General Creditors | 23,023.00 |
| 3648 STEPS Group Australia | Refunds & Reimbursements | 22,000.00 |
| 3683 Outback Tree Service | General Creditors | 21,472.00 |
| 3788 Superfuse Solutions | General Creditors | 19,630.88 |
| 3879 Go1 Pty Ltd | General Creditors | 19,553.60 |
| 3880 Gold Medal Services (NT) Pty Ltd | General Creditors | 18,103.87 |
| 3936 Minter Ellison Lawyers | General Creditors | 18,000.45 |
| 399 Arafura Tree Services and Consulting | General Creditors | 17,327.20 |
| 4029 Pumptech NT | General Creditors | 16,885.00 |
| 4065 Telstra Limited | General Creditors | 16,473.30 |
| 41 Australia Post | General Creditors | 15,599.57 |
| 4190 Subscribe-Software Pty Ltd | General Creditors | 15,057.50 |
| 4398 OverDrive Australia | General Creditors | 14,233.99 |
| 4528 H2O Pty Ltd | General Creditors | 14,195.50 |
| 4561 KPMG | General Creditors | 12,644.50 |
| 4735 Lucky Ent Pty Ltd | General Creditors | 11,250.00 |
| 4871 Northern Sharks Rugby League Football Club Inc. | General Creditors | 11,000.00 |
| 4977 KIK FM Pty Ltd | General Creditors | 10,470.00 |
| 5 Randstad Pty Ltd | General Creditors | 10,083.21 |

COUNCIL AGENDA

Attachment 13.2.3.2

| | | | |
|--------|---|--------------------------|-----------|
| 5023 | Palmerston Rovers Football Club Inc | General Creditors | 10,000.00 |
| 5036 | Eggin Electrical | General Creditors | 9,784.50 |
| 5104 | Associated Advertising & Promotions Pty Ltd | General Creditors | 9,680.00 |
| 5114 | Defend Fire Services Pty Ltd | General Creditors | 9,660.44 |
| 5254 | Leigh Dyson Plumbing | General Creditors | 9,153.50 |
| 53 | Centreline Traffic Pty Ltd | General Creditors | 8,800.00 |
| 5315 | Ben's Tree Service Pty Ltd | General Creditors | 8,690.00 |
| 5387 | Roadside Services and Solutions Pty Ltd | General Creditors | 8,191.43 |
| 54 | Power Maintenance & Constructions Pty Ltd T/A DNP Installations | General Creditors | 8,048.00 |
| 5508 | CalibreOne Pty Ltd | General Creditors | 7,894.75 |
| 5640 | Business Fuel Cards Pty Ltd | General Creditors | 6,099.62 |
| 5651 | Acacia Land Management Pty Ltd | General Creditors | 5,940.00 |
| 566 | Iron Mountain Australia Pty Ltd | General Creditors | 5,876.10 |
| 5676 | AANT Salary Packaging | General Creditors | 5,867.30 |
| 5713 | Richard Azzopardi | Refunds & Reimbursements | 5,759.00 |
| 617 | NT Blinds Pty Ltd | General Creditors | 5,714.28 |
| 639 | Australian Parking and Revenue Control Pty Limited | General Creditors | 5,566.77 |
| 87 | Northern Lights NT Pty Ltd | General Creditors | 5,500.00 |
| 90 | Wilson Security Pty Ltd | General Creditors | 5,293.00 |
| V00075 | Australian Radio Network Pty Limited | General Creditors | 5,005.00 |
| V00193 | Jape Furnishing Superstore | General Creditors | 4,824.00 |
| V00228 | Think Water - Winnellie & Virginia | General Creditors | 4,775.09 |
| V00271 | Ezko Property Services (Aust) Pty Ltd | General Creditors | 4,771.25 |
| V00295 | BCA Engineers Pty Ltd | General Creditors | 4,620.00 |
| V00318 | The Media Shop Pty Ltd | General Creditors | 4,455.00 |
| V00368 | Palmerston & Regional Basketball Assoc (PARBA) | General Creditors | 4,281.98 |
| V00399 | Athina Pascoe-Bell | Elected Members | 4,000.00 |
| V00443 | True North | General Creditors | 3,991.08 |
| V00474 | Southern Cross Protection Pty Ltd | General Creditors | 3,863.34 |
| V00542 | RingCentral Australia Pty Ltd | General Creditors | 3,386.67 |
| V00582 | Flick Anticimex Pty Ltd | General Creditors | 3,374.00 |
| V00599 | Costojic Pty Ltd | General Creditors | 3,325.00 |
| V00682 | M&S Mowing Plus | General Creditors | 3,300.00 |
| V00694 | Darwin Digital Television Pty Ltd T/as 10 Darwin | General Creditors | 3,300.00 |
| V00730 | Studio B Designs | General Creditors | 3,300.00 |
| V00744 | Optic Security Group NT | General Creditors | 3,296.74 |
| V00824 | C R Campbell - Electrical and Data Contractors | General Creditors | 3,102.00 |
| V00860 | SBA Office National | General Creditors | 2,909.11 |
| V00939 | Stickers & Stuff | General Creditors | 2,752.00 |
| V01009 | Midas Document Management Services | General Creditors | 2,710.40 |
| V01118 | Nine Network Australia Pty Ltd | General Creditors | 2,709.30 |
| V01192 | S.E. Rentals Pty Ltd | General Creditors | 2,330.90 |
| V01277 | Locklins Landscape Gardening | General Creditors | 2,200.00 |
| V01287 | ArborWork Tree Services Pty Ltd | General Creditors | 2,200.00 |
| V01397 | Paint and Create Darwin | General Creditors | 2,112.00 |
| V01420 | Sietta Creative | General Creditors | 2,000.00 |
| V01537 | Australian Vietnamese Family Association Inc | Refunds & Reimbursements | 2,000.00 |
| V01584 | Dalkeith Construction | General Creditors | 1,969.00 |
| V01643 | Service Air | General Creditors | 1,966.04 |
| V01663 | Area9 IT Solutions | General Creditors | 1,887.60 |
| V01664 | Totally Workwear Palmerston | General Creditors | 1,870.00 |
| V01785 | Ross Newell | Refunds & Reimbursements | 1,864.84 |
| V01789 | The Clear Writing Coach - Samantha McCue | General Creditors | 1,848.00 |
| V01801 | Bilske Investments Pty Ltd T/A Outback Pest Co | General Creditors | 1,848.00 |

COUNCIL AGENDA

Attachment 13.2.3.2

| | | | |
|--------|--|--------------------------|----------|
| V01810 | Shanan Matheson | Refunds & Reimbursements | 1,795.56 |
| V01812 | Darwin Catering Company | General Creditors | 1,791.00 |
| V01826 | Smartsheet Inc. | General Creditors | 1,548.00 |
| V01860 | Lane Communications | General Creditors | 1,546.45 |
| V01879 | Well Done International Pty Ltd | General Creditors | 1,515.83 |
| V01938 | Darwin Divine Dancers | General Creditors | 1,500.00 |
| V01971 | Stone Monkey Australia | General Creditors | 1,473.00 |
| V01995 | Forecast Machinery | General Creditors | 1,418.53 |
| V02030 | Salary Packaging Australia | General Creditors | 1,403.68 |
| V02162 | Ian Bell | Refunds & Reimbursements | 1,373.15 |
| V02167 | Amcom Pty Ltd Acc no CN5439 | General Creditors | 1,348.79 |
| V02173 | Bendesigns | General Creditors | 1,348.60 |
| V02229 | Odd Job Bob - Darren John Fillmore | General Creditors | 1,339.25 |
| V02306 | CENTRELINK (PAYROLL) | General Creditors | 1,307.05 |
| V02312 | Easy Glass Services | General Creditors | 1,287.00 |
| V02379 | RTM - Police, Fire and Emergency | General Creditors | 1,247.00 |
| V02542 | Local Government Association of the NT (LGANT Ltd) | General Creditors | 1,232.00 |
| V02545 | PAWS Darwin Limited | General Creditors | 1,200.00 |
| V02563 | Royal Wolf Trading Australia Pty Ltd | General Creditors | 1,175.82 |
| V02816 | Quality Indoor Plants Hire | General Creditors | 1,167.55 |
| V03035 | Tick of Approval Pty Ltd | General Creditors | 1,155.00 |
| V03193 | Blume Designs | General Creditors | 1,155.00 |
| V03259 | Emma Hilton | Refunds & Reimbursements | 1,100.00 |
| V03281 | One Diversified (Aust) Pty Ltd | General Creditors | 1,058.20 |
| V03292 | NT Build | General Creditors | 1,048.00 |
| V03301 | The Bookshop Darwin | General Creditors | 995.96 |
| V03311 | Beaurepairs | General Creditors | 993.02 |
| V03430 | Harris Kmon Solutions Pty Ltd | General Creditors | 990.00 |
| V03451 | Robert Wegner | Refunds & Reimbursements | 971.00 |
| V03503 | Norsign Pty Ltd | General Creditors | 965.78 |
| V03556 | Reface Industries | General Creditors | 944.00 |
| V03609 | Dormakaba Aust P/L T/as Territory Door Services | General Creditors | 929.36 |
| V03611 | Litchfield Council | General Creditors | 900.00 |
| V03665 | AHG Building Contractors | General Creditors | 878.68 |
| V03706 | Palmerston and Rural Party Hire | General Creditors | 855.00 |
| V03712 | Clean Fun T/A Darwin Outdoor Cinema Hire | General Creditors | 825.00 |
| V03776 | RSPCA Darwin | General Creditors | 800.00 |
| V03778 | Modern Teaching Aids Pty Ltd | General Creditors | 788.65 |
| V03834 | Raeco International Pty Ltd | General Creditors | 735.42 |
| V03851 | Hakima Yawari | General Creditors | 704.50 |
| V03853 | Melanie Coombs T/A Wild Spirit Rising | General Creditors | 700.00 |
| V03893 | Amcom Pty Ltd Acc no 68842 | General Creditors | 698.95 |
| V03919 | NTIT (Fuji Xerox Business Centre NT) | General Creditors | 691.27 |
| V03971 | City Wreckers | General Creditors | 616.00 |
| V03973 | Barnyard Trading | General Creditors | 598.17 |
| V03975 | Adamant Property Services Pty Ltd | General Creditors | 551.93 |
| V03990 | ASAP Cabinetmaking and Maintenance Pty Ltd | General Creditors | 550.00 |
| V04000 | Pauline Crawford | Refunds & Reimbursements | 550.00 |
| V04094 | Todd Bradshaw | Refunds & Reimbursements | 546.64 |
| V04153 | Optus Billing Services Pty Ltd | General Creditors | 540.00 |
| V04169 | Mobile Locksmiths Australia Pty Ltd | General Creditors | 539.00 |
| V04180 | Shred-X Pty Ltd | General Creditors | 519.26 |
| V04215 | Hayley Lovegrove | Refunds & Reimbursements | 500.00 |
| V04317 | Darwin Lock & Key | General Creditors | 493.40 |

COUNCIL AGENDA

Attachment 13.2.3.2

| | | | |
|--------|---|--|--------|
| V04381 | Employee Assistance Services NT Inc (EASA) | General Creditors | 481.11 |
| V04404 | Miranda's Armed Security Officers Pty | General Creditors | 473.00 |
| V04424 | WINC Australia Pty Limited | General Creditors | 444.70 |
| V04426 | Bunnings Group Limited | General Creditors | 437.65 |
| V04438 | Industry Health Solutions | General Creditors | 418.00 |
| V04439 | Christian Abad | Refunds & Reimbursements | 395.00 |
| V04448 | Tip Top Circus Entertainment | General Creditors | 385.00 |
| V04494 | Ecotreat Solutions NT | General Creditors | 372.68 |
| V04498 | Harvey Distributors | General Creditors | 366.30 |
| V04531 | Macondo Colombian Dance Group - Angela Rueda | General Creditors | 350.00 |
| V04604 | Pilar Preciado – Macondo Colombian Dance Group | Refunds & Reimbursements | 350.00 |
| V04624 | HPA Incorporated | General Creditors | 335.00 |
| V04719 | Masterplan | General Creditors | 332.15 |
| V04776 | LJ Hooker Darwin & Palmerston | Refunds & Reimbursements | 332.00 |
| V04798 | Fire and Safety Australia Pty Ltd | General Creditors | 325.00 |
| V04802 | Territory Uniforms | General Creditors | 317.10 |
| V04812 | Sanity Music Stores Pty Ltd | General Creditors | 302.92 |
| V04824 | Tabellarius Pty Ltd TA Pack & Send | General Creditors | 300.00 |
| V04835 | Zip Print | General Creditors | 286.00 |
| V04859 | Alphy Abraham | General Creditors | 272.50 |
| V04870 | Sage Landscape Material Supplies | General Creditors | 270.00 |
| V04882 | Niesha Korman | General Creditors | 270.00 |
| V04917 | Alfiya Pocock | General Creditors | 250.00 |
| V04934 | Amy Stripling | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04936 | Jayde Bartle | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04943 | Jasmine Walker | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04950 | Jayde Forrester | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04954 | Kristy Lee Pratt | Refunds & Reimbursements | 250.00 |
| V04959 | Calma Long | Refunds & Reimbursements | 250.00 |
| V04961 | Maddison Pulman | Refunds & Reimbursements | 250.00 |
| V04964 | Aloysuis Hapeta-Divilli | General Creditors | 250.00 |
| V04983 | Qwaneisha Banderson | Refunds & Reimbursements | 250.00 |
| V04986 | Noah Davis | Refunds & Reimbursements | 250.00 |
| V04992 | Kathy Bading | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04998 | Joshua Casey | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V04999 | Tayah Stripling | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05000 | Kade Kimlin | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05001 | Taylah Easton | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05002 | Thomas Robinson | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05003 | Curtis Baird | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05004 | JAC Traders Pty Ltd T/a Brandit NT | General Creditors | 242.55 |
| V05006 | Thompson Photography & Media | General Creditors | 224.98 |
| V05007 | Darwin Mobile Detailers | General Creditors | 220.00 |
| V05008 | Mulga Security Pty Ltd | General Creditors | 214.50 |
| V05010 | Puja & Cultural Association of NT (PACANT) INC | General Creditors | 200.00 |
| V05011 | St John Ambulance (NT) Incorporated | General Creditors | 190.00 |
| V05014 | Karima Faqiri | General Creditors | 180.00 |
| V05015 | L and J Arnott Investments Pty Ltd T/A Power Clean NT | General Creditors | 176.00 |
| V05016 | Michael Trikilis | General Creditors | 150.00 |
| V05017 | Jacana Energy - Payroll Deductions | General Creditors | 150.00 |
| V05018 | Terrence Keogh | Refunds & Reimbursements | 140.00 |
| V05020 | Kerry's Automotive Group - KAP Motors Pty Ltd | General Creditors | 125.00 |
| V05021 | Monina Carbajosa | Refunds & Reimbursements | 125.00 |
| V05023 | Ish Shah | Refunds & Reimbursements | 125.00 |

COUNCIL AGENDA

Attachment 13.2.3.2

| | | | |
|--|---|--|---------------------|
| V05026 | The Arnhem Land Progress Aboriginal Corporation | Refunds & Reimbursements | 125.00 |
| V05027 | Christian Maturan | Refunds & Reimbursements | 125.00 |
| V05029 | Dream Calisthenics | Refunds & Reimbursements | 125.00 |
| V05030 | Francesca Pandolfo | Refunds & Reimbursements | 125.00 |
| V05031 | Amapola Santos | Refunds & Reimbursements | 125.00 |
| V05032 | Allie McInyre | Refunds & Reimbursements | 125.00 |
| V05033 | Thomai Devriadis | Refunds & Reimbursements | 125.00 |
| V05034 | Katheryn Clet | Refunds & Reimbursements | 125.00 |
| V05035 | Mandeep Kaur | Refunds & Reimbursements | 125.00 |
| V05037 | Matilda Davis | Refunds & Reimbursements | 125.00 |
| V05038 | Louis Milne | Refunds & Reimbursements | 125.00 |
| V05040 | Supagas Pty Ltd | General Creditors | 122.10 |
| V05041 | Maria Giallouris | General Creditors | 109.93 |
| V05044 | Wendy Kim Phung Nguyen | Refunds & Reimbursements | 98.50 |
| V05047 | Sakineh Morhtari | General Creditors | 82.50 |
| V05048 | Mercury Group of Companies Pty Ltd (T/A Fit2Work) | General Creditors | 81.18 |
| V05049 | Bucci Holdings Pty Ltd T/A Visimax | General Creditors | 75.60 |
| V05050 | Ngoc Thuy Luong | General Creditors | 75.00 |
| V05051 | Becky Saywell | Refunds & Reimbursements | 58.81 |
| V05052 | Kelly Robertson | Refunds & Reimbursements | 51.55 |
| V05053 | Sheree Bailey | Refunds & Reimbursements | 51.55 |
| V05054 | Cohen Dykgraaf | Refunds & Reimbursements | 51.55 |
| V05055 | Maddison Edwards | Refunds & Reimbursements | 51.55 |
| V05056 | Mohammad Uzair Jabed | Refunds & Reimbursements | 51.55 |
| V05057 | Paul Lander | Refunds & Reimbursements | 51.55 |
| V05058 | David Rinkin | Grants, Sponsorships, Donations & Prizes | 50.00 |
| V05059 | Ayesha Clark | Refunds & Reimbursements | 50.00 |
| V05060 | Windcave Pty Limited | General Creditors | 49.50 |
| V05061 | Surjeet Kaur | General Creditors | 45.00 |
| V05062 | Louise Edwards | Refunds & Reimbursements | 43.50 |
| V05063 | Fifi Ngoyi | General Creditors | 37.50 |
| V05064 | Tian-Shian Bai | General Creditors | 37.50 |
| V05065 | Integrated Land Information System | General Creditors | 32.50 |
| V05067 | Amazon Web Services Inc | General Creditors | 30.59 |
| | | | 3,720,471.17 |
| Investments | | | 1,000,000.00 |
| Total Creditor Payments (excludes investments placed) | | | 2,720,471.17 |
| Total Payments made to Local suppliers this month | | | 2,161,458.71 |
| Percentage of this month's payments made to local suppliers | | | 79.45% |
|  _____ Approved by: Finance Manager | | | |

SECTION 2

Financial Results

Creditor Accounts Outstanding as at 31 March 2024
% of year passed 75%

2.6 - Creditor Accounts Outstanding

| Creditor No. | Creditor Name | Amount \$ |
|--------------|--|-------------|
| 2 | Australian Taxation Office - PAYG | (92,170.00) |
| V00318 | QuickSuper Clearing House | (85,644.89) |
| V01118 | Wilson Security Pty Ltd | (5,293.00) |
| 5640 | Think Water - Winnellie & Virginia | (3,140.90) |
| V00939 | Defend Fire Services Pty Ltd | (856.90) |
| V04952 | Tracks Inc | (366.30) |
| V04624 | Niesha Korman | (320.00) |
| V04126 | Picture This NT | (250.00) |
| V04983 | Melanie Coombs T/A Wild Spirit Rising | (250.00) |
| V04343 | Jaytex Construction | (242.00) |
| 4190 | National Australia Bank - Corporate Credit Cards | 37,977.91 |

(150,556.08)

Please note that all creditors are outstanding less than 30days



Approved by: Finance Manager

Section 2
Financial Results

Commercial Leases as at 31 March 2024
% of year passed 75%

2.7 - Commercial Leases

| | Revised Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|-------------------------|--------------------------|----------------|--------------------------------|----------------|-----------------------------|-------|
| Income | | | | | | |
| Library Services | 30,000 | 26,574 | 89% | 22,500 | 118% | 1 |
| GM Finance & Governance | 69,474 | 55,966 | 81% | 52,106 | 107% | |
| Civic Centre | 140,000 | 121,857 | 87% | 105,000 | 116% | 2 |
| Income | 239,474 | 204,396 | 85% | 179,606 | 114% | |
| Expenditure | | | | | | |
| GM Finance & Governance | -12,463 | -11,198 | 90% | -9,947 | 113% | 1 |
| Expenditure | -12,463 | -11,198 | 90% | -9,947 | 113% | |
| Profit/(Loss) | 227,011 | 193,198 | | 169,658 | | |

Notes

1. The variance is due to higher monthly rental income than what was budgeted.


Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2
Financial Results

Council Loans as at
% of year passed

31 March 2024

75%

2.8 - Council Loans

Internal Loan

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

| 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 31/03/2024 |
| 2,172,085 | -338,971 | -253,403 | 53,187 | 40,716 | 1,918,683 |

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

External Loans

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

| Archer Landfill Rehabilitation (NAB) | | | | | |
|--------------------------------------|--|------------------------------|------------------------|--------------|-------------------------------|
| 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 31/03/2024 |
| 1,034,692 | -248,082 | -185,316 | 26,137 | 20,420 | 849,376 |

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.

2.8 - Council Loans

| SWELL (NAB) | |
|--|-----------|
| Total Loan Amount | 5,000,000 |
| Loan Balance at 31/12/2023 | 5,000,000 |
| Expected Loan Repayments for 2023/24 | 187,500 |
| Expected Loan Balance as at 30/06/2024 | 5,187,500 |

| SWELL (NAB) | | | | | |
|-------------------------------|--|------------------------------|------------------------|--------------|-------------------------------|
| Principal as of December 2023 | Principal Loan Repayment For 2023/2024 | Principal Loan Repayment YTD | Interest for 2023/2024 | Interest YTD | Loan balance as of 31/03/2024 |
| 5,000,000 | 187,500 | -125,000 | 139,052 | 72,849 | 4,875,000 |

The External Loan - SWELL is for a term of 20 years commencing 29 December 2023 and concluding 28 September 2043. The interest rate is variable for the duration of the loan and is paid on a quarterly basis.



Approved by: Finance Manager

COUNCIL AGENDA Attachment 13.2.3.2

Section 2 Financial Results

Elected Member Expenses as at 31 March 2024
% of year passed 75%

2.9 - Elected Member Expenses

| | Revised Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------------|-----------------|--------------------------------|-----------------|-----------------------------|-------|
| Operating Expenditure | | | | | | |
| Superannuation | 0 | -17,502 | 0% | 0 | 0% | |
| Mayoral Allowance | -114,000 | -76,206 | 66.85% | -85,466 | 89% | |
| Mayor Vehicle Allowance | -25,000 | -8,767 | 35.07% | -18,743 | 47% | |
| Mayoral Professional Dev Allowance | -4,000 | -4,000 | 100.00% | -4,000 | 100% | |
| Deputy Mayoral Allowance | -39,200 | -23,136 | 59.02% | -29,388 | 79% | |
| Elected Members Councillor Allowances | -132,000 | -89,983 | 68.17% | -98,960 | 91% | |
| Elected Members Professional Dev Allowance | -28,000 | -2,089 | 7.46% | -20,992 | 10% | |
| Elected Members Meeting Allowance | -70,000 | -50,800 | 72.57% | -52,479 | 97% | |
| Information Technology Capital Entitlement | -9,600 | -1,144 | 11.91% | -7,197 | 16% | |
| Communications Entitlement | -6,400 | 0 | 0.00% | -4,798 | 0% | |
| Acting Mayor Allowance | 0 | -7,057 | 0% | 0 | 0% | |
| Computer Hardware Expensed | 0 | -665 | 0% | 0 | 0% | |
| Stationery & Office Consumables | -516 | -61 | 11.84% | -375 | 16% | |
| Printing & Photocopying Costs | -2,062 | -1,150 | 55.77% | -1,852 | 62% | |
| Furniture & Equipment expensed | -1,433 | -271 | 18.91% | -1,147 | 24% | |
| Other Sundry Expenses | -7,857 | -6,207 | 79.00% | -5,890 | 105% | |
| Food & Catering Costs | -11,085 | -6,178 | 55.74% | -8,310 | 74% | |
| Course Seminar & Conference Registration | -10,557 | -9,440 | 89.42% | -7,915 | 119% | |
| Air Travel | -3,093 | -2,979 | 96.30% | -2,319 | 128% | 1 |
| Travel Accommodation | -2,111 | -1,974 | 93.51% | -1,583 | 125% | 1 |
| Travel Related Costs Other | -1,031 | -852 | 82.62% | -773 | 110% | |
| Operating Expenditure | -467,945 | -310,461 | 66.35% | -352,187 | 88% | |

Note

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



Approved by: Finance Manager

Section 2
Financial Results

Elected Members and CEO Credit Card Transactions as at
% of year passed

31 March 2024
75%

2.10 - Elected Members and CEO Credit Card Transactions

Cardholder Name: Luccio Cercareli
Cardholder Position: CEO
Period Mar-24

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|-------------|-----------------|----------------------------|
| Nil | Nil | Nil | |
| Total | 0.00 | | |



Approved by: Finance Manager

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| AGENDA ITEM: | 13.2.4 |
| REPORT TITLE: | Finance and Governance Quarterly Report January - March 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Executive Assistant to General Manager Finance and Governance, Navya Desamala |
| APPROVER: | 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 January to March 2024 quarter.

KEY MESSAGES

- The Finance and Governance Directorate supports and enables the organisation to deliver the objectives of the Community Plan, the Municipal Plan, Long Term Financial Plan and the Palmerston Local Economic Plan.
- Several major activities commenced or were finalised in the last quarter including development of the draft 2024-25 Budget, responding to an external review, second budget review 2023-24, completion of eleven grant acquittals, three procurement activities over \$100K were undertaken, finalisation of a Freedom of Information request, the destruction of over 80 boxes of physical records held in storage that have been saved electronically, and an internal audit on Debt Management.
- The first quarter Risk Management and Audit Committee was held on 27 February 2024.
- In this quarter, Finance and Governance presented a total of 20 reports to Council and Council Committees.
- During the quarter, \$9.2 million was paid to vendors out of which \$6.53 million was paid to local suppliers. This is 71 % of the total creditor payments.
- Electronic notices were received by 4,248 ratepayers, which makes up to 30% of total ratepayers.
- An additional 71 properties were added to our portfolio, bringing the total number of rateable properties to 15,729.

RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report January - March 2024 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.

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DISCUSSION

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

Last quarter, a number of major activities commenced including budget preparation and workshops, internal audits, grant acquittals, preparation of the monthly reports, and preparation for interim audits.

Budget Development

The draft 2024-25 Budget is currently being developed in consultation with Council in line with Section 203 of the *Local Government Act 2019* with two budget workshops being held this quarter.

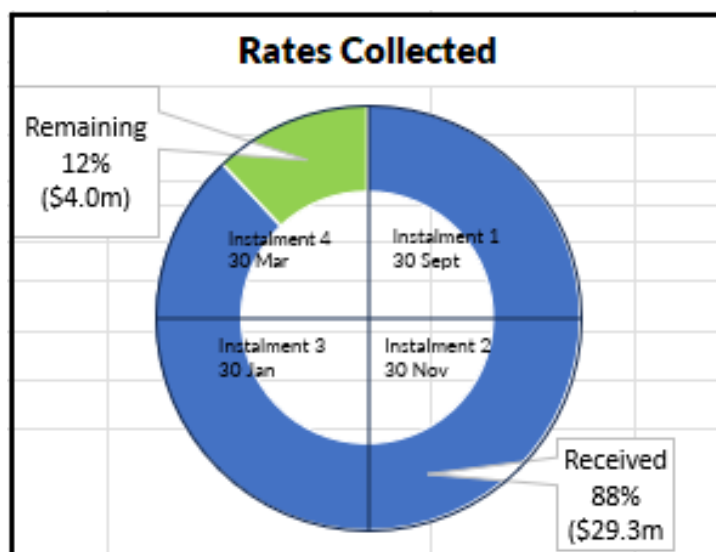
Grant Acquittals

The following grant acquittals were finalised for the quarter:

- Local Roads and Community Infrastructure Phase 1;
- Local Roads and Community Infrastructure Phase 2;
- Local Roads and Community Infrastructure Phase 3;
- International Men’s Day 2023;
- Australia Day Council NT – Australia Day 2024
- Black Spot – Emery Avenue.
- Palmerston Youth Festival 2023;
- Roads to Recovery – 2023-2024;
- International Day of People with Disability 2023;
- Darwin, Palmerston and Litchfield Regional Flexible Grants 2023-24 - Fencing for SWELL;
- NTG Capital Grant Funding Agreement - SWELL project; and
- Building Better Regions Fund – SWELL project.

Rates

In July, Council levied \$33.3 million for 2023-24 rates with the final rates instalment falling due at the end of March 2024. As at 31 March, Council has received \$29.3 million of rates payments. This is equivalent to 88% of the total rates and charges levied.



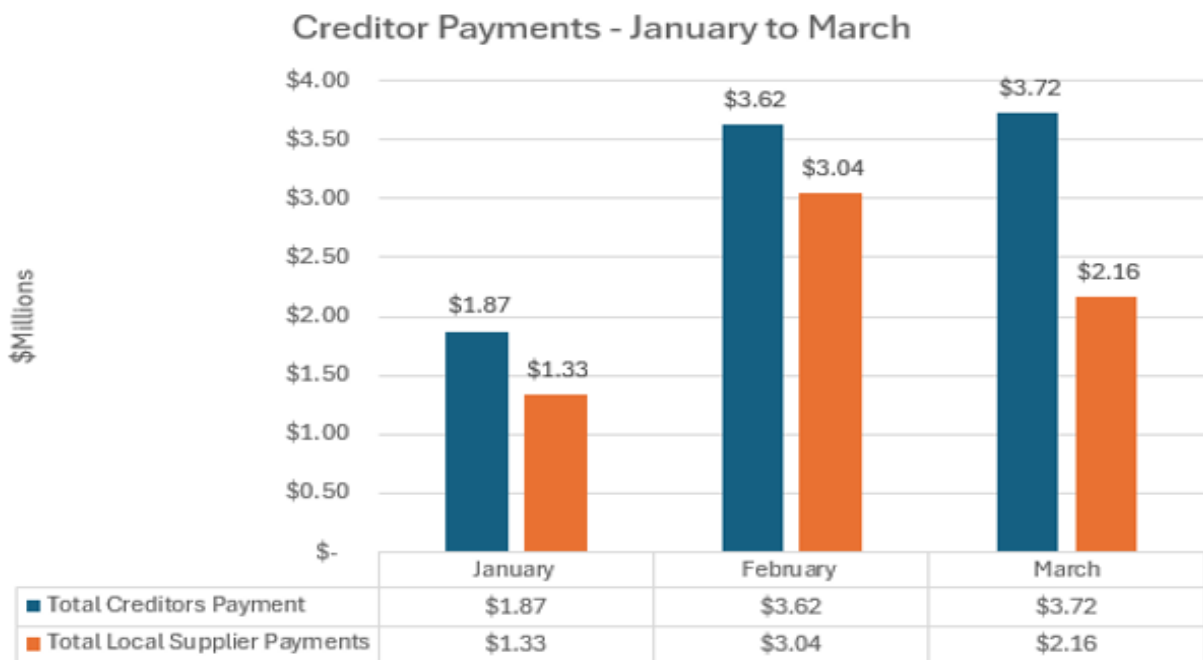
A Place for People

An additional 71 new properties were created in a new residential subdivision in Zuccoli, adding \$13 million in Unimproved Capital Value to Palmerston.

There has been an increase of 200 ratepayers opting to change from postal to electronic rates notices since 2023, with this number projected to keep increasing every month.

Local Support

This quarter, \$6.53 million has been paid to local suppliers. This equates to 71 % of the total creditor payments. The graph below provides an overview of the quarter.



Advisory Committees

The last Risk Management and Audit Committee (RMAC) meeting was held on Tuesday 27 February 2024, which discussed Risk Management and Audit Committee Terms of Reference and Internal Audit Update. The RMAC report and minutes to the meeting was presented to Council at the first Ordinary Confidential Council Meeting for March 2024.

Access to Information

In this quarter, the following requests for information were actioned:

- One Freedom of Information (FOI) request that was received and is currently on hold as an investigation by City of Palmerston is underway.
- One FOI request received in the October to December 2023 quarter was completed.
- Two sufficient information interests' requests were received and actioned in accordance with the Sufficient Interest Policy.

Records Management

Records Management are responsible for information management across the organisation including the monitoring of the palmerston@palmerston.nt.gov.au inbox, registering the emails and inwards correspondence in Magiq, our electronic document and records management system. The Records

Management team deliver training to new City of Palmerston staff on best practice information management and the practical application of Magiq.

During this quarter, the Records Management team achieved:

- Triaging and responding to 1,655 emails that were registered from the palmerston@palmerston.nt.gov.au inbox;
- Registering and triaging 1,239 pieces of inwards correspondence into Magiq and onto relevant staff;
- Oversight in the generation of 12,000 documents created in Magiq;
- Provided 14 training sessions to new starters.

The Records Management team lead an audit of over 80 boxes of historical, physical records in January which resulted in the destruction of the records in accordance with legislative requirements and noting the records have also been retained electronically. Another audit has commenced to assess other physical records, currently housed in storage, for destruction. The Records Management team are currently assessing physical documents that are suitable for transfer to NT Archives, in line with the relevant legislative requirements.

Policies

The following policies were progressed to Council for approval in line with the Policy Schedule:

- Council Policy Review – Audio/Audiovisual Conferencing

Procurement

The following public procurement processes were undertaken for projects over \$100,000 in the January-March quarter. Reporting of the tenders awarded and contract variations as required by the legislation and the regulations are reported in the Monthly Finance Reports.

| Procurement | Awarded To | Contract Value | Contact Type | Length of Period Contact | Local Supplier |
|---|----------------------------------|---|----------------------|--------------------------|----------------|
| City of Palmerston Street Lighting Upgrades | Aussie Mandias T/As Top End RACE | estimated annual \$550,000 inc. GST per annum | Period Contract | period of 5 years | Yes |
| Archer Waste Management Facility – Gatehouse Relocation | M+J Builders Pty Ltd for | \$288,930.29 inc. GST | Lump sum or schedule | N/A | Yes |
| Animal Management Vehicle Canopies | Not Awarded | N/A | N/A | N/A | N/A |

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:

- Men’s Shed Accessible Toilet Construction

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:

2. **Financial Sustainability**
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.
3. **Economic Development**
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
6. **Governance**
Failure to effectively govern.
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 risk, legal and legislative implications relating to this Report.

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

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| AGENDA ITEM: | 13.2.5 |
| REPORT TITLE: | Major Capital Projects Update - April 2024 |
| MEETING DATE: | Tuesday 16 April 2024 |
| AUTHOR: | Senior Project Manager, Kylie Picken |
| APPROVER: | General Manager of Infrastructure, Nadine Nilon |

COMMUNITY PLAN

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

PURPOSE

The purpose of this Report is to update Council on Major Capital Projects currently underway.

KEY MESSAGES

- Council has several major capital projects underway that have a planned, or contracted value, greater than \$1 million.
- This report provides an update to the status of Major Projects.
- The following projects have updates included as attachments of this report:
 - Driver Community Centre redevelopment
 - Archer Waste Management Facility Upgrade
 - Zuccoli Community Hub – Future Stages
 - Enterprise Resource Planning Project (ERP)
- Updates on other relevant projects additional to those listed are also included within this report with updates, these include:
 - FiberSense
- Capital projects occurring with a value less than \$1 million are updated within the infrastructure Directorate quarterly reports, and relevant financial reporting.

RECOMMENDATION

THAT Report entitled Major Capital Projects Update - April 2024 be received and noted.

BACKGROUND

Council has allocated \$26.6 million to the Capital Works Programs in 2023/24. These programs include a broad range of asset renewal programs along with major capital projects from planning and development stages to delivery.

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

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

DISCUSSION

Updates on the following major capital projects are included as attachments to this report:

- Driver Community Centre **Attachment 13.2.5.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.5.2**
- Zuccoli Community Hub **Attachment 13.2.5.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.5.4**

Council is also progressing other relevant major capital works, as summarised below.

FiberSense

FiberSense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that City of Palmerston (CoP) will be able to use for planning and improvements to the city. A total of 60km of fiber optic cable has been laid throughout Palmerston Central Business District (CBD) and Tiger Brennan Drive.

The DigitalAsset system is live and is able to be used to receive alerts of disruption (ie digging) near the fibre which is then cross-referenced with issued works permits where required. The DigitalCity system is under development, with the first phase relating to traffic counts and congestion in a testing phase of its deployment. It's anticipated that this phase will be completed and 'live' by June 2024. Future phases are being road-mapped and will include pedestrians and parking.

CONSULTATION PROCESS

Consultation occurs as relevant to each project and its status.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The projects are being delivered within the 2023-24 Capital Works Program. Individual budget updates are included with the current project summaries.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that failure to deliver on these projects in the time frame specified may result in community dissatisfaction. City of Palmerston is actively working with relevant consultants and contractors to bring these projects to practical completion.

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.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The environmental sustainability of each project is considered as it's developed and implemented.

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. Driver Community Centre [13.2.5.1 - 2 pages]
2. Archer Waste Management Facility Upgrade [13.2.5.2 - 2 pages]
3. Zuccoli Community Hub [13.2.5.3 - 2 pages]
4. Enterprise Resource Planning Project (ER P) [13.2.5.4 - 1 page]



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DRIVER COMMUNITY CENTRE

April 2024 Update

Project Overview

Summary: The Driver Community Centre was constructed in the mid 1980's as a Childcare Facility co-located adjacent to Driver Primary School. The existing facility is reaching end of life and requires redevelopment to better address the needs of the community.

Estimated Construction Budget: \$3.0 million

Funding Source(s):

- Design - City of Palmerston - \$250,000
- Construction - To be determined.

Completion Date:

- Design - June 2024
- Construction - To be determined once the design and funding has been finalised.

Contractor: Design - GHD Woodhead

Status Update

Percentage Complete: 70% Design

Actual Costs to Date (design): \$102,409.00

Works to Date Summary:

A public quotation process was undertaken for the provision of Needs Assessment and preliminary design. The contract was awarded to GHD in October 2022. The Needs Assessment and the preliminary design was completed in 2023. GHD are now progressing the detailed design and construction documentation stages, including 3D renders for consultation purposes. The cost for the project based on the preliminary design is estimated at \$3 million.

Community consultation occurred following the preliminary design and the recommendations for inclusion into the final design were endorsed by Council at the Ordinary Council Meeting 12 December 2023.

The detailed design is now progressing, with completion of design scheduled for June 2024.

The design includes a total internal floor area of 353 square metres, with a total internal occupancy of 100 users across three spaces (pods), each with adjacent outdoor space.

| Room | Usable area | Storage area | Occupancy |
|--------------------|-------------|--------------|-----------|
| Pod 1 | 71 | 10 | 20 |
| Pod 2 | 80 | 9 | 30 |
| Pod 3 | 111 | 6 | 50 |
| General storage | N/A | 14 | N/A |
| Kitchen facilities | 13 | N/A | N/A |



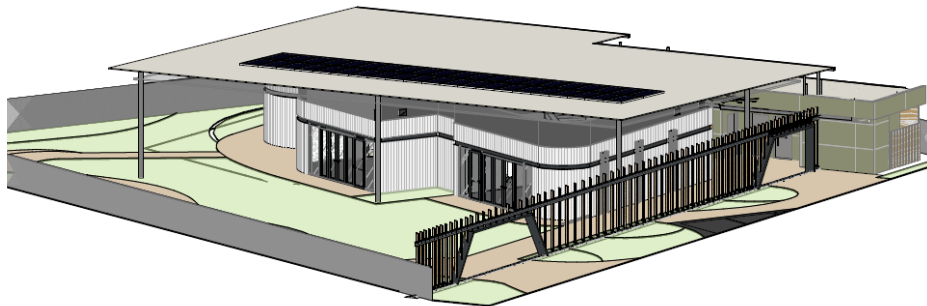
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DRIVER COMMUNITY CENTRE

April 2024 Update



Site Layout



Conceptual Design

Upcoming Works:

Detailed design is underway, including structural, services and landscaping to provide for planning approvals, building permit and cost estimate refinement and development of construction documentation.

Project Risks:

The current cost estimates are based on current costs and the preliminary design. As the design is finalised, estimates can be refined however as funding for construction is not secured at this time, the actual cost of the project will be dependent on the market at the time of tendering.



A Place for People

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

April 2024 Update

Project Overview

Summary: Upgrade of the Archer Waste Management Facility (AWMF) includes design and construction of a new recycling area, including a cardboard compactor and an undercover general waste push-pit area to improve safety and functionality.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/archer-waste-management-facility-awmf-upgrade>

Project Budget: \$1,800,000

Funding Source(s):

| | | |
|--|-------------------------------|--|
| Waste and Recycling Facility Upgrade Works | City of Palmerston | \$1,200,000 |
| | Northern Territory Government | \$400,000 Priority Infrastructure Fund |
| Cardboard Compactor | City of Palmerston | \$100,000 |
| | Northern Territory Government | \$100,000 NT Recycling Modernisation |

Completion Date(s):

- Gatehouse Relocation – May 2024
- Cardboard Compactor installation and commissioning – October 2024
- Remaining stages – Dry season 2024

Status Update

Percentage Complete: Design 90% complete for Stage 2 (recycling area, including cardboard compactor)

Gatehouse Redevelopment Contract Sum: \$262,663.90

Actual Costs to Date (claims approved): 0 or 0% of contract sum.

Approved Cost Variations: 0%

Works to Date Summary:

Design works are continuing for the recycling area and transfer station. The design development is being driven by the complexities of the site, the need to maintain operations during construction and the final design being able to be delivered within the budget. Works progressed this month:

- Cardboard compactor procurement is completed, and delivery is expected July 2024. Installation and commissioning are expected to be completed by October 2024.
- Contract for the gatehouse redevelopment and civil works was awarded to M&J Builders with works commencing on site 10th April.

Upcoming Works:

- Gatehouse redevelopment and civil works expected to be completed by end of May.
- Community consultation has commenced regarding works schedule.
- Progress and completion of detailed design for all remaining stages.
- AWMF Operations Tender to be finalised following completion of detailed design for all stages.
- Review and update of AWMF Upgrade Communications Strategy based on project staging.



ARCHER WASTE MANAGEMENT FACILITY UPGRADE

April 2024 Update

A Place for People

Key Risks:

The complexity of the site and availability of design consultants and internal resources to progress the project has led to delays. Cost escalation presents as a project risk, and this is being managed through design and scope review.

The AWMF is highly utilised by the City of Palmerston residents and community engagement and consultation is critical to project success. There is a potential risk of community dissatisfaction during the project construction phase. This is being mitigated through the establishment of a temporary waste transfer facility during construction and communication strategy.



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ZUCCOLI COMMUNITY HUB

April 2024 Update

Project Overview

Summary: The Master Plan for the Zuccoli Community aims to provide an integrated multi-purpose community precinct to meet open space, recreation and community needs for the rapidly growing Zuccoli community and wider City of Palmerston. The project has been divided into a minimum of three stages.

- Stage 1 dog park featuring water play amenities, public restroom facilities - Complete.
- Stage 2 pump track, nature/sensory walking trail – Current stage
- Future stages – skate park, basketball court, community buildings including community centre, library, playground, gardens.

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

Estimated Total Budget: \$30 million

Current Stage Funding Source(s):

- City of Palmerston - \$675,571
- Federal Government – \$411,889 LRCI (Local Roads & Community Infrastructure)
- Northern Territory Government - \$250,000

Completion Date:

- Civil Design – April 2024
- Construction – late 2024

Contractor: Civil Design - Stantec

Status Update

Percentage Complete: 70% Civil Design

Actual Costs to Date (design): \$38,052.60

Works to Date Summary:

The civil design for all stages has been completed to enable tenders to be prepared for the Stage 2 works. The completed design also includes the earthworks required for future stages. The master plan of the community hub has informed the civil design, with all elements able to be developed on the site. As the site does have a natural grade from the road towards the dog park, and creek, the levels have been designed to maximise accessibility whilst also being used to define the spaces.

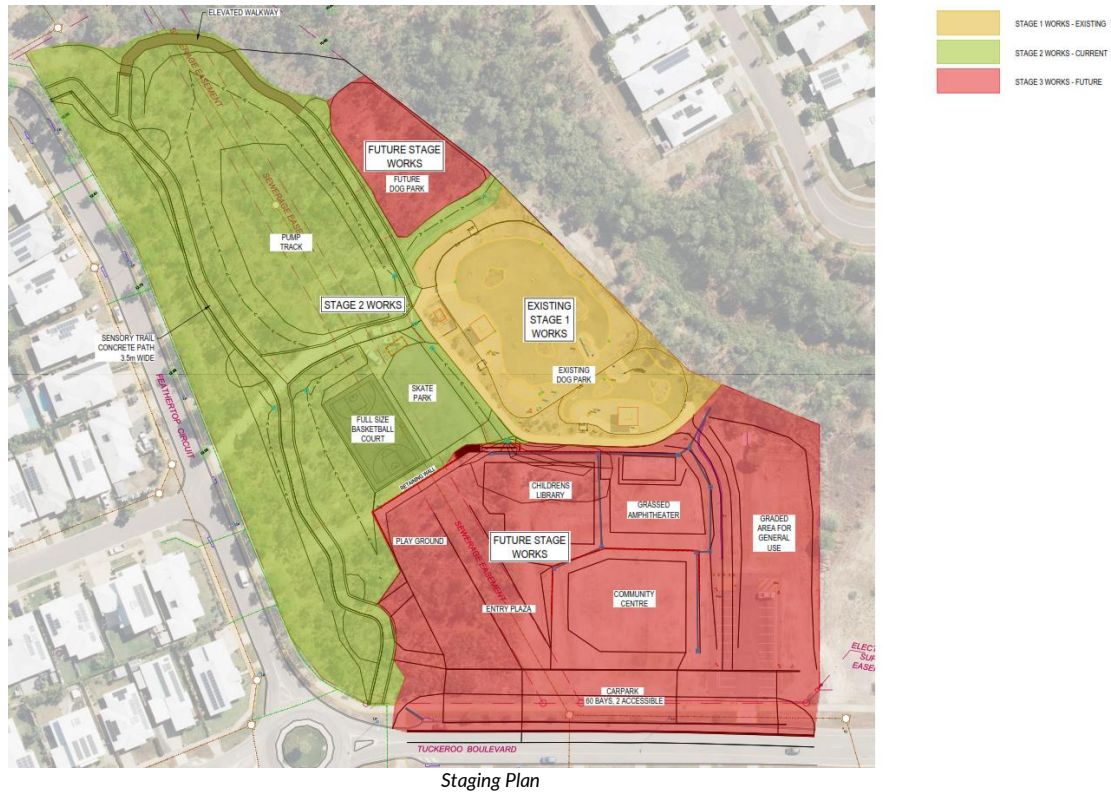
The civil design, including earthworks and stormwater, will be used to inform the design and construction of the projects included in stage two, for the sensory walking trail and the pump track. The image below shows the Stage 2 works as including the basketball court and skate park, these are not currently funded for completion based on budget estimates, however the earthworks and site preparation will occur as part of Stage 2.

ZUCCOLI COMMUNITY HUB

April 2024 Update



A Place for People



Upcoming Works:

- Civil design completion including stormwater modelling.
- Finalisation and release Pump Track and Walking Trail design and construct tender.

Project Risks:

The estimated budgets are based on concept designs and high-level estimates. The tenders will inform the final cost requirements and where required, additional funds or staging of activities will occur.



A Place for People

ENTERPRISE RESOURCE PLANNING PROJECT

April 2024 Update

Project Overview

Summary: The City of Palmerston (CoP) requires an effective system capable of enabling the delivery of efficient and quality services to the community whilst also meeting the organisation's internal corporate needs. An enterprise Resource Planning (ERP) Project has been identified to enable a strategic approach to Council's systems.

Project Budget: \$2 million (over 3 financial years)

Funding Source(s): City of Palmerston

Completion Date: 2026

Contractor: Project Management Support - Information Professionals Group (IPG)

Status Update

Percentage Complete: 10%

Actual Costs to Date (consultancy): \$60,500

Works to Date Summary:

CoP currently utilises several systems to meet its core operational requirements, some of which have partial integration and most operate independently. Whilst the systems are updated regularly and are meeting compliance requirements, the limited integration has an impact on business processes.

A gap analysis of existing systems was completed in 2022 and is being used to form the basis of the project priorities and deliverables. In November 2023, a specialist consulting group was engaged to lead the delivery of the project, including gap analysis review, project planning, tender documentation and change management coordination. An internal Project Control Group (PCG) has been established to oversee the project, including resourcing requirements.

The project is currently in the project development stage with initial reviews of processes, identification of project risks, preliminary consultation with stakeholders having occurred which are being used inform the finalisation of project documentation.

Upcoming Works:

The current priority is the finalisation of project documentation to enable the tender documentation to be prepared. The current project schedule is;

- Project documentation finalisation – April 2024
- Tender development, legal and probity review – May 2024
- Tender advertising and award – mid 2024
- Implementation aligning with change management plan – late 2024

Project Risks:

Risk management is an important part of the project development. A risk assessment is being prepared, noting that change management is a key risk that has been identified and critical to the project's success.

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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, 7 May 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 2 April 2024

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

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

'A Place for People'



A Place for People

COUNCIL MINUTES

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 2 April 2024 at 5:30pm.

PRESENT

ELECTED MEMBERS

Acting Mayor Danielle Eveleigh (Chair)
Councillor Amber Garden (*Via Audio/Audiovisual*)
Councillor Damian Hale
Councillor Lucy Morrison
Councillor Mark Fraser
Councillor Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
General Manager Infrastructure, Nadine Nilon
General Manager Finance and Governance, Wati Kerta
Minute Secretary, Jodi Holden

GALLERY

One member of the public
Two members of staff

Initials:

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

11294



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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 5.30pm..

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

THAT it be noted Mayor Pascoe-Bell will be on leave of absence as previously granted on 16 January 2024 for the period of 28 March to 16 April 2024 inclusive.

THAT it be noted Deputy Mayor Giesecke will be on leave of absence as previously granted on 19 March 2024 for the period of 2 April 2024 inclusive.

3.3 Leave of Absence Request

Moved: Councillor Henderson
Seconded: Councillor Hale

THAT the leave of absence received from Councillor Hale for 3 April to 5 April 2024 inclusive be received and noted.

CARRIED 10/1267 – 2/04/2024

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden
Seconded: Councillor Fraser

THAT Council note the request for Audio/Audiovisual Conferencing received from Councillor Garden who will be physically prevented from attending a meeting due to being a greater distance than 100km from the appointed place of meeting and approval has been granted by the Chief Executive Officer in accordance with the City of Palmerston Audio/Audiovisual Conferencing Policy.

CARRIED 10/1268 – 2/04/2024

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

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A Place for People

COUNCIL MINUTES

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Eveleigh
Seconded: Councillor Hale

1. THAT the Declaration of Interest received from Councillor Hale for Item 25.1.1 be received and noted.
2. THAT the Declaration of Interest received from Councillor Eveleigh for Item 25.1.1 be received and noted.

CARRIED 10/1269 – 2/04/2024

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Morrison
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 19 March 2024 pages 11273 to 11288 be confirmed.

CARRIED 10/1270 – 2/04/2024

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

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A Place for People

COUNCIL MINUTES

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Henderson
Seconded: Councillor Fraser

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 | Election Preparation | 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. |

CARRIED 10/1271 - 2/04/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Council Policy Review - Recognition of Service to the Community

Moved: Councillor Morrison
Seconded: Councillor Hale

1. THAT Report entitled Council Policy Review - Recognition of Service to the Community be received and noted.
2. THAT Council endorses City of Palmerston's Recognition of Service to the Community Policy being **Attachment 13.1.1.3** to report entitled Council Policy Review - Recognition of Service to the Community.

CARRIED 10/1272 - 2/04/2024

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

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A Place for People

COUNCIL MINUTES

13.1.2 Council Policy Review - Audio/Audiovisual Conferencing

Moved: Councillor Fraser
Seconded: Councillor Henderson

1. THAT Report entitled Council Policy Review - Audio/Audiovisual Conferencing be received and noted.
2. THAT Council endorses City of Palmerston's Audio/Audiovisual Conferencing Policy being Attachment 13.1.2.3 to Report entitled Council Policy Review - Audio/Audiovisual Conferencing.

CARRIED 10/1273 - 2/04/2024

13.2 Receive and Note Reports

13.2.1 Community Quarterly Report - January to March 2024

Moved: Councillor Henderson
Seconded: Councillor Hale

THAT Report entitled Community Quarterly Report - January to March 2024 be received and noted.

CARRIED 10/1274 - 2/04/2024

13.2.2 Infrastructure Quarterly Report January to March 2024

Moved: Councillor Morrison
Seconded: Councillor Henderson

THAT Report entitled Infrastructure Quarterly Report January to March 2024 be received and noted.

CARRIED 10/1275 - 2/04/2024

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.1.1 FAQs - 2024-25 Council Member Allowances

Moved: Councillor Garden
Seconded: Councillor Morrison

THAT the Information 14.1.1 entitled FAQs - 2024-25 Council Member Allowances received from Department of Chief Minister and Cabinet be received and noted.

CARRIED 10/1276 - 2/04/2024

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

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COUNCIL MINUTES

14.2 Correspondence

14.2.1 Inquiry into Local Government Sustainability

Moved: Councillor Henderson
Seconded: Councillor Morrison

1. THAT correspondence dated 22 March 2024 14.2.1 entitled Inquiry into Local Government Sustainability be received and noted.
2. THAT a Report be provided to Council regarding the Inquiry Into Local Government Sustainability by the 2nd Ordinary Meeting in April 2024.

CARRIED 10/1277 - 2/04/2024

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Fraser
Seconded: Councillor Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 16 April 2024 at 5:30pm in Gray Community Hall, Gray.

CARRIED 10/1278 - 2/04/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Henderson
Seconded: Councillor Morrison

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 10/1279 - 2/04/2024

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 2 APRIL 2024

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A Place for People

COUNCIL MINUTES

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.04pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.27pm.

Chair

Print Name

Date

UNCONFIRMED

Initials: _____