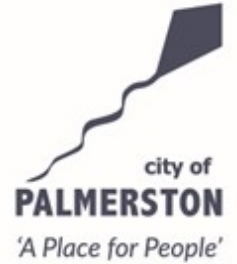


AGENDA



2nd ORDINARY COUNCIL MEETING

TUESDAY 18 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 or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

A handwritten signature in black ink, appearing to read "A Walsh", is positioned above a horizontal line. The signature is fluid and cursive.

ANDREW WALSH
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

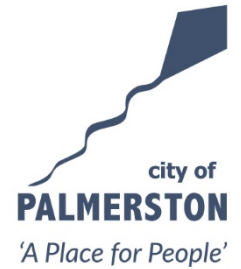
6.1 Confirmation of minutes

THAT the Minutes of the Council Meeting held on 4 March 2025 pages 11635 to 11644 be confirmed.

6.2 Business arising from previous meeting

7 MAYORAL REPORT

MAYORAL REPORT



2nd Ordinary Council Meeting

Agenda Item:	7.1
Report Title:	Mayoral Update Report - February 2025
Meeting Date:	Tuesday 18 March 2025
Author:	Mayor, Athina Pascoe-Bell

Community plan

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

Purpose

This report provides Council with an overview of activities the Mayor has attended in February 2025 on behalf of Council.

Key messages

- As the principal member of Council, the Mayor undertakes regular activities and attends events to speak on Council's behalf.
- During the month of February 2025, the Mayor attended meetings with Senators, MLA's, Government Departments and conducted radio interviews.
- This report provides context on several events that were attended by the Mayor, on Council's behalf.

Recommendation

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

Discussion

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

An overview of events attended by the Mayor during the month of February 2025 as follows:

- Northern Territory Government Treasurer's 2025 Economic and Fiscal Update.

- Meeting with Mr Luke Gosling OAM, Member for Solomon.
- Meeting with Senator Jacinta Nampijinpa Price, Senator.
- Regional Capitals Australia – Informal Member Dinner.
- Regional Capitals Australia Delegation and Full Member Meeting.
- LGANT Strategic Plan Consultation.
- Development Consent Authority (DCA) Palmerston meeting.
- Meeting with Hon Minister Bill Yan, Minister for Logistics and Infrastructure.
- Meeting with Member for Drysdale, Mr Clinton Howe.
- Coalition Commitments announcement with the Federal Coalition Peter Dutton, Jacinta Nampijinpa Price, Brigette McKenzie, Chief Minister Lia Finocchiaro, Lisa Bayliss and Lisa Seibert.
- USS Peary 83 Anniversary Commemorative Service.
- City of Darwin Bombing of Darwin Day – 83 Anniversary Commemorative Service.
- Legacy Lunch.
- Palmerston Regional Business Association (PRBA) AGM and Networking Event.
- Coomalie Council Bombing of Darwin – 83 Anniversary Commemorative Service.
- Meeting with Barkley Council Mayor Sid Vashist.
- Tour of City of Palmerston with Minister Steven Edgington, Minister for Health; Mental Health; Alcohol Policy; Housing, Local Government and Community Development.
- Meeting with Northern Territory Police Assistant Commissioner Matthew Hollamby.
- Citizenship Ceremony.
- Meeting with Honourable Lia Finocchiaro Chief Minister of the Northern Territory.
- Australian Army Birthday Cocktail Party.

Regional Capitals Australia (RCA) Delegation to Canberra

Regional Capital Australia led a Delegation to Canberra which provided an opportunity for attending members to meet with various ministers, shadow ministers and members. By gaining a board seat on RCA City of Palmerston will be able to advocate and play a more active role in ensuring the best possible outcomes for our region. The topics of discussion were broad including education, infrastructure funding, DAMA (Designated Area Migration Agreements), water security, regional development and housing and homelessness. I also met with several Mayors and presidents from various Councils within the delegation including Karratha, Broome and Kalgoorlie-Boulder. It also gave me an opportunity to schedule meetings with both Mr Luke Gosling and Senator Jacinta Nampijinpa Price to specifically discuss election commitments to complete Driver Community Centre and Zuccoli Community Hub whilst in Canberra. It was a pleasure to see the City of Palmerston 2025 Young Citizen of the Year Yolanda Kanyai within Parliament House.



L-R Mr Luke Gosling OAM, MP, City of Palmerston Mayor Athina Pascoe-Bell and City of Palmerston 2025 Young Citizen of the Year Yolanda Kanyai within Parliament House.

Citizenship Ceremony

The Citizenship Ceremony held on the 26 February welcomed 38 conferees from 12 different countries including Afghanistan, China, Fiji, India, Indonesia, Italy, Nepal, New Zealand, Nigeria, Philippines, Sri Lanka and Vietnam. A Citizenship Ceremony is an incredibly special day, it marks the beginning of the conferees journey to embrace the responsibilities and privileges bestowed upon an Australia citizen. As well as our 38 very special guests I would also like to thank the following distinguished guests for attending: His Honour Professor the Honourable Hudh Heggie AO PSM, Administrator of the Northern Territory and Mrs Ruth Jones, The Honourable Lia Finocchiaro MLA, Chief Minister of the Northern Territory, The Honourable Marie-Claire Boothby MLA, Attorney-General of the Northern Territory, Mr Matthew Kerle, Member for Blain, Mr Luke Gosling OAM MP, Federal Member for Soloman, Mr Clinton Howe, Member for Drysdale, Mr Bagus Hendraning Kovarsyih, Consulate of the Republic of Indonesia and Mrs Palupi Dhati Purnamasari, Deputy Mayor Damian Hale and Mrs Maria Hale, Councillor Amber Garden, Councillor Ben Giesecke, Councillor Mark Fraser and Mr Rodney Greenwood, 2025 Palmerston Citizen of the Year.



Mayor Athina Pascoe-Bell presiding over the 26 February 2025 Citizenship Ceremony

Policy implications

There are no policy implications for this report.

Budget and resource implications

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

Risk, legal and legislative implications

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

Attachments

Nil

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving confidential items into open

10.2 Moving open items into confidential

10.3 Confidential items

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

Item	Confidential Category	Confidential Clause
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	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.
27.1.3	Legal Advice	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(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.
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11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.1.1
Report Title:	Preserving our Urban Forest Policy - Consultation Outcomes
Meeting Date:	Tuesday 18 March 2025
Author:	Executive Manager Environment, Katie O'Neill
Approver:	Deputy Chief Executive Officer, Nadine Nilon

Community plan

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

Purpose

To provide Council with the results of the consultation undertaken for the draft Preserving our Urban Forest Policy and to present the final Policy for adoption.

Key messages

- Council endorsed the draft Preserving our Urban Forest Policy for consultation in December 2024.
- The Policy updates involve the inclusion of tree maintenance and tree planting as well as tree protection measures for potentially impacted trees on development and construction sites.
- Consultation for the draft Preserving our Urban Forest Policy commenced on the 30 January and closed on the 3rd of March 2025.
- Consultation was undertaken through a dedicated 'have-your-say' webpage, social media posts, and an A5 flyer with a QR code that was presented at the Clean-up Australia Day event on the 2 March 2025.
- There was limited feedback from the community, with six (6) comments on social media, four (4) emails, and two (2) webform submissions. Only three (3) of the social media posts were in relation to the Policy, and the two (2) webform submissions were also emailed through to Council by the same submitter.

- At conclusion of the consultation a minor adjustment was undertaken to the draft Policy, with the inclusion of reference to significant tree protection.

Recommendation

1. THAT Report entitled Preserving our Urban Forest Policy - Consultation Outcomes be received and noted.
2. THAT Council adopt the amended Preserving our Urban Forest Policy at **Attachment 13.1.1.2** to Report entitled Preserving our Urban Forest Policy - Consultation Outcomes.

Background

Council's Preserving our Urban Forest Policy was adopted by Council at the 1st Ordinary Council Meeting in September 2020, as a framework to guide decision making on the management and preservation of Council trees.

The existing Preserving our Urban Forest Policy is provided in **Attachment 13.1.1.1**.

At the 1st Ordinary Council meeting in December Council resolved to undertake the following:

13.1.6 Council Policy Review – Preserving our Urban Forest

Moved: Councillor Giesecke

Seconded: Councillor Garden

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

CARRIED (6/0) - 10/1661 – 10/12/2024

This report details the outcomes of the consultation and present the updated Policy for adoption.

Discussion

Trees play a critical role in environmental sustainability, biodiversity, urban heat mitigation and community well-being. They can also lead to management challenges, with potential impacts on neighbouring infrastructure through root intrusion, falling branches, leaf litter and fruit drop. As such, Council applies a balanced approach to tree management that considers both ecological benefits and ongoing management concerns. The Preserving our

Urban Forest Policy (the Policy) guides decision-making by recognising the importance of trees in our urban landscape and defining the parameters in which a tree can or cannot be removed.

The Policy has been applied without any significant issues since it was adopted in 2020, however there are a number of tree management considerations that were not included and have not been addressed elsewhere in other Council guidelines or documents. A gaps analysis was undertaken using tree preservation policies from several other local government organisations to determine best practice tree management objectives that are missing from the Policy.

The following objectives were added to the draft Policy and ensure a consistent approach to tree planting, maintenance and tree protection across the municipality:

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

Community consultation

The consultation period for the draft Policy began on the 30 January 2025 and closed on the 3 March 2025. Engagement was undertaken using the following tools and tactics:

- Promotion on the City of Palmerston website homepage.
- The development of a 'have your say' feedback page on the City of Palmerston website.
- Social media posts.
- Printed A5 flyer, used at the Clean Up Australia Day, 2 March 2025 for face-to-face consultation.

The 'have your say' website page had a total of 70 views, with two (2) online submissions received. There were six (6) comments from community members in response to the social media posts, three (3) were not relevant to the Policy. There were also four (4) emails sent through to the City of Palmerston email address. Some of the online posts, webform submissions, and emails were submitted by the same resident, leading to duplicate responses.

Consultation outcomes

The following input from the community was received during the consultation period (comments have been summarised for brevity):

- Why is the City of Palmerston not responsible for trees that overhang residential fences?
- Great stuff and shared to *Tidy Up the Northern Territory*.
- Well, done Palmerston.
- Please use native fruit trees and wildflowers in your planting areas.
- Preserving is great. Except that properties boarding the golf course get no maintenance. Residents have to maintain trees that are not theirs.

- Can some sort of provision for the management and protection of significant trees be included?

All submissions that required follow-up or clarification were addressed. However, it was determined that only one submission had an impact on the Policy. The inquiry regarding significant trees is relevant to the Council's management of public trees.

A significant tree is defined by its historical, cultural, social, ecological, and/or exceptional visual and aesthetic value. There are a couple of registers of significant trees available, however there are no legislated lists and the most appropriate register is considered to be the Northern Territory Significant Tree Register, which is managed by Land for Wildlife Central Australia, on behalf of the National Trust NT.

As a result, the Policy has been updated to include a definition of significant trees and to require the assessment of potential impacts from construction and development on registered significant trees located in areas managed by the City of Palmerston.

This minor change has been included in the draft Policy found in **Attachment 13.1.1.2**. It is recommended that Council adopt the updated Preserving our Urban Forest Policy as the overarching strategic document that guides the management of Council's public trees.

Consultation and marketing

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

- Open Space Team Lead.
- Tree Management Officer.
- Manager Sustainability.
- Marketing and Communications Officer.

Policy implications

The existing Council endorsed Preserving Our Urban Forest Policy is the principal Policy for Council's tree preservation and management. The Existing Preserving Our Urban Forest Policy is in **Attachment 13.1.1.1**. The final draft Preserving Our Urban Forest Policy, is in **Attachment 13.1.1.2**.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

7. Environmental Sustainability

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



Strategies, framework and plans implications

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

- Sustainability Strategy 2022-2026.

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. Council Policy Preserving Our Urban Forest [13.1.1.1 - 3 pages]
2. Preserving our Urban Forest Policy [13.1.1.2 - 4 pages]



POLICY

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

1 PURPOSE

The purpose of this policy is to:

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

2 PRINCIPLES

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

3 DEFINITIONS

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

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

4 POLICY STATEMENT

4.1 Preserving our Urban Forest Policy

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

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

4.1.1 This policy addresses two key areas:

4.1.1.1 Tree Retention

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

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



POLICY

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

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

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

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

4.1.1.2 Tree Assessment

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

4.2 Operational implementation

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

5 ASSOCIATED DOCUMENTS



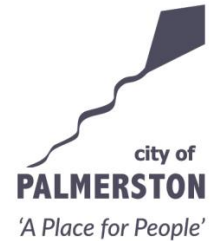
POLICY

5.1 City of Palmerston Preferred Tree Species

6 REFERENCES AND RELATED LEGISLATION

6.1 Local Government Act

PRESERVING OUR URBAN FOREST



COUNCIL POLICY

PURPOSE

The purpose of this policy is to:

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

PRINCIPLES

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

SCOPE

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

DEFINITIONS

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

TERM	DEFINITION
Urban Forest	Trees situated in parks, streets and anywhere in the developed urban area of Palmerston under the care, control and management of the Council.
Public Tree	All trees in the municipality that are owned or managed by the City of Palmerston.

TERM	DEFINITION
Tree Protection Zone (TPZ)	Area surrounding a tree that is designated for protection during construction or development.
Significant Tree	A significant tree is categorised according to its historical, cultural, social, ecological, and/or outstanding visual and aesthetic appeal. Council recognises the NT Register of Significant Trees managed by Land for Wildlife Central Australia, on behalf of the National Trust NT.

POLICY STATEMENT

1.1. Preserving our Urban Forest Policy

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

This policy addresses the following key areas – Tree Removal, Tree Maintenance, Tree Assessment, Tree Planting, Tree Protection and Operational Implementation.

1.2. Tree Removal

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



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

1.3. Tree Maintenance Requirements

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

1.4. Tree Assessment

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

1.5. Tree Planting Requirements

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

1.6. Tree Protection

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

- (a) Tree Protection Zones.

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

- (b) Tree Valuations.

A reinstatement fee may apply for projects, developments and construction works that have the potential to impact on public trees.

- (c) Significant Trees.

Investigations should be conducted to determine if a significant tree is present on a development or construction site with appropriate approvals sought prior to works commencing.

1.7. Operational implementation

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

ASSOCIATED DOCUMENTS

- City of Palmerston Sustainability Strategy.

REFERENCES AND RELATED LEGISLATION

- Palmerston (Public Places) By-Laws 2001.

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

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.1.2
Report Title:	Council Policy Review - Credit Card CEO and Elected Members
Meeting Date:	Tuesday 18 March 2025
Author:	Finance Manager, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council to adopt the amended Credit Card by Chief Executive Officer Policy due to a review of policy, in line with the Council policy review schedule.

Key messages

- As part of the policy review schedule, Council's Credit Card by Chief Executive Officer Policy has been reviewed.
- The title of the policy has been amended to Credit Card for Chief Executive Officer and Elected Members Policy.
- Minor amendments have been applied to the policy.

Recommendation

1. THAT Report entitled Council Policy Review - Credit Card CEO and Elected Members be received and noted.
2. THAT Council rescinds the Credit Card by Chief Executive Officer Policy at **Attachment 13.1.2.1** to Report entitled Council Policy Review - Credit Card CEO and Elected Members.
3. THAT Council adopts the Credit Card for Chief Executive Officer and Elected Members Policy at **Attachment 13.1.2.3** to Report entitled Council Policy Review - Credit Card CEO and Elected Members.

Background

The Local Government Act requires a policy to be adopted by resolution for the responsibility for and use of council credit cards by:

- (i) council members; and
- (ii) the CEO

Council members at City of Palmerston are not issued with credit cards and should this change a resolution by Council would be required.

The proposed amendments to the policy are aimed at ensuring that the Credit Card Use by Chief Executive Officer Policy remains clear, up-to-date, and in compliance with current legislation and Council delegations.

Discussion

Credit cards are an essential tool for the efficient and effective operation of the Council's daily business activities. They are not intended as a benefit assigned to specific individuals but should only be utilised in situations where it is impractical or cost-prohibitive to follow the Council's standard procedures for ordering and/or payment for goods or services.

The Chief Executive Officer (CEO) is responsible for the day-to-day operations of the Council and is issued with a credit card and the credit limit is set by Council.

The Credit Card by Chief Executive Officer Policy establishes the appropriate guidelines for the issuance, authorisation, use, and management of credit cards to the CEO.

The review of the policy has led to minor amendments, which are also outlined in **Attachment 13.1.2.2** These changes include:

- Change the title of the policy to Credit Card for Chief Executive Officer and Elected Members Policy.
- Inclusion of the following under Policy Statement:
 - "All credit cards will be issued by City of Palmerston's banking provider", and
 - "Council does not issue credit cards to elected members".
- Removal of Community Plan under Associated Documents.
- Minor adjustments to References and Related Legislation.
- A change in the responsible officer from the Director of Organisational Services to the General Manager of Finance and Governance.

It is recommended that the Council endorse the Council Policy – Credit Card for Chief Executive Officer and Elected Members, as outlined in **Attachment 13.1.2.3**.

Consultation and marketing

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

- Executive Manager Organisational Performance.

Policy implications

If adopted, the amended version of the policy as presented at **Attachment 13.1.2.3** to Report entitled C Council Policy Review - Credit Card CEO and Elected Members, will become the new policy of the Council.

This policy applies only to the CEO. Council staff members are also issued credit cards and the responsibility for and use of council credit cards by the council's staff, is covered under an internal policy applying the same principles and approved by the CEO. This is a requirement for internal control under the Local Government Act.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

2. Financial Sustainability

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

6. Governance

Failure to effectively govern.

Strategies, framework and plans implications

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

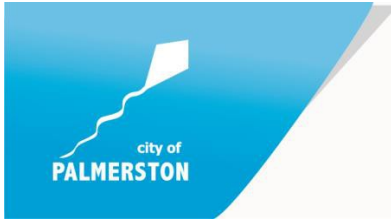
- [Long Term Financial Plan](#)

Council officer conflict of interest declaration

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

Attachments

1. 20210519 Council Policy Credit Card by CEO [**13.1.2.1** - 2 pages]
2. 202503 Council Policy Credit Card for the CEO and Elected Members tracked changes [**13.1.2.2** - 2 pages]
3. 202503 Council Policy Credit Card for CEO and EM [**13.1.2.3** - 2 pages]



POLICY

Name:	Credit Card by Chief Executive Officer		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
Approval Date:	18/05/2021	Next Review Date:	18/05/2025
Records Number:	462890	Council Decision:	9/1641

1 PURPOSE

To ensure effective controls and procedures are in place with respect to the use of corporate credit cards by the Chief Executive Officer (CEO).

2 PRINCIPLES

Council is committed to sound financial management, public accountability, and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals,

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

3 DEFINITIONS

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

Term	Definition
Credit cards	means corporate credit card issued in the name of the City of Palmerston
Cardholder	refers to the Chief Executive Officer being a holder of a corporate credit card

4 POLICY STATEMENT

- 4.1 Council will authorise the issue of a credit card setting a monthly credit limit to the CEO.
- 4.2 The authorisation by Council will be listed in the Register of Delegations.
- 4.3 In the case of an emergency situation the CEO may apply to Council to raise the delegated amount for a short period of time.
- 4.4 The credit card will have no cash advance facilities.
- 4.5 The CEO must not gain any personal benefits from being the cardholder.
- 4.6 Any expenditure must comply with legislative requirements, Council policies, delegations, Code of Conduct and direction.
- 4.7 Credit card reconciliation is to be completed by the CEO and subsequently noted by the Mayor.

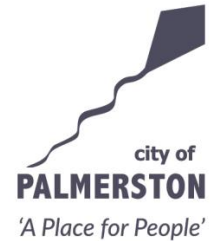
- 4.8 The CEO is responsible for the safe custody and security of the card and liable for any misuse and associated costs.
- 4.9 The CEO is to return the credit card as soon as the card is no longer required or, if leaving the Council.

5 ASSOCIATED DOCUMENTS

- 5.1 Council Policy – *Procurement*
- 5.2 *Code of Conduct for Chief Executive Officer*
- 5.3 *Register of Delegations by Chief Executive Officer*
- 5.4 *Community Plan*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government Regulations*



~~CREDIT CARD BY CHIEF EXECUTIVE OFFICER~~ ~~CREDIT CARD FOR CHIEF EXECUTIVE OFFICER~~ AND ELECTED MEMBERS

COUNCIL POLICY

PURPOSE

To ensure effective controls and procedures are in place with respect to the use of corporate credit cards by the Chief Executive Officer (CEO) and Elected Members.

PRINCIPLES

Council is committed to sound financial management, public accountability and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through ~~the~~ Council's normal procedures for the ordering of and / or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

DEFINITIONS

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

TERM	DEFINITION
Credit cards	means corporate credit cards issued in the name of the City of Palmerston
Cardholder	refers to the Chief Executive Officer being a holder of a corporate credit card

POLICY STATEMENT

- Council will authorise the issue of a credit card setting a monthly credit limit to the CEO.
- Council does not issue credit cards to elected members.
- ~~All credit cards will be issued by City of Palmerston's banking provider~~
- The authorisation by Council will be listed in the Register of Delegations.
- All credit cards will be issued by City of Palmerston's banking provider
-
- In the case of an emergency situation the CEO may apply to Council to raise the delegated amount for a short period of time.
- The credit card will have no cash advance facilities.
- The CEO must not gain any personal benefits from being the cardholder.
- Any expenditure must comply with legislative requirements, Council policies, delegations, Code of Conduct and direction.
- Credit card reconciliation is to be completed by the CEO and subsequently noted by the Mayor.
- The CEO is responsible for the safe custody and security of the card and liable for any misuse and associated costs.
- The CEO is to return the credit card as soon as the card is no longer required or, if leaving the Council.

ASSOCIATED DOCUMENTS

- Council Policy – Procurement
- Code of Conduct for Chief Executive Officer
- Register of Delegations by Chief Executive Officer
- [Community Plan](#)

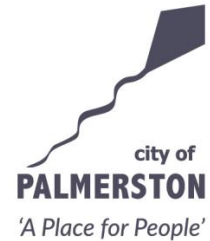
REFERENCES AND RELATED LEGISLATION

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

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Director of Organisational Services General Manager Finance and Governance
APPROVAL DATE	18 May 2021	NEXT REVIEW DUE	18 May 2025 March 2029
RECORDS NUMBER	462890	COUNCIL DECISION	9/1641

CREDIT CARD FOR CHIEF EXECUTIVE OFFICER AND ELECTED MEMBERS



COUNCIL POLICY

PURPOSE

To ensure effective controls and procedures are in place with respect to the use of corporate credit cards by the Chief Executive Officer (CEO) and Elected Members.

PRINCIPLES

Council is committed to sound financial management, public accountability and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through Council's normal procedures for the ordering of and / or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

DEFINITIONS

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

TERM	DEFINITION
Credit cards	means corporate credit cards issued in the name of the City of Palmerston
Cardholder	refers to the Chief Executive Officer being a holder of a corporate credit card

POLICY STATEMENT

- 1.1. Council will authorise the issue of a credit card setting a monthly credit limit to the CEO.
- 1.2. Council does not issue credit cards to elected members.
- 1.3. The authorisation by Council will be listed in the Register of Delegations.

- 1.4. All credit cards will be issued by City of Palmerston’s banking provider
- 1.5. In the case of an emergency situation the CEO may apply to Council to raise the delegated amount for a short period of time.
- 1.6. The credit card will have no cash advance facilities.
- 1.7. The CEO must not gain any personal benefits from being the cardholder.
- 1.8. Any expenditure must comply with legislative requirements, Council policies, delegations, Code of Conduct and direction.
- 1.9. Credit card reconciliation is to be completed by the CEO and subsequently noted by the Mayor.
- 1.10. The CEO is responsible for the safe custody and security of the card and liable for any misuse and associated costs.
- 1.11. The CEO is to return the credit card as soon as the card is no longer required or, if leaving the Council.

ASSOCIATED DOCUMENTS

- Council Policy – Procurement
- Code of Conduct for Chief Executive Officer
- Register of Delegations by Chief Executive Officer

REFERENCES AND RELATED LEGISLATION

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

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	March 2029
RECORDS NUMBER	462890	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.1.3
Report Title:	Review of Open Data Policy
Meeting Date:	Tuesday 18 March 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This report seeks Council endorsement of the revised Open Data Policy.

Key messages

- City of Palmerston is committed to open government and transparency.
- The Open Data Policy outlines how City of Palmerston will manage the release of non-sensitive information and data to third parties.
- The policy has been reviewed in line with the adopted 10th Council policy review schedule.
- Amendments to the policy include the scope of who the policy applies to.
- The rationale section of the outdated policy has been removed, and the content has been merged with the policy principles.
- Minor amendments have also been made to the structure of the policy to improve readability, including spelling and grammar.

Recommendation

1. THAT Report entitled **Review of Open Data Policy** be received and noted.
2. THAT Council adopts the amended Open Data Policy at **Attachment 13.1.3.3** to Report entitled Review of Open Data Policy.

Background

Council adopted the current Open Data policy **Attachment 13.1.3.1** on 16 March 2021. The policy is due for review according to the Council endorsed Policy Review Schedule.

Open data is data which is:

- Freely available to anyone to be used, reused and redistributed.
- Available in a machine-readable format, such as a spreadsheet, meaning that the data is structured in a way so that a computer can automatically read and process it.
- Available under an open licence, such as Creative Commons, which is a free, standardised agreement that lets creators specify how others can use their work.

The Australian Bureau of Statistics information is an example of widely used open data that is freely available to the public. People can look up details from the most recent census, which is all general information collected by the national statistics agency.

City of Palmerston has an Open Data Hub available on its website that allows users to access a variety of datasets at no cost. For example, people can look up:

- Open space assets, such as the location of parks and playgrounds in Palmerston.
- Transport assets, such as roads and who owns them.
- Car parking time zones across the Palmerston CBD.

The datasets are available in a variety of formats and may assist third parties to develop apps, tools and other content that has benefit to the Palmerston community from residents looking up their local playground to contractors using the road information to provide a response to a Council tender.

Discussion

The Open Data Policy is not a requirement under the *Local Government Act 2019* (NT) or the *Information Act 2002* (NT) but rather an acknowledgment of City of Palmerston's commitment to data accountability and transparency.

An Open Data Policy is recommended for government organisations seeking to promote transparency, accountability, and public participation by making non-sensitive data readily accessible to the public by default. This is particularly important for government entities due to the principle of public access to publicly available information. Non-sensitive data is information that is not restricted by information, privacy or confidentiality legislation, or would impact on an individual or organisation if it was made public.

The current policy is fit for purpose and aligns with equivalent policies adopted by other Northern Territory local governments including City of Darwin, Litchfield Council and the Queensland Government to ensure relevance and currency. As the Open Data policy is based on a template from Local Government Association of the Northern Territory, there is significant alignment across Northern Territory local government policies on Open Data.

Amendments have been made to the policy to include the 'scope' of who the policy applies to and what data is included. This will provide accountability and clarity on responsibilities for datasets. This was a key item in other policies that were reviewed. The 'rationale' section of the outdated policy has been removed, and the content has been merged with the policy principles. Essentially the intention of these two sections were the same.

Minor amendments have also been made to the structure of the policy to improve readability, along with spelling and grammar amendments. A draft policy with track changes is attached at **Attachment 13.1.3.2**.

Consultation and marketing

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

Policy implications

The amended policy will be replacing the current policy.

As the Open Data policy is not required by legislation and Council is already committed to acting in an open and transparent manner, the 11th Council may want to consider whether the policy is necessary when it is next due for review.

Budget and resource implications

Open Data is available to the public at no cost.

Risk, legal and legislative implications

In releasing data, City of Palmerston must comply with privacy provisions in the *Information Act 2002*, and confidential provisions in the *Local Government Act 2019* and 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:

- [Digital 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. 20210317 - Council Policy - Open Data [13.1.3.1 - 2 pages]
2. Council Policy - Open Data - track changes [13.1.3.2 - 3 pages]
3. 20250306 - Open Data Policy - New Template [13.1.3.3 - 3 pages]



POLICY

Open Data

Name:	Open Data		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
Approval Date:	16/03/2021	Next Review Date:	16/03/2025
Records Number:	457344	Decision Number:	9/1536

1 PURPOSE

Council is committed to open government and transparency. This policy outlines how Council will manage the release of non-sensitive information and data to third parties.

2 PRINCIPLES

The Open Data principles that Council supports are:

- Council recognises that all data is “public” and supports openness and transparency in the release of information where there is no legal need to protect the information.
- Wherever possible, Council will provide information at no cost using www.palmerston.nt.gov.au/operations/open-data-hub as the preferred platform for online release. Council reserves the right however to charge fees and charges for the provision of information or data that is individually requested, specific in nature or requires Council resources to provide.
- Council will not pre-define the value of data and withhold data that it does not believe would be of use to others.
- Council will share information with other government or open data agencies unless otherwise restricted under legislation.
- Council commits to maintaining accurate and reliable datasets and repairing errors when identified.
- Council will seek Open Data partnerships that have a direct benefit for the community of Palmerston.

3 DEFINITIONS

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

Term	Definition
Open Data	Open data is data which is: <ul style="list-style-type: none"> ▪ freely available to anyone to be used, reused and redistributed; ▪ available in a machine readable format, such as a CSV or an API; and ▪ available under an open licence, such as Creative Commons.

4 POLICY STATEMENT

4.1 Rationale

Council commits to making available datasets to provide third parties with an easy way to find, access and reuse Council’s public data. Embracing the use of, and a policy around, open data is an essential element to building transparency and providing opportunities for the use of Council held data to make the Palmerston community more self-sufficient by creating local jobs. Open data can also support Council in the cost-effective delivery of services, its



POLICY

Open Data

ability to be responsive to the needs of the community and to build awareness and engagement with industry.

4.2 Identification of Data

Council will identify ways to publicly share data and promote opportunities for the use of Council data. Council values the privacy of individuals and will honour its legislative obligations, appropriately aggregating data and ensuring that data is approved and checked before release. Data sets will be made available externally.

4.3 Engagement with Dataset Users

Council will make data available through its preferred platform www.palmerston.nt.gov.au/operations/open-data-hub. Each dataset release will contain details on licensing and publication date. Council provides an avenue for third parties to make requests and provide feedback through its online form at www.palmerston.nt.gov.au/operations/open-data-hub or by contacting Council directly.

5 ASSOCIATED DOCUMENTS

- 5.1 Privacy Policy

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Northern Territory Local Government Act*
 6.2 *Information Act 2002 (NT)*
 6.2 *The Office of the Australian Information Commissioner (OAIC)*



POLICY

Open Data

Name:	Open Data		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services General Manager Finance and Governance		
Approval Date:	16/03/2021	Next Review Date:	16/03/2025
Records Number:	457344	Decision Number:	9/1536

1 PURPOSE

Council is committed to ENHANCING TRANSPARENCY, & ACCOUNTABILITY, INNOVATION AND SERVICE DELIVERY BY MAKING PUBLIC DATA WIDELY ACCESSIBLE. This policy outlines how City of Palmerston will manage the release of non-sensitive information and data to third parties.

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Council is committed to open government and transparency. This policy outlines how Council will manage the release of non-sensitive information and data to third parties.

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SCOPE

This policy applies to City of Palmerston staff, Elected Members and contractors that who collect, create or manage data. It encompasses all public datasets, excluding those protected by privacy, security or confidentiality legislation and regulation.

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2 PRINCIPLES

Council values open data as a tool for economic growth, innovation, transparency, and efficiency, benefiting the entire community.

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City of Palmerston actively identifies, collates, and publishes high-quality, accurate datasets on its website, including the Open Data platform. By making this data accessible, City of Palmerston enhances innovation, improves service delivery and strengthens industry engagement. Open data supports cost-effective service delivery, enables responsiveness to community needs and fosters public awareness.

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Council is committed to providing third parties with easy access to its public data, ensuring datasets are available in machine-readable formats while safeguarding sensitive information and protecting privacy. Furthermore:

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- Council recognises that all data is public and supports openness and transparency in the release of information where there is no legal need to protect the information (such as personal information).
- City of Palmerston reserves the right to charge fees and charges for the provision of information or data that is individually requested, specific in nature or requires City of Palmerston resources to provide that information.
- City of Palmerston will not pre-define the value of data and withhold data that it does not believe would be of use to others.
- City of Palmerston will share information with other government or open data agencies unless otherwise restricted under legislation.

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POLICY

Open Data

- City of Palmerston commits to maintaining accurate and reliable datasets and repairing errors when identified.
- City of Palmerston will seek Open Data partnerships that have a direct benefit for the community of Palmerston.

The Open Data principles that Council supports are:

- ~~Council recognises that all data is “public” and supports openness and transparency in the release of information where there is no legal need to protect the information.~~
- ~~Wherever possible, Council will provide information at no cost using www.palmerston.nt.gov.au/operations/open-data-hub as the preferred platform for online release. Council reserves the right however to charge fees and charges for the provision of information or data that is individually requested, specific in nature or requires Council resources to provide.~~
- ~~Council will not pre-define the value of data and withhold data that it does not believe would be of use to others.~~
- ~~Council will share information with other government or open data agencies unless otherwise restricted under legislation.~~
- ~~Council commits to maintaining accurate and reliable datasets and repairing errors when identified.~~
- ~~Council will seek Open Data partnerships that have a direct benefit for the community of Palmerston.~~

3 DEFINITIONS

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

Term	Definition
Open Data	Open data is data which is: <ul style="list-style-type: none"> ▪ freely available to anyone to be used, reused and redistributed; ▪ available in a machine readable format, such as a CSV or an API; and ▪ available under an open licence, such as Creative Commons.

4 POLICY STATEMENT

4.1 Rationale

~~Council commits to making available datasets to provide third parties with an easy way to find, access and reuse Council’s public data. Embracing the use of, and a policy around, open data is an essential element to building transparency and providing opportunities for the use of Council held data to make the Palmerston community more self-sufficient by creating local jobs. Open data can also support Council in the cost-effective delivery of services, its ability to be responsive to the needs of the community and to build awareness and engagement with industry.~~

4.2 Identification of Data

~~Council~~City of Palmerston will identify ways to publicly share data and promote opportunities for the use of ~~Council~~Council data. ~~Council~~Council values the privacy of individuals and will honour its legislative obligations, appropriately aggregating data and



POLICY

Open Data

ensuring that data is approved and checked before release. Data sets will be made available externally.

4.3 Engagement with Dataset Users

~~Council will make data available through its preferred platform www.palmerston.nt.gov.au/operations/open-data-hub. Each dataset release will contain details on licensing and publication date. Council#City of Palmerston~~ provides an avenue for third parties to make requests and provide feedback through its online form at www.palmerston.nt.gov.au/operations/open-data-hub or by contacting ~~Council#City of Palmerston~~ directly.

5 ASSOCIATED DOCUMENTS

- 5.1 Privacy Policy

6 REFERENCES AND RELATED LEGISLATION

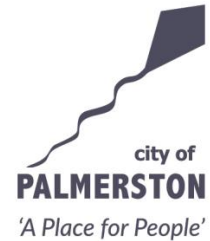
- 6.1 ~~Northern Territory Local Government Act Local Government Act 2019 (NT)~~
- 6.2 ~~Information Act 2002 (NT)~~
- 6.2 ~~The Office of the Australian Information Commissioner (OAIC)~~

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OPEN DATA



COUNCIL POLICY

PURPOSE

Council is committed to enhancing transparency, accountability, innovation and service delivery by making public data widely accessible. This policy outlines how City of Palmerston will manage the release of non-sensitive information and data to third parties.

SCOPE

This policy applies to City of Palmerston staff, Elected Members and contractors who collect, create or manage data. It encompasses all public datasets, excluding those protected by privacy, security or confidentiality legislation and regulation.

PRINCIPLES

Council values open data as a tool for economic growth, innovation, transparency, and efficiency, benefiting the entire community.

City of Palmerston actively identifies, collates, and publishes high-quality, accurate datasets on its website, including the Open Data platform. By making this data accessible, City of Palmerston enhances innovation, improves service delivery and strengthens industry engagement. Open data supports cost-effective service delivery, enables responsiveness to community needs and fosters public awareness.

Council is committed to providing third parties with easy access to its public data, ensuring datasets are available in machine-readable formats while safeguarding sensitive information and protecting privacy. Furthermore:

- Council recognises that all data is public and supports openness and transparency in the release of information where there is no legal need to protect the information (such as personal information).
- City of Palmerston reserves the right to charge fees and charges for the provision of information or data that is individually requested, specific in nature or requires City of Palmerston resources to provide that information.
- City of Palmerston will not pre-define the value of data and withhold data that it does not believe would be of use to others.
- City of Palmerston will share information with other government or open data agencies unless otherwise restricted under legislation.

- City of Palmerston commits to maintaining accurate and reliable datasets and repairing errors when identified.
- City of Palmerston will seek Open Data partnerships that have a direct benefit for the community of Palmerston.

DEFINITIONS

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

TERM	DEFINITION
Open Data	<p><i>Open data is data which is:</i></p> <ul style="list-style-type: none"> ▪ freely available to anyone to be used, reused and redistributed; ▪ available in a machine readable format, such as a CSV or an API; and available under an open licence, such as Creative Commons.

POLICY STATEMENT

1. Identification of data

- 1.1. City of Palmerston will identify ways to publicly share data and promote opportunities for the use of City of Palmerston data. City of Palmerston values the privacy of individuals and will honour its legislative obligations, appropriately aggregating data and ensuring that data is approved and checked before release. Data sets will be made available externally.

2. Engagement with dataset users

- 2.1. City of Palmerston provides an avenue for third parties to make requests and provide feedback through its online form at www.palmerston.nt.gov.au/operations/open-data-hub or by contacting City of Palmerston directly.

ASSOCIATED DOCUMENTS

- Privacy Policy

REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019 (NT)
- Information Act 2002 (NT)
- The Office of the Australian Information Commissioner (OAIC)



POLICY DETAILS

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



COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.1.4
Report Title:	Review of Shared Services Policy
Meeting Date:	Tuesday 18 March 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council endorsement of the revised Shared Services Policy.

Key messages

- Council adopted a Shared Services Policy in 2021 as a requirement under the new *Local Government Act 2019*.
- The policy governs how Council will manage shared service agreements, collaborations and projects with other local government councils.
- The policy has been reviewed in line with the adopted 10th Council policy review schedule.
- The policy was updated to enhance the flow of the framework and remove duplication of clauses relating to factors City of Palmerston will consider in deciding to share services.
- Other amendments include minor grammatical and formatting changes and the policy being updated to the new template.

Recommendation

1. THAT Report entitled Review of Shared Services Policy be received and noted.
2. THAT Council adopts the amended Shared Services Policy at **Attachment 13.1.4.3** to Report entitled Review of Shared Services Policy.

Background

Shared services are arrangements with one or more councils for mutual benefit, improved service delivery and outcomes that reduce the overall risk and cost to City of Palmerston.

Council adopted a Shared Services Policy in 2021, **Attachment 13.1.4.1** as a new requirement under the revised *Local Government Act 2019* (the Act). The policy is based on a template provided by the Local Government Compliance Unit in 2021.

Council had entered into shared services agreements prior to the new Act coming into force in 2021, including:

- West Arnhem Regional Council – plant and operators for aquatic weed harvesting.
- Litchfield Council - management oversight of the Taminmin Community Library.

These agreements are no longer in place. However, there is a shared services agreement in place with Litchfield Council for burial services for children up to the age of two, known as the Garden of Angels Policy. City of Palmerston cover 50% of the burial subsidy for parents of children from the Palmerston municipality. The agreement commenced in 2004; however, work is currently underway in conjunction with Litchfield Council to bring the agreement and relevant policies and procedures up to date.

Discussion

The Shared Services Policy describes the framework for Council entering into an agreement with one or more councils for the delivery of shared services, including:

- Shared service and joint procurement agreements.
- Assessing a shared services or collective procurement opportunity.
- Council requirements for annual reporting, agreements being in writing and other considerations.

Other than the requirement for City of Palmerston to have a policy under the Act, the Act indicates that the policy may include a provision to share services with another council, or another council procuring the delivery of services from a third party.

A review of other local government Shared Services policies, including City of Darwin and Coomalie Council, indicated that policies are closely aligned with City of Palmerston's and focused on the key issues such as an agreement in writing and a level of legislative compliance for involved local governments.

Considering this, the policy was updated to enhance the flow of the framework and remove duplication of clauses relating to factors City of Palmerston will consider in deciding to share services, see **Attachment 13.1.4.2**. Other changes included minor grammatical and formatting changes and the policy being updated to the new template.

Consultation and marketing

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

- Senior Leadership Team.

Policy implications

Shared service agreements must be undertaken in accordance with City of Palmerston's Procurement Policy.

This report recommends that the amended policy be adopted.

Budget and resource implications

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

Risk, legal and legislative implications

Section 216 of the *Local Government Act 2019* requires Council to adopt a shared services policy:

Part 10.10 Shared services

216 Shared services policy

- (1) A council must, by resolution, adopt a policy for shared services.
- (2) A policy for shared services may deal with the following matters:
 - (a) sharing the delivery of a council service with another council;
 - (b) the council jointly procuring from a third party the delivery of a service with another council.

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:

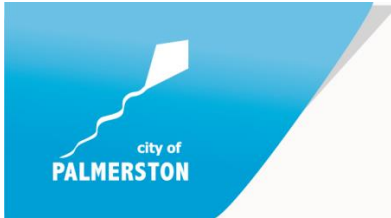
- [Long Term Financial Plan](#)

Council officer conflict of interest declaration

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

Attachments

1. 20210615 - Council Policy - Shared Services [13.1.4.1 - 2 pages]
2. Council Policy - Shared Services - Track Changes [13.1.4.2 - 3 pages]
3. 20250306 - Council Policy - Shared Services - New Template [13.1.4.3 - 3 pages]



POLICY

Name:	Shared Services		
Type:	Council Policy		
Owner:	Position Title		
Responsible Officer:	Position Title		
Adopted Date:	1/07/2021	Next Review Date:	1/07/2025
Records Number:	466298	Council Decision:	9/1692
Legislation Reference:	Section 216 <i>Local Government Act 2019</i>		

1 PURPOSE

This policy describes the framework for Council entering into an agreement with one or more councils for the delivery of shared services.

2 PRINCIPLES

The Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high standard services.

3 DEFINITIONS

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

Term	Definition
Shared Services	means entering an arrangement with one or more councils for mutual benefit of improved service delivery and outcome at a reduced overall risk and cost.
Collective Procurement	means an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated.

4 POLICY STATEMENT

4.1. Application of Policy

4.1.1. Shared service and joint procurement agreements

Council may consider entering into a shared services agreement when:

- (a) A role in Council is capable of being undertaken by a person employed by another council;
- (b) A Council service that cannot be supplied from within Council, is able to be delivered by another council;
- (c) A Council service can be supplied or delivered in another council's area, by agreement with that council; or
- (d) Undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or
- (e) The use of an asset can be shared between councils; or
- (f) It is efficient for Council to enter into an agreement with other councils to undertake a project, where one council is approved by every participating council to take the lead on the project and make decisions on behalf of all participating councils.

4.1.2. Assessing a shared services or collective procurement opportunity

Council will consider the following when a shared services or collective procurement agreement is being contemplated:



POLICY

- (a) Opportunities that would result from such a decision (e.g. shared risk, economies of scale, demonstration of leadership and collaboration, long-term sustainability, potential invigoration of council staff, strengthening relationships with like-minded or neighbouring councils);
- (b) Associated risks and how those risks can be best managed;
- (c) Challenges likely to arise (e.g. the challenge of maintaining consistent service delivery across the Council area and any other areas);
- (d) Future needs of Council and its constituency;
- (e) Capacity, both current and future, of the Council or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement; and
- (f) Ensuring the practices are compliant and are underpinned by Council's procurement principles.

4.2. Council Requirements

4.2.1. Annual reporting

- (a) A list of all shared services and collective procurement agreements that operated during the financial year, are to be listed in Council's Annual Report.
- (b) Performance comparatives must be reported in the subsequent Annual Report for the same financial year.

4.2.2. Agreements to be in writing

- (a) Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.
- (b) There should be systematic and efficient management from the execution until closure of this agreement, including a review of performance and recording the progress.

4.2.3. Matters for consideration

Council will consider whether a shared-services approach is desirable on a case by case basis. Before entering into a formal agreement for shared services or collective procurement activity, the follow considerations will be taken into account:

- (a) Cost benefit analysis of entering into the agreement;
- (b) Service level standards to be met;
- (c) Period of time of agreement;
- (d) Establishment and agreement of KPI's;
- (e) Risk assessment and mitigation strategies;
- (f) Employment opportunities that may arise; and
- (g) Any other economic, social and cultural considerations.

5 ASSOCIATED DOCUMENTS

- 5.1 *Community Plan*
- 5.2 *Council Policy Procurement*
- 5.3 *Council Policy Privacy*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government Regulations*



POLICY

Name:	Shared Services		
Type:	Council Policy		
Owner:	General Manager Finance and Governance Position Title		
Responsible Officer:	Position Title General Manager Finance and Governance		
Adopted Date:	1/07/2021	Next Review Date:	1/07/2025
Records Number:	466298	Council Decision:	9/1692
Legislation Reference:	Section 216 Local Government Act 2019		

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1 PURPOSE

This policy describes the framework for Council entering into an agreement with one or more local government or local government subsidiaries for the delivery of shared services.

2 PRINCIPLES

The Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high standard services.

3 DEFINITIONS

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

Term	Definition
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Collective Procurement	means an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated.

4 POLICY STATEMENT

4.1- Application of Policy

4.1.1.4.1. Shared services and joint procurement agreements

City of Palmerston may consider entering into a shared services agreement when:

- (a) A role in City of Palmerston Council is capable of being undertaken by a person employed by another local government council;
- (b) A City of Palmerston Council service that cannot be supplied from within the organisation City of Palmerston Council, is able to be delivered by another council;
- (c) A City of Palmerston Council service can be supplied or delivered in another council's area, by agreement with that local government council; or
- (d) Undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or
- (e) The use of an asset can be shared between local government councils; or
- (f) It is efficient for City of Palmerston Council to enter into an agreement with other councils to undertake a project, where one council is approved by every participating council to take the lead on the project and make decisions on behalf of all participating councils.

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POLICY

4.1.2. 4.2 Assessing a shared services or collective procurement opportunity

City of Palmerston Council will consider the following when a shared services or collective procurement agreement is being contemplated:

- (a) Opportunities that would result from such a decision including:
 - a. economies of scale,
 - b. demonstration of leadership and collaboration,
 - c. long-term sustainability,
 - d. potential invigoration of council staff, and
 - e. strengthening relationships with like-minded or neighbouring councils;
- (b) Cost benefit analysis of entering into the agreement;
- (c) Length of time of the potential agreement;
- (d) Establishment and agreement of KPI's, where applicable;
- (e) Associated risks and how those risks can be best managed via a risk assessment;
- (f) Challenges likely to arise such the (e.g. the challenge of maintaining consistent service delivery across the City of Palmerston Council area and any other areas);
- (g) Future needs of City of Palmerston Council and its constituency;
- (h) Capacity, both current and future, of the Council or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement; and
- (i) Ensuring the practices are compliant and are underpinned by City of Palmerston Council's procurement principles.
- (j) Any other economic, social and cultural considerations.

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4.2.4.3 Council Requirements

4.2.4.3.1. Annual reporting

- (a) A list of all shared services and collective procurement agreements that operated during the financial year, will be listed in City of Palmerston Council's Annual Report.
- (b) Performance comparatives must be reported in the subsequent Annual Report for the same financial year.

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4.2.4.3.2. Agreements to be in writing

(a) Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.

- (a)
- (b) The agreement will be reviewed annually to ensure it remains fit for purpose for Council. There should be systematic and efficient management from the execution until closure of this agreement, including a review of performance and recording the progress.
- (b)

4.2.3. Matters for consideration

Council will consider whether a shared services approach is desirable on a case by case basis. Before entering into a formal agreement for shared services or collective procurement activity, the following considerations will be taken into account:

- (a) Cost benefit analysis of entering into the agreement;
- (b) Service level standards to be met;
- (c) Period of time of agreement;
- (d) Establishment and agreement of KPI's;
- (e) Risk assessment and mitigation strategies;



POLICY

(g) (f) — Employment opportunities that may arise; and
Any other economic, social and cultural considerations.

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5 ASSOCIATED DOCUMENTS

- 5.1 Community Plan
- 5.2 Council Policy Procurement Policy
- 5.3 Council Policy Privacy Policy

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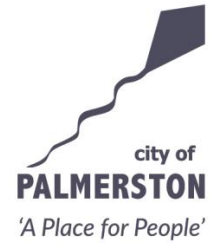
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6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act 2019 (NT)
- 6.2 Local Government Regulations 2022 (NT)

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SHARED SERVICES



COUNCIL POLICY

PURPOSE

This policy describes the framework for Council entering into an agreement with one or more local government or local government subsidiaries for the delivery of shared services.

PRINCIPLES

City of Palmerston is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high standard services.

DEFINITIONS

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

TERM	DEFINITION
Shared Services	Entering into an arrangement with one or more local governments for mutual benefit of improved service delivery and outcome at a reduced overall risk and cost.
Collective Procurement	Means an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated.

POLICY STATEMENT

1. Shared service and joint procurement agreements

City of Palmerston may consider entering into a shared services agreement when:

- A role in City of Palmerston is capable of being undertaken by a person employed by another local government.
- A City of Palmerston service that cannot be supplied from within the organisation, is able to be delivered by another council.
- A City of Palmerston service can be supplied or delivered in another council's area, by agreement with that local government.
- Undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or

- The use of an asset can be shared between local governments; or
- It is efficient for City of Palmerston to enter into an agreement with other councils to undertake a project, where one council is approved by every participating council to take the lead on the project and make decisions on behalf of all participating councils.

2. Assessing a shared services or collective procurement opportunity

City of Palmerston will consider the following when a shared services or collective procurement agreement is being contemplated:

- Opportunities that would result from such a decision including:
 - economies of scale,
 - demonstration of leadership and collaboration,
 - long-term sustainability,
 - potential invigoration of council staff, and
 - strengthening relationships with like-minded or neighbouring councils.
- Cost benefit analysis of entering into the agreement.
- Length of time of the potential agreement.
- Establishment and agreement of KPIs, where applicable.
- Associated risks and how those risks can be best managed via a risk assessment.
- Challenges likely to arise such the challenge of maintaining consistent service delivery across the City of Palmerston area and any other areas.
- Future needs of City of Palmerston and its constituency.
- Capacity, both current and future, of Councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement; and
- Ensuring the practices are compliant and are underpinned by City of Palmerston's procurement principles.
- Any other economic, social and cultural considerations.

3. Council requirements:

Annual reporting:

- A list of all shared services and collective procurement agreements that operated during the financial year, will be listed in City of Palmerston's Annual Report.
- Performance comparatives must be reported in the subsequent Annual Report for the same financial year.

Agreements to be in writing

- Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.
- The agreement will be reviewed annually to ensure it remains fit for purpose for Council.

ASSOCIATED DOCUMENTS

- Community Plan

- Procurement Policy
- Privacy Policy

REFERENCES AND RELATED LEGISLATION

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

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Executive Manager Organisational Performance
APPROVAL DATE	1 July 2021	NEXT REVIEW DUE	1 July 2025
RECORDS NUMBER	466298	COUNCIL DECISION	9/1692

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.2.1
Report Title:	Major Capital Projects Update
Meeting Date:	Tuesday 18 March 2025
Author:	Senior Project Manager, Richard Azzopardi
Approver:	Deputy Chief Executive Officer, Nadine Nilon

Community plan

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

Purpose

The purpose of this Report is to update Council on the status of current Major Capital Projects.

Key messages

- Council has several major capital projects underway that have a planned, or contracted value, greater than \$1 million.
- The following projects have updates included as attachments of this report:
 - Driver Community Centre – noting this will be the last update until funding is confirmed, and the project commences.
 - Archer Waste Management Facility Upgrade.
 - Zuccoli Community Hub – Future Stages.
 - Enterprise Resource Planning Project (ERP).
- Updates on other relevant projects additional to those listed are also included within this report with updates, these include:
 - Playground Renewals.
 - Road Reseal and Reconstruction Programs.
 - Footpath Connectivity & Renewal Program.
 - Tree Replacement Program.
 - Dark Spot Lighting Upgrade Program.

- FiberSense.

Recommendation

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

Background

Council has a \$16.39 million Capital Works Programs in 2024/25. These include a broad range of asset renewal programs along with major capital projects from planning and development stages to delivery.

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

Discussion

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

- Driver Community Centre **Attachment 13.2.1.1.**
- Archer Waste Management Facility Upgrade **Attachment 13.2.1.2.**
- Zuccoli Community Hub **Attachment 13.2.1.3.**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.1.4.**

This report includes the final update for Driver Community Centre until grant (or alternative) funding is received and the project commences.

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

Playground Renewals

Demolition of the existing Marlow Lagoon Junior Unit commenced on 11 March 2025. Construction is expected to take approximately 6 weeks, with handover to Council late April. The Sanctuary Lakes playground is due to be demolished in early April, with construction to start shortly after. Handover of the Sanctuary Lakes playground is expected in early June. The designs for the Sanctuary Lakes and Marlow Lagoon Junior playground are available on Council's website [Playground Refurbishment Consultation | City of Palmerston](#).

The approximate cost for these playgrounds is \$972,350.00 (ex GST), with \$639,075 expended to date.

Road Reseal and Reconstruction Programs

Road reseal works have commenced for the 2024/25 program, with \$220,000 of works completed by October 2024.

An additional 4kms of road has been further identified for treatment in the 2024/25 program. Completion of these works will depend on priority areas determined by condition

assessments, final costs, and available grant funding. The overall budget for the programmed works totals approximately \$2 million. All prioritised road segments that can be completed within the available budget will be finished by May 2025.

Footpath Connectivity & Renewal Program

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

The first projects in the connectivity program were completed in October, with a total cost of approximately \$190,000.

New connecting footpaths at Haydon Park, Rosebery, Mannikan Ct and Bryden Street in Rosebery were complete in March 2025. New major pathway extensions on Flockhart Street in Marlow Lagoon are scheduled to be complete by June 2025.

Tree Replacement Program

The trees selected for the second round of tree planting have been procured. This planting round will focus on revegetation of bushland, starting in the natural areas abutting Hobart Park, and native areas throughout Roseberry. Additionally, an audit of the planting undertaken in the first round has been undertaken. There have been some tree deaths attributed to vandalism and plant failure. These trees will be replaced in this round of planting.

Planting will commence early March 2025, with approximately 1,000 trees to be planted. Approximately \$555,297 has been expended on this project to date, inclusive of the periodic watering, fertilising, mulching and pest management that is required as part of the 24-month establishment period.

Dark Spot Lighting Upgrade Program

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

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

Designs for upgrades on Stockwhip Drive and Cunningham Crescent. Works on Cunningham commenced early March and will commence on Stockwhip Drive in mid-March. Both locations expect to be complete in April, subject to weather.

Design briefs for future works have been completed for Rosebery Park, Dillon Circuit, Kilgour Lane and Fiveash Lane carpark. These projects will now have cost estimates finalised and will be scheduled to occur in 2025. The CBD projects of Kilgour Lane and Fiveash Lane carpark, along with luminaire replacements on The Boulevard will be a priority

for delivery due to their relationship to the Crime Prevention through Environmental Design (CPTED) outcomes.

FiberSense

FiberSense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that will be able to be used for planning and improvements to the City. The installation is complete, and the Digital Asset system is live, with alerts of disruption (i.e. digging) near the fibre being received to allow the issuing of work permits as required. The first version (1.0) of the Digital City system has been developed with the final deployment stage underway, which will inform the next version (1.2) to be developed. Following the traffic system being established, future phases will include pedestrians and parking.

Consultation and marketing

Consultation occurs as relevant to each project and its status.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The projects are being delivered within the 2024-25 Capital Works Program. Individual budget updates are included with the current project summaries.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

5. Infrastructure

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

Strategies, framework and plans implications

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

- Community Infrastructure Plan 2016-2026.

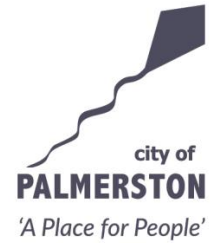
Council officer conflict of interest declaration

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

Attachments

1. Driver Community Resource Centre [13.2.1.1 - 3 pages]
2. Archer Waste Management Facility Upgrade [13.2.1.2 - 4 pages]
3. Zuccoli Community Hub [13.2.1.3 - 3 pages]
4. Enterprise Resource Planning Project (ER P) [13.2.1.4 - 2 pages]

DRIVER COMMUNITY CENTRE



MARCH 2025 UPDATE

PROJECT OVERVIEW

Summary:

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

Estimated construction budget:

\$3.9 million

Funding source(s):

- Design - City of Palmerston - \$250,000.
- Construction - \$3.9 million - no funds currently allocated.

Anticipated completion date:

- Design - 100% complete, minor updates from consultant due March 2025.
- Building permit - March 2025 (delayed as consent has yet to be obtained from the Driver Primary School, which share access with the Community Centre).
- Construction - To be determined once funding has been finalised.

STATUS UPDATE

Percentage complete:

Design 100% (subject to final updates)

Actual costs to date (design):

\$254,140

Cost to complete (design):

\$7,459

Works to date summary:

The 100% design drawings have been reviewed with minor changes requested. Application for Building Permit is in progress, with consent being sought from the school around shared access.

Quantity Survey based on the 100% design is estimated at \$3.9 million.

The design includes a total internal floor area of 353 square metres, with a total internal occupancy of 100 users across three (3) spaces (pods), each with adjacent outdoor space.

ROOM	USABLE AREA	STORAGE AREA	OCCUPANCY
Pod 1	71	10	20
Pod 2	80	9	30
Pod 3	111	6	50
General storage	N/A	14	N/A
Kitchen facilities	13	N/A	N/A

Upcoming works:

Upcoming works include:

- Building Permit.
- Tender document preparation.

As there are no significant updates on the project to occur until after funding is sourced and construction can commence, updates will be included in relevant reports as required.

Project risks:

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

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

Visualisations:



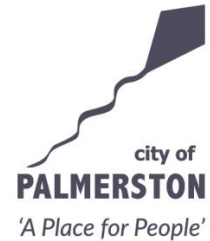
Entrance



Site Layout

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

MARCH 2025 UPDATE



PROJECT REVIEW

Summary:

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

Website link:

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

Total budget:

\$1,292,507 (2024/25)

Funding source(s):

- City of Palmerston - \$1,266,030.
- Northern Territory Government - \$26,477 (installation of the cardboard compactor).

Anticipated completion date(s):

- Gatehouse Relocation – Completed June 2024.
- Cardboard Compactor – May 2025.
- Recycling area – May 2025.

STATUS UPDATE

Percentage complete:

Design: 100%
Construction: 33%

Value of Works Complete:

\$387,171

Cost to complete:

\$897,679

Works to date summary:

The contract for the design and construction of the recycling area, which will accommodate the cardboard compactor, was awarded on 17 October 2024 to CMA Contracting.

The Contractor commenced construction in January 2025. Clearing, demolition, and disconnection of existing services have been completed. Bulk earthworks are currently in progress. Unfavorable weather conditions in February has resulted in project delays. However, recent improvements in weather have enabled the Contractor to advance subgrade preparation and establish drainage channels across most of the site, enhancing runoff management and mitigating the risk of further delays. Practical Completion is currently anticipated in early May 2025.



Subgrade Preparation – 5th March 2025



Stormwater Culvert Trenching – 5th March 2025

Upcoming works:

March 2025

- Completion of bulk earthworks / subbase placement.
- Installation of drainage & underground services.

April 2025

- Installation of pavement basecourse.
- Concrete slab for cardboard compactor.
- Kerbing and asphalt.
- Landscaping and irrigation.
- Commencement of shade structure.

May 2025

- Completion of roof on shade structure.
- Commissioning of services and handover.

Project risks:

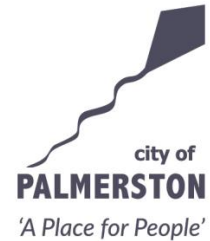
Construction is underway and significant delays have resulted from prolonged wet weather. From 3rd March 2025 improved conditions on site allowed earthworks to be recommenced. There is a

risk that additional wet weather will impact the timing of completion; however, the risk of prolonged delays is now reduced.

The availability of subcontractors to move the project forward could cause additional delays. However, as the work progresses, the chances of delays due to limited subcontractor availability will decrease. As of March 2025, contractor availability is high and the likelihood of delays occurring is low.

The AWMF is highly utilised by the City of Palmerston residents and community engagement and consultation is critical to project success. There is a potential risk of community dissatisfaction during the project construction phase. This can be mitigated by advising residents as works progress and limiting the site compound and construction to a barricaded / fenced area that will not impact residents use of the facility for a majority of the works.

ZUCCOLI COMMUNITY HUB



MARCH 2025 UPDATE

PROJECT OVERVIEW

Summary:

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

Stage 2 – Pump Track & Walking Trail.

Total budget:

\$ 1,706,563 (2024/25).

Funding source(s):

- City of Palmerston - \$1,044,674.
- Federal Government – \$411,889 LRCI (Local Roads & Community Infrastructure).
- Northern Territory Government - \$250,000.

Anticipated completion date:

- Stage 2 – 2025.

Additional information:

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

STATUS UPDATE

Actual Costs to Date:

- \$54,970 (Civil design).
- \$6,090 (Stage 2 landscape and pump track design).

- \$270,494 (walkway construction).

Woks to date summary:

Stage 2 includes the pump track, walking paths, shade structures, BBQ facilities, and associated civil works. The civil design, encompassing earthworks and stormwater management, has been completed.

Progress in the past month:

- Landscape Design underway for Stage 2 - this includes landscaping around the pump track and other Stage 2 infrastructure. Concept designs have been approved (see **Figure 2**) and detailed design with cost estimates are progressing.
- Construction of the walking trail is complete.
- Advertising for the Stage 2 Civil Works tender opened 21 February 2025 and closes 14 March 2025. Civil earthworks are scheduled to begin at commencement of the dry season 2025.



Figure 1: Stage 2 Walking Trail



Stage 2 – Concept Plan and Walking Trail Works (in blue)

Upcoming works:

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

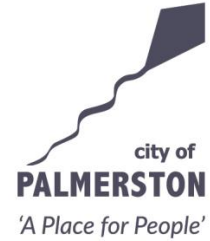
- Assessment and award of the Civil Works Tender.
- Progression of the designs for Stage 2 infrastructure, including the elevated walkway, pump track, BBQ area, skate park, basketball/multi-purpose court, and exercise equipment.
- Cost estimates for the remaining Stage 2 works to inform budget requirements for the pump track construction.

The elevated walkway, skate park, basketball/multi-purpose court, and exercise equipment will be built as further funding becomes available.

Project risks:

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

ENTERPRISE RESOURCE PLANNING PROJECT



MARCH 2025 UPDATE

PROJECT OVERVIEW

Summary:

City of Palmerston (CoP) requires effective software systems capable of delivering efficient and quality services to the community while meeting the organisation's internal corporate needs. An Enterprise Resource Planning (ERP) Project has been identified to enable a strategic approach to updating Council's existing system.

Project budget:

\$2 million over three (3) financial years

Funding source(s):

City of Palmerston

Completion date:

2026

Contractor:

Project Management Support - Information Professionals Group (IPG).

STATUS UPDATE

Percentage complete:

25%

Actual costs to date (consultancy):

- FY24 - \$282,900.
- FY25 (to January) \$272,257.
- Total to date \$555,157.

Works to date summary:

CoP currently uses several software systems to meet its core operational requirements, some of which have partial integration, and most operate independently. To mitigate these issues, CoP has made the decision to invest in an Enterprise Resource Planning (ERP) tool. Information Professionals Group (IPG) have been engaged to provide project management services and specialist resources. An internal Project Control Group (PCG) has been established to provide direction and governance for the project.

A Data Management workshop with staff was held 5 February to discuss data management and seek direction on requirements for data migration, archiving of data, data quality control and data cleansing (to support data migration).

A two-stage tender process is being currently being prepared with documentation underway. Legal support and probity services have been engaged for the tender documentation and process, and the panel has been established.

Upcoming works:

- Commencement of change management activities (review current documents, identify gaps, plan next step(s)).
- Finalise project planning for the next six (6) months.
- Create and populate Information Asset Register (IAR).
- Commence drafting a Data Management Framework including guidelines, policies and procedures for data governance, data quality, data integration and data security. Undertaking data management activities is a mitigation strategy to ensure the successful implementation and adoption of the new ERP system.

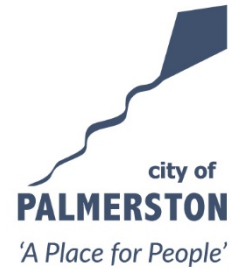
Project risks:

The project is currently tracking 19 identified risks and 0 issues (no change from last reporting).

The top three (3) high rated risks are:

- As CoP has limited resources, if business resources are not available to support project activities, project deliverables, timelines and overall cost may be impacted. Additional time (contingency) has been added to the schedule to allow additional time for reviews and to cater for the limited number of CoP staff available to support project activities.
- Impact of change and training activities - if change management and training activities are not timely and appropriately managed, there is a risk that staff may not use the system.
- Integration with existing systems - If the new ERP system does not replace or integrate current systems, there is the possibility that staff may revert to manual workarounds.

COUNCIL REPORT



2nd Ordinary Council Meeting

Agenda Item:	13.2.2
Report Title:	Palmerston Youth Festival Program 2025
Meeting Date:	Tuesday 18 March 2025
Author:	Events Lead, Sophie Walkington
Approver:	Acting General Manager People and Place, Emma Blight

Community plan

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

Purpose

This Report provides Council an update on the Palmerston Youth Festival program for 2025.

Key messages

- The highly anticipated Palmerston Youth Festival is returning for its sixth year.
- The festival comprises seven events; two major and five bespoke over seven days.
- An array of competitions are open to young people throughout the week.
- The Northern Territory Government has provided grant funding of \$300,000 to City of Palmerston to deliver the Palmerston Youth Festival. The funding agreement is in place until FY2026/27. City of Palmerston has committed \$50,000 towards the festival plus significant in-kind support and staff resources.
- The report provides details of the 2025 Program.
- New events include Creative Collective and an additional day of Geekfest Top End at Event Cinema.
- There has been a change to the format this year with the removal of the end of festival concert and the expansion of Geekfest Top End to two events.

Recommendation

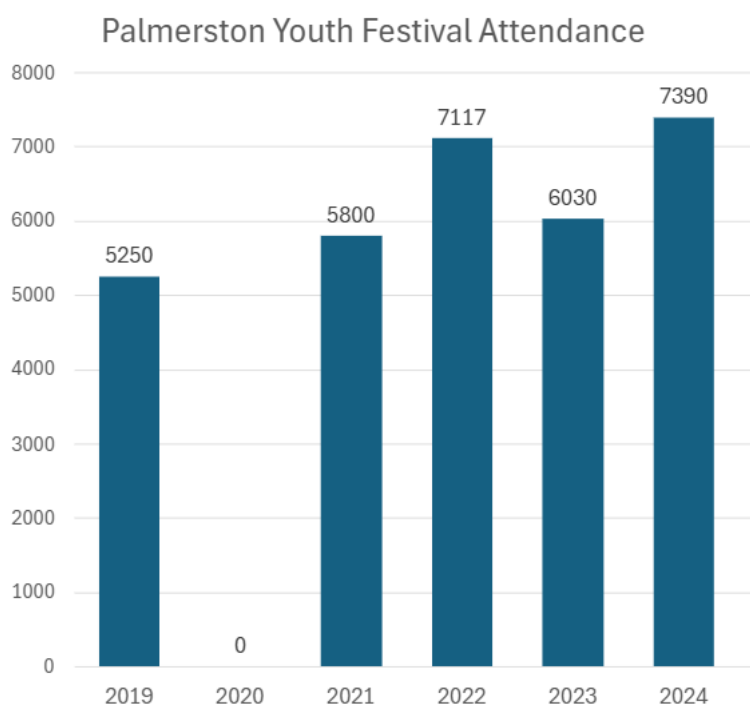
THAT Report entitled Palmerston Youth Festival Program 2025 be received and noted.

Background

Since 2019, the Palmerston Youth Festival (PYF) has been delivered by City of Palmerston (CoP) in partnership with the Northern Territory Government (NTG). The fifth PYF was held in 2024, attracting a record total attendance of 7,390; Geekfest Top End was the biggest drawcard, with 4,380 attendees.

The exciting program has been curated with events and activities designed to be free, accessible, and inclusive, providing a broad range of experiences and activities including culture, music, sports, arts, hobbies, and technology. The week aims to provide youth with unique opportunities to grow skills, confidence and knowledge across a variety of topics whilst connecting like-minded individuals.

Based on the program changes and additions, we expect this year's festivities to be the biggest yet!



Discussion

CoP is currently planning for this year's festival, with the 2025 dates being Saturday 5 July to Friday 11 July. The program outline is as follows:

Day 1 - Saturday 5 July – Geekfest Top End – Day 1, Recreation Centre, Library and Goyder Square

The iconic Geekfest Top End (GFTE) is returning and set to take over the CBD like never before. Goyder Square, Palmerston Recreation Centre and Library will be buzzing with iconic attractions and new thrilling experiences.

As the Northern Territory's longest-running Geek Convention, GFTE is the ultimate celebration of geek culture. Geekfest Top End has become the standout event of PYF week, drawing an impressive average of 4,213 attendees over the past three years. In contrast, the PYF Wrap Up Party attracted just 1,000 attendees on average over the same period.

Leveraging on the success and popularity of Geekfest Top End, we are transforming the event into a two-day Geekfest extravaganza; the second day replacing the PYF Wrap Up Party; It's going to be bigger, better and more exciting than ever before! Ensuring we continue to include musical elements from the PYF Wap Up Party into the PYF week, alternate events such as NAIDOC Pool Party and Palmy's Got Talent will have enhanced musical elements showcased.

The interactive and immerse experiences of day 1 will include:

- Artist Alley,
- Library laser tag,
- Variety of free play and e-sports competitions,
- Food trucks,
- Cosplay characters,
- Cosplay competition,
- Games and gadgets,
- And much more!

GFTE 2025 promises to be an unforgettable experience, highlighting the best of geek culture and a celebration to remember.



Highlights from Geekfest Top End 2024

Day 2 - Sunday 6 July – Geekfest Top End – Day 2, Event Cinema

Honouring the thriving geek culture, Geekfest Top End (GFTE) will expand into a two-day celebration in 2025, offering more opportunities and experiences to fully embrace into the geek world. To elevate the experience, a partnership with Event Cinema will use its state-of-the-art facilities to maximise the digital and immersive experience.

The event will offer attendees the opportunity to play video games on the big screen, immerse themselves in the gaming lounge, and relax with a geek inspired movie. Vendor

expressions of interest have been sent to ensure this multisensory event will bring the world of gaming, film and technology to life in ways that haven't been explored in the Territory.

Day 3 - Monday 7 July – NAIDOC Pool Party, SWELL

Following the success of the first NAIDOC Pool Party in 2024, this event will continue to grow as a meaningful platform for cultural celebration and awareness. The pool party is held in conjunction with NAIDOC Week, offering exciting opportunities to honour and recognise the rich cultural heritage of Australia's Aboriginal and Torres Strait Islander people.

Last year's event was greatly enthused, providing a platform for cultural education and community engagement. Building on this success, the 2025 event will look to include giveaways, a BBQ lunch, a musical element and Indigenous workshops planned to offer hands-on cultural learning.



CDC Bus Painting 2024



Dream Impact Inspire and PaRBA

Day 4 - Tuesday 8 July – Pamper Palmy, Palmerston Recreation Centre

Pamper Palmy is set to return as a celebration of youth empowerment. This year's event will deep dive into the power of self-care and mental health management, providing youth the tools to prioritise their health in a fun and inclusive environment.

Components of the event will include stallholders providing information to youth; activities, offering opportunities to try new experiences; and workshops, offering practical skills to help nurture participants' mental health.

Attendees can expect a mix of creative, relaxing and practical experiences that will help support their mental health and physical well-being. These activities may include journalling workshops, yoga, henna, ice baths and much more.

Day 5 - Wednesday 9 July – Sportsfest, Palmerston Recreation Centre

Sport is an opportunity to engage youth from all backgrounds, bringing them together to showcase local talent while naturally developing valuable life skills, such as leadership, teamwork and sportsmanship. Through sports and exercise, young people improve their physical and mental well-being, build self-confidence and form meaningful relationships with their peers.

This event offers opportunities for personal growth and achievement, regardless of skill level, and supports the overall well-being and development of youth. It's an inclusive

celebration that aims to involve the whole family, ensuring there's a place for everyone in sport.



Soccer activation



Wheelchair basketball

Day 6- Thursday 10 July – Creative Collective, Palmerston Recreation Centre

Creative Collective is set to ignite a spark of creativity into the Palmerston Youth Festival program. The vibrant addition to the program will provide a diverse range of workshops and hands on activities for participants to unleash their creativity and explore new artistic expressions. The program will be designed to foster a creative community through upskilling or learning new skills from art, music and design. Activities may include comic drawing, gaming design, K-Pop dance classes, 3D design printing and more.

Day 7- Friday 11 July – Palmy's Got Talent, Goyder Square

Palmy's Got Talent is returning to showcase the range of talent within our municipality. To be hosted in conjunction with Palmerston Markets at Goyder Square, the event will provide a platform for both emerging and professional talent to showcase their range of skills and talents within an inclusive, professional environment. From comedy, circus skills, dance to vocalists, the event will feature something for everyone.

The integration of Palmy's Got Talent and the Palmerston Markets brings an additional element to the event, encouraging community attendance and creating a vibrant, inviting and multi element space. Palmerston Markets will run as usual; the layout will be revamped to transform Goyder Square into a dynamic hub of food, fun, and live entertainment for all to enjoy.



Young talent performing



Crowds at Palmy's Got Talent

Competitions

Throughout the festival, a variety of prizes and competitions are run to encourage participation. This year, \$15,000 has been allocated to prizes with focusing on supporting

local businesses through vouchers and physical gifts. Once these competitions have been finalised, further details will be provided on the council website.

Marketing and Communications Campaign

City of Palmerston's Marketing and Communications team will implement a comprehensive marketing campaign for Palmerston Youth Festival, incorporating both digital and print strategies. The campaign is expected to launch in mid-May with an initial teaser.

The Marketing campaign will include:

- Targeted digital advertising on platforms such as YouTube, mobile gaming apps, and TikTok.
- Dedicated social media channels for the festival, including Facebook, Instagram, and TikTok (new), featuring both paid and organic content.
- Traditional media placements, including radio, newspaper, and magazine advertising.
- Outdoor and print promotions, such as posters, bus interior displays, digital billboards, street banners, and other signage.
- Palmerston Youth Festival booklet and branded merchandise.
- Potential collaborations with social media influencers (subject to availability).
- New Tentacle Mike promotional materials (options are being investigated and quoted).
- Customer Experience staff engagement, with team members wearing Palmerston Youth Festival T-shirts in the lead-up to and during the event.

Consultation and marketing

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

- Senior Leadership Team;
- Community Services Manager;
- Acting Marketing & Communications Manager; and
- Marketing & Communications Lead.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

Under the funding agreement, the Northern Territory Government (NTG) grant contribution is \$300,000 per year, with City of Palmerston contributing an additional \$50,000 per year.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

1. Community Safety

Failure of Council to effectively plan and deliver its role in community safety.

2. Financial Sustainability

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

4. Inclusion, Diversity and Access

Failure to balance meeting needs of Palmerston's cultural mosaic.

Strategies, framework and plans implications

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

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

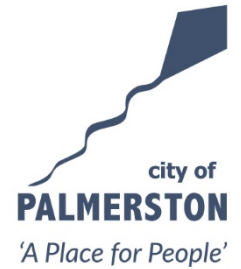
Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT



2nd Ordinary Council Meeting

Agenda Item:	13.2.3
Report Title:	Financial Report for the Month of February 2025
Meeting Date:	Tuesday 18 March 2025
Author:	Finance Manager, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

The purpose of the Report is to present to Council the Financial Report for February 2025.

Key messages

- This report presents the February 2025 financial report and is representative of the year-to-date income and expenditure as of 28 February 2025.
- The financial health check ratios indicate that overall, Council is in a positive financial position.
- The annual budget is 2024-25 first budget review, which is the original budget published in the 2024-25 Municipal Plan plus the first budget review adjustments.
- Total operating income is \$41.33 million which is 98% of the annual budget. Council has received 94% of the federal assistance grants. The rates and charges (\$35.72 million) for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 12% of the \$9.39 million budget. Grants income is recognised when grant obligations are met, which is generally when capital expenditure is incurred.
- Capital expenditure is \$2.61 million which is 15% of the \$17.49 million approved Capital budget. \$5.56 million of this was rolled over from the last financial year and \$1.09 million from budget reviews. This also includes \$2.5million in unconfirmed grant funding. There is a further \$2.03 million in commitments where works have commenced or are awaiting payment.

- Operating surplus (excluding depreciation) is at \$20.21 million.
- The total cash and cash investments were \$30.89 million, which includes \$22.25 million in term deposits in various banking institutions with less than 12 months to maturity and \$8.64 million in our general bank account.
- Rates debt receivables is \$7.76 million, which includes:
 - \$6.53 million outstanding for 2024-25, of which \$1.70 million is overdue from the first three instalments, the remaining \$4.83 million relates to 2024-25 rates that are due on 31 March 2025, the final instalment.
 - There is a further \$650,952.25 outstanding from 2023-24, and \$556,730 of accumulated unpaid rates from prior years.
 - Total outstanding interest on rates for all years is \$23,513
- Total payments to creditors in February 2025 amounted to \$2.57 million, of which \$2.27 million (88%) were paid to local suppliers.
- The Council is compliant with its statutory obligations such as Pay-as-You-Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There were no contract variations during February 2025 that met the criteria under Regulation 42 of the Local Government (General) Regulations 2021.

Recommendation

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

Background

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

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

- Annual Budget is the 2024-25 first budget review which consists of
 - the total budget per the municipal plan for the 2024-25 financial year,
 - the approved capital expenditure roll-over from 2023-24 (refer Decision 10/1476, 2nd Ordinary meeting in August 2024),
 - adjustments from the first budget review (refer Decision 10/1662, 1st Ordinary meeting in December 2024).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 28 February 2025.
- The forecast amount is the YTD budget. The cashflow is based on projected cashflow for the year and on last year trends. Variance is due to timing difference. This report should be read in conjunction with the following:

- Dashboard report found at **Attachment 13.2.3.1** which is a traffic-light reporting system highlighting the current health status and areas of interest to Council. Further details are then reported in the body of the report.
- Financial reports are included at **Attachment 13.2.3.2** presenting the financial position of Council as at 28 February 2025.

Discussion

Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position.
- The February 2025 ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratios show Council's ability to monitor the cashflows (in and out) and ensure that Council has sufficient cash to cover its obligations.
- The operating surplus ratio (operating surplus divide by operating income) of 49% is higher than the KPI due to the rates and charges for 2024-25 financial year being levied in August 2024 and the 94% Financial Assistance Grant received in advance for the year.
- The debt service ratio (net operating income divide by debt repayments plus interest) for February 2025 is 36.35 which indicates that Council has the capacity to meet loan obligations. This is high, due to the rates levied and recognised as income and 94% Financial Assistance Grant received in advance for the year.
- Rates collection shows that 82% of total rates revenue has been collected, to date \$29.18 million of the 2024-25 rates has been collected.
- The current ratio (Current Assets divide by Current Liability) is 5.95 times as at 28 February 2025 which demonstrates that Council has enough resources to meet its short-term obligations.

Operating Overview

- The dashboard provides an overview of Council's operating income and expenditure for 2024-25 as at 28 February 2025. Refer Attachment 13.2.3.1.
- Total Operating Income as at 28 February 2025 is \$41.33 million, which is 98% of the Annual Budget of \$42.26 million including of first budget review. Rates and charges were levied in August 2024.
- Total Operating Expenditure at 28 February 2025 is \$29.12 million, this mainly consists of the following:
 - \$8.14 million Employee Costs
 - \$6.27 million Materials & Contractors
 - \$8 million Depreciation (non-cash)
 - \$1.46 million Utilities
 - \$1.33 million Other Expenses such as program running cost and training costs.
 - \$1.33 million Professional services such as External consultants and Management fee for Odegaard.

Capital Overview

The dashboard provides an overview of Council's capital expenditure for 2024-25 as per **Attachment 13.2.3.1**. The cashflow forecast of the capital expenditure is based on last year's trends.

Capital Expenditures

The 2024-25 Capital Expenditure budget is \$17.49 million. This includes \$5.56 million capital budget from last financial year that was rolled over to the current financial year and \$1.09 million from the budget reviews.

The pie chart in the dashboard as per **Attachment 13.2.3.1** shows that out of the \$17.49 million capital expenditure budget, the actual capital expenditure is \$2.61 million which is 15% of the budget.

In addition to the \$2.61 million actual expenditure, there is a further \$2.03 million in commitments where works have commenced and/or are awaiting payments. The current expenditure combined with the commitments presents a 27% expenditure against the original capital budget. However, it should be noted that there are a number of projects where contracts are in place and final details are being finalised to enable a financial commitment.

In addition, \$2.5 million of the capital expenditure relates to grant funding not yet confirmed. These funds represent approximately 14% of the capital budget and are unable to be spent until funding is confirmed and will be re-assessed as part of the second budget review.

Capital Funding

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

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

Capital Project 24-25	Total Grant Income for 2024-25 (A)	Grant Funds received to date (B)	Grant Funds yet to be received (C)
Driver Community Facility	\$1.25M		\$1.25M*
New Pathway (\$4M Greening and Cooling)	\$0.24M	\$0.24M	
Tree Planting and Replacement (\$4M Greening & Cooling)	\$0.25M	\$0.25M	
Dark Spot (\$4M Greening and Cooling)	\$0.11M	\$0.11M	
New Pathway	\$0.25M		\$0.25M*
Tree Planting and Replacement	\$0.02M		\$0.02M
Dark Spot (24-25)	\$0.25M		\$0.25M*
Play Space Renewals and Upgrades	\$0.25M		\$0.25M*

Road Safety Program (R2R)	\$0.53M		\$0.53M
Black Spot Program 24/25	\$0.27M		\$0.27M
Black Spot Program 23/24, 24/25	\$0.35M		\$0.35M
Sustainability Programs	\$0.25M		\$0.25M*
Hobart Park Exeloo and Park Upgrade	\$0.45M		\$0.45M
LRCI Phase 4 Part A	\$0.41M	\$0.39M	\$0.02M
Zuccoli Community Hub IPG (Pump Park/Skates)	\$0.25M	\$0.25M	
Water Aquifer Prevention Strategy	\$0.1M	\$0.1M	
Palmerston Library Modernisation	\$0.04M	\$0.04M	
Artwork – Sculpture	\$0.25M		\$0.25M*
21/22 Custom Holding Pen	\$0.10M	\$0.10M	
Archer Recycling Modernisation Project	\$0.02M		\$0.02M
Mitchell Creek & Escarpment Feasibility Study	\$0.04M	\$0.04M	
LRCI Phase4 Part B	\$0.16M		\$0.16M
Lakebed Aerators (Fishing Grant)	\$0.1M	\$0.1M	
Total	\$5.94M	\$1.62M	\$4.32M

*There are no current grant agreements or approvals in place for these grants – amounts were based on previous agreements and will be adjusted in a future budget review.

- Grants that have been received are recognised as a grant liability until the assessment of income criteria has been met such as meeting the grant agreement obligations.
- As at 28 February 2025, a total of \$857,363 of capital grants has been recognised as income as they have met the obligations of the respective grant agreement.

Cash and Investments

Trading Account: \$8.64 million

Investments: \$22.25 million

Year to Date interest revenue: \$1.02 million

CASH AT BANK AND INVESTMENTS				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
Cash at bank	1	\$8.64M	NA	NA
<12months	12	\$22.25M	100%	100%
Total	13	\$30.89M	100%	

The investment portfolio is compliant with the Council Investments Policy.

- As at 28 February 2025 the Council held \$22.25 million in term deposits across three (3) financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 28 February 2025 was \$8.64 million earning 4.20% interest per annum.
- Performance of our investments against our policy and details on our investments are provided in section 2.3 of the Investments Management Report: Attachment 13.2.3.2.

Receivables

- Council has \$9.01 million in Receivables, which is made up of the following
- \$7.76 million in Rates and charge, including rates levied during 2024-2025, further explanation of the breakdown is detailed below is rates and charges
- \$1.10 million in other receivables including, grants, general debtors, GST and accrued interest for Term Deposits

Rates and charges

- The dashboard at Attachment 13.2.3.1 highlights the rates levied for the 24/25 financial year are \$35.72 million, of which \$29.18 million has been already collected.
- Item 2.4 Debtors Control at **Attachment 13.2.3.2** provides for the summary of the breakdown of the \$7.6 million rates owed including overdue rates:the 4th and final instalment for 2024-25 is due on 31 March 2025 and is approximately \$4.8 million.
 - the actual overdue amount for 2024-25 rates as at February 2025, is \$1.7 million which is 4.8% of the total 2024-25 rates revenue.
 - There is \$0.65 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of \$0.56 million from prior years.
- 477 properties have outstanding rates for previous years.
- 6702 Ratepayers have paid the first three instalments with the fourth instalment due on the 31 March.
- 6259 Ratepayers have paid their 2024-25 rate in full
- Total of 421 properties have either direct debit or payment arrangement in place.
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a property where rates have been outstanding for at least six (6) months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges on 71 properties for debts from 2018/19 and earlier.
- 10 new Financial Hardship applications have been approved for the 2024-25 financial year.
- A balance of \$987,673.29 of rates received in advance is accounted for in the balance sheet as a liability as it relates payment of rates for a future period.

Infringements

- Total infringements outstanding is \$164,153 as at 28 February 2025; this consists of Animals (\$142,211), Public Place (\$5,641) and Parking (\$16,301).
- The graph in the dashboard at Attachment 13.2.3.1 shows the total infringements issued and collected for the month of 28 February 2025.

Sundry Debtors

- Sundry Debtors as at 28 February 2025 is \$130,781 as presented in Attachment 13.2.3.2. This balance relates to an amount of \$75,000 is expected to be received from Department of the Chief Minister and Cabinet. The total also includes the amounts to be received relating to long grass and property maintenance. More details are available in section 2.4 Debtor Control Account.

Trade Creditors Paid

- Total payments to creditors in February 2025 amounted to \$2.57 million, of which \$2.27 million (88%) were paid to local suppliers.
- During February 2025, the significant vendor payments consisted of \$0.32 million towards utilities/electricity and water, \$0.21 million to Cleanaway Pty Ltd, \$0.18 million to City of Darwin for Shoal Bay Weigh Bridge charges, \$0.18 million to JLM Contracting Services, \$0.17 million to ATO, \$0.16 million to Tropical Tree Services and \$0.12 million to Top End Race.

Borrowings

Total external borrowings of \$5.26 million is made up of the following:

- Archer Land Fill Rehabilitation loan: The total amount borrowed from NAB was \$1.96 million with the balance as at 28 February 2025 being \$0.62 million. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis. This loan was for 8 years and is due to conclude on 30 June 2027.
- SWELL loan: The \$5 million approved loan for the SWELL project was drawn down during December 2023 with a current balance of \$4.65 million. This is a 20-year loan with current variable interest rate of 5.57% with the principal being repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The repricing of the variable rate is due on 31 March 2025.

Other Compliance matters

Council is compliant with payment and reporting of all tax liabilities as outlined below:

- Council has remitted \$1,563,177 Year-to-Date (YTD) in Pay-As-You-Go (PAYG) tax to the Australian Taxation Office (ATO). The PAYG withholding tax is regularly reported to the Australian Taxation Office on a fortnightly basis by Council.
- The Business Activity Statement (BAS) balance for the month ended 31 January 2025 has been finalised and lodged in February 2025 as a Goods Services Tax refund of \$190,833. The February 2025 BAS will be finalised and lodged in March 2025. FBT is done quarterly, hence, no FBT for February.
- Council has the required insurances to manage the current risk exposure.

Procurement

There were no public procurement processes awarded in the month of February.

CONTRACT VARIATIONS	NO OF VARIATIONS
Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100,000 but is less than \$150,000.	Nil

Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000.	Nil
Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%.	Nil

Consultation and marketing

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

- Finance team
- Governance team

Policy implications

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

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

2. Financial Sustainability

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

Strategies, framework and plans implications

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

- Long Term Financial Plan
- Municipal Plan
- Community Plan

Council officer conflict of interest declaration

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

Attachments

1. Dashboard [13.2.3.1 - 1 page]
2. EOM Financial Report Feb 2025 [13.2.3.2 - 24 pages]

As at 28 February 2025 **DASHBOARD**

\$20.21 M
Operating Surplus (excluding Depn)
Annual Budget is at \$4.77 M

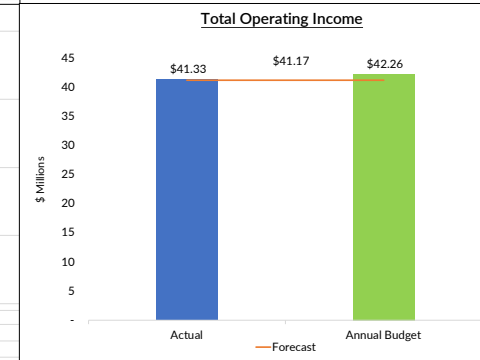
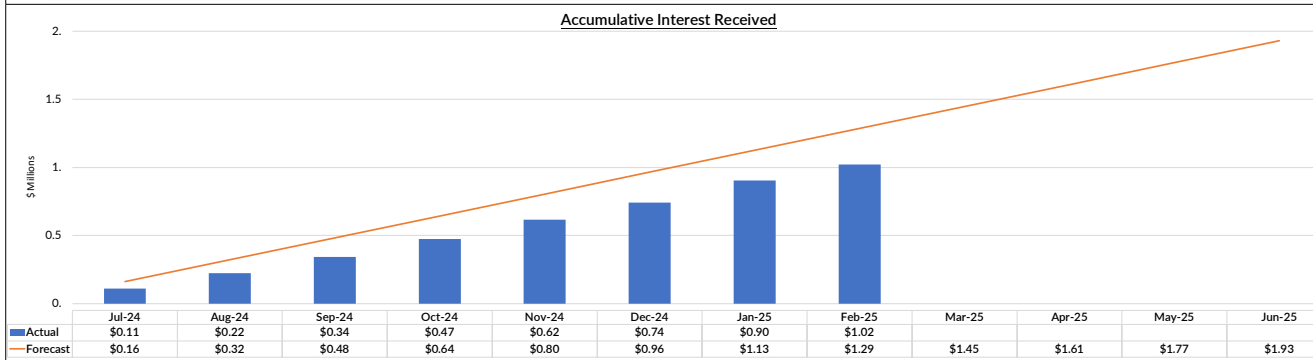
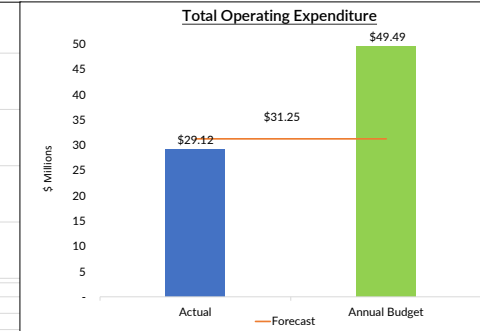
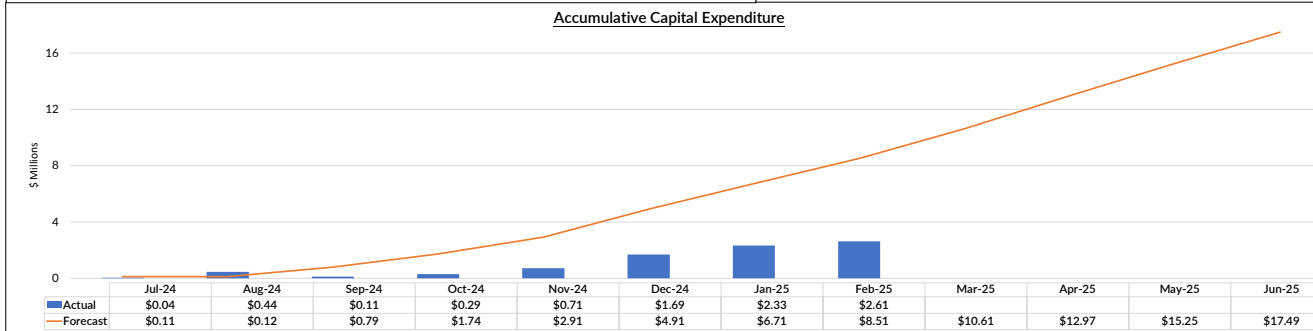
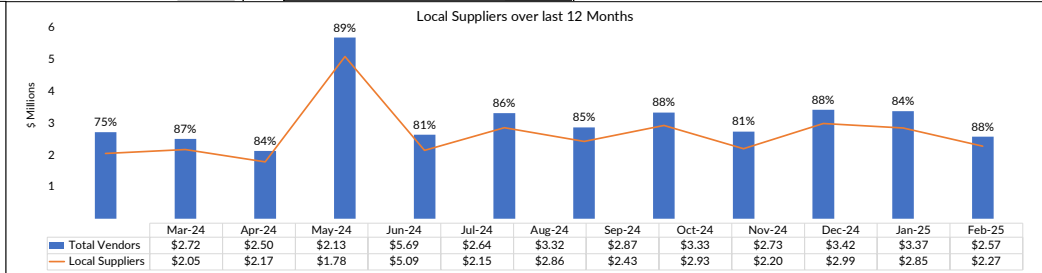
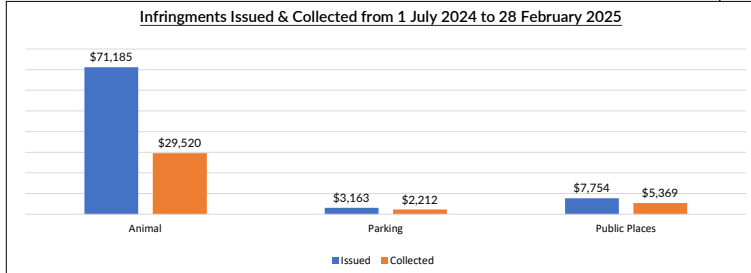
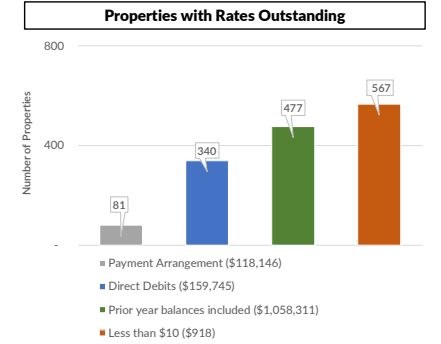
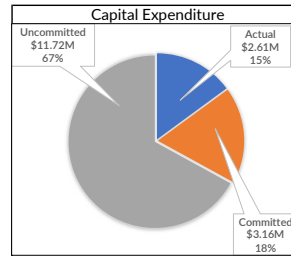
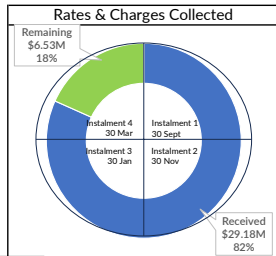
\$1.16 M
Capital Income
Annual Budget is at \$9.39 M

\$2.61 M
Capital Expenditure
Annual Budget is at \$17.49 M

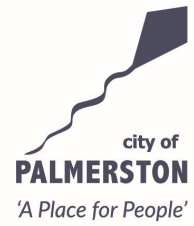
\$30.89 M
Cash Held
Annual Budget is at \$17.49 M

Financial Health Ratios	MP KPI	As at February 25	Status
Operating Surplus Ratio	> 0%	49%	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Debt Service Ratio	> 2.0	36.35	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Rates Collection	>95%	82%	On Track
Current Ratio	> 1.5	5.95	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.

Legends
■ On Track ■ Explanation Required ■ Off Track



FINANCIAL MANAGEMENT REPORTS



FEBRUARY 2025

- 1. Executive Summary
- 2. Financial Results

FINANCIAL MANAGEMENT REPORTS | FEBRUARY 2025 | 1



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	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	CEO Credit Card

Certification By Chief Executive Officer

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

- The internal controls implemented by Council are appropriate; and
- The Council's Financial Report for February 2025 best reflects the financial affairs of the Council.



Andrew Walsh
Chief Executive Officer

Executive Summary as at
% of year passed

1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Income						
Rates	27,609,403	27,537,987	100%	27,609,403	100%	
Charge	8,111,851	8,170,943	101%	8,111,851	101%	
Fees & Charges	1,022,895	711,880	70%	681,930	104%	1
Grants, Subsidies & Contributions	3,574,327	3,491,633	98%	3,474,624	100%	2
Interest & Investment Revenue	1,929,865	1,330,531	69%	1,286,577	103%	3
Other Income	13,000	89,310	687%	8,667	1031%	4
Operating Income	42,261,341	41,332,285	98%	41,173,051	100%	
Operating Expenditure						
Employee Costs	-13,091,941	-8,137,305	62%	-8,727,961	93%	
Materials & Contractors	-13,799,609	-6,273,245	45%	-7,748,381	81%	5
Depreciation, Amortisation & Impairment	-12,000,000	-8,000,000	67%	-8,000,000	100%	
Elected Members Allowances	-497,676	-314,091	63%	-331,611	95%	
Elected Members Expenses	-90,617	-14,059	16%	-55,837	25%	
Professional Services	-2,214,782	-1,328,290	60%	-1,227,930	108%	6
Auditor's Remuneration	-48,537	-546	1%	-35,654	2%	
Utilities	-2,464,117	-1,461,520	59%	-1,642,744	89%	5
Legal Expenses	-315,700	-292,641	93%	-189,043	155%	7
Telephone & Other Communication Charges	-217,582	-226,568	104%	-210,614	108%	8
Donations, Sponsorships & Grants	-255,000	-92,975	36%	-172,373	54%	9
Software, Hardware, Stationery, Subscriptions	-1,229,837	-656,497	53%	-652,073	101%	
Insurance	-677,090	-767,315	113%	-677,090	113%	10
Borrowing Costs	-297,781	-224,326	75%	-198,521	113%	11
Other Expenses	-2,291,971	-1,331,974	58%	-1,382,198	96%	
Operating Expenditure	-49,492,240	-29,121,352	59%	-31,252,031	93%	
OPERATING SURPLUS/(DEFICIT)	-7,230,899	12,210,933		9,921,020		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	180,000	77,273	43%	105,000	74%	12
Developer Contributions	240,000	223,601	93%	120,000	186%	13
Asset Income	3,000,000	0	0%	0	0%	
Grants received	5,967,537	857,363	14%	5,933,970	14%	14
Capital Income	9,387,536	1,158,236	12%	6,158,970	19%	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	2,156,638	13,369,170		16,079,990		
Asset Purchase	-6,303,884	-813,008	13%	-2,585,925	31%	
Asset Upgrade	-11,181,418	-1,799,044	16%	-5,922,655	30%	
Capital Expenditure	-17,485,302	-2,612,053	15%	-8,508,579	31%	15

Section 2
Financial Results
28 February 2025
66.67%

Executive Summary as at
% of year passed

1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Less Non-Cash Expenditure	-12,000,000	-8,000,000	67%	-8,000,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
NET CAPITAL SURPLUS/(DEFICIT)	-6,328,665	18,757,117		15,571,411		
Less Repayment of Borrowings	-504,000	-337,905	67%	-336,000	101%	
Reserve Movement	6,932,665	0	0%	6,932,665	0%	
NET OPERATING SURPLUS/(DEFICIT)	100,000	18,419,212		22,168,075		

Notes

1. Includes approval fee charged for civil works and more rate searches and higher dog registrations
2. Income recognised for 2024 Youth Festival, Security Patrol contributions, library grant and FAA Grant received in advance
3. The return on investment was higher than budgeted
4. Maintenance charges for long grass and bin upgrades were higher than anticipated, also includes insurance refund
5. Some of the invoices relating to Electricity and water are yet to be received and paid for February
6. Higher use of professional services such as consultants for the period, but costs remain within the annual budget
7. Higher use of legal services for the period, but costs remain within the annual budget
8. Most of the subscriptions for the year are paid in the first half and are slightly higher than budgeted
9. The timing of the payment of grants and sponsorships from Community Funding Program is dependent on timing of approved applications
10. Insurances are paid in full at the beginning of the year. The premiums were higher than expected. This overspend will be managed from within existing budget utilising underspends in other areas
11. The variable interest rate for the loan was slightly higher than expected
12. Variance is due to the delay in sale/disposal of vehicles
13. Funds in Lieu of Construction received from the developer are higher than budgeted
14. Capital grants are recognised when the grant obligations have been met, which is when expenditure on capital project has occurred
15. Refer to 1.3 - Capital Expenditure for further explanation on the status of the capital expenditure



Approved by: Finance Manager

Budget Summary Report By Directorate as at
% of year passed


1.3 - Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Office of the Chief Executive						
Office of the CEO	1,104,259	1,041,417	94%	1,056,450	99%	
Office of the Chief Executive	1,104,259	1,041,417	94%	1,056,450	99%	
People and Place						
City Activation	17,250	17,250	100%	17,250	100%	
People and Place	17,250	17,250	100%	17,250	100%	
Finance & Governance						
Governance	0	51,728	0%	0	0%	1
GM Finance & Governance	69,205	44,746	65%	46,137	97%	
Financial Services	1,296,332	919,262	71%	864,221	106%	2
Rates	27,816,422	27,684,864	100%	27,747,416	100%	
Finance & Governance	29,181,959	28,700,600	98%	28,657,774	100%	
Community						
Diversity and Inclusion Activities	10,000	0	0%	6,000	0%	
Library Services	757,994	734,644	97%	732,379	100%	
Senior Citizens	2,000	0	0%	1,200	0%	
Youth Services	300,000	300,000	100%	300,000	100%	
Animal Management	420,000	318,616	76%	280,000	114%	3
Parking & Other Ranger Services	73,850	13,691	19%	49,233	28%	4
Community	1,563,844	1,366,952	87%	1,368,813	100%	
Infrastructure						
Civic Centre	151,150	111,058	73%	100,767	110%	5
Driver Resource Centre	1,000	0	0%	667	0%	
Gray Community Hall	20,000	8,991	45%	13,333	67%	6
Private Works	50,000	35,545	71%	33,333	107%	7
Recreation Centre	25,000	12,915	52%	16,667	77%	6
Roads & Transport	1,359,668	1,338,818	98%	1,312,574	102%	8
Subdivisional Works	105,000	78,420	75%	70,000	112%	9
Waste Management	8,111,851	8,208,822	101%	8,111,851	101%	
Odegaard Drive Investment Property	466,160	308,534	66%	310,773	99%	
Durack Heights Community Centre	4,200	2,964	71%	2,800	106%	10
Goyder Square	100,000	100,000	100%	100,000	100%	
Infrastructure	10,394,029	10,206,066	98%	10,072,765	101%	
OPERATING INCOME	42,261,341	41,332,285	98%	41,173,051	100%	

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

Notes

1. Due to the receipt of a refund on an Insurance premium
2. The return on investment was higher than budgeted
3. Due to cat registrations that were not budgeted for and greater number of dog registrations and renewals than expected
4. Due to lower infringements and court fines recovery than anticipated
5. Rent for ground floor Civic Centre is slightly higher than budgeted
6. Due to lower bookings and venue hire than expected
7. Variance is due to increase in permits issued for work in public places
8. Relates to the Financial Assistance Grant received towards roads
9. Approval fee charged for civil works exceeds the budget
10. Due to higher space bookings for the period than expected



Approved by: Finance Manager

Section 2
Financial Results28 February 2025
66.67%Budget Summary Report By Directorate as at
% of year passed**1.3 - Operating Expenditure**

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Councillors	-588,293	-328,150	56%	-387,448	85%	
Office of the CEO	-1,263,274	-871,638	69%	-829,706	105%	
Office of the Chief Executive	-1,851,567	-1,199,788	65%	-1,217,154	99%	
People & Place						
GM People & Place	-692,591	-450,944	65%	-445,061	101%	
Customer Experience	-366,522	-136,111	37%	-244,348	56%	2
People and Customer	-1,200,840	-1,133,503	94%	-688,571	165%	1
Public Relations and Communications	-935,292	-589,236	63%	-641,859	92%	
City Activation	-1,501,083	-762,676	51%	-963,124	79%	2
People & Place	-4,696,328	-3,072,978	65%	-2,982,962	103%	
Finance & Governance						
GM Finance & Governance	-570,906	-348,311	61%	-349,937	100%	
Records Management	-301,453	-198,018	66%	-200,324	99%	
Financial Services	-13,524,778	-8,953,313	66%	-9,032,566	99%	
Rates	-105,700	-49,060	46%	-47,693	103%	
Governance	-1,390,270	-1,207,526	87%	-1,148,840	105%	
Information Technology	-1,920,795	-1,022,139	53%	-1,151,910	89%	2
Fleet	-259,925	-103,819	40%	-174,429	60%	3
Finance & Governance	-18,073,827	-11,882,186	66%	-12,105,701	98%	
Community						
Community Development	-646,042	-494,041	76%	-432,666	114%	1
Diversity and Inclusion Activities	-58,568	-31,500	54%	-42,687	74%	4
Families & Children	-29,111	-17,379	60%	-17,307	100%	
Health and Wellbeing Services	-42,000	-17,696	42%	-24,705	72%	4
Library Services	-1,575,102	-1,018,469	65%	-1,010,817	101%	
Senior Citizens	-6,656	-6,454	97%	-6,656	97%	
Youth Services	-417,019	-238,890	57%	-263,615	91%	
Director Community	-491,185	-221,393	45%	-327,457	68%	2
Safe Communities	-20,000	-8,568	43%	-9,571	90%	4
Animal Management	-72,834	-50,981	70%	-49,638	103%	5
Parking & Other Ranger Services	-930,540	-638,824	69%	-617,316	103%	6
Community	-4,289,057	-2,744,195	64%	-2,802,434	98%	
Infrastructure						
Aquatic Centre	-1,030,818	-613,333	59%	-595,505	103%	
Civic Centre	-275,487	-130,324	47%	-174,563	75%	8
Depot	-75,392	-50,456	67%	-48,196	105%	
Driver Resource Centre	-31,101	-26,024	84%	-17,975	145%	

Section 2
Financial Results

28 February 2025
66.67%

Budget Summary Report By Directorate as at
% of year passed


1.3 - Operating Expenditure

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Emergency Operations	-10,557	-6,496	62%	-9,439	69%	
Gray Community Hall	-71,823	-56,280	78%	-40,845	138%	
Director Infrastructure	-1,334,859	-749,058	56%	-890,076	84%	2
Open Space	-5,951,479	-2,521,402	42%	-3,227,204	78%	7
Private Works	-108,633	-70,165	65%	-72,422	97%	
Recreation Centre	-325,716	-264,354	81%	-204,831	129%	9
Roads & Transport	-1,636,652	-822,365	50%	-1,089,125	76%	7
Stormwater Infrastructure	-174,177	-145,093	83%	-102,400	142%	10
Street Lighting	-1,217,408	-697,165	57%	-808,857	86%	11
Subdivisional Works	-25,000	-5,466	22%	-5,716	96%	12
Waste Management	-7,806,644	-3,770,840	48%	-4,579,714	82%	13
Odegaard Drive Investment Property	-131,580	-60,975	46%	-79,443	77%	14
Durack Heights Community Centre	-59,837	-46,690	78%	-29,841	156%	15
CBD Car Parking	-69,727	-21,902	31%	-42,580	51%	16
Goyder Square	-244,571	-163,816	67%	-125,048	131%	17
Infrastructure	-20,581,461	-10,222,206	50%	-12,143,781	84%	
OPERATING EXPENDITURE	-49,492,240	-29,121,352	59%	-31,252,031	93%	

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

Notes

- Due to hiring labour hire staff to cover the vacant positions during the period, this sits within the People and Place Directorate and funded through underspends in other Directorates employee expenses
- Underspends, due to vacant positions during the period offset by an increase cost in labour hire staff
- Due to timing of vehicle registrations, lower maintenance costs for the period and outstanding invoices
- Delivery of programmed events are expected in the coming months
- Increased animal euthanasia expenditure, this will be managed from underspends in other areas
- Due to hiring temp staff to cover the vacancies, these should be within the annual budget as the recruitment is underway
- Contractor invoices including cleaning for the month of February are yet to be processed
- Cleaning charges and utilities invoices for the month of February are yet to be processed
- Higher Electricity expenses than budgeted
- Most of the stormwater repair works were completed prior to the wet season, expenses will be within the annual budget
- Public lighting maintenance and utility invoices for the months of January and February are yet to be received
- It is anticipated in the coming months for the use of consultants for subdivisional works
- Some of the waste management invoices are received but yet to be processed for the months of December, January and February
- Invoices for mowing received but awaiting approval. Electricity invoices are yet to be received for the quarter
- Higher utility and cleaning charges for the period than expected
- Reduced maintenance cost due to the decommissioning of parking meters
- Due to extra maintenance costs not expected and will be absorbed in savings elsewhere



Approved by: Finance Manager

Section 2
Financial ResultsBudget Summary Report By Directorate as at
% of year passed

28 February 2025

66.67%

1.3 - Capital Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	0	0	0%	0	0%	
People & Place						
Arts & Culture	250,000	0	0%	250,000	0%	1
People & Place	250,000	0	0%	250,000	0%	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	0%	2
Fleet	180,000	77,273	43%	105,000	74%	3
Finance & Governance	3,180,000	77,273	2%	105,000	74%	
Community & Culture						
Library Services	44,219	29,000	66%	44,219	66%	4
Animal Management	100,700	25,950	26%	67,133	39%	5
Community & Culture	144,919	54,950	38%	111,352	49%	
Infrastructure						
Driver Resource Centre	1,250,000	0	0%	1,250,000	0%	1
Director Infrastructure	511,889	129,679	25%	511,889	25%	6
Open Space	1,325,173	344,177	26%	1,325,173	26%	1
Roads & Transport	1,845,770	223,533	12%	1,845,770	12%	1, 7
Street Lighting	613,308	105,024	17%	613,308	17%	1
Subdivisional Works	240,000	223,601	93%	120,000	186%	8
Waste Management	26,478	0	0%	26,478	0%	
Infrastructure	5,812,618	1,026,014	18%	5,692,618	18%	
CAPITAL INCOME	9,387,537	1,158,236	12%	6,158,970	19%	

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

Notes

1. Includes income relating to grant funding not yet confirmed, which total to \$2.5M
2. Gifted Assets will be calculated towards the end of the FY
3. More vehicles will be sold in the coming months
4. Grant has been received, however only recognised as income once the grant obligations are met
5. Income will be recognised once the dog pen has been delivered
6. Income will be recognised as the LRCI 4 projects are completed
7. Income will be recognised once the expenditure has been incurred
8. Variance is due to higher funds received for FILOC



Approved by: Finance Manager

Section 2
Financial ResultsBudget Summary Report By Directorate as at 28 February 2025
% of year passed 66.67%**1.3 - Capital Expenditure**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	0	0	0%	0	0%	
People & Place						
Arts & Culture	-500,000	-33,945	7%	-100,000	34%	1
People & Place	-500,000	-33,945	7%	-100,000	34%	
Finance & Governance						
Information Technology	-1,000,700	-236,983	24%	-553,711	43%	2
Fleet	-350,000	0	0%	-250,000	0%	
Finance & Governance	-1,350,700	-236,983	18%	-803,711	29%	
Community & Culture						
Library Services	-161,219	-60,876	38%	-107,000	57%	3
Animal Management	-100,700	-25,950	26%	-63,350	41%	4
Community & Culture	-261,919	-86,826	33%	-170,350	51%	
Infrastructure						
Aquatic Centre	-580,000	-8,257	1%	-191,667	4%	5
Civic Centre	-67,100	-14,484	22%	-22,367	65%	6
Depot	-14,800	-3,201	22%	-4,933	65%	6
Driver Resource Centre	-1,358,187	-92,867	7%	-514,554	18%	1, 5
Director Infrastructure	-1,161,889	-135,769	12%	-584,278	23%	7
Open Space	-4,632,926	-1,220,898	26%	-2,216,193	55%	1, 8
Recreation Centre	-86,000	-54,357	63%	-50,500	108%	
Roads & Transport	-4,529,843	-552,662	12%	-2,510,298	22%	1, 9
Stormwater Infrastructure	-160,000	-17,213	11%	-80,000	22%	
Street Lighting	-1,430,130	-148,851	10%	-700,742	21%	1, 10
Waste Management	-1,342,508	-5,740	0%	-555,887	1%	11
Durack Heights Community Centre	-9,300	0	0%	-3,100	0%	
Infrastructure	-15,372,683	-2,254,298	15%	-7,434,518	30%	
CAPITAL EXPENDITURE	-17,485,302	-2,612,052	15%	-8,508,579	31%	

Notes

1. These projects include expenditure relating to grant funding not yet confirmed, which total to \$2.5M
2. This relates to the Enterprise Resource Planning project and it's expected to go out to tender next quarter
3. Library Café design completed, civic works to be commenced soon. There is around \$70K in commitments.
4. Waiting for the delivery of the dog pen
5. Projects at preliminary design stage
6. More expenses are expected in the coming months
7. Zuccoli Hub - preliminary concept design has been approved. Detailed design is underway for Stage 2, tender for the civil earthworks has been advertised and closes mid March
8. This includes a number of projects - Hobart Park, Park Refurbishment, Tree replacement and irrigation
9. The committed amounts for road projects which is expected to be completed and paid by end March 2025. The rest will be spent towards the end of the FY
10. We have about \$450k in commitments for lighting project to be completed in April 2025. Two other projects are in detailed design stage, which is expected to be completed prior to the end of FY
11. Tender has been awarded and practical completion expected in April 2025



Approved by: Finance Manager

Section 2
Financial Results

Capital Expenditure & Funding as at 28 February 2025
% of year passed 66.67%

1.4 - Capital Expenditure & Funding

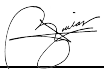
CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	5,507,213	595,891
Infrastructure (including roads, footpaths, park furniture)	9,242,259	1,642,030
Fleet	350,000	0
Other Assets (including furniture & office equip)	970,700	236,983
TOTAL CAPITAL EXPENDITURE	17,485,302	2,612,052
TOTAL CAPITAL EXPENDITURE FUNDED BY:	Annual Budget	Actuals
Operating Income	4,714,212	942,930
Capital Grants	5,967,537	857,363
Transfers from Cash Reserves	6,803,554	811,759
Borrowings	0	0
TOTAL CAPITAL EXPENDITURE FUNDING	17,485,302	2,612,052



Approved by: Finance Manager

2.1 - Balance Sheet

Balance Sheet	YTD	
Assets		
Current Assets:		
Cash & cash equivalents		
<i>Cash on Hand</i>	1,355	Petty Cash
<i>Tied Funds</i>	8,639,757	Tied funds equals restricted reserve and unearned Grant income
Investments		
<i>Tied Funds</i>	2,589,365	Tied funds equals restricted reserve and unearned Grant income
<i>Untied Funds</i>	19,660,779	
Receivables		
<i>Rates and Charges</i>	7,902,295	
<i>Other Receivables</i>	1,104,680	
TOTAL CURRENT ASSETS	39,898,231	
Non-Current Assets:		
Infrastructure, property, plant & equipment	539,277,296	
Investment property	5,500,000	
Work in progress	7,285,383	
TOTAL NON-CURRENT ASSETS	552,062,679	
TOTAL ASSETS	591,960,910	
Liabilities		
Current Liabilities:		
Payables	2,845,483	
Unearned Grant Income (AASB1058)	1,961,870	Unearned grant income
Borrowings	602,846	
Provisions	1,295,404	
TOTAL CURRENT LIABILITIES	6,705,603	
Non-Current Liabilities:		
Borrowings	4,660,597	
Provisions	1,993,447	
TOTAL NON-CURRENT LIABILITIES	6,654,043	
TOTAL LIABILITIES	13,359,646	
NET ASSETS	578,601,263	
Equity		
Accumulated Surplus	237,611,486	
Profit & Loss - current Year	10,757,117	
Net Reserves	5,197,648	
<i>Working Capital Reserve</i>	5,711,243	
<i>Net Transfers to & from Reserves</i>	- 9,780,846	
<i>Election Reserve</i>	100,000	Internally restricted reserve
<i>Disaster reserve</i>	500,000	Internally restricted reserve
<i>Unexpended Capital works</i>	4,103,508	Internally restricted reserve
<i>Developer Funded reserve</i>	989,011	Internally restricted reserve
<i>Waste Reserve</i>	3,574,733	Internally restricted reserve
Revaluation reserves	325,035,012	
TOTAL EQUITY	578,601,263	



Approved by: Finance Manager

2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Opening Balance \$ 01/07/2024	Surplus Analysis to Reserves \$	Original Budget 2024/25 to Reserves \$	Original Budget 2024/25 from Reserves \$	1st Review 2024/25 to Reserves \$	1st Review 2024/25 from Reserves \$	2nd Review 2024/25 to Reserves \$	2nd Review 2024/25 from Reserves \$	Projected Balance at the YTD 2024/25 \$
Externally Restricted Reserves									
Unexpended Grants Reserve	-								-
Externally Restricted Reserves	-								-
Internally Restricted Reserves									
Election Expenses Reserve	100,000	50,000	50,000	-	-	-			200,000
Disaster Recovery Reserve	500,000		-		-	-			500,000
Unexpended Capital Works Reserve	4,103,508		-		(764,873)	(3,338,635)			-
Developer Funds In Lieu Of Construction	989,011	697,459	320,000	(200,000)					1,806,470
Waste Management Reserve	3,574,733	313,471	231	(50,000)	(334,274)	(931,756)			2,572,404
Asset Renewal Reserve	-			-	-				-
Major Initiatives Reserve	-								-
Internally Restricted Reserves	9,267,252	1,060,930	370,231	(250,000)	(1,099,147)	(4,270,391)	-	-	5,078,874
Unrestricted Reserves									
Working Capital Reserve	5,711,243	371,668	20,000	(1,948,888)	1,099,147	(520,000)		(334,274)	4,398,896
Unrestricted Reserves	5,711,243	371,668	20,000	(1,948,888)	1,099,147	(520,000)	-	(334,274)	4,398,896
TOTAL RESERVES	14,978,495	1,432,598	390,231	(2,198,888)	-	(4,790,391)	-	(334,274)	9,477,770


Approved by: Finance Manager

Investments Management Report as at
% of year passed

2.3 - Investment Management Report

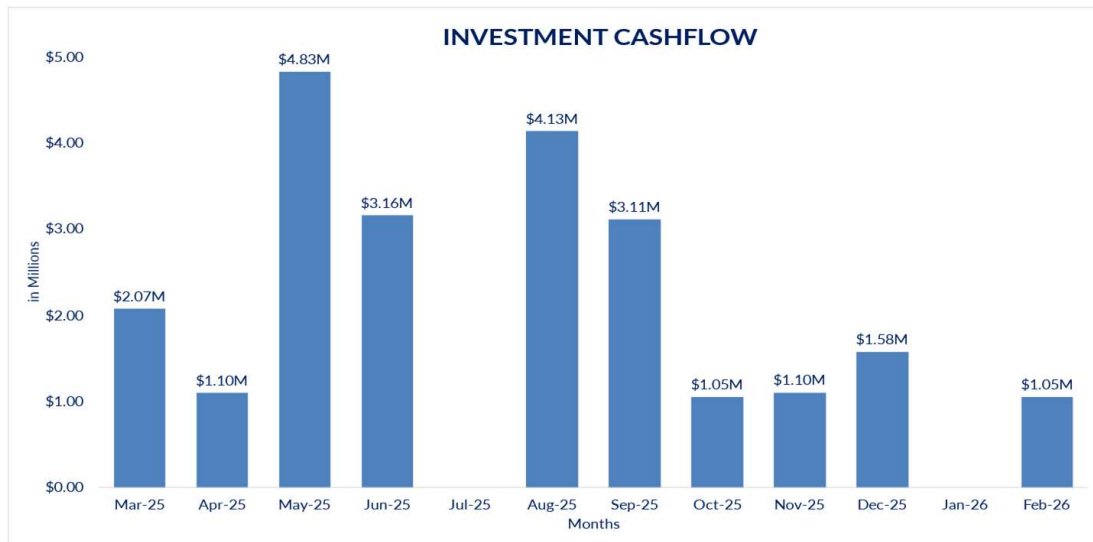
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	\$ 2,000,000	5.00%	March 25, 2025	25	
AMP	S&P A2	\$ 3,000,000	5.10%	September 5, 2025	189	
AMP	S&P A2	\$ 1,051,000	4.85%	November 12, 2025	257	\$ 6,051,000.00
CBA	S&P A1+	\$ 3,149,508	4.87%	May 23, 2025	84	\$ 3,149,508.49
NAB	S&P A1+	\$ 1,049,636	5.15%	April 28, 2025	59	
NAB	S&P A1+	\$ 1,500,000	5.21%	May 26, 2025	87	
NAB	S&P A1+	\$ 3,000,000	5.50%	June 30, 2025	122	
NAB	S&P A1+	\$ 4,000,000	5.05%	August 18, 2025	171	
NAB	S&P A1+	\$ 1,000,000	4.95%	October 9, 2025	223	
NAB	S&P A1+	\$ 1,500,000	5.10%	December 5, 2025	280	
NAB	S&P A1+	\$ 1,000,000	4.70%	February 24, 2026	361	\$ 13,049,635.62
		\$ 22,250,144			169	

Investment Distribution by Credit Rating		
Credit Rating	% of Portfolio	Counterparty Limit
A1 & A1+	73%	100%
A2	27%	60%
A3	0%	40%

Investment Distribution by Individual institution		
ADI	% of Total	Max Individual limit
National Australian Bank (NAB)	59%	60%
Commonwealth Bank (CBA)	14%	60%
AMP Bank Limited	27%	40%

Interest Income Year to Date		Amount
Total Year to Date Interest on Cash at Bank		\$ 258,063
Total Year to Date Investment Earnings		\$ 629,471
Total Year to Date Interest from internal loan		\$ 31,386
Total Year to Date interest penalty income		\$ 103,077
Total YTD Interest Income		\$ 1,021,998

Cash at bank & Investments		Amount
Trading Account		\$ 8,639,757
Short Term Investment		\$ 22,250,144
Petty Cash		\$ 1,355
Total Funds		\$ 30,891,256



PROPERTY INVESTMENT						
PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 4.10%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,500,000	\$ 308,534	\$ 60,975	\$ 247,559	\$ 150,127


Approved by: Finance Manager

Debtor Control Accounts as at
% of year passed

2.4 Debtor Control Accounts

RATES OUTSTANDING AND OVERDUE FOR THE CURRENT YEAR (Including interest)

Report Month	Debtor Rates & Charges	Current Year Outstanding	Outstanding % of CY Rates	Current year Overdue	Overdue % of CY Rates	Total outstanding interest for all years	Payments Received in Advance
Feb-25	\$6,527,154	\$4,830,420	13.5%	\$1,696,734	4.8%	\$23,513	\$987,673

RATES OVERDUE BY YEARS


	Total	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017 & Prior
Rates and Charges Overdue Amount (Incl. Interest)	\$1,207,683	\$650,952	\$295,285	\$139,216	\$68,034	\$31,403	\$12,387	\$10,404
	100%	53.9%	24.5%	11.5%	5.6%	2.6%	1.0%	0.9%
Number Of Properties	477	477	189	94	55	28	12	4

INFRINGEMENTS

	Total	2024-25	2023-24	2022-23	2021-22	2020-21	2019-18	2018-17
Animal Infringements	142,211.26	41,665.00	28,638.00	26,263.86	21,852.40	17,343.00	5,944.00	505.00
Public Places	5,641.00	2,385.00	139.00	1,632.00	1,485.00			
Parking Infringements	16,300.44	951.00	4,917.00	2,469.00	4,006.00	1,725.00	2,232.44	
Net Balance on Infringement Debts	164,152.70	45,001.00	33,694.00	30,364.86	27,343.40	19,068.00	8,176.44	505.00
	100%	27.4%	20.5%	18.5%	16.7%	11.6%	5.0%	0.3%
Number of Infringements	1,225	180	317	254	239	154	78	3

SUNDRY DEBTORS:

	Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
	\$130,780.63	\$0.00	\$0.00	\$0.00	\$130,780.63
	100%	0.0%	0.0%	0.0%	100.0%



Approved by: Finance Manager

SECTION 2
Financial Results
Creditor Accounts Paid 28 February 2025
% of year passed 66.67%

2.5 - Creditor Accounts Paid

Vendor Number	Creditor Name	Creditor Payment Type	Amount \$	Notes
V00295	Jacana Energy	Utilities	243,541.86	
639	Cleanaway Pty Ltd.	General Creditors	209,577.76	
549	City of Darwin	General Creditors	176,592.80	
5104	JLM Contracting Services Pty Ltd	General Creditors	175,346.12	
2	Australian Taxation Office - PAYG	General Creditors	174,639.00	
V04904	Tropical Tree Services Pty Ltd	General Creditors	155,193.50	
V00318	QuickSuper Clearing House	Superannuation	144,357.22	
2587	Top End RACE	General Creditors	123,249.42	
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	90,096.44	
54	Powerwater	Utilities	79,483.15	
V00368	iWater NT Pty Ltd	General Creditors	78,770.23	
1607	Sterling NT Pty Ltd	General Creditors	55,992.23	
V03073	Programmed Property Services	General Creditors	49,994.45	
V04589	Galt NT	General Creditors	39,963.00	
4977	Masterplan	General Creditors	35,200.00	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	35,144.19	
V04802	AHG Building Contractors Pty Ltd	General Creditors	32,733.29	
V03556	Belgravia Health & Leisure Group Pty Ltd	General Creditors	30,993.33	
V00228	Outback Tree Service	General Creditors	29,502.00	
2161	GHD Pty Ltd	General Creditors	29,013.60	
V05105	Litchfield Welding	General Creditors	24,178.00	
V05321	Julian Wade Roper	General Creditors	22,605.00	
V00285	Palmerston & Litchfield Seniors Association Inc	General Creditors	22,000.00	
V00250	Ward Keller	General Creditors	21,558.20	
V04381	Telstra Limited	General Creditors	21,467.36	
V03851	Go1 Pty Ltd	General Creditors	19,553.60	
3936	Arafura Tree Services and Consulting	General Creditors	17,523.00	
V04258	L H & P Gouldson Partnership	General Creditors	17,456.54	
V02369	Maher Raumteen Solicitors	General Creditors	16,678.60	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	16,347.02	
V05234	Mills Oakley	General Creditors	16,301.45	
V00860	Costojic Pty Ltd	General Creditors	15,429.78	
V01643	KPMG	General Creditors	14,483.70	
V05558	CDM Smith Australia Pty Ltd	General Creditors	13,237.77	
V04934	Fewmore Contracting	General Creditors	11,000.00	
V03776	Business Fuel Cards Pty Ltd	General Creditors	10,302.48	
3313	Zip Print	General Creditors	9,944.00	
V04870	H2O Pty Ltd	General Creditors	9,825.17	
V00187	Governance Institute of Australia Ltd	General Creditors	9,400.00	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	9,210.71	
V05492	The Highgate Group	General Creditors	8,919.68	
5520	BFX Furniture Pty Ltd	General Creditors	7,936.00	
V05494	Ashford Lamaya Architects	General Creditors	7,920.00	
V02312	Harris Kmon Solutions Pty Ltd	General Creditors	7,837.50	
V00157	McArthur Management Services (Vic) P/L	General Creditors	7,760.61	
V05252	Insync Surveys Pty Ltd	General Creditors	7,425.00	
V02814	Agon Environmental Pty Ltd	General Creditors	7,191.25	
5575	Clayton Utz	General Creditors	6,728.70	
V00939	Defend Fire Services Pty Ltd	General Creditors	6,478.01	
V05540	Transparent ICT Consulting	General Creditors	6,187.50	
1470	Local Government Professionals Australia	General Creditors	6,180.00	
V03973	AANT Salary Packaging	General Creditors	5,886.81	
V04997	Celotti Pty Ltd	General Creditors	5,661.28	
V01584	Salary Packaging Australia	General Creditors	5,566.82	
V01118	Wilson Security Pty Ltd	General Creditors	5,517.96	
3788	HPA Incorporated	General Creditors	5,320.00	
2336	Flick Anticimex Pty Ltd	General Creditors	4,953.47	
4007	The Ark Animal Hospital Pty Ltd	General Creditors	4,917.24	
V05565	Aboriginal Fine Arts Gallery	General Creditors	4,500.00	
V05418	Beilby Downing Teal Pty Ltd	General Creditors	3,850.00	
4561	Bendesigns	General Creditors	3,723.50	
5651	Minter Ellison Lawyers	General Creditors	3,478.20	
V04772	Dynamic Refrigeration Solutions	General Creditors	3,414.52	
3880	PAWS Darwin Limited	General Creditors	3,400.00	

399	St John Ambulance (NT) Incorporated	General Creditors	3,399.51	
5387	Odd Job Bob - Darren John Fillmore	General Creditors	3,329.15	
V00443	Forecast Machinery	General Creditors	3,284.44	
V04812	RingCentral Australia Pty Ltd	General Creditors	3,164.59	
4963	Centratech Systems Pty Ltd	General Creditors	3,148.42	
V03000	Jess Cussen Graphic Design	General Creditors	3,036.00	
V03990	Ecotreat Solutions NT	General Creditors	2,795.10	
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	2,791.25	
566	Stickers & Stuff	General Creditors	2,750.00	
V05554	Housepect Holdings Pty Ltd	General Creditors	2,750.00	
2064	Larrakia Nation Aboriginal Corporation	General Creditors	2,695.00	
V00383	Simon Marston Window Cleaning	General Creditors	2,508.00	
V01192	Easy Glass Services	General Creditors	2,497.02	
V04167	All About Party Hire	General Creditors	2,408.50	
5	Australia Post	General Creditors	2,374.46	
V01612	News Pty Limited (News Corp Australia)	General Creditors	2,337.49	
V01664	BCA Engineers Pty Ltd	General Creditors	2,310.00	
V05587		Refunds & Reimbursements	2,252.25	1
V01569	Benjamin Giesecke	Elected Members	2,200.00	
V05413	Schneider Electric Australia Pty Ltd	General Creditors	2,166.74	
2977	Optic Security Group NT	General Creditors	2,145.98	
V05585		Refunds & Reimbursements	2,095.65	1
272	City Wreckers	General Creditors	2,002.00	
V05607	Gujarati Cultural Association of Darwin Inc	Grants, Sponsorships, Donations & Prizes	2,000.00	
3438	NT Shade & Canvas Pty Ltd	General Creditors	1,944.37	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	1,929.24	
V02306	Well Done International Pty Ltd	General Creditors	1,835.42	
V01916	Satellite City Smash Repairs -All In Solutions P/L	General Creditors	1,829.75	
4029	Totally Workwear Palmerston	General Creditors	1,818.00	
V00682	Leigh Dyson Plumbing	General Creditors	1,782.00	
V04917	OverDrive Australia	General Creditors	1,729.04	
87	Industrial Power Sweeping Services Pty	General Creditors	1,641.66	
V03975	ArborWork Tree Services Pty Ltd	General Creditors	1,606.00	
4398	Quality Indoor Plants Hire	General Creditors	1,584.65	
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	1,568.10	
V04396	Apnic Pty Ltd	General Creditors	1,359.60	
V03906	OPENVPN INC	General Creditors	1,346.48	
V00482	AECOM Australia Pty Ltd	General Creditors	1,278.75	
5435	Access Hardware (NT) Pty Ltd	General Creditors	1,267.42	
V00200	Red Earth Automotive Pty Ltd	General Creditors	1,256.40	
V00730	Tip Top Circus Entertainment	General Creditors	1,155.00	
36	DLK Security Pty Ltd Trading As Darwin Lock & Key	General Creditors	1,154.00	
V03314	Sine Group Pty Ltd	General Creditors	1,151.70	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,117.30	
V03035	Darwin Mobile Detailers	General Creditors	1,100.00	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
V05265	Territory Savvy	General Creditors	1,056.00	
V04798	Australian Radio Network Pty Limited	General Creditors	968.00	
V02285	Territory Native Plants	General Creditors	963.23	
5417	Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	935.00	
617	Barnyard Trading	General Creditors	856.96	
V05387	Korina Mckenzie	General Creditors	850.00	
3787	Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	825.00	
2294	Modern Teaching Aids Pty Ltd	General Creditors	824.25	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	790.03	
V03971	Darwin Catering Company	General Creditors	765.00	
V05555	Arts Hub Australia Pty Ltd	General Creditors	725.00	
1276	Tourism Top End	General Creditors	706.00	
V00270	Janie Andrews (Artist and Designer)	General Creditors	700.01	
V03746	Kim Koole Music	General Creditors	700.00	
V00542	Industry Health Solutions	General Creditors	627.00	
V05575	IFind Pipes 'n' Cables Pty Ltd	General Creditors	594.00	
35	WINC Australia Pty Limited	General Creditors	556.82	
3442	Chung Wah Society Inc.	General Creditors	550.00	
V04986	Bridge NT Pty Ltd T/A Bridge Toyota	General Creditors	547.99	
2186	Optus Billing Services Pty Ltd	General Creditors	540.00	
V05586		Refunds & Reimbursements	534.00	1
V04992	Nine Network Australia Pty Ltd	General Creditors	521.40	
V05146	Teo Pellizzeri	General Creditors	500.00	
V05557	Lankan Dance Academy Inc.	General Creditors	500.00	

V02999	Keep Moving Pty Ltd	General Creditors	478.49	
V04428	ESEL Pty Ltd T/A Mwave	General Creditors	474.50	
V05354	Cleaner The Crow Cleaning Service P/L	General Creditors	467.50	
V05074	On Point Creative NT	General Creditors	450.00	
V01397		Refunds & Reimbursements	440.00	1
V04876	Rachael's Designcake	General Creditors	440.00	
2199	SBA Office National	General Creditors	430.24	
V05599	Venture Housing Company Limited	General Creditors	411.00	
V04044	Deaf Connect t/a Deaf Services	General Creditors	404.04	
3648	Mobile Locksmiths Australia Pty Ltd	General Creditors	363.00	
V05219	Poyzer Consultancy Services	General Creditors	350.00	
215	Employee Assistance Services NT Inc (EASA)	General Creditors	328.60	
913	Mycar Palmerston	General Creditors	308.70	
V01691	Blackwoods	General Creditors	302.59	
V03853	Service Air	General Creditors	286.00	
5640	Think Water - Winnellie & Virginia	General Creditors	261.61	
V03194	Delaney Goodwin (Parent: Hannah Goodwin)	Grants, Sponsorships, Donations & Prizes	250.00	
V05056	Kade Kimlin	Grants, Sponsorships, Donations & Prizes	250.00	
V05057	Taylah Easton	Grants, Sponsorships, Donations & Prizes	250.00	
V05153	Lily-Rose & Shannon McCarthy	Grants, Sponsorships, Donations & Prizes	250.00	
V05592		Refunds & Reimbursements	250.00	1
V05594		Refunds & Reimbursements	250.00	1
V05602		Refunds & Reimbursements	250.00	1
V05603		Refunds & Reimbursements	250.00	1
V04531	Mulga Security Pty Ltd	General Creditors	244.86	
V01748	FE Technologies Pty Ltd	General Creditors	237.60	
5036	Dormakaba Aust P/L T/as Territory Door Services	General Creditors	236.50	
53	Eggs Electrical	General Creditors	231.00	
4065	Southern Cross Protection Pty Ltd	General Creditors	214.50	
3570	Palmerston College	Grants, Sponsorships, Donations & Prizes	200.00	
V00402	Sheryl Anne Sephton	General Creditors	200.00	
V03796	Veronica Matipira	General Creditors	200.00	
3428	Bunnings Group Limited	General Creditors	193.15	
V05595		Refunds & Reimbursements	163.40	1
V05609		Refunds & Reimbursements	150.00	1
V05571		Refunds & Reimbursements	125.00	1
V05590		Refunds & Reimbursements	125.00	1
V05591		Refunds & Reimbursements	125.00	1
V04295	Jungle Tactical Pty Ltd T/A Territory Trophies and Precision Engraving	General Creditors	122.75	
V05588		Refunds & Reimbursements	116.64	1
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	100.54	
V00351	Charles Darwin University	General Creditors	100.00	
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00	
V05522	Tarnished Brass	General Creditors	100.00	
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	99.00	
V05150	FirstAidPro Darwin	General Creditors	97.00	
V05101	Ezyas Car Wash NT	General Creditors	92.00	
V00599	Athina Pascoe-Bell	Elected Members	85.53	
V05593		Refunds & Reimbursements	78.36	1
V02167	Sanity Music Stores Pty Ltd	General Creditors	76.92	
V05444	Booktopia Direct Pty Ltd	General Creditors	71.94	
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	61.60	
V03187		Refunds & Reimbursements	54.50	1
V05344		Refunds & Reimbursements	51.55	1
V05356		Refunds & Reimbursements	51.55	1
V05600	Jamie-Lee Brooks	Grants, Sponsorships, Donations & Prizes	50.00	
V05601	Regine Hargreaves	Grants, Sponsorships, Donations & Prizes	50.00	
V01938	Windcave Pty Limited	General Creditors	49.50	
V05393		Refunds & Reimbursements	38.47	1
V01788		Refunds & Reimbursements	23.95	1
V02545	Amazon Web Services Inc	General Creditors	10.27	
			2,573,282.19	

Total Creditor Payments (excludes investments placed) 2,573,282.19

Total Payments made to Local suppliers this month 2,273,491.01

Percentage of this month's payments made to local suppliers 88.35%

Notes

1. Names redacted to de-identify personal details



Approved-by: Finance Manager

SECTION 2
Financial Results

Creditor Accounts Outstanding as at 28 February 2025
% of year passed 66.67%

2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount \$	Notes
4190	National Australia Bank - Corporate Credit Cards	32,716.54	1
V02563	Amcom Pty Ltd Acc no 68842	105.78	2
V00504	Department of The Chief Minister & Cabinet	(32,000.00)	3

Notes

1. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliations are completed
2. Please note Amcom is in credit and waiting for a refund from supplier
3. Invoice raised with the incorrect vendor; will be paid in March



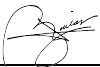
Approved by: Finance Manager

Section 2
Financial ResultsCommercial Leases as at 28 February 2025
% of year passed 66.67%**2.7 - Commercial Leases**

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Income						
Library Services	30,000	5,646	19%	20,000	28%	1
GM Finance & Governance	69,205	44,746	65%	46,137	97%	
Civic Centre	151,150	111,058	73%	100,767	110%	
Income	250,355	161,451	64%	166,903	97%	
Expenditure						
GM Finance & Governance	-12,000	-11,136	93%	-8,000	139%	
Expenditure	-12,000	-11,136	93%	-8,000	139%	2
Profit/(Loss)	238,355	150,315		158,903		

Notes

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



 Approved by: Finance Manager

Section 2
Financial ResultsCouncil Loans as at
% of year passed28 February 2025
66.67%**2.8 - Council Loans****INTERNAL LOANS**

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

Making the Switch (FILOC)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 28/02/2025
1,833,114	-347,871	-230,052	44,288	31,730	1,603,062

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

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

SWELL Loan (FILOC)			
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Loan balance as of 28/02/2025
320,000	-80,000	0	320,000

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

2.8 - Council Loans

EXTERNAL LOANS

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

Archer Landfill Rehabilitation (NAB)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 28/02/2025
786,610	-254,975	-169,194	-19,243	13,722	617,417

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

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

SWELL (NAB)					
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Interest for 2024-25	Interest YTD	Loan balance as of 28/02/2025
4,812,500	-250,000	-166,667	-263,362	178,873	4,645,833

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



Approved by: Finance Manager

Section 2
Financial ResultsElected Member Expenses 28 February 2025
% of year passed 66.67%**2.9 - Elected Member Expenses**

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Superannuation	-44,461	-31,296	70%	-29,641	106%	
Mayoral Allowance	-116,600	-78,585	67%	-77,733	101%	
Mayor Vehicle Allowance	-25,000	-16,849	67%	-16,667	101%	
Mayoral Professional Dev Allowance	-4,000	-4,000	100%	-2,667	150%	
Deputy Mayoral Allowance	-19,289	-11,749	61%	-13,540	87%	
Elected Members Councillor Allowances	-170,111	-112,154	66%	-112,553	100%	
Elected Members Professional Dev Allowance	-28,000	-1,234	4%	-18,667	7%	
Elected Members Meeting Allowance	-70,000	-46,900	67%	-46,667	101%	1
Information Technology Capital Entitlement	-9,600	-2,000	21%	-6,400	31%	
Acting Mayor Allowance	-10,615	-9,326	88%	-7,077	132%	
Contractors	-51,450	0	0%	-34,300	0%	
Stationery & Office Consumables	0	-208	0%	0	0%	
Printing & Photocopying Costs	-2,000	-82	4%	-1,914	4%	
Furniture & Equipment expensed	-1,433	0	0%	-955	0%	
Other Sundry Expenses	-7,857	-3,030	39%	-5,390	56%	
Food & Catering Costs	-11,085	-5,646	51%	-6,579	86%	
Course Seminar & Conference Registration	-10,557	-4,096	39%	-4,795	85%	2
Air Travel	-3,093	-178	6%	-919	19%	
Travel Accommodation	-2,111	0	0%	-297	0%	
Travel Related Costs Other	-1,031	-819	79%	-689	119%	3
Operating Expenditure	-588,293	-328,150	56%	-387,448	85%	

Notes

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



Approved by: Finance Manager

Section 2
Financial Results

CEO Credit Card Transactions as at 28 February 2025
% of year passed 66.67%

2.10 - CEO Credit Card Transactions

Cardholder Name: Nadine Nilon
Cardholder Position: CEO
Period Feb-25

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
24/02/2025	\$ 9.99	Tesla Inc	Vehicle expenses
Total	\$ 9.99		


Approved by: Finance Manager

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	13.2.4
Report Title:	Advisory Committee Member Remuneration
Meeting Date:	Tuesday 18 March 2025
Author:	Executive Assistant to CEO, Kate Roberts
Approver:	Chief Executive Officer, Andrew Walsh

Community plan

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

Purpose

This Report provides Council with clarification on the current Remuneration of Advisory Committee members.

Key messages

- In November 2024, Council endorsed remuneration of seven (7) Community Member positions across three (3) Advisory Committees.
- There has been a query raised on which Community Members are being remunerated.
- This report provides clarification on which positions within each Advisory Committee are remunerated.

Recommendation

THAT Report entitled Advisory Committee Member Remuneration be received and noted.

Background

Section 82 of the *Local Government Act 2019* (Act) provides for councils to establish committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

Council currently has six (6) committees as listed below:

- Administrative Review Committee (ARC).
- Chief Executive Officer Performance Appraisal Committee (CEOPAC).
- Risk Management and Audit Committee (RMAC).
- Vibrant Economy Advisory Committee (VEAC).
- Community Safety Advisory Committee (CSAC).
- Community Wellbeing Advisory Committee (CWAC).

The ARC, CEOPAC and RMAC committees are required under legislation with remuneration available to the committee members as per relevant legislation.

In October 2024, Council requested options for remuneration of committee members of its three (3) Advisory Committees:

- Vibrant Economy Advisory Committee (VEAC).
- Community Safety Advisory Committee (CSAC).
- Community Wellbeing Advisory Committee (CWAC).

A report was presented to Council at the 1st Ordinary Council Meeting of 5 November 2024 detailing available options for remuneration. At this meeting, the Council made the following decisions:

13.1.1 Review of Council Committee Remuneration

Moved: Councillor Morrison

Seconded: Councillor Henderson

1. *THAT Report entitled Review of Council Committee Remuneration be received and noted.*
2. *THAT Council endorses Option Four from report entitled Review of Council Committee Remuneration as the applicable remuneration for Council Advisory Committee members and that this remuneration commence from the next applicable committee meeting with the Terms of Reference amended accordingly.*

CARRIED (5/0) - 10/1594 - 5/11/2024

Option four (4) of the report provided remuneration as listed below:

Option four (4) - Committee Member Implications to Remuneration in line with RAP Working Group

It is important to note that six (6) committee positions across these committees are held by representatives from Northern Territory Government Departments, three (3) members being local business owners and two (2) members of relevant business or property association from VEAC. As some of these committee members attend in an official capacity as part of their paid employment, it may not be appropriate for their position to be remunerated. This may result in the committee member needing to declare the

remuneration as part of a Gifts and Benefits policy, be unable to participate and withdraw from the position due to departmental policy or may cause another unintended consequence.

Council could elect to only remunerate positions on each committee which are held by community members. This would change the financial implications of remuneration as it would be at a smaller cost.

Should Council agree, it could be proposed that Option four (4) would be to remunerate only the Community Member positions of each committee using the benchmark set by the RWG. Based on the current average timeframe of these committee meetings being under two (2) hours, remuneration would be set at \$200, ensuring consistency across working groups and committees.

The costs are estimated as follows:

- CSAC:
 - Maximum community members: 3
 - Estimated annual cost: \$2,400
 - This equates to \$600 per member, assuming four (4) meetings per year.

- CWAC:
 - Maximum community members: 2
 - Estimated annual cost: \$1,600
 - This equates to \$800 per member, assuming four (4) meetings per year.

- VEAC:
 - Maximum community members: 2
 - Estimated annual cost: \$1,600
 - This equates to \$800 per member, assuming four (4) meetings per year.

The total cost of implementing a \$200 per meeting remuneration to only the Community Members across the three (3) committees is projected to be \$5,600 per annum.

This report provides clarification of which Committee Members are remunerated.

Discussion

Option Four (4) provided to Council within the report entitled Review of Council Committee Remuneration that a total of seven (7) committee members across three (3) committees were remunerated.

The below table provides context on which positions within the three (3) Advisory Committees are remunerated as per the Council Decision on 5 November 2025.

COMMITTEE POSITION	CURRENT INCUMBENT	REMUNERATION (YES OR NO)
Vibrant Economy Advisory Committee (VEAC)		
Representative from the Department of Chief Minister and Cabinet	Brandon Evans	No
Representative of Relevant Business or Property Association	Ruth Palmer	No
Representative of Relevant Business or Property Association	VACANT	No
Local Business Owner Representative	Carmine Rauseo	No
Local Business Owner Representative	Mohan Kandasamy	No
Local Business Owner Representative	VACANT	No
Community Member	VACANT	Yes
Community Member	VACANT	Yes
Community Safety Advisory Committee (CSAC)		
Community Member	Ana Aitcheson	Yes
Senior Community Representative	Sharon Binns	Yes
Representative from the Department of the Chief Minister and Cabinet	Darren Johnson	No
Representative from the Department of Children and Families	Lisa Palamountain	No
Representative from the Northern Territory Police	Superintendent Meghan Funnell	No
First Nations Representative	Fran Ramsey	No
Youth Community Member	VACANT	Yes
Representative from a relevant business association	VACANT	No

COMMITTEE POSITION	CURRENT INCUMBENT	REMUNERATION (YES OR NO)
Community Wellbeing Advisory Committee (CWAC)		
Senior Community Member Representative	Sheryl Sephton	Yes
Youth Community Member Representative	Veronica Matipira	Yes
Representative from the Department of the Chief Minister and Cabinet	Michelle Walker	No
Key Government Representative – Department of Children and Families	Gabrielle Brown	No
Key Government Representative – Northern Territory Police	Senior Sergeant Siiri-Kai Tennosaar	No
Key Government and Community Organisations	VACANT	No

The updated terms of reference for each Committee have occurred to capture the remuneration of community members as outlined in the table above.

At the VEAC meeting, a query was raised around the remuneration applying to the Local Business Owner Representatives. This was not part of the recommendation as depending on the business, the representative may be being remunerated separately as part of their employment. As such, it is not recommended to amend the roles that are remunerated.

As there is only one meeting left for each committee for the remaining tenure of the current membership, it is not proposed to change the remuneration or membership of each committee. Following the 2025 Local Government Elections, the committees will be reformed with new membership sought. At this time, prospective members can choose which membership option they believe best suits them with their application, whilst also being informed of the potential remuneration.

Consultation and marketing

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

Policy implications

This report relates to the following City of Palmerston Policies:

- Vibrant Economy Advisory Committee Terms of Reference.
- Community Safety Advisory Committee Terms of Reference.
- Community Wellbeing Advisory Committee Terms of Reference.

Budget and resource implications

The cost to remunerate the selected committee members is currently estimated at \$5,800 per annum and has been incorporated into the operational budget.

Risk, legal and legislative implications

It is important to note that committee members that are remunerated for their participation in Council Advisory Committee meetings, are subject to the *Independent Commissioner Against Corruption Act 2017* (ICAC Act).

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:

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

Council officer conflict of interest declaration

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

Attachments

Nil



14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 1 April 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

1st ORDINARY COUNCIL MEETING

TUESDAY 4 MARCH 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

UNCONFIRMED

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

PRESENT

ELECTED MEMBERS	<p>Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Damian Hale Councillor Amber Garden (<i>Via Audio/Audiovisual</i>) Councillor Benjamin Giesecke Councillor Danielle Eveleigh Councillor Lucy Morrison Councillor Mark Fraser Councillor Sarah Henderson</p>
STAFF	<p>Chief Executive Officer, Nadine 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, Emma Blight Incoming Chief Executive Officer, Andrew Walsh Minute Secretary, Jodi Holden</p>
GALLERY	Two members of staff

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

Nil

3.2 Leave of absence previously granted

Nil

4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

Nil

5 DECLARATION OF INTEREST

5.1 Elected members

Nil

5.2 Staff

Nil

Initials: _____

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

Moved: Councillor Henderson
Seconded: Councillor Giesecke

THAT the Minutes of the Council Meeting held on 18 February 2025 pages 11614 to 11626 be confirmed.

CARRIED (8/0) - 10/1771 - 4/03/2025

6.2 Business arising from previous meeting

Correspondence from The Minister for Housing, Local Government and Community Development

Moved: Deputy Mayor Hale
Seconded: Councillor Eveleigh

THAT the letter of dispensation relating to report entitled 13.1.5 ANZAC Day from the 18 February 2025 Ordinary Council Meeting from The Minister for Housing, Local Government and Community Development be tabled and received and noted.

CARRIED (8/0) - 10/1772 - 4/03/2025

Moved: Councillor Morrison
Seconded: Councillor Henderson

THAT report entitled 13.1.5 ANZAC Day from 18 February 2025 Council Meeting be retrieved from the table.

CARRIED (8/0) - 10/1773 - 4/03/2025

Moved: Councillor Garden
Seconded: Councillor Fraser

1. THAT Report entitled 13.1.5 ANZAC Day be received and noted.
2. THAT Council endorses the three (3) year partnership valued at \$20,000 annually with Palmerston & Returned and Services League of Australia, Palmerston Sub-Branch Inc. to deliver ANZAC day.

CARRIED (8/0) - 10/1774- 4/03/2025

Initials: _____

7 MAYORAL REPORT

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving confidential items into open

10.1.1 Leave of Absence Requests

Moved: Councillor Hale
Seconded: Councillor Garden

1. THAT the leave of absence received from Councillor Morrison for 15 February to 1 March 2025 inclusive be received and noted.
7. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (8/0) - 10/1715 - 21/01/2025

10.1.2 Risk Management and Audit Committee Confidential Meeting Minutes - 25 February 2025

Moved: Councillor Garden
Seconded: Councillor Fraser

3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on Tuesday 25 February 2025 as follows:
 - a. THAT a further report on the Strategic Risk Register be provided to the Risk Management and Audit Committee in May 2025 with final updated Strategic Risk Register.

Initials:

- b. THAT a report be presented to the Risk Management and Audit Committee on the reprioritisation of the Internal Audit Plan 2023-26, taking into consideration the Strategic Risks.

CARRIED (8/0) - 10/1790 - 4/03/2025

10.2 Moving open items into confidential

Nil

10.3 Confidential items

Moved: Councillor Henderson
Seconded: Councillor Fraser

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

Item	Confidential Category	Confidential Clause
25.1	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

Initials: _____

	51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
--	--

CARRIED (8/0) - 10/1775 - 4/03/2025

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action reports

13.1.1 Council Policy Review - Grants and Community Benefit Scheme Policy & Draft Sponsorship Policy

Moved: Councillor Giesecke
 Seconded: Councillor Fraser

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 Sponsorship's 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 with the following amendments:
 - a. Clause 1.7 is removed and incorporated into clause 2.2, with the remainder of Clause 1 renumbered to suit.
 - b. Clause 2.3 is removed and the remainder of Clause 2 renumbered to suit.

Initials: _____

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 with the following amendments:
- a. Clauses 1.7 and 1.8 are removed, as these are duplicated at 1.3 and 1.4 respectively.
 - b. Clause 1.6 is amended to reference clause 3.3 instead of clause 3.

CARRIED (8/0) - 10/1776 - 4/03/2025

13.2 Receive and note reports

13.2.1 Risk Management and Audit Committee Meeting Minutes - 25 February 2025

Moved: Councillor Fraser
Seconded: Councillor Henderson

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.

CARRIED (8/0) - 10/1777 - 4/03/2025

13.2.2 Review of Palmerston (Procedures for Meetings) By-laws

Moved: Councillor Morrison
Seconded: Councillor Eveleigh

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

CARRIED (8/0) - 10/1778 - 4/03/2025

13.2.3 2025 Local Government Elections

Moved: Councillor Morrison
Seconded: Councillor Eveleigh

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

Initials: _____

2. THAT Council endorses the following nominated locations for Palmerston for the 2025 Local Government Elections;
 - a. Palmerston Recreation Centre, for early voting and election day
 - b. SWELL
 - c. Rosebery Middle School or Zuccoli Primary School as determined by Northern Territory Electoral Commission.

CARRIED (8/0) - 10/1779 - 4/03/2025

14 INFORMATION AND CORRESPONDENCE

14.1 Information

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

Moved: Councillor Fraser
 Seconded: Councillor Garden

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

CARRIED (8/0) - 10/1780 - 4/03/2025

14.2 Correspondence

14.2.1 LGANT Membership request to TOPROC

Moved: Councillor Henderson
 Seconded: Councillor Eveleigh

1. THAT correspondence dated 19 February 2025 14.2.1 entitled LGANT Membership request to TOPROC be received and noted.
2. THAT Council does not endorse the proposal from LGANT to become members of TOPROC.

CARRIED (8/0) - 10/1781 - 4/03/2025

Initials: _____

15 REPORT OF DELEGATES

Moved: Councillor Henderson
Seconded: Councillor Garden

THAT the verbal reports received by Councillor Fraser regarding PRBA Annual General Meeting and Councillor Giescke regarding Tourism Top End meeting be received and noted.

CARRIED (8/0) - 10/1782 - 4/03/2025

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Deputy Mayor Hale
Seconded: Councillor Eveleigh

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.

CARRIED (8/0) - 10/1783 - 4/03/2025

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser
Seconded: Councillor Morrison

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

CARRIED (8/0) - 10/1784 - 4/03/2025

Initials:



20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.03pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7.37pm.

Chair

Print Name

Date

UNCONFIRMED

Initials: