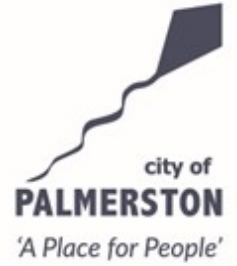


# AGENDA

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## 1st ORDINARY COUNCIL MEETING

TUESDAY 4 MARCH 2025

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

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

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

NADINE NILON  
CHIEF EXECUTIVE OFFICER



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- 1 ACKNOWLEDGEMENT OF COUNTRY
  - 2 OPENING OF MEETING
  - 3 APOLOGIES AND LEAVE OF ABSENCE
    - 3.1 Apologies
    - 3.2 Leave of absence previously granted
  - 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 18 February 2025 pages 11614 to 11626 be confirmed.
    - 6.2 Business arising from previous meeting
  - 7 MAYORAL REPORT
  - 8 DEPUTATIONS AND PRESENTATIONS
  - 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
  - 10 CONFIDENTIAL ITEMS
    - 10.1 Moving confidential items into open

## 10.2 Moving open items into confidential

## 10.3 Confidential items

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

Item	Confidential Category	Confidential Clause
25.1	Confidential Presentation	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.
27.1.1	Contract Matter	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.
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)(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.

# 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>	Council Policy Review - Grants and Community Benefit Scheme Policy & Draft Sponsorship Policy
<b>Meeting Date:</b>	Tuesday 4 March 2025
<b>Author:</b>	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

This Report provides Council with changes to the Community Benefit Scheme and seeks approval for the Community Funding Policy and Community Sponsorship Policy.

## Key messages

- City of Palmerston has delivered the Community Benefit Scheme since 2016. The Scheme provides funding support for eligible initiatives via grants and sponsorships that align with the outcomes of City of Palmerston's Community Plan.
- The funding has supported various initiatives and events that have energised Palmerston and strengthened our community.
- A review of the Community Benefit Scheme identified several improvement opportunities, including clarifying funding types and developing a supporting guidelines document. Several changes are outlined, including renaming the scheme to the Community Funding Program.

## Recommendation

1. THAT Report entitled Council Policy Review - Grants and Community Benefit Scheme Policy & Draft Sponsorship Policy be received and noted.

2. THAT Council rescind the Grants, Donations and Sponsorships Policy at **Attachment 13.1.1.1**
3. THAT Council adopt the Community Funding Program Policy at **Attachment 13.1.1.2** to report entitled Council Policy Review - Grants and Community Benefit Scheme Policy & Draft Sponsorship Policy.
4. THAT Council adopt the Sponsorship Policy at **Attachment 13.1.1.3** to report entitled Council Policy Review - Grants and Community Benefit Scheme Policy & Draft Sponsorship Policy.

## Background

The Community Benefit Scheme (CBS) has been administered by City of Palmerston (CoP) since 2016. Funding support is provided for eligible initiatives that align with the outcomes of the Community Plan. Since its inception, the program has progressively grown, increasing its budget and incorporating improvements that reflect community needs and expectations. The Scheme has supported many valuable events, sporting opportunities and programs highlighting Palmerston's talented and culturally diverse community.

The Council's Grants, Donations, and Sponsorships Policy has been reviewed once during the Tenth Council's term, with updates endorsed on 20 September 2022. These updates included a recommendation to remove the Scholarship category due to its limited benefit to the Palmerston community.

## Discussion

The existing Council Policy, *Grants, Donations, and Sponsorships*, aims to provide governance for the Council's Community Benefit Scheme (CBS) aligned with the Council's Community Plan objectives.

The CBS Policy and Process review has identified several areas to strengthen and improve outcomes. Two new policies have been developed to better differentiate between funding types, particularly a grant request and a sponsorship opportunity.

The current *Grants, Donations and Sponsorship Policy* is provided as **Attachment 13.1.1.1**

The new *Community Funding Program Policy* is provided as **Attachment 13.1.1.2**.

The new *Sponsorship Policy* is provided as **Attachment 13.1.1.3**.

This report provides the key changes proposed for each funding opportunity.

## Community Benefit Scheme

A proposed renaming of the Community Benefit Scheme to the Community Funding Program (CFP) aims to encompass the funding offered, which includes Individual Representation Support, Environmental Initiatives, Graffiti Removal and School Awards.



The draft policy now provides higher-level information, moving practical details to the CFP Guidelines.

The development of Guidelines will provide greater support to the community with clear instructions on the application process, eligibility, and funding requirements. This will be supported by the introduction of web forms designed to improve the user experience while reducing the need for additional and ongoing information requests.

To enhance engagement and ensure the reports provide valuable information, it is proposed to transition Council update requirements to a quarterly schedule.

## Community Grants

An assessment criteria and a scoring matrix will be introduced to ensure greater governance and continuity of recommendations. In addition, an acquittal process will be introduced to ensure funding provided was expended as per the application.

## Representation Support

To ensure funds are supporting Palmerston residents, applicants would be required to provide proof of residency.

Applications that do not conform with the criteria will be submitted to the Chief Executive Officer (CEO) for consideration. Approval will be granted provided the applicant adequately demonstrates representation for Palmerston, deemed by the CEO.

## Environmental Initiatives

Applications are required to align with the actions of CoP's Sustainability Strategy and can include environmental and waste education initiatives.

Palmerston Schools will no longer be required to commit financially to Environmental Initiatives, this change is anticipated to attract more applications and support initiatives planned by young people in our community.

## Special Projects

It is proposed that Special Projects be removed from the policy. Special Projects are currently defined as follows in the current *Grants, Donations and Sponsorship Policy*: "Council may elect to offer and promote Special Projects Expressions of Interest to encourage requests for financial support for various initiatives".

Council can offer Expressions of Interest at any time by undertaking procurement processes as utilised for Harvest Corner Community Garden. All requests for financial support deemed to have merit by the CEO are at the discretion of the Council. Initiatives requesting financial support can be considered under Grant or Sponsorship funding.

## Graffiti Removal

Council will support initiatives for graffiti removal with grant funding.

No changes are recommended.

## Annual School Awards

Council awards each Palmerston School who applies \$100 to award a 'Community Service Award' to a student who has made a positive contribution to our community during the school year.

No changes are recommended.

## In-kind Support

It is proposed that In-kind Support be removed from the Community Funding Policy. In-kind support includes the donations of goods or services an applicant may receive towards their project. Not all councils offer this kind of support. In many cases, the cost of these services is requested through the grant application and then the service delivery is outsourced to local businesses.

Research of other councils across the Country, demonstrates that some councils outline a list of services they will provide free of charge through in-kind support. For example, marquees, speaker systems, outdoor bins, generic signage and support with marketing and communications are provided to community organisations or schools outside of grant funding.

City of Palmerston does not have the resources or allocated budget to provide this level of in-kind support. Therefore, removing it from the Community Funding Program Policy is recommended to remove any confusion.

## Donations

It is proposed that donations be removed from the Community Funding Policy. Financial donation requests can be made through a formal letter to the mayor or CEO. The council will then determine the merit of each request.

## Sponsorship

The newly developed Sponsorship Policy and Guidelines ensure that CoP makes decisions in accordance with each sponsorship's unique characteristics and requirements. This ensures that both one-time sponsorships and multi-year agreements are awarded and managed effectively, focusing on their potential to achieve desired outcomes and align with the Council's objectives.

## Next Steps

The changes will be implemented following the Council's endorsement of the proposed Policies. The website will be updated with the new guidelines and web forms, and the Funding and Sponsorship program will be promoted to the community.

Community Funding Program workshops will be held for the community to support organisations interested in applying for funding.

## Consultation and marketing

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

- Community Development Officer
- Community Facilities Officer
- City Activation Manager
- City Activation Officer
- Marketing and Communications Officer
- Environment Officer

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

- City of Darwin
- Richmond Shire Council Queensland
- Hunter Hill, New South Wales
- Bayswater, Western Australia

## Policy implications

Reviewing and developing two separate policies ensures a robust framework for evaluating and managing community funding.

This includes considerations such as:

- Alignment with Organisational Goals.
- Transparency and Accountability.
- Legal and Ethical Compliance.
- Address legal and ethical considerations, including conflicts of interest, compliance with regulations, and protection of the organisation's reputation.
- Financial Management.
- Outline financial procedures for managing sponsorship funds, including budgeting, accounting, and reporting requirements.

## Budget and resource implications

The current annual CBS budget consists of:

- \$100,000 Community Grants'; with \$20,000 allocated for Environmental Initiatives'
- \$110,000 Sponsorships'
- \$20,000 Environment and Suitability Initiatives'

Consideration to increase the allocation of funding toward Community Funding, including sponsorships, will be provided to the Council as part of the 2025/26 budget deliberations.

## Risk, legal and legislative implications

Council is required to review policies at least once during the Council's term to ensure they are consistent, compliant and reflect the Council's interests. The Council Policy *Grants, Donations and Sponsorships* has been reviewed once in the term of the Tenth Council, with updates endorsed on the 20/09/2022.

This Report addresses the following City of Palmerston Strategic Risks:

## 6. Governance

Failure to effectively govern.

### Strategies, framework and plans implications

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

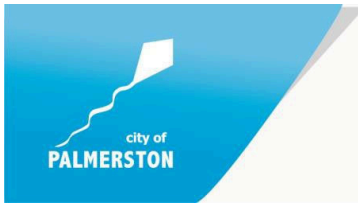
- [Creative Industries Plan 2023-2027](#)
- [Disability Inclusion Access Plan 2022-2025](#)
- [Inclusive, Diverse and Accessible Policy Framework](#)
- [Palmerston Local Economic Plan](#)
- [Sustainability Strategy 2022-2026](#)

### 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 Sponsorships Current Policy [13.1.1.1 - 4 pages]
2. Community Funding Program Policy [13.1.1.2 - 3 pages]
3. \_ Sponsorship Policy [13.1.1.3 - 3 pages]



# POLICY

Name:	Grants, Donations and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Community and Culture		
Approval Date:	19/10/2022	Next Review Date:	11/11/2023
Records Number:	516350	Council Decision:	10/550

## 1 PURPOSE

Council actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, and sponsorships.

## 2 PRINCIPLES

Council is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

## 3 DEFINITIONS

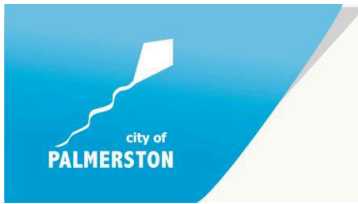
*For the purposes of this Policy, the following definitions apply:*

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation may need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Donation	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.
Representation	The action of speaking, competing or acting on behalf of Palmerston, Northern Territory or Australia as part of a team, a community group or as an individual in a sporting or other challenge where the nominated individual is based in Palmerston. Representation Support is a form of Donation.

## 4 POLICY STATEMENT

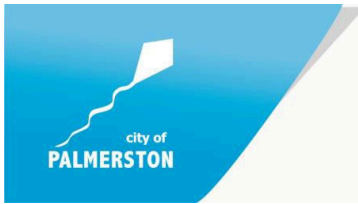
### 4.1 Criteria for all categories of Grants, Donations and Sponsorships from Council

- 4.1.1 All requests for grants, donations and sponsorships must benefit the Palmerston Community, and must identify how the proposed activity/event/item relates to one or more of the objectives within the City of Palmerston Community Plan.
- 4.1.2 Each request must include a completed Community Benefit Scheme Application Form of the appropriate Category.
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.



## POLICY

- 4.1.4 Requests by commercial entities will not be considered except for as outlined in Clause 4.6.1 of this Policy or in the circumstance of an Expression of Interest for Special Projects in Palmerston.
- 4.1.5 Requests by individuals will not be considered except for the purpose of Palmerston, Northern Territory or Australian representation.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and returned to City of Palmerston prior to disbursement of funds.
- 4.2 **Grants and Donation Requests**
  - 4.2.1 **Category 1 – Grant and Donation Requests for \$500 or less**
    - 4.2.1.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
  - 4.2.2 **Category 2 – Grant and Donation Requests for between \$501 and \$2,000**
    - 4.2.2.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
    - 4.2.2.2 The organisation provides their details including appropriate registration as an incorporated community group or not- for-profit organisation, applicable insurance details, contact details of elected office holders and minuted details of the organisation's resolution to request funding.
    - 4.2.2.3 A letter of request—which details the project, event, or material need, and drawing links between the benefit of the project and the City of Palmerston Community Plan, written by someone within the organisation holding an elected office, must be submitted along with the completed Community Benefit Scheme Application Form.
  - 4.2.3 **Category 3 – Grant and Donation Requests in excess of \$2,000**
    - 4.2.3.1 All requests must comply with requirements set out in 4.2.2 above.
    - 4.2.3.2 In addition, the organisation must submit a project brief including the projected budget.
    - 4.2.3.3 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.
    - 4.2.3.4 If the grant application is for funds greater than \$10,000, then the organisation is to provide its most recent audited financials.
    - 4.2.3.5 A full acquittal of funds is required for grants but is not required for donations.
- 4.3 **Sponsorship**
  - 4.3.1 The organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
  - 4.3.2 The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer or Council.
  - 4.3.3 The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
  - 4.3.4 Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
  - 4.3.5 No acquittal is required.



## POLICY

### 4.4 Representation Support

Council may decide to support individuals and teams based in City of Palmerston and representing Palmerston, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

- 4.4.1 Funding will be from the Community Benefits Scheme allocation and considered a donation.
- 4.4.2 Pre-determined amounts of support will be available for Individuals and Teams.
- 4.4.3 Individuals may request \$250 to assist their representation. All team members may request individually however, where an individual is successful, that individual is ineligible to receive additional funding as part of a team application.
- 4.4.4 Teams may request \$250 per competing team member, up to the total value of \$2,000 to assist team representation. A list of competing team members is to be included with the team application. Where a team application is successful a member of that team is ineligible to also apply as an individual.
- 4.4.5 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
- 4.4.6 Requests must be submitted prior to the event and dates of travel. Retrospective applications will not be eligible.
- 4.4.7 Requests for representation funding will be via Application, where the applicant meets eligibility.
- 4.4.8 Representation eligibility criteria:
  - 4.4.8.1 Individuals must be Palmerston residents; or
  - 4.4.8.2 Teams must be Palmerston-based.
- 4.4.9 Supporting documentation must include evidence of competition/activity/event participation.

### 4.5 Environmental Initiatives

Subject to the conditions provided for in 4.1 and 4.2 of this policy, Council will support environmental initiatives up to a cumulative total of \$20,000 per annum, where there is a demonstrated improvement that can be achieved in the environment as a result of the project/initiative.

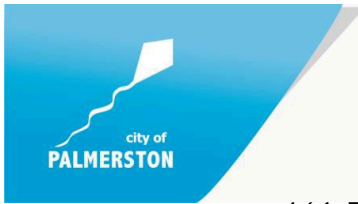
These initiatives may include, but are not limited to:

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

- 4.5.1 Exclusive to the requirements provided for in 4.1, grant funding will be available to commercial entities per environmental project/initiative, per year, subject to 50% to the cost of the project being matched by the applicant.
- 4.5.2 Written justification for the initiative must be provided, detailing the environmental benefit which will be delivered as a result of the project, and aligned with the outcomes of the City of Palmerston Community Plan.

### 4.6 Graffiti Removal

Council will support initiatives for graffiti removal with grant funding. This grant funding is exclusive of the conditions provided under 4.1 and 4.2 of this policy. Funding will be granted subject to the following conditions:



## POLICY

- 4.6.1 This grant funding will be restricted to an amount of \$500 per request and is accessible by community groups only.
- 4.6.2 The Graffiti Removal Grant Form has been submitted and includes supporting evidence as detailed in the form. This includes providing evidence of owner's consent to undertake the graffiti removal from a proposed location.
- 4.6.3 The funds must be acquitted, and evidence of the graffiti removal provided to Council upon completion of the project.

### 4.7 Special Projects

Council may elect to offer and promote Special Projects Expressions of Interest to encourage requests for financial support for various initiatives.

- 4.7.1 These may be short-term or long-term projects and will be offered as determined by Council Decision, including maximum value of and length of time of offer.
- 4.7.2 Funding for Special Projects will be from the Community Benefits Scheme.
- 4.7.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.
- 4.7.4 Special Project criteria may differ from 4.2 in that:
  - 4.7.4.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding.
  - 4.7.4.2 Expressions of Interest may be accepted from businesses and individuals if there is clear community benefit.

### 4.8 Annual School Awards

Council will provide the sum of \$100 annually to all schools within the municipality for the purpose of a "City of Palmerston Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school. Schools will be invited in July to apply for the funding by submitting details requested. Only schools responding to invitations as requested will be awarded funding.

### 4.9 Responsibilities of the Chief Executive Officer

- 4.9.1 All requests under \$2,000 are at the discretion of the Chief Executive Officer.
- 4.9.2 Requests in excess of \$2,000 are to be referred by the Chief Executive Officer to Council with a recommendation.
- 4.9.3 The Chief Executive Officer is required to maintain a register of all grants, donations and sponsorships made under delegation.
- 4.9.4 Where a request for a Grant, Donation or Sponsorship is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be referred, with recommendation to Council for consideration and determination.
- 4.9.5 A report detailing decisions made regarding Community Benefit Scheme funding requests will be tabled in full Council meeting each month.

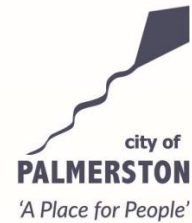
## 5 ASSOCIATED DOCUMENTS

- 5.1 Application forms will be available on Council's website

## 6 REFERENCES AND RELATED LEGISLATION



# COMMUNITY FUNDING PROGRAM



## COUNCIL POLICY

### PURPOSE

This policy outlines City of Palmerston Community Funding Program and specifies the types of funding available for organisations, community groups, and individuals within Palmerston.

### PRINCIPLES

Council is committed to supporting initiatives which benefit the Palmerston community through:

- Open and transparent governance, as well as ensuring Council is financially sustainable.
- Achieving the Outcomes of Council's Community Plan.
- Developing vibrant, engaged and more resilient communities.
- Distributing funds in an equitable, transparent, and sustainable manner.

### DEFINITIONS

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

TERM	DEFINITION
Community Grant	Council provides financial assistance to organisations that are executing projects or activities that offer benefit to the Palmerston community.
Environmental Initiatives	Council provides financial assistance to community organisations, schools or businesses to implement projects of activities that support waste reduction, water or energy efficiency opportunities or rehabilitation of the environment
Representation Support	Council provides financial assistance to individuals, groups, or teams representing Palmerston locally, nationally or internationally.
Annual School Awards	Council provides financial assistance to Palmerston Schools toward student awards.
Graffiti removal	Council will support graffiti removal by offering financial assistance.

TERM	DEFINITION
Auspice	An auspice is an organisation that manages grant funding on your behalf. This arrangement is often required when smaller unincorporated organisations do not meet eligibility requirements, a larger nonprofit group may choose to provide support.
Acquittal	An acquittal is a written report submitted after the funded project is complete. It details how the recipient administered the relevant funds and met the project outcomes.

## POLICY STATEMENT

### 1. Funding

- 1.1. Funding requests must be made via the application process, by completing the relevant webforms on City of Palmerston's website.
- 1.2. Funding requests must provide a clear benefit to Palmerston and relate Palmerston's Community Plan, Municipal Plan and/or associated frameworks or strategies.
- 1.3. All requests for funding are subject to eligibility criteria.
- 1.4. The success of applications is determined by their relevance and value to the Palmerston community.
- 1.5. Community groups, incorporations and not for profit organisations are eligible to apply for Community Grants and Team Representation.
- 1.6. Requests from commercial entities will be considered for Environmental Initiatives.
- 1.7. Environmental Initiatives require no financial contribution for non-profit organisations and Palmerston based schools, while all other entities will be required to match the financial amount requested.
- 1.8. Individuals will be considered for Representation Support.
- 1.9. Financial support is limited to one successful application per financial year.
- 1.10. A funding application for funds greater than \$10,000, requires the organisation to provide its most recent audited financials.
- 1.11. The successful applicant must sign a funding agreement and return it to City of Palmerston before funds are disbursed.
- 1.12. Successful Grant recipients will be required to complete an acquittal of funds within three (3) months of completion of the activity or project on the acquittal form provided by City of Palmerston.
- 1.13. Incomplete applications will not be progressed, any application that remains incomplete after a 6-month period will be deemed as withdrawn.
- 1.14. Funding requirements are detailed in the Community Funding Program Guidelines and available on City of Palmerston's website.

### 2. Funding Categories

- 2.1. Grants funding is available from \$500 to over \$10,000.
- 2.2. Environmental Initiatives are available up to \$20,000, with applicants providing a financial contribution that matches the requested grant amount.

- 2.3. Palmerston Schools will have contributions.
- 2.4. Individual Representation Support is \$250 per eligible applicant.
- 2.5. Team Representation Support available up to \$2,000 per eligible team.
- 2.6. Annual School Awards \$100 per Palmerston based School.
- 2.7. Graffiti Removal up to \$500.

### 3. Funding Decisions

- 3.1 A Council decision is not required for Individual Representation Support.
- 3.2 A Council decision is not required for requests for funding of \$2000 and under.
- 3.3 Requests for funding over \$2000 will be presented to Council for decision.

## ASSOCIATED DOCUMENTS

- City of Palmerston Community Funding Program Guidelines

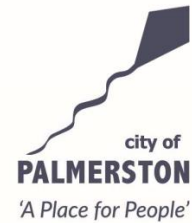
## REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019*

## POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	[Next Review Due]
RECORDS NUMBER	624746	COUNCIL DECISION	[Council Decision]

# SPONSORSHIP



## COUNCIL POLICY

### PURPOSE

This Policy outlines City of Palmerston sponsorship opportunities and governance framework and details the process for providing support through sponsorship.

### PRINCIPLES

Council is committed to supporting initiatives which benefit the Palmerston community through:

- Open and transparent governance, as well as ensuring Council is financially sustainable.
- Achieving the Outcomes of Council's Community Plan.
- Developing vibrant, engaged and more resilient communities.
- Distributing funds in an equitable, transparent, and sustainable manner

### DEFINITIONS

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

TERM	DEFINITION
Sponsorship	Where Council makes financial contributions to support events, initiatives or projects that provide significant recognition, foster economic development and promote growth within the City of Palmerston.

### POLICY STATEMENT

1. **Criteria**
  - 1.1. Sponsorship requests must be made by completing the relevant webforms on City of Palmerston's website.
  - 1.2. Sponsorship requests must provide a clear benefit to Palmerston and must identify how the proposed activity or event relates to Palmerston's Community Plan, Municipal Plan and/or associated frameworks or strategies.
  - 1.3. All requests for funding are subject to eligibility criteria.

- 1.4. The success of applications is determined by their relevance and value to the Palmerston community.
- 1.5. Community groups, incorporations and/or not for profit organisations are eligible to apply for Sponsorship.
- 1.6. Requests by commercial entities will not be considered except as outlined in Clause 3.4 of this Policy.
- 1.7. All requests for funding are subject to eligibility criteria.
- 1.8. The success of applications is determined by their relevance and value to the Palmerston community.
- 1.9. Financial support is limited to one successful application per financial year.
- 1.10. A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and returned to City of Palmerston prior to disbursement of funds.
- 1.11. Funding requirements are detailed in the Community Funding Program Guidelines and available on City of Palmerston's website.

## 2. Sponsorship

- 2.1. All applicants must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
- 2.2. The applicant is responsible for the appropriate display of the Council's branding, as deemed appropriate by the Chief Executive Officer or Council.
- 2.3. Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
- 2.4. No acquittal is required.

## 3. Funding Decisions

- 3.1. A Council decision is not required for requests for funding of \$2000 and under.
- 3.2. Requests for funding over \$2000 will be presented to Council for decision.
- 3.3. Where a request for a Sponsorship is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be referred with recommendation to Council for consideration.

## ASSOCIATED DOCUMENTS

- City of Palmerston Community Funding Program Guidelines.



## REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

## POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
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>	13.2.1
<b>Report Title:</b>	Risk Management and Audit Committee Meeting Minutes - 25 February 2025
<b>Meeting Date:</b>	Tuesday 4 March 2025
<b>Author:</b>	Executive Assistant to CEO, Kate Roberts
<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 endorsement of the Risk Management and Audit Committee meeting minutes, for the meeting held on Tuesday, 25 February 2025.

## Key messages

- The Risk Management and Audit Committee met on Tuesday, 25 February 2025.
- The Risk Management and Audit Committee agenda and unconfirmed minutes from this meeting are available for viewing on the Council website.

## Recommendation

1. THAT Report entitled Risk Management and Audit Committee Meeting Minutes - 25 February 2025 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 13.2.1.1** to Report entitled Risk Management and Audit Committee Meeting Minutes - 25 February 2025 be received and noted.

## Background

The Risk Management and Audit Committee (the committee) is responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure, and assets of the Council.

As per the Northern Territory *Local Government Act 2019* (the act) and the *Local Government (Accounting) Regulations*, the Committee make recommendations to the council about any matters as a result of the committee's functions to monitor and review the integrity of the Council's financial management and review internal controls.

As per the Terms of Reference of the Committee, the committee is advisory by nature and can only recommend matters, falling within its function and role, to the Council.

## Discussion

The Risk Management and Audit Committee (RMAC) meeting was held on Tuesday, 25 February 2025, with the unconfirmed minutes provided as **Attachment 13.2.1.1**.

## Consultation and marketing

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

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

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

## Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

- 6. Governance**  
Failure to effectively govern.

## Strategies, framework and plans implications

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. 20250225 - UNCONFIRMED Risk Management and Audit Committee Minutes - 25 February 2025 [**13.2.1.1** - 8 pages]





# MINUTES

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## RISK MANAGEMENT AND AUDIT COMMITTEE MEETING TUESDAY 25 FEBRUARY 2025

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

Council business papers can be viewed on City of Palmerston's website [palmerston.nt.gov.au](http://palmerston.nt.gov.au)

UNCONFIRMED



Minutes of Risk Management and Audit Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday, 25 February 2025 at 5:00pm.

**PRESENT**

<b>COMMITTEE MEMBERS</b>	Clare Milikins, Independent Member (Chair) Craig Kirby, Independent Member ( <i>Via Audio/ Audiovisual</i> ) David Ray, Independent Member Mayor Athina Pascoe-Bell Councillor Amber Garden Councillor Sarah Henderson
<b>STAFF</b>	Chief Executive Officer, Nadine Nilon General Manager Finance and Governance, Wati Kerta General Manager Community, Konrad Seidl Executive Manager Organisational Performance, Penny Hart Acting Finance Manager, Canet Vas Governance Lead, Angie Torr Minute Secretary, Kate Roberts
<b>GALLERY</b>	Nil

## 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 5.02pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Nil

### 3.2 Leave of absence previously granted

Nil

## 4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

*THAT it be noted the following Elected Members have been granted attendance via Audio/Audiovisual Conferencing for this meeting in accordance with the policy:*

*Craig Kirby*

## 5 DECLARATION OF INTEREST

### 5.1 Committee members

Nil

### 5.2 Staff

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of minutes

Moved: Councillor Garden  
Seconded: Councillor Henderson

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 29 October 2024 pages 290 to 296 be confirmed.

CARRIED (6/0) - RMA10/180 - 25/02/2025

### 6.2 Business arising from previous meeting

Nil

## 7 DEPUTATIONS AND PRESENTATIONS

Nil

## 8 CONFIDENTIAL ITEMS

### 8.1 Moving confidential items into open

Nil

### 8.2 Moving open items into confidential

Nil

### 8.3 Confidential items

Moved: David Ray  
Seconded: Mayor Pascoe-Bell

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
18.1.1	Council Project Initiative	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
18.1.2	Council Project Initiative	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
18.2.1	Review of Confidential Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
18.2.2	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
18.2.3	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
18.2.4	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.
18.2.5	Council Project Initiative	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.
18.2.6	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)(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.

CARRIED (6/0) - RMA10/181 - 25/02/2025

## 9 OFFICER REPORTS

### 9.1 Action reports

Nil

### 9.2 Receive and note reports

#### 9.2.1 Action Report

Moved: Councillor Garden  
Seconded: Councillor Henderson

1. THAT Report entitled Action Report be received and noted.
2. THAT *Risk Management and Audit Committee Meeting Schedule 2025 - RMA10/163* be removed from the next Action Report as Council endorsed the schedule and work plan at the 1st Ordinary Council Meeting on 5 November 2024.

CARRIED (6/0) - RMA10/182 – 25/02/2025

#### 9.2.2 Recruitment of Independent Chairperson

Moved: Mayor Pascoe-Bell  
Seconded: David Ray

THAT Report entitled Recruitment of Independent Chairperson be received and noted.

CARRIED (6/0) - RMA10/183 – 25/02/2025

## 10 INFORMATION AND CORRESPONDENCE

### 10.1 Information

Nil

### 10.2 Correspondence

Nil

## 11 GENERAL BUSINESS

Nil

## 12 NEXT COMMITTEE MEETING

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

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 27 May 2025 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**CARRIED (6/0) - RMA10/184 - 25/02/2025**

## 13 CLOSURE OF MEETING TO PUBLIC

**Moved:** Councillor Garden  
**Seconded:** Councillor Henderson

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(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) - RMA10/185 - 25/02/2025**

The open section of the meeting closed at 5.07pm for the discussion of confidential matters.

The Chair declared the meeting closed at 5.54pm.

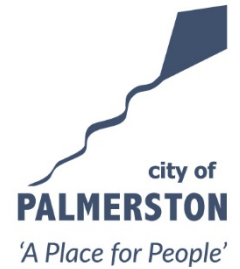
\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date



# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.2
<b>Report Title:</b>	Review of Palmerston (Procedures for Meetings) By-laws
<b>Meeting Date:</b>	Tuesday 4 March 2025
<b>Author:</b>	Executive Manager Organisational Performance, Penny Hart
<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 provides outline on the process for review of the Palmerston (Procedures for Meetings) By-Laws 2003.

## Key messages

- The Palmerston (Procedures for Meetings) By-laws 2003 refers to a set of rules governing the procedures for conducting Council meetings, to ensure that meetings of the local council are conducted in an orderly, fair, and transparent manner.
- The by-laws are more than 21 years old and due for review.
- The process to review by-laws involvement investigation of Northern Territory and interstate examples, internal review with Council and staff, consultation with key stakeholders, and engagement with the Department of Housing, Local Government and Community Development and the Office of the Parliamentary Counsel.
- It is proposed that the review will commence in the second half of 2025.

## Recommendation

THAT Report entitled Review of Palmerston (Procedures for Meetings) By-laws be received and noted.

## Background

City of Palmerston has five (5) sets of By-Laws:

- City of Palmerston (Animal Management) By-Laws 2024
- Palmerston (Charges) By-Laws 1994
- Palmerston (Procedures for Meetings) By-Laws 2003
- Palmerston (Public Places) By-Laws 2001
- Palmerston (Signs, Hoardings and Advertising) By-Laws 1999.

At the 1st Ordinary Council Meeting of 3 September 2024 Council made the following decision:

### **13.1.2 By-Laws Review**

**Moved:** Deputy Mayor Fraser

**Seconded:** Councillor Henderson

2. THAT Council endorse the priority review schedule as follows to commence in 2024:

- a. Priority One - Palmerston (Procedures for Meetings) By-Laws 2003
- b. Priority Two - Palmerston (Public Places) By-Laws 2001
- c. Priority Three - Palmerston (Charges) By-Laws 1994
- d. Priority Four - Palmerston (Signs, Hoardings and Advertising) By-Laws 1999

**CARRIED 10/1499 - 3/09/2024**

The Animal Management By-laws were adopted in 2024. Council can now commence the next review on the schedule, which is the Palmerston (Procedures for Meetings) By-Laws 2003.

## Discussion

The Palmerston (Procedures for Meetings) By-Laws 2003 provide guidelines on common meetings procedures for Ordinary Council Meetings and committees, to assist Council in managing its meetings in a structured manner. The by-laws outline rules for a range of procedures, including:

- Commencement of meetings
- Quorum
- Order of business
- Handling of petitions and delegations
- Questions
- Motions
- Voting
- Points of order
- Dealing with disruption in meetings
- Calling of committees
- Reports to council by committees.

## Review steps

Review of by-laws is a long-term process. Best practice is to start with research into other Northern Territory and interstate council by-laws. These findings will be presented to Council at a workshop, which will also be an opportunity for Council to provide feedback on the operation of the current by-laws and examine feedback that staff have provided.

Once feedback has been provided, staff will work with the Department of Housing, Local Government and Community Development to prepare instructions for the Office of the Parliamentary Counsel, who are responsible for drafting by-laws. The timeframe for drafting and completing the by-law review will be dependent on their capacity.

Once new draft by-laws are received, they will be put out for public consultation. Council will then consider feedback and provide further drafting instructions to finalise the review before the final by-laws can be adopted, certified and then sent to the Minister for Local Government to request that they be enacted.

	STEP	DESCRIPTION	TIMEFRAME
1.	Review	Review of NT and interstate meeting by-laws	Completion by December 2025
2.	Internal consultation	Workshop with Council Staff feedback Consideration of desktop review	February 2026
3.	Drafting	Drafting instructions created for the Office of the Parliamentary Counsel Presented to Council for endorsement and decision that the by-laws be reviewed	March 2026
4.	Internal review	Workshop with Council to review proposed changes	Dependent on drafting timeframe
5.	Public consultation	Community consultation for at least 8 weeks	TBC
6.	Review of consultation	Consideration of public feedback	TBC
7.	Final drafting instructions	Second round of drafting instructions created for the Office of the Parliamentary Counsel	TBC

	STEP	DESCRIPTION	TIMEFRAME
8.	Certification	By-laws certified by the Office of the Parliamentary Counsel, CEO of Department of Housing, Local Government and Community Development  Council resolution to adopt by-laws.	TBC
9.	Finalisation	Request to the Minister for Local Government to gazette the by-laws	TBC

## Consultation and marketing

All by-law reviews must include community consultation under the *Local Government Act 2019*. While the Palmerston (Procedures for Meetings) By-Laws 2003 are primarily used by Council and its staff, they do impact on community members who participate in Council and committee meeting processes or who have an interest in how Council meetings are governed on behalf of the Palmerston community.

## Policy implications

Changes to by-laws may result in updates to Council policies.

## Budget and resource implications

The by-law review will be undertaken using existing operational budgets and staff.

Specialist legal advice may be necessary for the development of the by-law drafting instructions for the Office of the Parliamentary Counsel.

## Risk, legal and legislative implications

Section 278 of the *Local Government Act* guides the making of by-laws:

### **278 Making by-laws**

(1) *Before a council makes a by-law:*

- (a) *the council must, at least 28 days before the meeting at which the council proposes to make the by-law:*
  - (i) *publish the proposed by-law on its website; and*
  - (ii) *make copies of the proposed by-law available for public inspection, without fee, at the council's public office; and*
  - (iii) *give notice in a newspaper circulating in the area of the council of the availability of the by-law and of its general nature and effect; and*
- (b) *the council must allow at least 21 days for members of the public to make written submissions to the council about the by-law; and*
- (c) *the council must consider the submissions; and*
- (d) *the council must obtain a certificate from the CEO of the Agency, which specifies that the by-law is consistent with the principles in this Part.*

(2) *A special resolution of the council is required for making a by-law.*

### Notes for section 278

- 1 Sections 63A to 63C of the Interpretation Act 1978 are relevant to the making of bylaws.
- 2 Section 63A(1)(a)(ii) provides that by-laws must be signed by a person authorised by the council to sign them and forwarded to the Minister.
- 3 Section 63A(2) provides that, where by-laws are forwarded to the Minister, the Minister must cause them to be notified in the Gazette and must lay them before the Legislative Assembly within 6 sitting days after the Gazette notification. Bylaws are then liable to disallowance by the Legislative Assembly under section 63C.

Section 63A of the Interpretation Act 1978 adds further guidance:

#### **63A Procedure for making rules or by-laws**

- (1) If an Act contains a power to make rules or by-laws, a rule or bylaw made under that power must be:
  - (a) signed by:
    - (i) the person making it; or
    - (ii) if the person making it is a statutory corporation or a local government council – a person authorised by the corporation or council to sign it; and
  - (b) once signed, given to the minister administering the provision containing the power.
- (2) Subject to this section, if a signed rule or by-law is given to a minister under subsection (1), that minister must:
  - (a) as soon as practicable after it is made, cause it to be:
    - (i) published; and
    - (ii) notified in the Gazette; and
  - (b) within 6 sitting days after it is notified in the Gazette, cause it to be tabled in the Legislative Assembly.
- (3) If a rule or by-law is given to a minister under subsection (1)(b), the minister may, before it is notified in the Gazette, return it to the person who signed it with a request for any amendment the minister recommends.
- (4) If a minister returns a rule or by-law under subsection (3), the person making the rule or by-law must:
  - (a) consider the amendment; and
  - (b) give the rule or by-law, signed in accordance with subsection (1)(a), to the minister, with or without the amendment included.
- (5) Subsection (2) applies to a rule or by-law given to the minister under subsection (4)(b).
- (6) Subsection (1)(b) does not apply to a by-law made under the Unit Title Schemes Act 2009 or the Unit Titles Act 1975.

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.



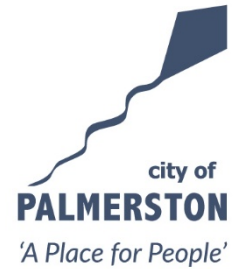
## Council officer conflict of interest declaration

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

## Attachments

Nil

# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.3
<b>Report Title:</b>	2025 Local Government Elections
<b>Meeting Date:</b>	Tuesday 4 March 2025
<b>Author:</b>	Executive Manager Organisational Performance, Penny Hart
<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 this Report is to provide information on Council's role in the planning and conduct of the 2025 Local Government Elections.

## Key messages

- The next Local Government Elections will be held on Saturday 23 August 2025.
- The Northern Territory Electoral Commission (NTEC) is the independent government agency responsible for the impartial conduct of local government council elections.
- NTEC has provided a draft election timeline containing key activities and timeframes.
- The Chief Executive Officer and council staff have met with NTEC to discuss service delivery, communications, , election costs and early voting centres.
- The total cost to the City of Palmerston is currently estimated to be in the order of \$348,468, with final details and estimates to be determined prior to the agreement being signed.

## Recommendation

THAT Report entitled 2025 Local Government Elections be received and noted.

## Background

Local Government elections are held in the Northern Territory every 4 years on the fourth Saturday in August. All local government councils go to election concurrently, including City of Palmerston. The next election is scheduled for Saturday 23 August 2025.

NTEC is an independent government agency responsible for the impartial conduct of local government council elections.

Preparing Elected Members, City of Palmerston staff, potential candidates and the community for the upcoming election is key to ensuring activities are conducted smoothly and all stakeholders are kept informed and engaged. A snapshot from the 2021 election is provided at **Attachment 13.2.3.2**.

In the lead up to the election Council must:

- comply with the Local Government Act and electoral legislation
- provide information to Members, candidates and the community
- manage candidate and community enquiries
- ensure compliance with election signage policies
- support NTEC in the delivery of the election.

The timetable for conducting local government elections must be in accordance with the provisions of the Local Government Act, with key milestone events detailed in the election timetable provided by NTEC refer **Attachment 13.2.3.1**. This will include the date that City of Palmerston enters its caretaker period, on the nomination day for the local government elections, being Thursday 31 July 2025.

Following the completion of the election, a summary report with recommendations will be provided to Council by NTEC.

## Discussion

NTEC has indicated that to support the conduct of the elections, local government can assist by:

- providing suitable voting centre locations, including early voting centres
- promoting the elections through local channels, including notice boards, social media, websites and community radio
- hosting a candidate information session
- responding to requests from NTEC in a timely manner
- providing council delivery centre staff.

## Voter engagement

Key feedback from the 2021 election was that 33% of electors were identified as failing to vote. Most of those people were in the 18-40 age range. Council was interested, in the lead up to the next election, in exploring why Palmerston residents did not vote and looking to improve education and voter participation in future.



Staff will take this into account in planning for the 2025 election by:

- Discussing communications and public media strategy with NTEC
- Utilising Council’s community consultation groups and networks to promote the election
- Ensuring information is available on Council’s website and at its facilities for prospective candidates and the community to access.

A communications plan will be provided to Council with the next election update.

## Voting Centres

In 2021, NTEC figures show that 55.6% of people voted early. NTEC’s data has also demonstrated a further increase in early voting throughout recent elections, including the Legislative Assembly election held in 2024.

The current number of enrolled electors in Palmerston is 26,147. While early voting numbers can take into account votes for other local government areas, for example people who live in Litchfield but vote in Palmerston because they work there, it demonstrates the value of early voting centres to the community.

Two types of voting centres are provided for local government elections in Palmerston:

Early voting	<ul style="list-style-type: none"><li>• typically in central locations with high foot traffic</li><li>• located in easily accessed areas with parking</li><li>• commence on 11 August 2025 when early voting opens</li><li>• will convert to being election day voting centres as well.</li></ul>
Election day	<ul style="list-style-type: none"><li>• additional voting centres that are open only on election day</li><li>• evenly spread throughout Palmerston</li><li>• located in easily accessed areas with parking.</li></ul>

In 2021 there were two early voting centres, being Gateway Shopping Centre (Yarrowonga) and Palmerston Shopping Centre (Palmerston City), with three more centres added on election day at Palmerston College (Rosebery), Sacred Heart Primary School (Woodroffe), and Zuccoli Primary School.

This year the Gateway Shopping Centre location is not available due to construction activity. However, NTEC has indicated that City of Palmerston’s Recreation Centre would be suitable as the early voting centre in Palmerston. It is centrally located, in proximity to shopping centres and other services and easily accessed. The centre also has high usage, meaning that the early voting centre will attract walk-ins from activities and events.

The Recreation Centre and Palmerston Shopping Centre are within 800 metres of each other. NTEC has recommended not having two early voting centres close together and are comfortable with only having one voting centre, which will be the Recreation Centre. On election day, it is planned that there will be a further four locations which have been selected to balance accessibility with resource requirements (and costs). These locations will be in addition to the Palmerston Recreation Centre and are;

- SWELL
- Durack Community Centre
- Zuccoli Primary School
- Rosebery Middle School

## Candidate information session

Council will host one candidate information session in the lead up to the election to provide an opportunity for potential candidates to learn more about City of Palmerston, what it means to be an Elected Member and what information will assist them in applying as a candidate for the election.

The sessions have been hosted in Council Chambers at the Civic Plaza previously, and key stakeholders are invited to present including NTEC; the Department of Housing, Local Government and Community Development; and the Local Government Association of the Northern Territory.

City of Palmerston has traditionally held one information session prior to nominations closing, then communicated with all prospective candidates via letter to advise of key council dates, the inauguration and Elected Member induction.

## Consultation and marketing

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

- Northern Territory Electoral Commission.

The Chief Executive Officer and council staff met with NTEC in January to discuss service delivery, communications, engagement and election costs. Operational meetings have commenced since and will continue regularly until the election.

NTEC will provide Council with general election communication materials and guidelines, and the dedicated election website will launch in May 2025.

City of Palmerston will need to communicate with the community and candidates throughout the election process leading up to the election day on 23 August 2025. The organisation will also have a service agreement with NTEC that requires Council to assist them with general election advertising and promotion, and information specific to Palmerston. Key items will be:

- Promoting the candidate information session hosted by City of Palmerston
- Information about election signage
- Inauguration of the 11th Council.

## Policy implications

Council's Caretaker Policy comes into effect on 31 July 2025, when nominations for the 2025 election close. The policy set out how Elected Members and staff are to conduct their activities and actions during a local government general caretaker period.

The Palmerston city Advertising Signs Code contains guidance on placement of election signs on Council and Northern Territory Government land within the Palmerston municipality. Council staff will work within the policy guidelines to provide educational material for the community in the lead up to the election; and regulate signs that are erected.

## Budget and resource implications

The 2021 elections cost for City of Palmerston was \$261,679.69 (ex GST). NTEC has advised that they expect an increase of 25% in 2025 due to significant cost increases in key service areas. The expected cost in 2025 is \$348,468.42 (excluding GST). Council has a current election reserve of \$150,000 with an additional \$50,000 expected to be transferred at the end of this financial year. An additional \$150,000 has been identified in the 2025/26 budget planning.

The current cost estimate from NTEC is based on the equivalent service from the 2021 election. As the details of locations and costs are refined, the cost will likely change and will be determined prior to the service level agreement being signed.

NTEC expects to invoice Councils for the election costs by December 2025.

## Risk, legal and legislative implications

The Local Government Act 2019 commenced on 1 July 2021 together with the Local Government (General) Regulations 2021 and the Local Government (Electoral) Regulations 2021.

Chapter 8 of the Local Government Act provides for periodic general elections to be conducted in accordance with the Local Government (Electoral) Regulations.

This Report addresses the following City of Palmerston Strategic Risks:

- 6. Governance**  
Failure to effectively govern.

## Strategies, framework and plans implications

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

- Community Plan
- Communication Strategy



## Council officer conflict of interest declaration

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

### Attachments

1. 2025 LGE election timetable 6 Dec- DRAFT [13.2.3.1 - 1 page]
2. 2021 election snapshot [13.2.3.2 - 1 page]



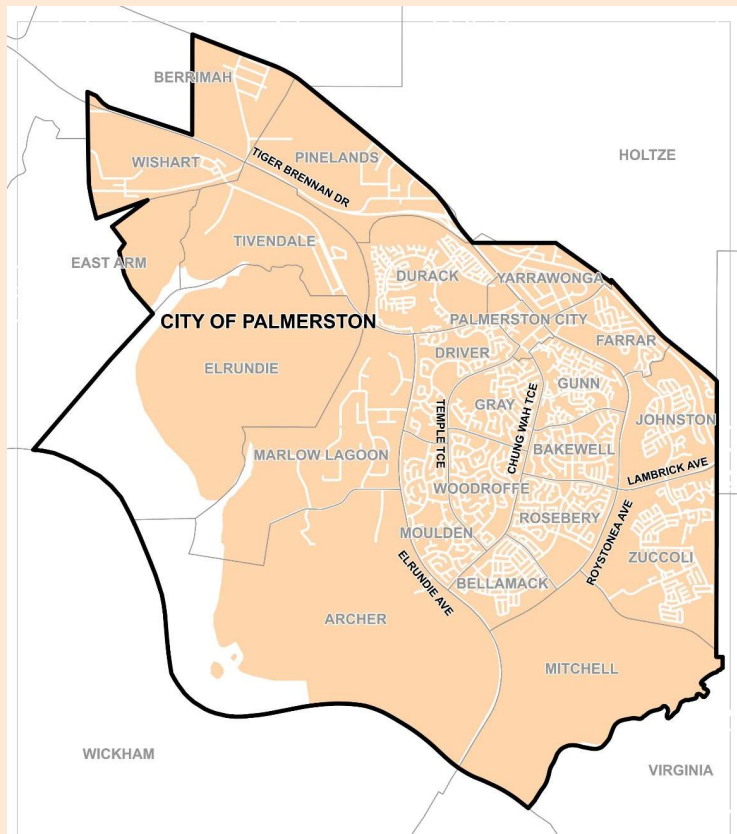
## Election timetable

### 2025 Local Government Elections

#### 23 August 2025

Date	Time	
Friday 11 July		Nominations open
Tuesday 22 July	5:00 pm	Electoral roll closes
Thursday 31 July	12:00 noon	Nominations close
Friday 1 August	12:00 noon	Declaration of nominations, draw for position on ballot papers
Monday 4 August		Postal vote mail-out commences
Monday 11 August	8:00 am	Early voting commences Mobile voting commences
Tuesday 19 August	6:00 pm	Overseas postal voting despatches cease
Thursday 21 August	6:00 pm	All postal voting despatches cease
Friday 22 August	6:00 pm	Early voting ceases
<b>Saturday 23 August</b>		<b>Election day</b>
	8:00 am	Election day voting commences
	6:00 pm	Election day voting ceases Mobile voting ceases Primary counts of ordinary, postal and early votes commence
Monday 25 August	9:00 am	Declaration vote verification checks, commence recheck of all counts
Thursday 28 August	9:00 am	Primary counts of accepted declaration votes, further postal counts
Friday 5 September	12:00 noon	Deadline for receipt of postal votes Final counts of postal votes commence
	6:00 pm	Distribution of preferences
Monday 8 September	10:00 am	Declaration of the election result
Saturday 1 November		Campaign disclosure return due

Correct as at 6 December 2024



## 2021 LOCAL GOVERNMENT ELECTIONS COUNCIL SNAPSHOT

### OVERVIEW

- 1 mayor, 7 councillors
- **Mayoral Voting System:** Preferential
- **Councillor Voting System:** Proportional Representation
- **Number of enrolled electors:** 26,147
- **NT Enrolment:** 130,458
- **NT Participation:** 79,982 or 61.31%

### ELECTORAL SERVICES

- **Early voting centres:** 2
- **Election day voting centres:** 5
- **Election day staff:** 26
- **Early voting centre staff:** 9

### PARTICIPATION

	Palmerston	Northern Territory
Turnout	64.72%	61.31%
Informality rate	8.68%	5.36
Election day vote	32.60%	34.70%
Early vote	55.60%	39.90%
Declaration votes	1.30%	1.50%
Mobile voting		7.65%
Postal	7.80%	7.10%
Absent	2.60%	2.00%



# 14 INFORMATION AND CORRESPONDENCE

## 14.1 Information

### 14.1.1 Northern Territory of Australia Remuneration Tribunal - Report on Determination No 1 of 2025

THAT information received entitled Northern Territory of Australia Remuneration Tribunal - Report on Determination No 1 of 2025 be received and noted.



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL COUNCILS**

**REPORT ON DETERMINATION NO. 1 OF 2025**

**1. INTRODUCTION**

On 30 July 2024, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and two meetings were held with Councils.

The Tribunal received eight submissions from the following Councils as well as Local Government Association of the Northern Territory (LGANT):

- Three from the City of Darwin Council
- City of Palmerston Council
- Alice Springs Town Council
- Two from the Wagait Shire Council
- Coomalie Shire Council



## 2. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal received several submissions requesting an increase to Professional Development Allowance. It is noted that the Professional Development Allowance is all inclusive and can include travel and accommodation costs. The Tribunal is aware of significant cost increases for travel especially for Regional areas of the NT and has agreed to increase the Allowance to \$5000 per financial year.

## 3. COUNCILLOR'S ALLOWANCE

The Tribunal has increased all base allowances by 4% in recognition of movements in earnings within Australia as well as the Territory.

At the same time, the Tribunal has determined that Elected Councillors in Wagait and Belyuen Shire Councils will receive the same base allowance as Elected Councillors in Coomalie

## 4. MAYOR AND PRINCIPAL MEMBER ALLOWANCE

The Tribunal has determined that on the basis of equity, the three Shire Council Mayors should receive the same Total Mayor Allowance which has now been set at \$30 462.

The Tribunal has also increased the Mayoral Allowance by 4% to address relativities between Councillor and Mayoral Allowances.

## 5. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has kept the Allowance at a maximum of \$10 000, but has recognised some instances where the extra meeting allowance paid to a Councillor should not be applied to the cap.

The Tribunal has determined that where a Councillor is asked to represent the Mayor or Principal Member at an official Council function, an extra meeting allowance will apply, but it will not be included against the cap. Similarly, where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will apply, but it will not be included against the cap.

The Tribunal has also determined that where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT), an extra meeting allowance will apply, but it will not be included in the cap.

## 6. FUTURE INQUIRIES

This is the third inquiry into Members of Local Government Council Allowances by the Tribunal and it has been useful for the Tribunal to address some factors that were outstanding from earlier Inquiries.

The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced by further Inquiries on an annual basis. .

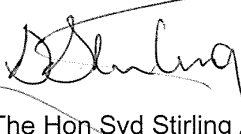
The Tribunal appreciates the feedback received from Councils.

7. APPENDIX A

Appendix A provides details of the allowances.



Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal



The Hon Syd Stirling AM  
Member  
Remuneration Tribunal



Mr Gary Higgins  
Member  
Remuneration Tribunal

Dated 10 December 2024

## APPENDIX A to the Report

**Comparison of Existing Allowances with New Allowances****Municipal and Regional Councils**

ALLOWANCE COUNCIL	CURRENT	New from 1 July 2025
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**Councillors**

Darwin	\$31,775	\$33,046
Palmerston	\$24,600	\$25,584
Alice Springs	\$22,550	\$23,452
Litchfield	\$22,550	\$23,452
Katherine & Regional	\$20,500	\$21,320

**Shire Councils**

Councillors	Coomalie	\$7,175	\$7,462
	Belyuen	up to \$5,125	\$7,462
	Wagait	up to \$5,125	\$7,462

**Mayor Allowance**

Darwin	\$127,200	\$132,288
Palmerston	\$92,000	\$95,680
Alice Springs	\$89,000	\$92,560
Litchfield	\$83,000	\$86,320
Katherine & Regional	\$82,000	\$85,280

**Total Mayoral Allowance**

Darwin	\$158,975	\$165,334
Palmerston	\$116,600	\$121,264
Alice Springs	\$111,550	\$116,112
Litchfield	\$105,550	\$109,772
Katherine & Regional	\$102,000	\$106,600
Shire Councils	\$30,175	\$30,462

**Deputy Mayor Total allowance**

Darwin	\$55,575	\$56,846
Palmerston	\$41,800	\$42,784
Alice Springs	\$39,050	\$39,952
Litchfield	\$38,550	\$39,452
Katherine & Regional	\$36,500	\$37,320

**Shire Councils**

Mayor	Coomalie	\$30,175	\$30 462
	Belyuen to	up to \$25,125	\$30 462
	Wagait	up to \$25,125	\$30 462



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL GOVERNMENT COUNCILS**

**DETERMINATION NO. 1 OF 2025**

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

**1. DEFINITIONS**

**Municipal Councils are the following:**

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

**Regional Councils are the following:**

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

**Shire Councils are the following:**

- Belyuen;
- Coomalie; and
- Wagait.

**New Councils:** any other Councils newly constituted by the Minister for Local Government in 2025

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
  - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
  - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is a member of a Local Council:

## 2. ALLOWANCES

The following annual allowances will apply from 1 July 2025 and will be paid fortnightly or monthly:

### COUNCILLORS' ALLOWANCE

Darwin	\$33,046
Palmerston	\$25,584
Alice Springs	\$23,452
Litchfield	\$23,452
Other Municipal and Regional	\$21,320

### Shire Councils

Coomalie	\$7,462
Belyuen	\$7,462
Wagait	\$7,462

### DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

### PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$132,288
Palmerston	\$95,680
Alice Springs	\$92,560
Litchfield	\$86,320
Other Municipal and Regional	\$85,280

**Shire Councils**

Coomalie	\$23,000
Belyuen	\$23,000
Wagait	\$23,000

**3. INCLUSIONS OF ALL ALLOWANCES**

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
  - Including, but not limited to:
    - donations;
    - organization sponsorship;
    - membership fees;
    - patron expenses; and
    - constituent support.

**4. EXTRA MEETING / ACTIVITY ALLOWANCE**

4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$10 000.

4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:
  - up to 2 hours \$200
  - between 2 and 4 hours \$300
  - more than 4 hours \$500 (maximum payable for any one day)

4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap. Where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will be paid, and that extra meeting allowance will not be applied to the cap.

- 4.4 Where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT) and receives an extra meeting allowance, that extra meeting allowance will not be applied to the cap.

**5. PROFESSIONAL DEVELOPMENT ALLOWANCE**

- 5.1. Professional Development Allowance is \$5000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.
- 5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

**6. VEHICLE ALLOWANCE**

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
- (a) exceeds 50kms from home base 100kms return,
  - (b) travel does not occur in a Council supplied and maintained vehicle;
  - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
  - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office.
- 6.3. Vehicle Allowance will be available in the following circumstances:
- travel to and from statutory Council meetings;
  - travel to and from official Council approved meeting;
  - travel to and from approved functions representing the Principal Member;
  - travel to and from Local Authority Meetings within the ward the Councillor represents.
  - travel to and from all meetings of Council and their committees; and
  - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.



6.5. The Vehicle Allowance Cap will not include:

- travel to and from Local Authorities Meetings within the Ward that the member represents;
- travel involved with Professional Development activities.

## 7. PROVISION OF MOTOR VEHICLE

7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.

7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:

- \$25,000 per year for Municipal Principal Members; or
- \$40,000 per year for Regional Principal Members.

7.3. The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

## 8. TRAVEL ALLOWANCE


8.1. Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

8.2. The applicable rates to be paid are found in Table 1 of [Taxation Determination TD 2024/3](#) or any subsequent Taxation Determination made in substitution of that Determination.

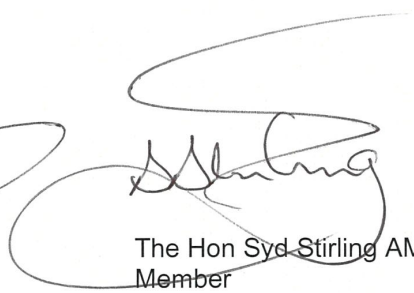
## 9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:


- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal



The Hon Syd Stirling AM  
Member  
Remuneration Tribunal



Mr Gary Higgins  
Member  
Remuneration Tribunal

Dated 10 December 2024



## 14.2 Correspondence

### 14.2.1 LGANT Membership request to TOPROC

THAT correspondence dated 19 February 2025 14.2.1 entitled LGANT Membership request to TOPROC be received and noted.



19 February 2025

Athina Pascoe-Bell  
Mayor  
City of Palmerston  
PO Box 1  
PALMERSTON NT 0831

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

Dear Athina

**Correspondence from LGANT President – For Discussion at Next TOPROC Meeting**

Please find attached correspondence dated 31 January 2025 from the President of the Local Government Association of the Northern Territory (LGANT), the Hon. Kon Vatskalis. This letter outlines LGANT's intention to renew its membership with TOPROC and seeks to rebuild collaboration on matters of mutual interest.

I propose that this correspondence be tabled for discussion at our next scheduled TOPROC meeting. The content of the letter highlights past cooperation between LGANT and TOPROC and invites consideration of re-establishing this relationship for the benefit of local government in the Top End.

I look forward to your thoughts and discussion on this matter at our upcoming meeting.

Yours sincerely

Doug Barden  
Mayor, Litchfield Council  
TOPROC Chair





31 January 2025

Mayor Doug Barden  
Litchfield Council  
Chair TOPROC

doug.barden@litchfield.nt.gov.au

Dear Mayor Barden,

### RENEWED RELATIONSHIP: TOPROC and LGANT

I am writing to you in your capacity as the new Chair of the Top End Regional Organisation of Councils (TOPROC). LGANT would like to renew its membership with TOPROC and through this, rebuild our relationship by hearing firsthand the issues facing Top End councils, offering support, collaborating on issues, and reducing duplication of effort.

Past TOPROC meeting documents provide examples of the support LGANT was able to provide as a TOPROC associate member.

The earliest records we have on file of LGANT's membership, are the TOPROC 26 September 2013 meeting actions that included the following:

- Item 1.8 Invite CEO LGANT to next meeting to discuss their work on Waste Management
- Item 1.10 LGANT Waste Management policies will be provided to the secretariat to be distributed to TOPROC members
- Item 2.5 LGANT to research how other LG associations have dealt with fracking
- Item 3.4 LGANT will write a letter to the Chief Minister requesting online voting
- Item 3.3 Power & Water Corp new service charges. Escalate this to LGANT as Territory wide issue. LGANT to advocate on behalf of Councils
- Item 4.6 The CEO of LGANT to be invited to future TOPROC meetings.

Minutes from the same meeting under Item 6 (LGANT Report) includes the comment that *"Everyone agreed it was very beneficial having Tony from LGANT attend TOPROC meetings."*

The TOPROC minutes from 17 December 2020 provide another example of LGANT, as an associate member of TOPROC, being able to support TOPROC member councils under Item 9.1.1 (Federal Government Payments) where City of Palmerston advised that there had been issues with the payments from the Federal Government for cyclones. The agreed action was for TOPROC and LGANT to jointly write to the department.

The records we have indicate that the collaborative relationship between TOPROC and LGANT was active until June 2021 where the TOPROC minutes record LGANT attending as an associate member. Item 8.7 (LGANT Report) provided an opportunity for TOPROC members to be updated on issues that

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**P** (08) 8944 9697      **A** 21 Parap Rd, Parap NT 0820  
**E** info@lgant.asn.au      PO Box 2075, Parap NT 0804  
**W** lgant.asn.au      ABN: 35 662 805 503

**We are local. We connect.**

LGANT was working on. These updates would have allowed for input from TOPROC members to ensure that the voice of Top End councils as a collective were considered by LGANT.

The LGANT Board and staff have a combined wealth of knowledge of the local government sector and current issues – similar to TOPROC members. LGANT is also well connected to the Australian Local Government Association's (ALGA) various networks and can leverage information from other jurisdictions to support policy development and advocacy efforts.

Working together in a more collaborative fashion can only benefit the sector. There are examples of strong relationships between ROCs and local government associations in other jurisdictions; for example, in New South Wales the ROCs are associate members of the Local Government Association of NSW (LGNSW). LGANT's renewed membership and attendance at meetings would provide TOPROC members with increased visibility of the work LGANT is undertaking - and vice-versa - so that both parties can make more informed decisions. It would be great to see, for example, TOPROC submitting motions to the LGANT general meetings for the benefit all NT member councils.

We trust that you can appreciate the benefits of working collaboratively with LGANT and that the TOPROC members consider renewing our associate membership favourably. If you would like to discuss this matter further, please contact our CEO, Mary Watson at [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or at 0417 864 183.

Yours sincerely,



Hon. Kon Vatskalis  
**President LGANT**



## 15 REPORT OF DELEGATES

## 16 QUESTIONS BY MEMBERS

## 17 GENERAL BUSINESS

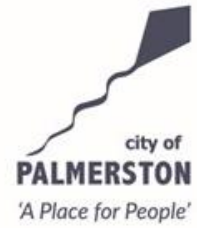
## 18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 18 March 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

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## 2nd ORDINARY COUNCIL MEETING

TUESDAY 18 FEBRUARY 2025

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

Council business papers can be viewed on City of Palmerston's website [palmerston.nt.gov.au](http://palmerston.nt.gov.au)

UNCONFIRMED



Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 18 February 2025 at 5:30pm.

**PRESENT**

<b>ELECTED MEMBERS</b>	<p>Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Mark Fraser Councillor Amber Garden Councillor Benjamin Giesecke Councillor Damian Hale Councillor Sarah Henderson</p>
<b>STAFF</b>	<p>Chief Executive Officer, Nadine Nilon Acting General Manager Infrastructure, Katie O'Neill General Manager Finance and Governance, Wati Kerta General Manager Community, Konrad Seidl Acting General Manager People and Place, Becky Saywell Minute Secretary, Jodi Holden</p>
<b>GALLERY</b>	<p>One member of the public Five members of staff</p>

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



## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Moved: Councillor Garden  
Seconded: Deputy Mayor Fraser

THAT the apology received from Councillor Eveleigh for 18 February 2025 be received and noted.

**CARRIED (7/0) - 10/1743 - 18/02/2025**

### 3.2 Leave of absence previously granted

*THAT it be noted the following Elected Members have an approved Leave of Absence previously granted for this meeting:*

*Councillor Morrison*

## 4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

Nil

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

## 5 DECLARATION OF INTEREST

### 5.1 Elected members

Moved: Deputy Mayor Fraser  
Seconded: Councillor Henderson

1. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 13.1.5 be received and noted.
2. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 27.1.2 be received and noted.
3. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 27.1.3 be received and noted.
4. THAT the Declaration of Interest received from Deputy Mayor Fraser for Item 13.1.5 be received and noted.
5. THAT the Declaration of Interest received from Councillor Henderson for Item 13.1.5 be received and noted.

CARRIED (6/0) - 10/1744 – 18/02/2025

### 5.2 Staff

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of minutes

Moved: Councillor Henderson  
Seconded: Councillor Hale

THAT the Minutes of the Council Meeting held on 4 February 2025 pages 11582 to 11607 be confirmed with the following amendments:

- Resolution 1 within item 5.1 Declaration of Interest have 27.2.1 removed
- Decision 10/1737 includes an additional resolution to move the decision to the open section of the meeting

CARRIED (6/0) - 10/1745 – 18/02/2025

### 6.2 Business arising from previous meeting

Nil

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

## 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Hale

THAT Report entitled Mayoral Update Report - January 2025 be received and noted.

CARRIED (6/0) - 10/1746 - 18/02/2025

## 8 DEPUTATIONS AND PRESENTATIONS

Nil

## 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving confidential items into open

#### 10.1.1 Leave of Absence Requests

Moved: Councillor Hale  
Seconded: Councillor Garden

4. THAT the leave of absence received from Councillor Eveleigh for 8 February to 10 February 2025 inclusive be received and noted.
6. THAT the leave of absence received from Mayor Pascoe-Bell for 5 February to 11 February 2025 inclusive be received and noted.
7. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (7/0) - 10/1715 - 21/01/2025

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

**10.1.2 Code of Conduct Matter - Summary Decision 20 December 2024****Moved: Councillor Giesecke****Seconded: Councillor Hale**

1. THAT Report entitled Code of Conduct Matter - Summary Decision 20 December 2024 be received and noted.
2. THAT Council notes that training has been provided to Council on Elected Member Code of Conduct and confidentiality, and these topics were included in the induction training delivered to this Council on 18 September 2021 and then as refresher training on 23 October 2023.
3. THAT Council notes that its current Code of Conduct for Elected Members and Committee Members and Confidential Information Policy provide a sufficient framework to regulate Councillor's obligations on related matters.
4. THAT these decisions and **Attachment 27.1.2.1**, being the Summary Decision Notice dated 20 December 2024, received 30 January 2025, be moved to the Open Minutes of this meeting.

**CARRIED (5/0) - 10/1764 - 18/02/2025****10.1.3 Code of Conduct Matter - Summary Decision 30 January 2025****Moved: Councillor Giesecke****Seconded: Councillor Hale**

1. THAT Report entitled Code of Conduct Matter - Summary Decision 30 January 2025 be received and noted.
2. THAT these decisions and **Attachment 27.1.3.1**, being the Summary Decision Notice dated 30 January 2025, received 31 January 2025, be moved to the Open Minutes of this meeting.

**CARRIED (5/0) - 10/1765 - 18/02/2025****10.1.4 Correspondence from Hon Steven Edgington MLA regarding funding requests for CoP facilities****Moved: Councillor Garden****Seconded: Councillor Giesecke**

1. THAT correspondence dated 7 January 2025 28.2.1 entitled Correspondence from Hon Steven Edgington MLA regarding funding requests for CoP facilities be received and noted.

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

2. THAT the Council decision relating to Correspondence entitled Funding requests for CoP facilities be moved to the Open Minutes of the 18 February 2025 meeting.

CARRIED (6/0) - 10/1766 – 18/02/2025

### 10.1.5 General Business Item - Submission to the Legislative Scrutiny Committee in relation to the Territory Coordinator Bill 2025

Moved: Councillor Garden  
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)(iv) of the *Local Government (General) Regulations 2021* as the matter comprises the receipt or discussion of, or a motion or both relating to subject to subregulation (3) – prejudice the interests of the council or some other person.
2. THAT Council provides a submission to the Legislative Scrutiny Committee in relation to the Territory Coordinator Bill 2025 consistent with previous correspondence.
3. THAT this decision is moved into the Open section of the meeting.

CARRIED (6/0) - 10/1768 – 18/02/2025

## 10.2 Moving open items into confidential

Nil

## 10.3 Confidential items

Moved: Councillor Garden  
Seconded: Councillor Henderson

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

Item	Confidential Category	Confidential Clause
25.1.	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations</i>

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

		2021, 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.
27.1.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
27.1.2	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)(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.
27.1.3	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.
28.2.1	Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

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

28.2.2	Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
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CARRIED (6/0) - 10/1747 - 18/02/2025

## 11 PETITIONS

Nil

## 12 NOTICES OF MOTION

Nil

## 13 OFFICER REPORTS

### 13.1 Action reports

#### 13.1.1 Appointment of Deputy Mayor - January 2025 to August 2025

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

1. THAT Report entitled Appointment of Deputy Mayor - January 2025 to August 2025 be received and noted.
2. THAT Council appoint Councillor Hale as Deputy Mayor, commencing 21 February 2025 to declaration of the poll (inclusive).

CARRIED (6/0) - 10/1748 - 18/02/2025

#### 13.1.2 Community Safety Advisory Committee Minutes - 11 February 2025

Moved: Councillor Hale  
Seconded: Councillor Garden

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

1. THAT Report entitled Community Safety Advisory Committee Minutes - 11 February 2025 be received and noted.
2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **attachment 13.1.2.1** to report entitled Community Safety Advisory Committee Minutes - 11 February 2025 be received and noted.
3. THAT Council endorse the proposed recommendation from the Community Safety Advisory Committee meeting held on 11 February 2025, being:
  - a. THAT Council endorse the reviewed Terms of Reference for the Community Safety Advisory Committee as **Attachment 13.1.2.4**.

CARRIED (6/0) - 10/1749 - 18/02/2025

#### 13.1.3 Vibrant Economy Advisory Committee Meeting Minutes - 6 February 2025

Moved: Deputy Mayor Fraser  
Seconded: Councillor Garden

1. THAT Report entitled Vibrant Economy Advisory Committee Meeting Minutes - 6 February 2025 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee Minutes provided as **Attachment 13.1.3.1** to report entitled Vibrant Economy Advisory Committee Meeting Minutes - 6 February 2025 be received and noted.
3. THAT Council endorse the proposed recommendations from the Vibrant Economy Advisory Committee meeting held on Thursday, 6 February 2025, being:
  - a. THAT Council endorse the reviewed Terms of Reference for the Vibrant Economy Advisory Committee as **Attachment 13.1.3.4** with the following additions to Section 8.1;
    - i. 8.1.2 Members entitled to this remuneration are:
      1. Community Members (x2)

CARRIED (6/0) - 10/1750 - 18/02/2025

#### 13.1.4 Palmerston Recreation Centre Operational Use

Moved: Councillor Henderson  
Seconded: Deputy Mayor Fraser

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



1. THAT Report entitled Palmerston Recreation Centre Operational Use be received and noted.
2. THAT Council endorses the permanent change to the operating hours of the Palmerston Recreation Centre, being:
  - a. Provide full public access to the Palmerston Recreation Centre including access to the showers and toilets, between 8am to 9am, Monday to Friday, excluding days when the facility is closed to the public.
  - b. Provide access to the Palmerston Recreation Centre to users with a booking only, from 9am onwards Monday to Friday.
  - c. The facility is closed to the public on Saturday, Sunday, and Public Holidays, and only open to bookings.

**CARRIED (6/0) - 10/1751 - 18/02/2025**

#### 13.1.5 ANZAC Day

**Moved:** Councillor Garden  
**Seconded:** Councillor Henderson

THAT the matter be laid on the table due to lack of quorum, and for dispensation to be sought from The Minister for Housing, Local Government and Community Development.

**CARRIED (6/0) - 10/1752 - 18/02/2025**

## 13.2 Receive and note reports

### 13.2.1 Major Capital Projects Update - February 2025

**Moved:** Councillor Garden  
**Seconded:** Deputy Mayor Fraser

THAT Report entitled Major Capital Projects Update - February 2025 be received and noted.

**CARRIED (6/0) - 10/1753 - 18/02/2025**

### 13.2.2 Communication Strategy Update

**Moved:** Deputy Mayor Fraser  
**Seconded:** Councillor Giesecke

THAT Report entitled Communication Strategy Update be received and noted.

**CARRIED (6/0) - 10/1754 - 18/02/2025**

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

**13.2.3 Community Benefit Scheme – January Update**

Moved: Deputy Mayor Fraser  
 Seconded: Councillor Henderson

THAT Report entitled Community Benefit Scheme – January Update be received and noted.

CARRIED (6/0) - 10/1755 – 18/02/2025

**13.2.4 Financial Report for the Month of January 2025**

Moved: Councillor Garden  
 Seconded: Councillor Hale

THAT Report entitled Financial Report for the Month of January 2025 be received and noted.

CARRIED (6/0) - 10/1756 – 18/02/2025

**14 INFORMATION AND CORRESPONDENCE****14.1 Information**

Nil

**14.2 Correspondence**

Nil

**15 REPORT OF DELEGATES**

Nil

**16 QUESTIONS BY MEMBERS**

Nil

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

## 17 GENERAL BUSINESS

### 17.1 City of Palmerston App functionality

Moved: Councillor Hale  
Seconded: Councillor Henderson

THAT a report is presented to Council in May 2025 in relation to the City of Palmerston App functionality including consideration of issue reporting improvements such as uploading multiple photographs and status updates.

CARRIED (6/0) - 10/1757 - 18/02/2025

## 18 NEXT ORDINARY COUNCIL MEETING

Moved: Deputy Mayor Fraser  
Seconded: Councillor Giesecke

THAT the next Ordinary Meeting of Council be held on Tuesday, 4 March 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (6/0) - 10/1758 - 18/02/2025

## 19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Fraser  
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) - 10/1759 - 18/02/2025

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



## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.16pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7.44pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

UNCONFIRMED

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