



# **AGENDA**

## **2nd Ordinary Council Meeting**

### **Tuesday 20 August 2024**

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

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



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



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  - 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 6 August 2024 pages 11404 to 11415 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

## MAYORAL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	7.1
<b>REPORT TITLE:</b>	Mayoral Update Report - July 2024
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	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

- Meetings with Ministers, MLA's and Government Agencies and residents.
- Attending Community events on Councils behalf.
- Media Interviews with ABC, First Nations Radio, Katie Woolf Mix 360, Channel Nine News and Smarter Justice for Safer Communities

### RECOMMENDATION

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

### DISCUSSION

A snapshot of events attended by the Mayor on behalf of Council during the month of June 2024:

- Australian Local Government Association (ALGA) trip to Canberra
- Australian Council of Local Government Function at Parliament House
- Opening of Palmerston Youth Festival
- 2024 NAIDOC Week March and Flag Raising
- Palmerston Youth Festival NAIDOC Pool Party
- Palmerston Youth Festival – Pamper Party
- NTG NAIDOC Week Flame Tree planting
- Palmerston Youth Festival – Palmys Got Talent
- Regional Capitals Australia (RCA) Onboarding Meeting
- Mark Turner, Member for Blain
- Chief Minister of the Northern Territory and Member for Drysdale Eva Lawler
- Palmerston Youth Festival – Wrap Up Party with Cyril
- NAIDOC Ball and Awards Ceremony
- Exercise Pitch Black 2024
- Future NT 2024 Event
- NT/K Employer Support Awards
- Pitch Black Open Day
- Eid UI Uzha 2024 Dinner
- Northern Territory Government Police Assistant Commissioner Matthew Hollamby
- Reception for Autism Northern Territory

Meetings with other industry groups and media:

- Palmerston Development Consent Authority (DCA) Meeting
- Regional Capitals Australia (RCA) Board Meeting
- Photo Opportunity with Charles Darwin University (CDU) Purple Bench
- The Australian Public Sector Anti- Corruption Conference (APSACC)

### Palmerston Youth Festival (PYF) 2024

Once again, the fifth City of Palmerston Youth Festival didn't disappoint! I am in awe that the week-long festival continues to evolve and keep our young and diverse community entertained. This year was the highest attendance rate on record, and considering that 39% of our residents are aged under 25 I am not surprised it continues to be the highlight on the City of Palmerston's Calendar. On behalf of Council, I would like to thank the Northern Territory Government for providing CoP the grant funding which enables every event throughout the week-long festival to be free and available to all. Council would also like to thank everyone who participated, and especially to all staff involved in delivering another highly successful Palmerston Youth Festival in 2024.



**Mayor Athina Pascoe=Bell helped to spray-paint the CDC Bus with PYF mascot Tentacle Mike along with local artists at 2024 NAIDOC Week Pool Party at SWELL**

Unveiling The Purple Bench Project Collaboration

It was humbling to partner with Charles Darwin University (CDU) who organized their trade apprentices to construct the Purple Bench that now overlooks Lake A at Sanctuary Lakes which is nestled in the suburb of Gunn. The Purple Bench project originated in Canada in 2015 to mark the 25<sup>th</sup> anniversary of the murder of Barb Bailie by her husband. Purple Benches serve to honour victims who have lost their lives to domestic and family violence (DFV) and are installed in public spaces to raise awareness of violence against women and children. Importantly they contain a plaque with contacts to services for those currently experiencing DFV who may not know who to reach out to for help. <https://nt.gov.au/emergency/emergencies/crisis-and-support-helplines>



**L-R Scott Cambell, Lecturer – Metal Fabrication and Welding CDU, CoP Mayor Athina Pascoe-Bell and Bree Willsmore, Acting Vice President, Community Connections CDU.**



**City of Palmerston’s first Purple Bench initiative in conjunction with CDU overlooks Sanctuary Lakes in the suburb of Gunn.**



The Australian Public Sector Anti-Corruption Conference (APSACC) 2024

I along with Deputy Mayor Mark Fraser, Councillor Amber Garden, Councillor Ben Giesecke and Councillor Morrison attended the 3-day conference held at the Darwin Waterfront Convention Centre. It was a rare opportunity for a conference of such calibre to be held in the Northern Territory, and it was heartening to see it was well attended by many different sectors. There was a variety of topics discussed including risk identification and management, recent developments within the sector and creative approaches to combating corruption.



**Attending the APSACC 2024 Conference L-R Deputy Mayor Fraser, Mayor Pascoe-Bell, Councillor Giesecke, Councillor Garden and Councillor Morrison.**

**POLICY IMPLICATIONS**

Nil

**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
23.1	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.1.1	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)(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	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.  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.



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## COUNCIL AGENDA

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

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	2024 Palmerston Youth Festival
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Community Services Manager, Sheree Jeeves
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

### COMMUNITY PLAN

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

### PURPOSE

This Report provides Council with an overview of the 2024 Palmerston Youth Festival held between 6 and 12 July 2024.

### KEY MESSAGES

- The fifth Palmerston Youth Festival (PYF) was a huge success, attracting a record total attendance of 7,390 from the 6 – 12 July 2024.
- Youth under 25 represent 39% of the Palmerston Community, the PYF contributes to community wellbeing, safety, pride and improved social outcomes.
- The festival was made up of seven (7) events, two (2) major and five (5) bespoke events, over seven (7) days and included competitions and giveaways worth \$25,000.
- Geekfest Top End was once again the most popular drawcard of the festival with a crowd of over 4,200. Two (2) new events added to the program, Pamper Palmy and NAIDOC Pool Party.
- Events and activities were designed to be free, accessible, inclusive and to cater to a broad range of interests including culture, music, sports, arts, hobbies, and technology.
- The Northern Territory Government provided grant funding of \$300,000 to City of Palmerston, to deliver the Palmerston Youth Festival and the funding agreement is in place for another two (2) years. City of Palmerston committed \$50,000 towards the festival plus significant in-kind support and staff resources.

### RECOMMENDATION

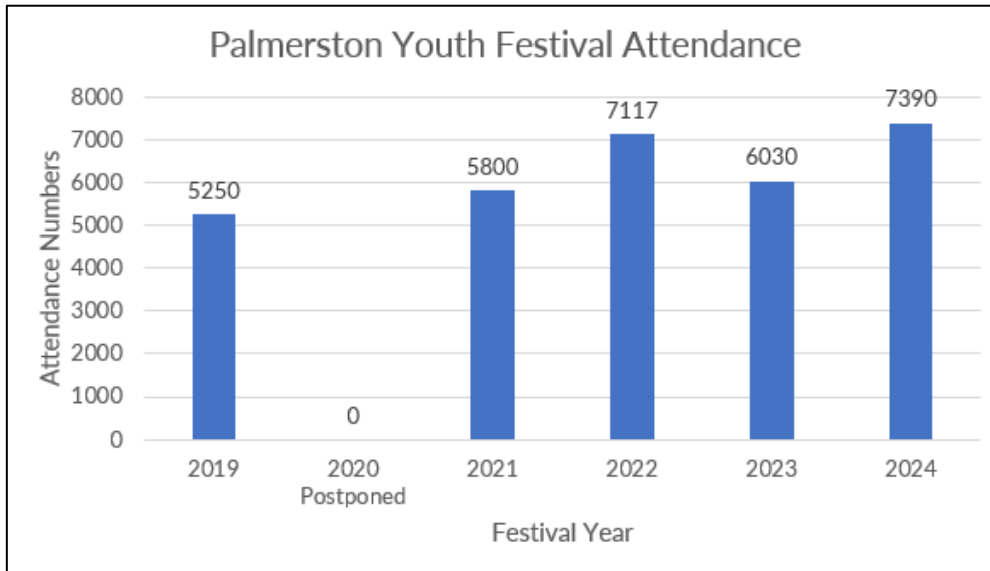
1. THAT Report entitled 2024 Palmerston Youth Festival be received and noted.
2. THAT the Mayor write to Chief Minister thanking the Northern Territory Government for the ongoing partnership for the delivery of the Palmerston Youth Festival 2024, highlighting this year's success.

### BACKGROUND

In November 2018, the Northern Territory Government (NTG) committed \$300,000 per annum grant funding, to coordinate a week-long Palmerston Youth Festival during the July school holidays. City of Palmerston has successfully delivered five (5) Palmerston Youth Festival's between 2019 to 2024.

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Each Festival has delivered two (2) major and five (5) bespoke events, with over 31,000 attendees since 2019.



This Report provides Council with an overview of the 2024 Palmerston Youth Festival held between 6 and 12 July 2024.

**DISCUSSION**

Palmerston Youth Festival (PYF) has been a beacon of community spirit and creativity for over five (5) years, growing in both size and significance with each passing year. Organised by City of Palmerston, with sponsorship from the Northern Territory Government, the festival is a testament to the power of collective effort and shared passion.

The 2024 festival opened with Geekfest Top End drawing over 4,200 visitors and showcasing our community's love for geek culture.

EVENT	ATTENDANCE
Geekfest Top End	4,280
NAIDOC Pool Party	660
Youth Pride	35
Sportsfest	450
Palmy's Got Talent	180
Pamper Palmy	280
Wrap Up Party	1,505
<b>TOTAL</b>	<b>7,390</b>

Throughout the festival, a variety of free events catered to a wide range of interests. From arts, culture and sports to wellness activities, there was something for everyone. Each day offered unique experiences, allowing participants to explore new hobbies, develop skills, and connect with peers. Inclusivity is a foundation of the festival's enduring appeal, ensuring that everyone feels welcome and valued.

The festival also featured 11 competitions, providing an opportunity for over 70 young individuals to share in the prize pool.

**Festival Highlights:**

- The 2024 PYF witnessed a high turnout and enthusiastic engagement, with over 7,300 individuals participating and attending the various events and activities held throughout the seven (7) days. This

significant attendance highlighted the festival's appeal and its success in attracting and captivating young people from the community.

- The PYF Program of Events enabled young people to have all the information about the week, the program was distributed to Palmerston Schools and businesses.
- Two (2) new events debuted this year, Pamper Palmy and NAIDOC Pool Party. Both events were very popular with young people and provided a fresh element to the festival.
- The successful delivery of the festival was made possible through the collaborative efforts of City of Palmerston with NGT, community groups, individuals and organisations supporting the week of events. These partnerships brought together resources, expertise, and shared visions to create a vibrant and memorable Festival experience for youth. The strong community involvement and collaboration exemplified the shared commitment towards empowering and supporting young individuals.



**KONNECTED - Immersive Digital Experience**

### Geekfest Top End 6 July: Recreation Centre, Library and Goyder Square

The highly anticipated Geekfest Top End (GFTE) did not disappoint, attracting over 4,200 fans of geek culture to open the festival. Geekfest Top End is Northern Territory's (NT) longest running geek convention and includes one of the NT's biggest Cosplay competitions. 23 young people entered the Cosplay competition and parade, showcasing their creativity and craftsmanship to develop costumes and embody the characters from movies, anime, video games and comics. Fans enjoyed meeting Cosplay special guest Stephanie Vander Heyden, winner of the Australian 2022 annual global Cosplay Central Crown Championship, and then went on to represent Australia at the finals in Chicago.

Over 1000 people enjoyed the major attraction 'Konnected', an immersive, interactive experience navigating through underwater vistas, and transitioning into a Tron-like universe and neon tunnels before merging back into the futuristic honeycomb universe.

K-Pop workshops and performance with PSYCHE was a huge hit with the audience, showing the skills and demand for Korean popular music.

The library was action packed all night with young people embracing laser tag and the silent disco. For those over 18, they could enjoy the 18+ gaming room with games such as TEKKEN and Street Fighter.

A draw card for a lot of attendees to Geekfest is the gaming. The options were a plenty such as Super Smash Bros. Ultimate, and Game Jam. The finals of Super Smash Bros. Ultimate was played on the big stage, with the audience on the edge of their seats cheering on the finalists.

Other attractions included STEM Lab, Artist Alley, Power-up parade with Darwin Symphony Orchestra, Board Game Lounge, Interplanetary Battle Cards, Just Dance, Brick It Station, Circus Area, Ghost Busters, Gadgets and Games, Indie Corner and a fire show to close the night.

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“Participating in Geekfest has been incredibly beneficial for our youth-led gaming group. Providing us with invaluable experience in event planning and management, supporting our growth and offering mentorship along the way. The City of Palmerston staff, were strong advocates for youth involvement, ensuring that young people had a voice and felt comfortable expressing themselves. We truly felt like a valuable part of the event. Geekfest’s emphasis on youth delivering an event targeted at youth has been instrumental in fostering a sense of ownership and empowerment among our members”. - Level Up Gaming

“It was an amazing event, and we had a great time and fantastic engagement”. - Northern Territory Government - Department of Corporate and Digital Development



**VIPs Open PYF with a Bang**



**Lazer Tag in the Library**



**Hoppos Cards – Artist Alley**



**Cosplayers**

**NAIDOC Pool Party 7 July, SWELL**

This new event for the 2024 program added a focus on cultural awareness and celebration. The Youth Festival, coinciding with NAIDOC Week, was a significant opportunity to honour and recognise the rich cultural heritage of Australia's Aboriginal and Torres Strait Islander (ATSI) peoples.

The Pool Party featured various engaging activities. Attendees had the chance to work with local artists to paint a Coaster Bus provided by CDC NT. DJ Charly mentored young people, helping to create a lively party atmosphere. Additionally, 23 youth took up the opportunity to learn and practice their skateboarding skills at Build Up Skateboarding’s energetic workshop.

The Palmerston Lions provided a BBQ for attendees, handing out 500 sausages, 240 burgers, 35 loaves of bread, six (6) kg of fruit salad, and three (3) litres of yogurt. In partnership with the Palmerston Youth Centre (PYC), drop-in cultural and arts activities were available throughout the pool party, providing attendees with immersive and enriching opportunities to learn, participate, and celebrate.

The event was a tremendous success, drawing approximately 660 attendees from diverse backgrounds.



**CDC Bus with PYF mascot Tentacle Mike**



**DJ Charly**



**Youth Dancing with DJ Charly CDC**



**Bus spray painted by the community**

**Youth Pride 8 July, Palmerston Recreation Centre**

Youth Pride offered a nurturing and inclusive space for LGBTQIA+ young people to authentically express themselves and build connections within a supportive community. This event celebrated and fostered visibility and affirmation, encompassing the diverse dimensions of the LGBTQIA+ community.

Youth Pride served as a powerful display of advocacy for social change, providing a platform for young people to amplify their voices and champion the rights and dignity of LGBTQIA+ individuals.

The event included:

- Gender Clothes Swap
- Pride Trivia delivered by Tina Colada
- Pride Bingo with Prawn Cracker Spice
- Youth Pride Alter-ego Art Activities delivered in partnership with Darwin Visual Arts:
  - Session 1: Facilitator Kim Donald led a painting session aimed at helping youth express their alter egos through creativity.
  - Session 2: Facilitator David Dalzell provided a variety of activities catering to different ages, from very young children (with parents/carers) to young teenagers.

The event was attended by 35 youth and their families, with a large portion of attendees staying for the duration. This level of engagement highlights the appeal and impact of the performers and activities.





**Boyz2Boyz Art activity - hero alter ego**



**Pride Panel Community after Pride Trivia**



**Sportsfest 9 July, Palmerston Recreation Centre**

Sporting enthusiasts of Palmerston embraced the opportunity to try a range of sporting activities and competitions at the Palmerston Recreation Centre. Sportsfest attracted 450 young people to celebrate sports and physical activity in a fun and inclusive event.

A highlight was our special guests, three (3) Paralympians Tom O'Neil Thorne, Jaylen Brown and Jannik Blair, World Champion CJ McCarthy, Japanese Paralympian Rio Fujimoto and Darwin Salties players Daniel Babb and Mitchel Brauer.

The young people also had the chance to try out wheelchair basketball to experience the strength and skill required.

The 3x3 Football competition was a huge hit, with the young people enjoying the competitive spirit and camaraderie.

The event was delivered in partnership with the Palmerston and Regional Basketball Association (PaRBA), and included:

- Esports
- Corn hole
- Basketball shootout.

By engaging in sports and exercise young people develop valuable skills, such as leadership and sportsmanship, while also forming relationships with their peers. This event offers opportunities for personal growth and achievement, regardless of skill level, contributing to the overall well-being and development of youth.



**3x3 Football Competition**



**ESports with PaRBA**



**Basketball shoot out**



**Roller Basketball**

**Palmy's Got Talent 10 July 2024, Durack Community Arts Centre**

This event saw 12 contestants perform with over 180 audience members watching from the Durack lawns.

Contestant preparation for this event began in May with two (2) workshops delivered by Anna Thomson to increase the confidence and capability of young people considering entering. On the night, contestants aged 10-14 performed a variety of acts including K-pop, Karaoke, singing, musical theatre, acrobatics, dancing, and a band! A spontaneous "Show Us Your Talent" segment erupted which saw audience members given the opportunity to display their talent to win Palmerston Youth Festival Merch.

To supplement these acts, intermission included a drumming, fire show dancing extravaganza to further entertain the crowd and contestants. Judging of the talent quest was undertaken by Councillors Everleigh and Henderson as well as Community General Manager, Konrad Seidl. Judges had an extraordinarily difficult decision to make determining winners, ultimately settling on three (3) place winners and three (3) highly commended awards. The event crescendo was a group performance including all contestants of ACDC's *It's a long way to the top*. Participants and their parents had overflowing positive feedback on the night, extremely happy with the event overall and their experience. To increase accessibility to young people CDC offered two (2) free shuttles to the Palmerston Bus interchange at 8pm and 9pm to ensure everyone interested could attend.



**Palmy's Got Talent crowd**



**Drumming performance**



**Basketball shoot out**



**All 2024 performers**

**Pamper Palmy 11 July 2024, Palmerston Recreation Centre**

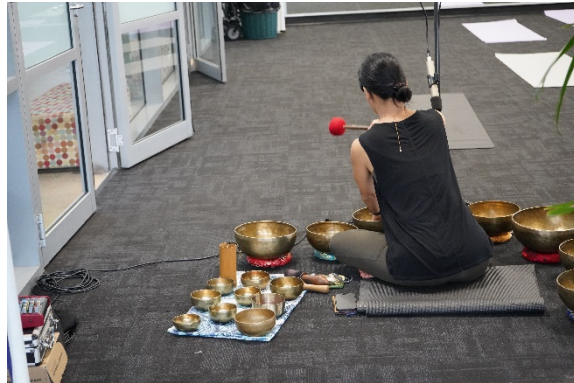
Over the three (3) hour course of the event we had 280 people attend, 200 of which arrived in the first 45 minutes.

Attendees experienced a luxurious high tea with cakes and speciality drinks on arrival before having the opportunity to engage with six (6) local support and service providers targeted towards the needs of young people. This included Catholic Care Drug and Alcohol services, Amity discussing Gaming and Addiction, Clinic 34 Sexual Health, The Office of Youth Affairs, and Team Health discussing mental health and wellbeing. Attendees got to enjoy free haircuts, manicures, massages, henna tattoos, clay play, and ice baths for recovery and meditation. There were also a series of selfcare workshops including introduction to yoga, meditation, and drumming for therapy. The pre-register workshop for Clay Earing Making sold out in four (4) days and had 24 people on the waiting list.

This event was the first of its kind, with the purpose to increase the diversity and variety of interests catered to at the Palmerston Youth Festival. It has been considered by all a great success, and likely to return in the 2025 schedule.



**Clay earring workshop**



**Sound healing**



**Ice bath and coaching**



**High tea**

**Wrap Up Party 12 July, Palmerston Recreation Centre**

The Wrap Up Party aimed to create a safe, inclusive space for youth to celebrate the end of the Palmerston Youth Festival with local and national DJs/artists. Formerly Suburban Sounds, it was rebranded as the Palmerston Youth Festival – Wrap Up Party. Held at Palmerston Recreation Centre for the first time, the event was strategically aligned with Palmerston Markets to maximise attendance.

The show opened with Ethan, the winner of the Performance Mentorship 2024, who worked with Caiti Baker from Sietta Creative to prepare for the Wrap Up Party. The lineup included Psych3 Dance Crew, winners of the K-Festival 2024, who impressed the crowd with their hip-hop dance moves in two (2) back-to-back performances. Next, we welcomed Yung Milla, an emerging rapper with a growing local fan base, to the stage. He was well-received by the crowd and engaged effectively with the youth and the attendees. CAM.DEN, an artist from Perth who headlined the main stage at the prestigious Seasons Festival, followed showcasing his talent on the guitar accompanied by background tracks.

Mastered, an artist and DJ from Melbourne with tracks released by top European labels like Up All Night Berlin, Storm Music, Soave Records, and Loudkult, then took the stage, performing groovy beats that got the audience dancing. Simon Sez, who was taught by CYRIL and has played at the Electric Storm Festival, Discovery, and Mayberry, set the stage for our headliner. He has supported artists such as Will Sparks and Tigerlily.

Our headliner, CYRIL, an Aussie-born artist known for "Stumblin' In" and his remix of Disturbed's "Sound of Silence," delivered an outstanding performance. Born and raised in regional Australia and now based in Palmerston, CYRIL is a producer, DJ, and multi-instrumentalist, playing guitar, piano, and drums. His journey has been challenging, but his unwavering passion for music shone through, keeping the audience

on their feet and grooving to his beats. This was the highly anticipated finale everyone had been looking forward to at the Palmerston Youth Festival. The audience was thrilled to watch CYRIL's performance.

Additionally, we had face painting and a bucking bull on Frances Drive, with lines of kids and adults eager to participate in the activities. The event welcomed over 1,500 attendees throughout the evening, although the number of people within the venue was limited at any given time. Overall, the Wrap Up Party was considered a successful conclusion to the Palmerston Youth Festival 2024.



**Psych3 after their performance**



**Bucking Bull on Frances Drive**



**Yung Milla engaging with the crowd**



**CYRIL and audience**

Competitions

PYF funding of \$25,000 was allocated towards diverse competitions and prizes to provide a range of opportunities for young people to showcase their skills and expertise across various fields. The prizes awarded to winners not only recognise their talents but also provide them with opportunities to further hone their skills and pursue their passions. The competitions included:

- Cosplay
- Ultimate Smash Bros
- Just Dance
- Purple Brick Road
- Video Game Development
- Raffles
- 3x3 Football
- Trivia and Bingo
- Talent Show
- Performance Mentorship

## CONSULTATION AND MARKETING PROCESS

### Marketing and Communications campaign

The 2024 Palmerston Youth Festival campaign was a comprehensive, focused on brand recognition, and promotion of individual events and major events. The campaign began in May 2024. There was a large focus on the digital aspects, directly targeting the youth demographic. The total marketing expenditure was just under \$50,000.

This year a dedicated Facebook and Instagram channel was created, *@PalmerstonYouthFestival*, the hub of all communication regarding the festival, utilising both organic and paid options. KPI's were set to increase both channels' followers by 5% from when it transitioned from YoPalmy to Palmerston Youth Festival, these were surpassed with Instagram increasing followers by 5.2% (923) and Facebook by 16.9% (2,940).

The following tools and tactics were taken to increase awareness and engagement of the Palmerston Youth Festival:

- Videos featuring headline act CYRIL (6, 15 and 30 seconds) focusing on the overall festival, Geekfest Top End and the Wrap Up Party published on Tik Tok, YouTube and in-app gaming
- TVC on Channel Nine with headline act CYRIL
- Social media on dedicated channel both organic and paid posts:
  - Facebook organic posts from May – July organic posts: 34
  - Instagram organic posts from May – July organic posts: 20
  - Paid advertising: 16 ads totalling 133,742 reach and 426,878 impressions
- NT News campaign in June – July.
  - Impressions: 85,390 | Total clicks 55
  - Six (6) x digital placements
  - One (1) x print
  - Two (2) x sponsored content (article and Facebook feature)
- Radio placements: 111 ads from June – July.
- Radio Competition Black Betty with Tentacle Mike give away
- Out of House marketing:
  - Internal bus displays: 42 displays
  - Digital billboards: three (3) displays in six (6) locations
  - Flagpole banners: 11 in Palmerston CBD
  - Highway banners: on Stuart Highway and then to Civic Plaza car park
  - Teardrop banners: four (4) x four (4)m banners
  - Fence wrap - Geekfest Top End branded
- Palmerston Youth Festival booklet - 5000 printed
- Website - City of Palmerston Youth Festival website visits May – July 2024: 9,372 visits
- Eventbrite: seven (7) events.

Overall, the marketing campaign was successful and had multiple reach and engagement across channels.

## POLICY IMPLICATIONS

There are no policy implications for this Report.

## BUDGET AND RESOURCE IMPLICATIONS

Under the funding agreement, the Northern Territory Government grant contribution is \$300,000 per year with City of Palmerston contributing an additional \$50,000 per year. The 2024 budget has been

expended and an acquittal is being prepared, to be presented to the Northern Territory Government in November 2024.

City of Palmerston have ensured all funding requirements have been met, including allocating up to \$25,000 for competitions and prizes.

City of Palmerston staff led the management and planning of the event over several months.

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

Failure to work in partnership with the NTG as the key stakeholder.

Failure to meet the contract funding requirements and special conditions, may result in withdrawal of funding.

Mitigated risk by consulting with NTG stakeholders throughout the festival planning processes, and key updates are provided to NTG throughout

This Report addresses the following City of Palmerston Strategic Risks:

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

### **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

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

- [Inclusive, Diverse & Accessible Policy Framework](#)

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

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

### **ATTACHMENTS**

Nil

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - Korean Association
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Community Facilities Officer, Rachel Fosdick
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council endorsement of a community grant for the Korean Association in Australia Northern Territory Inc for \$3,400 to deliver Chuseok – Korean Thanksgiving.

### KEY MESSAGES

- Council 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.
- Chuseok: Korean Thanksgiving Day is one of the most important and festive holidays of the year. It is a time when Koreans give thanks to their ancestors for the abundant harvest and pray for their continued blessings in the year to come.
- The event at the Gray Community Hall on 15 September 2024 calls for all Palmerston families to come together and partake in the celebration of this family-centric holiday.

### RECOMMENDATION

1. THAT Report entitled Community Benefit Scheme - Korean Association be received and noted.
2. THAT Council endorses this grant agreement with the Korean Association in Australia Northern Territory Inc for \$3,400 to support Chuseok – Korean Thanksgiving on 15 September 2024 as per **Attachment 13.1.2.1** contained in this report entitled Community Benefit Scheme - Korean Association.

### BACKGROUND

Council 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 Representative Support available to individuals.

The Korean Association in Australia, Northern Territory Inc was formed in 2018 by Koreans residing in the NT. The Association's goals and business activities are to help Koreans settle down, develop friendships, exchange information, foster Korean Business, provide language and cultural education for future generations of children, and introduce traditional Korean food and culture to Australian society.



Chuseok, which is a Korean Thanksgiving Day, is one of their cultures most important and festive holidays of the year. It is a time when Koreans give thanks to their ancestors for the abundant harvest and pray for their continued blessings in the year to come.

## **DISCUSSION**

On 8 June 2024, the Korean Association in Australia, Northern Territory Inc applied for funding from City of Palmerston through the Community Benefit Scheme. The organisation is seeking \$3,400 to support their annual event Chuseok – Korean Thanksgiving Day on 15 September 2024 at the Gray Community Hall.

The funding requested from City of Palmerston will be used to cover the cost of performances, catering, MC, and promotional materials. Additional funding as well as project management and volunteers to deliver the event will be contributed from the Korean Association.

The Korean Association will acknowledge City of Palmerston on all promotional material, including acknowledgements on their website and social media channels as well as making verbal acknowledgements throughout the event. Elected members will also be invited to attend.

Organisers are expecting approximately 150 attendees at this event, with 25-40% of the total attendees' general community members from Palmerston. The Korean Association has demonstrated their ability to deliver events of this nature.

Additional Information was sought from the Korean Association to support their application:

In 2021, they organized Seollal, the Korean Lunar New Year which attracted 100 participants to the Malak Harmony Hall including both members of the Korean Community and the general community.

The activities included traditional Korean games, cultural performances, and Korean food.

### Participant Information

Of the expected 150 participants, approximately 75-100 attendees will be members of the Korean Association and families. 50-75 attendees will be general community members from Palmerston. In September 2023, the Korean Association participated in the Multicultural council of the NT Happy Families Dinner with over 150 participants.

### Promotional Materials

The following promotional materials will be utilised:

- Banners and posters displayed at key locations around Palmerston, including community centre, Palmerston Library, and local shops. Event specific banner to be hung during the event.
- Flyers will be distributed through local businesses, schools, and community centres to reach a broader audience.
- Social Media Campaign on Facebook.
- Newsletters to be sent to an existing mailing list, which includes community members and multicultural organisations.

### Official Proceedings

Official proceedings and announcements during the Chuseok Festival will be conducted in English to ensure accessibility for all attendees. Korean interpretations will be provided ensuring everyone regardless of their cultural background can participate and enjoy the event.

These strategies aim to maximise visibility and engagement with the general community in Palmerston.

## **CONSULTATION AND MARKETING**

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

- Community Development Officer

## **POLICY IMPLICATIONS**

Council Policy Grants, Donations, and Sponsorships provides governance and outlines the support that is available through the Community Benefit Scheme.

## **BUDGET AND RESOURCE IMPLICATIONS**

At the time of writing, the Community Benefit Scheme has \$92,500 available this financial year to fund activities that benefit Palmerston. If this application is successful \$89,100 would remain to fund future projects and initiatives.

## **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.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

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

- Inclusive, Diverse and Accessible Policy Framework

Council is dedicated to fostering diversity and inclusion in all its activities, from engaging with residents to planning and service delivery.

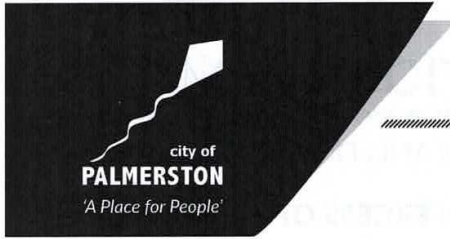
The proposed event celebrates cultural diversity, aligns with the Council's goals to enhance community engagement and inclusivity, and showcases the collaboration between the Council, community organisations, and residents to build a 'Place for People' in Palmerston.

## **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. Application Form - The Korean Association redacted [13.1.2.1 - 14 pages]



# APPLICATION FORM

## GRANTS AND DONATIONS

### REQUESTS IN EXCESS OF \$2000

Organisation Name: The Korean Association in Australia Northern Territory Incorpor  
Contact Name: [REDACTED]  
Position of Contact: President  
Telephone: [REDACTED] Mobile: [REDACTED]  
Email: [REDACTED]  
Address: [REDACTED]  
Postal Address: [REDACTED]  
Account Name: The Korean Association in Australia NT Inc  
Account Number: [REDACTED] BSB: [REDACTED]  
Amount Requested: \$3,400 ABN: 54 813 496 459  
Activity Name: Chuseok Activity Date: 15/09/2024  
Location of Activity: Gray Community Hall

**Environmental Initiative** (Please tick if this request relates to an Environmental Initiative)

#### ATTACHED WRITTEN APPLICATION WHICH INCLUDES:

#### PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO YOUR WRITTEN APPLICATION:

- Details of project, Detailed project budget, Evidence of alternate sources of funding to a minimum of 30% of project costs.
- Most recent audited financial statement (If application exceeds \$10,000)
- Proof of registration as Community, NFP or Incorporated body
- Contact details of Elected Office Holders
- Proof of appropriate insurance, certificate of currency
- Minuted details of your organisation's resolution to request funding

Please see overleaf for further information about Environmental Initiatives

Funding of this proposed activity/event/item will benefit the Palmerston Community, by:

fostering Korean community and promoting cultural understanding among non-Korean residents, contributing to a more diverse and harmonious environment.

and relates to the following goals and strategies in the City of Palmerston Community Plan:

aligns with Palmerston's vision of fostering community wellbeing, inclusivity, and participation, creating a safe and caring vibe where everyone feels they belong.

Signature: [REDACTED]

Date: 8/06/2024

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

In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

PO Box 1 Palmerston NT 0831

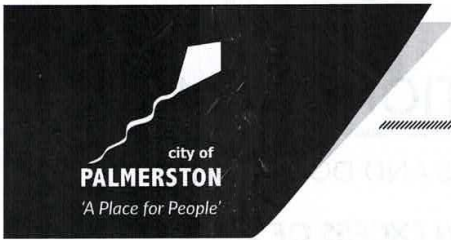
8935 9922

8935 9900

palmerston@palmerston.nt.gov.au

The City of Palmerston complies with the information Privacy Principles contained in the Information Act (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).

CITY OF PALMERSTON - GRANTS REQUESTS EXCESS \$2000 APPLICATION / 1



# APPLICATION FORM

## GRANTS AND DONATIONS

### REQUESTS IN EXCESS OF \$2000

#### ENVIRONMENTAL INITIATIVES

Council will support environmental initiatives up to a cumulative total of \$20,000 per annum, where there is a demonstrated improvement that can be achieved in the environment as a result of the project/initiative. These initiatives may include, but are not limited to:

- Waste reduction strategies (reducing non-recyclables or single use containers)
- Water or energy efficiency opportunities
- Rehabilitation of the environment (native planting/litter collection)

When completing this form about how your activity relates to the City of Palmerston Community Plan, the above examples may be a useful reference.

---

Grant funding will be available to commercial entities. Funding is allocated on a per Environmental Project/Initiative, per year, subject to 50% of the cost of the project being matched by the applicant.

#### DECLARATION COMMERCIAL ENTITIES ONLY

I confirm that our organisation will contribute 50% of the total cost of the project specified in accordance with Council Policy *FIN18 - Grants, Donations, Scholarships and Sponsorships, Clause 4.6 - Environmental Initiatives*.

Signed: \_\_\_\_\_

Date: 08/06/2024

---

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

In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

PO Box 1 Palmerston NT 0831

8935 9922

8935 9900

palmerston@palmerston.nt.gov.au

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CITY OF PALMERSTON - GRANTS REQUESTS EXCESS \$2000 APPLICATION / 2



## Project Details

**Project title:**

Chuseok Festival (Korean Thanksgiving Day)

**Project Date:**

15/09/2024

**Project Location:**

Gray Community Hall

**Number of Participants:**

150

**Project Description:**

Join us in the festive spirit as we celebrate Chuseok, the Korean Thanksgiving Day, hosted by the Korean Association NT. Chuseok is one of Korea’s three major holidays, along with Seollal (Lunar New Year’s Day) and Dano (the 5th day of the 5th lunar month). Chuseok is also referred to as Hangawi. Han means “big” and gawi means “the ides of the 8th lunar month or autumn.” According to the lunar calendar, the harvest moon, the largest full moon of the year, appears on the 15th day of the eighth month.

Calling all Darwin families to come together and partake in the joyous celebration of this family-centric holiday. The Chuseok Festival promises a day filled with joy and delicious traditional Korean cuisine.

Embrace the rich cultural heritage with an array of traditional games such as Neolttwigi, Jegichagi, Yunnori, and Pitch-pot. Engage in friendly competition with Jegichagi and Yunnori, with exciting prizes awaiting the victorious participants.

Indulge in the flavours of Chuseok with a spread of traditional Korean dishes, and don't miss the chance to craft your own Songpyeon rice cake.

But that's not all – immerse yourself in the vibrant performances featuring Korean music by a percussion group and dynamic K-Pop dance routines performed by a talented K-pop dance group. Come, be a part of the cultural tapestry, and make lasting memories at our Chuseok celebration.

## Budget Details

Expenditure description	Expenditure Amount	Expense covered by	Notes
Venue Hire	\$0		Gray Community Hall
Equipment Purchase incl. freight (Traditional Korean Games)	\$1,600	Overseas Korean Agency	Jegichagi, Yunnori, Pichi-pop, freight,



Expenditure description	Expenditure Amount	Expense covered by	Notes
Artist Fees	\$800	Korean Association Fund	Performance teams
Catering (Korean food) (1/3)	\$1,000	Korean Association Fund	50 pax x \$20
Catering (Korean food) (50%)	\$2,000	City of Palmerston Grant (if successful)	100 pax x \$20
Professional Fee	\$300	City of Palmerston Grant (if successful)	MC
Groceries (Kids cooking class)	\$600	City of Palmerston Grant (if successful)	Making rice cake \$40 x 15
Promotional Materials	\$500	City of Palmerston Grant (if successful)	Banner, flyer design and print
Total	\$6,800		

**Budget totals:**

Total project cost: \$6,800

Total amount requested from this grant: \$3,400

**Justification for Funding:**

- Professional MC: A professional MC will ensure the event runs smoothly and keeps the audience engaged.
- Promotional Materials: Effective promotion will help attract a larger audience, ensuring the success and impact of the event.
- Groceries for Kids Cooking Class: Engaging children in cooking traditional dishes will enhance their cultural experience and understanding.

**Sustainability and Future Plans:**

If successful, we plan to make the Chuseok Festival an annual event, fostering long-term cultural exchange and community engagement.

**Risk Management:**

- Weather: As the event is indoors, weather-related risks are minimal.
- Low Turnout: Comprehensive promotional strategies will be employed to ensure high participation.

**Inclusivity and Accessibility:**

The venue is wheelchair accessible, and measures will be taken to accommodate participants with disabilities.



DEPARTMENT OF THE  
ATTORNEY - GENERAL  
AND JUSTICE

GPO Box 1154, DARWIN NT 0801

## Northern Territory

Associations Act  
Section 9

Incorporation Number: **IA3480**

## Certificate of Incorporation

This is to certify that

### **The Korean Association in Australia Northern Territory Incorporated**

is, on and from the 18th day of April 2018  
incorporated under the Associations Act.

Dated this 18th day of April 2018

A handwritten signature in blue ink, appearing to be "A. J. ...".

Delegate of the Commissioner



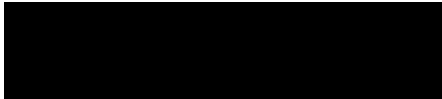
**CERTIFICATE**



Local Community  
Insurance Services

27 March 2024

The Korean Association in Australia Northern Territory Incorporated



**Local Community Insurance Services**  
(LCIS) is a division of JLT Risk Solutions Pty  
Ltd (ABN 69 009 098 864 AFS Licence No:  
226827) ("JLT") and is a business of Marsh  
McLennan.

Level 1, 148 Frome Street  
ADELAIDE SA 5000  
GPO Box 1693  
ADELAIDE SA 5001

Tel: 1300 853 800  
Email: [insurance@lcis.com.au](mailto:insurance@lcis.com.au)  
[localcommunityinsurance.com.au](http://localcommunityinsurance.com.au)

## CERTIFICATE OF CURRENCY PUBLIC & PRODUCTS LIABILITY

**Quote Number:** [REDACTED]

THIS CERTIFICATE OF CURRENCY PROVIDES A SUMMARY OF THE POLICY COVER AND IS CURRENT ON THE DATE OF ISSUE. IT IS NOT INTENDED TO AMEND, EXTEND, REPLACE OR OVERRIDE THE POLICY TERMS AND CONDITIONS CONTAINED IN THE ACTUAL POLICY DOCUMENT. THIS CERTIFICATE OF CURRENCY IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. WE ACCEPT NO RESPONSIBILITY WHATSOEVER FOR ANY INADVERTENT OR NEGLIGENT ACT, ERROR OR OMISSION ON OUR PART IN PREPARING THESE STATEMENTS OR IN TRANSMITTING THIS CERTIFICATE BY EMAIL OR FOR ANY LOSS, DAMAGE OR EXPENSE THEREBY OCCASIONED TO ANY RECIPIENT OF THIS LETTER.

<b>INSURED NAME</b>	The Korean Association in Australia Northern Territory Incorporated
<b>INTERESTED PARTY</b>	N/A
<b>POLICY INCEPTION DATE</b>	17-04-2024
<b>POLICY EXPIRY DATE</b>	17-04-2025
<b>SITUATION</b>	Worldwide excluding USA and Canada
<b>LIMITS OF LIABILITY</b>	Public Liability: The maximum Limit of Liability is \$20,000,000 any one Occurrence.  Product Liability: The maximum Limit of Liability is \$20,000,000 any one Occurrence and in the aggregate for all Occurrences during any one Period of Insurance.  Both limits are exclusive of Supplementary Payments as defined in the policy wording.
<b>SUB-LIMIT OF LIABILITY</b>	Property in physical or legal control: \$250,000 any one Occurrence.
<b>DEDUCTIBLE/EXCESS</b>	\$500 each and every claim or series of claims arising out of one Occurrence (inclusive of all defence cost and supplementary costs).
<b>SPECIAL CONDITIONS</b>	N/A



# COUNCIL AGENDA

## Attachment 13.1.2.1

<b>SPECIAL NOTE</b>	THIS POLICY DOES NOT COVER FAIRS, FESTIVALS, FETES, PARADES, MARCHES OR OTHER SPECIAL EVENTS THAT YOUR GROUP ORGANISE WHERE MORE THAN 500 PEOPLE ARE EXPECTED UNLESS AGREED BY LCIS AND NOTED IN THE SPECIAL CONDITIONS ABOVE
<b>INSURER</b>	QBE Insurance (Australia) Ltd
<b>PROPORTION</b>	100.000%
<b>POLICY NUMBER</b>	LCI066241PLB

Yours sincerely,

A handwritten signature in black ink that reads "LCIS". The letters are stylized and cursive.

Local Community Insurance Services



**Invoice # 2024016**

Date: 28/Jun/2024

**Bill To**

The Korean Association in Australia  
Northern Territory Incorporated

**For**

Korea Thanksgiving day Catering  
menu orders for 150 person

Phone / email



Item Description	Amount
<b>Choi's chicken Catering menu set A(\$20 / Person)</b>	\$20.00
- Assorted chicken bites boats(3 kinds of flavours) - Slider burgers(Beef, chicken, Prawn) - Korean Bibimbap(Beef or chicken with vegetables & rice) - Grilled chicken skewers with Homemade peanut suace - Rainbow seasonal fruit Parfait	130 PAX
<b>Vegan foods 5 Set</b>	20 PAX
Subtotal	\$3,000.00
GST	0.00%
PAID	\$0.00
<b>Balance</b>	<b>\$3,000</b>

Due Date : 31 August 2024

Bank Transfer Detail;



Please use reference with invoice number or company name

If you have any questions concerning this invoice, use the following contact information:

TK CHOI, 0455 487 171, Email; choischicken1@gmail.com

Thank you and all the best of luck ^^

**Total: \$596.90**

## Steamer to cook Songpyeon

**BIG W** Search 40,000+ products   Enter your **postcode** for delivery options

Shop By Department

Home / Christmas by category / Christmas Gift Ideas / Christmas Gift Ideas for Him / Russell Hobbs Cook At Home Food Steamer - RHSTM3

### Russell Hobbs Cook At Home Food Steamer - RHSTM3

★★★★★ 4.5 (35) Write a review

**\$59** You could collect **59** points Register or Sign in to link your card

Sold & shipped by **BIG W**

90 day change of mind returns. Some exclusions apply

**afterpay** 4 payments of \$14.75 Learn more **PayPal** Pay in 4 4 payments of \$14.75 Learn more **ZIP** From \$10 a week Learn more

## Delivery fee from Korea to Australia

₩135,000 = AUD 147.70 (AUD1 = ₩914), Transfer fee \$1.29

Service Type	<input checked="" type="radio"/> EMS <input type="radio"/> EMS Premium <input type="radio"/> Parcel <input type="radio"/> K-Packet
Shipment Type	Others <input type="button" value="Shipping condition"/>
Amount of Insurance	0 won
Destination	AUSTRALIA AUSTRALIA <input type="button" value="v"/>
Actual Weight	10 kg
Max Volume	Length(=1.05m , Length+Girth(= 2.45m
Volumetric Weight KG	30 X 55 X 25 Cal 7 kg Width(Cm) Length(Cm) Height(Cm)
Weight	10 kg

Expected delivery days	3 - 4 days
Total Price	135,000 won ( rate apply area : AU)
Postage	118,000 won
Supplementary shipping surcharges	17,000 won
Insurance service fee	

> Supplementary shipping surcharges  
 - These surcharges are applied for air mail and surface mail items due to increases in air and sea freight rates.  
 - The amounts of the charges vary by country, mail category, transportation type, weight, etc.

Songpyeon Kit 4 sets in the box

₩34,900 x 4 boxes = ₩139,600 = AUD 152.74 (AUD1 = ₩914) Transfer fee \$1.29

The screenshot shows a product page for '60초 송편만들기 4종 SET [수량별 할인! 대한민국 최고 인기!]' (60-second Songpyeon Making 4-kind Set [Quantity-based discount! Korea's highest popularity!]).


- Price:** 판매가 34,900원
- Shipping:** 국내 해외배송 국내배송, 배송방법 택배, 배송비 3,500원 (50,000원 이상 구매 시 무료)
- Quantity:** 1 (Total price: ₩34,900)
- Buttons:** 바로 구매 (Buy Now), NAVER 데이비드로 간편구매 데이비페이 (Buy with Naver Daybi), 이벤트 데이비페이 (Event Daybi)


Officeworks – plates and cutleries

📍 Deliver to [0820, Stuart Park](#) | 📍 Click and Collect at [Stuart Park Officeworks](#)

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**Cart - 20 items**





Blopak 25cm Round Plates **\$105.00** 

20 Pack

- 10 +


---




Blopak Bowls 20 Pack **\$41.35** 

- 5 +


---




J.Burrows Bamboo Chopsticks 210mm 100 Pack **\$11.98** 

- 1 +

---





J.Burrows Wooden Forks **\$7.43** 

157mm 100 Pack

- 1 +

---





J.Burrows Wooden Knives **\$8.54** 

165mm 100 Pack

- 1 +

---





Tork N4 System Advanced Xpressnap Interfold Napkin **\$10.58** 

500 Pack

- 1 +

---



J.Burrows Clear PLA Cups **\$50.00** 

255mL 250 Pack

- 1 +

---

**Sub-total** **\$234.88**

excl. delivery

[Checkout](#)

COUNCIL AGENDA  
Attachment 13.1.2.1

Josephoto

30/28 Woods st, Darwin, NT, 0800

[jj5931@gmail.com](mailto:jj5931@gmail.com)

P.0412989574

QUOTE

**BILL TO**

The Korean Association in Australia NT



Quote #Q00001

Invoice Date: 13/04/24

Payment Due 14 days

BSB: 065 901

A/C: 1100 9764



DESCRIPTION	Quantity	RATE	TOTAL
Host an event	1	300.00	300.00

SUBTOTAL 300.00

DISCOUNT 0.00

TOTAL (AUD)

Thank you for your business!

**Balance Due \$ 300.00**

ABN : 87889519234

## Estimated daily results

People reached



545 - 1.6K

\$40

\$10



\$500



Your ad may get **zero replies**. Increase your budget to **\$42** for improved results.

## Duration




Days  
7



Run this ad until  
**Tuesday, 9 July 2024**

Your ad will be published today and run for 7 days ending on Jul 9, 2024.

✕

### Document Prints

Project name ⓘ

Summary

<b>My File Upload</b>	✎
1 Page, A4 (210 x 297 mm)	
<b>Print Options</b>	✎
Colour, Single Sided, Long Edge	\$0.75
<b>Paper</b>	✎
100gsm White	\$0.00
<b>Binding</b>	✎
No Binding	\$0.00
<b>Bind Covers</b>	
No Front Cover	\$0.00
<b>Back Covers</b>	
No Back Cover	\$0.00

**Quantity**

- 100 +

\$0.75 per unit

By clicking on "Add to cart" you are accepting that the digital preview shown is what will be printed, as well as accepting the Officeworks [Terms of Use](#) and [Privacy & Security](#) policies.

Your total

**\$75.00**



## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	2023-24 Capital Rollover
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Finance Manager, Jeffrey Guilas
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval to transfer 2023-24 unexpended capital budget into 2024-25 capital budget.

### KEY MESSAGES

- Council's revised capital budget for 2023-24 was \$26.8 million with several major projects scheduled to be delivered within the 2024 dry season.
- As part of the 2023-24 end-of-year process, the capital expenditure projects have been reviewed to identify unexpended budgets that require rollover into the new financial year.
- The criteria used to identify the projects to be rolled over include projects that are funded by grants; projects that are in progress where a contract has been awarded and works are underway; or where they are considered to be a significant value to the community.
- \$7.2 million of capital projects had not been expended as at 30 June 2024, this is broken down into tied grant funded projects, strategic projects, projects not qualifying for roll-over.
- The estimated total amount of projects recommended to be rolled over into the 2024-25 financial to enable its completion is \$5.6 million.
- \$4.1 million (or 75%), are projects that are associated to grant funds where Council is required to meet obligations and milestones as per the grant agreement, including a level of Council funding contributions. Of these projects \$1.65 million is grant funded and the \$2.5 million is the tied Council Contribution
- \$1.4 million of projects which have significant value to the community, this includes the Archer Waste Management Facility Upgrade, Enterprise Resource Planning project and the Driver Resource Centre.
- Where the source of funding is through Council contribution, the budget to be rolled over for these projects will be transferred to unexpended capital works reserves and the grant funded projects will remain in grants liability as at 30 June 2024.
- Effective 1 July 2024, for the projects funded by Council contribution, \$3.9 million, this will be transferred out of the reserves with a corresponding increase to the Capital Expenditure budget. The grant funded component, \$1.65 million, will be recognised as income with a corresponding increase to the Capital Expenditure budget.
- There is a further \$1.67 million projects that have not been completed and do not qualify for roll-over into the 2024-25, however-this report will explain the recommendation on how they will remain in Reserves.

- All recommended capital rollover movements will be included as amendments in the First Budget Review for 2024-25 and the long-term financial plan will be amended to reflect the material changes to the capital budget and presented to the Council for adoption.

## RECOMMENDATION

1. THAT Report entitled 2023-24 Capital Rollover be received and noted.
2. THAT Council adopts the capital works rollover movements of \$5,555,659.51, as identified in **Attachment 13.1.3.1** contained in the Report entitled 2023-24 Capital Rollover, from the 2023-24 financial year to the 2024-25 financial year.
3. THAT Council adopts the capital works rollover movements effective as at 30 June 2024
  - \$3,900,158.19 transferred to Unexpended Capital Works Reserve
  - \$1,655,492.32 will remain in Grants Liability
4. THAT Council adopts the capital works rollover movements and associated expenditure effective as at 1 July 2024 of:
  - \$3,900,158.19 transferred from Unexpended Capital Works Reserve
  - \$1,655,492.32 recognised as Capital income, reducing the Unexpended Grants Liability
5. THAT Council adopts the following transfers of funds back into the Reserves effective 30 June 2024
  - \$205,795.70 transferred to Developers Funds In Lieu of Construction
  - \$1,468,583.83 transferred to Unexpended Capital Works Reserve and funding allocation to be reassessed for allocation through 2024-25 budget reviews as relevant to each project
6. THAT Council notes that the capital works rollover movements and associated income and expenditure as of 1 July 2024 will be included in the First Budget Review 2024-25 and amendment of the Long-Term Financial Plan for 2025-2034 and will be presented to council for adoption.

## BACKGROUND

Council commenced the 2023-24 financial year with a capital works program budget of \$7.9 million. As part of the quarterly reviews during the financial year, a net \$18.9 million was added to the capital budget, resulting in a final revised budget of \$26.8 million for the 2023-24 financial year.

The 2024-25 budget adopted on 18 June 2024, anticipated that the capital projects identified in this report would be finalised by 30 June 2024. Section 204 of the *Local Government Act 2019* states that Council must not allocate money unless a provision for the allocation is made in the budget for the relevant financial year. However, Section 204(2)-(4) provides for exceptions, although it must still be subsequently authorised by a Council resolution.

As part of the year-end process, staff review the capital expenditure and projects to identify works that require to be rolled over into the 2024-25 financial year to allow for the completion of works on our community infrastructure. This report provides Council with a list of projects that have been identified as capital roll-overs.

## DISCUSSION

As at 30 June 2024, it was identified that 73% of the capital works expenditure budget was spent with the remaining required to be rolled-over.

The criteria used to determine the projects to be rolled over included the following:

- Construction has already commenced,

*A Place for People*

- Work orders have been issued to contractors,
- The project has significant community value,
- Projects are funded by grants.

The projects identified as part of the capital roll-over and assessed using the above criteria is shown at **Attachment 13.1.3.1**, the expected completion timeframe from these projects or the phase of the projects are within the 2024-25 financial year.

\$7.2 million of capital projects had not been expended as at 30 June 2024, this is broken down into tied grant funded projects, strategic projects, projects not qualifying for roll-over.

The estimated total amount of projects recommended to be rolled over into the 2024-25 financial to enable its completion is \$5.55 million, of these projects \$4.1 million are projects associated to grant funds where Council is required to meet obligations and milestones as per the grant agreement, including a level of Council funding contributions. Of these projects \$1.65 million is grant funds and the \$2.4 million is the tied Council Contribution. A further \$1.4 million of projects have significant value to the community and includes the Archer Waste Management Facility Upgrade, Enterprise Resource Planning project and the Driver Resource Centre and is being recommended to be rolled over into the 2024-25 financial year.

### Capital Rollover

The projects identified at **Attachment 13.1.3.1**, is summarised further in the table below:

Table 1: Recommended Roll-overs

Category	Roll over amount	Funding Source	
		Council	Grant
Land Improvements	2,067,056.96	1,334,484.55	732,572.41
Buildings	1,835,313.96	1,663,917.46	171,396.50
Water Infrastructure	200,000.00	100,000.00	100,000.00
Public Lightings	463,421.64	206,700.00	256,721.64
Roads	884,574.77	489,773.00	394,801.77
Furniture & Fittings	105,283.18	105,283.18	-
Vehicles	-	-	-
<b>Total</b>	<b>5,555,650.51</b>	<b>3,900,158.19</b>	<b>1,655,492.32</b>
<b>Percentage</b>		<b>70%</b>	<b>30%</b>

Where the source of funding is through Council contribution, the budget to be rolled over for these projects will be transferred to unexpended capital works reserves. The grant funded portion of the projects will remain in grants liability effective as at 30 June 2024.

The budget for the projects funded by Council contribution will then be transferred out of the reserves effective 1 July 2024 with a corresponding increase to the Capital Expenditure budget. The grant funded component will be recognised as income with a corresponding increase to the Capital Expenditure budget.

The funding for the projects will be recognised in financial statements as at 30 June 2024 as follows:

- Unexpended capital works reserve – for Council’s own contribution to the project and where the grant funds are yet to be received.

- Unexpended Grants liability – for projects funded through a grant and the funds are sitting in the bank account.

The funds associated with the identified capital projects will be transferred to the unexpended capital works reserve and grants liability effective as of 30 June 2024 and will be transferred from the reserves effective as of 1 July 2024. If approved, these transactions will be considered as part of the First Budget Review for 2024-25.

The proposed rollover of \$5.55 million will have a material impact on the 2024-25 Budget and it is therefore recommended the long-term financial plan is amended along with the budget during the First Budget Review for 2024-25. This will be presented to Council for adoption as required by the *Local Government Act*.

### Capital to be transferred back to Reserves

A further \$1.4 million projects have not been completed and do not qualify for roll-over into the 2024-25, these projects are identified in Table 2 below. While the Park Infrastructure Renewal, Pathway Replacements, Storm Water Upgrades and Irrigation Refurbishments are critical community infrastructure programs, each of these programs have ongoing annual budget. There is a risk that if Council was to roll-over the 2023-24 unspent funds into 2024-25 Financial Year, Council may not have the capacity to spend all allocated funds in 2024-25 and it would remain unspent at the end of the year, representing an under-utilisation of resources and which could have been best utilised in other critical areas. However as the annual budget aligns with the recommendations of the Asset Management Plan and as Council is better resourced to deliver the capital projects, there is the possibility that the total required expenditure will be achieved in 2024-25. To mitigate the risk in both situations it is recommended that these funds for the project in Table 2 are placed into the Unexpended Capital Reserves Reserves and remain there until reassessed for allocation through 2024-25 budget reviews as relevant to each project.

While the capital projects relating to the funds from the Developers Funds In Lieu of Construction (FILOC) were not delivered, \$286,261.36 were released back to the developers from the FILOC in 2023-24. This relates to Zuccoli Stage 2a, 2b and 2c Footpaths.

The Smart Technology Project (FiberSense) had remaining budget of \$433,297, however it has been identified that this funding relates to the operational funding component of the project. This will be transferred to back to the Reserves as the operational expenditure has been fully funded for future years. These funds will remain in Unexpended Capital Reserves until reassessed for allocation through 2024-25 budget reviews.

Table 2: Hold in Reserve – Does not qualify for roll-over

Project	Transfer to reserves	Comment
Park Infrastructure Renewal	498,968.45	Contracts not awarded as of 30 June 2024 and remains unawarded as at 19 July 2024. This has an annual program and the budget for 2024 \$846K However Tender for \$1.2 million likely to be awarded this quarter.
Pathway Replacements	147,120.00	Work has not commenced; this has an annual program. The budget for 2024-25 is \$175K.

Storm Water Upgrades	166,679.09	Contracts not awarded as at 30 June 2024 and remains unawarded as at 19 July 2024. this has an annual program. The budget for 2024-25 is \$160K.
Irrigation Refurbishments	179,434.92	Contract not awarded as at 30 June 2024 and remains unawarded as at 19 July 2024. This has an annual program. 2024/25 budget for irrigation is \$277K.
All Abilities	43,083.55	Contract not awarded as at 30 June 2024 and remains unawarded as at 19 July 2024. This has an annual program. 2024/25 budget is \$43K. Note that in 2023-24 \$100,000 was taken from the reserves to fund the Men's Shed which could have been funded by the All Abilities budget.
FiberSense	433,297.82	Capital part of the project is completed. The remaining is related to operational expenditure budget for 5 years commencing FY24-25.
Developer Driveways	Funded: 105,795.70	Go back to FILOC Reserve.
Developer Pathways	Funded: 100,000.00	Go back to FILOC Reserve.
<b>Total</b>	<b>1,674,379.53</b>	

## CONSULTATION AND MARKETING

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

- Executive Leadership Team.
- Senior Leadership Team.
- Finance

## POLICY IMPLICATIONS

All reserve movements require a decision of Council as per Council Policy *FIN19 - Reserves*.

## BUDGET AND RESOURCE IMPLICATIONS

The rolling over of incomplete capital works from 2023-24 to the 2024-25 financial year, will not impact the bottom line, as all projects have allocated funding. The budget and resource movements are described in the body of this Report.

For the 2024-25 Financial Year the Capital Work budget will increase from \$10.8 million to \$16.3 million.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

If funding for these projects is not approved, Council will not be able to deliver on the community infrastructure projects.

While there have been delays in some of the projects, the majority are funded by grants and Council have an obligation to meet terms and conditions of the agreements including milestones. An assessment of these conditions has been undertaken and Council are meeting these obligations.

With recent recruitment action and project administration, this has enabled the strengthening of our overall project delivery. However project delivery is also subject to uncontrollable factors such as price and labour cost increase and seasonal weather conditions. The intent is to deliver the projects and to mitigate the risks associated with construction.

This report is to ensure that that Council is in compliant with the following provisions of the *Local Government Act 2019*

1. Section 204(1) of the *Local Government Act* prohibits Council from allocating money unless there is budget provided, however Section 204(2)-(4) provides for when there are exceptions, although it must still be authorised by a Council resolution.
2. Section 11 of the *Local Government Act* requires a council resolution to take effect a transfer to or from council reserves.

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.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

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

- Municipal Plan
- Long Term Financial Plan
- Asset Management Plan

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

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

## **ATTACHMENTS**

1. Attachment Capital Roll over 23 24 [13.1.3.1 - 1 page]

## COUNCIL AGENDA Attachment 13.1.3.1

Projects	Roll-over Amount	Reason	Grant Funded
Vibrant Zuccoli Project (Zuccoli Community Hub)	1,256,562.98	Strategic Project and partially grant funded, funding allocated over a number of years	Yes
Water Aquifer	200,000.00	50% grant funded	Yes
Driver Community Hall Upgrade	97,887.25	Strategic project, funding allocated over a number of years	
Palmerston Library Modernisation	94,219.00	Project commenced, expected completion in 2024-25	Yes
Dark Spots	463,421.64	Grant funded. Project commenced, expected completion in 2024-25	Yes
New Pathway	686,274.60	Grant funded. Project commenced, expected completion in 2024-25	Yes
Roads Reseal and Renewal	161,700.17	Grant funded. Project commenced, expected completion in 2024-25	Yes
Traffic Calming & Pedestrian Safety	36,600.00	Project commenced, expected completion in 2024-25	
Mitchell Creek Study	95,510.00	Partially grant funded	Yes
Archer Upgrade Project	1,292,507.71	Partially grant funded	Yes
Tree Replacement Program	964,983.98	Grant Funded, Project expected completion in 2024-25	Yes
IT - Project	105,283.18	Strategic project, funding allocated over a number of years.	
21/22 Custom Animal Holding Pens (LG IP Grant)	100,700.00	Grant Funded, Project expected completion in 2024-25	Yes
<b>Total</b>	<b>5,555,650.51</b>		

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Immediate Priority Grant Interim Acquittals
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Procurement and Grants Coordinator, Koren Martin
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval for the interim acquittal for the Immediate Priority Grant (IPG) for 2021-22 and IPG 2022-2023.

### KEY MESSAGES

- City of Palmerston successfully applied for Immediate Priority Grants with Northern Territory Government's Department of the Chief Minister and Cabinet in January 2022 to upgrade two service vehicles with custom animal pens and in November 2022 to deliver a pump track and associated landscaping, pathways and furniture.
- Grant funding of \$110,300 and \$250,000 was received.
- Council is required to fund the remaining cost of the projects.
- A condition of the grant is for the interim acquittal to be laid before Council prior to submitting to the Department.

### RECOMMENDATION

1. THAT Report entitled Immediate Priority Grant Interim Acquittals be received and noted.
2. THAT Council approves the interim acquittal of the Immediate Priority Grant 2021-22 at Attachment **13.1.4.1** contained in this Report entitled Immediate Priority Grant Interim Acquittals.
3. THAT Council approves the interim acquittal of the Immediate Priority Grant 2022-23 at Attachment **13.1.4.2** contained in this Report entitled Immediate Priority Grant Interim Acquittals.

### BACKGROUND

#### Immediate Priority Grant 2021-22

In January 2022, Council was successful in its Immediate Priority Grant 2021-22 application for the upgrade of two service vehicles with custom animal holding pens. The animal holding pens are to include air vents, shelter from the weather and cage lifting support. Due to difficulties in procuring the animal holding pens the council sought extension of the grant which was granted.



Funds of \$110,300 was received, with the grant conditions requiring Council to absorb any costs above the \$110,300. Council was notified of the approval of this grant in January 2022, refer to Council Decision 10/165.

### **Immediate Priority Grant 2022-23**

In November 2022, Council was successful in its Immediate Priority Grant 2022-23 application for the delivery of Stage 2 of the Zuccoli Community Hub. The objective of this project is the delivery of a pump track and associated landscaping, pathways and furniture. Council was notified of the approval of this grant in April 2023, refer to Council Decision 10/785.

## **DISCUSSION**

### **Immediate Priority Grant 2021-22**

City of Palmerston had difficulties in sourcing custom animal holding pens locally after several unsuccessful procurement processes, therefore they were sourced from two different interstate suppliers which are to be fitted locally. The first purchase was an off the shelf model, where the fitting of an animal holding pen to one of the vehicles has been completed and is currently in use. The purchase of a second animal holding pen had a long turn around as it was required to be fabricated interstate and is estimated to be shipped in October 2024. This will be fitted shortly after it is received.

For the animal holding pens grant funding of \$110,300 was received, with the grant conditions requiring Council to absorb any costs above the \$110,300. The expenditure to date for the project is \$35,550, with a commitment of \$55,170, with the remaining to be used for the installation of the animal holding pens, which will be completed locally.

### **Immediate Priority Grant 2022-23**

For Stage 2 of the Zuccoli Community Hub grant funding of \$250,000 was received, with the grant conditions requiring Council to absorb any costs above the \$250,000. The expenditure as at 30 June 2024 for the project is \$62,489.51 ex GST, relating to the civil works design.

A tender for the design and construct for Stage 2 is currently open for the delivery of the project and closes on the 23 August 2024.

The grant requires an interim acquittal of the project by 31 August 2024. A condition of the grant is for the grant acquittal to be laid before Council.

## **CONSULTATION AND MARKETING**

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

- Finance Manager
- Project Lead (Infrastructure)
- Executive Manager Projects and Infrastructure Services

The interim grant acquittal will need to be submitted to the Department of the Chief Minister and Cabinet by 31 August 2024.

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

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The budget for the vehicle animal holding pens is \$110,300 funded from the grant.

The budget for the Zuccoli stage 2 is \$1,337,460, with \$250,000 funded from Northern Territory Government, \$411,889 funded from Federal Government and \$675,571 funded by Council.

## **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.
5. **Infrastructure**  
Failure to plan, deliver and maintain fit for purpose infrastructure.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

There are no strategy, framework or plan 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. Vehicle Upgrade - Custom Animal Pen IPG Interim Acquittal [13.1.4.1 - 1 page]
2. Zuccoli Community Hub - Stage 2 IPG Interim Acquittal [13.1.4.2 - 1 page]

# City of Palmerston

## Acquittal of Local Government Immediate Priority Grant 2021-22

**File Number: LGR2014/00187**

**Purpose of Grant:** towards the upgrade of two service vehicles with custom animal holding pens. The upgrade includes: air vents, shelter from the weather and cage lifting support.

**Application Number:** IPG2100025

**Purchases were in accordance with the Northern Territory Buy Local Plan:**

Yes  No

**The NT Government's COVID19 Conditions of Contract were met:**

Yes  No

*(If no to either question above please provide a written explanation with this acquittal)*

### INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 JULY 2024

Local Government Immediate Priority Grant	<u>\$110,300</u>
Other income	<u>\$0.00</u>
Total income	<u>\$110,300</u>
Expenditure (Specify accounts and attach copies of ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	<u>\$35,550</u>
Total Expenditure	<u>\$35,550</u>
Surplus/(Deficit)	<u>\$74,750</u>

**IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER:**  Yes  No

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Anant Pandey

08/08/2024

Laid before the Council at a meeting held on \_\_\_/\_\_\_/\_\_\_ Copy of minutes attached.

CEO or CFO: \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

### DEPARTMENTAL USE ONLY

Grant amount correct:  Yes  No

Expenditure conforms to purpose:  Yes  No

Procurement - Bought from Territory Enterprise:  Yes  No

NTG COVID19 Conditions met  Yes  No

Minutes checked:  Yes  No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_/\_\_\_/\_\_\_

**ACQUITTAL ACCEPTED:**

Yes  No

Acquittal checked by: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Comments:

Donna Hadfield, Manager Grants Program \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

# Grant Funding Acquittal

## Immediate Priority Grant Program

Council/Organisation Name: City Of Palmerston

Grant Program Year 2022-2023

Grant Application Number: IPG2300007- Zuccoli Community Hub Stage 2

Purpose of Grant: Is for the Delivery of a Pump Track, with associated Landscaping, pathway and Furniture at the Zuccoli Community Hub.

Purchases were in accordance with the Northern Territory Buy Local Plan:  Yes  No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING	<u>2023-2024</u>
Local Government Immediate Priority Grant	<u>\$250,000</u>
Other income (Co-Fund)	<u>\$500,000</u>
<b>Total income</b>	<u><b>\$750,000</b></u>
<b>Total Expenditure</b> (Specify accounts and attach copies of ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i>	<u><b>\$62,490</b></u>
<b>Surplus/(Deficit)</b>	<u><b>\$687,510</b></u>

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER:  Yes  No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Anant Pandey 08/08/2024

Laid before the Council at a meeting held on \_\_\_/\_\_\_/\_\_\_ Copy of minutes attached.

CEO or CFO: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

### DEPARTMENTAL USE ONLY

File Number: \_\_\_\_\_

Grant amount correct:  Yes  No

Expenditure conforms to approved purpose:  Yes  No

Procurement - Bought from Territory Enterprise:  Yes  No

Minutes checked:  Yes  No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_/\_\_\_/\_\_\_

ACQUITTAL ACCEPTED:  Yes  No

Acquittal checked by: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Comments:

MANAGER GRANTS PROGRAM: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.5
<b>REPORT TITLE:</b>	Council Policy Review - Breach of Code of Conduct by Elected Member
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Governance Lead, Angie Torr
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

This report presents to Council the review of Council Policy – Breach of Code of Conduct by Elected Member.

### KEY MESSAGES

- Council policies are reviewed at least once in each term of Council to ensure they are consistent, compliant and reflect the Council's interests.
- The Breach of Code of Conduct by an Elected Member Policy outlines the steps Council will take to investigate and resolve an alleged breach of the code of conduct, in line with the relevant provisions of the *Local Government Act 2019* (NT).
- The Breach of Code of Conduct by an Elected Member Policy has been reviewed and amendments have been made to the policy to streamline the complaint process and rectify minor grammatical and definition errors.
- The Breach of Code of Conduct by an Elected Member Policy remains legislatively compliant.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review – Breach of Code of Conduct by Elected Member be received and noted.
2. THAT Council rescinds the Breach of Code of Conduct by Elected Member Policy at **Attachment 13.1.5.2** to the Report entitled Council Policy Review - Breach of Code of Conduct by Elected Member.
3. THAT Council adopts the Breach of Code of Conduct by Elected Member Policy at **Attachment 13.1.5.4** to the Report entitled Council Policy Review - Breach of Code of Conduct by Elected Member.

### BACKGROUND

Policies serve to ensure decisions are consistent, and in accordance with legislation and the Council's strategic goals. Council is required to review policies at least once during the Council's term to ensure they are consistent, compliant and reflect the Council's interests.

The *Local Government Act 2019* Code of Conduct as set out in Schedule 1 governs the conduct of members of an audit committee, a council, and a council committee. This can be found in City of Palmerston's website and is made available at **Attachment 13.1.5.1**.

The current Breach of Code of Conduct by an Elected Member policy as per **Attachment 13.1.5.2** was adopted in 2021 and is due for renewal based on the policy review schedule endorsed by Council.

## DISCUSSION

The Breach of Code of Conduct by an Elected Member policy sets out how City of Palmerston will manage a complaint received in relation to a Breach of the Code of Conduct by an Elected Member.

The policy includes a set of guiding principles which aim to promote appropriate behaviour amongst elected members, ensure the complaint process is restorative focused, places an emphasis on the preference that complaints are resolved before escalation and that the Mayor is recognised as a leadership role.

- Amendments have been made to the policy shown in tracked changes at **Attachment 13.1.5.3**. The amendments to the policy will streamline and clarify the complaint and review process and rectify minor grammatical and definitions errors.
- A definition of 'Council' has been inserted and references to the 'City of Palmerston' have been amended throughout the policy for consistency.
- A definition has been inserted for 'Elected Members'.
- Paragraph 4.5 has been amended to expand on the requirements for the Elected Member to specify that they want the complaint referred to the LGANT and Respondents ability to respond.
- Removed from Paragraphs 4.6 the formation of a Council Panel, as Council has previously discussed the risk of a conflict bias as peers are assessing the conduct issues, which can impact or influence the ability to make an impartial decision.
- Amended paragraph 4.11.2 and 4.11.4 as regulation 80(1) contemplates that the Council/ Council panel provide summary of the decision to the CEO, rather than the CEO provide a summary to the Council/Council Panel. The amendments propose that the Council/ Council Panel discuss a draft summary of the decision in a confidential session and provide the finalised summary to the CEO for the CEO to table at the next Ordinary Council meeting.
- Amended paragraph 4.11.3 regarding the content of the summary of decision to reflect regulation 80(2). Note a decision can be (i.e. to take no action) without deciding whether there was a contravention of the code of conduct.
- The Department of Chief Minister and Cabinet (Department) are also currently undertaking a review of the Local Government Councillor Conduct and have produced a flowchart, refer **Attachment 13.1.5.5**. The flowchart attached to the policy will be modified to reflect the Department's flowchart and the endorsed policy.

A clean version of the updated policy is available at **Attachment 13.1.5.4** and it is being recommended that Council endorses this version.

## CONSULTATION PROCESS

Given the nature of the policy no community consultation is required as it is a requirement under the Act.

The following external parties were consulted in preparing this Report:

- Minter Ellison/Mills Oakley

## **POLICY IMPLICATIONS**

The current policy is compliant. The review has suggested amendments to improve language and understanding of the complaint and review process.

If the policy at **Attachment 13.1.5.3** is endorsed, the new policy will also be compliant.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

In accordance with section 119 of the *Local Government Act 2019* (NT) (the Act), the Code of Conduct set out in Schedule 1 of the Act governs the conduct of members of an audit committee, a council, and a council committee. Part 7.4 sets out how Council must handle a complaint about a breach of the Code of Conduct by an Elected Member.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

## **ATTACHMENTS**

1. Schedule 1 - Code of Conduct [**13.1.5.1** - 2 pages]
2. Breach of Code of Conduct by Elected Member [**13.1.5.2** - 6 pages]
3. Council Policy Breach of Code of Conduct by Elected Member Tracked Changes (1) [**13.1.5.3** - 7 pages]
4. Council Policy Breach of Code of Conduct by Elected Member Clean (2) [**13.1.5.4** - 6 pages]
5. Local Government Councilor Conduct Review - Flowchart [**13.1.5.5** - 1 page]



Table with 2 columns: Field (Name, Type, Owner, Responsible Officer) and Value (Code of Conduct for Elected Members and Committee Members, Code of Conduct, Chief Executive Officer, Governance Lead)

1 SCHEDULE 1

The Local Government Act 2019 Code of Conduct set out in Schedule 1 governs the conduct of members of an audit committee, a council, a council committee and a local authority:

- 1. Honesty and integrity
2. Care and diligence
3. Courtesy
4. Prohibition on bullying
5. Conduct towards council staff
6. Respect for cultural diversity and culture
7. Conflict of interest
8. Respect for confidences
9. Gifts





# COUNCIL AGENDA Attachment 13.1.5.1 CODE OF CONDUCT

9.2. A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

**10. Accountability**

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

**11. Interests of municipality, region or shire to be paramount**

11.1. A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

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

**12. Training**

A member must undertake relevant training in good faith.

## **2** ASSOCIATED DOCUMENTS

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2.1 *Council Policy Breach of Code of Conduct by Elected Member*

## **3** REFERENCES AND RELATED LEGISLATION

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3.1 *Local Government Act 2019*

Name:	Breach of Code of Conduct by Elected Member		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Lead		
Approval Date:	1/07/2021	Next Review Date:	1/07/2025
Records Number:	466084	Council Decision:	9/1539

## 1 PURPOSE

This policy sets out how Council will manage a complaint received in relation to a breach of the Code of Conduct by Elected Member.

## 2 PRINCIPLES

In managing complaints, Council's guiding principles are to:

- (a) Promote behaviour amongst all Elected Members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- (b) Emphasis a preference that disputes, and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- (c) Recognise the leadership role of the Mayor and the responsibility of all members to work together collaboratively pursuant to their corporate responsibilities.

## 3 DEFINITIONS

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

Term	Definition
Code of Conduct	means the Code of Conduct set out in Schedule 1 of the <i>Local Government Act (the Act)</i> .
Complainant	means the person who lodges a Code of Conduct complaint against an Elected Member (this person can be an Elected Member or member of the public).
Respondent	means the Elected Member who is alleged to have breached the Code of Conduct
Conflict of Interest	means if a person has a personal or financial interest in a matter, either actual or perceived.

## 4 POLICY STATEMENT

### 4.1 Promoting appropriate behaviour

- 4.1.1 All Elected Members are to promote appropriate behaviour that meets the standards set out in the Code of Conduct.
- 4.1.2 Any Elected Member aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.
- 4.1.3 In response to a potential Code of Conduct complaint matter, the Mayor or Deputy Mayor will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

#### 4.2 Confidentiality

- 4.2.1 Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the Chief Executive Officer (CEO) regarding the status of a complaint.
- 4.2.2 Complaints will only be formally discussed by the Council during confidential sessions. Minutes kept by the Council are confidential in accordance with regulation 50(1)(f) of the *Local Government (General) Regulations 2021*.

#### 4.3 Complaint requirements

- 4.3.1 The Act requires that a complaint alleging a breach of a Code of Conduct must:
  - (a) Be submitted on the Breach of Code of Conduct by Elected Member Complaint Form (available on the Council website) and;
  - (b) Be submitted within three months of the alleged breach of the Code of Conduct.
- 4.3.2 A Code of Conduct complaint must be lodged with the CEO, who will assess whether the complaint complies with Section 4.3.1. If it appears that a complaint does not comply, the CEO will notify the complainant of the issues with the form as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.

#### 4.4 Notifications to Parties

- 4.4.1 When a complaint is received, the CEO will provide notification to the complainant and the respondent, in accordance with the requirements of *the Act* and *Local Government (General) Regulations 2021*.
- 4.4.2 The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witness on behalf of the Council.

#### 4.5 Referral to Local Government Association of the NT (LGANT)

The CEO will refer the matter to LGANT if a complainant Elected Member or respondent has elected to refer the complaint to LGANT under section 124(3) of *the Act*.

*Note: A complainant who is not an Elected Member does not have the option to request referral to LGANT.*

#### 4.6 Initial consideration by Council

- 4.6.1 The CEO will refer the complaint to the Council for consideration in a confidential session in the next available Council Meeting unless the complaint has been referred to LGANT in accordance with section 4.5.
- 4.6.2 Before the Council Meeting, the CEO will establish a suitable third party who does not have a conflict of interest and is willing to accept a referral of the matter.
- 4.6.3 The CEO will provide a copy of the complaint, any response from the respondent and a draft term of reference for Council's consideration.
- 4.6.4 The complainant, respondent, and any Elected Member with a conflict of interest in relation to the complaint are required to leave the meeting during any discussion, consideration or decision relating to the complaint.
- 4.6.5 Council will determine by resolution whether the matter will be considered by Council or a panel of selected Elected Members (Council Panel).
- 4.6.6 The composition of the Council Panel will be a minimum of three Elected Members, one of which nominated as Chairperson.
- 4.6.7 In the instance where a minimum of three Elected Members can not be formed due to conflict of interest or absenteeism, Council will consider alternative options.
- 4.6.8 Should a conflict of interest arise throughout the investigation process, a further report will be provided to Council.

#### 4.7 Referral to third party

- 4.7.1 Council will refer all complaints to an independent third party for advice and recommendation.
- 4.7.2 Examples of a third party are:
- a dispute practitioner
  - a mediator
  - a person experienced in local government matters
  - a person experienced in conflict resolution
- 4.7.3 The terms of reference will include that the third party is to do the following:
- (a) Consider the complaint and discuss with each of the parties;
  - (b) Explore and follow up avenues for resolution between the parties;
  - (c) If resolution is not achievable, then the third party is to:
    - (i) Ensure natural justice is provided to both parties;
    - (ii) Interview any witness willing to assist if necessary, to form a view;
    - (iii) Provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
    - (iv) Provide a draft decision notice that may be used if Council decide to adopt the recommendation.
- 4.7.4 Any requests for information from Council employees will be appropriately directed and facilitated through the CEO.

#### 4.8 Process

- 4.8.1 Upon receiving the advice and any recommendations from the third party, provided the Council/Council Panel is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint.
- 4.8.2 The Council/Council Panel is not bound by any advice or recommendation received from the third party.

#### 4.9 Decision

- 4.9.1 The Council/Council Panel will decide the complaint after the following steps have been completed:
- (a) The Members have considered the written complaint;
  - (b) The Members have considered all written submissions and statement; and
  - (c) The members have read and considered the report from the third party.
- 4.9.2 The Council/Council Panel can make the following decisions:
- (a) To take no action (and not make a decision about whether the respondent breached the Code of Conduct);
  - (b) That the respondent did not breach the Code of Conduct; or
  - (c) That the respondent breached the Code of Conduct.
- 4.9.3 If the complainant is found by the Council/Council Panel to have breached the Code of Conduct, the Council/Council Panel may decide to:
- (a) Take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
  - (b) either or both of the following:
    - (i) issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
    - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

- 4.9.4 In choosing from the above options, preference will be given to the option that the Council/Council Panel considers most likely to result in a constructive outcome.
- 4.9.5 If training, mediation or counselling is recommended to an Elected Member, the Elected Member may use their Professional Development Allowance, if available, towards the cost of the training, mediation or counselling.

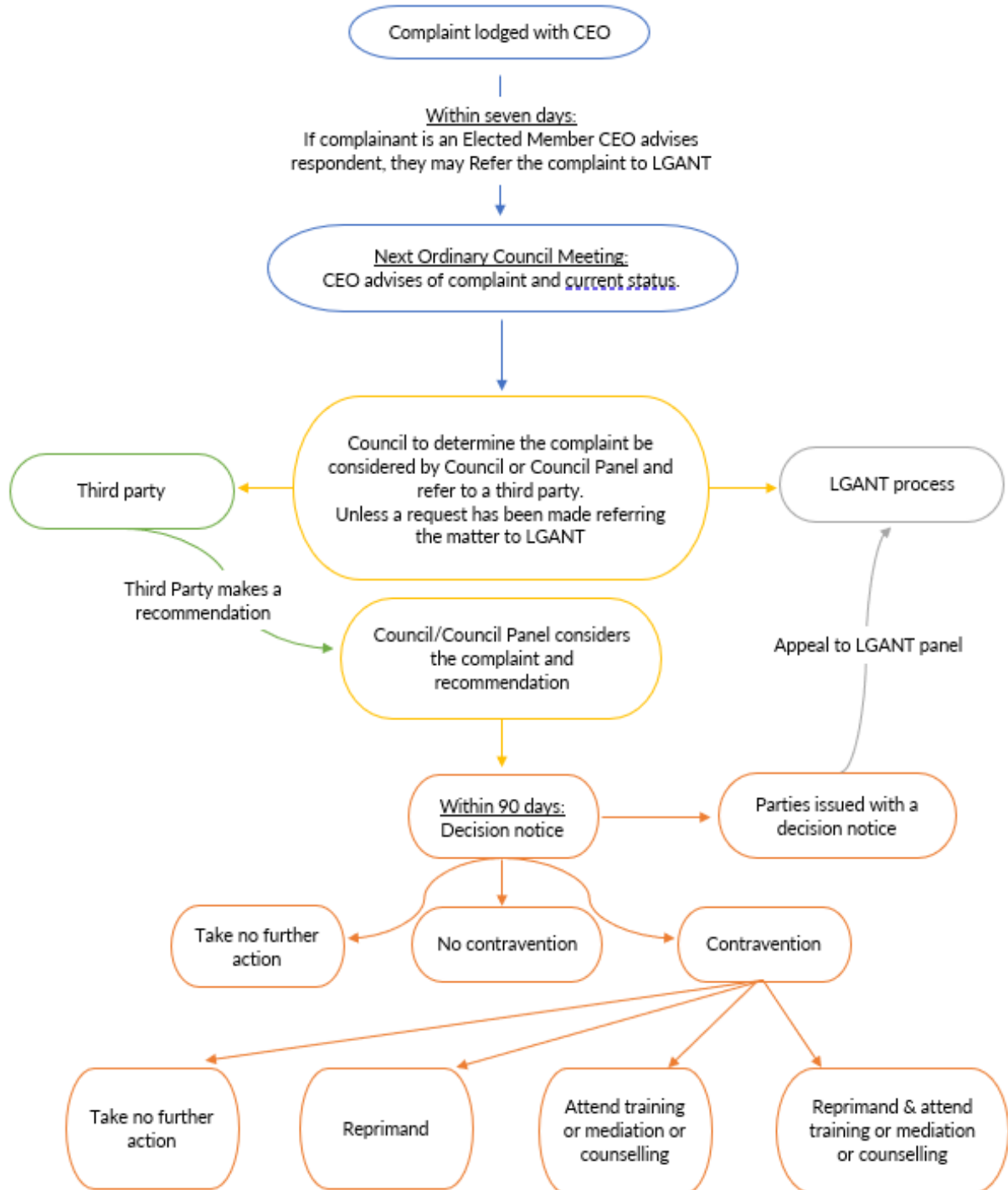
#### 4.10 Decision notice

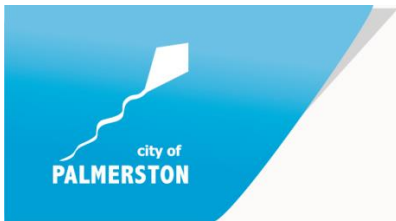
- 4.10.1 After the Council/Council Panel decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:
  - (a) the Council's/Council Panel's decision and the reasons for it; and
  - (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.
- 4.10.2 The draft decision notice is to be electronically provided via email to the Chair of the meeting which the Council/Council Panel decided the complaint. The Decision Notice is to be authorised by the Chair in writing by return email.
- 4.10.3 Within 90 days of receipt of the complaint initially received by the CEO, and as soon as practicable after Council's/Council Panel's decision, the CEO will provide the authorised decision notice to the complainant and the respondent.
- 4.10.4 The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

#### 4.11 Summary of decision

- 4.11.1 After the expiry of the 28 day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.
- 4.11.2 If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council/Council Panel in the confidential session of the next meeting of Council/Council Panel.
- 4.11.3 The summary of the decision is to set out the following information:
  - (a) the names of the complainant and respondent;
  - (b) the date of the decision;
  - (c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
  - (d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent contravened; or
  - (e) if a Code of Conduct was not found to be breached – that no contravention of the Code of Conduct was established by the Council/Council Panel; and
  - (f) any actions or recommendations made by the Council.
- 4.11.4 The Council will consider the summary of the decision and, subject to the Council's approval of the information that is to be included, finalise the summary.
- 4.11.5 The approved summary is to be tabled in the open section of the next Ordinary Council Meeting as part of Council's public business papers.

**5 FLOWCHART**





**6 ASSOCIATED DOCUMENTS**

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- 6.1 *Code of Conduct for Elected Members and Committee Members*
- 6.2 *Breach of Code of Conduct by Elected Member Complaint Form*

**7 REFERENCES AND RELATED LEGISLATION**

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- 7.1 *Local Government Act*
- 7.2 *Local Government Regulations*
- 7.3 *Information Act*



<b>Name:</b>	Breach of Code of Conduct by Elected Member		
<b>Type:</b>	Council Policy		
<b>Owner:</b>	Chief Executive Officer		
<b>Responsible Officer:</b>	General Manager Finance and Governance		
<b>Approval Date:</b>		<b>Next Review Date:</b>	1/07/2025
<b>Records Number:</b>		<b>Council Decision:</b>	

**1 PURPOSE**

This policy sets out how [City of Palmerston Council](#) will manage a complaint received in relation to a breach of the Code of Conduct by an Elected Member.

**2 PRINCIPLES**

In managing complaints, [City of Palmerston Council](#)'s guiding principles are to:

- (a) Promote behaviour amongst all Elected Members that meets the standards set out in the Code of Conduct;
- (b) Take a restorative approach to alleged and founded breaches that seeks the resolution to focus on constructive and collaborative outcomes;
- (c) Emphasis on a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- (d) Recognise the leadership role of the Mayor and the responsibility of all [Elected Members](#) to work together collaboratively pursuant to their corporate responsibilities.

**3 DEFINITIONS**

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

Term	Definition
Code of Conduct	means the Code of Conduct set out in Schedule 1 of the <i>Local Government Act 2019</i> (NT) (the Act).
Complainant	means the person who lodges a Code of Conduct complaint against an Elected Member (this person can be an Elected Member or member of the public).
<a href="#">Council</a>	<a href="#">Elected Members representing City of Palmerston.</a>
<a href="#">Elected Member</a>	<a href="#">means an elected member of Council.</a>
Respondent	means the Elected Member who is alleged to have breached the Code of Conduct.
Conflict of Interest	means if a person has a personal or financial interest in a matter, either actual or perceived.
<a href="#">LGANT</a>	<a href="#">means the Local Government Association of the Northern Territory.</a>

**4 POLICY STATEMENT**

**4.1 Promoting appropriate behaviour**

4.1.1 All Elected Members are to promote appropriate behaviour that meets the standards set out in the Code of Conduct.



- 4.1.2 An Elected Member aggrieved in relation to a potential breach of the Code of Conduct should raise the grievance with the Mayor in the first instance. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential breach of the Code of Conduct complaint, the Mayor or Deputy Mayor will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

#### 4.2 Confidentiality

- 4.2.1 Information regarding a complaint is confidential, including the complaint form, statements from any parties, and any reports provided by the Chief Executive Officer (CEO) regarding the status of a complaint.
- 4.2.2 Complaints will only be formally discussed by the Council during confidential sessions. Minutes kept by the Council are confidential in accordance with regulation 510(1)(f) of the *Local Government (General) Regulations 2021* (the Regulations).

#### 4.3 Complaint requirements

- 4.3.1 A Complainant may lodge a complaint alleging a breach of the Code of Conduct with the CEO. The Act requires that ~~a~~the complaint alleging a breach of a Code of Conduct must:

- (a) be submitted on the Breach of Code of Conduct by Elected Member Complaint Form (available on the [Council City of Palmerston](#) website);
- (a)(b) include a statutory declaration made by the Complainant verifying the allegations of fact made against the Respondent; and
- (b)(c) be submitted within three months of the alleged breach of the Code of Conduct.

- 4.3.2 If the Complainant is an Elected Member, they must specify at the time of making the complaint whether they refer the complaint to the LGANT or request Council to refer the complaint to a third party. If the Complainant is not an Elected Member, they must specify at the time of making the complaint whether they request Council to refer the complaint to a third party.

- ~~4.3.2.4.3.3~~—A Code of Conduct complaint must be lodged with the CEO, who Upon receipt of the complaint, the CEO will assess whether the complaint complies with clause 4.3.1 and 4.3.2 of this Policy. If it appears that a complaint does not comply, the CEO will notify the ~~C~~ecomplainant of the issues ~~with the form~~ as soon as practicable and allow the ~~C~~ecomplainant the opportunity to lodge a revised complaint.

#### 4.4 Notifications to parties

- 4.4.1 When a complaint (aside from complaints made by Elected Members, which is dealt with in clause 4.5.2 below) which meets the requirements of clause 4.3 of this Policy is received, the CEO will provide written notice of the complaint to the Respondent within 5 days and a copy of the complaint.

- 4.4.2 The notice to the Respondent must specify that the Respondent may:
- (a) request that the complaint be referred to ~~dealt with by~~ a third party or that the complaint be referred to the LGANT (see clause 4.5 below); and

~~(a)(b) provide a written response to the complaint in the form of a statutory declaration to the CEO within 14 days of the date of receipt of the notice notification to the complainant and the respondent, in accordance with the requirements of the Act and the Regulations.~~

4.4.3 The CEO carries out the role of secretariat in relation to a complaint and communicates with ~~the C~~complainant, ~~R~~respondent and any relevant witness on behalf of the Council.

4.4.4

4.5 Referral to Local Government Association of the NT (LGANT)

4.5.1 The CEO will refer the matter to LGANT if an Elected Member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

4.5.2 The Elected Member Complainant or the Respondent may refer the complaint to LGANT under section 124(3) of the Act before the council has taken an action under section 122(2) of the Act, action taken in Clause 4.5 above..<sup>1</sup>

4.5.3 If an Elected Member specifies that they want the complaint referred to the LGANT, provided it meets the requirements of clauses 4.3.1 and 4.3.2 of this policy, the CEO must:

- a) give written notice of the complaint to the Respondent within 5 days of receipt of the complaint;
- b) provide a copy of the complaint to the Respondent; and
- c) specify in a written notice that:
  - a. the Complainant has referred the complaint to the LGANT; and
  - b. the Respondent may provide a written response to the complaint in the form of a statutory declaration to the CEO within 14 days of the date of receipt of the notice.

Note: A Complainant who is not an Elected Member does not have the option to request referral to LGANT.

4.6

4.7 Initial consideration by Council

4.7.1 The CEO will refer the complaint to the Council for consideration in a confidential session at the next available Council meeting unless the complaint has been referred to LGANT in accordance with clause 4.6.

4.7.2 The CEO will also establish a suitable third party who does not have a Conflict of Interest and is willing to accept a referral of the matter, in accordance with clause 4.7 including a draft terms of reference.

4.7.3 The CEO will provide a copy of the complaint, any response from the Respondent and the draft terms of reference for Council's consideration.

4.7.4 The Complainant, Respondent, and any Elected Member with a conflict of interest in relation to the complaint are required to leave the meeting during any discussion, consideration or decision relating to the complaint.

4.4.1

#### 4.5.4.8 Referral to third party

4.5.14.8.1 Council will refer complaints to a third party for advice or recommendations in accordance with section 122(2)(c) and 124(24) of the Act. ~~If the Council decides to refer the complaint to a third party, the CEO will establish a suitable third party who does not have a Conflict of Interest and is willing to accept a referral of the matter.~~

4.5.24.8.2 Examples of a third party may include:

- (a) ~~a~~A dispute resolution practitioner;
- (b) a mediator;
- (c) a person experienced in Local Government matters; or
- (d) a person experienced in conflict resolution.

4.5.34.8.3 The terms of reference will set out the process the third party must follow to resolve the complaint including:

- (a) ~~c~~Consider the complaint and discuss with each of the parties;
- (b) explore outcomes for resolution between the parties;
- (c) if resolution is not achievable, then the third party will:
  - (i) ~~E~~nsure natural justice is provided to both parties;
  - (ii) interview any willing witnesses to assist in forming a view;
  - (iii) provide a written report to Council by a specified date summarising the process, a summary of evidence, attempts made to resolve and recommendation;
  - (iv) provide a draft decision notice that may be used if Council decide to adopt the recommendation.

4.5.44.8.4 Any requests for information from Council employees will be appropriately directed and facilitated through the CEO.

#### 4.8 Process Third Party Recommendation

4.8.1 After receiving the advice or recommendations from the third party and providing Council/~~Council Panel~~ is satisfied that each party has had an opportunity to state their case and respond to any allegations, the Council will then make a decision about the complaint.

4.8.2 The Council/~~Council Panel~~ is not bound by any advice or recommendations received from the third party.

#### 4.9 Decision

4.9.1 The Council/~~Council Panel~~ will decide the complaint ~~when~~after considering:

- (a) ~~The Members have considered~~ the written complaint;
- (b) ~~the Members have considered~~ all written submissions and statements from both the ~~C~~complainant, and ~~R~~espondent and any witnesses; and
- (c) ~~the members have read and considered~~ the report from the third party, if applicable.

4.9.2 The Council/~~Council Panel~~ can make the following decisions:



- (a) ~~To~~ take no action (and not make a decision about whether the respondent breached the Code of Conduct);
- (b) the ~~R~~espondent did not breach the Code of Conduct; or
- (c) the ~~R~~espondent breached the Code of Conduct.

4.9.3 If the ~~Respondent/complainant~~ is found by the Council/~~Council Panel~~ to have breached the Code of Conduct, the Council/~~Council Panel~~ may decide to:

- (a) ~~Take~~ no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- (b) either or both of the following:
  - (i) issue a reprimand to the ~~R~~espondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
  - (ii) recommend that the ~~C~~omplainant, ~~R~~espondent or any other person attend training, mediation or counselling by a specified date.

4.9.4 In making a decision, preference will be given to the option that the Council/~~Council Panel~~ considers most likely to result in a constructive and collaborative outcome.

4.9.5 If training, mediation or counselling is recommended to an Elected Member, the Elected Member may use their Professional Development Allowance, if available, towards the cost of the training, mediation or counselling.

4.10 Decision notice

4.10.1 After the Council/~~Council Panel~~ decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council's/~~Council Panel's~~ decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the Act or other legislation, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

4.10.2 The draft decision notice is to be electronically provided via email to the Chair of the ~~meeting which the~~ Council/~~Council Panel~~ whom decided the complaint. The decision notice is to be authorised by the Chair in writing by return email.

4.10.3 Within 90 days of receipt of the complaint initially received by the CEO, ~~and as soon as practicable after Council's/Council Panel's decision,~~ the ~~CEO Council/Council Panel~~ will provide the authorised decision notice to the ~~C~~omplainant and the ~~R~~espondent.

4.10.4 The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

4.11 Summary of decision

4.11.1 After the expiry of the 28-day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

- 4.11.2 If no parties have applied to LGANT for consideration of the complaint, ~~the CEO/Council/Council Panel~~ will prepare a **draft** summary of the decision to be reviewed by the Council/~~Council Panel~~ in a confidential session of the next meeting of Council/~~Council Panel~~.
- 4.11.3 The summary of the decision is to set out the following information:
- (a) ~~the names of the Ccomplainant and Rrespondent;~~
  - (b) the names of the council members or panel members, including the chairperson;**
  - ~~(b)(c) the date of the decision;~~
  - (d) a concise description of the conduct alleged to have been a breach of the Code of Conduct;**
  - ~~(e)(e) identification of the clauses of the Code of Conduct that were alleged to have been contravened;~~
  - ~~(d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent contravened; or the decision made.~~
  - ~~(e) if a Code of Conduct was not found to be breached – that no contravention of the Code of Conduct was established by the Council/Council Panel; and~~
  - ~~(f) any actions or recommendations made by the Council.~~
- 4.11.4 The Council/~~Council Panel~~ will ~~consider the provide the finalised~~ summary of the decision ~~and, subject to the Council's approval of the information that is to be included, finalise the summary to CEO.~~
- 4.11.5 The **CEO must table the** approved summary ~~of the decision is to be tabled~~ in the open section of the next ~~o~~Ordinary Council ~~m~~Meeting as part of Council's public business papers.

**5** ASSOCIATED DOCUMENTS

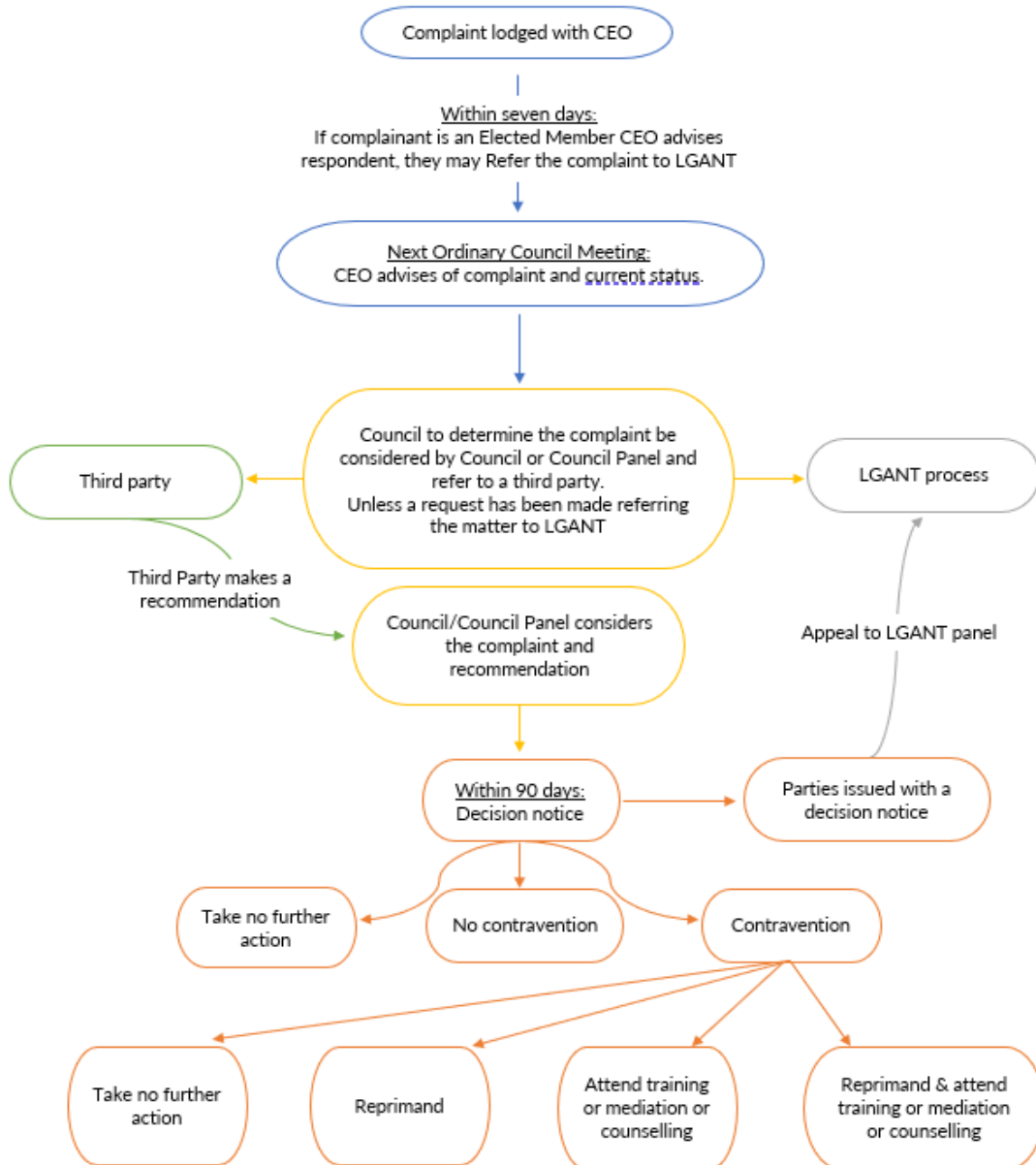
- 5.1 Code of Conduct for Elected Members and Committee Members
- 5.2 Breach of Code of Conduct by Elected Member Complaint Form

**6** REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2019* (NT)
- 6.2 *Local Government (General) Regulations 2021* (NT)
- 6.3 *Information Act 2002* (NT)

**7** FLOWCHART

NOTE: This will be modified and replaced once policy is endorsed by Council



Name:	Breach of Code of Conduct by Elected Member		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Finance and Governance		
Approval Date:		Next Review Date:	
Records Number:		Council Decision:	

### 1 PURPOSE

This policy sets out how Council will manage a complaint received in relation to a breach of the Code of Conduct by an Elected Member.

### 2 PRINCIPLES

In managing complaints, Council's guiding principles are to:

- (a) Promote behaviour amongst all Elected Members that meets the standards set out in the Code of Conduct;
- (b) Take a restorative approach to alleged and founded breaches that seeks the resolution to focus on constructive and collaborative outcomes;
- (c) Emphasis on a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- (d) Recognise the leadership role of the Mayor and the responsibility of all Elected Members to work together collaboratively pursuant to their corporate responsibilities.

### 3 DEFINITIONS

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

Term	Definition
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Council	Elected Members representing Palmerston.
Elected Member	means an elected member of Council.
Respondent	means the Elected Member who is alleged to have breached the Code of Conduct.
Conflict of Interest	means if a person has a personal or financial interest in a matter, either actual or perceived.
LGANT	means the Local Government Association of the Northern Territory.

### 4 POLICY STATEMENT

#### 4.1 Promoting appropriate behaviour

- 4.1.1 All Elected Members are to promote appropriate behaviour that meets the standards set out in the Code of Conduct.



- 4.1.2 An Elected Member aggrieved in relation to a potential breach of the Code of Conduct should raise the grievance with the Mayor in the first instance. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential breach of the Code of Conduct complaint, the Mayor or Deputy Mayor will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

#### 4.2 Confidentiality

- 4.2.1 Information regarding a complaint is confidential, including the complaint form, statements from any parties, and any reports provided by the Chief Executive Officer (CEO) regarding the status of a complaint.
- 4.2.2 Complaints will only be formally discussed by the Council during confidential sessions. Minutes kept by the Council are confidential in accordance with regulation 51(1)(f) of the *Local Government (General) Regulations 2021* (the Regulations).

#### 4.3 Complaint requirements

- 4.3.1 A Complainant may lodge a complaint alleging a breach of the Code of Conduct with the CEO. The Act requires that the complaint alleging a breach of a Code of Conduct must:
  - (a) be submitted on the Breach of Code of Conduct by Elected Member Complaint Form (available on the City of Palmerston website);
  - (b) include a statutory declaration made by the Complainant verifying the allegations of fact made against the Respondent; and
  - (c) be submitted within three months of the alleged breach of the Code of Conduct.
- 4.3.2 If the Complainant is an Elected Member, they must specify at the time of making the complaint whether they refer the complaint to the LGANT or request Council to refer the complaint to a third party. If the Complainant is not an Elected Member, they must specify at the time of making the complaint whether they request Council to refer the complaint to a third party.
- 4.3.3 Upon receipt of the complaint, the CEO will assess whether the complaint complies with clause 4.3.1 and 4.3.2 of this Policy. If it appears that a complaint does not comply, the CEO will notify the Complainant of the issues as soon as practicable and allow the Complainant the opportunity to lodge a revised complaint.

#### 4.4 Notifications to parties

- 4.4.1 When a complaint (aside from complaints made by Elected Members, which is dealt with in clause 4.5.2 below) which meets the requirements of clause 4.3 of this Policy is received the CEO will provide written notice of the complaint to the Respondent within 5 days and a copy of the complaint.
- 4.4.2 The notice to the Respondent must specify that the Respondent may:
  - (a) request that the complaint be referred to a third party or that the complaint be referred to the LGANT (see clause 4.5 below); and
  - (b) provide a written response to the complaint in the form of a statutory declaration to the CEO within 14 days of the date of receipt of the notice.



4.4.3 The CEO carries out the role of secretariat in relation to a complaint and communicates with the Complainant, Respondent and any relevant witness on behalf of the Council.

**4.5 Referral to Local Government Association of the NT (LGANT)**

4.5.1 The CEO will refer the matter to LGANT if an Elected Member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

4.5.2 The Elected Member Complainant or the Respondent may refer the complaint to LGANT under section 124(3) of the Act before the council has taken an action under section 122(2) of the Act, action taken in Clause 4.5 above.<sup>4</sup>

4.5.3 If an Elected Member specifies that they want the complaint referred to the LGANT, provided it meets the requirements of clauses 4.3.1 and 4.3.2 of this policy, the CEO must:

- a) give written notice of the complaint to the Respondent within 5 days of receipt of the complaint;
- b) provide a copy of the complaint to the Respondent; and
- c) specify in a written notice that:
  - a. the Complainant has referred the complaint to the LGANT; and
  - b. the Respondent may provide a written response to the complaint in the form of a statutory declaration to the CEO within 14 days of the date of receipt of the notice.

Note: A Complainant who is not an Elected Member does not have the option to request referral to LGANT.

**4.6**

**4.7 Initial consideration by Council**

4.7.1 The CEO will refer the complaint to the Council for consideration in a confidential session at the next available Council meeting unless the complaint has been referred to LGANT in accordance with clause 4.6.

4.7.2 The CEO will also establish a suitable third party who does not have a Conflict of Interest and is willing to accept a referral of the matter, in accordance with clause 4.7 including a draft terms of reference.

4.7.3 The CEO will provide a copy of the complaint, any response from the Respondent and the draft terms of reference for Council's consideration.

4.7.4 The Complainant, Respondent, and any Elected Member with a conflict of interest in relation to the complaint are required to leave the meeting during any discussion, consideration or decision relating to the complaint.

**4.8 Referral to third party**

4.8.1 Council will refer complaints to a third party for advice or recommendations in accordance with section 122(2)(c) and 124(2) of the Act.

- 4.8.2 Examples of a third party may include:
- (a) a dispute resolution practitioner;
  - (b) a mediator;
  - (c) a person experienced in Local Government matters; or
  - (d) a person experienced in conflict resolution.
- 4.8.3 The terms of reference will set out the process the third party must follow to resolve the complaint including:
- (a) consider the complaint and discuss with each of the parties;
  - (b) explore outcomes for resolution between the parties;
  - (c) if resolution is not achievable, then the third party will:
    - (i) ensure natural justice is provided to both parties;
    - (ii) interview any willing witnesses to assist in forming a view;
    - (iii) provide a written report to Council by a specified date summarising the process, a summary of evidence, attempts made to resolve and recommendation;
    - (iv) provide a draft decision notice that may be used if Council decide to adopt the recommendation.
- 4.8.4 Any requests for information from Council employees will be appropriately directed and facilitated through the CEO.
- 4.8 Third Party Recommendation
- 4.8.1 After receiving the advice or recommendations from the third party and providing Council is satisfied that each party has had an opportunity to state their case and respond to any allegations, the Council will then make a decision about the complaint.
- 4.8.2 The Council is not bound by any advice or recommendations received from the third party.
- 4.9 Decision
- 4.9.1 The Council will decide the complaint after considering:
- (a) the written complaint;
  - (b) all written submissions and statements from both the Complainant, Respondent and any witnesses; and
  - (c) the report from the third party, if applicable.
- 4.9.2 The Council can make the following decisions:
- (a) to take no action (and not make a decision about whether the respondent breached the Code of Conduct);
  - (b) the Respondent did not breach the Code of Conduct; or
  - (c) the Respondent breached the Code of Conduct.
- 4.9.3 If the Respondent is found by the Council to have breached the Code of Conduct, the Council may decide to:
- (a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or

- (b) either or both of the following:
  - (i) issue a reprimand to the Respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
  - (ii) recommend that the Complainant, Respondent or any other person attend training, mediation or counselling by a specified date.
- 4.9.4 In making a decision, preference will be given to the option that the Council/ considers most likely to result in a constructive and collaborative outcome.
- 4.9.5 If training, mediation or counselling is recommended to an Elected Member, the Elected Member may use their Professional Development Allowance, if available, towards the cost of the training, mediation or counselling.
- 4.10 **Decision notice**
- 4.10.1 After the Council decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:
  - (a) the Council's decision and the reasons for it; and
  - (b) any right the person to whom the notice is to be given has, under the Act or other legislation, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.
- 4.10.2 The draft decision notice is to be electronically provided via email to the Chair of the Council whom decided the complaint. The decision notice is to be authorised by the Chair in writing by return email.
- 4.10.3 Within 90 days of receipt of the complaint initially received by the CEO, the Council will provide the authorised decision notice to the Complainant and the Respondent.
- 4.10.4 The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.
- 4.11 **Summary of decision**
- 4.11.1 After the expiry of the 28-day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.
- 4.11.2 If no parties have applied to LGANT for consideration of the complaint, Council will prepare a draft summary of the decision to be reviewed by the Council in a confidential session of the next meeting of Council.
- 4.11.3 The summary of the decision is to set out the following information:
  - (a) the names of the Complainant and Respondent;
  - (b) the names of the council members or panel members, including the chairperson;
  - (c) the date of the decision;
  - (d) a concise description of the conduct alleged to have been a breach of the Code of Conduct;

- (e) identification of the clauses of the Code of Conduct that were alleged to have been contravened;
- (f) the decision made.

4.11.4 The Council will provide the finalised summary of the decision to CEO.

4.11.5 The CEO must table the approved summary of the decision in the open section of the next ordinary Council meeting as part of Council's public business papers.

## **5** ASSOCIATED DOCUMENTS

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- 5.1 Code of Conduct for Elected Members and Committee Members
- 5.2 Breach of Code of Conduct by Elected Member Complaint Form

## **6** REFERENCES AND RELATED LEGISLATION

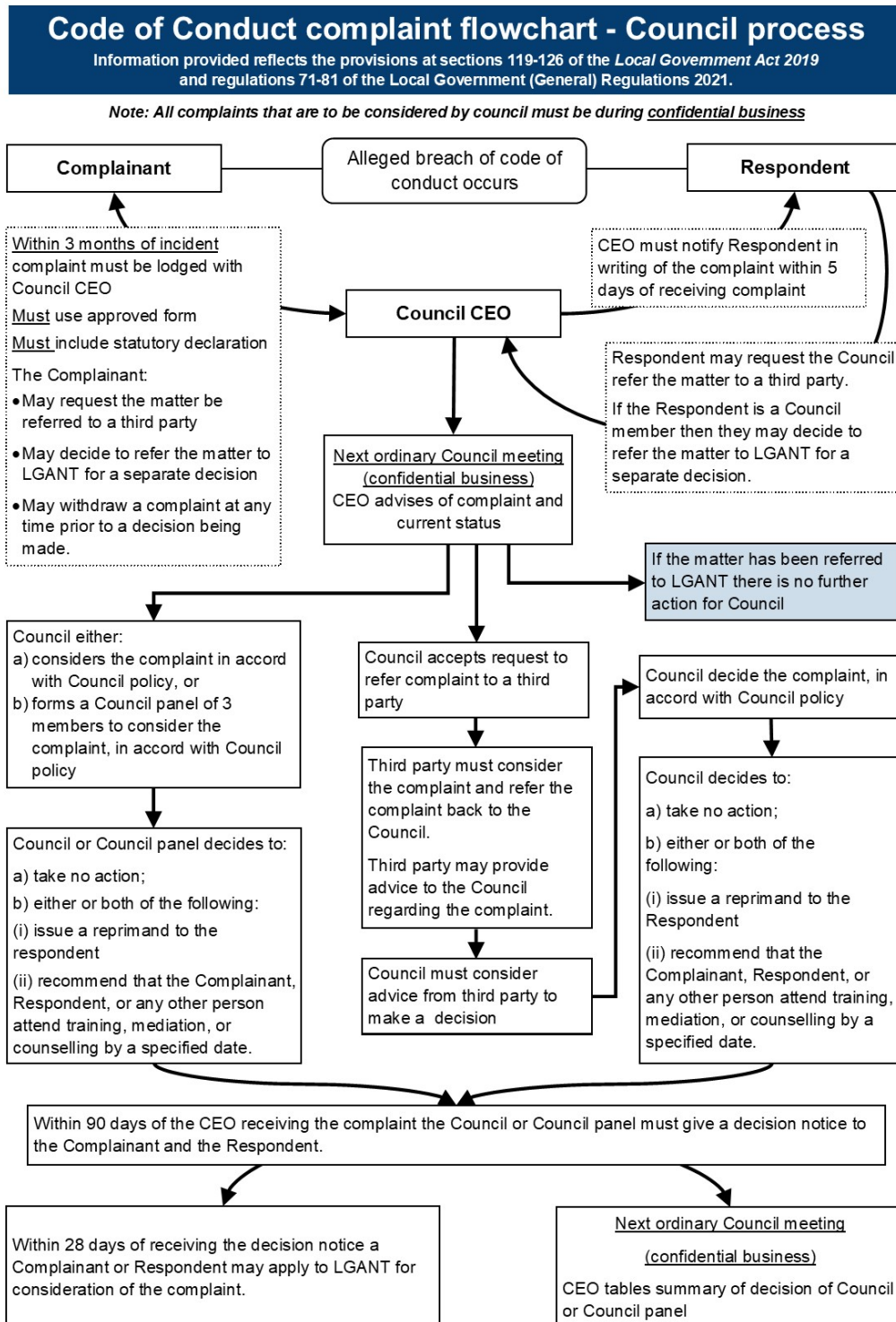
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- 6.1 *Local Government Act 2019* (NT)
- 6.2 *Local Government (General) Regulations 2021* (NT)
- 6.3 *Information Act 2002* (NT)

## **7** FLOWCHART

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## Appendix C – Current Code of Conduct Complaints Process



# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Community Benefit Scheme - July Update
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

## COMMUNITY PLAN

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

## PURPOSE

This report provides Council with a summary of Community Benefit Scheme activity from July 2024.

## KEY MESSAGES

- City of Palmerston is 'A Place for People', and the Community Benefit Scheme demonstrates Council's commitment toward enhancing social wellbeing and cohesion, developing the capability of community groups, and building connectivity within the community.
- 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.
- The 2024/25 Community Benefit Scheme allocated \$230,000 to benefit the community.
- A committed balance of \$133,500 in multiyear sponsorships has been carried over to the new 2024-25 financial year.

## RECOMMENDATION

THAT Report entitled Community Benefit Scheme - July 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. The funding supports programs that enhance social wellbeing and cohesion, developing the capability of community groups and building connectivity within the community.

The Community Benefit Scheme for 2024/25 provides a budget of \$230,000 for grants, donations and sponsorship, and \$20,000 for Environmental Initiatives. This report provides Council with a summary of the Community Benefit Scheme applications approved in July 2024.

## DISCUSSION

In July 2024, 35 projects or activities were funded by City of Palmerston through the Community Benefit Scheme (CBS). A detailed list of all funds expended is included as **Attachment 13.2.1.1**.

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**Sponsorship**

Two (2) Sponsorship Agreements were awarded in July 2024:

- Palmerston Cricket Club, Club Sponsorship to the value of \$4,000
- Palmerston Raiders Rugby League Football Club, Game Day Sponsorship \$2,000 under delegation of the CEO.

This financial year, City of Palmerston has supported two (2) sponsorships to a total value of \$6,000.

**Grants**

Two (2) Community Grants were awarded in July 2024:

- Heartkids LTD Two Feet and a Heartbeat commemoration walk at Marlow’s Lagoon \$500 under delegation of the CEO
- Tamil Society, Indian Musical Night at Goyder Square \$2,000 under delegation of the CEO

This financial year, City of Palmerston has supported two (2) Community Grants to the total value of \$2500.

**Individual Representation Support**

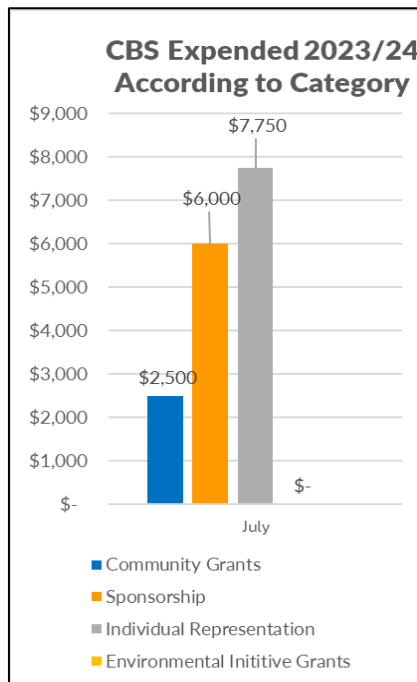
Thirty-one Individual Representation Support (IRS) Grants were awarded in July 2024 under the CEO’s delegation to a total value of \$7,750.

**Annual School Awards**

No Annual School Awards Donations were made in July 2024.

**Environmental Initiative Grants**

No Environmental Initiative Grants were awarded in July 2024.



The graph above illustrates CBS expenditure according to category, not including multiyear sponsorships.

**Multiyear Sponsorship Agreements**

No new multiyear sponsorship agreements were presented to Council in July 2024.

This financial year, a committed balance of \$133,500 is being carried over in eleven multiyear agreements, as shown in the table below.

**Committed Multiyear Sponsorship Agreements**

<b>Applicants Name</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
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	<del>\$30,000*</del>	\$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			
PaRBA			\$10,000 Annually			
<b>Total</b>			<b>\$116,500</b>	<b>\$133,500</b>	<b>\$92,000</b>	

\* Deferment of NTPGA in 2024 to 2025.

A new Policy, application process and guidelines are currently in development to enhance accessibility, transparency and governance of City of Palmerston community funding. The new Policy will be provided to Council for consideration in October 2024.

**CONSULTATION AND MARKETING**

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.

**BUDGET AND RESOURCE IMPLICATIONS**

The CBS budget for the 2024/25 fiscal year for grants, donations, sponsorships is \$230,000. The 2024/25 Environmental Initiatives budget is a further \$20,000.

There is \$133,500 in multiyear agreements for 2024/25 with an additional \$16,250 expended on Sponsorships, Grants and Individual Representation Support in July 2024. In total \$149,750 has been expended, with \$80,250 remaining for projects and initiatives which benefit the Palmerston Community.



## **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:

6. Governance  
Failure to effectively govern.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

This report relates to the [Creative Industries Plan 2023-27](#), the [Inclusive, Diverse and Accessible Policy Framework](#) and the [Sustainability Strategy 2022-2026](#).

## **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 July 2024 [13.2.1.1 - 4 pages]

Grants, Donations and Sponsorship Recipients  
July 2024.

Date	Name	Activity	Type	Amount
<b>Community Grants</b>				
31/7/2024	Heartkids LTD	Two Feet and a Heartbeat Walk	Grant	\$500
31/7/2024	Tamil Society	Indian Music Night	Grant	\$2000
<b>Total</b>				\$2500
<b>Sponsorship</b>				
16/7/2024	Palmerston Cricket Club	Club Sponsorship	Sponsorship	\$4000
31/7/2024	Palmerston Raiders RLFC	Home Game Sponsorship	Sponsorship	\$2,000
<b>Total</b>				\$6,000
<b>Multiyear Sponsorship Agreements</b>				
2022/23	Palmerston Rugby Club	Club Sponsorship	Multiyear sponsorship	\$5,000
2022/23	Palmerston Netball Association	Club Sponsorship	Multiyear sponsorship	\$10,000
2023/24	Riding for the Disabled Top End	Organisation Sponsorship	Multiyear sponsorship	\$15,000
2022/23	Rovers Football Club	Club Sponsorship	Multiyear sponsorship	\$10,000
2023/24	Northern Sharks NRL Club	Club Sponsorship	Multiyear sponsorship	\$10,000
2022/23	Palmerston Saints Hockey	Club Sponsorship	Multiyear sponsorship	\$1,500
2024/25	Palmerston & Litchfield Seniors	Organisation Sponsorship	Multiyear sponsorship	\$22,000
2023/24	Palmerston Regional Basketball Association	Club Sponsorship	Multiyear sponsorship	\$10,000
2022//23	Palmerston Magpies	Club Sponsorship	Multiyear sponsorship	\$10,000
2022/23	RSPCA	Event Sponsorship – Million Paws Walk	Multiyear sponsorship	\$10,000
2022/23	Palmerston Golf and Country Club	Event Sponsorship	Multiyear sponsorship	\$30,000
<b>Total</b>				\$133,500

# COUNCIL AGENDA

## Attachment 13.2.1.1

Individual Representation Support				
July 2024	A.G. U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	A.T U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	A.R U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	C.J U'18	Junior State Age Netball Championships	Individual Representation Support	\$250
July 2024	C.J-W U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	C.L U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	I.T. U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	J.B U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	M.L U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	N.J-W U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	O.L U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	R.S U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	S.D U'18	Junior State Age Netball Championships	Individual Representation Support	\$250
July 2024	X. F U'18	Australian Schools Boxing Championships	Individual Representation Support	\$250
July 2024	A.L U'18	Football Team School Sport Australia	Individual Representation Support	\$250
July 2024	J.D U'18	National Youth Touch Football Championships	Individual Representation Support	\$250

# COUNCIL AGENDA

## Attachment 13.2.1.1

July 2024	C.G-M U'18	Touch Football Championships	Individual Representation Support	\$250
July 2024	M.L U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	J.E U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	Z.M U'18	School Sport Australia Championships	Individual Representation Support	\$250
July 2024	H.S U'18	Auscycling Nationals BMX Championships	Individual Representation Support	\$250
July 2024	R.C U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	C.M U'18	Netball Queensland Junior State Age Championships	Individual Representation Support	\$250
July 2024	H.L U'18	Titan's Rise Program	Individual Representation Support	\$250
July 2024	S.T U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	A.C U'18	Southern States Championships	Individual Representation Support	\$250
July 2024	H.S U'18	Australian Secondary Schools Rugby League Nationals	Individual Representation Support	\$250
July 2024	E.B U'18	Australian Irish Dancing Association's Regional Championships	Individual Representation Support	\$250
July 2024	T.B U'18	Australian Irish Dancing Association's Regional Championships	Individual Representation Support	\$250
July 2024	P.T U'18	Basketball Championships	Individual Representation Support	\$250
July 2024	M.K U'18	Australian Schools Sports Rugby League	Individual Representation Support	\$250
<b>Total</b>				<b>\$7,750</b>

# COUNCIL AGENDA

## Attachment 13.2.1.1

<b>Community Benefit Scheme</b>	\$149,750
<b>Environment Initiatives</b>	\$ 0
<b>Total</b>	<b>\$149,750</b>
<b>Amount Remaining CBS</b>	<b>\$80,250</b>
<b>Amount Remaining Environmental Initiatives</b>	<b>\$20,000</b>

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Major Capital Projects Update - August 2024
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Executive Manager Projects and Infrastructure Services, Karl Hell
<b>APPROVER:</b>	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 the status of current Major Capital Projects.

### KEY MESSAGES

- Council has several major capital projects underway that have a planned, or contracted value, greater than \$1 million.
- The following projects have updates included as attachments of this report:
  - Driver Community Centre
  - 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 - August 2024 be received and noted.

### BACKGROUND

Council has allocated \$10.8 million to the Capital Works Programs in 2024/25, in addition there are several projects that are underway from 2023/24 that have been rolled over into the 2024/25 program. These 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 13.2.2.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.2.2**
- Zuccoli Community Hub **Attachment 13.2.2.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.2.4**

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 will be able to used for planning and improvements to the city. The installation is complete and the DigitalAsset system is live and used to receive alerts of disruption (i.e. 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, with the schedule to go 'live' this financial year. Future phases are being road-mapped and will include pedestrians and parking.

## CONSULTATION AND MARKETING

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 2024-25 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.

## STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

The Community Infrastructure Plan, Inclusive, Diverse and Assessable Policy Framework, Disability Inclusion and Access Plan and Sustainability Strategy are considered as part of each project.

## 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 Resource Centre [**13.2.2.1** - 4 pages]



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2. Archer Waste Management Facility Upgrade Council Update [13.2.2.2 - 3 pages]
3. Zuccoli Community Hub [13.2.2.3 - 2 pages]
4. Enterprise Resource Planning Project ( ER P) [13.2.2.4 - 1 page]





A Place for People

## DRIVER COMMUNITY CENTRE

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August 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.

**Anticipated Completion Date:**

- Design - August 2024
- Construction - To be determined once funding has been finalised.

**Contractor:** Design - GHD Woodhead

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### Status Update

**Percentage Complete:** 90% 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 Needs Assessment and the preliminary design was completed in 2023. 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 the design anticipated for August 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



A Place for People

## DRIVER COMMUNITY CENTRE

August 2024 Update



Site Layout



Entrance



A Place for People

DRIVER COMMUNITY CENTRE

August 2024 Update



Rear of Building



Entrance Foyer



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## DRIVER COMMUNITY CENTRE

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August 2024 Update



**Internal (One Pod)**

### **Upcoming Works:**

Detailed design to be completed, including structural, civil, services, renders, flythrough 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.



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## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

August 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, improvements to access and roads, relocation of the gate house, service upgrades, 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

**Current Stage Funding Source(s):**

- City of Palmerston - \$1,264,00 (final figure subject to 2023/24 rollover finalisation)
- Northern Territory Government - cardboard compactor (50% - \$100,000)

**Anticipated Completion Date(s):**

- Gatehouse Relocation – Completed June 2024
- Cardboard Compactor installation and commissioning – October 2024
- Recycling area stage – Dry season 2024
- Remaining stages – 2024/25

### Status Update

**Percentage Complete:** Gatehouse Relocation 100% Complete. Tender Design 100% complete for Stage 2 recycling area, including cardboard compactor. Tender to be advertised August 2024.

**Gatehouse Redevelopment Contract Sum:** \$262,663.90

**Actual Costs to Date (claims approved):** \$262,663.90 or 100% of contract sum

**Approved Cost Variations:** \$8,125.00 or 3%

**Works to Date Summary:**

The Tender Design documentation for the recycling area, including the cardboard compactor has been completed with design development for the transfer station to be finalised.

**Works progressed this month:**

- Cardboard compactor procurement is completed, and delivery is being coordinated with the construction of the recycling area with installation and commissioning anticipated to occur in October 2024.
- Contract for the gatehouse redevelopment and civil works was awarded to M&J Builders. Works commenced on site April 2024 and were completed June 2024, with the occupancy permit issued for the gatehouse and shade structure June 2024.



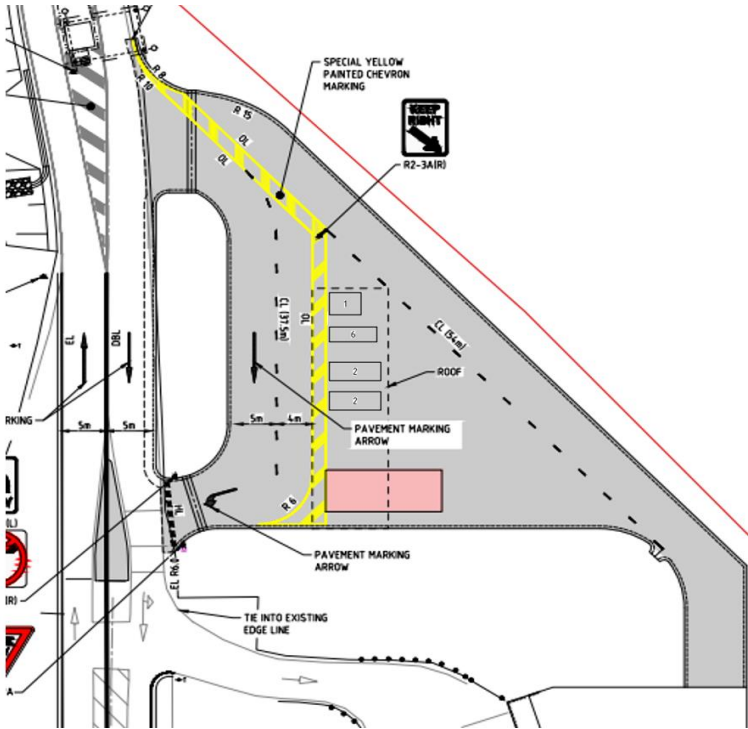
ARCHER WASTE MANAGEMENT FACILITY UPGRADE

August 2024 Update

A Place for People



- Tender documentation for the design and construction of the recycling area, including installation of the cardboard compactor to be completed and released to the public August 2024. The contract is anticipated to be awarded September 2024.





## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

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August 2024 Update

*A Place for People*

### Upcoming Works:

- Issue of Tender for the design and construction of the recycling area and installation of cardboard compactor.
- Progress and completion of detailed design for transfer facility.
- Review and update of AWMF Upgrade Communications Strategy based on project staging.

### Project 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

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August 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 three stages, subject to funding;

- 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 - \$825,571 (final figure subject to 2023/24 rollover finalisation)
- Federal Government – \$411,889 LRCI (Local Roads & Community Infrastructure) – Walking Trail
- Northern Territory Government - \$250,000 – Pump Track

**Completion Date:**

- Civil Design – Completed
- Design and Construction of Stage 2 – April 2025

**Contractor:** Pump track and sensory trail - TBA

---

### Status Update

**Percentage Complete:** 100% Civil Design

**Actual Costs to Date (design):** \$52,078.60 (ex GST)

**Works to Date Summary:**

The master plan, geotechnical investigation and detailed survey informed the civil design completed early 2024. The civil design is used as the base requirements to inform the Stage 2 works, which consist of the pump track, civil works, sensory walking path, shade and BBQ facilities. 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 tender for the design and construction of Stage 2 Pump Track and Sensory Walking Trail was advertised 31 July 2024 with the closing date for submissions being 23 August 2024. The contract is expected to be awarded in September 2024.

The image below details the extent Stage 2 works as including the basketball court and skate park, these are not currently funded for completion based on budget estimates.



ZUCCOLI COMMUNITY HUB

August 2024 Update



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Staging Plan

Community Consultation is underway concurrently with the design and construct tender, which focuses specifically on gathering preliminary feedback about the elements to be incorporated into the design. While designing this element, the focus will be capturing the needs of the majority of users of the site. Further consultation will occur following the contract award and design being prepared prior to construction.

**Upcoming Works:**

- Award of Civil Works, Pump Track and Sensory Walking Trail design and construct contract September 2024

**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.



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## ENTERPRISE RESOURCE PLANNING PROJECT

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August 2024 Update

### Project Overview

**Summary:** The City of Palmerston (CoP) requires an effective system capable of delivering efficient and quality services to the community while 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)

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### Status Update

**Percentage Complete:** 20%

**Actual Costs to Date (consultancy):** \$269,188.50

#### Works to Date Summary:

CoP currently uses several systems to meet its core operational requirements, some of which have partial integration, and most operate independently. While the systems are updated regularly and meet compliance requirements, the limited integration impacts 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 project's delivery, 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. A Probity Auditor has also been engaged to commence reviewing tender documentation.

The PCG has approved the detailed Project Management Plan. A mapping of subject matter experts (SMEs), product owners, and stakeholders per directorate and system is also underway with engagement commenced. In July, benefits workshops for the ERP business case were conducted, along with staff engagement initiatives which will inform the Business Case to enable the final scope to be finalised for tender purposes. The comprehensive communications plan has also been finalised.

#### Upcoming Works:

The current priority is the finalisation of project documentation to enable the tender documentation to be prepared. The current high-level project schedule, as per the completed Project Plan, is:

- Planning and Procurement – Oct 2024
- Design (of selected system/s) – Feb 2025
- Development - Aug 2025
- Deployment (Implementation) – Mar 2026
- Handover (Go-Live)- May 2026

#### 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.

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Financial Report - July 2024
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Finance Manager, Jeffrey Guilas
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the Report is to present to Council the Financial Report for July 2024.

### KEY MESSAGES

- This report presents the July 2024 financial report and is representative of the year-to-date income and expenditure as of 31 July 2024.
- This is the first financial report for the 2024-25 financial year and it is expected that there would be adjustments required to recognise income and expenditure for the 2023-24 Financial year end This includes adjustments to the Balance Sheet accounts and is subject to an external audit.
- The financial health check ratios indicate that overall, the Council has commenced the year in a positive financial position.
- Total operating income is \$2.29 million which is 5% of the annual budget. Council has received 85% of the federal assistance grants, however the rates and charges for the 2024-25 financial year not yet being levied. This is expected to be levied in the coming days.
- Capital income is at 1% of the \$4.3 million budget. Grants that meet the income recognition criteria will be recorded as income when it meets its grant obligations, which is generally when capital expenditure is incurred.
- Capital expenditure is at 1% of the \$10.83 million approved Capital budget.
- As at 31 July 2024, operating surplus (excluding depreciation) is currently at \$0.97 million.
- As at 31 July 2024, the total cash and cash investments were \$22.24 million, which includes \$16.75 million in term deposits in various banking institutions with less than 12 months to maturity and \$5.49 million in our general bank account.
- Total outstanding rates debt are \$2.32 million. This includes \$1.48 million of unpaid rates that were levied in 2023-24 financial year, which represent 4.5% of the \$33.4 million of rates and charges raised in 2023-24.
- Total payments to creditors in July 2024 amounted to \$2.64 million, of which \$2.15 million (81%) 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 variation during July 2024 that met the criteria under Regulation 42 of the Local Government (General) Regulations 2021.

## RECOMMENDATION

THAT Report entitled Financial Report - July 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 period; 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:

- Annual Budget is the total budget per the municipal plan for the 2024-25 financial year.
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 31 July 2024.
- The forecast amount is the YTD budget. The budget was cash-flowed evenly over 12 months for the current reporting period. The process of cash flowing the budget is yet to be completed.
- 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 July 2024, noting that the 2023-24 End of Financial Year adjustments are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit

## DISCUSSION

### Financial Health

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position, noting that the figures do not include the final year-end transactions and accruals, and will vary from the financial statements to be presented in the Annual report for 2023-2024.
- The July 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 (operating surplus divide by operating income) of 51% is higher than the KPI due to the expenditures that are yet to be processed as part of the end-of-year transactions and accruals. Also note that the rates and charges for 2024-25 financial year were levied in August 2024.
- The debt service ratio (net operating income divide by debt repayments plus interest) for July 2024 is 14 this indicates Council has the capacity to meet loan obligations.
- The current ratio (Current Assets divide by Current Liability) of 3.04 as at 31 July 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 2024-25 as at 31 July 2024. Refer **Attachment 13.2.3.1**.
- Total Operating Income as at 31 July 2024 is \$2.29 million, which is 5% of the Annual Budget of \$42.14 million. Rates and charges will be levied in August 2024.
- Total Operating Expenditure at 31 July 2024 is \$2.32 million, this mainly consists of the following:

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- \$0.72 million Employee Costs
- \$1 million Depreciation (non-cash)
- \$0.11 million Utilities
- \$0.10 million Other Expenses such as program running cost and training costs.
- \$0.06 million Professional services such as External consultants and Management fee for Odegaard.

### Capital Overview

The dashboard provides an overview of Council’s capital expenditure for 2024-25 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. This will be refined and adjusted accordingly.

### Capital Expenditures

The 2024-25 Capital Expenditure budget is \$10.83 million. This does not include the capital budget from last financial year that are yet to be rolled over to the current financial year. A separate report is being presented to Council at this meeting.

The pie chart in the dashboard as per **Attachment 13.2.3.1** shows that out of the \$10.83 million capital expenditure budget, the actual capital expenditure is \$0.15 million which is 1% of the budget.

In addition to the \$0.15 million actual expenditure, there is a further \$0.21 million in commitments where works have commenced and awaiting payments. The current expenditure combined with the commitments presents a 3% expenditure against the original capital budget. There is a large number of procurement activity being finalised which is preparing for the delivery of capital projects this year.

### Capital Funding

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

The table below provides a breakdown of the budgeted capital grants income for 2024-25 (A), funds that has been received (B) and funds still yet to be received (C).

Capital Project 24-25	Total Grant Income for 2024-25	Grant Funds received to date	Grant Funds yet to be received
	(A)	(B)	(C)
Driver Community Facility	\$1.25M		\$1.25M
New Pathway (\$4M Greening and Cooling)	\$0.25M	\$0.25M	
Tree Planting and Replacement (\$4M Greening & Cooling)	\$0.25M	\$0.25M	
Dark Spot (\$4M Greening and Cooling)	\$0.25M	\$0.25M	
Creative Industries	\$0.25M		\$0.25M
Play Space Renewals and Upgrades	\$0.25M		\$0.25M
Road Safety Program (R2R)	\$0.23M		\$0.25M
Black Spot Program 24/25	\$0.27M		\$0.27M
LRCI Phase 4 Part B	\$0.23M		\$0.23M
Sustainability Programs	\$0.25M		\$0.25M
Hobart Park Exeloo and Park Upgrade	\$0.45M		\$0.45M
<b>Total</b>	<b>\$3.92M</b>	<b>\$0.75M</b>	<b>\$3.17M</b>

- 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.

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- As at 31 July 2024, \$26,640 of grant revenue has met the grant agreement obligations and has been recognised as income.
- It is anticipated that \$1.66 million of capital projects that are grant-funded are to be rolled over to 2024-25 financial year subject to Council endorsement and will increase the total grant income.

### Cash and Investments

Trading Account: \$5.49 million

Investments: \$16.75 million

Year to Date interest revenue: \$0.11 million

Cash at Bank and Investments				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
Cash at bank	1	\$5.49M	NA	NA
<12months	11	\$16.75M	100%	100%
<b>Total</b>	<b>12</b>	<b>\$22.24M</b>	<b>100%</b>	

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 July 2024, the Council held \$16.75 million in term deposits across four financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 31 July 2024 was \$5.49 million earning 4.45% interest per annum.
- 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 \$3.52 million in Receivables, majority of which relates to Rates, Charges and Infringements outstanding of \$2.45 million, and Other Receivables \$1.07 million which includes income expected from grants, GST and general debtors.

### Rates

- The dashboard at **Attachment 13.2.3.1** highlights that at the time of writing this report, rates and charges have not been levied during the reporting period. The rates notices totalling \$35.5 million will be issued in mid-August 2024.
- 2.4 Debtors Control at **Attachment 13.2.3.2** provides for the summary of the overdue rates and shows that there is \$1.48 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of \$822,571 from prior years. A total of \$320,000 has been collected since 30 June 2024.
- The report shows that there is \$17,743 is owing related to 2024-25 this is largely due to interest penalty on over due rates and the recovery of debt collection costs.
- 1661 properties have an outstanding rate for the previous year, 198 properties owe less than \$10 (totalling to \$976). Total of 143 properties have either Direct debit or a Payment arrangement in place (totalling to \$179,818). A request for quote for debt collection is being released which will provide additional resources to undertake debt collection.
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a 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 59 properties for debt 2018/19 and prior. A further 139 is expected to be placed in the coming weeks.

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- All 2023-24 Financial Hardship applications have expired with new applications currently being received for the 2024-25 financial year.
- There are 204 ratepayers that have a payment arrangement in place.
- A balance of \$2.27 million of rates received in advance is accounted for in the balance sheet as a liability as it relates payment of rates for a future period.

### Infringements

- Total infringements outstanding is \$139,185 as at 31 July 2024; this consists of Animals (\$115,449), Public Place (\$3,256), Litter (\$50) and Parking (\$20,430).
- 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 2024.

### Sundry Debtors

Sundry Debtors as at 31 July 2024 is \$406,300 as presented in **Attachment 13.2.3.2**. This balance relates mostly to outstanding grants income from the NT Government for \$375,000 and \$30,000 is related to long grass maintenance, upgraded bin and recoverable amount from employee. More details are available in section 2.4 Debtor Control Account.

### Trade Creditors Paid

Total payments to creditors as of July 2024 amounted to \$2.64 million, of which \$2.15 million (81%) were paid to local suppliers.

During July 2024, the primary vendor payments consisted of \$0.24 million to Programmed Property Services waste/landscape maintenance, \$0.17 million to The Darwin Festival Ltd, \$0.14 million to City of Darwin, and \$0.11 million to Veolia.

### Borrowings

Total external borrowings of \$5.6 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 July 2024 being \$0.77 million. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis. This loan was 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 \$4.79 million. This is a 20-year loan with current variable interest rate of 5.60% repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The next repricing of this variable rate is due on 28 September 2024.

### Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
  - Council has remitted \$198,641 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 30 June 2024 has been finalised and will be lodged in August 2024 as a Goods Services Tax refund of \$595,530. The July 2024 BAS will be finalised and lodged in August 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	Nil

total cost of supplies exceeds \$100,000 but is less than \$150,000.	
Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000.	Nil
Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%.	Supplier: VTG Waste & Recycling Pty Ltd Date: 25/07/2024 Supplies Provided: Delivery of Public Bin Litter Collection Original contract cost: \$307,159.00 Total contract costs: \$360,048.60 Percentage increase from original contract cost to total contract cost: 17.22% Applicable provision: Section 42 (5)(a)

## CONSULTATION AND MARKETING

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

- Finance team.
- Governance team

## POLICY IMPLICATIONS

This report in line with the reporting requirements under the Local Government Act and Council Policies.

## BUDGET AND RESOURCE IMPLICATIONS

This Report provides an overview of the budget and resource implications.

## 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.

## STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

- Community Plan
- Municipal Plan
- Long Term Financial Plan

## COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

## ATTACHMENTS

1. Dashboard [13.2.3.1 - 1 page]
2. EOM Financial Report July 2024 [13.2.3.2 - 26 pages]



As at 31 July 2024

## DASHBOARD

**\$0.97 M** ■

Operating Surplus (excluding Depn)

Annual Budget is at \$5.19 M

**\$0.05 M** ■

Capital Income

Annual Budget is at \$4.3 M

**\$0.15 M** ■

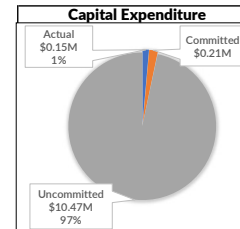
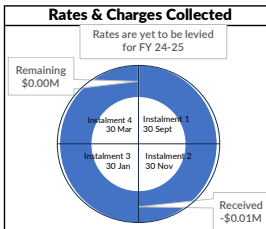
Capital Expenditure

Annual Budget is at \$10.83 M

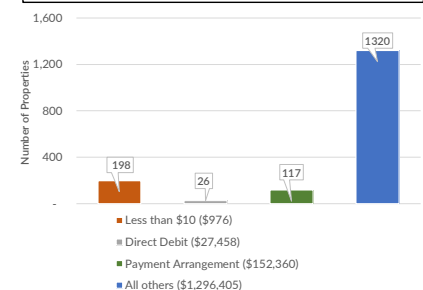
**\$22.24 M**

Cash Held

Financial Health Ratios	MP KPI	As at July 24	Status
Operating Surplus Ratio	> 0%	44%	The part of FAA Grant received in advance
Debt Service Ratio	> 2.0	14.00	
Rates Collection	>95%	0%	Rates are yet to be levied for FY 2024-25
Current Ratio	> 1.5	3.04	

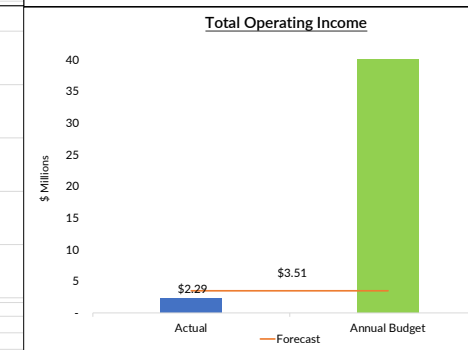
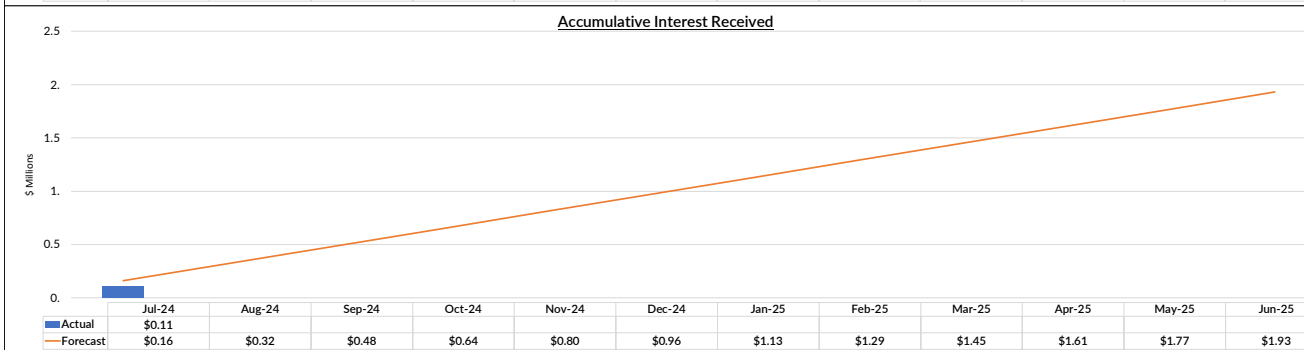
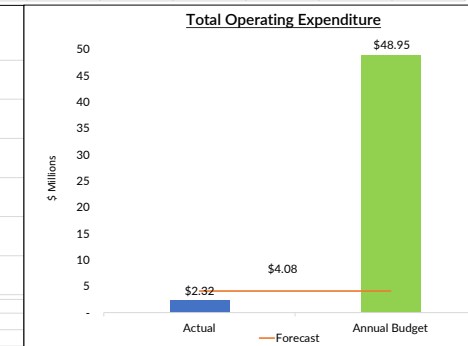
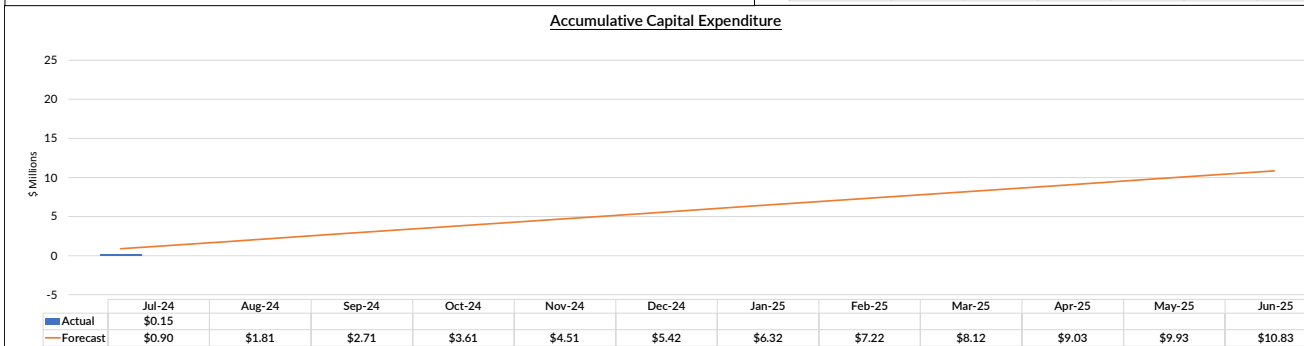
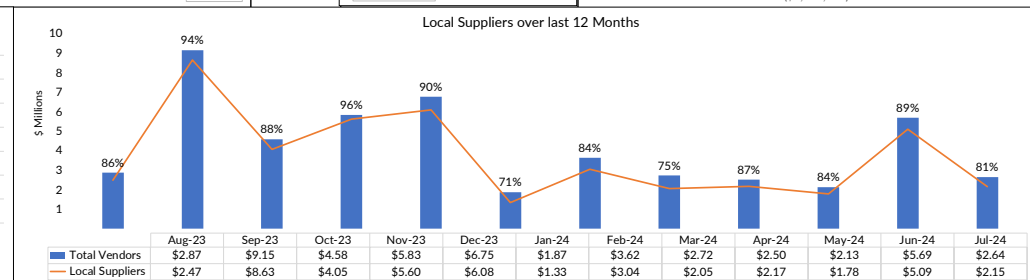
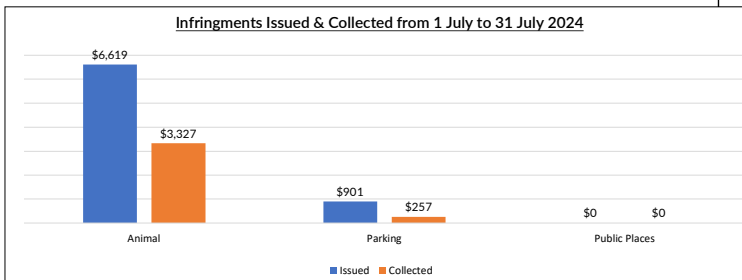


**Properties with Rates Outstanding from Prior Years**



**Legends**

■ On Track    ■ Explanation Required    ■ Off Track





# Financial Management Reports

July 2024

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

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July 2024

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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 July 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

Executive Summary as at  
% of year passed

31 July 2024  
8.33%

### 1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Operating Income</b>						
Rates	27,609,403	-4,588	0%	2,300,784	0%	1
Charge	8,111,851	-799	0%	675,988	0%	1
Fees & Charges	1,022,895	54,474	5%	85,241	64%	2
Grants, Subsidies & Contributions	3,457,077	2,087,329	60%	288,090	725%	3
Interest & Investment Revenue	1,929,865	149,752	8%	160,822	93%	
Other Income	13,000	837	6%	1,083	77%	
<b>Operating Income</b>	<b>42,144,091</b>	<b>2,287,005</b>	<b>5%</b>	<b>3,512,008</b>	<b>65%</b>	
<b>Operating Expenditure</b>						
Employee Costs	-13,091,941	-848,252	6%	-1,090,995	78%	4
Materials & Contractors	-13,279,609	-43,717	0%	-1,106,634	4%	
Depreciation, Amortisation & Impairment	-12,000,000	-1,000,000	8%	-1,000,000	100%	
Elected Members Allowances	-497,676	-46,211	9%	-41,473	111%	
Elected Members Expenses	-90,617	-361	0%	-7,551	5%	
Professional Services	-2,214,782	-64,301	3%	-184,565	35%	
Auditor's Remuneration	-48,537	0	0%	-4,045	0%	
Utilities	-2,464,117	-114,808	5%	-205,343	56%	
Legal Expenses	-315,700	-28	0%	-26,308	0%	
Telephone & Other Communication Charges	-217,582	-69,185	32%	-18,132	382%	
Donations, Sponsorships & Grants	-255,000	-250	0%	-21,250	1%	
Software, Hardware, Stationery, Subscriptions	-1,229,837	-2,680	0%	-102,486	3%	
Insurance	-677,090	0	0%	-56,424	0%	
Borrowing Costs	-297,781	-29,150	10%	-24,815	117%	
Other Expenses	-2,274,721	-100,171	4%	-189,560	53%	
<b>Operating Expenditure</b>	<b>-48,954,990</b>	<b>-2,319,115</b>	<b>5%</b>	<b>-4,079,583</b>	<b>57%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-6,810,899</b>	<b>-32,110</b>		<b>-567,575</b>		
<b>Capital Income</b>						
Net gain (loss) on disposal or revaluation of assets	180,000	0	0%	15,000	0%	5
Developer Contributions	200,000	27,825	14%	16,667	167%	
Grants received	3,920,000	26,640	1%	326,667	8%	
<b>Capital Income</b>	<b>4,300,000</b>	<b>54,465</b>	<b>1%</b>	<b>358,333</b>	<b>15%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>-2,510,899</b>	<b>22,355</b>		<b>-209,242</b>		
Asset Purchase	-5,660,000	0	0%	-471,667	0%	
Asset Upgrade	-5,173,100	-150,692	3%	-431,092	35%	
<b>Capital Expenditure</b>	<b>-10,833,100</b>	<b>-150,692</b>	<b>1%</b>	<b>-902,758</b>	<b>17%</b>	

**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	-12,000,000	-1,000,000	8%	-1,000,000	100%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-1,343,999</b>	<b>871,663</b>		<b>-112,000</b>		
Less Repayment of Borrowings	0	-42,073	0%	0	0%	
Reserve Movement	2,198,000	0	0	183,167	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>854,001</b>	<b>829,589</b>		<b>71,167</b>		

**General Note:**

The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be refined and updated  
End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit

**Notes**

1. Rates and charges for the Financial year 2024-25 are yet to be levied. The negative balance relates to refunds of rates paid in advance, this should have been paid from the liability account and will be rectified in August.
2. Received lower animal registration fees, development fees, facility hire fees, and library services fees than what was projected for the period.
3. 85% of FAA grant received at the beginning of the year.
4. Variance is due to vacant positions during the period.
5. Asset revaluation and asset income (gifted assets) will be recognised as part of end of year procedure.



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 July 2024

8.33%

### 1.3 - Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Office of the CEO	1,104,259	913,024	83%	92,022	992%	1
<b>Office of the Chief Executive</b>	<b>1,104,259</b>	<b>913,024</b>	<b>83%</b>	<b>92,022</b>	<b>992%</b>	
<b>Deputy Chief Executive</b>						
Deputy Chief Executive	0	0	0%	0	0%	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	69,205	3,266	5%	5,767	57%	
Financial Services	1,296,332	107,537	8%	108,028	100%	
Rates	27,816,422	-340	0%	2,318,035	0%	2
<b>Finance &amp; Governance</b>	<b>29,181,959</b>	<b>110,463</b>	<b>0%</b>	<b>2,431,830</b>	<b>5%</b>	
<b>Community &amp; Culture</b>						
Diversity and Inclusion Activities	10,000	0	0%	833	0%	
Library Services	757,994	9,974	1%	63,166	16%	
Senior Citizens	2,000	0	0%	167	0%	
Youth Services	300,000	0	0%	25,000	0%	
Animal Management	420,000	12,981	3%	35,000	37%	
Parking & Other Ranger Services	73,850	1,238	2%	6,154	20%	
<b>Community &amp; Culture</b>	<b>1,563,844</b>	<b>24,193</b>	<b>2%</b>	<b>130,320</b>	<b>19%</b>	
<b>Infrastructure</b>						
Civic Centre	151,150	13,882	9%	12,596	110%	
Driver Resource Centre	1,000	0	0%	83	0%	
Gray Community Hall	20,000	1,009	5%	1,667	61%	
Private Works	50,000	5,283	11%	4,167	127%	
Recreation Centre	25,000	1,036	4%	2,083	50%	
Roads & Transport	1,359,668	1,171,291	86%	113,306	1034%	1
Subdivisional Works	105,000	8,218	8%	8,750	94%	
Waste Management	8,111,851	38	0%	675,988	0%	
Odegaard Drive Investment Property	466,160	38,567	8%	38,847	99%	
Durack Heights Community Centre	4,200	0	0%	350	0%	
<b>Infrastructure</b>	<b>10,294,029</b>	<b>1,239,325</b>	<b>12%</b>	<b>857,836</b>	<b>144%</b>	
<b>OPERATING INCOME</b>	<b>42,144,091</b>	<b>2,287,005</b>	<b>5%</b>	<b>3,512,008</b>	<b>65%</b>	

#### General Note:

- The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be refined and updated
- End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit

#### Notes

- 85% of FAA grant received at the beginning of the year.
- Rates and charges for the Financial year 2024-25 are yet to be levied. The negative balance relates to refunds of rates paid in advance, this should have been paid from the liability account and will be rectified in August.



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 July 2024  
8.33%

### 1.3 - Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Councillors	-588,293	-46,573	8%	-49,024	95%	
Office of the CEO	-1,263,274	-43,351	3%	-105,273	41%	1
<b>Office of the Chief Executive</b>	<b>-1,851,567</b>	<b>-89,924</b>	<b>5%</b>	<b>-154,297</b>	<b>58%</b>	
<b>Deputy Chief Executive / People &amp; Place</b>						
Deputy Chief Executive Officer	-692,591	-44,795	6%	-57,716	78%	1
Customer Experience	-366,522	-14,100	4%	-30,544	46%	1
People and Customer	-1,200,840	-56,909	5%	-100,070	57%	1
Public Relations and Communications	-935,292	-66,069	7%	-77,941	85%	
Arts & Culture	-78,000	-1,983	3%	-6,500	31%	
City Activation	-1,405,833	-45,288	3%	-117,153	39%	
<b>Deputy Chief Executive / People &amp; Place</b>	<b>-4,679,078</b>	<b>-229,143</b>	<b>5%</b>	<b>-389,923</b>	<b>59%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-570,906	-34,585	6%	-47,576	73%	1
Records Management	-301,453	-15,042	5%	-25,121	60%	
Financial Services	-13,524,778	-1,091,053	8%	-1,127,065	97%	
Rates	-105,700	0	0%	-8,808	0%	
Governance	-1,390,270	-8,250	1%	-115,856	7%	
Information Technology	-1,920,795	-101,985	5%	-160,066	64%	1
Fleet	-259,925	0	0%	-21,660	0%	
<b>Finance &amp; Governance</b>	<b>-18,073,827</b>	<b>-1,250,915</b>	<b>7%</b>	<b>-1,506,152</b>	<b>83%</b>	
<b>Community &amp; Culture</b>						
Community Development	-646,042	-61,751	10%	-53,837	115%	
Diversity and Inclusion Activities	-58,568	0	0%	-4,881	0%	
Families & Children	-29,111	-250	1%	-2,426	10%	
Health and Wellbeing Services	-42,000	0	0%	-3,500	0%	
Library Services	-1,575,102	-87,758	6%	-131,259	67%	
Senior Citizens	-6,656	0	0%	-555	0%	
Youth Services	-417,019	-90,595	22%	-34,752	261%	
Director Community & Culture	-491,185	-24,153	5%	-40,932	59%	
Safe Communities	-20,000	0	0%	-1,667	0%	
Animal Management	-72,834	-253	0%	-6,070	4%	
Parking & Other Ranger Services	-930,540	-80,027	9%	-77,545	103%	
<b>Community &amp; Culture</b>	<b>-4,289,057</b>	<b>-344,787</b>	<b>8%</b>	<b>-357,421</b>	<b>96%</b>	
<b>Infrastructure</b>						
Aquatic Centre	-1,030,818	-57,760	6%	-85,902	67%	
Civic Centre	-275,487	-6,125	2%	-22,957	27%	
Depot	-75,392	-3,026	4%	-6,283	48%	
Driver Resource Centre	-31,101	-1,289	4%	-2,592	50%	



Section 2  
Financial Results

Budget Summary Report By Directorate as at  
% of year passed

31 July 2024  
8.33%

**1.3 - Operating Expenditure**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Emergency Operations	-10,557	0	0%	-880	0%	
Gray Community Hall	-71,823	-1,733	2%	-5,985	29%	
Director Infrastructure	-1,334,859	-68,603	5%	-111,238	62%	1
Open Space	-5,431,479	-114,410	2%	-452,623	25%	
Private Works	-108,633	-9,245	9%	-9,053	102%	
Recreation Centre	-325,716	-40,854	13%	-27,143	151%	
Roads & Transport	-1,636,652	-43,710	3%	-136,388	32%	
Stormwater Infrastructure	-174,177	0	0%	-14,515	0%	
Street Lighting	-1,217,408	-28,248	2%	-101,451	28%	
Subdivisional Works	-25,000	0	0%	-2,083	0%	
Waste Management	-7,806,644	-23,774	0%	-650,554	4%	
Odegaard Drive Investment Property	-131,580	-5,610	4%	-10,965	51%	
Durack Heights Community Centre	-59,837	0	0%	-4,986	0%	
CBD Car Parking	-69,727	0	0%	-5,811	0%	
Goyder Square	-244,571	0	0%	-20,381	0%	
<b>Infrastructure</b>	<b>-20,061,461</b>	<b>-404,386</b>	<b>2%</b>	<b>-1,671,788</b>	<b>24%</b>	
<b>OPERATING EXPENDITURE</b>	<b>-48,954,990</b>	<b>-2,319,155</b>	<b>5%</b>	<b>-4,079,583</b>	<b>57%</b>	

**General Note:**

- The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be refined and updated
- End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit

**Notes**

1. Variance is mainly due to vacant positions during the period.



Approved by: Finance Manager

## 1.3 - Capital Income

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	0	0	0%	0	0%	
Deputy Chief Executive						
Arts & Culture	250,000	0	0%	20,833	0%	
<b>Deputy Chief Executive</b>	250,000	0	0%	20,833	0%	
Finance & Governance						
Fleet	180,000	0	0%	15,000	0%	
<b>Finance &amp; Governance</b>	180,000	0	0%	15,000	0%	
Community & Culture						
Animal Management	0	25,950	0%	0	0%	1
<b>Community &amp; Culture</b>	0	25,950	0%	0	0%	
Infrastructure						
Driver Resource Centre	1,250,000	0	0%	104,167	0%	
Open Space	950,000	690	0%	79,167	1%	
Roads & Transport	970,000	0	0%	80,833	0%	
Street Lighting	500,000	0	0%	41,667	0%	
Subdivisional Works	200,000	27,825	14%	16,667	167%	
<b>Infrastructure</b>	3,870,000	28,515	1%	322,500	9%	
<b>CAPITAL INCOME</b>	<b>4,300,000</b>	<b>54,465</b>	<b>1%</b>	<b>358,333</b>	<b>15%</b>	

**General Note:**

- The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be refined and updated
- End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit
- Capital income is due to sale of assets (mainly fleet) or grant income. Capital Grant Income is recognised when grant obligations have been met, which is when expenditure on capital project has occurred

**Notes**

1. This project relates to the custom holding pens. The budget for this project is anticipated to be rolled over, as it relates to grant obligation.



Approved by: Finance Manager

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

Budget Summary Report By Directorate as at 31 July 2024  
% of year passed 8.33%

### 1.3 - Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Deputy Chief Executive						
Arts & Culture	-500,000	0	0%	-41,667	0%	
<b>Deputy Chief Executive</b>	<b>-500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
Information Technology	-933,600	-8,437	1%	-77,800	11%	
Fleet	-350,000	0	0%	-29,167	0%	
	<b>-1,283,600</b>	<b>-8,437</b>	<b>0</b>	<b>-106,967</b>	<b>0</b>	
<b>Community &amp; Culture</b>						
Library Services	-67,000	0	0%	-5,583	0%	
Animal Management	0	-25,950	0%	0	0%	1
<b>Community &amp; Culture</b>	<b>-67,000</b>	<b>-25,950</b>	<b>0</b>	<b>-5,583</b>	<b>465%</b>	
<b>Infrastructure</b>						
Aquatic Centre	-580,000	0	0%	-48,333	0%	
Civic Centre	-67,100	0	0%	-5,592	0%	
Depot	-14,800	-115,616	781%	-1,233	9374%	2
Driver Resource Centre	-1,260,300	0	0%	-105,025	0%	
Director Infrastructure	-300,000	0	0%	-25,000	0%	
Open Space	-2,374,300	-690	0%	-197,858	0%	
Recreation Centre	-86,000	0	0%	-7,167	0%	
Roads & Transport	-3,114,300	0	0%	-259,525	0%	
Stormwater Infrastructure	-160,000	0	0%	-13,333	0%	
Street Lighting	-966,400	0	0%	-80,533	0%	
Waste Management	-50,000	0	0%	-4,167	0%	
Durack Heights Community Centre	-9,300	0	0%	-775	0%	
<b>Infrastructure</b>	<b>-8,982,500</b>	<b>-116,305</b>	<b>1%</b>	<b>-748,542</b>	<b>16%</b>	
<b>CAPITAL EXPENDITURE</b>	<b>-10,833,100</b>	<b>-150,692</b>	<b>1%</b>	<b>-861,092</b>	<b>18%</b>	

#### General Note:

- The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be refined and updated
- End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit
- Capital income is due to sale of assets (mainly fleet) or grant income. Capital Grant Income is recognised when grant obligations have been met, which is when expenditure on capital project has occurred

#### Notes

1. This project relates to the custom holding pens. The budget for this project is anticipated to be rolled over, as it relates to grant obligation.
2. This project relates to the Men's Shed and was completed in 2023-24. The End of Year Financial Adjustments are still to be finalised and will recognise this as expenditure in 2023-24 Financial Year.



Approved by: Finance Manager

Section 2  
Financial Results

Capital Expenditure & Funding as at 31 July 2024  
% of year passed 8.33%

### 1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	2,964,500	142,255
Infrastructure (including roads, footpaths, park furniture)	5,648,600	0
Fleet	350,000	0
Other Assets (including furniture & office equip)	903,600	8,437
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>10,833,100</b>	<b>150,692</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>		
Operating Income	2,198,000	124,052
Capital Grants	3,920,000	26,640
Transfers from Cash Reserves	4,715,100	0
Borrowings	0	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>10,833,100</b>	<b>150,692</b>



Approved by: Finance Manager

# COUNCIL AGENDA Attachment 13.2.3.2

Section 2  
Financial Results  
Balance Sheet as at 31 July 2024  
% of year passed 8.33%

## 2.1 - Balance Sheet

Balance Sheet	YTD	
<b>Assets</b>		
<b>Current Assets:</b>		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	5,489,822	Tied funds equals restricted reserve and unearned Grant income
Investments		
Tied Funds	1,204,155	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	15,549,488	
Receivables		
Rates and Charges	2,454,362	
Other Receivables	1,070,153	
<b>TOTAL CURRENT ASSETS</b>	<b>25,769,335</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	549,611,230	
Investment property	5,800,000	
Work in progress	16,142,116	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>571,553,346</b>	
<b>TOTAL ASSETS</b>	<b>597,322,681</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	3,611,808	
Unearned Grant Income (AASB1058)	2,942,683	Unearned grant income
Borrowings	602,846	
Provisions	1,324,991	
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,482,328</b>	
<b>Non-Current Liabilities:</b>		
Borrowings	4,954,383	
Provisions	1,783,003	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,737,386</b>	
<b>TOTAL LIABILITIES</b>	<b>15,219,715</b>	
<b>NET ASSETS</b>	<b>582,102,967</b>	
<b>Equity</b>		
Accumulated Surplus	228,836,650	
Profit & Loss - current Year	- 17,389,231	
Net Reserves	4,926,387	
Working Capital Reserve	6,344,771	
Net Transfers to & from Reserves	- 5,169,677	
Election Reserve	100,000	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Developer Funded reserve	812,749	Internally restricted reserve
Waste Reserve	2,338,544	Internally restricted reserve
Revaluation reserves	365,729,161	
Council equity interest	582,102,967	
<b>TOTAL EQUITY</b>	<b>582,102,967</b>	



Approved by: Finance Manager

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

Statement of Reserves as at  
% of year passed

31 July 2024  
8.33%

### 2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Opening Balance \$ 01/07/2024	Surplus Analysis to Reserves \$	Original Budget 2024/25 to Reserves \$	Original Budget 2024/25 from Reserves \$	1st Review 2024/25 to Reserves \$	1st Review 2024/25 from Reserves \$	2nd Review 2024/25 to Reserves \$	2nd Review 2024/25 from Reserves \$	Balance at the YTD 2024/25 \$
<b>Externally Restricted Reserves</b>									
Unexpended Grants Reserve	-								-
<b>Externally Restricted Reserves</b>	-								-
<b>Internally Restricted Reserves</b>									
Election Expenses Reserve	100,000								100,000
Disaster Recovery Reserve	500,000								500,000
Unexpended Capital Works Reserve	-								-
Developer Funds In Lieu Of Construction	864,011								864,011
Waste Management Reserve	2,335,825								2,335,825
Asset Renewal Reserve	-								-
Major Initiatives Reserve	-								-
<b>Internally Restricted Reserves</b>	<b>3,799,836</b>								<b>3,799,836</b>
<b>Unrestricted Reserves</b>									
Working Capital Reserve	6,344,771								6,344,771
<b>Unrestricted Reserves</b>	<b>6,344,771</b>								<b>6,344,771</b>
<b>Total Reserves</b>	<b>10,144,606</b>								<b>10,144,606</b>

**Notes**

The 2023-24 End of Year adjustments are still underway, which will help in forming the budgeted opening balance for 2024-25 financial year



Approved by: Finance Manager

# COUNCIL AGENDA Attachment 13.2.3.2

Section 2  
Financial Results  
31 July 2024  
8.33%

Investments Management Report as at  
% of year passed

## 2.3 - Investment Management Report

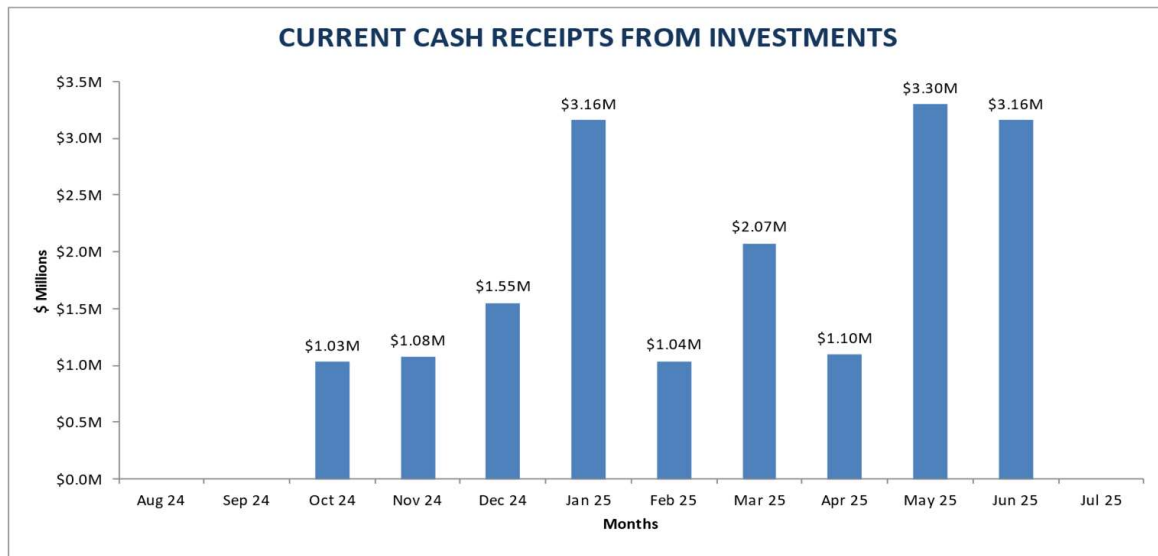
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	\$ 1,051,000.00	5.05%	November 12, 2024	104	
AMP	S&P A2	\$ 2,000,000.00	5.00%	May 25, 2025	298	\$ 3,051,000.00
CBA	S&P A1+	\$ 3,149,508.49	4.87%	May 24, 2025	297	\$ 3,149,508.49
JUDO	S&P A2	\$ 1,000,000.00	5.18%	February 25, 2025	209	\$ 1,000,000.00
NAB	S&P A1+	\$ 1,000,000.00	5.15%	October 9, 2024	70	
NAB	S&P A1+	\$ 1,500,000.00	5.10%	December 5, 2024	127	
NAB	S&P A1+	\$ 1,503,498.09	5.10%	January 10, 2025	163	
NAB	S&P A1+	\$ 1,500,000.00	5.21%	January 24, 2025	177	
NAB	S&P A1+	\$1,049,635.62	5.20%	April 26, 2025	269	
NAB	S&P A1+	\$ 3,000,000.00	5.50%	June 30, 2025	334	\$ 9,553,133.71
<b>TOTAL SHORT TERM INVESTMENT</b>		<b>\$ 16,753,642.20</b>		<b>Average Days to Maturity</b>	<b>205</b>	

Investment Distribution by Credit Rating		
Credit Rating	% of Portfolio	Counterparty Limit
A1 & A1+	76%	100%
A2	24%	60%
A3	0%	40%

Investment Distribution by Individual Institution		
ADI	% of Total	Max Individual limit
National Australian Bank (NAB)	57%	60%
Commonwealth Bank (CBA)	19%	60%
AMP Bank Limited	18%	40%
Judo Bank	6%	40%

Interest Income Year to Date	Amount
Total Year to Date Interest on Cash at Bank	21,661
Total Year to Date Investment Earnings	81,443
Total Year to Date Interest from internal loan	-
Total Year to Date interest penalty income	3,647
<b>Total YTD Interest Income</b>	<b>\$ 106,752.31</b>

Cash at bank & Investments	Amount
Trading Account	5,489,822
Short Term Investment	16,753,642
<b>Total Funds</b>	<b>\$ 22,243,464.51</b>



### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	5800000	\$ 38,567.08	\$ 5,610.07	\$ 32,957.01	\$ 274,419.45

Approved by: Finance Manager

# COUNCIL AGENDA Attachment 13.2.3.2

Section 2  
Financial Results

Debtor Control Accounts as at 31 July 2024  
% of year passed 8.33%

<b>2.4 Debtor Control Accounts</b>										
<b>RATES OVERDUE (Including Interest)</b>										
Report Month	Debtor Rates & Charges	Prior Years (PY)			Current Year (CY)	Outstanding % of CY Rates			Payments Received in Advance	Notes
Jul-24	\$2,317,513	\$2,299,770			\$17,743	N/A			\$2,267,366	1
<b>RATES OVERDUE BY YEARS</b>										
	Total	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18 and prior	
Rates and Charges Overdue Amount (Incl. Interest)	<b>\$2,317,513</b>	\$17,743	\$1,477,198	\$453,086	\$202,595	\$94,022	\$40,700	\$18,233	\$13,936	2
	100%	0.8%	63.7%	19.6%	8.7%	4.1%	1.8%	0.8%	0.6%	
Number Of Properties		1661	1460	303	145	73	33	17	6	
<b>INFRINGEMENTS</b>										
	Total	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18 and prior	
Animal Infringements	115,448.90	6,389.00	32,180.00	29,207.50	22,913.40	18,310.00	5,944.00	505.00	-	
Public Places	3,256.00	-	139.00	1,632.00	1,485.00	-	-	-	-	
Parking Infringements	20,429.94	-	6,006.00	2,675.00	4,659.20	2,265.00	4,784.74	40.00	-	
Litter Infringements	50.00	-	50.00	-	-	-	-	-	-	
Signs	-	-	-	-	-	-	-	-	-	
Other Law and Order	-	-	-	-	-	-	-	-	-	
Net Balance on Infringement Debts	<b>139,184.84</b>	6,389.00	38,375.00	33,514.50	29,057.60	20,575.00	10,728.74	545.00	-	
	100%	4.6%	27.6%	24.1%	20.9%	14.8%	7.7%	0.4%	0.0%	
Number of Infringements	1,239	30	358	274	257	176	140	4	0	
<b>SUNDRY DEBTORS:</b>										
	Balance Total	CURRENT			30 DAYS		60 DAYS		90 DAYS & OVER	
	<b>\$406,300.38</b>	\$0.00			\$0.00		\$376,171.60		\$30,128.78	
	100%	0.0%			0.0%		92.6%		7.4%	

**Notes**

1. Current year amount relates to interest charges. Percentage of CY is N/A as the rates are not yet levied
2. Overdue infringements prior to FY 2022-23 will be assessed as a provision for doubtful debts as part of the 2023-24 End of Year adjustments



Approved by: Finance Manager



# COUNCIL AGENDA Attachment 13.2.3.2

SECTION 2

Financial Results

Creditor Accounts Paid

31 July 2024

% of year passed

8.33%

## 2.5 - Creditor Accounts Paid

	Creditor Name	Creditor Payment Type	Amount \$	Notes
V03073	Programmed Property Services	General Creditors	239,460.57	
2	Australian Taxation Office - PAYG	General Creditors	204,553.00	
V05237	The Darwin Festival Limited	General Creditors	165,000.00	
549	City of Darwin	General Creditors	135,283.00	
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	108,533.14	
V00295	Jacana Energy	Utilities	96,967.43	
V00318	QuickSuper Clearing House	Superannuation	91,195.66	
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	85,813.46	
5525	Easyweb Digital Pty Ltd	General Creditors	71,648.61	
54	Powerwater	Utilities	65,845.82	
5104	JLM Contracting Services Pty Ltd	General Creditors	63,354.90	
V03556	Belgravia Health & Leisure Group Pty Ltd	General Creditors	61,084.93	
V04904	Tropical Tree Services Pty Ltd	General Creditors	54,603.00	
4190	National Australia Bank - Corporate Credit Cards	General Creditors	53,063.95	
2161	GHD Pty Ltd	General Creditors	45,213.30	
1607	Sterling NT Pty Ltd	General Creditors	42,136.19	
V05076	Connley Walker Pty Ltd	General Creditors	35,750.00	
4963	Centratech Systems Pty Ltd	General Creditors	33,371.80	
V05022	TSA Management Pty Ltd	General Creditors	32,186.00	
3936	Arafura Tree Services and Consulting	General Creditors	31,783.40	
V02432	E3 Pro Pty Ltd	General Creditors	30,250.00	
V00343	MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	General Creditors	29,621.00	
V05169	CJM Attachments Pty Ltd	General Creditors	28,545.00	
87	Industrial Power Sweeping Services Pty	General Creditors	27,605.95	
V04076	The University of Melbourne	General Creditors	26,600.00	
V04381	Telstra Limited	General Creditors	26,378.30	
V00250	Ward Keller	General Creditors	25,955.19	
V01537	Ben's Tree Service Pty Ltd	General Creditors	25,575.00	
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	25,486.97	
639	Cleanaway Pty Ltd.	General Creditors	22,568.63	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	20,927.55	
V04317	Randstad Pty Ltd	General Creditors	18,522.60	
V00157	McArthur Management Services (Vic) P/L	General Creditors	17,720.12	
V00694	Subscribe-Software Pty Ltd	General Creditors	17,325.00	
5414	Nitro Software, Inc.	General Creditors	17,001.60	
V00505	Riding for the Disabled Top End Inc	Refunds & Reimbursements	16,500.00	
V03776	Business Fuel Cards Pty Ltd	General Creditors	15,070.42	
V05086	Tate Auto Electrics & Aircon	General Creditors	14,223.24	
V04056	Pit Stop Recharge Pty Ltd	General Creditors	14,000.00	
V01600	Property Council of Australia	General Creditors	13,949.00	
V00682	Leigh Dyson Plumbing	General Creditors	13,620.20	
V04997	Celotti Pty Ltd	General Creditors	13,518.99	

# COUNCIL AGENDA

## Attachment 13.2.3.2

5651	Minter Ellison Lawyers	General Creditors	13,389.20
V03000	Jess Cussen Graphic Design	General Creditors	11,979.00
V03311	Lucky Ent Pty Ltd	General Creditors	11,250.00
V03611	Northern Lights NT Pty Ltd	General Creditors	11,000.00
4007	The Ark Animal Hospital Pty Ltd	General Creditors	10,496.89
V04405	Rural Mulching Solutions NT	General Creditors	10,143.38
V03227	Palmerston Netball Association	Grants, Sponsorships, Donations & Prizes	10,000.00
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	9,614.32
4735	Palmerston and Rural Party Hire	General Creditors	9,609.50
V00228	Outback Tree Service	General Creditors	9,471.00
3683	Areag IT Solutions	General Creditors	9,280.70
3787	Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	9,119.24
3313	Zip Print	General Creditors	9,102.50
V01612	News Pty Limited (News Corp Australia)	General Creditors	9,069.25
V05250	Legacy Club of the NT	Grants, Sponsorships, Donations & Prizes	8,640.00
4660	Brightly Software Australia Pty Ltd	General Creditors	8,580.00
V05234	Mills Oakley	General Creditors	7,922.20
V01619	Merit Partners Pty Ltd	General Creditors	7,754.25
53	Eggins Electrical	General Creditors	7,744.14
5640	Think Water - Winnellie & Virginia	General Creditors	7,386.28
V04531	Mulga Security Pty Ltd	General Creditors	7,217.11
V04072	Atomic Search Pty Ltd	General Creditors	6,470.24
V04812	RingCentral Australia Pty Ltd	General Creditors	6,252.17
3486	Gold Medal Services (NT) Pty Ltd	General Creditors	6,220.72
V02228	NT Entertainment Solutions Pty Ltd	General Creditors	6,112.40
V03973	AANT Salary Packaging	General Creditors	5,867.30
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	5,687.00
V05252	Insync Surveys Pty Ltd	General Creditors	5,665.00
V04809	Palmerston Rugby Union Club	General Creditors	5,500.00
V01118	Wilson Security Pty Ltd	General Creditors	5,293.00
5131	Core Traffic Control Pty Ltd	General Creditors	5,075.40
V00854	Kentish Lifelong Learning & Care	Grants, Sponsorships, Donations & Prizes	5,000.00
V04798	Australian Radio Network Pty Limited	General Creditors	4,933.28
V04498	HCS Constructions NT Pty Ltd	General Creditors	4,867.20
V05278	Matthew Gould	General Creditors	4,818.30
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	4,685.48
V04458	North Australia Media	General Creditors	4,389.00
4561	Bendesigns	General Creditors	4,053.50
V00939	Defend Fire Services Pty Ltd	General Creditors	3,688.28
V02229	Studio B Designs	General Creditors	3,652.00
V04172	Charlie Bliss Creative	General Creditors	3,520.00
V04603	Darwin Symphony Orchestra	General Creditors	3,410.00
V01528	JKW Law Practice Pty Ltd	General Creditors	3,316.50
3438	NT Shade & Canvas Pty Ltd	General Creditors	3,306.88
V02328	Dale Austin - Dingo, Cockatoo Aboriginal Culture	General Creditors	3,300.00
V05219	Poyzer Consultancy Services	General Creditors	3,250.00
V05126	Atmos Health and Hygiene	General Creditors	3,190.00
V01750	Extreme Marquees Pty Ltd	General Creditors	3,133.73

# COUNCIL AGENDA Attachment 13.2.3.2

V04169	Sietta Creative	General Creditors	3,000.00
V01584	Salary Packaging Australia	General Creditors	2,951.88
5387	Odd Job Bob - Darren John Fillmore	General Creditors	2,918.30
V00730	Tip Top Circus Entertainment	General Creditors	2,810.00
V05212	Next Tier Enterprises Pty Ltd	General Creditors	2,596.00
V03853	Service Air	General Creditors	2,475.84
2130	TaxEd Pty Ltd	General Creditors	2,420.00
V04001	The Youth Mill Pty Ltd - atf the Margaret Lim	General Creditors	2,365.00
5114	S.E. Rentals Pty Ltd	General Creditors	2,330.90
30	Colemans Printing Pty Ltd	General Creditors	2,319.42
V02306	Well Done International Pty Ltd	General Creditors	2,257.48
V04756	Herron Todd White (WANT) Pty Ltd	General Creditors	2,200.00
V04996	Peppermint Consulting Pty Ltd	General Creditors	2,200.00
2977	Optic Security Group NT	General Creditors	2,194.52
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	2,171.40
V00873	Australia Day Council of SA	General Creditors	2,120.00
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors	2,114.64
V00545	Earl James & Associates	General Creditors	2,090.00
2587	Top End RACE	General Creditors	2,044.35
V04917	OverDrive Australia	General Creditors	2,023.70
V05271	The Y NT	Grants, Sponsorships, Donations & Prizes	2,000.00
V01610	Zone 3 Darwin	General Creditors	1,990.00
V04992	Nine Network Australia Pty Ltd	General Creditors	1,831.50
253	Territory FM 104.1 Darwin - CDU	General Creditors	1,815.00
V05275	Natalie Sue Stephenson	General Creditors	1,781.59
V05259	Uniprint NT	General Creditors	1,760.00
V04126	Picture This NT	General Creditors	1,700.00
V00855	ESRI Australia	General Creditors	1,683.00
5	Australia Post	General Creditors	1,650.56
V02160	Drag Territory	General Creditors	1,650.00
V02232	Xavier Beaubois - Amazing Drumming Monkeys	General Creditors	1,650.00
V04294	Dream Impact Inspire Youth	General Creditors	1,650.00
V05000	Superfuse Solutions	General Creditors	1,639.00
V04045	Nichaloff Levi Colin	General Creditors	1,500.00
V03990	Ecotreat Solutions NT	General Creditors	1,490.72
2064	Larrakia Nation Aboriginal Corporation	General Creditors	1,430.00
V01647	The Light Up Letter Co. NT	General Creditors	1,350.00
V03282	WSP Australia Pty Limited	General Creditors	1,320.00
V01192	Easy Glass Services	General Creditors	1,314.51
V04923	Garrards Pty Ltd	General Creditors	1,309.20
2199	SBA Office National	General Creditors	1,294.58
V01694	NT Advertising and Distribution	General Creditors	1,280.95
4221	Institute of Public Works Engineering - IPWEA	General Creditors	1,237.50
V04383	Michael Connell	General Creditors	1,200.00
V03557	Global Headquarters Pty Ltd	General Creditors	1,188.00
4029	Totally Workwear Palmerston	General Creditors	1,141.00
V00475	Outback Batteries Pty Ltd	General Creditors	1,105.50
V01880	Pony and Sid	General Creditors	1,104.50

# COUNCIL AGENDA Attachment 13.2.3.2

V01106	Darwin Toilet Hire	General Creditors	1,100.00	
V05235	Clear Bridge Group Pty Ltd	General Creditors	1,078.99	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	1,077.48	
V05239	Imagine That Face Painting	General Creditors	1,075.00	
V03600	CFO Business Associates	General Creditors	1,054.90	
V05258		Refunds & Reimbursements	1,051.55	1
V01420	CENTRELINK (PAYROLL)	General Creditors	1,048.13	
V03292	Blume Designs	General Creditors	1,034.00	
V02030	JAC Traders Pty Ltd T/a Brandit NT	General Creditors	1,030.70	
V01573	Amber Garden	Elected Members	1,000.00	
V03003	Naomy Briston	General Creditors	1,000.00	
V04487	Taleena Lui-Villaflor	General Creditors	1,000.00	
V01965	One on One Property Management	Refunds & Reimbursements	997.44	
V01879	Fire and Safety Australia Pty Ltd	General Creditors	975.00	
V02379	Paint and Create Darwin	General Creditors	952.00	
4528	Miranda's Armed Security Officers Pty	General Creditors	940.50	
256	The Bookshop Darwin	General Creditors	939.26	
V04802	AHG Building Contractors Pty Ltd	General Creditors	937.93	
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	932.63	
353	Otis	General Creditors	922.05	
V00351	Charles Darwin University	General Creditors	880.00	
V01826	Tick of Approval Pty Ltd	General Creditors	880.00	
V04171	SecurePay Pty Ltd	General Creditors	880.00	
4398	Quality Indoor Plants Hire	General Creditors	867.65	
V00332	Stacie Selwood T/a Hyper The Clown	General Creditors	850.00	
V05264		Refunds & Reimbursements	846.50	1
V00542	Industry Health Solutions	General Creditors	836.00	
V05222	Haruka Sasaki	General Creditors	836.00	
V05279	Robert & Wendy Jordan	General Creditors	831.71	
V05176	Darwin Visual Arts Association Inc	General Creditors	770.00	
V03799	Pilates with Alex Hurt	General Creditors	750.00	
V00073	Off the Leash	General Creditors	715.00	
566	Stickers & Stuff	General Creditors	706.00	
V05256		Refunds & Reimbursements	666.42	1
4731	Yeni Redding	General Creditors	660.00	
V05199	ByProgress Pty Ltd t/as Giggling Geckos Amusements & Hire	General Creditors	638.00	
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	587.91	
V05281	Alex Florance	General Creditors	576.79	
V02285	Territory Native Plants	General Creditors	570.21	
2186	Optus Billing Services Pty Ltd	General Creditors	570.00	
V03834	Tabellarius Pty LTD TA Pack & Send	General Creditors	540.00	
913	Mycar Palmerston	General Creditors	526.60	
V05262	Northern Territory Rugby Union	Grants, Sponsorships, Donations & Prizes	500.00	
V02996	Symonite Pty Ltd T/A Tap & Drain Dr NT	General Creditors	484.00	
V03971	Darwin Catering Company	General Creditors	476.00	
V05257	Go Wise Real Estate	Refunds & Reimbursements	461.47	
3879	Litchfield Council	General Creditors	459.00	
18	Integrated Land Information System	General Creditors	455.00	

# COUNCIL AGENDA Attachment 13.2.3.2

V04642	Patel Distributors	General Creditors	450.00	
V05172	The Handyman Darwin	General Creditors	396.00	
V01722	Glennon, Casey Jane	General Creditors	390.00	
2915	Territory Uniforms	General Creditors	385.77	
435	Palmerston Regional Business Association (PRBA)	General Creditors	385.00	
399	St John Ambulance (NT) Incorporated	General Creditors	380.00	
V03087	A Vintage Fling	General Creditors	347.00	
V03923	Anna Thomson	General Creditors	333.00	
V00443	Forecast Machinery	General Creditors	310.53	
V01850	Sam Eyles Refrigeration and Air Conditioning P/L	General Creditors	302.50	
V04352	MH Training Pty Ltd	General Creditors	275.00	
V03976	Luva Cuppa	General Creditors	250.00	
V04442	Soriyah Downie (Deanne Kamid - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05253	Jax Knight (CA Knight - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05255	Sienna Tanner (Renaee Tanner - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	243.54	
V04624	Niesha Korman	General Creditors	240.00	
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	210.00	
V05101	Ezyas Car Wash NT	General Creditors	204.00	
V05273		Refunds & Reimbursements	200.00	1
2238	Hollands Print Solutions Pty Ltd	General Creditors	148.14	
V05251		Refunds & Reimbursements	125.00	1
V05268	Saomaitree Leonard	General Creditors	125.00	
V02563	Amcom Pty Ltd Acc no 68842	General Creditors	105.78	
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00	
4065	Southern Cross Protection Pty Ltd	General Creditors	82.50	
V05200	The Trips	General Creditors	75.00	
V05263		Refunds & Reimbursements	60.00	1
V02410		Refunds & Reimbursements	51.55	1
V01938	Windcave Pty Limited	General Creditors	49.50	
V05269		Refunds & Reimbursements	28.00	1
V05211		Refunds & Reimbursements	25.00	1
V02167	Sanity Music Stores Pty Ltd	General Creditors	21.99	
V02545	Amazon Web Services Inc	General Creditors	5.02	
			<b>2,636,932.44</b>	

Investments	-
Total Creditor Payments (excludes investments placed)	2,636,932.44
<b>Total Payments made to Local suppliers this month</b>	<b><u>2,147,158.39</u></b>

**Percentage of this month's payments made to local suppliers** **81.43%**

**Notes**

- Names redacted to de-identify personal details



Approved by: Finance Manager

SECTION 2  
Financial Results

Creditor Accounts Outstanding as at 31 July 2024  
% of year passed 8.33%

## 2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount \$	Notes
4190	National Australia Bank - Corporate Credit Cards	26,484.96	1
V00318	QuickSuper Clearing House	(137,561.28)	2
V00582	Ezko Property Services (Aust) Pty Ltd	502.88	3
V02563	Amcom Pty Ltd Acc no 68842	105.78	3
V05236	LG Community Partners Pty Ltd	(4,730.00)	

NOTES:

1. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliation are completed.
2. Please note QuickSuper Clearing House represents May Superannuation payments due for payment in August 2024.
3. Please note that these have a pending credit awaiting invoice matching in the system.

Please note that all creditors are outstanding less than 30 days



Approved by: Finance Manager

Section 2  
Financial Results

Commercial Leases as at 31 July 2024  
% of year passed 8.33%

**2.7 - Commercial Leases**

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Income</b>						
Library Services	30,000	2,577	9%	2,500	103%	
GM Finance & Governance	69,205	3,266	5%	5,767	57%	1
Civic Centre	151,150	13,882	9%	12,596	110%	
<b>Income</b>	<b>250,355</b>	<b>19,726</b>	<b>8%</b>	<b>20,863</b>	<b>95%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,000	-1,361	11%	-1,000	136%	
<b>Expenditure</b>	<b>-12,000</b>	<b>-1,361</b>	<b>11%</b>	<b>-1,000</b>	<b>136%</b>	
<b>Profit/(Loss)</b>	<b>238,355</b>	<b>18,365</b>		<b>19,863</b>		

Notes

1. Rent income for the month has not been received



Approved by: Finance Manager

## 2.8 - Council Loans

### INTERNAL LOANS

Making the Switch Balances (FILOC)	
1st Withdrawal June 2019	640,000
2nd Withdrawal June 2020	2,583,849
Public lighting officer June 2020	114,000
<b>Project Cost taken from FILOC</b>	<b>3,337,849</b>
Repayments 2019/20	(200,000)
Repayments 2020/21	(313,615)
Repayments 2021/22	(321,849)
Repayments 2022/23	(330,299)
Repayments 2023/24	(338,971)
<b>Loan Balance at 1/07/2024</b>	<b>1,833,114</b>
Expected Repayments 2024/25	(347,871)
<b>Expected Loan Balance as at 30/06/2025</b>	<b>1,485,244</b>

Making the Switch (FILOC)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 31/07/2024
1,833,114	-347,871	-28,248	44,288	4,432	1,804,867

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

SWELL Loan (FILOC)	
<b>Project Cost taken from FILOC</b>	<b>400,000</b>
Repayments 2023/24	(80,000)
<b>Loan Balance at 1/07/2024</b>	<b>320,000</b>
Expected Repayments 2024/25	(80,000)
<b>Expected Loan Balance as at 30/06/2025</b>	<b>240,000</b>

SWELL Loan (FILOC)			
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Loan balance as of 31/07/2024
320,000	-80,000	0	320,000

The above table shows the loan amount taken from the FILOC Reserve for SWELL construction. An amount of \$80K is repaid on yearly basis and no interest is charged. The loan repayments will end in 2028.



## 2.8 - Council Loans

### EXTERNAL LOANS

Archer Landfill Rehabilitation Balances (NAB)	
<b>Total Loan Amount</b>	<b>1,960,000</b>
Repayments 2019/20	(221,414)
Repayments 2020/21	(228,223)
Repayments 2021/22	(234,634)
Repayments 2022/23	(241,037)
Repayments 2023/24	(248,082)
<b>Loan Balance at 1/07/2024</b>	<b>786,610</b>
Expected Repayments 2024/25	(254,975)
<b>Expected Loan Balance as at 30/06/2025</b>	<b>531,635</b>

Archer Landfill Rehabilitation (NAB)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 31/07/2024
786,610	-254,975	-21,240	-19,243	1,602	765,370

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.

SWELL (NAB)	
<b>Total Loan Amount</b>	<b>5,000,000</b>
Repayments 2023/24	-187,500
<b>Loan Balance at 31/12/2023</b>	<b>4,812,500</b>
Expected Repayments 2024/25	-250,000
<b>Expected Loan Balance as at 30/06/2025</b>	<b>4,562,500</b>

SWELL (NAB)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 31/07/2024
4,812,500	-250,000	-20,833	-263,362	23,116	4,791,667

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 31 July 2024  
% of year passed 8.33%

## 2.9 - Elected Member Expenses

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Operating Expenditure</b>						
Superannuation	-44,461	-4,766	11%	-3,705	129%	
Mayoral Allowance	-116,600	-9,903	8%	-9,717	102%	
Mayor Vehicle Allowance	-25,000	-2,123	8%	-2,083	102%	
Mayoral Professional Dev Allowance	-4,000	0	0%	-333	0%	
Deputy Mayoral Allowance	-41,800	-3,550	8%	-3,483	102%	
Elected Members Councillor Allowances	-147,600	-12,469	8%	-12,300	101%	
Elected Members Professional Dev Allowance	-28,000	0	0%	-2,333	0%	
Elected Members Meeting Allowance	-70,000	-13,400	19%	-5,833	230%	
Information Technology Capital Entitlement	-9,600	0	0%	-800	0%	
Acting Mayor Allowance	-10,615	0	0%	-885	0%	
Contractors	-51,450	0	0%	-4,288	0%	
Printing & Photocopying Costs	-2,000	0	0%	-167	0%	
Furniture & Equipment expensed	-1,433	0	0%	-119	0%	
Other Sundry Expenses	-7,857	0	0%	-655	0%	
Food & Catering Costs	-11,085	0	0%	-924	0%	
Course Seminar & Conference Registration	-10,557	0	0%	-880	0%	
Air Travel	-3,093	0	0%	-258	0%	
Travel Accommodation	-2,111	0	0%	-176	0%	
Travel Related Costs Other	-1,031	-361	35%	-86	421%	
<b>Operating Expenditure</b>	<b>-588,293</b>	<b>-46,573</b>	<b>8%</b>	<b>-49,024</b>	<b>95%</b>	

**General Note:**

- The YTD budget was cash-flowed evenly over 12 months for the current reporting period, and therefore does not take into consideration the seasonality of the expenses. The cash flowing methodology will be reviewed and updated

- End of Financial Year adjustments for 2023-24 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit



Approved by: Finance Manager

Section 2  
Financial Results

CEO Credit Card Transactions as at  
% of year passed

31 July 2024  
8.33%

### 2.10 - CEO Credit Card Transactions

**Cardholder Name:** Luccio Cercarelli  
**Cardholder Position:** CEO  
**Period** Jul-24

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
3/07/2024	\$ 13.00	Erash Catering	Travel Meals- ALGA Conference
3/07/2024	\$ 10.63	Marble & Grain	Travel Meals- ALGA Conference
4/07/2024	\$ 13.67	Marble & Grain	Travel Meals- ALGA Conference
5/07/2024	\$ 14.18	Marble & Grain	Travel Meals- ALGA Conference
8/07/2024	\$ 23.79	Marble & Grain	Travel Meals- ALGA Conference
25/07/2024	\$ 28.38	The Hungry Monkey	Travel Meals - LGCOG Conference
<b>Total</b>	<b>\$ 103.65</b>		

**Cardholder Name:** Amelia Vellar  
**Cardholder Position:** Acting CEO  
**Period** Jul-24

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
	\$ -		No Transactions
<b>Total</b>	<b>\$ -</b>		



Approved by: Finance Manager

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Creative Industries Plan 2023 - 2027 Update
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	Place and Culture Lead, Sheridan Dryden
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to update Council on the progress of the City of Palmerston Creative Industries Plan 2023-2027.

### KEY MESSAGES

- The Creative Industries Plan 2023-2027 provides a strategic framework for managing arts, culture, and creative industries, directing resources to enhance community life.
- Previous events like Culture Fest and Christmas Wonderland drew large audiences, with special features such as a Low Sensory event to ensure inclusivity.
- Partnerships with professional arts organisations, such as the Darwin Symphony Orchestra, have enriched arts programming and engaged young audiences through concerts and educational workshops.
- The Palmerston Street Art Festival, supported by the NT Government and City of Palmerston, showcased local talent by turning public spaces into vibrant art installations.
- An upcoming agreement with Darwin Festival will introduce premier entertainment to Palmerston in August, including family events and comedy shows featuring well-known Australian performers.
- Future efforts will focus on enhancing creative industries programming by fostering networking and engagement opportunities for artists, strengthening relationships between creative organisations and the city, and providing platforms for local talent.
- Upcoming initiatives will include offering creative and professional development opportunities through workshops, training sessions, and networking events to support the growth of local artists and deepen community connections.
- The delivery of the City of Palmerston Public Art Program will deliver a series of public art projects over multiple sites over the next few years.

### RECOMMENDATION

THAT Report entitled Creative Industries Plan 2023 - 2027 Update be received and noted.

### BACKGROUND

Council endorsed the Creative Industries Plan 2023-2027 to replace the expired Arts Strategy 2016 – 2021 with a new framework for arts culture, and the creative industries.

At the 2<sup>nd</sup> Ordinary Council Meeting of 7 March 2023 Council made the following decisions:

*13.1.4 Adoption of the City of Palmerston Creative Industries Plan 2023-2027*

*Moved: Councillor Henderson*

*Seconded: Councillor Garden*

1. *THAT Report entitled Creative Industries Plan 2023-2027 be received and noted.*
2. *THAT Council adopts the City of Palmerston Creative Industries Plan 2023-2027 being Attachment 13.1.4.1 to report entitled Adoption of the City of Palmerston Creative Industries Plan 2023 - 2027.*
3. *THAT Council write to all participants who provided feedback, thanking them for their participation and advising them of adoption of the Creative Industries Plan 2023-2027.*

*CARRIED 10/729 - 07/03/2023*

The Creative Industries Plan 2023-2027 was developed to act as the framework for arts, culture and creative industries in the City of Palmerston over a five-year period. It clearly articulates the objectives and measures that guide Council in making timely decisions regarding financial and human resource investments for the development of all forms of arts, culture and heritage, as well as the broader cultural engagement and enrichment of community life.

## **DISCUSSION**

The Creative Industries Plan, adopted in 2023, sets out a framework for arts, culture, and the creative industries in the region. Council aims to foster the growth and preservation of various art forms, cultural heritage, and wider cultural engagement, contributing significantly to enriching and enhancing the quality of community life in Palmerston.

### **Progress since implementation**

Over the past 12 months, a number of initiatives have been delivered in line with the Creative Industries Plan.

Some highlights achieved thus far from the Plan include:

Key measure: "Maintain regular programming of festival and accessible live events"

This was achieved through the delivery of Culture Fest, Christmas Wonderland, Flicnics, Live at the Lake and Territory Day. These events have amassed over 19,000 people in attendance. Christmas Wonderland again saw a Low Sensory event which allowed for people with sensory needs to participate in the festivities, without feeling overwhelmed by large crowds, bright lights, and loud noises.

Key measure: Greater collaboration with professional arts organisations or peak bodies in the production of developmental arts programming, training programs or new creative work".

New partnerships including with Darwin Symphony Orchestra (DSO) saw the delivery of two (2) concerts at the Palmerston Recreation Centre in May 2024 as part of their \$25,000 sponsorship agreement. This agreement, which included both cash and in-kind support from City of Palmerston, enabled DSO to deliver the concerts and conduct school engagement workshops. The Family Proms Concert Series saw 350 people engaged in the instrument demonstrations by DSO's artists. Family Proms introduced young eyes and ears to the spectacle of a Symphony Orchestra. In addition to the concerts, DSO plans to conduct

workshops in Palmerston schools during September 2024. These workshops will educate children about musical instruments and engage them in musical activities.

Another new partnership was with the Northern Territory Government in the delivery of the inaugural Palmerston Street Art Festival through Activate Darwin with delivery by Proper Creative. This was held from 17 June to 29 June 2024. The Palmerston Street Art Festival transformed numerous walls in Palmerston and its surrounding areas into captivating and distinct masterpieces, with 13 of the participating artists originating from Palmerston and the surrounding areas. The festival was jointly funded by the Northern Territory Government and City of Palmerston. The festival included a party finale on 29 June in Goyder Square with food, entertainment, music and workshops.

To attract a new arts opportunity to Palmerston, an agreement with Darwin Festival was established this year to provide the Palmerston community with world class entertainment across two (2) nights in August as a part of their greater Festival programming. Night one will see the "Family Fiesta", a family friendly event showcasing entertaining performances, roving artists, market stalls, food and laughs. This event will also showcase ARIA Award winners The Teeny Tiny Stevies. Night two will see "Palmerston Laugh Out Loud" take centre stage, featuring renowned Australian comedian Merrick Watts as the MC. Headlining the event are popular comedians Dilruk Jayasinha and Nikki Britton, promising an evening filled with laughter and entertainment.

Leveraging existing partnerships is still a key focus with the 2024 Palmerston Youth Festival (PYF) continuing the tremendous success of the PYF, this year attracting a record total attendance of 7,390 from 6 - 12 July 2024. The festival, comprising seven events (two major and five bespoke) over seven days, featured competitions with prizes totalling \$25,000. Delivered by City of Palmerston with sponsorship from the Northern Territory Government, the festival stands as a testament to the power of collective effort and shared passion. From its inception, the Palmerston Youth Festival has been designed to engage a diverse audience. Once again, the festival opened with Geekfest Top End, which drew over 4,200 visitors. This event highlighted the community's enthusiasm for geek culture, with participants indulging in cosplay and celebrating the innovative talents of local creators. It was a spectacular start, setting a high bar for the rest of the week. Throughout the festival, a variety of events catered to a wide range of interests. From arts and culture to sports and wellness activities, there was something for everyone. Each day offered unique experiences, allowing participants to explore new hobbies, develop skills, and connect with peers. This inclusivity forms the foundation of the festival's enduring appeal, ensuring that everyone felt welcomed and valued.

### Next Steps

As Council advances the implementation of the Creative Industries Plan, it's essential to recognise that the creative sector is continually evolving. A flexible and adaptive approach is required to address emerging challenges and opportunities. Several priority focus areas have been identified for the next 12, these focus areas outline where efforts will be concentrated to achieve significant progress in fostering a vibrant and resilient creative community.

Over the next 12 months, there will be a strong focus on enhancing creative industries programming within the community:

- **Networking and Engagement:** Efforts will be directed toward creating opportunities that foster connections among artists, community members, and City of Palmerston. This engagement will emphasise identifying gaps and developing targeted programming to address them. Strengthening relationships between creative organisations, individuals, and the City will be a priority. Planned initiatives include organising events where artists can connect, collaborate, and share ideas, as well

as community engagement activities designed to involve residents in the creative process. These efforts aim to deepen the community's connection to the arts and build a supportive environment for artistic expression.

- **Showcasing Local Talent:** Opportunities will be provided for local artists to showcase their talents and creations, offering them a platform to share their work with the broader community. This includes featuring their work at Council-delivered events. These initiatives aim to celebrate artistic expression and foster a sense of community pride and appreciation for the arts.
- **Creative and Professional Development:** There will be a concerted effort to offer creative and professional development opportunities for artists within the community. This will include workshops, training sessions, and networking events designed to help artists hone their skills, expand their creative horizons, and advance their careers in the arts.

The delivery of public art elements both through the next Palmerston Street Art Festival and the City of Palmerston Public Art Program will deliver a series of major public art projects over multiple sites over the next few years. This public art will aim to reflect our cultural diversity by creating visual landmarks that enhance Palmerston's sense of place and in some instances wayfinding. Public Art will be used to provide opportunities for local creatives whilst beautifying our city.

Overall, these initiatives reflect a commitment to enriching the creative industries landscape in Palmerston, fostering creativity, enhancing community engagement, and supporting the professional growth of local artists. The Creative Industries Plan is on track and is set to provide many exciting opportunities for a diverse range of artists and the community throughout its implementation.

To support the implementation of the Plan, Council has recruited a Place and Culture Lead position which is part of the newly created City activation team.

A high-level timeframe for the progression and implementation of the Creative Industries Plan Measures is presented in **Attachment 13.2.4.1**.

## **CONSULTATION AND MARKETING**

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

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The Creative Industries Plan is funded through approved operational (events) and capital (public art) budgets.

Recent advocacy work has resulted in an election commitment from Territory Labor of \$750,000 for more public art in Palmerston over the next four years.

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

It's crucial to advance the strategies outlined in the Creative Industries Plan to foster creative communities in Palmerston. Prioritising these initiatives not only boosts artistic innovation but also cultivates an environment where local talents thrive. By doing so, we reinforce City of Palmerston's commitment to nurturing creativity and mitigate the risk to the Council's reputation by ensuring the community perceives investment in the further development of the Creative Arts.

This Report addresses the following City of Palmerston Strategic Risks:

4. Inclusion, Diversity and Access  
Failure to balance meeting needs of Palmerston's cultural mosaic

### **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

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

Creative Industries Plan 2023-2027

This report aligns to the Creative Industries Plan by discussing the actions, objectives and implementation strategy.

A high-level timeframe for the progression and implementation of the Creative Industries Plan Measures is presented in **Attachment 13.2.4.1**.

### **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. Creative Industries Plan Update\_FINAL [13.2.4.1 - 3 pages]



# COUNCIL AGENDA

## Attachment 13.2.4.1

2023 - 2027 : The Creative Industries Plan aligns with the City of Palmerston Community Plan, which sets the priorities for Council with the following six core outcomes:

<b>1. Family and Community:</b> Palmerston is a safe and family friendly community where everyone belongs.
<b>2. Vibrant Economy:</b> Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and to grow.
<b>3. Cultural Diversity:</b> In Palmerston we celebrate our cultures in a way that values our diversity
<b>4. Future Focused:</b> Palmerston is an innovative city that sustains itself through the challenges of the future
<b>5. Environmental Sustainability:</b> Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability
<b>6. Governance:</b> Council is trusted by the community and invest in things that the public value.

Places and Spaces Outcome 4: A Future Focus Outcome 5: Environmental Sustainability					
Strategic Cultural Assets	Objective	Measures	Priority	Expected Implementation	Notes
Palmerston is home to a rich natural environment of green spaces, corridors, parkland, and water features.	Maximise the considerable existing green spaces, parklands, lakes and other natural features of Palmerston as venues for unique and unconventional arts events.	<ul style="list-style-type: none"> <li>Maximise the considerable existing green spaces, parklands, lakes and other natural features of Palmerston as venues for unique and unconventional arts events.</li> <li>Increased delivery of art</li> </ul>	Medium	Ongoing	Sanctuary Lakes will host the 2024 Theatrical nights. Flicknics and Live at the Lakes programming will continue to highlight green spaces and parklands
Council has invested in a solid foundation of infrastructure which meets broad community needs.	Build on the foundation of the Durack Community Arts Centre, Gray Hall and Gulwa Recording Studio to plan and establish a dedicated visual and performing artists studio facility.	Development of business case for dedicated arts facility which includes hireable visual art wet studios, flexible performing arts studio spaces and dedicated flexible exhibition space.	Medium	2024/25	Council arts programming and events will continue to provide opportunity for local talent. A review of the mix of current hires at Council facilities has also commenced.
Palmerston features unconventional arts spaces providing unique opportunities for live events, filming and developing new audiences.	Build on the foundation of the dedicated visual and performing artists studio facility to develop a business case and invest in the construction of a 200/500 seat regional performing arts venue.	Development of business case for dedicated 200/500 seat regional performing arts venue.	Low	2025-2027	Discussions with the local theatre and performing arts community to be completed to understand needs and wants from a facility.

Progressive and Unique Outcome 3: Cultural Diversity Outcome 1: Family and Community					
Strategic Cultural Assets	Objective	Measures	Priority	Expected Implementation	Notes
<ol style="list-style-type: none"> <li>Palmerston is different from Darwin, and from other parts of the Northern Territory.</li> <li>There is a palpable appetite to embrace, celebrate and grow the city's unique culture, identity, population, natural and built assets, with progressive brave and authentic voices</li> </ol>	Embrace, celebrate and support the distinguishing cultural and creative features of Palmerston as a point of difference and pride.	<ul style="list-style-type: none"> <li>Increased awareness and recognition of Palmerston based Art Culture including, Theatre, Geek, Dance, Technology, Arts and Music.</li> <li>Community engagement to identify emerging creatives and community development to support existing creatives.</li> </ul>	High	2024/25	Community engagement will be conducted to establish an arts database and identify the present needs and deficiencies in the Palmerston arts community. Annual arts programming will be based on insights identified from this engagement.

# COUNCIL AGENDA

## Attachment 13.2.4.1

People Outcome 1: Family and Community Outcome 3: Cultural Diversity					
Strategic Cultural Assets	Objective	Measures	Priority	Expected Implementation	Notes
<p>1. Palmerston is a place for people and a community full of creative voices of different ages and cultures.</p> <p>2. City of Palmerston Councillor's advocate strongly for creative developments and opportunities, and employ staff who understand how creativity can be embedded across all of Council.</p>	<p>1. Invest in the creative lives of children and young people and their support systems to enable them to become adult audiences, artists and creative contributors to Palmerston cultural life.</p> <p>2. Maximise access for our community to engage with and participate in a diverse range of arts and creative industries experiences and opportunities.</p> <p>3. Leverage off the palpable enthusiasm, excitement and energy surrounding the arts and cultural initiatives the Council has invested in to date.</p>	<ul style="list-style-type: none"> <li>• Annual program of creative arts workshops for the community.</li> <li>• Development of art partnerships with educational organisations.</li> <li>• Artist residencies in community venues.</li> <li>• Maintain regular programming of festival and accessible live events.</li> </ul>	High	Ongoing	<p>After the completion of community engagement, an annual schedule of creative arts workshops will be established.</p> <p>Connections will be established with local drama and arts teachers within Palmerston schools.</p> <p>Planning and discussions with arts organisations are underway to establish an Artist in Residence program at the Durack Community Arts Centre.</p> <p>A review of current annual events will be conducted to ensure that live events are accessible to the entire community.</p>
	<p>To provide greater access to professional development and employment opportunities for artists living and working in Palmerston.</p>	<ul style="list-style-type: none"> <li>• Annual program of artists skills and professional development workshops delivered for artists.</li> <li>• Encourage engagement with Palmerston based artists.</li> <li>• Council Community Benefit Scheme grants process encourage artist access and engagement.</li> </ul>	High	Ongoing	<p>After completing community engagement, an annual schedule of professional development workshops for artists will be established.</p> <p>A series of networking events will be created, targeting artists in Palmerston and surrounding areas.</p> <p>Ongoing efforts are being made to work with Community Development to reduce application barriers for artists.</p>
	<p>Invest in arts initiatives which raise the profile and increased understanding of First Nations artists living and working in Palmerston.</p>	<ul style="list-style-type: none"> <li>• Partnership with First Nations artists or arts organisations in creative industries endeavour.</li> </ul>	High	Ongoing	<p>Connections with Larrakia will be strengthened to explore and foster collaboration opportunities.</p>

# COUNCIL AGENDA

## Attachment 13.2.4.1

Partnerships Outcome 3: Cultural Diversity Outcome 4: A Future Focus					
Strategic Cultural Assets	Objective	Measures	Priority	Expected Implementation	Notes
<p>1. Skilled and professional networks are in place, with arts, community organisations and government agencies ready, willing and able to develop partnerships.</p> <p>2. Partnerships will maximise inclusion, foster pathways, and create progressive and ground-breaking arts experiences.</p>	<p>Work in partnership with established Northern Territory arts organisations and peak bodies, Top End Councils, Larrakia Nation and Northern Territory and Commonwealth Government agencies to maximise financial resourcing, access to skilled arts professionals and access to opportunities for Palmerston artists and audiences.</p>	<ul style="list-style-type: none"> <li>• Greater collaboration with professional arts organisations or peak bodies in the production of developmental arts programming, training programs or new creative work.</li> <li>• Partner with local community organisations such as seniors groups, people with disability, culturally and linguistically diverse (CALD) communities, to provide access to or actively produce and create new work.</li> </ul>	High	2024/25	<p>Current collaborations with DSO and Darwin Festival will continue, with additional efforts to pursue further partnerships with other professional arts organisations and community groups.</p>
Host, Connector, Partner, Enabler Outcome 2: Vibrant Economy Outcome 3: Cultural Diversity					
Strategic Cultural Assets	Objective	Measures	Priority	Expected Implementation	Notes
<p>1. Council has the capacity to provide skills and professional development pathways for its artists and audiences while delivering economic, social and cultural development outcomes.</p> <p>2. Council does this by partnering with established professional and amateur artists and arts organisations, fostering accessible arts and cultural events reflecting and celebrating the unique character of Palmerston.</p> <p>3. Council support economic growth through developing creative opportunities together with Palmerston local businesses increasing employment, investment and growth.</p>	<p>1. Council acts as enabler/ facilitator to link existing artists, arts organisations, businesses, and community with Council opportunities and resources.</p> <p>2. Council partners with community and arts organisations to provide access to arts and cultural development opportunities for community members often excluded from arts activities.</p> <p>3. Ensure that Palmerston residents of all abilities can access and participate in all of Councils creative industries initiatives.</p>	<ul style="list-style-type: none"> <li>• Develop online information/ resources which details what support is available from Council for artists and arts organisations.</li> <li>• Host regular opportunities for creatives, business and industry experts to network and connect.</li> <li>• Deliver accessible, inclusive and relevant programming for all abilities within our community.</li> </ul>	Medium	Ongoing	<p>A review of the current information on the City of Palmerston website will be conducted.</p> <p>A series of networking events will be established, targeting artists in Palmerston and surrounding areas.</p> <p>A review of current annual events will be undertaken to ensure live events are accessible to all community members.</p>

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	Parking Meters Update
<b>MEETING DATE:</b>	Tuesday 20 August 2024
<b>AUTHOR:</b>	General Manager of Infrastructure, Nadine Nilon
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

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

### PURPOSE

This Report provides Council with an update in relation to parking meters within the Palmerston City Centre.

### KEY MESSAGES

- Parking meters were installed in 2017, initially used for paid parking. However, since free parking was introduced in 2019/2020, the meters have only been used for ticketing purposes in 1, 2 and 4 hour timed parking zones.
- City of Palmerston were advised by the parking meter contractor, that the meters rely on 3G network, which will no longer be available after 31 August 2024.
- An option was received to upgrade the meters, at a cost of approximately \$70,000.
- A brief update in relation to parking meters was provided to Council in the 16 July 2024 Council Parking Strategy Update report.
- This report presents Council with an update on the plan to transition from ticketed parking, removing the ongoing requirement for parking meters.
- As all parking continues to be free, this enables the community to more easily access the Palmerston City Centre.
- There will be an operational saving of approximately \$50,000 from no longer having the meters.
- Enforcement of timed parking zones will continue through alternative methods.
- A comprehensive information campaign will be launched informing the community of the changes including business visits.
- Just prior to this report being finalised, Telstra provided an update that 3G will remain until 28 October. However, the information provided within this report and the schedule remains unchanged with the updated timeframe from Telstra.

### RECOMMENDATION

THAT Report entitled Parking Meters Update be received and noted.

### BACKGROUND

Parking fees were introduced in June 2017, following the installation of parking meters throughout the Palmerston city centre. In 2019/2020, Council removed the requirement to pay for parking tickets, providing free parking for all users to support businesses and improve access for the community. Paystay has also been an option to obtain a (free) ticket for parking.

At the 2<sup>nd</sup> Ordinary Meeting of Council in July, Council was presented with an update of the Parking Strategy, that included a brief update on the upcoming parking meter changes. The decisions were;

### *13.1.2 Parking Strategy Update*

1. *THAT Report entitled Parking Strategy Update be received and noted.*
2. *THAT a new Parking Strategy be prepared in 2025, to replace the 2019 City of Palmerston Parking Strategy, with a report to Council by the 2nd Ordinary Meeting in November 2024 to present the schedule of the Strategy development.*
3. *THAT Council approve the continuation of free parking, existing timed zones, and notes the consideration of future free parking as part of the development of the new Parking Strategy.*

*CARRIED 10/1435 - 16/07/2024*

This report presents an update on the plan to remove parking meters from the Palmerston City Centre and transition to not having ticketed parking.

## **DISCUSSION**

Parking meters were installed in 2017, and as was standard at that time, they only had 3G connectivity included. As 3G networks are planned to be ended on 31 August 2024, the contractor for the parking meters advised Council that the parking meters will be impacted. As advised by the contractor, our meters are online and without a hardware/software upgrade, they will stop operating (at the end of 3G) and functionality will be lost.

The only option presented by the contractor was to replace the 3G modems with 4G modems, at a cost of approximately \$70,000. As the meters are at the end of their life and are requiring additional maintenance each year to enable operations, this isn't considered a viable option. If parking meters were to be continued, it would be recommended to seek new, modern options. However, as the meters are not used for accepting payment, there is further reduced benefit to spend anything further on this infrastructure.

The parking meters have been utilised to assist in the management and regulation of timed zones, as tickets are currently required in city centre zones. The tickets can be through Paystay or obtained from the parking meters. Parking tickets may provide a reminder to users, and also act as a tool for compliance and enforcement checks. However, for users, it is considered that not requiring to have to obtain a ticket is of greater benefit, and there are alternative enforcement methods available.

Removing the parking meters, would result in the removal of the requirement to obtain a ticket in the relevant zones. The utilisation of just Paystay for tickets is an option, however it isn't recommended as it limits accessibility. This change would require the updating of signage to remove the reference for a ticket. The current signage is due to be updated, with this change enabling a refresh of all parking signage.

### Summary

The parking meters will no longer be operational after 31 August 2024. Due to the cost of replacement, no requirement to pay for parking, and to improve the ease and accessibility of parking to the community, removal is considered to be the most appropriate action. The meters are planned to be removed in early September 2024.

Enforcement will continue as per applicable time zones using alternative methods and signage will be updated to reflect that tickets are no longer required from 1 September 2024.

A communication plan has been prepared that will include providing information on the parking meters prior to 31 August 2024, information to businesses, social media messaging and other relevant engagement.

Just prior to this report being finalised, Telstra provided an update that 3G will remain until 28 October. However, the information provided within this report and the schedule remains unchanged with the updated timeframe from Telstra. If there are any delays to the schedule outlined within this report, Council and the community will be informed.

## **CONSULTATION AND MARKETING**

A comprehensive information campaign will be launched informing the community of the changes including business visits.

A consultation plan has been prepared, with the following activities to occur in the coming weeks;

- Stickers to be installed on parking meters prior to 1 September
- Flyers provided to city centre businesses
- Social media messaging
- Media release
- Website update

## **POLICY IMPLICATIONS**

The Parking Strategy is scheduled for review in 2025, with a report on the program of the strategy development process to go to Council in November 2024. In the interim, Council has confirmed the continuation of free parking, existing timed zones to remain, and noted the consideration of future free parking to be included as part of the development of the new Parking Strategy.

## **BUDGET AND RESOURCE IMPLICATIONS**

The cost to service and maintain Council's remaining 30 meters, is in the order of \$70,000 per year (paid monthly). As noted, the cost of upgrading the meters to enable network connectivity when the 3G service ends, has been quoted at over \$70,000.

There will be an operational saving of approximately \$50,000 from no longer having the meters. This is intended to cover the cost of removal of the meters and potential new enforcement technology.

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

This Report addresses the following City of Palmerston Strategic Risks:

### **5. Infrastructure**

Failure to plan, deliver and maintain fit for purpose infrastructure.

The removal of the meters themselves are low risk and present a positive outcome to improve accessibility to parking within the Palmerston City Centre.

While the ability to maintain compliance with timed parking and other parking regulations exist, enhanced enforcement and compliance options are currently under review.

## **STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS**

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

*Palmerston City Centre Parking Study Parking Strategy*



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The Parking Strategy is scheduled for review in 2025, with a report on the program of the strategy development process to go to Council in November 2024. In the interim, Council has confirmed the continuation of free parking, existing timed zones to remain, and noted the consideration of future free parking to be included as part of the development of the new Parking Strategy.

### **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

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## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

### 14.2 Correspondence

#### **14.2.1 City of Darwin Update on Parking Meters**

THAT correspondence dated 8 August 2024 received from Simone Saunders, Chief Executive Officer, City of Darwin regarding Update on City of Darwin Parking Meters 14.2.1 be received and noted.





Civic Centre  
Harry Chan Avenue  
Darwin NT 0800

GPO Box 84  
Darwin NT 0801

P 08 8930 0300  
E [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au)

Mr Luccio Cercarelli  
Chief Executive Officer  
City of Palmerston  
Civic Plaza  
1 Chung Wah Terrace  
Palmerston NT 0830

Dear Luccio

From Tuesday 13 August, City of Darwin will begin installing new parking meters across the city centre, offering additional features that will make parking more streamlined for members of the community and visitors.

As part of the project, City of Darwin will install more than 100 new MetroLite Touch meters throughout the city centre. These new meters are robust, reliable and feature user-friendly digital screens which allow the user to choose how long they wish to park for; make a payment via tap and go; and provide the option to receive an electronic receipt at the end of the transaction. These modern solar-powered meters feature 4G technology, a pay-by-plate option and the ability to pay by contactless credit or debit card.

City of Darwin will also install more than 40 'Touch and Go' mini meters on street sign poles across the city. These meters have no digital screen and payment is made via a smart phone by linking directly to the PayStay app or the PayStay website.

The installation of the new meters is expected to take three weeks to complete.

Payment options as part of the introduction of these new parking solutions include:

- Meters – pay-by-plate via contactless debit or credit card, including contactless debit cards that can be purchased at stores such as Australia Post and supermarkets.
- Touch and Go mini meters – user tap their phone and are automatically directed to the PayStay website, where payment can be made via PayStay account or as a guest using debit or credit card, including tap-and-go cards purchased at stores such as Australia Post and supermarkets. Alternatively, users can scan the QR code to be directed to the PayStay website and follow the same steps.
- PayStay app – users can link their credit, debit, or Basics Card to their PayStay account to make payments through the app.

[darwin.nt.gov.au](http://darwin.nt.gov.au)





- PayStay website – users can pay for parking either through their PayStay account or as a guest. Debit, credit, Basics Card payments are accepted.
- Call PayStay on 1300 322 111 - debit, credit or Basics Card payments are accepted.

The installation of the new meters is expected to take three weeks, with new meters expected to be active once they are installed.

During this time, people can also continue to pay through the PayStay app; through their account or as a guest on the PayStay website; or via phone to PayStay.

The new meters do not take cash; however, we have worked hard to ensure there are a number of payment options available to accommodate the diverse needs of our community.

These changes have been introduced after City of Darwin undertook an extensive parking review, which found that existing parking technology was outdated and inconvenient for those who do not carry cash or for visitors to the city.

The review also showed high levels of usage of the PayStay app in Zones B and C, resulting in low usage of the meters in these areas. As a result, approximately 60 existing meters will be removed in order to create cost savings for rate payers.

Parking fees will remain unchanged during this process.

More information is available at [darwin.nt.gov.au/resident-services/parking](https://darwin.nt.gov.au/resident-services/parking), however, please do not hesitate to get in touch with any questions or comments.

Yours sincerely

Simone Saunders  
Chief Executive Officer

8 August 2024

Sent via email | [Luccio.Cercarelli@palmerston.nt.gov.au](mailto:Luccio.Cercarelli@palmerston.nt.gov.au)

[darwin.nt.gov.au](https://darwin.nt.gov.au)



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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, 3 September 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 6 August 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](http://www.palmerston.nt.gov.au)

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## COUNCIL MINUTES

Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 6 August 2024 at 5:30pm.

### PRESENT

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#### ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)  
Deputy Mayor Mark Fraser  
Councillor Amber Garden  
Councillor Benjamin Giesecke  
Councillor Lucy Morrison

#### STAFF

Chief Executive Officer, Luccio Cercarelli  
General Manager Infrastructure, Nadine Nilon  
General Manager Finance and Governance, Wati Kerta  
General Manager Community, Konrad Seidl  
Acting General Manager People and Place, Emma Blight  
Minute Secretary, Jodi Holden

#### GALLERY

Two members of staff

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11404



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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 5.34pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Nil

#### 3.2 Leave of Absence Previously Granted

*THAT it be noted Councillor Hale will be on leave of absence as previously granted on 16 July 2024, for the period of 29 July to 15 August 2024 inclusive.*

#### 3.3 Leave of Absence Request

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

1. THAT the leave of absence received from Councillor Giesecke for 1 November to 17 November 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Henderson for 3 August to 11 August 2024 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Morrison for 26 August to 1 September 2024 inclusive be received and noted.

CARRIED 10/1456 – 6/08/2024

### 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

### 5 DECLARATION OF INTEREST

#### 5.1 Elected Members

Nil

#### 5.2 Staff

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11405



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COUNCIL MINUTES

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Garden  
Seconded: Councillor Morrison

THAT the Minutes of the Council Meeting held on 16 July 2024 pages 11391 to 11399 be confirmed.

CARRIED 10/1457 – 6/08/2024

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

10.1.1 Confidentiality Review List - 21 February 2024 to 16 July 2024

Moved: Deputy Mayor Fraser  
Seconded: Councillor Garden

1. THAT Report entitled Confidentiality Review List - 21 February 2024 to 16 July 2024 be received and noted.
2. THAT the following 13 Council Decisions be moved to the Tuesday 6 August 2024 Open Minutes:

No.	Decision Number	Meeting Date	Item/Type	Title
1.	10/1068	17/10/2023	25.1.3 Report	25.1.3 Naming of City of Palmerston Wards
2.	10/1089	7/11/2023	25.1.1 Report	25.1.1 Risk Management and Audit Committee Confidential Minutes - 24

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11406



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COUNCIL MINUTES

3.	10/1118	21/01/2023	25.1.3 Report	25.1.3 Venture Housing - Administrative Review Committee
4.	10/1119	21/11/2023	25.1.4 Report	25.1.4 Palmerston Regional Economic Growth Plan - Update November 2023
5.	10/1121	21/11/2023	25.1.6 Report	25.1.6 Darwin Festival in Palmerston Update
6.	10/1173	16/01/2024	25.1.1 Report	25.1.1 Darwin Festival in Palmerston Update
7.	10/1195	6/02/2024	23.1 Presentation	23.1 Darwin Festival Weekend Event in Palmerston
8.	10/1328	7/05/2024	23.1 Deputation and Presentations	23.1 Halikos Group Presentation by Shane Dignan on the proposed usage of the former Don Dale Youth Detention Centre site
9.	10/1329	7/05/2024	23.2 Deputation and Presentations	23.2 Department of Planning, Infrastructure and Logistics (DIPL) Proposed usage of the former Don Dale Youth Detention Centre site
10.	10/1332	7/05/2024	27 Confidential Questions by Members	27 CONFIDENTIAL QUESTIONS BY MEMBERS
11.	10/1339	8/05/2024	10.1.3 Report	10.1.3 Draft City of Palmerston Animal Management Policy
12.	10/1362	21/05/2024	23.1 Deputation and Presentations	23.1 Urbex Group Presentation by Kassi Picken on the Development of the Heights, Durack
13.	10/1409	18/06/2024	25.1.1 Report	25.1.1 Confidential Risk Management and Audit Committee Minutes - 11 June 2024

CARRIED 10/1466 - 6/08/2024

Naming of City of Palmerston Wards

1. THAT Report entitled Naming of City of Palmerston Wards be received and noted.
2. THAT Council approves the response to the Department of Chief Minister and Cabinet regarding Naming of the City of Palmerston Wards being Attachment 25.1.3.3 to report entitled Naming of City of Palmerston Wards.

CARRIED 10/1068 - 17/10/2023

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11407





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## COUNCIL MINUTES

### Risk Management and Audit Committee Confidential Minutes - 24 October 2023

1. THAT the tabled document entitled Amended Unconfirmed Risk Management and Audit Committee meeting minutes be received and noted, and replace Attachment 16.1.1.1 due to minor administrative changes.
2. THAT Report entitled Risk Management and Audit Committee Confidential Minutes - 24 October 2023 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 24 October 2023:
  - a. 16.1.1 External Audit Observations
    - i. THAT the Risk and Audit Committee note the update on the prior year's Audit Observations and the new findings as part of the 2022/23 External Audit as presented at Attachment 16.1.1.1 of the Report entitled External Audit Observations.
  - b. 16.1.2 Draft 2022-23 Annual Report and Audited Financial Statements
    - i. THAT Risk Management Audit Committee notes that the audit opinion will be provided once financial statements are finalised.
    - ii. THAT Risk Management Audit Committee notes that the Chief Executive Officer certification and the audit opinion on the financial statements, will be circulated out of session.
    - iii. THAT the Risk Management and Audit Committee recommend to the Council:
      - a. THAT the draft financial statements for the year ended 30 June 2023 and the Chief Executive Officer certification as presented as Attachment 16.1.2.2 and the accompanying financial overview presented as Attachment 16.1.2.3 to Report entitled Draft 2022-23 Annual Report and Audited Financial Statements and to be accepted for inclusion in the 2022/23 Annual Report as presented Attachment 16.1.2.1.
    - iv. THAT the Risk Management and Audit Committee resolves those the Committee's resolutions be moved to the open minutes following the Council's approval of the financial statements.
  - c. 16.1.3 Internal Audit Update
    - i. THAT the Risk Management and Audit Committee recommends to Council:
      - a. THAT Council note the commencement of a Performance Audit for Debt Management and the development of a Governance Framework and Budget Management Framework.
      - b. THAT Council note that the following items from the Internal Audit Recommendation Register are complete and can be removed from the active register:
        - 1) CIP5 Sustainability Strategy
      - c. THAT Council note the Committee is due to review its Terms of Reference and the internal audit plan following the Strategic Risk review in 2024.

CARRIED 10/1089- 7/11/2023

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11408



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COUNCIL MINUTES

**Venture Housing - Administrative Review Committee**

1. THAT Report entitled Venture Housing - Administrative Review Committee be received and noted.
2. THAT Council appoint Councillor Garden to the Administrative Review Committee to replace Deputy Mayor Eveleigh who has declared a conflict of interest, for the Venture Housing Company correction of an entry in the rates assessment record decision review.

CARRIED 10/1118 - 21/11/2023

**Palmerston Regional Economic Growth Plan - Update November 2023**

1. THAT Report entitled Palmerston Regional Economic Growth Plan - Update November 2023 be received and noted.
2. THAT Council approve Mayor, Councillor Fraser, Councillor Eveleigh and Councillor Hale to travel to gather information on various projects that could inform City of Palmerston's Palmerston Regional Economic Growth Plan, current and future Palmerston projects and advocacy work, as outlined in Report entitled Palmerston Regional Economic Growth Plan - Update November 2023.

CARRIED 10/1119 - 21/11/2023

**Darwin Festival in Palmerston Update**

1. THAT Report entitled Darwin Festival in Palmerston Update be received and noted.
2. THAT Council endorse further negotiations to occur by staff with the Darwin Festival, noting that the minimum cost will be \$150,000 for the event as per the options contained within their proposal shown at Attachment 25.1.6.1.
3. THAT Council supports officers continuing advocacy of the Northern Territory Government for the purposes of exploring partnerships to bring the Darwin Festival to Palmerston.
4. THAT a further report be presented back to Council with a recommendation on the Darwin Festival in Palmerston by the Ordinary Meeting of January 2024.

CARRIED 10/1121 - 21/11/2023

**Darwin Festival in Palmerston Update**

1. THAT Report entitled Darwin Festival in Palmerston Update be received and noted.
2. THAT a further report be presented to Council with a recommendation on the Darwin Festival in Palmerston once a formal sponsorship proposal is received from Darwin Festival.

CARRIED 10/1173 - 16/01/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11409



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## COUNCIL MINUTES

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### Darwin Festival Weekend Event in Palmerston

THAT the confidential deputation/presentation by Darwin Festival's CEO, James Gough and Artistic Director Kate Fell, be received and noted.

CARRIED 10/1195 - 6/02/2024

### Halikos Group Presentation by Shane Dignan on the proposed usage of the former Don Dale Youth Detention Centre site

THAT the confidential deputation/presentation by Shane Dignan, Managing Director of the Halikos Group be received and noted.

CARRIED 10/1328 -7/05/2024

### Department of Planning, Infrastructure and Logistics (DIPL) Proposed usage of the former Don Dale Youth Detention Centre site

THAT the confidential deputation/presentation by Andrew Kirkman be received and noted.

CARRIED 10/1329 -7/05/2024

### CONFIDENTIAL QUESTIONS BY MEMBERS

THAT the question asked by Councillor Fraser regarding security and youth activity at the Palmerston Markets and request additional police presence to be in attendance, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 10/1332 -7/05/2024

### Draft City of Palmerston Animal Management Policy

1. THAT Report entitled Draft City of Palmerston Animal Management Policy be received and noted.
2. THAT Council endorse the draft City of Palmerston Animal Management Policy, being Attachment 10.1.3.1 contained in this report entitled Draft City of Palmerston Animal Management Policy, for the purposes of 21 days of community consultation, with amendments to include Property Identification Code to be included for poultry and other minor amendments identified at the meeting.
3. THAT Council endorse the proposed 2024-2025 fees and charges structure for animal management activities being Attachment 10.1.3.3 contained in this report entitled Draft City of Palmerston Animal Management Policy.
4. THAT a further Report be presented to Council following conclusion of the draft Palmerston Animal Management Policy community consultation including outcomes and recommendations.
5. THAT this decision be moved into the Open Minutes following media release and announcement of community consultation relating to the draft Palmerston Animal Management Policy.

CARRIED 10/1339 - 8/05/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11410



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COUNCIL MINUTES

Urbex Group Presentation by Kassi Picken on the Development of the Heights, Durack

THAT the confidential deputation/presentation by Kassi Picken, Urbex Group on the Development of the Heights, Durack be received and noted.

CARRIED 10/1362 -21/05/2024

Confidential Risk Management and Audit Committee Minutes - 11 June 2024

1. THAT Report entitled Confidential Risk Management and Audit Committee Minutes - 11 June 2024 be received and noted.
2. THAT the unconfirmed confidential Risk Management and Audit Committee minutes provided at Attachment 25.1.1.1 to Report entitled Confidential Risk Management and Audit Committee Minutes - 11 June 2024 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 11 June 2024 as follows:
  - a. THAT the report entitled Council Policy Risk Management and Audit Committee Terms of Reference be taken off the table.
  - b. THAT the council endorsed Terms of Reference at Attachment 16.1.1.1 contained in this report entitled Policy Risk Management and Audit Committee Terms of Reference.
  - c. THAT a separate report will be presented to Council seeking adoption of the revised Risk Management and Audit Committee Terms of Reference.
  - d. THAT Council note finalisation of the Performance Audit for Debt Management, note the commencement of the Fraud and Corruption Policy audit and note the work on the Governance Framework and Budget Management Framework.

CARRIED 10/1409 - 18/06/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Morrison  
Seconded: Councillor Giesecke

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	Review of Confidential Matters	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)(a) 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 employment of a particular individual as a member of the staff or

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



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COUNCIL MINUTES

		<p>possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.</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)(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> <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)(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.</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)(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)(c)(iii) 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 security of the council, its members or staff.</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> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act</i></p>
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Initials: \_\_\_\_\_



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COUNCIL MINUTES

		2019 and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.2.1	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)(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.
26.2.1	Confidential Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

CARRIED 10/1458 – 6/08/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Community Satisfaction Survey

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

1. THAT Report entitled Community Satisfaction Survey be received and noted.
2. THAT a report be prepared by the second Ordinary Council Meeting in October 2024 providing the results of the Community Satisfaction Survey 2024.

CARRIED 10/1459 – 6/08/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11413



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## COUNCIL MINUTES

### 13.1.2 Vibrant Economy Advisory Committee Minutes - 22 July 2024

Moved: Deputy Mayor Fraser  
Seconded: Councillor Morrison

1. THAT Report entitled Vibrant Economy Advisory Committee Minutes - 22 July 2024 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee Minutes provided as **Attachment 13.1.2.1** to report entitled Vibrant Economy Advisory Committee Minutes - 22 July 2024 be received and noted.
3. THAT Council endorse the proposed recommendations from the Palmerston Vibrant Economy Advisory Committee meeting held on 22 July 2024, being:
  - a. THAT the Palmerston Vibrant Economy Advisory Committee recommends to Council the future actions for the Business Survey as outlined in report entitled Business Survey Outcomes and Future Actions.

CARRIED 10/1460 – 6/08/2024

### 13.2 Receive and Note Reports

Nil

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

#### 14.1.1 Media Release - Election Funding Commitments

Moved: Councillor Garden  
Seconded: Councillor Morrison

THAT the Media Release regarding Northern Territory Election Funding Commitments to the Palmerston community be received and noted.

CARRIED 10/1461 – 6/08/2024

### 14.2 Correspondence

Nil

## 15 REPORT OF DELEGATES

Moved: Mayor Pascoe-Bell  
Seconded: Deputy Mayor Fraser

THAT the verbal report received by Mayor Pascoe-Bell regarding 2024 APSACC Conference be received and noted.

CARRIED 10/1462 – 6/08/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11414



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COUNCIL MINUTES

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

THAT the next Ordinary Meeting of Council be held on Tuesday, 20 August 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1463 - 6/08/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Morrison  
Seconded: Councillor Garden

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 10/1464 - 6/08/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 5.54pm for the discussion of confidential matters.

The closed section of the meeting reopened at 5.54pm.

The Chair declared the meeting closed at 6.41pm.

Chair

Print Name

Date

Initials:

MINUTES ORDINARY COUNCIL MEETING - 6 AUGUST 2024

11415