

# AGENDA

## 1st Ordinary Council Meeting

### Tuesday 10 December 2024

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston commencing at 5.30pm.

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.



**AMELIA VELLAR**  
**CHIEF EXECUTIVE OFFICER**



city of  
**PALMERSTON**

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- 2 OPENING OF MEETING
- 3 APOLOGIES AND LEAVE OF ABSENCE
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- 4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED
- 5 DECLARATION OF INTEREST
  - 5.1 Elected Members
  - 5.2 Staff
- 6 CONFIRMATION OF MINUTES
  - 6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 19 November 2024 pages 11515 to 11523 and the Minutes of the Special Council Meeting held 29 November 2024 pages 11529 to 11531 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT

## MAYORAL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	7.1
<b>REPORT TITLE:</b>	Mayoral Update Report - November 2024
<b>MEETING DATE:</b>	Tuesday 10 December 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 an overview of activities the Mayor has attended in November 2024 on behalf of Council.

### KEY MESSAGES

- As the principal member of Council, the Mayor undertakes regular activities and attends events to speak on behalf of Council.
- During the month of November 2024, the Mayor attended meetings with Ministers, MLA's and various Government Agencies including local schools. Regular monthly media interviews were also undertaken with ABC Radio, First Nations Radio and Katie Woolfe 360.
- This report provides context on several events that were attended by the Mayor, on behalf of Council.

### RECOMMENDATION

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

### DISCUSSION

As the principal member of Council, the Mayor undertakes regular activities and attends events on behalf of Council.

An overview of events attended by the Mayor during the month of November 2024 is as follows:

- Autism NT Fundraising Luncheon 2024
- Department of Home Affairs
- Remembrance Day at Memorial Park
- Regional Capitals Australia (RCA) Board Meeting
- Citizenship Ceremony
- Darwin Festival 2024 End of Year Celebration
- Darwin Symphony Orchestra (DSO) 2025 Season Launch
- Palmerston Development Consent Authority (DCA) Meeting
- Arafura Music Collective's "Edge of North" Performance
- International Men's Day
- Meeting with Lisa Baylis, CLP candidate for the seat of Solomon
- City of Palmerston Business Event
- Foodbank SA and NT
- Judging the Nominations for Australia Day 2025
- Palmerston College - Year 12 Graduation Assembly
- Voices of the Top End
- Meeting with Hon Bill Yan, Minister for Logistics and Infrastructure

- Palmerston Local Youth Action Group Meeting
- Palmerston Christian College 2024 Awards and Graduation Ceremony
- Woodroffe Park Consultation
- Helping People Achieve (HPA)
- Palmerston Youth Christmas Party
- Helping People Achieve (HPA) Christmas Party

International Men's Day

International Men's Day is held on the 19 November, and it aims to acknowledge the positive contributions of men worldwide. The theme for Australia this year was Men's Health Champions and a brisk walk-through Palmerston's CBD early in the morning was the perfect way to start the morning. I would like to thank His Honour Professor the Honourable Hugh Heggie, Administrator of the Northern Territory and Ms Ruth Jones, City of Darwin Councillor Jimmy Bouhoris, the guest speakers and everyone who attended. I would like to also thank the staff on behalf of Council for all their hard work to make the event a success.



**International Men's Day 2024**

Citizenship Ceremony

At our last Citizenship Ceremony for 2024 we welcomed 32 new conferees from 12 different countries; Great Britain, Ireland, India, Mauritius, Nepal, New Zealand, Nigeria, The Philippines, South Africa, Thailand, Uganda and Vietnam. City of Palmerston values and respects our multicultural community as this is what makes our city so special. City of Palmerston were the first Council in the Northern Territory to sign up as an official Refugee Council of Australia Refugee Welcome Zone on 11 September 2013 further reinforcing our motto "A Place for People". Council is highly supportive of local cultural societies, groups and organisations by supporting events and awarding financial assistance through the Community Benefit Scheme. We deliver bilingual storytime at the Library and support community groups to facilitate events and interactions. On behalf of myself and Council, I'd like to extend sincere congratulations to all the conferees who have chosen to become Australia citizens and Palmerstonians!



**The last Citizenship Ceremony for 2024 held at Gray Community Hall**

Palmerston Business Futures Forum

City of Palmerston held the inaugural Palmerston Business Futures Forum at Rydges Palmerston. There were over 60 participants in attendance including Palmerston businesses and Government representatives who came together collectively to share their insights on future planning for our city. City of Palmerston is focused on assisting local business and welcomed the opportunity for discussion on business needs to support sustainable business growth.



**Palmerston Business Futures Forum**

**POLICY IMPLICATIONS**

There are no policy implications for this report.

**BUDGET AND RESOURCE IMPLICATIONS**

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





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**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
27.1.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
27.1.2	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
27.1.3	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
27.1.4	Rate Concession Assessment	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.

27.1.5	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
27.1.6	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.
27.1.7	Legal Advice	<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)(ii) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(d) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.</p>
27.1.8	Matters Relating to Council Staff and or Elected Members	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 possible member of

		<p>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)(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.</p>
27.2.1	Complaint of a Contravention of the Code of Conduct	<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)(f) 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 in relation to a complaint of a contravention of the code of conduct.</p>
27.2.2	Contract and Tender Assessment and Award	<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>
27.2.3	Council Performance, Service Delivery and Budget Review	<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>

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Community Safety Advisory Committee Minutes - 12 November 2024
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Executive Assistant to General Manager Community, Georgina Davies
<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 seeks Council approval of the recommendations from the Community Safety Advisory Committee meeting held on Thursday 19 September 2024.

### KEY MESSAGES

- Community Safety is a priority for City of Palmerston and the Community Safety Advisory Committee is an avenue for Council and community to maintain awareness on current issues and actions to support a safer community.
- The Committee was provided a presentation and reports on the following important community safety priorities:
  - Youth Engagement: Palmerston and Regional Basketball Association held a presentation on “Building a Safer Community Through Sport Engagement.”
  - Community Events: Safe Swimming initiatives.
  - Crime Prevention and Safety: Updates from the Safe Communities Network.

### RECOMMENDATION

1. THAT Report entitled Community Safety Advisory Committee Minutes - 12 November 2024 be received and noted.
2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Community Safety Advisory Committee Minutes - 12 November 2024 be received and noted.
3. THAT Council seeks nominations for the position of Department of the Chief Minister and Cabinet Representative on the Community Safety Advisory Committee from Department of the Chief Minister and Cabinet.
4. THAT Council endorse the proposed recommendations from the Community Safety Advisory Committee meeting held on 12 November 2024, being:
  - a. THAT a review of the Community Safety Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.
  - b. THAT the Chair write to Sarah Gotch, thanking her for her contribution to the Community Safety Advisory Committee.

5. THAT Council does not endorse the proposed recommendations from the Community Safety Advisory Committee meeting held on 12 November 2024, being:
  - a. THAT the Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
    - i. 5:30pm Tuesday 11 February 2025 in Council Chambers
    - ii. 5:30pm Tuesday 13 April 2025 in Council Chambers
6. THAT council endorse the revised Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
  - a. THAT the Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
    - i. 5:30pm Tuesday 11 February 2025 in Council Chambers
    - ii. 5:30pm Tuesday 13 May 2025 in Council Chambers

## **BACKGROUND**

The Community Advisory Committees have been established to provide strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committees will assist Council to identify, articulate and respond appropriately to new and emerging issues.

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

## **DISCUSSION**

The Community Safety Advisory Committee meeting was held on Tuesday 12 November 2024 with the unconfirmed minutes provided at **Attachment 13.1.1.1**.

The Advisory Committee reviewed two (2) Receive and Note Reports: *Safe Communities - Network Update* and *Aquafest 2024* as well as one Action report *Community Safety Advisory Committee Meeting Schedule 2025*.

Lisa Lock (Chairperson) and Bradley Malady (Youth Drop-in Sports Volunteer), from the Palmerston and Regional Basketball Association (PaRBA) attended the meeting to present on "Building a Safer Community Through Sport Engagement". The presentation provided an in-depth overview of PaRBA's achievements and history highlighting their Youth Drop In Sports (YDIS) program which has been successfully operating in partnership with City of Palmerston and Northern Territory Government in Palmerston since 2017. YDIS provides a safe space for young people to remain engaged and active in Palmerston.

The Committee reviewed the resignation received of Sarah Gotch, Department Chief Minister and Cabinet Representative, effective 08 October 2024.

The Committee also voted on the meeting schedule for 2025, agreeing on 11 February and 13 April. However, it was later identified that 13 April falls on a Sunday. It is therefore proposed to council to endorse a revised schedule of 13 May 2025.

The agenda from this meeting is available for public viewing on Council's [website](#).

## **CONSULTATION AND MARKETING**

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

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

1. **Community Safety**  
Failure of Council to effectively plan and deliver its role in community safety.
6. **Governance**  
Failure to effectively govern.

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

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

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

This report relates to the [Inclusive, Diverse & Accessible Policy Framework](#) due Council's engagement to the community in bringing people together with diverse perspectives that increase the inclusiveness, diversity and accessibility of culture, services, and operations.

## **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. [Community Safety Advisory Committee - UNCONFIRMED Minutes - 12 November 2024](#)  
[13.1.1.1 - N/A]

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Council Policy Review - Audio/AudioVisual Conferencing
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Executive Assistant to CEO, Kate Roberts
<b>APPROVER:</b>	Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This report seeks Council endorsement of updates to Council's Audio/Audiovisual Conferencing Policy.

### KEY MESSAGES

- Council policies support the strategic direction for the City of Palmerston and guide the organisations decision making.
- Section 98(3)(a) of the Local Government Act 2019 (NT) enables Council to establish a policy allowing for remote attendance by Elected Members at meetings.
- It is preferable that Members attend meetings in person and members are encouraged to do so where possible.
- The policy has been amended to be more flexible in allowing Members to notify of attendance at a future meeting via audio or audiovisual conferencing, without the necessity for a reason to fall within a specific category and instead only provide notification of their intent.
- The policy has been updated to specific that notification is to be made at a prior meeting or to the Chief Executive Officer with a specific reasonable need up to 1 hour prior to the meeting start time.
- It is recommended that Council endorse the proposed amended Audio/Audiovisual Conferencing Policy.

### RECOMMENDATION

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

### BACKGROUND

Section 98(3)(a) of the *Local Government Act 2019* (NT) (the Act) enables Council to develop and establish a policy which provides for the remote attendance of Elected Members and Committee Members at meetings.



Previous versions of the Audio/Audiovisual policy were reviewed during the 10<sup>th</sup> Council Term at the 5 March 2024 and 2 April 2024 Ordinary Council Meetings. Changes made to this policy at those meetings included:

- to expand the reason for non-attendance in person to include illness within an Elected Members household
- amendment to the definition of Members to ensure cover of both Elected Members and Committee Members
- to provide clarification that Members are to provide notification in a prior meeting of the attendance of meeting via audio or audiovisual conferencing and the reason as allowed under the policy

At the 1<sup>st</sup> Ordinary Council Meeting of 2 April 2024, Council made the following decision:

### *13.1.2 Council Policy Review - Audio/Audiovisual Conferencing*

*Moved: Councillor Fraser*  
*Seconded: Councillor Henderson*

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

*CARRIED 10/1273 - 2/04/2024*

This report provides reasons for revision of the previously endorsed Council Policy Review - Audio/Audiovisual Conferencing at the 2 April 2024 Ordinary Meeting and to seek endorsement of the revised Council Policy Review - Audio/Audiovisual Conferencing.

## **DISCUSSION**

Whilst Members are currently required to attend meetings in person, Council adopted the policy *Audio/Audiovisual Conferencing* to provide Members with the flexibility to attend meetings remotely should unforeseen circumstances occur.

Previous versions of the policy required Members to apply to attend via Audio/Audiovisual and that the reasoning must abide within the following categories:

- (a) A granted leave of absence, being a distance greater than 100km from the appointed place of meeting;
- (b) carer's responsibilities;
- (c) ill health of a Member or member of their household;
- (d) disability; or
- (e) a natural disaster.

Recent circumstances have identified a need to review the Audio/Audiovisual policy. Council is committed to facilitate access and participation in meetings however the currently policy does not allow for flexibility in the reasons for utilising the option of Audio/Audiovisual attendance. Some examples where the current policy has restricted attendance include a recent Special Meeting which conflicted with prior arranged local travel in which an Elected Member had a prior engagement schedule, and an instance

where an Elected Member was attending to personal circumstances that fell outside of the current acceptable reasons. The aim of amending the policy is to ensure that the position of Elected Member is desirable for future interested parties, can work with personal circumstances, ensuring that there is a balance between Elected Member and personal life and also ensures Council priorities can be met.

In the interest of streamlining processes and facilitating access and participation in meetings, the policy has been amended as follows:

- Members are to notify with a specific reasonable need (not within a prescribed list of categories); and
- except in the case of emergency, allow for Members to notify of attendance via Audio/Audiovisual Conferencing and the reason/s at a prior meeting or
- up to 1 hour prior to a meeting start time, either in writing or by phone.

The policy has been updated to include that it is preferable that Members attend meetings in person and members are encouraged to do so where possible. The change to the requirements for notification of audio/audiovisual attendance is intended only to alleviate barriers to attendance, when a specific reasonable need arises.

Other changes made to the policy have been to strengthen governance processes, such as inclusion of further items under General Responsibilities to ensure all parties understand these key areas.

It is being recommended that Council adopt amended Policy Audio/Audiovisual Conferencing being **Attachment 13.1.2.3**.

## **CONSULTATION PROCESS**

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

## **POLICY IMPLICATIONS**

If adopted, proposed Council Policy Audio/Audiovisual Conferencing Policy will replace the current policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risk:

6. Governance  
Failure to effectively govern.

## **SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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



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## **ATTACHMENTS**

1. 20240402 - Audio Audiovisual Conferencing Policy - CURRENT POLICY [13.1.2.1 - 2 pages]
2. 20241210 Council Policy Audio Audiovisual Conferencing TRACKED CHANGES [13.1.2.2 - 3 pages]
3. 20241210 - Council Policy - Audio- Audiovisual Conferencing - FINAL [13.1.2.3 - 3 pages]



# POLICY

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Manager		
Approval Date:	2/04/2024	Next Review Date:	2/04/2028
Records Number:	466093	Council Decision:	10/1273

## 1 PURPOSE

This policy authorises a Member’s attendance at a Council Meeting by way of audio/audiovisual conferencing and describes the duties and obligations of a Member who attends by audio or audiovisual means.

## 2 PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Members to be present and participate remotely by means of audio or audiovisual conferencing.

## 3 DEFINITIONS

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

Term	Definition
Audio/Audiovisual Conferencing	means a facility that enables audio and visual communication between persons at different places.
Council Meeting	means an Ordinary or Special Council Meeting and/or Committee Meeting.
Committee	means a Committee established under legislation, being the Administrative Review Committee, Chief Executive Officer (CEO) Performance Appraisal Committee and Risk Management and Audit Committee and any other Council Committee
Member	means an Elected Member (individuals holding office of a member of Council) or Member of a Committee
Carer’s Responsibilities	means the care for a partner or family member who is in need of care and support.
Legislation	The term refers to the <i>Local Government Act 2019</i> (NT), as amended from time to time.

## 4 POLICY STATEMENT

### 4.1 Attendance

4.1.1. A Member may attend a meeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting due to:

- (a) A granted leave of absence, being a distance greater than 100km from the appointed place of meeting;
- (b) carer’s responsibilities;
- (c) ill health of a Member or member of their household;
- (d) disability; or
- (e) a natural disaster.



## POLICY

- 4.1.2. Members are required to notify Council or the Committee at a prior meeting to attend a meeting via audio or audiovisual conference and the reasons set out in 4.1.1.
  - 4.1.3. Where unforeseen circumstances arise under section 4.1.1, a Member must advise the Chief Executive Officer of City of Palmerston (CEO), prior to the meeting of their request to attend a meeting via audio or audiovisual conferencing and the reasons set out in 4.1.1.
  - 4.1.4. A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
  - 4.1.5. If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
  - 4.1.6. Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the meeting.
  - 4.1.7. Members will be entitled to participate as if they were physically present at the meeting.
  - 4.1.8. In the case of secret ballots, the Member will provide their vote to the CEO in confidence, who will then place it into the ballot box.
  - 4.1.9. Where Members are not able to view presentations being made at the meeting, they will be provided with copies of the presentations electronically, if available.
  - 4.1.10. If Council is unable to accommodate a Member's request to audio/audiovisual conference, the Member will be advised in advance of the meeting.
- 4.2. **General Responsibilities**
- 4.2.1. Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
  - 4.2.2. The Chair will confirm which participants are present at the commencement of the meeting.
  - 4.2.3. A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.
- 4.3. **Conflicts of Interest**
- 4.3.1. It is the responsibility of Members attending remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
  - 4.3.2. The Member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time.
  - 4.3.3. Where a Member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the Member as soon as the agenda item has concluded.
- 4.4. **Confidentiality**
- Members attending a meeting via audio/audiovisual conferencing must:
- (a) Ensure that people who are not Members cannot see, overhear, or listen to the Member or the meeting;
  - (b) Not record the meeting; and
  - (c) Ensure that confidential papers are not accessible by any person who is not a member.



# POLICY

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Manager		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:	466093	Council Decision:	

## 1 PURPOSE

~~The purpose of this policy is to~~ authorises a Member’s attendance at a ~~Council~~ Meeting by way of audio/audiovisual conferencing and describes the duties and obligations of a Member who attends by audio or audiovisual means.

## 2 PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Members to be present and participate remotely by means of audio or audiovisual conferencing if a specific reasonable need arises.

## 3 DEFINITIONS

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

Term	Definition
Audio/Audiovisual Conferencing	means a facility that enables audio and visual communication between persons at different places.
Council Meeting	means an Ordinary or Special Council Meeting and/or Committee Meeting.
Committee	means a Committee established under legislation, being the Administrative Review Committee, Chief Executive Officer (CEO) Performance Appraisal Committee and Risk Management and Audit Committee and any other Council Committee
Member	means an Elected Member (individuals holding office of a member of Council) or Member of a Committee
<del>Carer’s Responsibilities</del>	<del>means the care for a partner or family member who is in need of care and support.</del>
Legislation	The term refers to the <i>Local Government Act 2019</i> (NT), as amended from time to time.

## 4 POLICY STATEMENT

### 4.1 Attendance

- ~~4.1.1. It is preferable that Members attend meetings in person and members are encouraged to do so where possible, however~~ A Member may attend a meeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting ~~due to:~~
- ~~(a) A granted leave of absence, being a distance greater than 100km from the appointed place of meeting;~~
  - ~~(b) carer’s responsibilities;~~



## POLICY

- (c) ill health of a Member or member of their household;
- (d) disability; or
- (e) ~~a natural disaster, if a specific reasonable need arises.~~
- ~~4.1.1.~~
- ~~4.1.2.~~ Except in the case of emergency, Members ~~are required to will~~ notify Council or the Committee at a prior meeting ~~of their need~~ to attend a ~~future~~ meeting via audio or audiovisual conference and the reason/s, ~~or will provide notification to the Chief Executive Officer set-out in 4.1.1 within a minimum of 1 hour prior to the meeting start time, either in writing or by phone.~~
- ~~4.1.2.~~
- ~~4.1.3.~~ Where unforeseen circumstances arise under section 4.1.1, a Member must advise the Chief Executive Officer of City of Palmerston (CEO), prior to the meeting of their request to attend a meeting via audio or audiovisual conferencing and the reasons set out in 4.1.1.
- ~~4.1.4.4.1.3.~~ A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
- ~~4.1.5.4.1.4.~~ If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
- ~~4.1.6.4.1.5.~~ Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the meeting.
- ~~4.1.7.4.1.6.~~ Members will be entitled to participate as if they were physically present at the meeting.
- ~~4.1.8.4.1.7.~~ In the case of secret ballots, the Member will provide their vote to the CEO in confidence, who will then place it into the ballot box.
- ~~4.1.9.4.1.8.~~ Where Members are not able to view presentations being made at the meeting, they will be provided with copies of the presentations electronically, if available.
- ~~4.1.10.4.1.9.~~ If Council is unable to accommodate a Member's ~~request to attendance via~~ audio/audiovisual conference, the Member will be advised in advance of the meeting.

### 4.2. General Responsibilities

- ~~4.2.1.~~ Council is committed to facilitating access and participation in meetings by permitting members to be present and participate remotely via audio or audiovisual conferencing system if a specific reasonable need arises.
- ~~4.2.2.~~ The CEO will ensure the provision of an adequate conferencing system at the location of the meeting, and information that enables members to attend.
- ~~4.2.3.~~ Members are responsible for ensuring they have access to appropriate technology connections to attend via audio/audiovisual
- ~~4.2.1.4.2.4.~~ Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
- ~~4.2.2.4.2.5.~~ The Chair will confirm which participants are present at the commencement of the meeting.
- ~~4.2.3.4.2.6.~~ A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.

### 4.3. Conflicts of Interest



## POLICY

- 4.3.1. It is the responsibility of Members attending remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
- 4.3.2. The Member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time.
- 4.3.3. Where a Member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the Member as soon as the agenda item has concluded.

#### 4.4. Confidentiality

Members attending a meeting via audio/audiovisual conferencing must:

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- (b) Not record the meeting; and
- (c) Ensure that confidential papers are not accessible by any person who is not a member.

### 5 ASSOCIATED DOCUMENTS

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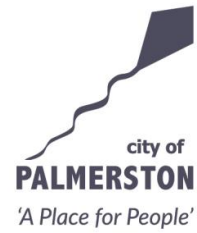
- [Code of Conduct for Elected Members and Committee Members](#)
- [Elected Member Allowances and Expenses Policy](#)
- [Elected Member Casual Vacancies Policy](#)

### 6 REFERENCES AND RELATED LEGISLATION

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- [Local Government Act 2019](#)
- [Local Government \(General\) Regulations 2021](#)





# AUDIO/AUDIOVISUAL CONFERENCING

## COUNCIL POLICY

### PURPOSE

The purpose of this policy is to authorise a Member’s attendance at a Meeting by way of audio/audiovisual conferencing and describes the duties and obligations of a Member who attends by audio or audiovisual means.

### PRINCIPLES

Council is committed to facilitate access and participation in meetings by permitting Members to be present and participate remotely by means of audio or audiovisual conferencing if a specific reasonable need arises.

### DEFINITIONS

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

TERM	DEFINITION
Audio/Audiovisual Conferencing	means a facility that enables audio and visual communication between persons at different places.
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Member	means an Elected Member (individuals holding office of a member of Council) or Member of a Committee
Legislation	The term refers to the <i>Local Government Act 2019</i> (NT), as amended from time to time.

## POLICY STATEMENT

### 1.1. Attendance

- 1.1.1. It is preferable that Members attend meetings in person and members are encouraged to do so where possible, however a Member may attend a meeting via audio or audiovisual conferencing when the Member is physically prevented from attending a meeting if a specific reasonable need arises.
- 1.1.2. Except in the case of emergency, Members will notify Council or the Committee at a prior meeting of their need to attend a future meeting via audio or audiovisual conference and the reason/s, or will provide notification to the Chief Executive Officer within a minimum of 1 hour prior to the meeting start time, either in writing or by phone.
- 1.1.3. A Member attending via audio/audiovisual conferencing cannot chair a meeting unless all members participating are doing so via audio/audiovisual conferencing.
- 1.1.4. If the Chair is attending by audio/audiovisual conferencing, then the meeting must by resolution appoint a member physically present as the presiding member.
- 1.1.5. Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the meeting.
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- 1.1.9. If Council is unable to accommodate a Member's attendance via audio/audiovisual conference, the Member will be advised in advance of the meeting.

### 1.2. General Responsibilities

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- 1.2.2. The CEO will ensure the provision of an adequate conferencing system at the location of the meeting, and information that enables members to attend.
- 1.2.3. Members are responsible for ensuring they have access to appropriate technology connections to attend via audio/audiovisual.
- 1.2.4. Members in attendance via audiovisual conferencing are to consider the appropriateness of their personal presentation and surrounding environment.
- 1.2.5. The Chair will confirm which participants are present at the commencement of the meeting.
- 1.2.6. A Member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting and advise the Chair immediately if they re-join the meeting.

**1.3. Conflicts of Interest**

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- 1.3.3. Where a Member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the Member as soon as the agenda item has concluded.

**1.4. Confidentiality**

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**ASSOCIATED DOCUMENTS**

- Code of Conduct for Elected Members and Committee Members
- Elected Member Allowances and Expenses Policy
- Elected Member Casual Vacancies Policy

**REFERENCES AND RELATED LEGISLATION**

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*

<b>OWNER</b>	CEO	<b>RESPONSIBLE OFFICER</b>	General Manager Finance and Governance
<b>APPROVAL DATE</b>	November 2026	<b>NEXT REVIEW DATE</b>	November 2026
<b>RECORDS NUMBER</b>	610280	<b>COUNCIL DECISION</b>	[Council Decision]



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	2023-24 Year End Surplus Analysis Report
<b>MEETING DATE:</b>	Tuesday 10 December 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 apply the 2023/24 surplus to Council's financial reserves.

### KEY MESSAGES

- As part of the end-of-year preparation, various reconciliations are conducted, including the reconciliation of the Financial Reserves.
- The reconciliation includes the capital roll-over that was approved by Council in August 2024.
- The approved 2023-24 capital rollover of \$5,574,538 was transferred into the Unexpended Capital Works Reserve and was based on the anticipated end of year position.
- In November the 2023-24 End of Financial Year process and audit was finalised.
- The surplus for the 2023-24 financial year for the waste budget is \$313,471, this is due to additional waste income of \$147,762 and expenditure savings of \$175,560.
- The surplus (excluding waste) for the 2023-24 financial year is \$1,119,127.
- The prior commitments or decisions to allocate back to the reserves identified as part of the 2023-24 budget development process, amounts to \$747,459.
- Following the end of year requirements and in alignment with budgetary policies Council is left with a \$371,668 surplus.
- In accordance with the Financial Reserves Policy, Financial Reserves must be backed by cash and be no greater than current assets less current liabilities.

### RECOMMENDATION

1. THAT Report entitled 2023-24 Year End Surplus Analysis Report be received and noted.
2. THAT Council adopts the end of financial year reserve movements for 2022/23 of:  
Transfers to Reserve:
  - a. \$313,471 to Waste Reserves
  - b. \$338,970 to FILOC Reserve – Making the Switch Loan
  - c. \$50,000 transfer to Election Reserve
  - d. \$80,000 to FILOC Reserve - SWELL Loan
  - e. \$278,489 for Developer Contributions FILOC
  - f. THAT Council transfer the remaining \$371,668 surplus to the Working Capital Reserve for future use.

## BACKGROUND

Section 11 of the *Local Government (General Regulations)* provides the ability for Council during the development of the annual Budget, and at each budget review throughout the year, to allocate and draw funds to and from reserves to fund priorities, or to quarantine the cash for future use. Transfers to and from reserves are subject to a Council Resolution. Further to this Council Policy *Fin 19 - Financial Reserves Policy* states that transfers of reserves shall be assessed during the preparation of the annual budget and the annual financial statements.

The Policy allows for the net operational surplus identified at the end of the financial year to be transferred to the working capital reserve or to a specific purpose reserve, to be utilised against future projects.

Surplus funds of the waste service charge under Section 157 *Local Government Act* are to be transferred to the Waste Management Reserve. Surpluses are calculated as income from waste charges less waste management related expenditure.

The Policy requires that these reserves are backed by cash, that is, that the reserves must be committed by the funds which are available to Council, in the form of cash and cash equivalents.

The Policy requires that the total of all reserves shall not exceed Council's net working capital. Council's calculation of the net working capital provides an indicator of whether the reserves are sufficiently backed by cash.

At the 2nd Ordinary Council Meeting on 20 August 2024, Council considered capital rollovers. These rollovers enabled works underway to continue as part of 2024/25 capital programs and moved anticipated savings into the Unexpended Capital Works Reserve for use when required in the future (subject to further Council decisions). The total transfer to the Unexpended Capital Works Reserve was \$5,574,538.

### *13.1.3 2023-24 Capital Rollover*

1. THAT Report entitled *2023-24 Capital Rollover* be received and noted.
2. THAT Council adopts the capital works rollover movements of \$5,555,650.51 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:
  - a. \$3,900,158.19 transferred from Unexpended Capital Works Reserve
  - b. \$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.

7. THAT Council adopts the transfer of \$498,968.45 from Unexpended Capital Works Reserve on the award of TS2024-06 Playground Refurbishment at Marlow Lagoon and Sanctuary Lakes.

*CARRIED 10/1476 - 20/08/2024*

Further to the above requirements, there are a number of Council decisions and Policy requirements that are required to be met as part of the surplus analysis. These include;

1. Making the Switch - The project was funded via an internal loan from the Funds in Lieu of Construction (FILOC) Reserve over a 10 year period (Decision 9/0243 - 21/8/2018)
2. SWELL Project - Reserve to be drawn from the FILOC Reserve to a total value of \$400,000 for the Swimming, Wellness, Events, Leisure, and Lifestyle (SWELL) project, with a repayment period of 5 years of principal only repayments commencing in the 2023/24 budget (Decision 10/1071 - 17/10/2023)
3. As per Council's Financial Reserve Policy, developer contributions relating to works not completed by developers (not including bonded works) are to be held in the Developer Contribution Reserve (known as FILOC)
4. As per Council's Financial Reserve Policy, the Election Expense Reserve is to be increased annually to a total reserve balance of \$150,000.

This report provides details the surplus for 2023/24.

**DISCUSSION**

The 2023-24 Surplus Analysis, can only be assessed once the preparation of 2023/24 Financial Statements has occurred, taking into account accruals and other year-end transactions. The 2023/24 Financial Statements was subject to an audit and is now complete.

Waste Budget Surplus

To enable the net cash surplus to be considered, the waste budget surplus is required to be determined first. This is due to the Waste Management Reserve being a restricted reserve and therefore any waste budget surplus can only be transferred to the Waste Management Reserve. For the 2023-24 financial year the waste budget surplus is \$313,471, contributing factors include additional income of \$147,762 and expenditure savings of \$175,560, largely due to unspent anticipated Contractor costs from delays of upgrade works, and is less than 2.5% of the expenditure budget.

**Table 1: Waste Surplus**

	Revised Budget(RB) 2023-24	Actuals (A) 2023-24	A - RB Variance
Operating Revenue	7,534,269	7,682,031	147,762
Less: Operating Expenditure	-7,296,038	-7,120,478	175,560
Operating Surplus / (Deficit)	238,231	561,553	323,322
Add Grant Income	348,265	176,450	-171,815
Less Capital Expenditure	-210,420	-544,691	-334,271
Less Repayment of Borrowings	-238,231	-248,082	9,851
Reserve Movement	-137,845	368,241	506,086
<b>Net Surplus/(Deficit)</b>	<b>-</b>	<b>-313,471</b>	<b>-313,471</b>

2023-24 Budget Surplus

The Table 2: Surplus excluding Waste, provides the net cash surplus

The following should be taken into consideration when reviewing Table 2:

- The budget takes into account the capital rollovers that occurred in August 2024, to enable better comparative analysis.
- Non-cash expenditure items are adjusted to calculate the true cash surplus, these items include depreciation and amortisation, asset revaluation, valuation of landfill restoration, book value of assets disposed and total \$12,480,815.
- While the table below shows that there is a capital overspend, this is due to resourcing and staffing issues, there was a requirement to engage contractors to project manage construction projects which is offset by savings in employee expenses.
- Overall Council has managed to operate within its 2023-24 budget
- The surplus for the 2023-24 financial year (excluding Waste) is \$1,119,127. Whilst this does show cash surplus, there are a number of budget movements required to be funded by this surplus, including commitments made through Council decisions and policies, which are further explained later in this report.
- The available surplus after all the adjustments is \$371,668, equivalent to approximately 0.6% of Council's budgeted operating and capital expenditure.

Table 2: Surplus excluding Waste

Description	Revised Budget (excludes Waste and Capital Rollover)	2023-24 Actuals \$	Budget Vs Actual
<b>Operating Income</b>			
Rates	25,806,363	25,731,791	-74,572
Fees & Charges	933,318	1,004,794	71,476
Grants, Subsidies & Contributions	1,550,864	1,499,558	-51,306
Interest & Investment Revenue	1,671,202	1,878,447	207,245
Other Income	15,785	19,347	3,562
<b>Total Operating Income</b>	<b>29,977,532</b>	<b>30,133,936</b>	<b>156,404</b>
Employee Costs	-11,985,233	-11,490,963	494,270
Materials & Contractors	-5,690,943	-5,390,937	300,006
Depreciation, Amortisation & Impairment	-11,270,000	-11,337,819	-67,819
Elected Members Allowances	-428,200	-428,238	-38
Elected Members Expenses	-39,745	-68,745	-29,000
Professional Services	-2,133,329	-2,193,834	-60,505
Auditor's Remuneration	-39,848	-84,712	-44,864
Utilities	-2,320,117	-2,468,729	-148,612
Legal Expenses	-315,700	-403,762	-88,062
Telephone & Other Communication Charges	-264,456	-217,594	46,862
Donations, Sponsorships & Grants	-230,000	-255,989	-25,989
Software, Hardware, Stationery, Subscriptions	-1,061,090	-1,027,466	33,624
Insurance	-615,083	-721,108	-106,025
Borrowing Costs	-146,054	-193,547	-47,493
Allowance for Doubtful Debts		-83,308	-83,308

Other Expenses	-2,194,335	-3,062,101	-867,766
<b>Total Operating Expenditure</b>	<b>-38,734,133</b>	<b>-39,276,384</b>	<b>-542,251</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-8,756,601</b>	<b>-9,142,448</b>	<b>-385,847</b>

<b>Capital Income</b>			
Net gain (loss) on disposal or revaluation of assets	299,737	-178,712	-478,449
Developer Contributions	200,000	278,489	78,489
Asset Income	3,000,000	8,668,710	5,668,710
Grants received	7,568,509	8,410,795	842,286
<b>Capital Income</b>	<b>11,068,246</b>	<b>17,179,281</b>	<b>6,111,035</b>
<b>Net SURPLUS / (DEFICIT)</b>	<b>2,311,645</b>	<b>8,036,833</b>	<b>5,725,188</b>

<b>Capital Expenditure</b>			
Asset Purchase	-2,661,020	-2,387,617	273,403
Asset Upgrade	-16,711,543	-17,432,467	-720,925
<b>Total Capital Expenditure</b>	<b>-19,372,563</b>	<b>-19,820,084</b>	<b>-447,521</b>
Less Non-Cash Expenditure Adjustments	-11,270,000	-12,480,815	-1,210,815
Plus Gifted Assets	3,000,000	8,668,710	5,668,710
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-8,764,440</b>	<b>-7,971,145</b>	<b>793,295</b>
Borrowings	5,000,000	5,000,000	0
Less Repayment of Borrowings	-278,769	-187,500	91,269
Reserve Movement	4,043,209	4,277,772	234,563
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>1,119,127</b>	<b>1,119,127</b>
<b>After Capital and Borrowings</b>			

### Surplus Commitments - Reserve

As part of the budget development for 2023-24, Council allowed for the required reserve movements at the end of year. Whilst these amounts have been allowed for within budgets, the movement of these reserves occurs following the surplus analysis and therefore is allocated from the final available surplus.

The prior commitments or decisions to allocate back to the reserves are as follows:

1. FILOC (Developer Contributions) Reserve - \$278,489
2. Making the Switch FILOC Repayment - \$338,970
3. SWELL Loan FILOC Repayment - \$80,000
4. Election Expense Reserve - \$50,000

The total of these movements is \$747,459.

It is noted that all of these movements are required as part of Council's decisions and policies and therefore, Council could determine to allocate funds differently if it chose to.

### Rollover Impact

The August 2024 rollover was based on the anticipated available funds at the end of year. A number of the projects were nearing completion at the end of the financial year and were part of the rollover calculations. Due to end of financial year processes, such as accruals, invoices were recognised in 2023-24 when they were anticipated to be in 2024-25. As funds were rolled over prior to this occurring, the amounts rolled over have been greater than what was required at end of year. These matters will be



addressed in the First Budget Review Council report which is presented at the 10 December 2024 ordinary meeting.

### Reserve Balances

The Statement of Reserves is at found at **Attachment 13.1.3.1** and illustrates the impact of the reserve movements which shows a net balance of \$14,602,435

The Reserve Policy indicates that the Financial Reserve accounts must be backed by cash and must not be greater than the current ratio (current assets less current liabilities).

As at 1 July 2025

- the cash at bank plus cash investments (term deposits) is \$22.72 million.
- A transfer out of \$1.93 million has been recognised to fund the 2024-25 budget
- Current ratio is \$15.06 million (current assets of \$26,703 less current liability of \$11,637).

The \$313,471 Waste surplus is required to be transferred to the Waste Reserve in accordance with Section 157 Local Government Act.

On this basis the Reserve balance is compliant with the reserve policy.

### Available Surplus

Following the movement of all necessary funds, there is a resultant available surplus of \$371,668

Council has the discretion to apply \$371,668 to the following options:

- a. Transfer to Working Capital Reserve for future use, such as the Community Benefit Fund,
- b. Transfer to major initiative reserve for a specific project, such as Zuccoli Community Hub, or
- c. Do nothing – do not transfer the surplus to the Financial Reserves

It is recommended that the surplus is transferred to the Working Capital Reserve for future use.

## **CONSULTATION AND MARKETING**

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

## **POLICY IMPLICATIONS**

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

## **BUDGET AND RESOURCE IMPLICATIONS**

This report provides details the surplus for 2023/24 financial year.

## **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:

- Municipal Plan

*A Place for People*

- Long Term Financial Plan

Identifying surplus allows for strategic allocation of funds toward investments, capital projects, and debt reduction, ensuring resources are used efficiently.

### **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. 2024 - 25 Statement of Reserves [**13.1.3.1** - 1 page]

Projected Statement of Reserves as at 30 June 2025

2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Balance as at 1 July 2024	Surplus Analysis to Reserves \$	Original Budget 2024/25 to Reserves \$	Original Budget 2024/25 from Reserves \$	Proposed Balance as at 30 June 2025
<b>Externally Restricted Reserves</b>					
Unexpended Grants Reserve	-		-	-	-
<b>Externally Restricted Reserves</b>	-		-	-	-
<b>Internally Restricted Reserves</b>					
Election Expenses Reserve	100,000	50,000	50,000	-	200,000
Disaster Recovery Reserve	500,000		-	-	500,000
Unexpended Capital Works Reserve	4,103,508		-	-	4,103,508
Developer Funds In Lieu Of Construction	989,011	697,459	320,000	(200,000)	1,806,470
Waste Management Reserve	3,574,733	313,471	231	(50,000)	3,838,435
Asset Renewal Reserve	-			-	-
Major Initiatives Reserve	-				-
<b>Internally Restricted Reserves</b>	<b>9,267,252</b>	<b>1,060,930</b>	<b>370,231</b>	<b>(250,000)</b>	<b>10,448,413</b>
<b>Unrestricted Reserves</b>					
Working Capital Reserve	5,711,243	371,668	20,000	(1,948,888)	4,154,023
<b>Unrestricted Reserves</b>	<b>5,711,243</b>	<b>371,668</b>	<b>20,000</b>	<b>(1,948,888)</b>	<b>4,154,023</b>
<b>Total Reserves</b>	<b>14,978,494</b>	<b>1,432,598</b>	<b>390,231</b>	<b>(2,198,888)</b>	<b>14,602,435</b>



Prepared by: Finance Data & Systems Lead

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Council Policy Review - Debt Collection
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Finance & Rates Supervisor, Billy-Jean Madalena
<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 amend Council Policy *Debt Collection* due to a review of the policy, in line with the Council policy review schedule.

### KEY MESSAGES

- Council Policy *Debt Collection* has been reviewed in line with the review schedule for Council policies.
- Debt collection is an important mechanism for managing financial sustainability for Council
- Intent of the policy is to ensure Council's commitment to provide a considered and consistent approach to the decision-making process when collecting debt owed to Council.
- It allows for a clear, fair, equitable, accountable and transparent process for its debt management and collection practices combined with the requirement for keeping proper records of debts owed to Council in line with the *Local Government Act 2019*. It allows for a clear, fair, equitable, accountable and transparent process for its debt management and collection practices combined with the requirement for keeping proper records of debts owed to Council in line with the *Local Government Act*.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - Debt Collection be received and noted.
2. THAT Council adopt the amended Policy *Debt Collection* as presented as **Attachment 13.1.4.3** to Report entitled Council Policy Review Debt Collection.

### BACKGROUND

Council Policy *Debt Collection* (**Attachment 13.1.4.1**) provides guidance on the process Council follows for debt management and collection and assists in ensuring accurate records are kept of monies owed to Council in accordance with the *Local Government Act 2019* and *Local Government (General) Regulations 2021*.

Amendments to this policy will assist in ensuring the debt collection process is clear and in line with current legislations and Council delegations.

## DISCUSSION

Debt collection is an important mechanism for managing financial sustainability for Council. The review and improvement of the *Debt Collection* policy allows for a clear, fair, equitable, accountable and transparent process for its debt management and collection practices combined with the requirement for keeping proper records of debts owed to Council in line with the *Local Government Act*. The

The review has resulted in the following recommended amendments as also demonstrated in **Attachment 13.1.4.2**:

- Amend the purpose and the principles to be reflective of the policy where Council is committed to providing a considered and consistent approach to the decision-making process when collecting debt owed to Council.
- Removal of prescriptive rate debt recovery processes and replacing with more of a summary of the minimum requirements of debt collection in line with the Local Government Act. It is intended that the debt management procedures will be prescriptive and flexible to allow staff to show utmost respect, courtesy, and diligence in all dealings.
- Remove repeated sentences such as Authority and Reporting. Irrespective of the type of debt, the authority to make decisions is in accordance with the register of delegations
- Link the requirement to record debt and the reporting

It is being recommended that Council endorse the Council Policy – Debt Collection as **Attachment 13.1.4.3**.

## CONSULTATION AND MARKETING

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

- Regulatory Services Manager
- Executive Manager Organisational Performance

## POLICY IMPLICATIONS

If adopted, the amended version of Council Policy *Debt Collection*, as presented at **Attachment 13.1.4.3** to Report entitled Council Policy Review – Debt Collection, will become the new policy of Council.

## BUDGET AND RESOURCE IMPLICATIONS

There are no budget and resource implications as the cost of debt collection is already incorporated in the existing budget.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

City of Palmerston is committed to providing a considered and consistent approach to the decision-making process when collecting debt owed to Council. This policy sets out a clear, fair, equitable, accountable and transparent process that Council will follow for its debt management and collection. This policy assists in ensuring that the risks associated with debts owed to Council are managed in line with the relevant legislation.

## **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. 20210317 - Council Policy - Debt Collection [**13.1.4.1** - 5 pages]
2. 20241210 Council Policy Debt Collection tracked changes [**13.1.4.2** - 7 pages]
3. 20241210 - Council Policy Debt Collection - Final [**13.1.4.3** - 6 pages]



# POLICY

Name:	Debt Collection		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
Approval Date:	16/03/2021	Next Review Date:	16/03/2025
Records Number:	457346	Council Decision:	9/1538

## 1 PURPOSE

This policy sets out a clear, fair, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the Northern Territory *Local Government Act* and corresponding Regulations.

## 2 PRINCIPLES

City of Palmerston is committed to providing a considered and consistent approach to the decision making process when collecting debt owed to Council.

## 3 DEFINITIONS

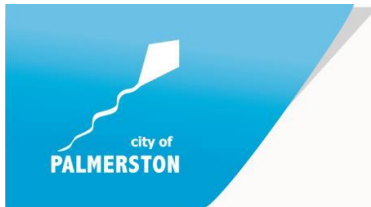
For the purposes of this Policy, the following definitions apply:

Term	Definition
Act	The term refers to the Northern Territory <i>Local Government Act</i>
Regulations	The term refers to the <i>Local Government Regulations</i>
Debt	The amount of money owed by the debtor as a result of a transaction with Council.
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write Off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.
Rates	For the purpose of this policy the term is defined in line with Section 168 of the Act 2008 / Section 254 of the Act 2019.
Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

## 4 POLICY STATEMENT

### 4.1 Staff Responsibilities

- 4.1.1 Council will ensure that all credit and related debts are managed fairly and equitably. Maximum possible collection targets are sought by Council. All debtors are shown utmost respect, courtesy, and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
- 4.1.2 Principles of risk management will underpin decisions made in relation to credit and related debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied.



## POLICY

### 4.2 Debt Records

4.2.1 In line with *Regulations* proper records of debts owed to council are kept by computer and are arranged by:

- Category of debt; and
- Age of debt

4.2.2 The following categories of debt are recorded:

- Rates Debtors
- Infringement Debtors
- Sundry Debtors

4.2.3 The following categories of age are recorded:

- Current balance (not overdue - Invoice date equals report date)
- 30 days balance (due - Invoice date is 1 to 30 days smaller then report date)
- 60 days balance (overdue - Invoice date is 31 to 60 days smaller then report date)
- 90 days balance (overdue - Invoice date is 61 to 90 days smaller then report date)
- Over 90 days balance (overdue - Invoice date more than 90 days smaller then report date)

4.2.2 Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder.

### 4.3 Rates Debtors

#### 4.3.1 Definition

Rates Debtors have incurred a debt of Rates and/or Charges. Rates include:

- General Rates
- Special Rates
- Charges
- Accrued interest
- Costs reasonably incurred by the council in recovering, or attempting to recover the above

#### 4.3.2 Payment Terms

In line with the *Act*, Council allows payment by instalments per financial year. The *Act* states that if a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

#### 4.3.3 Penalty Interest

In line with the *Act* interest will accrue on unpaid rates at the relevant interest rate as set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

#### 4.3.4 Debt Collection Process

- Rates Notice: In accordance with the *Act*, Council will issue rates notices at least 28 days before the first instalment of the rates falls due
- Instalment Reminder Notice: In accordance with the *Act*, Council will issue Reminder Notices at least 28 days before each instalment falls due.
- Overdue Letter: When deemed appropriate, Council may issue Overdue Letters to rate debtors to inform of an overdue amount and advise of possible legal action.
- SMS Notification: When deemed appropriate, Council may issue SMS Notifications to rate debtors to inform of; instalment due date or overdue amount.
- Email Notification: When deemed appropriate, Council may issue Email Notifications to rate debtors to inform of an overdue amount and advise of possible legal action.
- External Debt Collection Agency: Council may involve an external debt collection agency for issuing Letters of Demand or field calls. All incurred expenses will be charged to the relevant rates debtor and recovered in full.
- Overriding Statutory Charge: In accordance with the *Act*, if rates have been in arrears for at least 6 months, Council may apply for registration of an overriding statutory charge over the land. All incurred expenses will be charged to the relevant rates debtor and recovered in full.





## POLICY

- Sale of land: In accordance with the Act, if rates have been in arrears for at least 3 years and an overriding statutory charge has been registered for at least 6 months, Council reserves the right to sell land for non-payment of rates. This may include instructing an external provider to undertake this process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.
- 4.3.5 Payment Arrangements  
Council may enter into a payment arrangement with any ratepayer. Agreements are made on an individual basis depending on the situation and payment history of a rates debtor. Penalty interest for overdue rates/charges will continue to accrue unless a rates concession has been granted to the rates debtor in accordance with Rate Concession Policy.
- 4.3.6 Debt Write Off  
Write off of debt owed to council will occur in accordance with *legislation*. The writing off of a debt under the *legislation* does not prevent the Council from subsequently taking action for the recovery of the debt.
- 4.3.7 Reporting  
As part of the monthly finance report, Council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.
- 4.3.8 Authorities  
The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a rates debtor is outlined in Council's delegation manual, and is dependent on the amount and age of the debt.
- 4.3.9 Provision for Doubtful Debts  
Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful and not if it is doubtful that the rates can be recovered from the current land owner.
- 4.4 Infringement Debtors
  - 4.4.1 Definition  
Infringement Debtors have incurred a debt of regulatory nature. For the purpose of this policy an Infringement debt can include one or more of the following:
    - Parking/Traffic Infringement
    - Animal Infringement
    - Public Places Infringement
    - Litter Infringement
    - Signage Infringement
    - Other Law and Order Infringement
  - 4.4.2 Payment Terms  
In accordance with the *Fine and Penalties Recovery Act*, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full, no part payments will be accepted.
  - 4.4.3 Penalty Interest  
Council is not applying penalty interest to the outstanding debt of infringement debtors.
  - 4.4.4 Debt Collection Process  
If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter. Unpaid infringements may be lodged with the Fines Recovery Unit and enforcement orders may be made. Enforcement measures can include licence suspension, property seizures and community work orders. Enforcement orders add costs to the original penalty.
  - 4.4.5 Payment Arrangements  
Fines can only be paid in full to Council. Once an unpaid infringement is lodged with the Fines Recovery Unit they are the competent authority that manages payment arrangements.



## POLICY

- 4.4.6 **Debt Write Off**  
The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written review has been submitted to Council against the alleged offence, which in the opinion of the relevant officer has merit. Written confirmation of the infringement cancellation will be sent to the customer.
- 4.4.7 **Reporting**  
As part of the monthly Finance report, Council receives information about the outstanding infringement debt categorised by infringement type.
- 4.4.8 **Authorities**  
The authority of a council officer to recover infringement debts is outlined in council's delegation manual.
- 4.4.9 **Provision for Doubtful Debts**  
A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.
- 4.5 **Sundry Debtors**
- 4.5.1 **Definition**  
Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:
- User Fees and Charges
  - Statutory Charges
  - Investment Income
  - Reimbursements
  - Other Income
  - Grants, Subsidies and Contributions
- 4.5.2 **Payment Terms**  
Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.
- 4.5.3 **Penalty Interest**  
Council may apply penalty interest to the outstanding debt of sundry debtors.
- 4.5.4 **Debt Collection Process**
- **Monthly Statements:**  
Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.
  - **Reminder Letter:**  
When deemed appropriate Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.
  - **External Debt Collection Agency:**  
Council may involve an external debt collection agency for issuing Letter of Demand or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.
- 4.5.5 **Payment Arrangements**  
Council may enter into a payment arrangement with any sundry debtor. Agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.
- 4.5.6 **Debt Write Off**  
Write off of debt owed to council will occur in accordance with *legislation*. The writing off of a debt under the *legislation* does not prevent the Council from subsequently taking action for the recovery of the debt.
- 4.5.7 **Reporting**  
As part of the monthly finance report council receives information about sundry debts outstanding, categorised by age.



## POLICY

- 4.5.8 Authorities  
The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a sundry debtor is outlined in Council's delegation manual, and is dependent on the amount and age of the debt.
- 4.5.9 Provision for Doubtful Debts  
Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards.

### 5 ASSOCIATED DOCUMENTS

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- 5.1 City of Palmerston Rates Concession Policy

### 6 REFERENCES AND RELATED LEGISLATION

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- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government Regulations
- 6.3 Australian Accounting Standards
- 6.4 Ministerial Guidelines
- 6.5 Palmerston By-laws
- 6.7 Fines and Penalties (Recovery) Act
- 6.8 Local Government General Instructions



# POLICY

Name:	Debt Collection		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	<del>Director Organisational Services</del> General Manager Finance and		
Approval Date:	<del>10/12/2024</del>	Next Review Date:	<del>December 2024</del>
Records Number:	<del>457346</del> 457346	Council Decision:	<del>9/1538</del>

## 1 PURPOSE

~~City of Palmerston is committed to providing a considered and consistent approach to the decision-making process when collecting debt owed to Council.~~

~~This policy sets out a clear, fair, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the Northern Territory Local Government Act and corresponding Regulations.~~

## 2 PRINCIPLES

~~The Policy will ensure that:~~

- ~~- All debtors are shown utmost respect, courtesy, and diligence in all dealings.~~
- ~~- Council will follow a clear, fair, equitable, accountable and transparent process for its debt management and collection practices.~~
- ~~- Proper records are kept of debts owed to Council in line with the Northern Territory Local Government Act and corresponding Regulations.~~

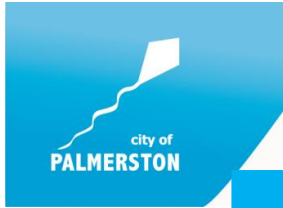
~~City of Palmerston is committed to providing a considered and consistent approach to the decision-making process when collecting debt owed to Council.~~

## 3 DEFINITIONS

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

Term	Definition
<del>The Act</del>	<del>The term r</del> Refers to the Northern Territory Local Government Act 2019
<del>The Regulations</del>	<del>The term r</del> Refers to the Local Government (General) Regulations 2021
Debt	The amount of money owed by the debtor as a result of a transaction with Council.
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Credit	When ratepayer has paid their rates in advance of the rates being issued for the following year.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write Off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.
Rates	<del>For the purpose of this policy t</del> The term is defined in line with Section 168 of the Act 2008 / Section 2524 of the Act 2019.
Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

## POLICY STATEMENT



# POLICY

## 4.1 Staff Responsibilities

4.1.1 Council will ensure that all accounts that have a debt or all are in credit ~~an~~ will be ~~related debts are~~ managed fairly and equitably.

4.1.2 ~~While m~~ Maximum possible collection targets are sought by Council. ~~All~~ All debtors are shown utmost respect, courtesy, and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.

4.1.3 ~~Principles of risk management will underpin decisions made in relation to credit and related debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied in compliance with the Local Government Act. .~~

## 4.2 Debt Records

4.2.1 ~~In line with the Regulations,~~ proper records of debts owed to council are kept ~~by~~ computer electronically and are arranged by:

- Category of debt; and
- Age of debt

4.2.2 The following categories of debt are recorded:

- Rates Debtors
- Infringement Debtors
- Sundry Debtors

4.2.3 Council receives information on outstanding debt. Debts are to be recorded in a way that will enable financial reporting to Council as detailed in 4.7 Reporting.

The following categories of age are recorded:

- ~~Current balance (not overdue - Invoice date equals report date)~~
- ~~30 days balance (due - Invoice date is 1 to 30 days smaller than report date)~~
- ~~60 days balance (overdue - Invoice date is 31 to 60 days smaller than report date)~~
- ~~90 days balance (overdue - Invoice date is 61 to 90 days smaller than report date)~~
- ~~Over 90 days balance (overdue - Invoice date more than 90 days smaller than report date)~~

4.2.4 Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder in this policy.

## 4.3 Rates Debtors

### 4.3.1 Definition

Rates Debtors have incurred a debt of Rates debt, and/or Charges. Rates include:

- General Rates
- Special Rates
- Charges
- Accrued interest
- Costs reasonably incurred by the council in recovering, or attempting to recover the above

### 4.3.2 Payment Terms



## POLICY

~~In line with the Act,~~ Council allows payment by instalments per financial year. ~~The Act states that if~~ a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

#### 4.3.3 Penalty Interest

~~In line with the Act,~~ interest will accrue on unpaid rates at the relevant interest rate as set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

#### 4.3.4 Debt Collection Process

~~The Debt Collection process for rates debt will incorporate the following~~

- Rates Notice: ~~In accordance with the Act,~~ Council will issue rates notices at least 28 days before the first instalment of the rates falls due
- Instalment Reminder Notice: ~~In accordance with the Act,~~ Council will issue Reminder Notices at least 28 days before each instalment falls due.
- Overdue Letter: ~~When deemed appropriate, Council may issue~~ Overdue Letters ~~to will be issued to rate debtors to~~ inform of any overdue amounts and advise of possible legal action. ~~Other forms of communication, as deemed necessary, such as telephone, SMS Notification and emails may also be used to notify debtors of amounts owed.~~

~~SMS Notification: When deemed appropriate, Council may issue SMS Notifications to rate debtors to inform of; instalment due date or overdue amount.~~

- ~~Email Notification: When deemed appropriate, Council may issue e~~ Email ~~Notifications to rate debtors to inform of an overdue amount and advise of possible legal action.~~

- External Debt Collection Agency: Council may involve an external debt collection agency ~~for to~~ issuing Letters of Demand or field calls. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Overriding Statutory Charge: ~~In accordance with the Act, if~~ rates have been in arrears for at least 6 months, Council may apply for registration of an overriding statutory charge over the land. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Sale of land: ~~In accordance with the Act, if~~ rates have been in arrears for at least 3 years and an overriding statutory charge has been registered for at least 6 months, Council reserves the right to sell land for non-payment of rates. This may include instructing an external provider to undertake this process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

#### 4.3.5 Payment Arrangements

Council may enter into a payment arrangement with any ratepayer. Agreements are made on an individual basis depending on the situation and payment history of a rates debtor. Penalty interest for overdue rates/charges will continue to accrue unless a rates concession has been granted to the rates debtor in accordance with ~~the~~ Rates Concession Policy.

#### 4.3.6 Debt Write-Off

~~Write-off of debts owed to must occur in~~ Council will occur in accordance with ~~legislation~~ the Local Government Act. ~~The writing off of a debt under the legislation does not prevent the Council from subsequently taking action for the recovery of the debt. For a rate debt to be written-off the Chief Executive Officer must certify that hat there is some doubt whether the rates were properly imposed, or are recoverable at law, or it would be impracticable or uneconomical to recover the rates. The writing off of a does not prevent Council from subsequently taking action for the recovery of the debt.~~



## POLICY

### 4.3.7 Reporting

~~As part of the monthly finance report, Council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.~~

### 4.3.8 Authorities

~~The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a rates debtor is outlined in Council's delegation manual register, and register and is dependent on the amount and age of the debt.~~

### 4.3.79 Provision for Doubtful Debts

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful, and not if it is doubtful that the rates can be recovered from the current land owner.

## 4.4 Infringement Debtors

### 4.4.1 Definition

Infringement Debtors have incurred a debt of a regulatory nature ~~by committing an offence against a Council By-Law~~. For the purpose of this policy an infringement debt can include one or more of the following:

- Parking/Traffic Infringement
- Animal Infringement
- Public Places Infringement
- Litter Infringement
- Signage Infringement
- Other Law and Order Infringement

### 4.4.2 Payment Terms

In accordance with the *Fine and Penalties (Recovery) Act 2001*, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in ~~full, full~~; no part payments will be accepted.

### 4.4.3 Penalty Interest

~~Council is not applying penalty interest to the outstanding debt of infringement debtors.~~

### 4.4.4 Debt Collection Process

~~- **Overdue letter**: If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter.~~

~~- **Fines Recovery Unit**: Unpaid infringements may be lodged with the Fines Recovery Unit and enforcement orders may be made. *For example, Fines Recovery Unit Enforcement measures can include driver's licence suspension, property seizures and community work orders. Enforcement orders add costs to the original penalty.*~~

### 4.4.5 Payment Arrangements

~~**An infringement notice Fines** can only be paid in full to Council. Once an unpaid infringement is lodged with the Fines Recovery Unit they are the competent authority that manages payment arrangements.~~

### 4.4.6 Debt Write Off

~~The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written review has been submitted to Council against the alleged offence, which, in the opinion of the relevant~~



## POLICY

- officer, has merit. Written confirmation of the infringement cancellation will be sent to the customer.
- 4.4.7 **Reporting**  
As part of the monthly Finance report, Council receives information about the outstanding infringement debt categorised by infringement type.
- 4.4.8 **Authorities**  
The authority of a council officer to recover infringement debts is outlined in Council's delegation manual.
- 4.4.9 **Provision for Doubtful Debts**  
A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.
- 4.5 **Sundry Debtors**
- 4.5.1 **Definition**  
Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:
- User Fees and Charges
  - Statutory Charges
  - Investment Income
  - Reimbursements
  - Other Income
  - Grants, Subsidies and Contributions
- 4.5.2 **Payment Terms**  
Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.
- 4.5.3 **Penalty Interest**  
Council may apply penalty interest to the outstanding debt of Sundry debtors.
- 4.5.4 **Debt Collection Process**  
**Monthly Statements:**  
Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.
- Reminder Letter:**  
When deemed appropriate Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.
- External Debt Collection Agency:**  
Council may involve an external debt collection agency for issuing Letter of Demand or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.
- 4.5.5 **Payment Arrangements**  
Council may enter into a payment arrangement with any sundry debtor. Agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.
- 4.5.6 **Debt Write-Off**  
Write-off of debt owed to council will occur in accordance with the Regulation legislation. The writing off of a debt under the Regulation legislation





## POLICY

does not prevent the Council from subsequently taking action for the recovery of the debt.

#### 4.5.7—Reporting

As part of the monthly finance report council receives information about sundry debts outstanding, categorised by age.

#### 4.5.8—Authorities

The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a sundry debtor is outlined in Council's delegation register manual, and is dependent on the amount and age of the debt.

#### 4.5.7.9 Provision for Doubtful Debts

Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards for doubtful debt.

### 4.6 Authorities

The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a debtor is outlined in Council's delegation register and is individually assessed, dependent on the category of debt, the amount and age of the debt.

### 4.7 Reporting

Council receives information on outstanding debt as part of the monthly Finance report.

#### 4.7.1 Rates debts are reported to Council on a month basis and are categorised as follows

- Current Year: annual rates issued, overdue by instalment
- Prior year, rates over dueoverdue by year

#### 4.7.2 At least once in a financial year, Council receives information on the number of properties that have rates in arrears of more than two years and the actions taken to recover the rates in arrears.

#### 4.7.3 All other debt balances are reported and categorised by age from the issued date

- Debt not yet due
- 30 days overdue
- 60 days overdue
- 90 days overdue
- Overdue greater than 90 days

#### 4.7.4 Any debt that has been written off during that financial year must be reported as part of the monthly finance report.

### ASSOCIATED

#### DOCUMENTS

- 5.1 City of Palmerston Rates Concession Policy

### REFERENCES AND RELATED

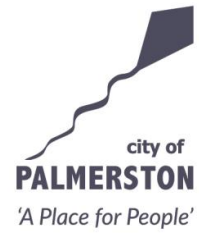
#### LEGISLATION

- 6.1 Northern Territory Local Government Act 2019
- 6.2 Northern Territory Local Government (General) Regulations 2021
- 6.3 Australian Accounting Standards
- 6.4 Ministerial Guidelines
- 6.5 Palmerston By-laws



# POLICY

- 6.7 Fines and Penalties (Recovery) Act [2001](#)
- 6.8 ~~Local Government General Instructions~~



# DEBT COLLECTION

## COUNCIL POLICY

### PURPOSE

City of Palmerston is committed to providing a considered and consistent approach to the decision-making process when collecting debt owed to Council.

### PRINCIPLES

The Policy will ensure that:

- All debtors are shown utmost respect, courtesy, and diligence in all dealings.
- Council will follow a clear, fair, equitable, accountable and transparent process for its debt management and collection practices.
- Proper records are kept of debts owed to Council in line with the Northern Territory *Local Government Act* and corresponding Regulations.

### DEFINITIONS

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

TERM	DEFINITION
The Act	Refers to the Northern Territory <i>Local Government Act 2019</i>
The Regulations	Refers to the <i>Local Government (General) Regulations 2021</i>
Debt	The amount of money owed by the debtor as a result of a transaction with Council.
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Credit	When ratepayer has paid their rates in advance of the rates being issued for the following year.
Risk	The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.
Write Off	The accounting procedure for cancelling debt that is no longer collectable resulting in its removal from Council's balance sheet.

TERM	DEFINITION
Rates	The term is defined in line with Section 252 of the Act.
Provision for Doubtful Debts	The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.

## POLICY STATEMENT

### 1.1. Staff Responsibilities

- 1.1.1. Council will ensure that all accounts that have a debt or are in credit will be managed fairly and equitably.
- 1.1.2. While maximum possible collection targets are sought by Council, all debtors are shown utmost respect, courtesy, and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
- 1.1.3. Principles of risk management will underpin decisions made in relation to debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied in compliance with the Act.

### 1.2. Debt Records

- 1.2.1. In line with the *Regulations*, proper records of debts owed to council are kept electronically and are arranged by:
  - Category of debt; and
  - Age of debt
- 1.2.2. The following categories of debt are recorded:
  - Rates Debtors
  - Infringement Debtors
  - Sundry Debtors
- 1.2.3. Council receives information on outstanding debt. Debts are to be recorded in a way that will enable financial reporting to Council as detailed in 4.7 Reporting.
- 1.2.4. Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually in this policy.

### 1.3. Rate Debtors

- 1.3.1. Rates Debtors have incurred a Rates debt. Rates include:
  - General Rates
  - Special Rates
  - Charges
  - Accrued interest
  - Costs reasonably incurred by the council in recovering, or attempting to recover the above

### 1.3.2. Payment Terms

Council allows payment by instalments per financial year. If a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

### 1.3.3. Penalty Interest

Interest will accrue on unpaid rates at the relevant interest rate as set by Council annually. A remission of interest may be granted in individual circumstances under the Rate Concession Policy.

### 1.3.4. Debt Collection Process

The Debt Collection process for rates debt will incorporate the following- Rates Notice: Council will issue rates notices at least 28 days before the first instalment of the rates falls due

- *Instalment Reminder Notice:* Council will issue Reminder Notices at least 28 days before each instalment falls due.
- *Overdue Letter:* Overdue Letters will be issued to inform of any overdue amounts and advise of possible legal action. Other forms of communication, as deemed necessary, such as telephone, SMS Notification and emails may also be used to notify debtors of amounts owed.
- *External Debt Collection Agency:* Council may involve an external debt collection agency to issue Letters of Demand or field calls. All incurred expenses will be charged to the relevant rates debtor and recovered in full.
- *Overriding Statutory Charge:* If rates have been in arrears for at least 6 months, Council may apply for registration of an overriding statutory charge over the land. All incurred expenses will be charged to the relevant rates debtor and recovered in full.
- *Sale of land:* If rates have been in arrears for at least 3 years and an overriding statutory charge has been registered for at least 6 months, Council reserves the right to sell land for non-payment of rates. This may include instructing an external provider to undertake this process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

### 1.3.5. Payment Arrangements

Council may enter into a payment arrangement with any ratepayer. Agreements are made on an individual basis depending on the situation and payment history of a rates debtor. Penalty interest for overdue rates/charges will continue to accrue unless a rates concession has been granted to the rates debtor in accordance with the Rates Concession Policy.

### 1.3.6. Debt Write-Off

Write-off of debts must occur in accordance with the Local Government Act. For a rate debt to be written-off the Chief Executive Officer must certify that there is some doubt whether the rates were properly imposed, or are recoverable at law, or it would be impracticable or uneconomical to recover the rates. The writing off of a does not prevent Council from subsequently taking action for the recovery of the debt.

1.3.7. Provision for Doubtful Debts

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful, not if it is doubtful that the rates can be recovered from the current landowner.

## 1.4. Infringement Debtors

1.4.1. Infringement Debtors have incurred a debt of a regulatory nature by committing an offence against a Council By-Law. For the purpose of this policy an infringement debt can include one or more of the following:

- Parking/Traffic Infringement
- Animal Infringement
- Public Places Infringement
- Litter Infringement
- Signage Infringement
- Other Law and Order Infringement

1.4.2. Payment Terms

In accordance with the *Fine and Penalties (Recovery) Act 2001*, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full; no part payments will be accepted.

1.4.3. Penalty Interest

Council is not applying penalty interest to the outstanding debt of infringement debtors.

1.4.4. Debt Collection Process

- *Overdue letter*: If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter.
- *Fines Recovery Unit*: Unpaid infringements may be lodged with the Fines Recovery Unit and enforcement orders may be made.

1.4.5. Payment Arrangements

An infringement notice can only be paid in full to Council. Once an unpaid infringement is lodged with the Fines Recovery Unit they are the competent authority that manages payment arrangements.

1.4.6. Debt Write-Off

The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation. Withdrawal of an infringement may also occur after a written review has been submitted to Council against the alleged offence which, in the opinion of the relevant officer, has merit. Written confirmation of the infringement cancellation will be sent to the customer.

1.4.7. Provision for Doubtful Debts

A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.

## 1.5. Sundry Debtors

1.5.1. Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:

- User Fees and Charges
- Statutory Charges
- Investment Income
- Reimbursements
- Other Income
- Grants, Subsidies and Contributions

1.5.2. Payment Terms

Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor's payment history.

1.5.3. Penalty Interest

Council may apply penalty interest to the outstanding debt of Sundry debtors.

1.5.4. Debt Collection Process

- *Monthly Statements:* Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.
- *Reminder Letter:* When deemed appropriate Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.
- *External Debt Collection Agency:* Council may involve an external debt collection agency for issuing Letter of Demand or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.

1.5.5. Payment Arrangements

Council may enter into a payment arrangement with any sundry debtor. Agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.

1.5.6. Debt Write-Off

Write-off of debt owed to council will occur in accordance with the *Regulation*. The writing off of a debt under the *Regulation* does not prevent the Council from subsequently taking action for the recovery of the debt.

1.5.7. Provision for Doubtful Debts

Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards for doubtful debt.

## 1.6. Authorities

The authority of a council officer to initiate the debt collection process and enter into a payment arrangement with a debtor is outlined in Council's delegation register and is individually assessed dependent on the category of debt, the amount and age of the debt.

## 1.7. Reporting

- 1.7.1. Council receives information on outstanding debt as part of the monthly Finance report.
- 1.7.2. Rates debts are reported to Council on a month basis and are categorised as follows:
  - Current Year: annual rates issued, overdue by instalment
  - Prior year, rates overdue by year
- 1.7.3. At least once in a financial year, Council receives information on the number of properties that have rates in arrears of more than two years and the actions taken to recover the rates in arrears.
- 1.7.4. All other debt balances are reported and categorised by age from the issued date
  - Debt not yet due
  - 30 days overdue
  - 60 days overdue
  - 90 days overdue
  - Overdue greater than 90 days
- 1.7.5. Any debt that has been written off during that financial year must be reported as part of the monthly finance report.

## ASSOCIATED DOCUMENTS

- City of Palmerston Rates Concession Policy

## REFERENCES AND RELATED LEGISLATION

- Northern Territory Local Government Act 2019
- Northern Territory Local Government (General) Regulations 2021
- Australian Accounting Standards
- Fines and Penalties (Recovery) Act 2001

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	10 December 2024	NEXT REVIEW DATE	December 2028
RECORDS NUMBER	457346	COUNCIL DECISION	[Council Decision]



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.5
<b>REPORT TITLE:</b>	New Council Policy - Elected Member Absences
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Executive Manager Organisational Performance, Penny Hart
<b>APPROVER:</b>	Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council endorsement of a new policy, Elected Member Absences.

### KEY MESSAGES

- Council has requested a draft policy on Elected Member Absences that outlines criteria on what is and is not considered an acceptable reason/s to be absent.
- The *Local Government Act 2019* and Regulations have guidelines applying to absence without permission and the actions it prompts for council but are not specific about procedures or criteria related to absences.
- A desktop review of Northern Territory and interstate council policies was undertaken as a basis for drafting the new policy to determine appropriate content.
- A new Council Policy Elected Member Absences provides Elected Members with a process to request absences and consider special circumstances that may affect attendance.
- The policy includes procedures for notification of an intended absence or apology, including providing a reason and guidance on outcomes for absences without permission.

### RECOMMENDATION

1. THAT Report entitled New Council Policy - Elected Member Absences be received and noted.
2. THAT Council adopts the Elected Member Absences Policy as per **Attachment 13.1.5.1** of report entitled New Council Policy - Elected Member Absences.

### BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of 5 November 2024 Council made the following decisions:

#### *10.1.3 General Business*

*Moved: Councillor Henderson*

*Seconded: Deputy Mayor Fraser*

1. THAT General Business Item 30.1 is considered 'confidential' pursuant to 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(ii) of the *Local Government (General)*

*Regulations 2021 as the matter 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*

2. *THAT a report be presented with a draft policy on Elected Member absences that outlines criteria on what is and is not considered an acceptable reasons to be presented by the 10 December 2024 Ordinary Council Meeting.*
3. *THAT this decision be moved to open minutes.*

*CARRIED (6/0) - 10/1612 - 5/11/2024*

Council has an informal procedure in place where elected members either submit a request for leave of absence from council business in writing to the Chief Executive Officer or raise it during the appropriate business item where requests are considered at Ordinary Council Meetings. Leaves of absence are then voted on and recorded in the minutes.

If an elected member is unable to attend a meeting at short notice, they advise the Chief Executive Officer and an apology is voted on and recorded in the minutes.

Both processes apply for Ordinary Council and committee meetings.

## **DISCUSSION**

The regular attendance of elected members at council meetings is essential for councils to meet their objectives under the *Local Government Act 2019* (the Act) and for elected members to act as representatives in the best interests of their constituents.

In recognition of this importance, Section 47(o) of the Act provides that if an elected member misses two consecutive ordinary meetings without the permission of council they will be disqualified as a member of council. The Act does not specify how permission to be absent is to be sought and therefore this is a matter for council policy.

City of Palmerston includes Apology and Leave of Absence in its council practices for two key reasons:

1. Compliance with the Local Government Act 2019 relating to member attendance without permission, which can lead to disqualification.
2. Administrative assistance to enable council to have a quorum for meetings, and to plan meetings and workshops around availability of elected members.

As there are currently no instructions for City of Palmerston elected members regarding how an apology or leave of absence is notified and managed, the Elected Member Absences Policy has been developed to provide clear guidance.

A desktop review of Northern Territory and interstate local government council policies was undertaken to determine what procedures apply to elected member absences.

Leave of absence provisions vary between councils and states but generally:

- prior notice is required before an Ordinary Council Meeting that an elected member will be absent from;
- the dates of absence must be included;
- a reason needs to be provided for the absence ;
- the council must resolve to accept or deny the request;

- Council has discretion to approve or refuse an apology or leave of absence request; and
- if a leave of absence request is refused by a Council, reasons must be provided in support of the refusal.

Specific guidelines for appropriate reasons for absence are not provided, but are phrased as ‘for example, holiday, health or work-related’.

Apology provisions also vary between councils and states. Interstate councils do not resolve to accept or deny the request, and some councils only note apologies as a courtesy from the elected member who was unable to attend. However, a review of Northern Territory council minutes shows that generally they resolve to approve or deny apologies and leaves of absence.

Some policies include advice and procedures on the outcome of absence without permission or notice; however, it is noted some interstate local government acts have clearer provisions than the *Local Government Act 2019* (NT) relating to this area, meaning that a separate council policy is not always required.

Based on the local and interstate review, the proposed City of Palmerston Elected Member Absences Policy at **Attachment 13.1.5.1** incorporates the following:

- Applying for leave of absence
- Council granting or denying a leave of absence
- Providing notification of an apology
- Council granting or denying an apology
- Outcomes of attendance without permission
- Appeals in relation to council decisions regarding absences
- Disqualification of an elected member from office due to absence without permission.

## **CONSULTATION AND MARKETING**

External parties that was consulted with, in developing the policy

- Department Housing, Local Government and Community Development

## **POLICY IMPLICATIONS**

It is noted that this policy would interact with the existing Audio/Audiovisual Conferencing Policy, in the area of support provided to elected members. While the Audio/Audiovisual Conferencing Policy is currently outside the scope of the new policy, consideration can be given to combining the two in future.

Once approved the Elected Member Absences Policy will become a Council Policy. A copy of the policy will be placed on the City of Palmerston website.

## **BUDGET AND RESOURCE IMPLICATIONS**

Attendance at Ordinary Council Meetings is included in the base allowance provided to elected members. If a member is absent due to apology or approved leave of absence for an Ordinary Council Meeting, they are still entitled to their normal allowance.

Additional meeting allowances do not apply for workshops, Special Council or committee meetings if elected members are unable to attend.

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

Appropriate management of elected member leave is required to ensure compliance with the *Local Government Act 2019*:

**47 Disqualification**

- (1) A person is disqualified from office as a member of a council if the person:
- (o) is absent, without permission of the council in accordance with the regulations, from 2 consecutive ordinary meetings of the council.

Section 101 of the Local Government (General) Regulations 2021 further outlines the steps for a council to take in response to absence without permission.

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

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

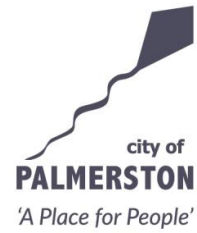
There are no strategy, framework or plan implications for this Report.

### **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. 20241122 DRAFT Elected Member Absences Policy [13.1.5.1 - 3 pages]



# ELECTED MEMBER ABSENCES

## COUNCIL POLICY

### PURPOSE

The purpose of this policy is to provide fair and balanced principles and procedures for promoting and managing elected member attendance at council meetings.

### PRINCIPLES

As the decision-making body of the council, elected members commit to regularly attend council meetings.

To support elected members, Council is committed:

1. To encourage elected members to attend as many meetings as possible.
2. To achieve a fair balance between a person's commitments as an elected member, their employment commitments, and family and community obligations.
3. To consider each circumstance based on all relevant information provided and to act fairly and without bias.
4. To provide support, where appropriate, to assist elected members with attendance barriers, for example by providing advance notice of meeting schedules.
5. To provide elected members a process to request and consider special circumstances that effect attendance.

### DEFINITIONS

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

TERM	DEFINITION
Council Meeting	means an Ordinary Council Meeting
Elected Member	Individuals elected to Council. For the purposes of this policy Elected Member refers to Mayor, Deputy Mayor and Councillor.
Legislation	The term refers to the Local Government Act 2019 (NT), as amended from time to time.

## POLICY STATEMENT

### 1.1. Notification of a known leave of absence

- 1.1.1. Elected members should provide notice of an intended absence, accompanied by a reason, before the first Council Meeting they intend to be absent from in order to allow for council's review.
- 1.1.2. Notices are to include, as a minimum:
  - Period of leave sought (dates from beginning to end)
  - Reason for absence (for example, holiday, health, work-related).
- 1.1.3. Elected members may provide this notice during a council meeting prior to the intended leave of absence or may request the CEO include the request in the agenda of that meeting.
- 1.1.4. Any application for a period of leave will be presented to a Council Meeting for consideration.
- 1.1.5. A Council decision, by way of a resolution, should be made to either accept or reject the request and to provide details on the reasoning behind the decision, if the request is rejected.
- 1.1.6. Where a Councillor intends to attend a meeting when leave has been granted by the Council, this notice nullifies any leave previously approved.
- 1.1.7. A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for them to attend a conference or event.

### 1.2. Notification of an apology

- 1.2.1. If there is no time to get Council approval for a known leave of absence, for example, if the next Council Meeting is when the elected member intends to be absent, then good practice for making a notification of an apology includes:
  - ensuring that the apology, whether provided verbally or in writing, is accompanied by a reason; and
  - notifying the CEO of the apology as soon as practicable prior to the meeting.
- 1.2.2. The CEO must ensure that the apology notification is included in the agenda for the relevant council meeting.
- 1.2.3. A Council decision, by way of a resolution, should be made to either accept or reject the apology. If the apology is rejected details on the reasoning behind the decision must be provided.
- 1.2.4. The elected member should be notified of the decision of Council regarding the apology as soon as practicable after the council meeting.

### 1.3. Appeals

- 1.3.1. An elected member who wishes to appeal a decision of Council in relation to attendance should be given the opportunity to do so at the next Council Meeting following the absence.

- 1.3.2. Applications for appeal should:
- be made in writing and should provide details of any special circumstances that should be taken into account, including any supporting documentation, for example a medical certificate or letter from work;
  - be submitted to the CEO one week in advance of the council meeting, to ensure that it is tabled in the agenda.
- 1.3.3. The elected member may wish to request that the agenda item be placed in the confidential business section, if the surrounding circumstances are of a sensitive nature, and are in accordance with Regulation 51(1) of the Local Government (General) Regulations 2021.
- 1.3.4. If the appeal is successful the previous resolution of non-acceptance should be rescinded and any related records changed to that effect.

### 1.4. Disqualification of an elected member from office

- 1.4.1. Section 47(o) of the Local Government Act 2019 provides that a person ceases to hold office if the person is absent, without the permission of council, from two consecutive Council Meetings.
- 1.4.2. If Council resolves to reject a Leave of Absence or Apology and a Councillor does not attend the related Council Meeting, this will have the effect of the Councillor being absent without permission.
- 1.4.3. When an elected member has been absent without permission from two consecutive ordinary meetings, the CEO will make every effort to contact the Councillor and notify them of the situation.
- 1.4.4. The CEO should confirm with the elected member whether they intend to appeal any decision of Council relating to their absence.
- 1.4.5. If the elected member wishes to appeal a decision, they should be given the opportunity at the next Council Meeting as per the procedure outlined above.
- 1.4.6. If at that Council Meeting an appeal is unsuccessful, a casual vacancy will be created.
- 1.4.7. If the appeal is successful, the elected member will continue in office.

## ASSOCIATED DOCUMENTS

- Audio/Audiovisual Conferencing Policy
- Code of Conduct for Elected Members and Committee Members
- Elected Member Allowances and Expenses Policy
- Elected Member Casual Vacancies Policy

## REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*

OWNER	CEO	RESPONSIBLE OFFICER	Executive Manager Organisational Performance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	[Next Review Due]
RECORDS NUMBER	[Records Number]	COUNCIL DECISION	[Council Decision]

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.6
<b>REPORT TITLE:</b>	Council Policy Review - Preserving our Urban Forest
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Executive Manager Environment, Katie O'Neill
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

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

### PURPOSE

This report is to provide Council with the updated Preserving our Urban Forest Policy for community consultation.

### KEY MESSAGES

- The Preserving our Urban Forest Policy has provided a framework to guide decision making on the management and preservation of Council trees since it was adopted in 2020.
- The Policy defined circumstances in which Council trees are to be removed, providing clear guidance to staff and ensuring consistent messaging with the community.
- The Policy is due for review, and it has been identified that several additional measures can be included in the Policy to further enhance Council's ability to ensure the long-term viability of our tree assets.
- The Policy has been updated to include tree maintenance and tree planting as well as tree protection measures for potentially impacted trees on development and construction sites.
- As the Policy has substantially changed from the original version, it is suggested that a 21-day public notice period is undertaken, informing the community of the proposed changes to the Policy.
- Post the 21-day public notice period, it is suggested that the final reviewed and updated Preserving our Urban Forest Policy is presented to Council for adoption.

### RECOMMENDATION

1. THAT Report entitled Council Policy Review - Preserving our Urban Forest be received and noted.
2. THAT a 21-day public notice period is undertaken, commencing in January 2025, seeking comments from the community on the revised Preserving our Urban Forest Policy.
3. THAT the updated Preserving our Urban Forest Policy is presented to Council for adoption following the public consultation period.

### BACKGROUND

Council's Preserving our Urban Forest Policy was adopted by Council at the 1<sup>st</sup> Ordinary Council Meeting in September 2020, as a framework to guide decision making on the management and preservation of Council trees. The existing Preserving our Urban Forest Policy is provided in **Attachment 13.1.6.2**. The overarching purpose of the Policy was to provide strategic direction, as well as potentially address ongoing issues Council staff were experiencing in the management of trees.



The policy is due for review, and a draft of the updated version has been developed and presented with this report for Council's consideration.

**DISCUSSION**

Trees play a critical role in environmental sustainability, biodiversity, urban heat mitigation and community well-being. They can also lead to management challenges, with potential impacts on neighbouring infrastructure through root intrusion, falling branches, leaf litter and fruit drop. As such, Council applies a balanced approach to tree management that considers both ecological benefits and ongoing management concerns. The Preserving our Urban Forest Policy (the Policy) guides decision-making by recognising the importance of trees in our urban landscape and defining the parameters in which a tree can or cannot be removed.

The Policy has been applied without any significant issues since it was adopted, however there are a number of tree management considerations that were not included and have not been addressed elsewhere in other Council guidelines or documents. A gaps analysis was undertaken using tree preservation policies from several other local government organisations to determine best practice tree management objectives that are missing from the Policy. It is noted that a policy has a different intent to a guideline document, which has been considered in how any gaps identified (Table 1) could be applied to Council's updated Policy.

**Table 1 : Gaps Analysis Local Government Tree Preservation**

Local Govt.	Document Type	Tree Protection Zones	Development Application/ Works Permit	Tree Valuations	Tree removal /retention criteria	Tree Planting (including preferred species list)	Tree Maintenance (inspections and pruning)
City of Palmerston	Policy				X	X (species list)	
City of Melbourne	Policy	X	X	X			X
City of Wollongong	Policy				X	X	
City of Canterbury/ Bankstown	Management Order	X				X	
City of Kalamunda	Planning Policy	X	X			X	
Waverly Council	Policy		X	X		X	
City of Sydney	Policy		X	X	X	X	X
Georges River Council	Policy		X		X	X	X
Hamilton Island	Policy			X	X		
City of Nedlands	Planning Policy	X	X		X		
Bathurst Regional Council	Policy		X		X		
City of Monash	Policy	X		X	X	X	
City of Greater Geelong	Policy					X	X

It was determined that the following objectives would be valuable additions to the Policy, including:

- The requirements to utilise tree protection measures for all works that have the potential to impact on public trees.
- Detailing tree maintenance objectives, including defining circumstances for when tree pruning will be undertaken.
- Detailing tree planting objectives, such as the use of preferred plant species and planting according to site specific conditions.

The inclusion of these statements in the Preserving our Urban Forest Policy will ensure a consistent approach to tree planting, maintenance and tree protection across the municipality. A procedural document that guides staff on the implementation of the policy is also in development to support the Policy.

A draft of the updated Preserving our Urban Forest Policy, with the changes listed above, is provided in **Attachment 13.1.6.1**. As the policy is substantially changed, it is recommended that a 21-day public engagement period is undertaken to seek community feedback on the changes. The consultation would commence in January, with the outcomes and final recommended policy for adoption presented to Council by March 2025.

## CONSULTATION AND MARKETING

The following staff members were consulted with when undertaking the review and update of the Policy:

- Senior Leadership Team
- Open Space Lead
- Tree Management Officer
- A/Manager Sustainability
- Planning and Development Manager
- General Manager Infrastructure
- A/Executive Manager People and Customer

A 21-day public comment period is recommended to seek community feedback on the changes, in alignment with Council's Community Engagement Policy.

## POLICY IMPLICATIONS

The existing Council endorsed Preserving Our Urban Forest Policy is the principal Policy for Council's tree preservation and management. The Existing Preserving Our Urban Forest Policy is in **Attachment 13.1.6.2**. The Draft Preserving Our Urban Forest Policy, is in **Attachment 13.1.6.1**.

## BUDGET AND RESOURCE IMPLICATIONS

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

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

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

## STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

- Sustainability Strategy 2022-2026



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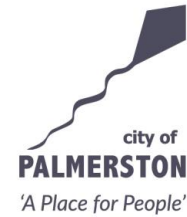
## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

1. Draft Preserving our Urban Forest Policy [13.1.6.1 - 4 pages]
2. Council Policy Preserving Our Urban Forest Policy [13.1.6.2 - 3 pages]

# DRAFT PRESERVING OUR URBAN FOREST



## COUNCIL POLICY

### PURPOSE

The purpose of this policy is to:

- Demonstrate Council's commitment to the Community Plan and the City of Palmerston Sustainability Strategy to be an environmentally friendly, liveable city.
- Provide City of Palmerston's strategic direction for the protection, management and maintenance of its urban forest.
- Maintain the long-term viability of public trees by ensuring that appropriate protection measures and maintenance requirements are implemented during and after construction or other events that may adversely impact public trees.

### PRINCIPLES

City of Palmerston strongly supports the retention of the urban forest wherever possible. Trees provide many social, economic and environmental benefits. They beautify and soften streetscapes, provide wildlife habitat and play a significant role in determining the urban character of our city. Trees are critical in the maintenance of a healthy urban environment as they reduce the City's heat sink, produce oxygen, trap airborne pollutants, provide shade and absorb carbon dioxide.

### SCOPE

This policy applies to all trees in the municipality that are owned or managed by the City of Palmerston. Privately owned trees are not covered by this Policy.

### DEFINITIONS

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

TERM	DEFINITION
Urban Forest	Trees situated in parks, streets and anywhere in the developed urban area of Palmerston under the care, control and management of the Council
Public Tree	All trees in the municipality that are owned or managed by the City of Palmerston
Tree Protection Zone (TPZ)	Area surrounding a tree that is designated for protection during construction or development.

## POLICY STATEMENT

### 1.1. Preserving our Urban Forest Policy

- 1.1.1. City of Palmerston recognises that trees are a major asset and play an important role in making Palmerston a liveable, attractive, and healthy city. Our trees are growing in a harsh urban environment, which requires specialised care and management.
- City of Palmerston is committed to a high-quality maintenance regime that provides adequate resources for the long-term health of its urban forest.

This policy addresses the following key areas.

### 1.2. Tree Removal

- 1.2.1. To maximise the retention of trees the following factors where a tree may be considered for removal include:
- It is severely damaged, distressed, diseased or dying and there are no remedies to save the tree.
  - It is a safety hazard to the public.
  - Ongoing remedial works are required due to damage by a tree are too costly.
  - Council approved its removal as part of a streetscape plan or works program.
  - The tree is indicated in a property development plan – to Council’s required format and standard – and is approved by Council, provided the developer meets the cost of tree valuation, removal and replacement.
  - It is causing damage to property or public utilities, and the cost of ongoing remedial works becomes uneconomical, i.e. that cost of the perceived ongoing repairs outweighs the value of the tree and there is no reasonable alternative to save the tree.
  - It is interfering with service provision such as power, water, transport, and emergency services.
- 1.2.2. A tree will not be considered for removal based solely on the following:
- Falling leaves, bark, gum nut or flower debris.
  - To provide vistas.
  - It is growing over a property, blocking light, shading lawn or a pool.
  - It is considered too big or too old.

- Perceived danger that a tree may fall in a storm or has dropped a limb.
- Would like an alternative species of tree.
- Property alterations require a driveway to be relocated.
- Droppings by a bird, bat, possum or other wildlife.
- Insect issue, such as spiders, ants or bees.
- Solar access for solar panels.
- The tree shades the verge or resident's garden, or
- Surface root growth that restricts mowing heights.

### 1.3. Tree Maintenance Requirements

- 1.3.1. City of Palmerston undertake general tree maintenance activities such as tree pruning where deemed necessary.
- 1.3.2. A tree pruning request will be considered if:
  - It is a safety hazard to the public.
  - It is causing damage to property or public utilities.
  - It is interfering with service provision such as power, water, transport, and emergency services.
- 1.3.3. Council tree pruning requests will not be undertaken solely based on the following:
  - Falling leaves, bark, gum nut or flower debris.
  - To provide vistas.
  - It is growing over a property, blocking light, shading lawn or a pool.
  - It is considered too big or too old.
  - Droppings by a bird, bat, possum or other wildlife.
  - Insect issue, such as spiders, ants or bees.
  - Solar access for solar panels.
  - The tree shades the verge or resident's garden.

### 1.4. Tree Assessment

- 1.4.1. A request for tree removal and maintenance works will be assessed by Council based on the listed criteria by appropriately qualified and experienced contractors or staff. Where considered necessary, an independent arborist may be engaged to assist in finalising a recommendation to remove or remediate a tree.

### 1.5. Tree Planting Requirements

- 1.5.1. Council undertakes regular tree planting to meet urban greening objectives. Council will also undertake tree planting on request from residents, using a suitable tree species, subject to site specific limitations and tree planting requirements being met.
- 1.5.2. Where large scale tree removal is triggered as a result of a significant weather event a program of tree replacement will be prepared and implemented based on budgets and tree availability.



## 1.6. Tree Protection

1.6.1. For all works that have the potential to impact on public trees, including as part of a property development plan, the following protection measures apply.

(a) Tree Protection Zones

A Tree Protection Zone (TPZ) is to be established, as per Australian Standards AS 4970-2009 for each tree for the duration of any works.

(b) Tree Valuations

City of Palmerston has the ability to require a a greening reinstatement fee for projects, developments and construction works that have the potential to impact on public trees.

## 1.7. Operational implementation

1.7.1. This policy sets the principles and criteria for the preservation of the urban forest; the installation and management of tree assets is an operational function of the Council in accordance with the delegated authority to the Chief Executive Officer.

## ASSOCIATED DOCUMENTS

- City of Palmerston Sustainability Strategy

## REFERENCES AND RELATED LEGISLATION

- Palmerston (Public Places) By-Laws 2001

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Infrastructure
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	[Next Review Due]
RECORDS NUMBER	[Records Number]	COUNCIL DECISION	[Council Decision]





POLICY

Name:	Preserving Our Urban Forest		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:	1/09/2020	Next Review Date:	1/09/2024
Records Number:	429701	Council Decision:	9/1274

**1 PURPOSE**

The purpose of this policy is to:

- Demonstrate Council's commitment to the Community Plan and the Environmental Sustainability for Palmerston to be an environmentally friendly, liveable city.
- Establish the City of Palmerston's commitment and future strategic direction for the protection, management and maintenance of its urban forest.
- Address tree management and maintenance issues encountered by the City of Palmerston.

**2 PRINCIPLES**

The City of Palmerston strongly supports the retention of the urban forest wherever possible. Trees provide many social, economic and environmental benefits. They beautify and soften streetscapes, provide wildlife habitat and play a significant role in determining the urban character of our city. Trees are critical in the maintenance of a healthy urban environment as they reduce the City's heat sink, produce oxygen, trap airborne pollutants, provide shade and absorb carbon dioxide.

**3 DEFINITIONS**

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

Term	Definition
Urban Forest	Trees situated in parks, streets and anywhere in the developed urban area of Palmerston under the care, control, and management of the Council

**4 POLICY STATEMENT**

**4.1 Preserving our Urban Forest Policy**

The City of Palmerston recognises that trees are a major asset and play an important role in making Palmerston a liveable, attractive, and healthy city. Our trees are growing in a harsh urban environment, which requires specialised care and management.

The City of Palmerston is committed to a high-quality maintenance regime that provides adequate resources for the long-term health of its urban forest.

**4.1.1 This policy addresses two key areas:**

**4.1.1.1 Tree Retention**

To maximise the retention of trees the factors where a tree may be considered for removal are:

- It is severely damaged, distressed, diseased or dying and there are no remedies to save the tree.
- It is a safety hazard to the public.



- A tree does not meet Council's guidelines.
- The ongoing remedial works required due to damage by a tree are too costly.
- Council approved its removal as part of a streetscape plan or works program.
- A tree is indicated in a property development plan – to Council's required format and standard – and is approved by Council, provided the developer meets the cost of tree valuation, removal and replacement, or
- It is causing damage to property or public utilities, and the cost of ongoing remedial works becomes uneconomical, i.e. that cost of the perceived ongoing repairs outweighs the value of the tree and there is no reasonable alternative to save the tree. It is interfering with service provision such as power, water, transport, and emergency services.

A tree will not be considered for removal based solely on the following:

- Falling leaves, bark, gum nut or flower debris.
- To provide vistas.
- It is growing over a property, blocking light, shading lawn or a pool.
- It is considered too big or too old.
- Perceived danger that a tree may fall in a storm or has dropped a limb.
- Would like an alternative species of tree.
- Property alterations require a driveway to be relocated.
- Droppings by a bird, bat, possum or other wildlife.
- Insect issue, such as spiders, ants or bees.
- Solar access for solar panels.
- The tree shades the verge or resident's garden, or
- Surface root growth that restricts mowing heights.

Where a tree has been approved for removal, subject to site specific limitations, a replacement tree of a suitable species will be planted within 30 days of removal. Where large scale tree removal is triggered as a result of a significant weather event a program of tree replacement will be prepared and implemented based on budgets and tree availability.

#### 4.1.1.2 Tree Assessment

A request for tree removal will be assessed by Council based on the listed criteria by appropriately qualified and experienced staff. Where considered necessary an independent arborist may be engaged to assist in finalising a recommendation to remove a tree.

#### 4.2 Operational implementation

This policy sets the principles and criteria for the preservation of the urban forest; the installation and management of tree assets is an operational function of the Council in accordance with the delegated authority to the Chief Executive Officer.

## 5 ASSOCIATED DOCUMENTS



## POLICY

5.1 City of Palmerston Preferred Tree Species

### **6** REFERENCES AND RELATED LEGISLATION

6.1 Local Government Act

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.7
<b>REPORT TITLE:</b>	First Budget Review 2024-25
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Finance Data and Systems Officer, Canet Vas
<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 First Budget Review for the 2024-25 Budget and the amendment of the Long-Term Financial Plan.

### KEY MESSAGES

- Council's 2024-25 First Budget Review is a consolidation of the council decisions and newly awarded grants that are not included in the original budget contained in the Municipal Plan.
- The First Budget Review is compliant with Section 202 of the *Local Government Act 2019*, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the *Local Government (General) Regulations 2021*.
- Council continues to deliver a balanced budget at the end of the First Budget Review by considering unanticipated income, capital projects rolled over into current year and long-term benefits to our community.
- The capital rollovers from the 2023/24 to 2024/25 Financial year amounted to \$5.6 Million and was based on the anticipated end of year position.
- As a result of end of year activities and reconciliations it was identified that a number of projects that were rolled over have been greater than what was required at end of year.
- This budget review includes the adjustments for the outcome of the reconciliation of the roll-over.
- The items presented in the budget review has a material impact on the Long-Term Financial Plan and has been amended.
- Once the First Budget Review movements are adopted by the Council, the amended budget and the long-term financial plan will be published on the Council's website and advertised in the NT News.

### RECOMMENDATION

1. THAT Report entitled First Budget Review 2024-25 be received and noted.
2. THAT Council adopts the First Budget Review 2024/25, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021* as presented in **Attachment 13.1.7.1** of report entitled First Budget Review 2024-25.

3. THAT Council adopts the revised Long Term Financial Plan as presented in **Attachment 13.1.7.3** of report entitled First Budget Review 2024-25, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021*.

**BACKGROUND**

Council adopted the 2024-25 Municipal Plan and Budget at the 2<sup>nd</sup> Ordinary Council Meeting of 18 June 2024. Council made the following decision:

*13.1.1 Adoption of the Municipal Plan and Budget 2024-25*

1. THAT Report entitled *Adoption of the Municipal Plan and Budget 2024-25* is received and noted
2. THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2024-25 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the *Local Government Act 2019* before the 30 June 2024 with a copy also provided to the Minister for Local Government.
3. THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2024-25 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the *Local Government Act 2019* before the 30 June 2024 with a copy also provided to the Minister for Local Government.

*CARRIED 10/1394 - 18/06/2024*

Further Council Decisions that are referred to in this report are found at Table 2. Prior Council Decisions.

Budget reviews occur to enable the Council to consider current requirements against the Original Budget to ensure the Council is delivering on the services outlined in the Municipal Plan and Budget 2024-25 and grant commitments made to funding bodies.

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

If the council adopts an amended budget as a result of the review, and the amended budget has a material impact on the council's long-term financial plan, the council must, by resolution, amend the council's long-term financial plan at the same time as adopting the amended budget.

The purpose of this report is to present the First Budget Review 2024/2025 movements and seek the Council's endorsement to adopt the amended budget and the revised long-term financial plan.

**DISCUSSION**

Council's 2024-25 First Budget Review is based on the inclusion of additional grant income (refer to Table 1 below) and year-to-date council decisions, these decisions are summarised in the Table 2 below. The movements discussed in this report result in no change to the overall service delivery.

**Table 1: Additional income and associated expenditure**

Income type	Details	Budget Impact
Capital Grant	Black Spot funding 2024-25	<ul style="list-style-type: none"> <li>• Increase Capital Grant Income of \$350,000</li> <li>• Increase Capital Expenditure of \$350,000</li> </ul>

Capital Grant	NT Recreational Fishing Grant	<ul style="list-style-type: none"> <li>• Increase Capital Grant Income of \$100,000</li> <li>• Increase Capital Expenditure of \$100,000</li> </ul>
Operational Grant	Australia Day Grants	<ul style="list-style-type: none"> <li>• Increase Operational Grant Income of \$17,250</li> <li>• Increase Operational Expenditure of \$17,250</li> </ul>
Contributions	Goyder Square Security	<ul style="list-style-type: none"> <li>• Increase Operational Contributions Income of \$100,000</li> </ul>

In the previous years the Goyder Square Security was 50/50 co-funded by the NT Government. At the time of developing the 2024-25 Budget, the negotiations with the Department of Logistics and Infrastructure (the Department) regarding the co-contribution was not yet final. To continue the same service level Council funded 100% of the Goyder Square Security. In July 2024 the Department wrote to Council advise of their contribution. It is proposed that a report be submitted to Council at a later date for use of the additional fund.

**Table 2: Prior Council Decisions**

Item	Council Decision and Meeting Date	Budget Impact
Capital Projects Rollover from 2023-24 to 2024-25	10/1476, 20/8/2024	<ul style="list-style-type: none"> <li>• Transfer \$3,900,158.19 from Unexpended Capital Works Reserve.</li> <li>• Increase Capital Grant Income of \$1,655,492.32.</li> <li>• Increase Capital Expenditure of \$5,555,650.51.</li> </ul>
Marlow Lagoon and Sanctuary Lakes Playground Refurbishment (TS2024-06)	10/1476, 20/8/2024	<ul style="list-style-type: none"> <li>• Transfer \$498,968.45 from Working Capital reserve to fund project.</li> <li>• Increase Capital Expenditure by \$498,968.45.</li> </ul>
Landscape and Ground Maintenance (TS2024-05 and TS2024-01)	10/1510 3/9/2024	<ul style="list-style-type: none"> <li>• Transfer of \$520,000 from the working capital reserve to Open space</li> <li>• Increase Open space operational expenditure by \$520,000</li> </ul>
2023-24 Surplus Analysis	Subject to approval of Council Report 2023-24 Surplus Report presented at the 10 December 2024 ordinary council meeting	<ul style="list-style-type: none"> <li>• \$313,471 to Waste Reserves</li> <li>• \$338,970 to FILOC Reserve - Making the Switch Loan</li> <li>• \$50,000 transfer to Election Reserve</li> <li>• \$80,000 to FILOC Reserve - SWELL Loan</li> <li>• \$278,489 for Developer Contributions FILOC</li> <li>• \$371,668 pending Council decision</li> </ul>

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Rollover Impact

On 20 August 2024, Secondary Ordinary Meeting, Council endorsed the 2023-24 capital expenditure roll-over of \$5,555,650.51 which consisted of:

- \$3,900,158.19 Council contribution
- \$1,655,492.32 Capital Grant Income

The August 2024 rollover was based on the anticipated available funds at the end of the 2023-24 financial year. A number of the projects were nearing completion at the end of the financial year and were part of the rollover calculations. Due to end of financial year processes, such as accruals, invoices were recognised in 2023-24 when they were anticipated to be in 2024-25. As funds were rolled over prior to this occurring, the amounts rolled over have been greater than what was required at end of year.

At the end of financial year, the council contribution was transferred to the following reserves

- \$1,266,030 to Waste Management Reserve as it related to the Archer Waste Transfer Station
- \$2,634,128 to the Unexpended Capital Reserves

The following table provides an outline of the adjustments required to re-allocate funds to the appropriate budgets and reserves for this financial year.

**Table 3: Rollover adjustments**

Item	Budget Impact
Archer Waste	<p>This was part of the \$3,900,158.19 transferred to Unexpended Capital Reserves, as part of 10/1476, 20/8/2024. the following adjustments are recommended;</p> <ul style="list-style-type: none"> <li>• The 2023-24 Capital Expenditure included additional \$334,274</li> <li>• Reduces the Council Contribution roll-over by \$334,274</li> <li>• Reduces the transfer from Waste Management Reserve by \$334,274</li> <li>• Reduces the 2024-25 Capital Expenditure by \$334,274</li> <li>• Transfer the \$334,274 to the Working Capital Reserve</li> </ul>
ERP	<p>This was part of the \$3,900,158.19 transferred to Unexpended Capital Reserves, as part of 10/1476, 20/8/2024. the following adjustments are recommended;</p> <ul style="list-style-type: none"> <li>• The 2023-24 Capital Expenditure included additional \$38,183</li> <li>• Reduces the Council Contribution roll-over by \$38,183</li> <li>• Reduces the transfer from Unexpended Capital Reserves by \$38,183</li> <li>• Reduces the 2024-25 Capital Expenditure by \$38,183</li> </ul>
Dark Spot Projects	<p>This was part of the \$3,900,158.19 transferred to Unexpended Capital Reserves and \$1,655,492.32 Capital Grant Income as part of 10/1476, 20/8/2024. the following adjustments are recommended;</p> <ul style="list-style-type: none"> <li>• Adjust the funding allocation between grant and Council contribution by \$143,413.64</li> <li>• Increase the transfer to from Unexpended Capital Reserves by \$143,413.64</li> <li>• Decrease the grant income in 2024-25 by \$143,413.64</li> </ul>

<p>Park Infrastructure Renewal, Pathway Replacements, Storm Water Upgrades and Irrigation Refurbishments</p>	<p>\$1,468,583.83 was transferred to the Unexpended Capital Reserves, as part of 10/1476, 20/8/2024, the following adjustments will be made:</p> <ul style="list-style-type: none"> <li>• Transfer \$498,968.45 from Working Capital reserve to fund project has already been included in previous decision</li> <li>• Transfer out the \$100,000 from Unexpended Capital Reserve to fund the Marlow Lagoon bore refurbishment (which also enables Sanctuary Lakes bore works and other programmed upgrades to occur)</li> <li>• Transfer the remaining rolled-over funds of \$764,873 to the Working Capital Reserve as the programs have ongoing annual budgets.</li> </ul>
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The projects that were rolled-over that have ongoing annual budgets, it was identified at the time that 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. Given that we are coming into wet season, to mitigate this risk of under expenditure its recommended that these funds remain in the reserve and be transferred to Working capital Reserve to enable it to be able to be utilised for other critical projects.

**Reserves**

The following items will be transferred from Reserves.

- Transfer \$498,968.45 from Working Capital reserve to fund project.
- Transfer \$3,671,422 from Unexpended Capital works reserve to increase Capital Expenditure as a result of the all the capital roll-overs, plus adjustments as per Table 2 Rollover adjustments

As a result of the 2023-24 Surplus, the following items will be transferred from the Accumulated Surplus to the following Financial Reserves and will remain there until Council makes a decision to utilise the funds:

- \$313,471 to Waste Reserves
- \$338,970 to FILOC Reserve – Making the Switch Loan
- \$50,000 transfer to Election Reserve
- \$80,000 to FILOC Reserve - SWELL Loan
- \$278,489 for Developer Contributions FILOC
- \$371,668 Working Capital Reserve pending Council decision

The following will remain in the reserve, but will transfer to the working capital reserve

- Transfer \$334,274 from Waste Reserve to the Working Capital Reserve
- Transfer \$764,873 from the Unexpended Capital Reserves to Working Capital Reserve

The revised Statement of Reserves is found at **Attachment 13.1.7.2.**

**Long-Term Financial Plan**

The increases to capital income, capital expenditure and reserve movements, including roll-overs, have a material impact on Council’s adopted Long-Term Financial Plan, therefore the long-term financial plan for 2025-2034 has been amended and presented as **Attachment 13.1.7.3** to Report entitled First Budget Review 2024-25 for Council adoption.

The following financial statements have been amended in the long-term financial plan and presented as **Attachment 13.1.7.3:**

- Income Statement.
- Statement of Financial Position.
- Statement of Cash Flow.

## **CONSULTATION AND MARKETING**

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

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

## **POLICY IMPLICATIONS**

All reserve movements are compliant with the Financial Reserve Policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

2. **Financial Sustainability**  
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.

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

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

- 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. 2024-25 Statement of Comprehensive Income - First Budget Review [**13.1.7.1** - 3 pages]
2. 2024-25 Statement of Reserves - First Budget Review [**13.1.7.2** - 1 page]
3. 2024-25 LTFP - First Budget Review [**13.1.7.3** - 5 pages]



**STATEMENT OF COMPREHENSIVE INCOME**

31 October 2024

Description	Original Budget \$	1st Review Increase/ (Decrease) \$	Revised Annual Budget \$
<b>Operating Income</b>			
Rates	27,609,403	-	27,609,403
Charge	8,111,851	-	8,111,851
Fees & Charges	1,022,895	-	1,022,895
Grants, Subsidies & Contributions	3,457,077	117,250	3,574,327
Interest & Investment Revenue	1,929,865	-	1,929,865
Other Income	13,000	-	13,000
<b>Operating Income</b>	<b>42,144,091</b>	<b>117,250</b>	<b>42,261,341</b>
<b>Operating Expenditure</b>			
Employee Costs	13,136,402	-	13,136,402
Materials & Contractors	13,279,609	520,000	13,799,609
Depreciation, Amortisation & Impairment	12,000,000	-	12,000,000
Elected Members Allowances	453,215	-	453,215
Elected Members Expenses	90,617	-	90,617
Professional Services	1,861,279	-	1,861,279
Auditor's Remuneration	48,537	-	48,537
Utilities	2,464,117	-	2,464,117
Legal Expenses	315,700	-	315,700
Telephone & Other Communication Charges	217,582	-	217,582
Donations, Sponsorships & Grants	255,000	-	255,000
Software, Hardware, Stationery, Subscriptions	1,583,340	-	1,583,340
Insurance	677,090	-	677,090
Borrowing Costs	297,781	-	297,781
Other Expenses	2,274,721	17,250	2,291,971
<b>Operating Expenditure</b>	<b>48,954,991</b>	<b>537,250</b>	<b>49,492,241</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>6,810,900</b>	<b>420,000</b>	<b>7,230,900</b>
<b>Capital Income</b>			
Net gain (loss) on disposal or revaluation of assets	180,000	-	180,000
Developer Contributions	240,000	-	240,000
Asset Income	3,000,000	-	3,000,000
Grants received	3,920,000	2,047,537	5,967,537
<b>Capital Income</b>	<b>7,340,000</b>	<b>2,047,537</b>	<b>9,387,537</b>
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>529,100</b>	<b>1,627,537</b>	<b>2,156,637</b>
<b>Capital Expenditure</b>			
Asset Purchase	5,160,000	900,470	6,060,470
Asset Upgrade	5,673,100	5,417,458	11,090,558
<b>Capital Expenditure</b>	<b>10,833,100</b>	<b>6,317,928</b>	<b>17,151,028</b>
Less Non-Cash Expenditure	12,000,000	-	12,000,000
Plus Gifted Assets	3,000,000	-	3,000,000
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>1,304,000</b>	<b>4,690,391</b>	<b>5,994,391</b>
Less Repayment of Borrowings	504,000	-	504,000
Reserve Movement	1,808,000	4,790,391	6,598,391
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>

# COUNCIL AGENDA Attachment 13.1.7.1

## NET BUDGET MOVEMENTS

### OPERATIONAL INCOME

Department	Operational Income	Movement
City Activation	Australia Day Grant	\$17,250
Goyder Square	Goyder Square Contributions	\$100,000
		<b>\$117,250</b>

### OPERATIONAL EXPENSE

Department	Operational Expenditure	Movement
City Activation	Program Running Cost	\$17,250
Open Space	Increase budget for Landscape and Ground Maintenance	\$520,000
		<b>\$537,250</b>

### CAPITAL INCOME

Department	Capital Income	Movement
Roads & Transport	Black Spot Funding grant from NTG 2024-25	\$350,000
Roads & Transport	Recognise additional grant income from R2R funding	\$85,458
Open Space	Recognising NT recreational fishing grant received from NTG	\$100,000
Open Space	Rolled over grant income from 2023-224	\$1,512,078
		<b>\$2,047,536</b>

### CAPITAL EXPENSE

Project	Capital Expenditure	Movement
Lakebed Aerators	NT recreational fishing grant received from NTG	\$100,000
Road Reseal Program	Increased budget with additional R2R grant	\$85,458
Traffic Calming & Pedestrian Safety	Increased budget with 2024-25 Black Spot Grant	\$350,000
Park Infrastructure Renewal	Increased budget for Park infrastructure renewals from Working Capital Reserves	\$498,968
Irrigation Refurbishment	Increased budget for Marlow Lagoon bore refurbishment from Working Capital Reserves	\$100,000
LRCI 2 - Zuccoli/Johnston Dog Park	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$594,674
Water Aquifer Preservation Strategy	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$200,000
Driver Resource Centre Upgrade	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$97,887
Palmerston Library Modernisation Grant	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$94,219
21/22 PLU Dark Spots	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$463,730
New Pathways	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$686,275
Road Reconstruction	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$161,700
Traffic Calming & Pedestrian Safety	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$36,600
Mitchell Creek & Escarpment Feasibility Study	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$95,510
21/22 Archer Waste Management Facility Renewals	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$931,756
Tree Replacement Program	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$964,984
IT - ERP Review	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$67,100
Pump Parks/skate parks Zuccoli	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$250,000
LRCI Phase 4 Projects	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$411,889
Archer Recycling Modernisation Project	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$26,478
21/22 Custom Animal Holding Pens (LG IP Grant)	Transfer from the Capital Rollover 2023-24. Refer to Council Decision 10/1476	\$100,700
		<b>\$6,317,928</b>

# COUNCIL AGENDA Attachment 13.1.7.1

## RESERVES

Project	Reserve movement	Movement
Landscape and Ground Maintenance	Transfer from working Capital Reserve to Landscape and Ground maintenance operational budget	-\$520,000
Park Infrastructure Renewal	Transfer from Unexpended Capital Works Reserve to Park Infrastructure Renewal budget	-\$498,968
Irrigation Refurbishment	Transfer from Unexpended Capital Works Reserve to fund Marlow Lagoon bore and other bore refurbishments	-\$100,000
Various Projects	Transferred to various Capital projects. Refer to Council Decision 10/1476	-\$3,671,423
		<b>-\$4,790,391</b>

<b>Net Budget Impact</b>	<b>\$100,000</b>
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Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Balance as at 30 June 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 \$	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	50,000	50,000	-	-	-	200,000
Disaster Recovery Reserve	500,000		-		-	-	500,000
Unexpended Capital Works Reserve	4,103,508		-		(764,873)	(3,338,635)	-
Developer Funds In Lieu Of Construction	989,011	697,459	320,000	(200,000)			1,806,470
Waste Management Reserve	3,574,733	313,471	231	(50,000)	(334,274)	(931,756)	2,572,404
Asset Renewal Reserve	-			-	-		-
Major Initiatives Reserve	-						-
<b>Internally Restricted Reserves</b>	<b>9,267,252</b>	<b>1,060,930</b>	<b>370,231</b>	<b>(250,000)</b>	<b>(1,099,147)</b>	<b>(4,270,391)</b>	<b>5,078,874</b>
<b>Unrestricted Reserves</b>							
Working Capital Reserve	5,711,243	371,668	20,000	(1,948,888)	1,099,147	(520,000)	4,733,170
<b>Unrestricted Reserves</b>	<b>5,711,243</b>	<b>371,668</b>	<b>20,000</b>	<b>(1,948,888)</b>	<b>1,099,147</b>	<b>(520,000)</b>	<b>4,733,170</b>
<b>Total Reserves</b>	<b>14,978,494</b>	<b>1,432,598</b>	<b>390,231</b>	<b>(2,198,888)</b>	<b>-</b>	<b>(4,790,391)</b>	<b>9,812,044</b>

Table 1

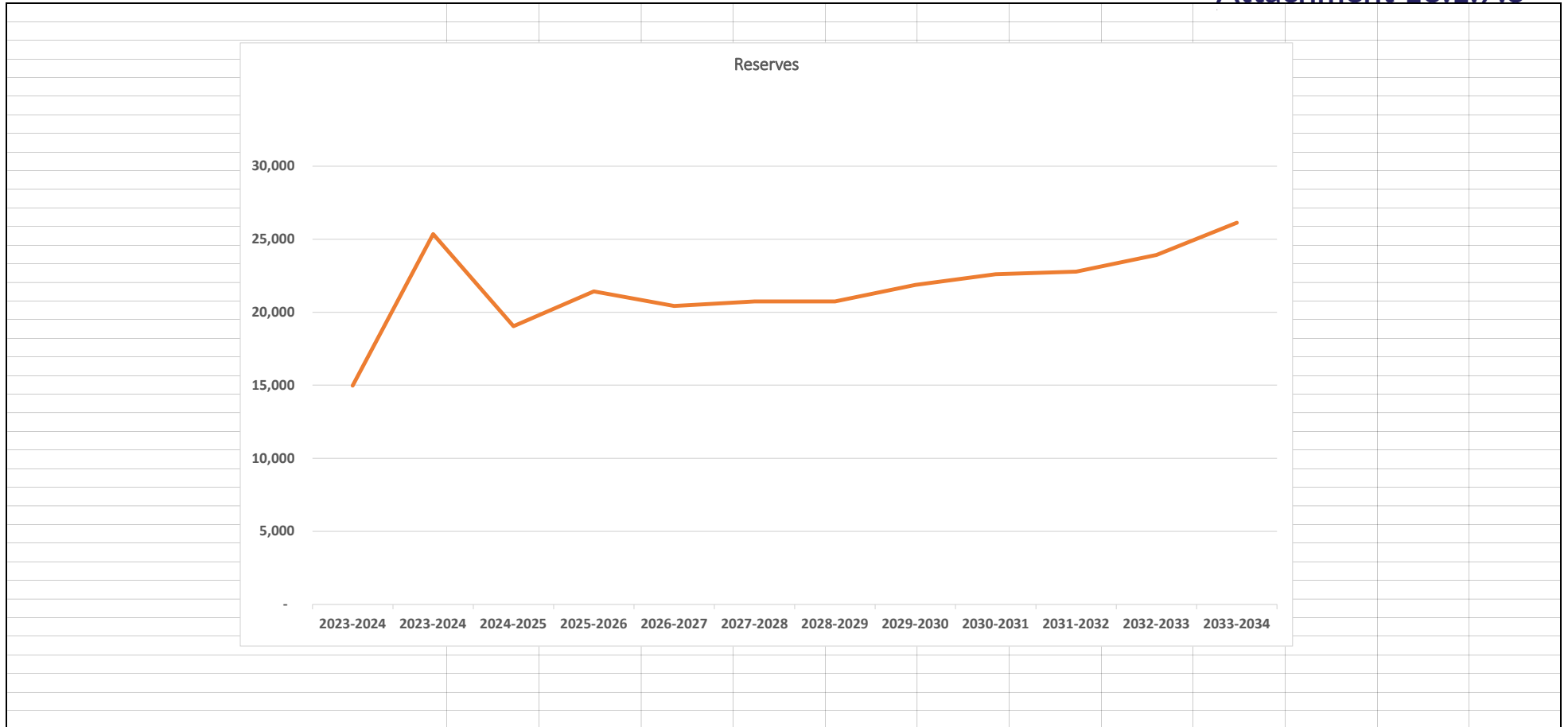
Long Term Financial Plan												
INCOME STATEMENT												
	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
\$'000's	Actual	Revised Budget	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Operating Income</b>												
<b>Rates &amp; annual charges</b>	<b>33,383</b>	<b>33,340</b>	<b>35,721</b>	<b>37,165</b>	<b>38,729</b>	<b>40,360</b>	<b>42,059</b>	<b>43,830</b>	<b>45,675</b>	<b>47,598</b>	<b>49,603</b>	<b>51,691</b>
Rates	25,731	25,806	27,609	28,737	29,972	31,261	32,605	34,007	35,470	36,995	38,586	40,245
Waste	7,652	7,534	8,112	8,428	8,757	9,099	9,453	9,822	10,205	10,603	11,017	11,446
Statutory Charges	82	152	185	190	196	202	207	213	220	226	233	239
User charges & fees	923	781	838	921	948	975	1,003	1,033	1,062	1,093	1,125	1,158
Interest & investment revenue	1,825	1,671	1,930	1,556	1,495	1,464	1,489	1,503	1,557	1,427	1,442	1,491
Other revenues	328	16	13	13	14	14	15	15	15	16	16	17
Grants & contributions for operating purposes	1,500	1,551	3,574	3,557	3,660	3,767	3,876	3,988	4,104	4,223	4,345	4,471
<b>TOTAL INCOME</b>	<b>38,041</b>	<b>37,511</b>	<b>42,261</b>	<b>43,403</b>	<b>45,042</b>	<b>46,782</b>	<b>48,649</b>	<b>50,582</b>	<b>52,633</b>	<b>54,584</b>	<b>56,764</b>	<b>59,067</b>
<b>Operating Expenditure</b>												
Employee benefits & costs	10,886	12,207	13,136	13,549	13,956	14,374	14,806	15,250	15,707	16,178	16,664	17,164
Borrowing costs	167	179	298	309	369	346	328	310	292	273	254	235
Elected Member Allowances	394	428	453	511	526	542	557	573	590	607	625	643
Elected Member Expenses	68	40	91	40	41	42	44	45	46	48	49	50
Materials, contracts and other expenses	23,613	21,906	23,514	23,964	24,659	25,474	26,110	26,867	27,646	28,551	29,276	30,022
Depreciation, amortisation & Impairment	11,215	11,270	12,000	12,306	12,638	12,952	13,277	13,571	13,841	14,116	14,392	14,680
<b>TOTAL EXPENDITURE</b>	<b>46,343</b>	<b>46,030</b>	<b>49,492</b>	<b>50,680</b>	<b>52,189</b>	<b>53,730</b>	<b>55,121</b>	<b>56,616</b>	<b>58,122</b>	<b>59,773</b>	<b>61,259</b>	<b>62,795</b>
<b>BUDGETED OPERATING SURPLUS / (DEFICIT)</b>	<b>(8,302)</b>	<b>(8,519)</b>	<b>(7,231)</b>	<b>(7,276)</b>	<b>(7,147)</b>	<b>(6,949)</b>	<b>(6,473)</b>	<b>(6,035)</b>	<b>(5,489)</b>	<b>(5,190)</b>	<b>(4,496)</b>	<b>(3,728)</b>
Add: Amounts received specifically for new or upgraded assets	8,587	10,099	6,531	7,663	3,022	4,630	3,380	3,380	2,380	1,380	1,380	1,380
Add: Physical resources received free of charge (non-cash)	8,668	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Add: Revaluations	(300)											
Add: Net Sale / (Loss) of Assets	121											
<b>BUDGET SURPLUS / (DEFICIT)</b>	<b>8,774</b>	<b>4,580</b>	<b>2,300</b>	<b>3,387</b>	<b>(1,125)</b>	<b>681</b>	<b>(93)</b>	<b>345</b>	<b>(109)</b>	<b>(810)</b>	<b>(116)</b>	<b>652</b>
<b>TOTAL COMPREHENSIVE INCOME / (LOSS)</b>	<b>8,774</b>	<b>4,580</b>	<b>2,300</b>	<b>3,387</b>	<b>(1,125)</b>	<b>681</b>	<b>(93)</b>	<b>345</b>	<b>(109)</b>	<b>(810)</b>	<b>(116)</b>	<b>652</b>
Add: Depreciation	11,215	11,270	12,000	12,306	12,638	12,952	13,277	13,571	13,841	14,116	14,392	14,680
Add: Other non-cash	1,265	-	-	-	-	-	-	-	-	-	-	-
Less: Resources free of charge	8,668	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Less: Capital Expenditure	20,365	26,813	17,194	15,431	10,807	10,125	9,969	9,575	9,784	9,909	9,909	9,909
Add: Borrowings (Loans advances)	5,000	5,000	-	1,000	1,500	-	-	-	-	-	-	-
Less: Loan Repayments	435	517	504	478	529	264	268	273	278	283	288	294
Add: Transfer from reserves	4,646	9,480	6,498	2,216	1,323	(244)	53	(1,069)	(670)	(115)	(1,079)	(2,129)
Less: Changes in Revaluation surplus		-	-	-	-	-	-	-	-	-	-	-
Add: loss on Disposal		-	-	-	-	-	-	-	-	-	-	-
<b>NET CASH BUDGET SURPLUS / (DEFICIT)</b>	<b>1,432</b>	<b>-</b>	<b>100</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>

<b>Table 2</b>												
<b>Long Term Financial Plan</b>												
<b>STATEMENT OF FINANCIAL POSITION</b>												
	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
	Actual	Revised Budget	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Assets</b>												
<b>Current Assets:</b>												
Cash & cash equivalents	4,922	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Investments	17,797	27,857	23,022	25,694	24,626	25,129	25,338	26,673	27,614	28,018	29,384	31,805
Receivables	4,284	4,501	3,380	3,472	3,603	3,743	3,892	4,047	4,211	4,367	4,541	4,725
<b>TOTAL CURRENT ASSETS</b>	<b>27,003</b>	<b>36,358</b>	<b>30,402</b>	<b>33,166</b>	<b>32,230</b>	<b>32,872</b>	<b>33,230</b>	<b>34,720</b>	<b>35,824</b>	<b>36,385</b>	<b>37,925</b>	<b>40,530</b>
<b>Non-Current Assets:</b>												
Infrastructure, property, plant & equipment	547,278	580,424	588,618	588,383	589,551	589,724	589,417	588,421	587,364	586,157	584,674	582,901
Investment property	5,500	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800	5,800
Other Non-Current Assets	7,285	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>560,063</b>	<b>586,224</b>	<b>594,418</b>	<b>594,183</b>	<b>595,351</b>	<b>595,524</b>	<b>595,217</b>	<b>594,221</b>	<b>593,164</b>	<b>591,957</b>	<b>590,474</b>	<b>588,701</b>
<b>TOTAL ASSETS</b>	<b>587,066</b>	<b>622,582</b>	<b>624,820</b>	<b>627,349</b>	<b>627,581</b>	<b>628,396</b>	<b>628,446</b>	<b>628,941</b>	<b>628,988</b>	<b>628,342</b>	<b>628,399</b>	<b>629,231</b>
<b>Liabilities</b>												
<b>Current Liabilities:</b>												
Payables	10,174	9,249	9,517	9,792	10,076	10,368	10,669	10,978	11,296	11,624	11,961	12,308
Borrowings	505	442	478	529	264	268	273	278	283	288	294	299
Provisions	1,258	1,324	1,370	1,418	1,461	1,504	1,550	1,596	1,644	1,693	1,744	1,796
<b>TOTAL CURRENT LIABILITIES</b>	<b>11,937</b>	<b>11,015</b>	<b>11,365</b>	<b>11,739</b>	<b>11,800</b>	<b>12,141</b>	<b>12,491</b>	<b>12,852</b>	<b>13,223</b>	<b>13,605</b>	<b>13,999</b>	<b>14,403</b>
<b>Non-Current Liabilities:</b>												
Payables	2	-	-	-	-	-	-	-	-	-	-	-
Borrowings	5,164	5,345	4,867	5,337	6,573	6,305	6,032	5,755	5,472	5,184	4,891	4,592
Provisions	2,119	1,879	1,944	2,012	2,073	2,135	2,199	2,265	2,333	2,403	2,475	2,549
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>7,285</b>	<b>7,223</b>	<b>6,811</b>	<b>7,350</b>	<b>8,646</b>	<b>8,440</b>	<b>8,231</b>	<b>8,020</b>	<b>7,805</b>	<b>7,587</b>	<b>7,365</b>	<b>7,141</b>
<b>TOTAL LIABILITIES</b>	<b>19,222</b>	<b>18,238</b>	<b>18,176</b>	<b>19,089</b>	<b>20,446</b>	<b>20,581</b>	<b>20,722</b>	<b>20,871</b>	<b>21,028</b>	<b>21,192</b>	<b>21,364</b>	<b>21,544</b>
<b>NET ASSETS</b>	<b>567,844</b>	<b>604,344</b>	<b>606,644</b>	<b>608,260</b>	<b>607,135</b>	<b>607,816</b>	<b>607,724</b>	<b>608,069</b>	<b>607,960</b>	<b>607,150</b>	<b>607,035</b>	<b>607,687</b>
<b>Equity</b>												
Retained earnings/(accumulated deficit)	227,834	213,275	221,881	221,108	220,980	221,359	221,259	220,475	219,633	218,644	217,382	215,834
Other Reserves	14,978	25,343	19,037	21,427	20,429	20,731	20,739	21,868	22,601	22,780	23,926	26,127
Revaluation reserves	325,032	365,726	365,726	365,725	365,725	365,725	365,726	365,726	365,726	365,726	365,727	365,727
<b>Council equity interest</b>	<b>567,844</b>	<b>604,344</b>	<b>606,644</b>	<b>608,260</b>	<b>607,135</b>	<b>607,816</b>	<b>607,724</b>	<b>608,069</b>	<b>607,960</b>	<b>607,150</b>	<b>607,035</b>	<b>607,687</b>
<b>TOTAL EQUITY</b>	<b>567,844</b>	<b>604,344</b>	<b>606,644</b>	<b>608,260</b>	<b>607,135</b>	<b>607,816</b>	<b>607,724</b>	<b>608,069</b>	<b>607,960</b>	<b>607,150</b>	<b>607,035</b>	<b>607,687</b>

<b>Table 3</b>												
<b>Long Term Financial Plan</b>												
<b>STATEMENT OF CASH FLOWS</b>												
\$ '000	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
	Actual	Revised Budget	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Cash Flows from Operating Activities</b>												
<b>Receipts:</b>												
Rates & waste charges	33,328	33,312	36,843	37,063	38,598	40,221	41,910	43,675	45,511	47,442	49,428	51,507
User charges & fees	1,013	933	1,023	1,111	1,144	1,177	1,211	1,246	1,282	1,319	1,358	1,397
Investment & interest revenue received	1,938	1,671	1,930	1,556	1,495	1,464	1,489	1,503	1,557	1,427	1,442	1,491
Grants & contributions	1,163	1,551	3,574	3,557	3,660	3,767	3,876	3,988	4,104	4,223	4,345	4,471
Bonds, deposits & retention amounts received	-	-	-	-	-	-	-	-	-	-	-	1
Other	536	16	13	13	14	14	15	15	15	16	16	17
<b>Payments:</b>												
Employee benefits & costs	(10,840)	(12,099)	(13,024)	(13,433)	(13,853)	(14,268)	(14,696)	(15,137)	(15,591)	(16,059)	(16,541)	(17,037)
Materials, contracts & other expenses	(26,437)	(22,113)	(23,790)	(24,240)	(24,942)	(25,766)	(26,410)	(27,176)	(27,964)	(28,878)	(29,612)	(30,368)
Finance Payments	(167)	(179)	(298)	(309)	(369)	(346)	(328)	(310)	(292)	(273)	(254)	(235)
Bonds, deposits & retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-	-
Other operating payments	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES</b>	<b>534</b>	<b>3,092</b>	<b>6,271</b>	<b>5,319</b>	<b>5,748</b>	<b>6,262</b>	<b>7,065</b>	<b>7,804</b>	<b>8,622</b>	<b>9,217</b>	<b>10,182</b>	<b>11,243</b>
<b>Cash Flows from Investing Activities</b>												
<b>Receipts:</b>												
Sale of investment securities	-	-	4,835	1,927	1,067	-	-	-	-	-	-	-
Sale of infrastructure, property, plant & equipment	232	150	180	180	180	180	180	180	180	180	180	180
Amounts specifically for new or upgraded assets	8,043	21,508	6,351	7,483	2,842	4,450	3,200	3,200	2,200	1,200	1,200	1,200
<b>Payments:</b>												
Purchase of investment securities	(3,289)	(13,349)	-	-	-	(503)	(207)	(1,336)	(940)	(406)	(1,365)	(2,421)
Purchase of infrastructure, property, plant & equipment	(19,892)	(26,813)	(17,194)	(15,431)	(10,807)	(10,125)	(9,969)	(9,575)	(9,784)	(9,909)	(9,909)	(9,909)
<b>NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES</b>	<b>(14,906)</b>	<b>(18,504)</b>	<b>(5,828)</b>	<b>(5,841)</b>	<b>(6,718)</b>	<b>(5,998)</b>	<b>(6,796)</b>	<b>(7,531)</b>	<b>(8,344)</b>	<b>(8,935)</b>	<b>(9,894)</b>	<b>(10,950)</b>
<b>Cash Flows from Financing Activities</b>												
<b>Receipts:</b>												
Proceeds from borrowings & advances	4,634	5,000	-	1,000	1,500	-	-	-	-	-	-	-
<b>Payments:</b>												
Repayment of borrowings & advances	-	(248)	(442)	(478)	(529)	(264)	(268)	(273)	(278)	(283)	(288)	(294)
<b>NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES</b>	<b>4,634</b>	<b>4,752</b>	<b>(442)</b>	<b>522</b>	<b>971</b>	<b>(264)</b>	<b>(268)</b>	<b>(273)</b>	<b>(278)</b>	<b>(283)</b>	<b>(288)</b>	<b>(294)</b>
plus: CASH & CASH EQUIVALENTS - beginning of year	14,660	14,660	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>NET INCREASE/(DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	<b>(9,738)</b>	<b>(10,660)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Cash at Bank</b>	<b>4,922</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
plus: INVESTMENTS ON HAND - beginning of year	17,797	14,508	27,857	27,622	25,695	24,627	25,130	25,338	26,673	27,614	28,019	29,384
<b>NET INCREASE/(DECREASE) IN INVESTMENTS ON HAND</b>	<b>13,349</b>	<b>(4,835)</b>	<b>(1,927)</b>	<b>(1,067)</b>	<b>503</b>	<b>207</b>	<b>1,336</b>	<b>940</b>	<b>406</b>	<b>1,365</b>	<b>2,421</b>	<b>2,421</b>
<b>Total Investments on Hand</b>	<b>17,797</b>	<b>27,857</b>	<b>23,022</b>	<b>25,695</b>	<b>24,627</b>	<b>25,130</b>	<b>25,338</b>	<b>26,673</b>	<b>27,614</b>	<b>28,019</b>	<b>29,384</b>	<b>31,805</b>
<b>TOTAL CASH &amp; CASH EQUIVALENTS &amp; INVESTMENTS - end of year</b>	<b>22,719</b>	<b>31,857</b>	<b>27,022</b>	<b>29,695</b>	<b>28,627</b>	<b>29,130</b>	<b>29,338</b>	<b>30,673</b>	<b>31,614</b>	<b>32,019</b>	<b>33,384</b>	<b>35,805</b>
<b>NET INCREASE/(DECREASE) IN CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(6,449)</b>	<b>2,689</b>	<b>(4,835)</b>	<b>(1,927)</b>	<b>(1,067)</b>	<b>503</b>	<b>207</b>	<b>1,336</b>	<b>940</b>	<b>406</b>	<b>1,365</b>	<b>2,421</b>

Table 4												
Long Term Financial Plan												
Financial Ratios												
FINANCIAL RATIOS	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-34
	Actual	Revised Budget	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Operating Ratio</b>												
<i>This ratio measures Council's ability to contain operating expenditure within operating revenue</i>	8.10%	7.81%	11.99%	12.30%	13.01%	13.57%	14.66%	15.51%	16.42%	16.85%	17.88%	18.94%
Benchmark - Greater than 0%	<i>(operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions</i>											
<b>Cash Expense Cover Ratio</b>												
<i>This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow</i>	7.80	11.05	8.72	9.36	8.77	8.65	8.48	8.61	8.62	8.47	8.59	8.97
Benchmark - Greater than 3.0 months	<i>(current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12</i>											
<b>Current Ratio</b>												
<i>This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities</i>	2.26	3.30	2.68	2.83	2.73	2.71	2.66	2.70	2.71	2.67	2.71	2.81
Benchmark - Greater than 1.5	<i>current assets / current liabilities</i>											
<b>Own Revenue</b>												
<i>This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue</i>	96%	96%	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%
Benchmark - Greater than 60% < 75%	<i>Own funding / total operating revenue</i>											
<b>Debt Service Cover Ratio</b>												
<i>This ratio measures the availability of cash to service debt including interest, principal, and lease payments</i>	4.58	4.71	6.53	6.37	9.27	10.33	11.87	13.35	15.05	16.39	18.53	20.95
Benchmark - Greater than 2.0	<i>operating result before interest and depreciation (EBITDA) / principal repayments + borrowing interest costs</i>											
<b>Interest Cover Ratio</b>												
<i>This ratio indicates the extent to which Council can service its interest bearing debt and take on additional borrowings. It measures the burden of the current interest expense upon Council's operating cash</i>	18.44	16.37	17.02	17.26	15.90	18.34	21.73	25.30	29.62	33.68	39.93	47.61
Benchmark - Greater than 4.0	<i>operating result before interest and depreciation (EBITDA) / interest expense</i>											
<b>Asset Sustainability Ratio</b>												
<i>This ratio indicates the extent to which Council is replacing its existing asset base with capital renewals of existing assets</i>	177%	238%	143%	125%	86%	78%	75%	71%	71%	70%	69%	68%
Benchmark - between 90%-110%	<i>Capital Expenditure / Depreciation</i>											





## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.8
<b>REPORT TITLE:</b>	City of Palmerston Town Clock
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	City Activation Manager, Matthew McNamara
<b>APPROVER:</b>	Acting General Manager People and Place, Emma Blight

### COMMUNITY PLAN

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

### PURPOSE

The purpose of this Report is to provide Council with an assessment of the feasibility, costs and community value of installing a Town Clock.

### KEY MESSAGES

- At the 2<sup>nd</sup> Ordinary Council Meeting of 17 September, Council requested a report on the potential provision of a town clock for the City of Palmerston, including consideration of costs, benefits and risks.
- Town Clocks have historically symbolised civic pride and community connectivity.
- Urban design specialists have been consulted to assist in relevant considerations for the potential provision of a Town Clock as a landmark within Palmerston.
- Installation costs of a Town Clock in Palmerston would range from \$100,000 up to \$500,000, with annual maintenance up to \$15,000, plus potential unforeseen expenses.
- Potential risks include community opinion about a Town Clock in Palmerston being divided, relating to concerns about cost and relevance in a modern urban setting. As a result, community feedback would be vital in the success of such a project.
- An alternative investment may be a modern wayfinding installation, which may offer a more functional and culturally meaningful alternative or enhancing Palmerston's existing landmark, the water tower.

### RECOMMENDATION

1. THAT Report entitled City of Palmerston Town Clock be received and noted.
2. THAT Council does not proceed with the implementation of a Town Clock in Palmerston.

### BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting of 17 September 2024 Council made the following decision:

#### *17.1 Town Clock*

Moved: Councillor Morrison  
Seconded: Deputy Mayor Fraser

*A Place for People*

*THAT a report be prepared for Council regarding the provision of a Town Clock as a landmark within the City of Palmerston at the consideration of costs and benefits and risks by the Ordinary meeting in December.*

*CARRIED (7/0) - 10/1529 - 17/09/2024*

## **DISCUSSION**

Many Cities throughout the world have a Town Clock as a feature of their Central Business District (CBD). The concept of a Town Clock has been historically associated with civic pride, landmark identity and community connectivity. Town Clocks often served as a visual and cultural symbol, linking the community to historical roots and fostering a unique sense of place.

As such, City of Palmerston engaged urban planning and design specialists, Urban Spark Studio, to provide advice on the potential provision of a Town Clock as a landmark within Palmerston with consideration of costs, benefits and risks.

Research found that traditionally, town clocks were integral to urban life, functioning as practical tools for timekeeping in an era before personal devices. Over time, many of these clocks have transcended their functional roles to become economic landmarks. Examples of such include Kings Cross Clock in London and Europe's largest clock at Cergy Saint Christophe Station in Paris, which underscore how historic clocks have gained prominence, evolving into symbols of their cities identity and legacy. These iconic structures often reflected intricate craftsmanship, cultural significance and a shared sense of history.

The functional role of public clocks has evolved significantly with the rise of personal devices, challenging the ability a Town Clock to remain relevant in a contemporary urban setting. If a clock were to be installed, it would be important to ensure that it goes beyond its traditional function and becomes a distinctive and valuable addition to Palmerston, contributing to the community in new and exciting ways.

Through looking at options for a Palmerston Town Clock, it became apparent that while many older cities clocks have achieved landmark status through longevity and historical context, the installation of a new clock faces challenges in achieving similar symbolic and community value in the current digital age. Rather than simply replicating the past, Council has the ability to create a new kind of iconic feature that aligns with Palmerston's modern character.

A key consideration is the community's perspective on the investment of public funds in such a project. While some may see a Town Clock as a positive and lasting addition to the CBD, it is essential to engage with residents to understand their views and ensure that the project aligns with the broader priorities of the community.

The financial cost of a Town Clock would need to be carefully considered, and it is important to evaluate the long-term value it could bring to the city. Costs for various clock types range widely, with simpler designs starting at approximately \$100,000 with more elaborate installations exceeding \$500,000. These figures exclude annual maintenance, with expected costs of between \$3,500 and \$15,000 per year.

In addition to the upfront and ongoing costs, unforeseen expenses such as vandalism, weatherproofing to Palmerston standards and technological updates need to be accounted for.

Community perception of a Town Clock has the potential to be divided, and community feedback would be vital in shaping this proposal. While some residents may view it as a positive addition, others may see it as an outdated or unnecessary expense. In a time of increasing fiscal scrutiny, there is a risk that the project could be criticised as a poor use of public funds.

## Alternative Approach

An alternative to a town clock is to consider innovative alternatives that combine functionality with aesthetics. One such option could be the installation of a modern wayfinding system with features such as:

- Digital displays showing time, weather and navigation information
- Integrated lighting to enhance safety and visibility, especially at night
- Culturally significant design elements to celebrate Palmerston's unique heritage

These interactive digital displays could go beyond simply showing the time, offering valuable information such as local weather, upcoming events, and area maps. This would not only assist residents but also enhance the experience of visitors by providing real-time updates and easier navigation. Additionally, such a system could incorporate Palmerston's iconic water tower as a key landmark, further tying the installation to the city's identity.

This approach aligns with Crime Prevention Through Environmental Design (CPTED) principles, focusing on safety, accessibility, and enhancing the sense of connectivity within the CBD.

Therefore, in consideration of the potential benefits, costs and risk for a town clock, it is recommended that Council does not proceed with implementation of a Town Clock in Palmerston.

## CONSULTATION AND MARKETING

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

- Urban Spark Studio

If the Town Clock or any alternative proceeds, extensive community consultation would be required. This may be in the form of community surveys, workshops or potential public forums to gauge preferences.

## POLICY IMPLICATIONS

There are no policy implications for this Report.

## BUDGET AND RESOURCE IMPLICATIONS

Currently there is no allocated funding in the existing budget for this project. To proceed, additional funding would need to be sourced, either through external grants or reallocation of priorities.

Council may need to reallocate funds from other committed projects, which poses a risk in delaying or compromising those initiatives.

Further budget will need to be allocated annually for ongoing maintenance costs, including provision of funds for wear and tear, vandalism etc.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

A Town Clock presents potential reputational risks for Council in the following areas:

- **Relevance to Palmerston:** With personal devices now fulfilling the timekeeping function, a traditional Town Clock may be seen as less relevant in a modern context. Additionally, Palmerston's lack of historical association with a Town Clock could mean it may not hold the same symbolic or cultural significance as clocks in other cities.
- **Community Perception:** There may be varying opinions within the community regarding the installation of a Town Clock. While some may embrace it as a valuable addition to the city, others may view it as an unnecessary expense.

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

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

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

- Creative Industries Plan 2023-2027

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

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

## **ATTACHMENTS**

Nil

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Financial Report for the Month of November 2024
<b>MEETING DATE:</b>	Tuesday 10 December 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 November 2024.

### KEY MESSAGES

- This report presents the November 2024 financial report and is representative of the year-to-date income and expenditure as of 22 November 2024.
- The financial health check ratios indicate that overall, Council is in a positive financial position.
- Total operating income is \$39.6 million which is 94% of the annual budget. Council has received 94% of the federal assistance grants. The rates and charges for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 6% of the \$8.99 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 \$0.71 million which is 4% of the \$16.39 million approved Capital budget, of which \$5.56 million was rolled over from the last financial year and \$2.5m is unconfirmed grant funding. There is a further \$0.51 million in commitments where works have commenced or are awaiting payment.
- Operating surplus (excluding depreciation) is at \$26.92 million.
- The total cash and cash investments were \$28.91 million, which includes \$16.75 million in term deposits in various banking institutions with less than 12 months to maturity and \$12.16 million in our general bank account.
- Rates debt receivables is \$17.14 million, which includes \$15.59 million outstanding for 2024-25, \$0.89 million outstanding from 2023-24 and \$0.66 million of accumulated unpaid rates from prior years. Total outstanding rates debt for 2024-25 is \$15.59 million of which \$2.27 million is overdue from the first instalment, noting that the second instalment was due on 30 November 2024. The remaining \$13.32 million relates to 2024-25 rates that have been levied but are not yet due as the rate payers are paying in instalments.
- Total payments to creditors in November 2024 amounted to \$2.73 million, of which \$2.20 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 November 2024 that met the criteria under Regulation 42 of the *Local Government (General) Regulations 2021*.

## RECOMMENDATION

THAT Report entitled Financial Report for the Month of November 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, plus the approved capital expenditure roll-over from 2023-24 (refer Decision 10/1476, 2<sup>nd</sup> Ordinary meeting in August).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 22 November 2024.
- The forecast amount is the YTD budget. The cashflow is based on projected cashflow for the year and on last year trends. Variance is due to timing difference. This report should be read in conjunction with the following:
  - Dashboard report found at Attachment 13.2.1.1 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 13.2.1.2 presenting the financial position of Council as at 22 November 2024.

## DISCUSSION

### Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position.
- The November 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 68% is higher than the KPI due to the rates and charges for 2024-25 financial year being levied in August 2024 and the 94% Financial Assistance Grant received in advance for the year.
- The debt service ratio (net operating income divide by debt repayments plus interest) for November 2024 is 76.29 which indicates that Council has the capacity to meet loan obligations. This is high, due to the rates levied and recognised as income and 94% Financial Assistance Grant received in advance for the year.
- Rates collection shows that 56% of rates revenue has been collected, to date \$20.09 million of the 2024-25 rates has been collected.
- The current ratio (Current Assets divide by Current Liability) is 7.54 times as at 22 November 2024 which 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 22 November 2024. Refer **Attachment 13.2.1.1**.
- Total Operating Income as at 22 November 2024 is \$39.60 million, which is 94% of the Annual Budget of \$42.14 million. Rates and charges are levied in August 2024.
- Total Operating Expenditure at 22 November 2024 is \$17.68 million, this mainly consists of the following:
  - \$4.87 million Employee Costs
  - \$3.52 million Materials & Contractors
  - \$5 million Depreciation (non-cash)
  - \$0.79 million Utilities
  - \$0.79 million Other Expenses such as program running cost and training costs.
  - \$0.84 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 13.2.1.1**. The cashflow forecast of the capital expenditure is based on projected cashflow for the year and on last year's trends.

## Capital Expenditures

The 2024-25 Capital Expenditure budget is \$16.39 million. This includes \$5.56 million capital budget from last financial year that was rolled over to the current financial year.

The pie chart in the dashboard as per **Attachment 13.2.1.1** shows that out of the \$16.39 million capital expenditure budget, the actual capital expenditure is \$0.71 million which is 4% of the budget.

In addition to the \$0.71 million actual expenditure, there is a further \$0.51 million in commitments where works have commenced and awaiting payments. The current expenditure combined with the commitments presents a 7% expenditure against the original capital budget. However, it should be noted that there are a number of projects where contracts are in place and final details are being finalised to enable a financial commitment.

In addition, \$2.42 million of the capital expenditure relates to grant funding that has not been committed or part of a current grant agreement. These funds represent approximately 15% of the capital budget and are unable to be spent until funding is confirmed.

## 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 (A)	Grant Funds received to date (B)	Grant Funds yet to be received (C)
Driver Community Facility	\$1.25M		\$1.25M
New Pathway (\$4M Greening and Cooling)	\$0.24M	\$0.24M	
Tree Planting and Replacement (\$4M Greening & Cooling)	\$0.25M	\$0.25M	
Dark Spot (\$4M Greening and Cooling)	\$0.25M	\$0.25M	
New Pathway	\$0.25M		\$0.25M
Tree Planting and Replacement	\$0.02M		\$0.02M
Dark Spot	\$0.25M		\$0.25M
Play Space Renewals and Upgrades	\$0.25M		\$0.25M
Road Safety Program (R2R)	\$0.25M		\$0.25M
Black Spot Program 24/25	\$0.27M		\$0.27M
Sustainability Programs	\$0.25M		\$0.25M
Hobart Park Exeloo and Park Upgrade	\$0.45M		\$0.45M
LRCI Phase 4 Part A	\$0.41M	\$0.39M	\$0.02M
Zuccoli Community Hub IPG (Pump Park/Skates)	\$0.25M	\$0.25M	
Water Aquifer Prevention Strategy	\$0.1M	\$0.1M	
Palmerston Library Modernisation	\$0.04M	\$0.04M	
Artwork – Sculpture	\$0.25M		\$0.25M
21/22 Custom Holding Pen	\$0.10M	\$0.10M	
Archer Recycling Modernisation Project	\$0.02M		\$0.02M
Mitchell Creek & Escarpment Feasibility Study	\$0.04M	\$0.04M	
Road Reconstruction including LRCI Phase4 Part B	\$0.38M		\$0.38M
<b>Total</b>	<b>\$5.57M</b>	<b>\$1.66M</b>	<b>\$3.91M</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.
- As at 22 November 2024, \$358,281 of grant revenue has met the grant agreement obligations and has been recognised as income.
- This does not include the additional grant income received to date. These items will be incorporated into the attached table subject to the endorsement of the First Budget Review
- An additional \$350K for Black Spot Program 23-24 will be included as part of the First Budget Review.

#### Cash and Investments

Trading Account: \$12.16 million

Investments: \$16.75 million

Year to Date interest revenue: \$0.62 million

Cash at Bank and Investments				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
Cash at bank	1	\$12.16M	NA	NA
<12months	11	\$16.75M	100%	100%
<b>Total</b>	<b>12</b>	<b>\$28.91M</b>	<b>100%</b>	

The investment portfolio is compliant with the Council Investments Policy.

- As at 22 November 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 22 November 2024 was \$12.16 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 13.2.1.2**.

#### Receivables

Council has \$18.78 million in Receivables, which is made up of the following

- \$17.48 million in Rates, which includes rates levied during 2024-2025,
- \$0.15 million Infringements outstanding,
- \$0.95 million Other Receivables to be received for grants.
- \$0.13 million general debtors which consist of amount to be received from Dept of Chief minister \$0.07 million and \$0.08 million for the long grass and upgrade bins.
- \$0.69 million related to GST and accrued interest for Term deposit.
- \$0.27 million as allowance for Doubtful Debt with PAYG \$0.23 million to be paid.

#### Rates

- The dashboard at **Attachment 13.2.1.1** highlights the rates levied for the 24/25 financial year are \$35.59 million, of which \$20 million has been already collected.
- Item 2.4 *Debtors Control* at **Attachment 13.2.1.2** provides for the summary of the overdue rates and shows that there is \$0.89 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of \$0.66 million from prior years.
- 742 properties have outstanding rates for previous years.
- 8875 Ratepayers have made their first instalment payment with the second instalment due on 29 November.
- Total of 535 properties have either direct debit or payment arrangement in place (totalling to \$648,730).
- 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 on 58 properties for debts from 2018/19 and earlier. Additionally, 139 ratepayers have been notified that statutory charges will be applied if their outstanding debts are not settled. Of these, 20 statutory charges are currently in the approval process, with more expected in the coming weeks.
- All 2023-24 Financial Hardship applications have expired. 14 new applications were received that are currently being processed for the 2024-25 financial year.
- A balance of \$551,183 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 \$150,307 as at 22 November 2024; this consists of Animals (\$129,704), Public Place (\$5,731), Litter (\$50) and Parking (\$19,125).  
The graph in the dashboard at **Attachment 13.2.1.1** shows the total infringements issued and collected for the month of November 2024.

**Sundry Debtors**

Sundry Debtors as at 22 November 2024 is \$134,436 as presented in **Attachment 13.2.1.2**. This balance relates mostly to \$59,436 is related to long grass maintenance, upgraded bin and recoverable amount from employee \$75,000 to be received from Department of Infrastructure. More details are available in section 2.4 *Debtor Control Account*.

**Trade Creditors Paid**

Total payments to creditors in November 2024 amounted to \$2.73 million, of which \$2.02 million (74%) were paid to local suppliers.

During November 2024, the significant vendor payments consisted of \$0.27 million to Top End Race, \$0.24 million to JLT Risk Solutions and \$0.18 million to ATO, \$0.18 million to JLM Contracting Services, \$0.16 to Information Professionals and \$0.32 million towards utilities/electricity, and \$0.11 million to Veolia Environmental Service (Australia) Pty Ltd for waste management.

**Borrowings**

Total external borrowings of \$5.39 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 22 November 2024 being \$0.68 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 \$4.71 million. This is a 20-year loan with current variable interest rate of 5.60% with the principal being repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The next repricing of this variable rate is due on 28 December 2024.

**Other Compliance matters**

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
  - Council has remitted \$940,424 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 31<sup>st</sup> of October 2024 has been finalised and lodged in November 2024 as a Goods Services Tax refund of \$252,192. The November 2024 BAS will be finalised and lodged in December 2024. We will be paying FBT instalment for the 2<sup>nd</sup> quarter in December.
  - Council has the required insurances to manage the current risk exposure.

Contract Variations	
Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100,000 but is less than \$150,000.	Nil

Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000.	Nil
Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%.	Supplier: Veolia Environmental Services (Australia) Pty Ltd. Supplies Provided: Contract extension for 6 months of the Archer Waste Management Facility Operations. Original contract cost: \$3,043,704.03 over 3 years. Total contract cost of supplies is \$6,959,774.97 over 6.5 years Percentage increase from original contract cost to total contract cost: 128.66%. Applicable provision: Section 42 (5)(a)

### Procurement – over \$100,000

The following public procurement processes were undertaken for projects estimated to be over \$100,000 in November:

Procurement	Awarded To	Contract Value	Contract Type	Length of Period Contract	Local Supplier
Zuccoli Community Hub - Design of Pump track and Landscaping	Enlocus Pty Ltd	\$147,273.50 inc GST	Lump Sum	N/A	No

### 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 [13.2.1.1 - 1 page]
2. EOM Financial Report - November 2024 [13.2.1.2 - 26 pages]

As at 22 November 2024

## DASHBOARD

**\$26.92 M**  
Operating Surplus (excluding Depn)  
Annual Budget is at \$5.19 M

**\$0.56 M**  
Capital Income  
Annual Budget is at \$9 M

**\$0.71 M**  
Capital Expenditure  
Annual Budget is at \$16.39 M

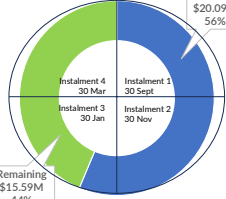
**\$28.91 M**  
Cash Held

Financial Health Ratios	MP KPI	As at November 24	Status
Operating Surplus Ratio	> 0%	68%	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Debt Service Ratio	> 2.0	76.28	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Rates Collection	>95%	56%	On Track
Current Ratio	> 1.5	7.54	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.

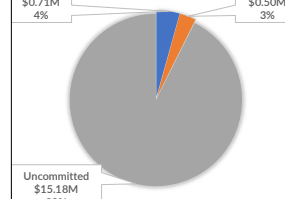
**Legends**

On Track    Explanation Required    Off Track

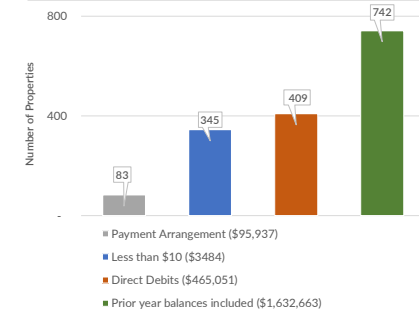
**Rates & Charges Collected**



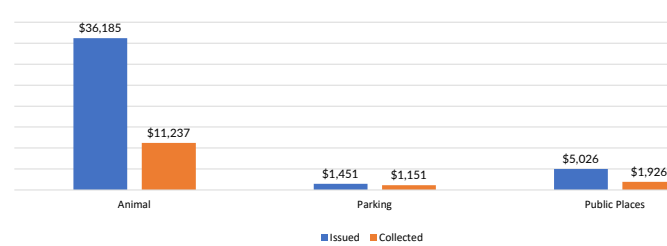
**Capital Expenditure**



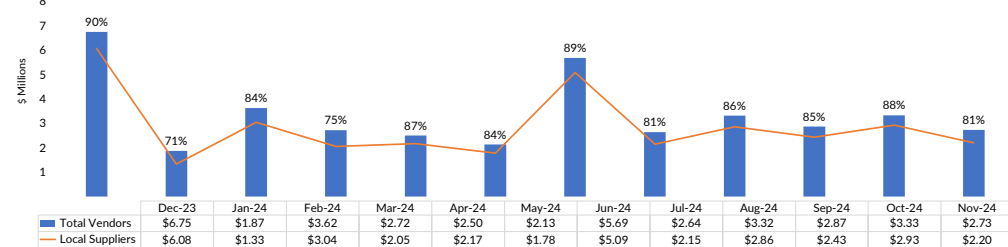
**Properties with Rates Outstanding**



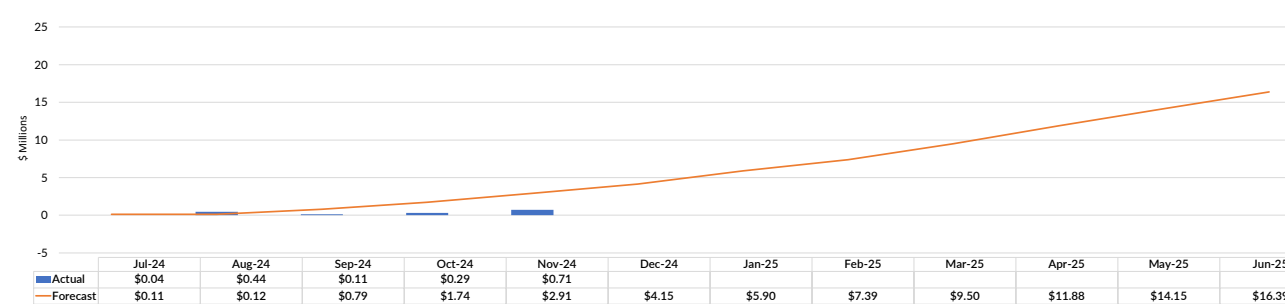
**Infringements Issued & Collected from 1 July to 22 November 2024**



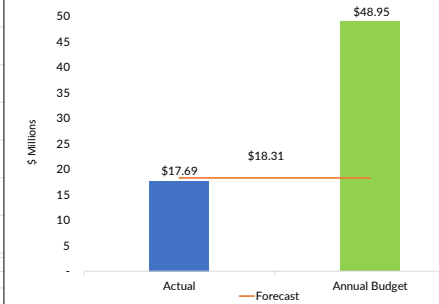
**Local Suppliers over last 12 Months**



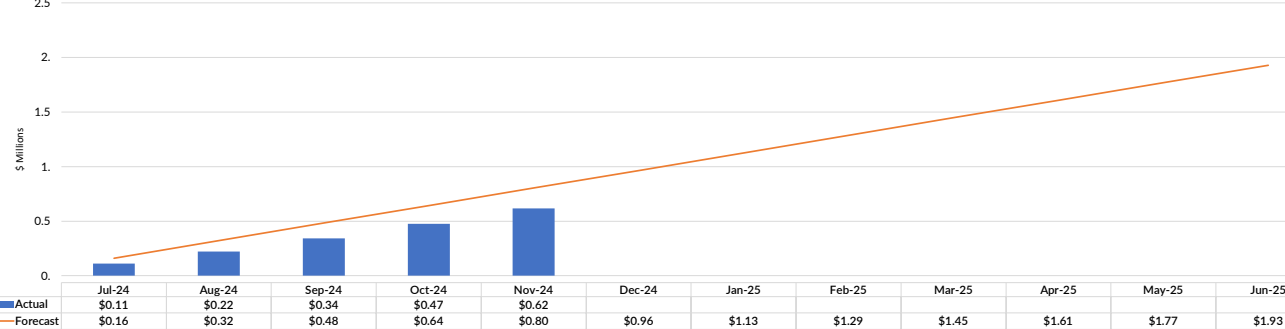
**Accumulative Capital Expenditure**



**Total Operating Expenditure**



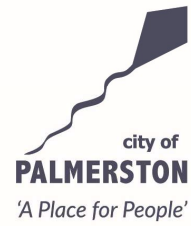
**Accumulative Interest Received**



**Total Operating Income**



# FINANCIAL MANAGEMENT REPORTS



NOVEMBER 2024

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

FINANCIAL MANAGEMENT REPORTS | NOVEMBER 2024 | 1

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November 2024

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	2.4	Debtor Control Accounts
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	2.6	Creditor Accounts Outstanding
	2.7	Commercial Leases
	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	CEO Credit Card



## Certification By Chief Executive Officer

I, Amelia Jane Vellar, 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 November 2024 best reflects the financial affairs of the Council.



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Amelia Jane Vellar  
Chief Executive Officer

# COUNCIL AGENDA Attachment 13.2.1.2

Section 2  
Financial Results  
22 November 2024  
41.67%

Executive Summary as at  
% of year passed

## 1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Operating Income</b>						
Rates	27,609,403	27,517,263	100%	27,609,403	100%	
Charge	8,111,851	8,159,063	101%	8,111,851	101%	
Fees & Charges	1,022,895	483,232	47%	426,206	113%	
Grants, Subsidies & Contributions	3,457,077	2,596,790	75%	2,782,066	93%	
Interest & Investment Revenue	1,929,865	809,739	42%	804,110	101%	
Other Income	13,000	36,457	280%	5,417	673%	1
<b>Operating Income</b>	<b>42,144,091</b>	<b>39,602,544</b>	<b>94%</b>	<b>39,739,053</b>	<b>100%</b>	
<b>Operating Expenditure</b>						
Employee Costs	-13,091,941	-4,904,942	37%	-5,454,975	90%	2
Materials & Contractors	-13,279,609	-3,662,247	28%	-3,504,133	105%	
Depreciation, Amortisation & Impairment	-12,000,000	-5,000,000	42%	-5,000,000	100%	
Elected Members Allowances	-497,676	-194,417	39%	-207,841	94%	
Elected Members Expenses	-90,617	-9,597	11%	-32,464	30%	
Professional Services	-2,214,782	-753,912	34%	-738,589	102%	
Auditor's Remuneration	-48,537	-546	1%	0	0%	3
Utilities	-2,464,117	-787,198	32%	-1,026,715	77%	4
Legal Expenses	-315,700	-149,867	47%	-90,681	165%	11
Telephone & Other Communication Charges	-217,582	-144,382	66%	-178,753	81%	4
Donations, Sponsorships & Grants	-255,000	-51,015	20%	-94,167	54%	5
Software, Hardware, Stationery, Subscriptions	-1,229,837	-350,404	28%	-424,974	82%	6
Insurance	-677,090	-745,990	110%	-677,090	110%	
Borrowing Costs	-297,781	-143,179	48%	-124,075	115%	7
Other Expenses	-2,274,721	-789,195	35%	-756,339	104%	
<b>Operating Expenditure</b>	<b>-48,954,990</b>	<b>-17,686,892</b>	<b>36%</b>	<b>-18,310,797</b>	<b>97%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-6,810,899</b>	<b>21,915,653</b>		<b>21,428,256</b>		
<b>Capital Income</b>						
Net gain (loss) on disposal or revaluation of assets	180,000	77,273	43%	67,500	114%	8
Developer Contributions	240,000	123,553	51%	60,000	206%	12
Asset Income	3,000,000	0	0%	0	0%	
Grants received	5,575,492	358,281	6%	5,516,751	6%	9
<b>Capital Income</b>	<b>8,995,492</b>	<b>559,107</b>	<b>6%</b>	<b>5,644,251</b>	<b>10%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>2,184,593</b>	<b>22,474,759</b>		<b>27,072,507</b>		
Asset Purchase	-6,103,884	-415,496	7%	-555,200	75%	
Asset Upgrade	-10,284,866	-291,082	3%	-2,358,961	12%	
<b>Capital Expenditure</b>	<b>-16,388,751</b>	<b>-706,578</b>	<b>4%</b>	<b>-2,914,161</b>	<b>24%</b>	10

## Section 2 Financial Results

22 November 2024

41.67%

Executive Summary as at  
% of year passed

### 1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Less Non-Cash Expenditure	-12,000,000	-5,000,000	42%	-5,000,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-5,204,158</b>	<b>26,768,181</b>		<b>29,158,345</b>		
Less Repayment of Borrowings	-504,000	-211,538	42%	-210,000	101%	
Reserve Movement	5,708,158	0	0	5,708,158	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>26,556,643</b>		<b>34,656,504</b>		

**Notes**

1. Maintenance charges for long grass and bin upgrades were higher than anticipated
2. Vacant positions during the period
3. Audit fees will be paid towards the end of the year
4. Invoices received but not processed before the 22nd of November.
5. The timing of the payment of grants and sponsorships from Community Benefit Scheme is related to approved applications
6. Payment of Software, hardware and subscriptions are expected later in the year
7. The variable interest rate for the loan was slightly higher than expected
8. Variance is due to cashflowing. Sale of fleet occurred prior to the expected date
9. Grants is recognised when the grant obligations have been met, which is when expenditure on capital project has occurred
10. Majority of the capital projects are in the planning and RFQ stage. Expenses are expected to be incurred from Jan 202
11. Variance is due to higher legal fees than expected
12. Variance is due to higher funds received for FILOC



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## Section 2 Financial Results

Budget Summary Report By Directorate as at  
% of year passed

22 November 2024

41.67%

### 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	1,003,542	91%	1,008,642	99%	
<b>Office of the Chief Executive</b>	<b>1,104,259</b>	<b>1,003,542</b>	<b>91%</b>	<b>1,008,642</b>	<b>99%</b>	
<b>Deputy Chief Executive</b>						
City Activation	0	12,000	0%	0	0%	
<b>Deputy Chief Executive</b>	<b>0</b>	<b>12,000</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	69,205	28,088	41%	28,835	97%	
Financial Services	1,296,332	554,984	43%	540,138	103%	
Rates	27,816,422	27,604,057	99%	27,695,661	100%	
<b>Finance &amp; Governance</b>	<b>29,181,959</b>	<b>28,187,129</b>	<b>97%</b>	<b>28,264,635</b>	<b>100%</b>	
<b>Community &amp; Culture</b>						
Diversity and Inclusion Activities	10,000	0	0%	3,000	0%	
Library Services	757,994	30,810	4%	236,363	13%	1
Senior Citizens	2,000	0	0%	600	0%	
Youth Services	300,000	300,000	100%	300,000	100%	
Animal Management	420,000	246,693	59%	175,000	141%	2
Parking & Other Ranger Services	73,850	8,691	12%	30,771	28%	3
<b>Community &amp; Culture</b>	<b>1,563,844</b>	<b>586,194</b>	<b>37%</b>	<b>745,734</b>	<b>79%</b>	
<b>Infrastructure</b>						
Civic Centre	151,150	69,411	46%	62,979	110%	
Driver Resource Centre	1,000	0	0%	417	0%	
Gray Community Hall	20,000	6,973	35%	8,333	84%	4
Private Works	50,000	26,329	53%	20,833	126%	5
Recreation Centre	25,000	10,979	44%	10,417	105%	
Roads & Transport	1,359,668	1,278,053	94%	1,265,480	101%	
Subdivisional Works	105,000	31,652	30%	43,750	72%	6
Waste Management	8,111,851	8,195,885	101%	8,111,851	101%	
Odegaard Drive Investment Property	466,160	192,834	41%	194,233	99%	
Durack Heights Community Centre	4,200	1,564	37%	1,750	89%	
<b>Infrastructure</b>	<b>10,294,029</b>	<b>9,813,679</b>	<b>95%</b>	<b>9,720,043</b>	<b>101%</b>	
<b>OPERATING INCOME</b>	<b>42,144,091</b>	<b>39,602,544</b>	<b>94%</b>	<b>39,739,053</b>	<b>100%</b>	

#### General Note:

Cashflow is based on last year trends. Variance is due to timing difference

#### Notes

1. Due to annual Grant for library services not yet received
2. Due to greater number of dog registrations and renewals than expected
3. Due to lower infringements and court fines recovery than anticipated
4. Due to lower bookings and venue hire than expected
5. Variance is due to increase in permits issued for work in public places
6. Fewer development fees were received for subdivisions for the period due to timing of the development



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## Section 2 Financial Results

Budget Summary Report By Directorate as at  
% of year passed

22 November 2024

41.67%

### 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	-204,014	35%	-240,305	85%	
Office of the CEO	-1,263,274	-544,820	43%	-476,831	114%	1
<b>Office of the Chief Executive</b>	<b>-1,851,567</b>	<b>-748,834</b>	<b>40%</b>	<b>-717,136</b>	<b>104%</b>	
<b>Deputy Chief Executive / People &amp; Place</b>						
Deputy Chief Executive Officer	-692,591	-245,312	35%	-246,913	99%	
Customer Experience	-366,522	-82,213	22%	-152,718	54%	2
People and Customer	-1,200,840	-634,538	53%	-437,748	145%	3
Public Relations and Communications	-935,292	-337,179	36%	-388,182	87%	
Arts & Culture	0	-158	0%	0	0%	
City Activation	-1,483,833	-335,523	23%	-422,310	79%	2
<b>Deputy Chief Executive / People &amp; Place</b>	<b>-4,679,078</b>	<b>-1,634,924</b>	<b>35%</b>	<b>-1,647,870</b>	<b>99%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-570,906	-217,987	38%	-252,060	86%	
Records Management	-301,453	-81,571	27%	-126,752	64%	2
Financial Services	-13,524,778	-5,575,101	41%	-5,634,894	99%	
Rates	-105,700	-22,453	21%	-28,197	80%	
Governance	-1,390,270	-1,111,268	80%	-992,516	112%	
Information Technology	-1,920,795	-617,814	32%	-763,100	81%	2
Fleet	-259,925	-68,047	26%	-89,751	76%	4
<b>Finance &amp; Governance</b>	<b>-18,073,827</b>	<b>-7,694,240</b>	<b>43%</b>	<b>-7,887,270</b>	<b>98%</b>	
<b>Community &amp; Culture</b>						
Community Development	-646,042	-350,980	54%	-265,737	132%	3
Diversity and Inclusion Activities	-58,568	-12,697	22%	-13,038	97%	
Families & Children	-29,111	-7,031	24%	-10,283	68%	5
Health and Wellbeing Services	-42,000	-10,035	24%	-9,841	102%	
Library Services	-1,575,102	-568,253	36%	-636,580	89%	
Senior Citizens	-6,656	-10,378	156%	-6,656	156%	6
Youth Services	-417,019	-236,574	57%	-253,408	93%	
Director Community & Culture	-491,185	-118,333	24%	-204,660	58%	
Safe Communities	-20,000	-3,525	18%	-5,619	63%	5
Animal Management	-72,834	-17,627	24%	-23,627	75%	5
Parking & Other Ranger Services	-930,540	-390,150	42%	-384,233	102%	
<b>Community &amp; Culture</b>	<b>-4,289,057</b>	<b>-1,725,583</b>	<b>40%</b>	<b>-1,813,684</b>	<b>95%</b>	
<b>Infrastructure</b>						
Aquatic Centre	-1,030,818	-259,560	25%	-349,689	74%	5
Civic Centre	-275,487	-44,730	16%	-100,696	44%	
Depot	-75,392	6,716	-9%	-23,505	-29%	7
Driver Resource Centre	-31,101	-10,179	33%	-12,601	81%	

## Section 2 Financial Results

Budget Summary Report By Directorate as at  
% of year passed

22 November 2024  
41.67%

### 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	-6,300	60%	0	0%	
Gray Community Hall	-71,823	-22,267	31%	-29,788	75%	
Director Infrastructure	-1,334,859	-386,030	29%	-560,238	69%	
Open Space	-5,431,479	-1,340,750	25%	-1,652,903	81%	
Private Works	-108,633	-40,865	38%	-45,264	90%	
Recreation Centre	-325,716	-156,464	48%	-134,496	116%	
Roads & Transport	-1,636,652	-540,308	33%	-598,931	90%	
Stormwater Infrastructure	-174,177	-53,184	31%	-47,061	113%	
Street Lighting	-1,217,408	-460,907	38%	-471,172	98%	
Subdivisional Works	-25,000	-41	0%	-4,181	1%	8
Waste Management	-7,806,644	-2,355,645	30%	-2,009,065	117%	
Odegaard Drive Investment Property	-131,580	-37,304	28%	-51,723	72%	
Durack Heights Community Centre	-59,837	-22,625	38%	-21,153	107%	
CBD Car Parking	-69,727	-16,659	24%	-26,613	63%	9
Goyder Square	-244,571	-136,210	56%	-105,757	129%	10
<b>Infrastructure</b>	<b>-20,061,461</b>	<b>-5,883,311</b>	<b>29%</b>	<b>-6,244,837</b>	<b>94%</b>	
<b>OPERATING EXPENDITURE</b>	<b>-48,954,990</b>	<b>-17,686,892</b>	<b>36%</b>	<b>-18,310,797</b>	<b>97%</b>	

General Note:

Cashflow is based on last year trends. Variance is due to timing difference

Notes

1. Due to payment of Long Service Leave. However, correction needs to be made as the payment should have reduced liability and not recorded as an expense
2. Due to vacant positions and lower consultant and legal fees during the period
3. Due to temporary staff and relocation costs of employees, which is offset by lower employee expenses
4. Due to timing of vehicle registrations and lower maintenance costs for the period
5. Invoices are either yet to be received or processed for payment. Are expected to receive towards the end of the month
6. Expenses related to seniors day were higher than budgeted. All expenses for the year have been paid for
7. This relates to reversal of expenses accrued in 2023-24 financial year, some of the related invoices have not been received
8. Lower Subdivision works undertaken during the period than expected
9. Reduced maintenance cost due to the decommissioning of parking meters
10. Due to extra maintenance costs not expected and



Approved by: Finance Data & Systems Lead

Budget Summary Report By Directorate as at  
% of year passed

## 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>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Deputy Chief Executive						
Arts & Culture	250,000	0	0%	250,000	0%	
<b>Deputy Chief Executive</b>	<b>250,000</b>	<b>0</b>	<b>0%</b>	<b>250,000</b>	<b>0%</b>	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	0%	
Fleet	180,000	77,273	43%	67,500	114%	
<b>Finance &amp; Governance</b>	<b>3,180,000</b>	<b>77,273</b>	<b>2%</b>	<b>67,500</b>	<b>114%</b>	
Community & Culture						
Library Services	44,219	29,000	66%	44,219	66%	
Animal Management	100,700	25,950	26%	41,958	62%	
<b>Community &amp; Culture</b>	<b>144,919</b>	<b>54,950</b>	<b>38%</b>	<b>86,177</b>	<b>64%</b>	
Infrastructure						
Driver Resource Centre	1,250,000	0	0%	1,250,000	0%	
Director Infrastructure	511,889	0	0%	511,889	0%	
Open Space	1,225,173	75,484	6%	1,225,173	6%	
Roads & Transport	1,410,312	125,824	9%	1,410,312	9%	
Street Lighting	756,722	102,024	13%	756,722	13%	
Subdivisional Works	240,000	123,553	51%	60,000	206%	1
Waste Management	26,478	0	0%	26,478	0%	
<b>Infrastructure</b>	<b>5,420,573</b>	<b>426,884</b>	<b>8%</b>	<b>5,240,573</b>	<b>8%</b>	
<b>CAPITAL INCOME</b>	<b>8,995,492</b>	<b>559,107</b>	<b>6%</b>	<b>5,644,251</b>	<b>10%</b>	

**General Note:**

Capital Grants largely make up Capital Income. Grants are recognised when the grant obligations have been met, which is when expenditure on capital project has

**Notes:**

1. Variance is due to higher funds received for FILOC



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## Section 2 Financial Results

Budget Summary Report By Directorate as at 22 November 2024  
% of year passed 41.67%

### 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%	0	0%	1
<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	-1,038,883	-132,958	13%	-274,200	48%	1
Fleet	-350,000	0	0%	0	0%	1
	<b>-1,388,883</b>	<b>-132,958</b>	<b>0</b>	<b>-274,200</b>	<b>0</b>	
<b>Community &amp; Culture</b>						
Library Services	-161,219	-53,676	33%	-25,000	215%	3
Animal Management	-100,700	-25,950	26%	-26,000	100%	
<b>Community &amp; Culture</b>	<b>-261,919</b>	<b>-79,626</b>	<b>0</b>	<b>-51,000</b>	<b>156%</b>	
<b>Infrastructure</b>						
Aquatic Centre	-580,000	5,859	-1%	-10,000	-59%	2
Civic Centre	-67,100	-981	1%	0	0%	1
Depot	-14,800	-3,201	22%	-3,467	92%	
Driver Resource Centre	-1,358,187	-65,411	5%	-65,000	101%	
Director Infrastructure	-1,161,889	0	0%	-170,945	0%	1
Open Space	-3,933,958	-145,701	4%	-842,700	17%	1
Recreation Centre	-86,000	0	0%	0	0%	1
Roads & Transport	-4,094,385	-162,654	4%	-865,713	19%	1
Stormwater Infrastructure	-160,000	-1,103	1%	-20,000	6%	1
Street Lighting	-1,429,822	-127,251	9%	-258,194	49%	1
Waste Management	-1,342,508	6,448	0%	-352,943	-2%	2
Durack Heights Community Centre	-9,300	0	0%	0	0%	1
<b>Infrastructure</b>	<b>-14,237,948</b>	<b>-493,993</b>	<b>3%</b>	<b>-2,588,961</b>	<b>19%</b>	
<b>CAPITAL EXPENDITURE</b>	<b>-16,388,751</b>	<b>-706,578</b>	<b>4%</b>	<b>-2,914,161</b>	<b>24%</b>	

#### Notes

1. These projects are yet to be commenced or in the initial stages of commencement.
2. This relates to reversal of expenses accrued in 2023-24 financial year, some of the related invoices have not been received
3. Relates to removal of TV screen



Approved by: Finance Data & Systems Lead



Section 2  
Financial Results

Capital Expenditure & Funding as at 22 November 2024  
% of year passed 41.67%

### 1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	5,507,213	136,911
Infrastructure (including roads, footpaths, park furniture)	8,107,833	321,159
Fleet	350,000	0
Other Assets (including furniture & office equip)	1,008,883	132,958
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>16,388,751</b>	<b>706,577</b>
TOTAL CAPITAL EXPENDITURE FUNDED BY:	Annual Budget	Actuals
Operating Income	4,715,100	122,701
Capital Grants	5,575,492	358,281
Transfers from Cash Reserves	6,098,158	225,595
Borrowings	0	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>16,388,751</b>	<b>706,577</b>



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# COUNCIL AGENDA Attachment 13.2.1.2

Section 2  
Financial Results

Balance Sheet as at  
% of year passed

22 November 2024  
41.67%

## 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	11,686,654	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	473,213	
Investments		
Untied Funds	16,753,642	
Receivables		
Rates and Charges	17,478,102	
Other Receivables	1,289,822	
<b>TOTAL CURRENT ASSETS</b>	<b>47,682,788</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	542,277,296	
Investment property	5,500,000	
Work in progress	7,285,383	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>555,062,679</b>	
<b>TOTAL ASSETS</b>	<b>602,745,467</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	2,008,806	
Unearned Grant Income (AASB1058)	2,419,402	Unearned grant income
Borrowings	602,846	
Provisions	1,294,495	
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,325,549</b>	
<b>Non-Current Liabilities:</b>		
Borrowings	4,786,963	
Provisions	2,020,627	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,807,590</b>	
<b>TOTAL LIABILITIES</b>	<b>13,133,139</b>	
<b>NET ASSETS</b>	<b>589,612,328</b>	
<b>Equity</b>		
Accumulated Surplus	228,836,650	
Profit & Loss - current Year	30,543,017	
Net Reserves	5,197,648	
Working Capital Reserve	5,711,243	
Net Transfers to & from Reserves	- 9,780,846	
Election Reserve	100,000	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Unexpended Capital works	4,103,508	Internally restricted reserve
Developer Funded reserve	989,011	Internally restricted reserve
Waste Reserve	3,574,733	Internally restricted reserve
Revaluation reserves	325,035,012	
Council equity interest	589,612,328	
<b>TOTAL EQUITY</b>	<b>589,612,328</b>	



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## Section 2 Financial Results

Statement of Reserves as at 22 November 2024  
% of year passed 41.67%

### 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 \$	Projected 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		50,000						150,000
Disaster Recovery Reserve	500,000								500,000
Unexpended Capital Works Reserve	4,103,508								4,103,508
Developer Funds In Lieu Of Construction	989,011		320,000	(200,000)					1,109,011
Waste Management Reserve	3,574,733		231	(50,000)					3,524,964
Asset Renewal Reserve	-								-
Major Initiatives Reserve	-								-
<b>Internally Restricted Reserves</b>	<b>9,267,252</b>	<b>-</b>	<b>370,231</b>	<b>(250,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,387,483</b>
<b>Unrestricted Reserves</b>									
Working Capital Reserve	5,711,243		20,000	(1,948,888)					3,782,355
<b>Unrestricted Reserves</b>	<b>5,711,243</b>	<b>-</b>	<b>20,000</b>	<b>(1,948,888)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,782,355</b>
<b>Total Reserves</b>	<b>14,978,495</b>	<b>-</b>	<b>390,231</b>	<b>(2,198,888)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,169,838</b>

**Notes**

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



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

Section 2  
Financial Results  
22 November 2024  
41.67%

Investments Management Report as at  
% of year passed

## 2.3 - Investment Management Report

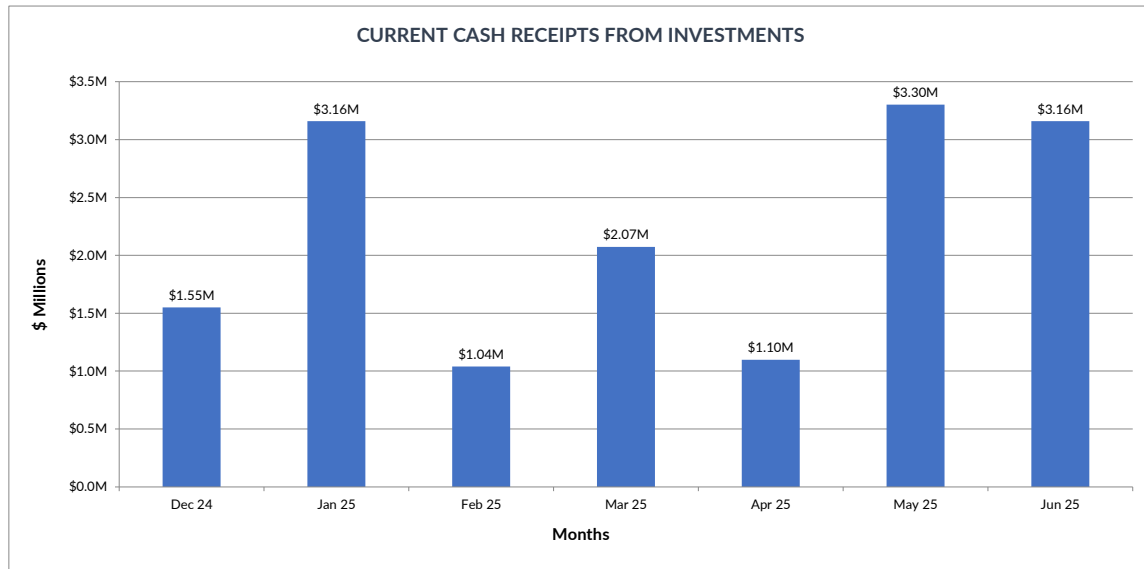
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	\$ 1,051,000	5%	November 12, 2024	0	
AMP	S&P A2	\$ 2,000,000	5%	May 25, 2025	184	\$ 3,051,000.00
CBA	S&P A1+	\$ 3,149,508	5%	May 24, 2025	183	\$ 3,149,508.49
JUDO	S&P A2	\$ 1,000,000	5%	February 25, 2025	95	\$ 1,000,000.00
NAB	S&P A1+	\$ 1,000,000	5%	October 9, 2025	321	
NAB	S&P A1+	\$ 1,500,000	5%	December 5, 2024	13	
NAB	S&P A1+	\$ 1,503,498	5%	January 10, 2025	49	
NAB	S&P A1+	\$ 1,500,000	5%	January 24, 2025	63	
NAB	S&P A1+	\$ 1,049,636	5%	April 26, 2025	155	
NAB	S&P A1+	\$ 3,000,000	6%	June 30, 2025	220	\$ 9,553,133.71
<b>TOTAL SHORT TERM INVESTMENT</b>		<b>\$ 16,753,642</b>		<b>Average Days to Maturity</b>	<b>143</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	\$ 165,215
Total Year to Date Investment Earnings	\$ 369,090
Total Year to Date Interest from internal loan	\$ 20,407
Total Year to Date interest penalty income	\$ 62,194
<b>Total YTD Interest Income</b>	<b>\$ 616,905</b>

Cash at bank & Investments	Amount
Trading Account	\$ 12,159,867
Short Term Investment	\$ 16,753,642
Petty Cash	\$ 1,355
<b>Total Funds</b>	<b>\$ 28,914,864</b>



### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,500,000	\$ 192,834	\$ 37,304	\$ 155,530	4.35%
						95,045

Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

Section 2  
Financial Results

Debtor Control Accounts as at  
% of year passed

22 November 2024  
41.67%

## 2.4 Debtor Control Accounts

### RATES OUTSTANDING

Report Month	Debtor Rates & Charges	Current Year (CY)	Outstanding % of CY Rates	Payments Received in Advance
Nov-24	\$15,591,279	\$15,591,279	43.7%	\$551,184

### RATES OVERDUE BY YEARS

Total	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017 & Prior
Rates and Charges Overdue Amount (Incl. Interest)	\$1,550,538	\$889,843	\$356,280	\$164,885	\$75,405	\$35,458	\$16,777
	100%	57.4%	23.0%	10.6%	4.9%	2.3%	1.1%
Number Of Properties	742	742	231	118	62	29	15

### INFRINGEMENTS

Total	2024-25	2023-24	2022-23	2021-22	2020-21	2019-18	2018-17
Animal Infringements	128,981.79	24,948.00	29,907.00	27,546.86	22,185.93	17,945.00	5,944.00
Public Places	6,356.00	3,100.00	139.00	1,632.00	1,485.00		
Parking Infringements	19,794.58	300.00	5,541.00	2,675.00	4,281.14	2,265.00	4,692.44
Litter Infringements	50.00	-	50.00	-	-	-	-
Signs	-	-	-	-	-	-	-
Other Law and Order	-	-	-	-	-	-	-
Net Balance on Infringement Debts	155,182.37	28,348.00	35,637.00	31,853.86	27,952.07	20,210.00	10,636.44
	100%	18.3%	23.0%	20.5%	18.0%	13.0%	6.9%
Number of Infringements	1,303	133	338	267	250	172	139

### SUNDRY DEBTORS:

Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
\$134,436.77	\$2,597.00	\$11,130.00	\$986.00	\$119,723.77
100%	1.9%	8.3%	0.7%	89.1%



Approved by: Finance Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## SECTION 2 Financial Results

Creditor Accounts Paid 22 November 2024  
% of year passed 41.67%

### 2.5 - Creditor Accounts Paid

Creditor Name	Creditor Payment Type	Amount \$	Notes
2587	Top End RACE	275,343.19	
479	JLT Risk Solutions Pty Ltd	240,112.81	
V00295	Jacana Energy	204,492.69	
2	Australian Taxation Office - PAYG	182,430.00	
5104	JLM Contracting Services Pty Ltd	178,543.94	
V04094	Information Professionals Pty Ltd	159,539.12	
54	Powerwater	116,880.01	
V01904	Veolia Environmental Service (Australia) Pty Ltd	107,378.53	
3787	Top End Sounds Pty Ltd T/A Total Event Services	94,600.00	
V00318	QuickSuper Clearing House	91,935.59	
5508	Open Systems Technology Pty Ltd - CouncilFirst	66,362.79	
V04802	AHG Building Contractors Pty Ltd	59,971.13	
87	Industrial Power Sweeping Services Pty	54,023.39	
V04859	Keegan Group Pty Ltd	51,968.95	
V03655	Verian Group Australia Pty Ltd	47,575.00	
V02162	RMI Security - Conigrave Pty Ltd	45,545.36	
V04934	Fewmore Contracting	37,927.07	
V01134	Territory Technology Solutions Pty Ltd	35,617.56	
V05403	Roger Henshaw Consultancy Services	31,900.00	
V00368	iWater NT Pty Ltd	29,911.20	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	28,690.43	
V01801	Pumptech NT	27,384.90	
5640	Think Water - Winnellie & Virginia	24,425.87	
V02369	Maher Raumteen Solicitors	22,605.00	
V04317	Randstad Pty Ltd	22,526.24	
V01884	Valuations NT Pty Ltd	22,000.00	
V05321	Julian Wade Roper	19,140.00	
V02285	Territory Native Plants	17,984.49	
V03813	The Strategic Directions Group Pty Ltd	16,299.69	
V00682	Leigh Dyson Plumbing	15,151.00	
V03037	KWPX Pty Ltd	15,023.25	
V05234	Mills Oakley	13,372.70	
V05252	Insync Surveys Pty Ltd	12,405.00	
V00482	AECOM Australia Pty Ltd	11,508.76	
V03685	Peel Valentine Whitehead Partners Pty Ltd	11,247.50	
V04997	Celotti Pty Ltd	10,606.83	
3683	Areag IT Solutions	10,368.13	
V01537	Ben's Tree Service Pty Ltd	10,120.00	
2336	Flick Anticimex Pty Ltd	9,566.84	
V03609	VTG Waste & Recycling Pty Ltd	9,225.48	
V03451	M&J Builders Pty Ltd	8,937.50	
V05216	Dave Howie Advisory Pty Ltd	8,277.50	
V05022	TSA Management Pty Ltd	8,228.00	
V05470	Keith Halford	8,183.95	
V05236	LG Community Partners Pty Ltd	7,590.00	

# COUNCIL AGENDA Attachment 13.2.1.2

V04428	ESEL Pty Ltd T/A Mwave	General Creditors	7,448.95	
5615	EcOz Environmental Consulting	General Creditors	7,087.00	
V02605	QIT Plus Pty Ltd	General Creditors	6,930.00	
V04830	Arafura Music Collective	Grants, Sponsorships, Donations & Prizes	6,900.00	
36	DLK Security Pty Ltd Trading As Darwin Lock & Key	General Creditors	6,891.94	
V02025	Event Hospitality & Entertainment	General Creditors	6,300.00	
V04812	RingCentral Australia Pty Ltd	General Creditors	6,267.58	
V03973	AANT Salary Packaging	General Creditors	5,867.30	
5651	Minter Ellison Lawyers	General Creditors	5,662.80	
V05219	Poyzer Consultancy Services	General Creditors	5,613.67	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	5,500.00	
V05426	Vanguard Wireless Pty Ltd T/A ORISENT	General Creditors	5,412.00	
V00443	Forecast Machinery	General Creditors	5,403.67	
V03776	Business Fuel Cards Pty Ltd	General Creditors	5,302.28	
V02444	Local Community Insurance Services	General Creditors	4,749.25	
2199	SBA Office National	General Creditors	4,720.99	
5114	S.E. Rentals Pty Ltd	General Creditors	4,661.80	
5131	Core Traffic Control Pty Ltd	General Creditors	3,960.00	
V05456		Refunds & Reimbursements	3,912.25	1
V05452	Event Display	General Creditors	3,861.00	
V01664	BCA Engineers Pty Ltd	General Creditors	3,700.00	
V04917	OverDrive Australia	General Creditors	3,626.12	
V02814	Agon Environmental Pty Ltd	General Creditors	3,595.63	
5387	Odd Job Bob - Darren John Fillmore	General Creditors	3,403.79	
3099	Iron Mountain Australia Pty Ltd	General Creditors	3,380.48	
V03429	Transparent Language, Inc	General Creditors	3,219.00	
V01194	Hire A Hubby Darwin	General Creditors	3,150.00	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	3,041.50	
V01916	Satellite City Smash Repairs -All In Solutions P/L	General Creditors	3,013.74	
2977	Optic Security Group NT	General Creditors	2,953.52	
V01584	Salary Packaging Australia	General Creditors	2,951.88	
4065	Southern Cross Protection Pty Ltd	General Creditors	2,924.04	
161	Australian Institute of Management	General Creditors	2,870.00	
3438	NT Shade & Canvas Pty Ltd	General Creditors	2,805.00	
V05024	The Array Learn Make Play Ltd	General Creditors	2,750.00	
18	Integrated Land Information System	General Creditors	2,680.00	
V05265	Territory Savvy	General Creditors	2,640.00	
V00939	Defend Fire Services Pty Ltd	General Creditors	2,565.39	
V03401	The GG Social Club	General Creditors	2,500.00	
V02306	Well Done International Pty Ltd	General Creditors	2,369.72	
V03274	Top End Critters	General Creditors	2,300.00	
4561	Bendesigns	General Creditors	2,258.30	
256	The Bookshop Darwin	General Creditors	2,237.53	
V04996	Peppermint Consulting Pty Ltd	General Creditors	2,200.00	
V05398	Killip Enterprises Pty Ltd	General Creditors	2,200.00	
V03853	Service Air	General Creditors	1,916.56	
V02760	Finlay's Stone	General Creditors	1,910.00	
4528	Miranda's Armed Security Officers Pty	General Creditors	1,908.50	
5410	Majestix Media Pty Ltd	General Creditors	1,892.00	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	1,840.61	
V04798	Australian Radio Network Pty Limited	General Creditors	1,785.52	

# COUNCIL AGENDA Attachment 13.2.1.2

V02229	Studio B Designs	General Creditors	1,783.93	
V03665	Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	1,705.00	
V01192	Easy Glass Services	General Creditors	1,683.01	
3235	Records & Information Management Professionals Aus	General Creditors	1,651.50	
V05449	Bronwyn and Bradley Bray	General Creditors	1,500.00	
V05447		Refunds & Reimbursements	1,461.00	1
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	1,458.60	
V05224	David Cameron Ray	General Creditors	1,438.00	
V00474	Lane Communications	General Creditors	1,322.82	
V05429	VIVA LA BODY PTY LTD	General Creditors	1,250.00	
V05479		Refunds & Reimbursements	1,250.00	1
3486	Gold Medal Services (NT) Pty Ltd	General Creditors	1,212.75	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,117.30	
4398	Quality Indoor Plants Hire	General Creditors	1,111.15	
V03971	Darwin Catering Company	General Creditors	1,102.00	
V05400	FIRSTAIDPRO AUSTRALIA PTY. LTD	General Creditors	1,095.00	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
V03834	Tabellarius Pty LTd TA Pack & Send	General Creditors	1,080.00	
V05304	Bennett Architecture	General Creditors	1,078.66	
V03600	CFO Business Associates	General Creditors	1,054.90	
3829	Fairy Jill's Enchanted Entertainment	General Creditors	902.00	
V04992	Nine Network Australia Pty Ltd	General Creditors	843.70	
V00334	Zumba with Adrijana	General Creditors	800.00	
V00555	Rydges Palmerston	General Creditors	800.00	
V05105	Litchfield Welding	General Creditors	753.50	
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	726.00	
V05232	Craig William Kirby	General Creditors	719.00	
2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00	
V04026	Eagle Photography	General Creditors	700.00	
V05100	Just Peachy Productions	General Creditors	700.00	
22	Norsign Pty Ltd	General Creditors	697.52	
V04823	Early Childhood Australia NT	General Creditors	660.00	
V04458	North Australia Media	General Creditors	649.00	
253	Territory FM 104.1 Darwin - CDU	General Creditors	623.70	
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	587.91	
V04044	Deaf Connect t/a Deaf Services	General Creditors	580.80	
4735	Palmerston and Rural Party Hire	General Creditors	557.00	
V01785	M&S Mowing Plus	General Creditors	550.00	
V05266	Laura Wielobinski	General Creditors	550.00	
V01748	FE Technologies Pty Ltd	General Creditors	546.70	
V01691	Blackwoods	General Creditors	544.52	
V04632	MITMAT4D	General Creditors	500.00	
V05440		Refunds & Reimbursements	500.00	1
V05451		Refunds & Reimbursements	500.00	1
V02228	NT Entertainment Solutions Pty Ltd	General Creditors	458.00	
35	WINC Australia Pty Limited	General Creditors	457.24	
2103	Australia Day Council NT Inc (Darwin)	General Creditors	440.00	
V00694	Subscribe-Software Pty Ltd	General Creditors	437.56	
V05417	Ev Up Pty Ltd	General Creditors	434.50	
V02474	HMG - Heath Motor Group Pty Ltd (Isuzu)	General Creditors	433.82	
30	Colemans Printing Pty Ltd	General Creditors	433.40	



# COUNCIL AGENDA Attachment 13.2.1.2

V04986	Bridge NT Pty Ltd T/A Bridge Toyota	General Creditors	422.95	
V05448		Refunds & Reimbursements	401.24	1
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	388.18	
V05483		Refunds & Reimbursements	354.10	1
V03976	Luva Cuppa	General Creditors	350.00	
5713	Clean Fun T/A Darwin Outdoor Cinema Hire/Darwin Laundries	General Creditors	343.20	
V05474		Refunds & Reimbursements	325.00	1
V03936	Crystal Robins	General Creditors	300.00	
V05469		Refunds & Reimbursements	278.89	1
V01850	Sam Eyles Refrigeration and Air Conditioning P/L	General Creditors	270.34	
5	Australia Post	General Creditors	265.74	
3313	Zip Print	General Creditors	264.00	
V04876	Rachaels Designacake	General Creditors	264.00	
3788	HPA Incorporated	General Creditors	250.00	
V04519		Refunds & Reimbursements	250.00	1
V04821	Takeisha Belbin	Grants, Sponsorships, Donations & Prizes	250.00	
V05442		Refunds & Reimbursements	250.00	1
V05453		Refunds & Reimbursements	250.00	1
V05459	Lily May	Grants, Sponsorships, Donations & Prizes	250.00	
V05473		Refunds & Reimbursements	250.00	1
V05475		Refunds & Reimbursements	250.00	1
V05481		Refunds & Reimbursements	250.00	1
V04624	Niesha Korman	General Creditors	240.00	
53	Eggjns Electrical	General Creditors	231.00	
V05439		Refunds & Reimbursements	200.00	1
3428	Bunnings Group Limited	General Creditors	155.27	
V02167	Sanity Music Stores Pty Ltd	General Creditors	154.94	
272	City Wreckers	General Creditors	154.00	
V05472		Refunds & Reimbursements	145.00	1
V04413		Refunds & Reimbursements	125.00	1
V04421		Refunds & Reimbursements	125.00	1
V05128		Refunds & Reimbursements	125.00	1
V05441		Refunds & Reimbursements	125.00	1
V05445		Refunds & Reimbursements	125.00	1
V05468		Refunds & Reimbursements	125.00	1
V05471		Refunds & Reimbursements	125.00	1
V05476		Refunds & Reimbursements	125.00	1
V05477		Refunds & Reimbursements	125.00	1
V05478		Refunds & Reimbursements	125.00	1
V05480		Refunds & Reimbursements	125.00	1
V05482	Quintessence of Life Incorporated - Hong Loh	General Creditors	125.00	
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00	
V01938	Windcave Pty Limited	General Creditors	99.00	
V05150	FirstAidPro Darwin	General Creditors	97.00	
4483	Isubscribe Pty Ltd	General Creditors	95.00	
639	Cleanaway Pty Ltd.	General Creditors	91.99	
5435	Access Hardware (NT) Pty Ltd	General Creditors	66.00	
V05115	Karl Hell	General Creditors	57.92	
V05434		Refunds & Reimbursements	54.50	1
V05436		Refunds & Reimbursements	54.50	1
V00140		Refunds & Reimbursements	51.55	1

# COUNCIL AGENDA Attachment 13.2.1.2

V03961		Refunds & Reimbursements	51.55	1
V05320		Refunds & Reimbursements	51.55	1
V05355		Refunds & Reimbursements	51.55	1
V05375		Refunds & Reimbursements	51.55	1
V05422		Refunds & Reimbursements	51.55	1
V05462		Refunds & Reimbursements	51.55	1
V05101	Ezyas Car Wash NT	General Creditors	20.00	
V05455		Refunds & Reimbursements	13.00	1
			<b>2,733,578.50</b>	

Investments	-
Total Creditor Payments (excludes investments placed)	<u>2,733,578.50</u>
<b>Total Payments made to Local suppliers this month</b>	<b><u>2,200,561.60</u></b>

**Percentage of this month's payments made to local suppliers** **80.50%**

**Notes**

- Names redacted to de-identify personal details




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Approved by: Finance Data & Systems Lead

SECTION 2  
Financial Results

Creditor Accounts Outstanding as at 22 November 2024  
% of year passed 41.67%

## 2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount \$	Notes
4190	National Australia Bank - Corporate Credit Cards	46,916.04	1
V02563	Amcom Pty Ltd Acc no 68842	105.78	2
V03556	Belgravia Health & Leisure Group Pty Ltd	(360.00)	
4221	Institute of Public Works Engineering - IPWEA	(1,237.50)	
V01494	Paul Maher Solicitors	(1,980.00)	
V01612	News Pty Limited (News Corp Australia)	(2,435.31)	
V00318	QuickSuper Clearing House	(5,207.95)	

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. Amcom is in credit and waiting for a refund from supplier.



Approved by: Finance Data & Systems Lead

Section 2  
Financial Results

Commercial Leases as at  
% of year passed

22 November 2024

41.67%

### 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	5,646	19%	12,500	45%	1
GM Finance & Governance	69,205	28,088	41%	28,835	97%	
Civic Centre	151,150	69,411	46%	62,979	110%	
<b>Income</b>	<b>250,355</b>	<b>103,146</b>	<b>41%</b>	<b>104,315</b>	<b>99%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,000	-7,936	66%	-5,000	159%	
<b>Expenditure</b>	<b>-12,000</b>	<b>-7,936</b>	<b>66%</b>	<b>-5,000</b>	<b>159%</b>	<b>2</b>
<b>Profit/(Loss)</b>	<b>238,355</b>	<b>95,210</b>		<b>99,315</b>		

**Notes**

1. The rental agreement for 10 Boulevard has expired in August and was not renewed
2. High due to lease renewal charges for 60 Georgiina Crescent



Approved by: Finance Data & Systems Lead

## 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 22/11/2024
1,833,114	-347,871	-142,993	44,288	20,751	1,690,122

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 22/11/2024
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 22/11/2024
786,610	-254,975	-105,327	-19,243	8,995	681,283

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 22/11/2024
4,812,500	-250,000	-104,167	-263,362	113,434	4,708,333

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 Data & Systems Lead

# COUNCIL AGENDA Attachment 13.2.1.2

## Section 2 Financial Results

Elected Member Expenses 22 November 2024  
% of year passed 41.67%

### 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	-16,522	37%	-18,525	89%	
Mayoral Allowance	-116,600	-49,195	42%	-48,583	101%	
Mayor Vehicle Allowance	-25,000	-10,547	42%	-10,417	101%	
Mayoral Professional Dev Allowance	-4,000	0	0%	-1,667	0%	
Deputy Mayoral Allowance	-19,289	-8,686	45%	-9,299	93%	
Elected Members Councillor Allowances	-170,111	-68,748	40%	-70,093	98%	
Elected Members Professional Dev Allowance	-28,000	0	0%	-11,667	0%	
Elected Members Meeting Allowance	-70,000	-32,400	46%	-29,167	111%	1
Information Technology Capital Entitlement	-9,600	0	0%	-4,000	0%	
Acting Mayor Allowance	-10,615	-8,318	78%	-4,423	188%	
Contractors	-51,450	0	0%	-21,438	0%	
Printing & Photocopying Costs	-2,000	-82	4%	-1,914	4%	
Furniture & Equipment expensed	-1,433	0	0%	-597	0%	
Other Sundry Expenses	-7,857	-378	5%	-1,588	24%	
Food & Catering Costs	-11,085	-2,230	20%	-3,690	60%	
Course Seminar & Conference Registration	-10,557	-5,995	57%	-2,013	298%	2
Air Travel	-3,093	-178	6%	-916	19%	
Travel Accommodation	-2,111	0	0%	-179	0%	
Travel Related Costs Other	-1,031	-734	71%	-130	566%	3
<b>Operating Expenditure</b>	<b>-588,293</b>	<b>-204,014</b>	<b>35%</b>	<b>-240,305</b>	<b>85%</b>	

**General Note:**

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. Related to expenses for extra meetings attended by elected members
2. Expenses mainly relate to the APSACC conference attended by the councillors
3. Relates to vehicle expenses of elected members



Approved by: Finance Data & Systems Lead

Section 2  
Financial Results

CEO Credit Card Transactions as at 22 November 2024  
% of year passed 41.67%

### 2.10 - CEO Credit Card Transactions

Cardholder Name: Amelia Vellar  
Cardholder Position: CEO  
Period Nov-24

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



Approved by: Finance Data & Systems Lead



## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - November Update
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	General Manager Community, Konrad Seidl

### COMMUNITY PLAN

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

### PURPOSE

This report provides Council with a summary of Community Benefit Scheme activity from November 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.
- At the end of November, \$179,300 has been expended with \$50,700 remaining for projects and activities which benefit the Palmerston Community in 2024/25.

### RECOMMENDATION

THAT Report entitled Community Benefit Scheme - November 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 by developing the capability of community groups and building community connection and a sense of belonging.

The Community Benefit Scheme for 2024/25 provides a budget of \$230,000 for grants, donations and sponsorship, and \$20,000 for Environmental Initiatives.

### DISCUSSION

In November 2024, four (4) projects or activities were funded by City of Palmerston (CoP) through the Community Benefit Scheme (CBS). A detailed list of all funds expended is included in **Attachment 13.2.2.1**

## Sponsorship

City of Palmerston sponsored a silver level partnership with the Planning Institute Australia for the NT Awards for Planning Excellence 2024.

The Silver Level Partnership include:

- Three (3) complimentary tickets to the Awards function, where the Mayor, Deputy Mayor and General Manager Infrastructure attended on Councils behalf.

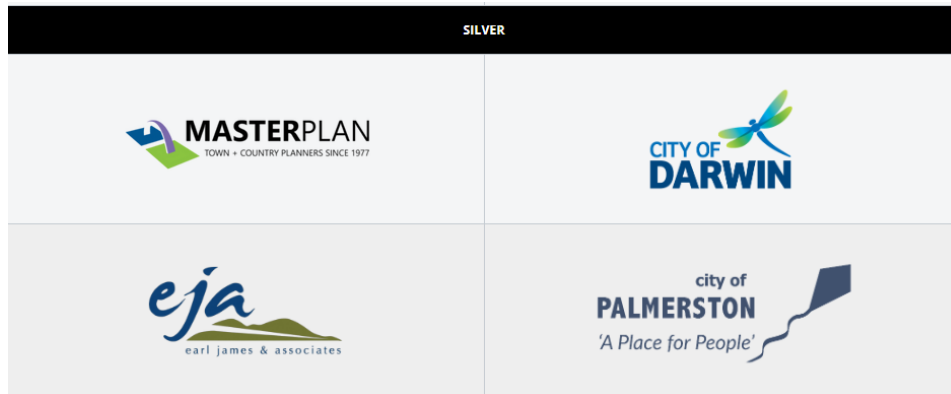


**Deputy Mayor and Mayor at PIA Awards Night**

- Verbal acknowledgement by MC recognising as Silver Partner
- Logo on PowerPoint Slide at event as Silver Partner
- Acknowledged Silver Partner in all stand-alone marketing for 2024 Awards
- Logo on NT Awards website with link to organisation website

Thank you to our Awards Partners





- Logo in Awards Nomination Guidelines e-book recognising level of sponsorship
- Logo on NT PIA event page advertising the ceremony
- Logo on NT Awards Winners page recognising as Silver Partner

No sponsorships were awarded in the November reporting period.

This financial year, City of Palmerston has supported three (3) sponsorships to a total value of \$7,000.

### Grants

Two (2) Community Grants were awarded in the November reporting period to the African Community Association to support the AFCON NT Tournament to the value of \$2,000 and Australian Broadcasting Commission to support the ABC 'Christmas Gives' campaign to the value of \$2,000.

This financial year, City of Palmerston has supported seven (7) Community Grants to the total value of \$18,800.

### Individual Representation Support

Six (6) Individual Representation Support (IRS) Grants and one Team Representative Support grants were awarded in November 2024 under the CEO's delegation to a total value of \$2750.

This financial year, City of Palmerston has supported 67 Individual Representation Support grants, and two (2) Team Representative Support grants to the total value of \$19,000.

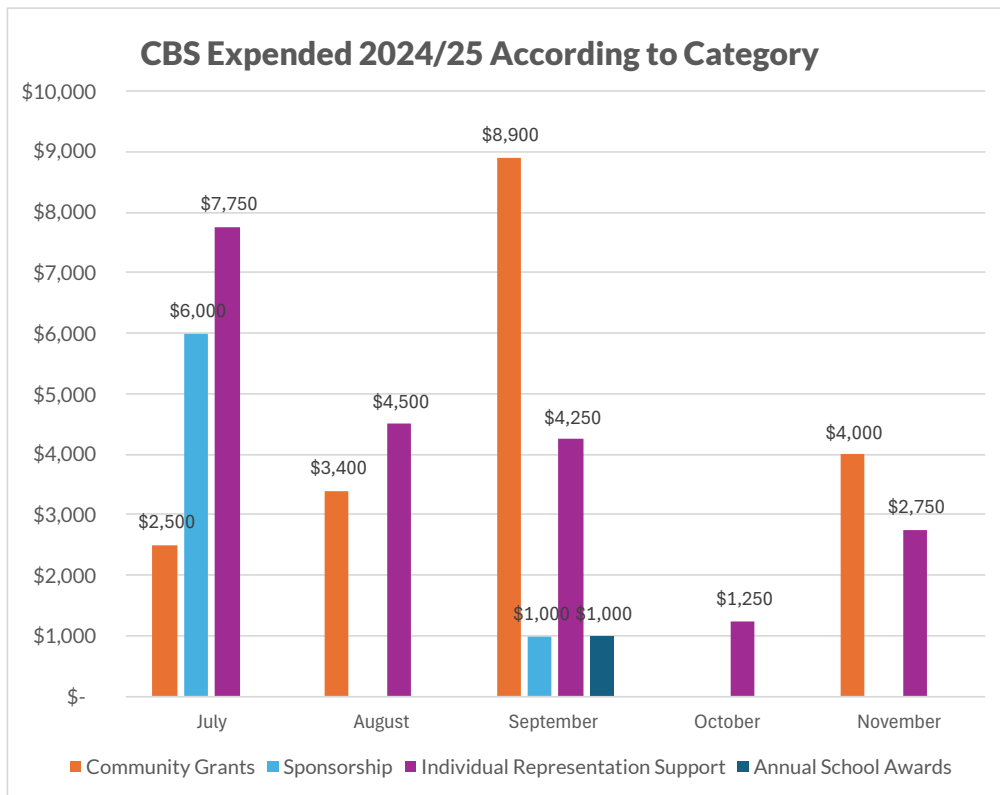
### Annual School Awards

No Annual School Awards Donations were made in the November reporting period.

This financial year, City of Palmerston has supported 10 Annual School Awards to the value of \$1000.

### Environmental Initiative Grants

No Environmental Initiative Grants were awarded in November 2024.



**Multiyear Sponsorship Agreements**

No new multiyear sponsorship agreements were presented to Council in November.

This financial year, a balance of \$133,500 is committed to 11 multiyear agreements, as shown in the table below.

Organisation	Financial Years			Agreement
	2024/25	2025/26	2026/27	
Palmerston and Litchfield Seniors	\$22,000	\$22,000	\$25,000	Year one (1) of three (3)
Palmerston Golf and Country Club	\$30,000	\$30,000		Year two (2) of three (3)
Palmerston Rugby Union Club	\$5,000	\$5,000		Year two (2) of three (3)
Riding for the Disabled Top End	\$15,000	\$15,000		Year two (2) of three (3)
Northern Sharks Rugby League Club	\$10,000	\$10,000		Year two (2) of three (3)
PaRBA	\$10,000	\$10,000		Year two (2) of three (3)
Palmerston Netball	\$10,000			Year three (3) of three (3)
Palmerston Rovers Football Club	\$10,000			Year three (3) of three (3)
Palmerston Saints Hockey Club	\$1,500			Year three (3) of three (3)
Palmerston Magpies Football Club	\$10,000			Year three (3) of three (3)
RSPCA	\$10,000			Year three (3) of three (3)
<b>Total</b>	<b>\$133,500</b>	<b>\$92,000</b>	<b>\$25,000</b>	

## **CONSULTATION AND MARKETING**

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

City of Palmerston will be promoting the Environment Grants over the coming month to raise awareness and increase applications in this area.

## **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 financial year for grants, donations, sponsorships is \$230,000. The 2024/25 Environmental Initiatives budget is a further \$20,000.

In total \$176,300 has been expended for grants, donations and sponsorship with \$53,700 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](#).

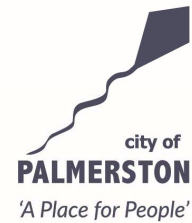
## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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 Recipient November 2024 [13.2.2.1 - 5 pages]

## GRANTS, DONATIONS & SPONSORSHIP RECIPIENTS



### NOVEMBER 2024

#### Community Grants and Donations

DATE	NAME	ACTIVITY	AMOUNT
31/7/2024	Heartkids LTD	Two Feet and A Heartbeat Walk	\$500
31/7/2024	Tamil Society	Indian Music Night	\$2000
20/8/2024	Korean Association	Korean Thanksgiving	\$3400
17/9/2024	Arafura Music Collective	Connecting Community Through Music	\$6900
23/9/2024	TEMHCO	Open Art Exhibition	\$2,000
20/11/2024	African Community Association NT Inc	AFCON Tournament	\$2,000
20/11/2024	Australian Broadcasting Commission	ABC "Christmas Gives"	\$2000
Grants Total			\$18,800

#### Sponsorship

DATE	NAME	ACTIVITY	AMOUNT
16/7/2024	Palmerston Cricket Club	Club Sponsorship	\$4,000
31/7/2024	Palmerston Raiders RLFC	Home Game Sponsorship	\$2,000
26/9/2024	Planning Institute of Australia	NT Awards for Planning	\$1,000
Sponsorship Total			\$7,000

## Multiyear Sponsorship Agreements

DATE	NAME	ACTIVITY	TYPE	AMOUNT
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	Organisation Sponsorship	Multiyear Agreement	\$15,000
2022/23	Rovers Football Club	Club Sponsorship	Multiyear Agreement	\$10,000
2023/24	Northern Sharks NRL Club	Club Sponsorship	Multiyear Agreement	\$10,000
2022/23	Palmerston Saints Hockey Club	Club Sponsorship	Multiyear Agreement	\$1,500
2024/25	Palmerston and Litchfield Seniors Association	Organisation Sponsorship	Multiyear Agreement	\$22,000
2023/24	Palmerston and Regional Basketball Association	Organisation Sponsorship	Multiyear Agreement	\$10,000
Multiyear Sponsorship Total				\$133,500

## Annual School Awards

DATE	NAME	AMOUNT
September 2024	Driver Primary School	\$100
September 2024	Durack Primary School	\$100
September 2024	Forrest Parade School	\$100
September 2024	Good Shepherd Lutheran College	\$100
September 2024	Gray Primary School	\$100
September 2024	Moulden Park Primary School	\$100
September 2024	Palmerston College 7-9	\$100
September 2024	Palmerston College 10-12	\$100
September 2024	Rosebery Primary School	\$100
September 2024	Palmerston Christian College	\$100
Annual School Awards Total		\$1000

## Individual Representation Support

DATE	NAME	ACTIVITY	AMOUNT
July 2024	A.T U'18	Australian Schools Boxing Championships	\$250
July 2024	C.J U'18	Junior State Age Netball Championships	\$250
July 2024	C.J-W U'18	Southern States Championships	\$250
July 2024	C.L U'18	Southern States Championships	\$250
July 2024	I.T. U'18	Australian Schools Boxing Championships	\$250
July 2024	J.B U'18	Australian Schools Boxing Championships	\$250
July 2024	M.L U'18	Southern States Championships	\$250
July 2024	N.J-W U'18	Southern States Championships	\$250
July 2024	O.L U'18	Southern States Championships	\$250
July 2024	R.S U'18	Southern States Championships	\$250
July 2024	S.D U'18	Junior State Age Netball Championships	\$250
July 2024	X. F U'18	Australian Schools Boxing Championships	\$250
July 2024	A.L U'18	Football Team School Sport Australia	\$250
July 2024	J.D U'18	National Youth Touch Football Championships	\$250
July 2024	C.G-M U'18	Touch Football Championships	\$250
July 2024	M.L U'18	Southern States Championships	\$250
July 2024	J.E U'18	Southern States Championships	\$250
July 2024	Z.M U'18	School Sport Australia Championships	\$250
July 2024	H.S U'18	Auscycling Nationals BMX Championships	\$250
July 2024	R.C U'18	Southern States Championships	\$250
July 2024	C.M U'18	Netball Queensland Junior State Age Championships	\$250
July 2024	S.T U'18	Southern States Championships	\$250
July 2024	A.C U'18	Southern States Championships	\$250
July 2024	H.S U'18	Australian Secondary Schools Rugby League Nationals	\$250
July 2024	E.B U'18	Australian Irish Dancing Association's Regional Championships	\$250
July 2024	T.B U'18	Australian Irish Dancing Association's Regional Championships	\$250
July 2024	P.T U'18	Basketball Championships	\$250



DATE	NAME	ACTIVITY	AMOUNT
July 2024	M.K U'18	Australian Schools Sports Rugby League	\$250
August 2024	K.A U'18	School Sport Australia Championships	\$250
August 2024	T.W U'18	Singa Cup 2024	\$250
August 2024	M.P U'18	SSA AFL	\$250
August 2024	C.S U'18	SSA Netball	\$250
August 2024	S.C U'18	SSA Cricket	\$250
August 2024	S.C U'18	SSA Netball	\$250
August 2024	R.C U'18	Ironman World Championships	\$250
August 2024	K.S U'18	SSA Cricket	\$250
August 2024	S.T U'18	SSA Netball	\$250
August 2024	K.B U'18	Hockey Australia National Championships	\$250
August 2024	X.G U'18	National Hockey Championships	\$250
August 2024	I.B U'18	Premier Football	\$250
August 2024	J.C U'18	Rugby League	\$250
August 2024	NT Christian Schools	Hydrogen Grand Prix	\$1,250
September 2024	N.D U'18	Track and Field	\$250
September 2024	S.D U'18	Lawn Bowls	\$250
September 2024	X.R U'18	Soccer	\$250
September 2024	M.M U'18	Lawn Bowls	\$250
September 2024	A.H U'18	Basketball	\$250
September 2024	A.W U'18	Lawn Bowls	\$250
September 2024	G.M U'18	Volleyball NT Titles	\$250
September 2024	M.W U'18	Premier Invitational Football Tournament	\$250
September 2024	F.G U'18	Australian Junior Motorcross	\$250
September 2024	A.R U'18	Tassel Trophy Challenge	\$250
September 2024	A.R.S U'18	U14 National Hockey Championships	\$250
September 2024	N.P U'18	U12 School Sport Australia Cricket	\$250
September 2024	C.H U'18	Australia All Schools Athletics	\$250
September 2024	R.H U'18	Aust All School Athletics	\$250
October 2024	E.C U'18	First Nations Football Cup	\$250

# COUNCIL AGENDA

## Attachment 13.2.2.1

DATE	NAME	ACTIVITY	AMOUNT
October 2024	T.C U'18	SSA - Touch Football	\$250
October 2024	M.R U'18	Scouts Jamboree	\$250
October 2024	J.J U'18	Soccer	\$250
October 2024	E.B U'18	Rugby League	\$250
November 2024	T.B U'18	Track and Field	\$250
November 2024	L.M U'18	Choir	\$250
November 2024	Palmerston Scouts	Jamboree	\$1,250
November 2024	A.W U'18	Qld Junior Teams Tennis Event	\$250
November 2024	E.G U'18	Australian Pool Lifesaving Championships	\$250
November 2024	A.W U'18	Western Australia Tennis Tour	\$250
November 2024	S.M U'18	2025 Winter Language Camp Beijing	\$250
Individual Representation Support Total			\$19,000

### Totals

FUNDING TYPE	AMOUNT
Community Grants	\$14,800
Sponsorship	\$7,000
Multiyear Sponsorship Agreement	\$133,500
Individual Representation Support	\$19,000
Annual School Awards	\$1000
Environmental Initiatives	\$0
Total	\$179,300
CBS Remaining	\$50,700
Environmental Initiatives Remaining	20,000

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Major Capital Projects Update - December 2024
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Senior Project Manager, Richard Azzopardi
<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

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:
  - Playground Renewals
  - Road Reseal and Reconstruction Programs
  - Footpath Connectivity & Renewal Program
  - Tree Replacement Program
  - Dark Spot Lighting Upgrade Program
  - FiberSense

### RECOMMENDATION

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

### BACKGROUND

Council has a \$16.39 million Capital Works Programs in 2024/25. 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.

## DISCUSSION

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

- Driver Community Centre **Attachment 13.2.3.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.3.2**
- Zuccoli Community Hub **Attachment 13.2.3.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.3.4**

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

### Playground Renewals

The designs for the Sanctuary Lakes and Marlow Lagoon Junior playground renewals have been finalised, which has enabled the equipment to be ordered. These will be presented to the community to demonstrate how their comments have been considered in the development of the designs, and to thank the community for their input. Works will be completed early in 2025, when site access is available following the wet season. The approximate cost for these playgrounds is \$972,350.00 (ex GST), which is within the \$1,162,297.00 budget for playground renewals. Uncommitted funds available within this program will be maintained for contingency for these projects, or utilised for reactive renewal works if required.

The replacement of the Tom Price Park playground which required replacement following vandalism, has been completed with the new swing set now open to the public.

### Road Reseal and Reconstruction Programs

Road reseal works have commenced for the 2024/25 program. The following roads & intersection resurfacing were completed in October 2024, with a total cost of approximately \$220,000.

- Woodlake Boulevard, Durack, near Nichols Street.
- Victoria Drive, Gray.
- Deviney Road and Marjorie Street intersection, Pinelands.
- Hardy Road and Stuart Hwy Service Road intersection, Pinelands.

This year's program identifies a up to a further 30+ road segments for treatment, dependant on final costs and grant funding. The remaining works are expected to be completed by May 2025. The overall budget for the programmed works totals \$1.9 million.

### Footpath Connectivity & Renewal Program

The Footpath Connectivity Program aims to increase connectivity between key services, assets and public open spaces. A pathway program has been developed to identify and remediate areas that are most in need of upgrading and outlining opportunities for new pathways. The program is reviewed annually to ensure current priorities and budget availability align. The total budget for this program is \$675,440.

The first two (2) projects in the program were completed in October, with a total cost of approximately \$150,000. These included connections to the Marlow Lagoon basketball court and nearby playground, and connections to a recently added all-abilities swing set at Sister Frederick Mangan Park.

### Tree Replacement Program

The first planting event is 70% complete with approximately 700 trees planted in the following locations:

- Tracy Park and Drain
- Gunter Drain
- Wood Drain
- Sibbald Drain
- Haydon Park

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- Golden Grove Park
- Hobart Park
- Farrar Boulevard

The cost of the initial round of tree planting has been approximately \$360,000, this has included mulching, fertilising, pest treatment and daily watering of each plant (as required). These trees will then be maintained for an additional 24 months. A further 300 trees will be planted prior to end of 2024. The second round of tree planting is scheduled for March 2025, with 1,000 more trees to be planted.

### Dark Spot Lighting Upgrade Program

Council's period contractor has been engaged to undertake public lighting upgrade projects, and works have commenced on the 2024/25 Dark Spots upgrade program. Upgrades in the following locations were completed in October 2024, at a total cost in the order of \$150,000.

- Allamurr Court, Gray
- Harrison Park, Woodroffe
- Essington Park, Gray

Designs for upgrades on Stockwhip Drive and Cunningham Crescent have been completed and issued to the contractor. Works in these locations is expected to be complete in early 2025.

Design briefs for future works have been completed for Rosebery Park, Dillon Circuit, Kilgour Lane and Fiveash Lane carpark. These projects will now have cost estimates finalised and will be scheduled to occur in 2025. The CBD projects of Kilgour Lane and Fiveash Lane carpark will be a priority for delivery due to their relationship to the Crime Prevention through Environmental Design (CPTED) outcomes.

### 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 be used for planning and improvements to the city. The installation is complete, and the Digital Asset system is live, with alerts of disruption (i.e. digging) near the fibre being received to allow the issuing of work permits as required. The first version (1.0) of the Digital City system has been developed with the final deployment stage underway, which will inform the next version (1.2) to be developed. Following the traffic system being established, future phases 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**

This Report addresses the following City of Palmerston Strategic Risks:

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

## **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 [13.2.3.1 - 2 pages]
2. Archer Waste Management Facility Upgrade Council Update [13.2.3.2 - 1 page]
3. Zuccoli Community Hub [13.2.3.3 - 2 pages]
4. Enterprise Resource Planning Project ( ER P) [13.2.3.4 - 1 page]



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## DRIVER COMMUNITY CENTRE

December 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 - \$2.5 million of grant funding (if received)

**Anticipated Completion Date:**

- 100% Design - December 2024
- Building permit - January 2025
- Construction - To be determined once funding has been finalised.

**Contractor:** Design - GHD Woodhead

### Status Update

**Percentage Complete:** 95% Design

**Actual Costs to Date (design):** \$227,764

**Cost to complete (design):** \$33,835

**Works to Date Summary:**

The detailed design and Quantity Survey cost estimate were reviewed in October with some final amendments underway. The cost for the project, including contingencies, based on the 90% design was estimated at \$3 million.

The design includes a total internal floor area of 353 square metres, with a total internal occupancy of 100 users across three (3) 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

**Upcoming Works:**

The 100% design drawings final review is occurring, with building permit and construction ready tender documentation to be issued in January 2025. This will complete the construction documentation package and will provide for the future Public Tender Package.



## DRIVER COMMUNITY CENTRE

December 2024 Update

### Project Risks:

The construction of project is dependent on funding and CoP are seeking grants to facilitate this. In the absence of grant funding, Council may have to consider deferring the project or allocating funding for the project to proceed.

There is a risk that once a Building Permit is issued, that works may not commence prior to its expiry, however the permit ensures that all factors for construction to occur have been considered which reduces risks when tendering for a builder. Further to this, the Building Permit demonstrates that the project is shovel ready which can make the project more attractive to funding providers.

### Visualisations:



Entrance



Site Layout





## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

December 2024 Update

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### Project Overview

**Summary:** Redevelopment of the Archer Waste Management Facility (AWMF) includes the construction of a new recycling area (inclusive of a cardboard compactor), relocation of the gatehouse to facilitate the recycling area upgrade, improvements to access and roads, and the construction of a general waste push-pit to improve safety and functionality.

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

**Total Budget:** \$1,292,508 (2024/25)

**Funding Source(s):**

- City of Palmerston - \$1,192,508
- Northern Territory Government - \$100,000 (installation of the cardboard compactor)

**Anticipated Completion Date(s):**

- Gatehouse Relocation - Completed June 2024
- Cardboard Compactor - December 2024 (to be confirming following final program)
- Recycling area - March 2025

---

### Status Update

**Percentage Complete:** 95% Design

**Actual Costs to Date:** \$0 (in 2024/25)

**Cost to complete:** \$1,284,850

**Works to Date Summary:**

The tender for the design and construction of the recycling area, including the cardboard compactor was awarded on 17 October 2024 to CMA Contracting.

Design has commenced with final review to take place in the first week of December. The updated construction program is to be provided by the Contractor, with estimated commencement in January 2025 and completion end of March 2025. This is delayed from previous scheduled estimates, however it is important that the design is completed to the required standard before works commence.

**Upcoming Works:**

- Design finalisation and construction of the recycling area and installation of cardboard compactor.
- Review and update of AWMF Upgrade Communications Strategy based on project staging.

**Project Risks:**

Construction is due to commence during the wet season and is a risk that prolonged wet weather may impact timing of completion.

The complexity of the site and availability of sub-contractors to progress the project may lead to further delays during construction.

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.



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## ZUCCOLI COMMUNITY HUB

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December 2024 Update

### Project Overview

**Summary:** The Master Plan for the Zuccoli Community aims to provide an integrated multi-purpose precinct to meet open space, recreation and community needs for the rapidly growing Zuccoli and wider City of Palmerston communities. The Master Plan details the proposed stages of construction. This report pertains to the construction of Stage 2: Pump Track and Walking Trail.

Stage 2 – Pump Track & Sensory Trail

Total Budget: \$1,156,563 (2024/25)

**Funding Source(s):**

- City of Palmerston - \$494,674
- Federal Government – \$411,889 LRCI (Local Roads & Community Infrastructure)
- Northern Territory Government - \$250,000

**Anticipated Completion Date:**

- Stage 2 – 2025

**Additional Information:**

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

### Status Update

**Works to Date Summary:**

Stage 2 works consists of the pump track, walking paths, shade structures, BBQ facilities and associated civil works. A design has been completed for the civil works, including earthworks and stormwater.

The following has occurred over the past month:

- Construction of the walking trail –clearing works for the walking trail have commenced
- Design for landscape works for Stage 2 has been awarded and commenced - this includes the pump track and other Stage 2 infrastructure
- Civil earthworks, including stormwater – construction is scheduled to begin early to mid-2025
- Pump track – expected to commence mid 2025

**Upcoming Works:**

Work progressing in the next two (2) months include;

- Pathway construction (shown in blue on map on next page). Clearing has been completed with minor civil and concrete works to continue throughout December 2024 and into the new year depending on weather and accessibility.
- Design works for Stage 2 infrastructure, scheduled to be completed by February 2025.
- Civil earthworks, including stormwater tender will be issued based on the current design, advertising of this tender is on schedule to occur by the end of January 2025.

Other Stage 2 infrastructure being designed includes an elevated walkway, skate park, basketball/multi-purpose court and exercise equipment. These will be costed as part of the design work and will be constructed as funding becomes available.



## ZUCCOLI COMMUNITY HUB

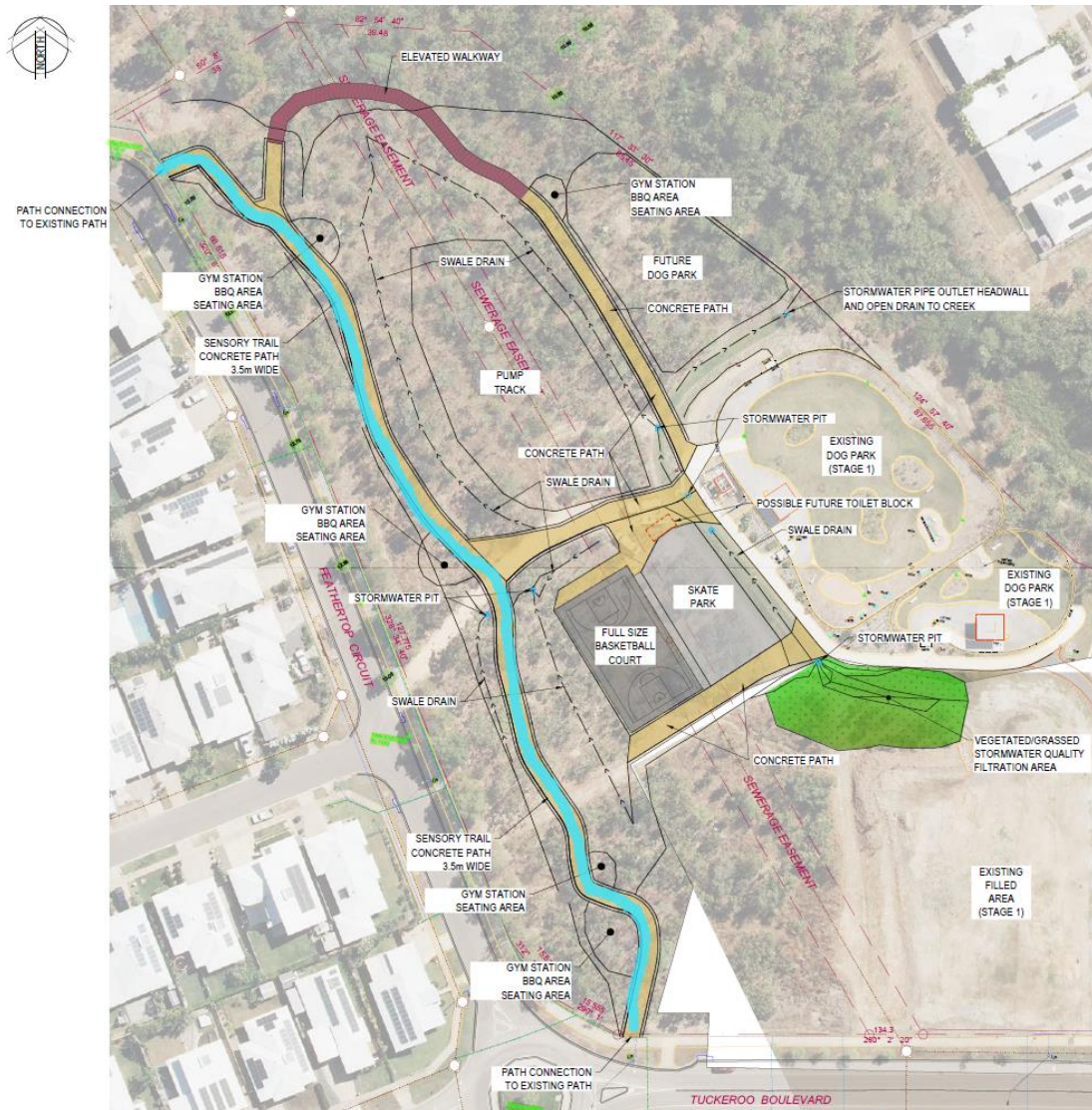
December 2024 Update

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### Project Risks:

The allocated budgets are based on concept designs and high-level estimates. A cost assessment is occurring for the civil design prior to tender, and the remainder of the Stage 2 works will be costed to inform staging and budget requirements.

Due to the site being near the creek, the conditions do make access in the wet season difficult, which does constrain the period where works can occur.



**Stage 2 - Approximate Scope of Work - Details to be confirmed in landscape design (blue line marking pathway commencing November 2024)**



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## ENTERPRISE RESOURCE PLANNING PROJECT

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December 2024 Update

### Project Overview

**Summary:** 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 three [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:** 22%

**Actual Costs to Date (consultancy):** \$244,717

#### 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. To mitigate these issues, CoP has made the decision to invest in an Enterprise Resourcing Planning (ERP) tool. Information Professionals Group (IPG) have been engaged to provide project management services and specialist resources. An internal Project Control Group (PCG) has been established to provide direction and governance for the project.

At the November meeting, the PCG approved the Procurement Phase Communication Plan. The Benefits Realisation Plan was also discussed with the PCG agreeing that some benefits identified in the Business Case need to be reviewed.

All business requirements have been drafted and confirmation workshops were held with each of the teams. To reach this point over 20 requirements gathering sessions were held, 50 business representatives were consulted and 1470+ functional requirements were identified.

The Tender Evaluation Panel met and discussed the tender documents. Current timelines estimate that all tender documents will be completed prior to the Christmas break and will be submitted for probity review first week in January.

#### Upcoming Works:

The Data Management Strategy and Plan is being drafted and will be ready for discussion at the December PCG meeting. Several key data management decisions need to be made to support the successful implementation of the ERP system.

The Project Team are working on identification of key activities and resources required to support the project through the Procurement and initial Design Phase. This work will be presented at the December PCG meeting.

#### Project Risks:

As an ERP system and business process changes will affect every CoP operation, change management is a key risk that has been identified and is critical to the project's success.

## COUNCIL REPORT

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	SWELL Palmerston Update 2024
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Acting Community Services Manager, Laura Hardman
<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

The report provides Council with an update on SWELL Palmerston's operation since its redevelopment in late 2023.

### KEY MESSAGES

- SWELL Palmerston opened to the community on 17 December 2023.
- Over 94,000 visits have been recorded since gates opened.
- Adventure Play has provided memorable experiences for 6,844 community members.
- Significant events, such as the Olympians' and Paralympians' Welcome Home Celebration on 5 October 2024, have further activated the aquatic centre.
- Belgravia Leisure currently manages the SWELL Palmerston facility.
- Works have commenced on the entrance to SWELL, including improved access, landscaping and a mural currently underway, designed and painted by artists David Collins and local Palmerston resident Jesse Bell.
- The public are invited to attend a First Birthday Pool Party is being held on 17 December 2024.

### RECOMMENDATION

THAT Report entitled SWELL Palmerston Update 2024 be received and noted.

### BACKGROUND

City of Palmerston's Palmerston Swimming and Fitness Centre closed for redevelopment on 22 August 2022 after 30 years of service provision.

The Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) project became Palmerston's largest infrastructure development to transform the aging Palmerston Swimming and Fitness Centre into an aquatic and leisure precinct.

The project received funding from multiple sources, including \$5 million from the Australian Government through the Building Better Regions Fund, \$7.5 million from the Northern Territory Government, and \$6.9 million from City of Palmerston (CoP).

The upgrade included a refurbished 50-metre pool, a 25-metre warm-water program pool, a splash and play area, an events area, a basketball half-court, new and improved accessible toilets and change rooms, and a two (2) storey aquatic adventure play structure, the first of its kind in the Northern Territory.

The eagerly anticipated SWELL Palmerston facility was revealed to the community on 17 December 2023, with an opening ceremony following an eighteen-month closure for redevelopment.

The report provides Council with statistical data and insights regarding SWELL Palmerston's operation following redevelopment.

## **DISCUSSION**

SWELL Palmerston has been open to our community since December 2023. During this period, over 94,000 people visited the facility.

The facility is equipped with various accessibility features to maximise community engagement and eliminate physical barriers to attendance.

During its initial 11 months of operation, the facility has hosted various events and programs.

Belgravia Leisure currently manages the SWELL facility, with the current contract concluding in June 2026. Entry to SWELL's swimming pools, splash zone and adventure play have remained free of charge since opening and will continue until 1 July 2026, at which time Council will review.



**Ariel view Palmerston Fitness Centre 2022.**



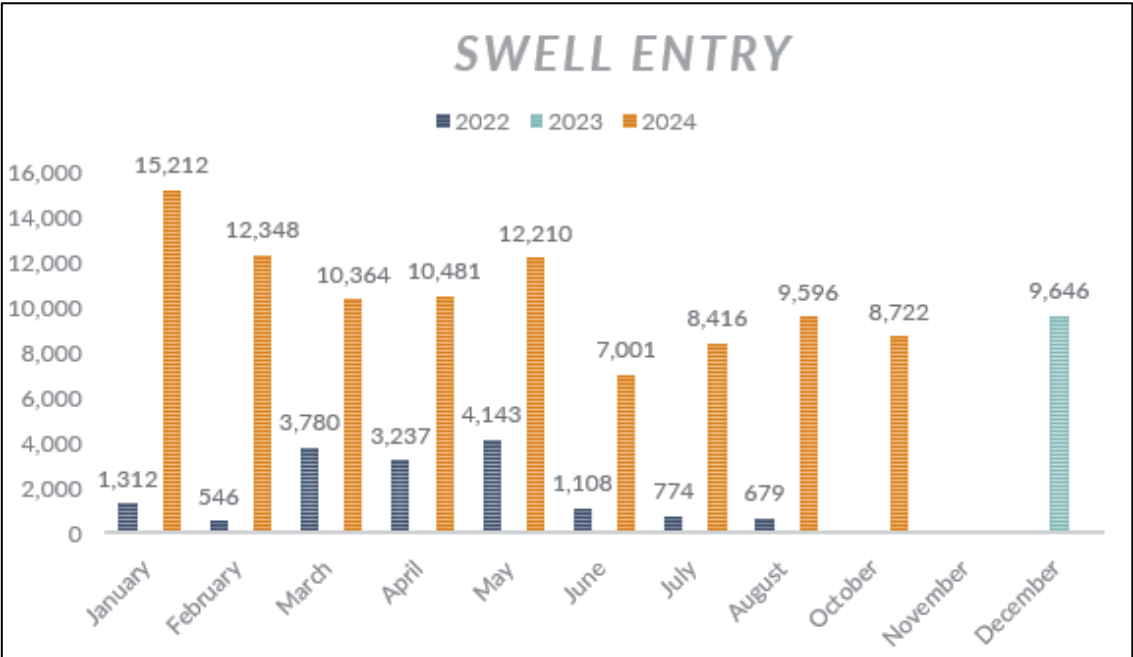
**Ariel view SWELL Palmerston 2023.**

## Utilisation

Over 2000 people attended the opening event for SWELL, with 800 entering the facility within the first hour of its relaunch in December 2023.

The past 11 months have seen popularity for SWELL Palmerston continue with over 94,000 visits, year to date.

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In Summary, the entry data shows reduced attendance during the dry seasons' cooler months, an anticipated trend. Utilisation has remained consistently higher than in 2022 based on improved facilities, increased programming, adventure play, and the heated program pool.

**Adventure Play**

The Adventure Play area is a first in the Northern Territory, providing people with a unique and challenging water experience. Over 6,500 people have experienced the high ropes.



**Adventure Play Structure**



Adventure Play utilisation has levelled since opening, with higher utilisation during weekends and school holidays as expected.

**Programs**

A wide range of programs operate from SWELL Palmerston. Activities since the facility's relaunch are listed below.

- Get Active Pilates, yoga and Triathlon come and try sessions
- Walking on the Water with the National Heart Foundation
- Karate school
- Adult Swim Programs
- Aqua Aerobics
- Kickboxing
- Self Defence
- HIIT Classes
- Circuit Training
- Seniors Circuit Training
- Yoga
- Pilates
- STEP Classes

**GOswim Program**

The GOswim Program is aligned with the Educational Curriculum, the Australian National Water Safety Plan and World Health Organisation recommendations. It provides essential swimming skills for primary and secondary school-aged children, assisting them in mastering different strokes and gaining confidence in the water. Over 1,000 children have used the swimming program since the pool opened.



## Swimming Clubs

Palmerston Sharks Swimming Club conducts frequent training at the SWELL facility, supporting individuals with many competitive performance outcomes and team selections across four (4) different squads: Junior development, Intermediate squads, Adult squads and Starfish squads.

## School Carnivals

Eight (8) Swimming Carnivals have been held at the facility, including Good Shepherd Lutheran and Palmerston Christian Collage. Swimming Carnivals offer young people a great introduction to competitive swimming and promoting a healthy lifestyle.

## Activation

### **Palmerston Youth Week Pool Party**

On 12 April, CoP celebrated Youth Week 2024 at the pool with activities to engage young people, such as 3 x 3 Basketball comps, a complementary BBQ, and a Fire show.

### **Palmerston Youth Festival Naidoc Pool Party**

On 7 July, day two (2) of the Palmerston Youth Festival, the NAIDOC Pool Party was held at SWELL Palmerston, featuring 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 young people embraced the opportunity to learn and practice their skateboarding skills at Build Up Skateboarding's energetic workshop.

### **Aquafest Water Safety Event**

On 21 September, City of Palmerston held a water safety awareness event AQUAFEST at SWELL in conjunction with Royal Life Saving Society NT and Belgravia Leisure. Attendees had an enjoyable day out, with different stallholders educating the community on all aspects of water safety.

### **Olympians' and Paralympians' Welcome Home Celebration**

On 5 October 2024, SWELL hosted a celebration welcoming home the Olympians and Paralympians who had competed in the 2024 Paris Olympic Games. Eight (8) gold, silver, and bronze medallists from various sports, including Water Polo, Swimming, Cycling, Para-Rowing, and Wheelchair Rugby, were the main attraction. The community event included motivational speeches, signings and Olympians testing out the Adventure Play area.

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**Olympians trailing the course**



**Event Poster**

**Continuous Improvements**

With brand-new equipment, SWELL’s Fitness Centre reopened to the community on 18 May 2024. The new equipment includes Treadmills, cross-trainers, Recumbent Bikes, Steppers, Rowers, and weights equipment. Membership also includes access to group fitness classes held onsite throughout the week.

The current membership for the Fitness Centre stands at 159.



**Fitness Centre Equipment**

The SWELL Adult Change Facility has the Master Locksmiths Access Key (MLAK) system, an initiative by the Master Locksmiths Association of Australasia. This system enables individuals with disabilities to access dedicated public facilities. Venue staff are available to assist users with access. CoP has established a service that enables SWELL staff to refer individuals to the Civic Centre, where they can obtain their own key at no cost.



**Digital Access Locker Area**

The community identified the need for additional items, such as lockers, to ensure the safe storage of personal belongings. In response, lockers were installed adjacent to the changing areas on 27 November. Pace clocks were also installed for the 50m pool to support lane swimming with installation in October 2024.

Works have commenced on the entrance to SWELL including improved access, landscaping and a mural is currently underway, designed and painted by artists David Collins and local Palmerston resident Jesse Bell. The vibrant artwork showcases themes from local Indigenous culture, the beauty of our water, and the surrounding natural environment. All these elements will be "stitched together" using a gold paint technique inspired by *kintsugi*. The mural creates an inviting and creative space whilst highlighting local talent. The mural is scheduled to be completed before the First Birthday Party on 17 December 2024



**Artist Concept of the Mural**

Landscaping and carpark upgrade work has commenced, with resurfacing to the bus loading area. This improvement will ensure safer drop-off and collection of school children and community groups visiting

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the facility. The Disability parking area has been upgraded to support community access further. The inclusion of a bin enclosure will improve the look of the entry area.

The carpark will also feature the much-loved iconic “mushroom” from the site before its restoration. It holds fond memories for Palmerston residents, young and old, and it is great to see this familiar pastime returned to the new facility.



**“The Mushroom”**



**Students painting the SWELL mural during a youth workshop hosted by Proper Creative**

**Future Initiatives**

The announcement made by the Northern Territory Government in November 2024 committing to free swimming lessons to all school-aged children will provide further vital swimming skills for young people in the community alongside increased centre activation.

## **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 2024/25 Operating expenditure for SWELL is \$1,030,818, which includes all operational costs for the site, including utilities, building maintenance, the operations management (Belgravia) and loan repayments.

The 2024/25 Capital expenditure budget for SWELL is \$580,000, this figure includes \$500,000 toward the SWELL Cafe which is subject to additional grant funding for the project to proceed.

The entrance and drop-off bay upgrades are costing in the order of \$200,000.

The mural at SWELL will be completed at an expense of \$32,000 from the Arts and Culture operating budget.

SWELL Palmerston entry remains free to the community as per the Council decision until 1 July 2026.

## **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.
3. **Economic Development**  
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.

## **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

1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	Reconciliation Action Plan Update
<b>MEETING DATE:</b>	Tuesday 10 December 2024
<b>AUTHOR:</b>	Marketing and Communications Manager, Becky Saywell
<b>APPROVER:</b>	Acting General Manager People and Place, Emma Blight

## COMMUNITY PLAN

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

## PURPOSE

This Report is to provide Council with an update on the progress of the Reconciliation Action Plan.

## KEY MESSAGES

- In September 2023 City of Palmerston registered to develop a Reconciliation Action Plan with Reconciliation Australia, the peak body for reconciliation in Australia.
- A Reconciliation Action Plan Working Group (RWP) has been formed with internal City of Palmerston staff and 1 community member.
- The first Reconciliation Action Plan Working Group meeting was held on 26 November 2024.
- A draft Reconciliation Action Plan will be formulated and be ready for community engagement early in 2025.
- The final Reconciliation Action Plan will be presented to Council for approval and implemented by 30 June 2025.

## RECOMMENDATION

THAT Report entitled Reconciliation Action Plan Update be received and noted.

## BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting of 18 June 2024 Council made the following decisions:

### *13.1.10 Reconciliation Action Plan Update*

1. *THAT Report Number 10/1397 entitled Reconciliation Action Plan Update be received and noted.*
2. *THAT Council endorses the Reconciliation Action Plan Working Group Terms of Reference provided at Attachment 13.1.10.1 to Report entitled Reconciliation Action Plan Update*

*CARRIED 10/1397 - 18/06/2024*

At the 2<sup>nd</sup> Ordinary Council Meeting of 15 October 2024 Council made the following decisions:

### *13.1.10 Reconciliation Action Plan Update*

*THAT Report Number Reconciliation Action Plan Update be received and noted.*

*CARRIED (5/0) -10/1577 - 15/10/2024*

As a community with strong Aboriginal and Torres Strait Islander representation, a Reconciliation Action Plan (RAP) will support City of Palmerston to sustainably and strategically take meaningful action to advance reconciliation in the Palmerston community.

To date, City of Palmerston has successfully completed the following actions towards progressing the development of a RAP:

- Registered with Reconciliation Australia (RA) to develop a RAP (September 2023)
- Published internal and external expressions of interest to join City of Palmerston's first Reconciliation Action Plan Working Group (RWG)
- Developed a Terms of Reference (TOR) Attachment 13.2.5.1
- Established the RWG including internal and external community members
- Conducted the first meeting, including a Welcome to Country and RA presentation (minutes provided as **Attachment 13.2.5.2**).

## **DISCUSSION**

The first RWG meeting was held on November 26, 2024, and featured Mary Williams from Larrakia Nation performing a 'Welcome to Country' to officially welcome everyone to the Palmerston region. Mary provided the group with an intimate Welcome to Country experience, officially opening the first RWG meeting.

Reconciliation Australia were unable to attend by video conference, however they provided a video presentation titled 'What is a RAP about?' and a webinar on the 'Reflect' level RAP process.

The appointed Palmerston community member was unable to attend this RWG meeting and the second community member position and Palmerston business position remain unfilled at this time, however some interest in these roles has been shown recently and it is anticipated they will be filled by the next meeting.

The RWG members shared what they feel they can individually bring to the development of the RAP, past experiences, along with what they envisage City of Palmerston's first RAP to deliver for the community. (see minutes as **Attachment 13.2.5.2**).

The next meeting will be held on 17 December where the group is expected to table a high-level draft version of the RAP for discussion before submitting to Reconciliation Australia (RA) by 31 December for review and feedback.

Another meeting will be held in the new year, where the group will meet and use the advice from Reconciliation Australia to support refinement of the RAP in preparation for endorsement by Council for Community Engagement.

Following community engagement, it is anticipated the final 'Reflect' RAP will be ready for implementation for City of Palmerston by 30 June 2025.

## **CONSULTATION AND MARKETING**

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

- Executive Assistant to General Manager People and Place
- A/General Manager People and Place

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

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

## **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. RAP Terms of Reference [13.2.5.1 - 4 pages]
2. 20241129 RWG Minutes 26 Nov 24 [13.2.5.2 - 3 pages]





## TERMS OF REFERENCE

Committee Name:	Reconciliation Action Plan Working Group		
Responsible Officer:	Executive Manager People & Customer		
Owner:	General Manager People and Place		
Approval Date:	18/06/2024	Next Review Date:	18/02/2026

### 1 PURPOSE

The purpose of the City of Palmerston Reconciliation Action Plan Working Group (RWG) is to develop, implement and report on the City of Palmerston Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia.

### 2 COMMITTEE OBJECTIVES

- 2.1 Develop a RAP within the context of City of Palmerston's core business and in-line with:
  - The City of Palmerston Community and Municipal Plans; and
  - The City of Palmerston Inclusive, Diverse and Accessible Strategy.
- 2.2 Establish a collaborative and consultative process for engaging staff across the organisation so that they can provide:
  - Ideas for the RAP; and
  - Feedback on draft versions.
- 2.3 Develop a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- 2.4 Regularly liaise with relevant internal and external stakeholders to review progress of the RAP actions including:
  - Reporting RAP progress to Council as RAP Sponsor quarterly or more frequently as required;
  - Reporting RAP progress to Reconciliation Australia annually;
  - Reporting RAP progress internally;
  - Reporting RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
  - Reflecting on key learnings in the development of a new RAP.
- 2.5 Consider RAP implementation issues and consult with relevant staff to find solutions.
- 2.6 Seek approval from Council for final version of Reconciliation Action Plan.
- 2.7 Liaise with internal or external designers inform the design of the RAP document.
- 2.8 Develop a new RAP when the current plan expires.

### 3 AUTHORITY/DELEGATION

- 3.1 The RWG will have no delegation and progress of the RAP development and implementation will be reported directly to the Chief Executive Officer.



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## TERMS OF REFERENCE

- 3.2 City of Palmerston staff on the RWG are responsible for liaising with all relevant business units to assist in completion and submission of the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.
- 3.3 Once approved by Council the final document will be signed off by the RAP Champion and Chief Executive Officer.

### 4 MEMBERSHIP AND STRUCTURE

- 4.1 Membership of the RWG will be limited to ten (10) people.
- 4.2 Nominations will be open to City of Palmerston staff members, Palmerston residents and Palmerston based organisations who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of City of Palmerston.
- 4.3 The RWG will comprise a maximum of six (6) staff members who have been nominated for the group. Aboriginal and Torres Strait Islander staff members will be strongly encouraged to nominate.
- 4.4 The RWG will comprise two (2) Palmerston Aboriginal and or Torres Strait Islander community members and one (1) Aboriginal and or Torres Strait Islander Palmerston organisation representative. These external vacancies will be advertised on the City of Palmerston website and any other media decided by the organisation.
- 4.5 Nominations will be submitted via email to a designated City of Palmerston email address.
- 4.6 Final selection will be made by the Chief Executive Officer.
- 4.7 The RWG will also include a RAP Champion from the Executive Leadership Team.
- 4.8 The roles of RWG membership and other decision makers internal and external to the RWG are defined as follows:

Member/Decision Maker	Reason for Membership and Role
RWG Members	
Staff that represent a wide range of departments, locations and levels.	<ul style="list-style-type: none"> <li>• To promote a whole-of-organisation approach to the RAP.</li> <li>• To ensure the RAP does not sit with a single team.</li> <li>• To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments as reconciliation is everyone's responsibility.</li> </ul>
Aboriginal and Torres Strait Islander	<ul style="list-style-type: none"> <li>• To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives.</li> </ul>



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## TERMS OF REFERENCE

representatives (staff or external)	<ul style="list-style-type: none"> <li>To ensure Aboriginal and Torres Strait Islander people are involved in decision-making.</li> <li>To build a culturally appropriate approach to RAP development, implementation and reporting.</li> <li>To assist the RWG and organisation work through areas that can be complex or sensitive.</li> <li>It should be noted that Aboriginal and Torres Strait Islander Staff and RWG members should not be expected to drive the RAP, but rather guide it.</li> </ul>
RAP Chair/Co-chairs (may be RAP Champion)	<ul style="list-style-type: none"> <li>To coordinate RWG meetings (or their delegate) and take responsibility for holding other members of the group accountable and on track.</li> <li>To provide a primary contact for other staff, community members, organisations and Reconciliation Australia when they have enquiries about the RAP.</li> </ul>
RAP Champion/s	<ul style="list-style-type: none"> <li>An Executive Leadership Team member to raise the profile of reconciliation as an organisational priority internally and externally.</li> <li>To lead by example by actioning the commitments in the RAP.</li> </ul>
External to RWG	
Council/RAP Sponsor	<ul style="list-style-type: none"> <li>Provide the leadership, guidance and resources to ensure that City of Palmerston's commitment to reconciliation is realised.</li> <li>Approve RWG Terms of Reference</li> <li>Approve final version of the Reconciliation Action Plan</li> </ul>
CEO/Key decision makers	<ul style="list-style-type: none"> <li>To ensure the RWG can resolve roadblocks to RAP implementation.</li> </ul>

### 5 TERMS, VACANCIES AND FEES

- 5.1 The membership term of the RWG will be until implementation of the current iteration of the RAP. New members will be invited to join as vacancies arise to ensure the group generates new ideas as well as continuity.
- 5.2 To ensure participation and recognition of contribution, the community members on the RWG will be compensated for their attendance at meetings at the rates identified in the 'Extra Meeting/Activity Allowance' for Elected Members per Determination No. 1 of 2023 as a (noting that these are not Elected Members and meetings will likely be conducted outside normal business hours).



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## TERMS OF REFERENCE

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- 5.3 When meetings are held out of business hours, City of Palmerston staff attendance will be considered as working additional hours and compensated accordingly per the relevant City of Palmerston Enterprise Agreement or Employment Contract.
- 5.4 A member who fails to attend three consecutive meetings without providing an apology is considered to have resigned from their membership.
- 5.5 The Terms of Reference and membership profile will be reviewed by the RWG every two years from commencement, or as required.

### 6 MEETINGS

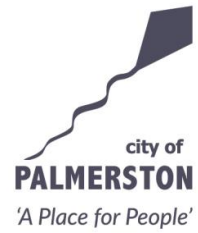
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- 6.1 The Reconciliation Action Plan Champion (or their delegate) will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 6.2 Meetings will be held monthly while the RAP is being developed, and every two months after launch to monitor progress.
- 6.3 Meetings will require a quorum of half plus one.
- 6.4 In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.
- 6.5 Meeting minutes will be distributed to members within five working days after a meeting.

### 7 CONDUCT

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- 7.1. RWG members must declare any real or perceived conflicts of interest when joining the group and at the start of each meeting before discussion of the relevant agenda items.
- 7.2. Committee members must not speak on behalf of the RWG without the approval of the Chief Executive Officer.



## RECONCILIATION ACTION PLAN WORKING GROUP

### MEETING MINUTES 26 NOVEMBER 2024

Minutes of Reconciliation Action Plan Working Group Meeting  
Held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
On Tuesday 26 November 2024, 5:30pm

COMMITTEE MEMBERS	Konrad Seidl, General Manager Community, RAP Champion/Chair
	India Etherington, Community Development Officer
	Rachel Fosdick, Community Facilities Officer
	Taylor Revit, Marketing and Communications Officer
	Martin Blackmore, Library Outreach Officer
	Matthew Gould, Economic Development Officer
	Gabrielle Hale, Community Member
	Cristina Magbojos, Proxy Minute Secretary on behalf of Kaitlyn William
	Innocent Ndhlovu, RAP Project Manager

## 1. ACKNOWLEDGEMENT OF COUNTRY

City of Palmerston acknowledges the Larakia 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.

Mary Williams, a representative of Larakia Nation, presided over the opening Ceremony, providing a Welcome to Country.

## 2. OPENING OF MEETING

The chair declared the meeting open at 5:30pm on 26 November 2024.

## 3. APOLOGIES

### 3.1. Apologies

An Apology was received from Gabrielle Hale (community member) for 26 November 2024.

## 4. PRESENTATION

### 4.1. Presentation

A video presentation was provided by Reconciliation Australia. The presentation outlined “What is RAP about?” and provided a webinar on “the Reflect RAP” process.

## 5. ITEMS OF BUSINESS

### 5.1. Terms of Reference

The committee discussed the current vacancy in line with the Terms of Reference. It was discussed that the Committee could reach out to the following parties to fill this position:

- The Current list of Businesses that City of Palmerston engage
- Those who attend the Recreation Centre
- 1 Percent Program or Indigenous Businesses Australia
- The Palmerston indigenous Network

### 5.2. RAP Working Group Member Share

Each member of the working group shared their own personal experiences with reconciliation, as well as what they envisage for City of Palmerston. This included;

- 
- Build upon our existing initiatives and achievements to strengthen future efforts.
- Enhance our Inclusive, Diverse, and Accessible (IDA) Policy Framework through the implementation of the RAP (Reconciliation Action Plan).
- Expand on current support for NAIDOC events and established networking efforts.

- Leverage our Council's smaller size to focus on creating a well-rounded and impactful RAP.
- Engage staff in the reconciliation journey to gain buy-in and understanding across the organisation.
- Encourage staff to incorporate Acknowledgement of Country in meetings, reflecting a genuine commitment to reconciliation.

### 5.3 Meeting Timeframes and Date Schedule

It was suggested by the Chair that meetings take place after hours. The Working Group agreed that the Tuesday is suitable for meetings, and the schedule would be reviewed to avoid Council Meeting dates.

### 5.4 Draft RAP Discussion

Chair encouraged the group to have a look at the deliverables and the feasibility of delivering the draft RAP. Identify anything unique or impactful that CoP can do for their RAP. Look at the Reconciliation website on other RAP's to educate on what other organisations are doing in this space.

A 'Reflect' RAP has approximately 12-18 months duration. The members noted that a lot of action will go on behind the scenes including policy, communicating our commitment to staff, developing an understanding and then small visible actions could follow such as incorporating an acknowledgement into uniforms or throughout offices etc

The chair acknowledged there is a strong internal team on the RWG.

Chair thanked everyone for participating.

## 6. MEETING CLOSURE

The chair declared the meeting closed at 6:35pm on 26 November 2024.



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## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

### 14.2 Correspondence

#### **14.2.1 Correspondence from Hon Steven Edgington MLA**

THAT correspondence dated 8 November 2024 14.2.1 entitled Correspondence from Hon Steven Edgington MLA be received and noted.





MINISTER FOR HOUSING, LOCAL GOVERNMENT  
AND COMMUNITY DEVELOPMENT

Parliament House  
State Square  
Darwin NT 0800  
minister.edgington@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8999 8635

Her Worship the Mayor  
Ms Athina Pascoe-Bell  
City of Palmerston

Via email: [mayor@palmerston.nt.gov.au](mailto:mayor@palmerston.nt.gov.au)

Dear Mayor

I would like to thank you and Ms Vellar for meeting with me and providing me an overview of the impressive work the City of Palmerston is delivering, and hearing of suggestions to improve local government legislation and the sector overall.

It is very pleasing to hear of initiatives that enhance local development and operations and how the Northern Territory Government can work with the sector on delivering new and improved services for communities across the Northern Territory.

I look forward to continuing a positive and collaborative working relationship with your Council. My office will be in contact to arrange a meeting at a suitable time to discuss how we can best work together to deliver the best outcomes for the Northern Territory.

Yours sincerely

A handwritten signature in red ink, appearing to read 'St Edgington'.

STEVEN EDGINGTON

- 8 NOV 2024



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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, 21 January 2025 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

### 2nd Ordinary Council Meeting Tuesday 19 November 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

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Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 19 November 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 Damian Hale  
Councillor Sarah Henderson

#### STAFF

Chief Executive Officer, Amelia Vellar  
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

Nil members of the public  
Three members of staff

Initials:

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

11515



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## COUNCIL MINUTES

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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 5.32pm..

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Deputy Mayor Fraser  
Seconded: Councillor Hale

1. THAT the apology received from Councillor Eveleigh for 19 November 2024 be received and noted.
2. THAT the apology received from Councillor Morrison for 19 November 2024 be received and noted.

CARRIED (5/0) - 10/1622 - 19/11/2024

3.2 Leave of Absence Previously Granted

Nil

4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

Nil

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

THAT the Declaration of Interest received from Mayor Pascoe-Bell for Items 13.2.3 and 27.2.1 be received and noted.

CARRIED (6/0) - 10/1623 - 19/11/2024

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

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

11516



A Place for People

## COUNCIL MINUTES

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### 5.2 Staff

Moved: Councillor Henderson  
Seconded: Deputy Mayor Fraser

THAT the Declaration of Interest received from Chief Executive Officer for Item 27.2.2 be received and noted.

CARRIED (6/0) - 10/1624 - 19/11/2024

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of Minutes

Moved: Councillor Henderson  
Seconded: Councillor Giesecke

THAT the Minutes of the Council Meeting held on 5 November 2024 pages 11492 to 11501 be confirmed and that the Minutes of the Special Council Meeting held on the 14 November 2024 pages 11508 to 11511 be confirmed.

CARRIED (6/0) - 10/1625 - 19/11/2024

### 6.2 Business Arising from Previous Meeting

Nil

## 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Garden

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

CARRIED (6/0) - 10/1626 - 19/11/2024

## 8 DEPUTATIONS AND PRESENTATIONS

Nil

## 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

11517



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## COUNCIL MINUTES

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### 10 CONFIDENTIAL ITEMS

#### 10.1 Moving Confidential Items into Open

##### 10.1.1 LEAVE OF ABSENCE REQUESTS

Moved: Councillor Garden  
Seconded: Councillor Morrison

1. THAT the leave of absence received from Councillor Eveleigh for 30 October to 3 November 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Eveleigh for 7 November to 10 November 2024 inclusive be received and noted.

CARRIED (7/0) - 10/1535 - 17/09/2024

##### 10.1.2 LEAVE OF ABSENCE REQUESTS

Moved: Deputy Mayor Fraser  
Seconded: Councillor Morrison

1. THAT the leave of absence received from Councillor Hale for 6 November to 8 November 2024 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Hale for 12 November to 14 November 2024 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Morrison for 12 November to 14 November 2024 inclusive be received and noted.
4. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (5/0) - 10/1604 - 5/11/2024

##### 10.1.3 City of Palmerston Enforceable Undertaking Update - November 2024

Moved: Councillor Henderson  
Seconded: Councillor Garden

1. THAT Report entitled City of Palmerston Enforceable Undertaking Update - November 2024 be received and noted.
2. THAT the decisions relating to Report entitled City of Palmerston Enforceable Undertaking Update - November 2024 be moved to the Open minutes of the Ordinary Meeting Tuesday 19 November 2024.

CARRIED (6/0) - 10/1640 - 19/11/2024

#### 10.2 Moving Open Items into Confidential

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

11518



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COUNCIL MINUTES

10.3 Confidential Items

Moved: Deputy Mayor Fraser  
Seconded: Councillor Henderson

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

Item	Confidential Category	Confidential Clause
27.1.1	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)(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.
27.1.2	Contract Assessment	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. 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.
27.1.3	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)(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. 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

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





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COUNCIL MINUTES

		or both relating to, information subject to an obligation of confidentiality at law, or in equity.
27.1.4	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.
27.2.1	Confidential Restricted	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)(f) 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 in relation to a complaint of a contravention of the code of conduct.
27.2.2	Confidential Restricted	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 possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED (6/0) - 10/1627 - 19/11/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

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## COUNCIL MINUTES

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### 13 OFFICER REPORTS

#### 13.1 Action Reports

##### 13.1.1 Parking Strategy Update

Moved: Deputy Mayor Fraser  
Seconded: Councillor Henderson

1. THAT Report entitled Parking Strategy Update be received and noted.
2. THAT a Council workshop is held in February 2025 in relation to the development of a new City of Palmerston Parking Strategy, including options for a Parking Policy.

CARRIED (6/0) - 10/1628 - 19/11/2024

##### 13.1.2 Nomination to Regional Capitals Australia for a General Board Membership (NT)

Moved: Deputy Mayor Fraser  
Seconded: Councillor Hale

1. THAT Report entitled Nomination to Regional Capitals Australia for a General Board Membership (NT) be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell's nomination to Regional Capitals Australia for a general board Membership (NT).

CARRIED (6/0) - 10/1629 - 19/11/2024

##### 13.1.3 Abandoned Personal Effects Policy

Moved: Deputy Mayor Fraser  
Seconded: Councillor Garden

1. THAT Report entitled Abandoned Personal Effects Policy be received and noted.
2. THAT Council approves the policy, being **Attachment 13.1.3.1** contained in this report entitled Abandoned Personal Effects Policy.

CARRIED (6/0) - 10/1630 - 19/11/2024

#### 13.2 Receive and Note Reports

##### 13.2.1 Major Capital Projects Update - November 2024

Moved: Councillor Garden  
Seconded: Councillor Henderson

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

CARRIED (6/0) - 10/1631 - 19/11/2024

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MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

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## COUNCIL MINUTES

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### 13.2.2 Financial Report for the Month of October 2024

Moved: Councillor Hale  
Seconded: Councillor Garden

THAT Report entitled Financial Report for the Month of October 2024 be received and noted.

CARRIED (6/0) - 10/1632 - 19/11/2024

*Mayor Pascoe-Bell declared a Conflict of Interest and left Chambers at 5.46pm.  
Deputy Mayor Fraser assumed the Chair at 5.46pm.*

### 13.2.3 Community Benefit Scheme - October Update

Moved: Councillor Henderson  
Seconded: Councillor Hale

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

CARRIED (6/0) - 10/1633 - 19/11/2024

*Mayor Pascoe-Bell returned to Chambers at 5.47pm and resumed the Chair.*

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

### 14.2 Correspondence

Nil

## 15 REPORT OF DELEGATES

Nil

## 16 QUESTIONS BY MEMBERS

Nil

## 17 GENERAL BUSINESS

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

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COUNCIL MINUTES

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18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Garden  
Seconded: Councillor Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday, 10 December 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (6/0) - 10/1634 - 19/11/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Hale  
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 (6/0) - 10/1635 - 19/11/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 5.49pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.14pm.

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Chair

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Print Name

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Date

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

MINUTES ORDINARY COUNCIL MEETING - 19 NOVEMBER 2024

11523



## MINUTES

### Special Council Meeting Friday 29 November 2024

The Special 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

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Minutes of Special Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Friday 29 November 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 ( <i>via Audio/Audiovisual</i> ) Councillor Lucy Morrison ( <i>via Audio/Audiovisual</i> ) Councillor Sarah Henderson
STAFF	Minute Secretary, Kate Roberts
GALLERY	Nil

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

MINUTES SPECIAL COUNCIL MEETING - 29 NOVEMBER 2024

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## COUNCIL MINUTES

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### 1 ACKNOWLEDGEMENT OF COUNTRY

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

### 2 OPENING OF MEETING

The Chair declared the meeting open at 5.31pm.

### 3 APOLOGIES

Moved: Councillor Henderson  
Seconded: Councillor Morrison

1. THAT the apology received from Councillor Eveleigh for 29 November 2024 be received and noted.
2. THAT the apology received from Councillor Hale for 29 November 2024 be received and noted.

CARRIED (6/0) - 10/1646 - 29/11/2024

### 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

*THAT it be noted the following Elected Members have been granted attendance via Audio/Audiovisual Conferencing by the Chief Executive Officer for this meeting in accordance with the policy:*

*Councillor Morrison  
Councillor Giesecke*

### 5 DECLARATION OF INTEREST

#### 5.1 Elected Members

Nil

#### 5.2 Staff

Nil

### 6 CONFIDENTIAL ITEMS

#### 6.1 Confidential Items

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

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

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

MINUTES SPECIAL COUNCIL MEETING - 29 NOVEMBER 2024

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COUNCIL MINUTES

Item	Confidential Category	Confidential Clause
8.1	Confidential Restricted	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 possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED (6/0) - 10/1647 - 29/11/2024

7 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Fraser  
Seconded: Councillor Henderson

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 (6/0) - 10/1648 - 29/11/2024

The open section of the meeting closed at 5.35pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.14pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

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