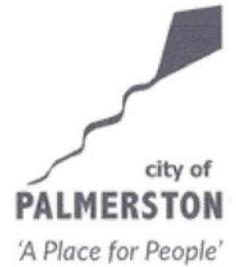


MINUTES



1st ORDINARY COUNCIL MEETING

TUESDAY 4 NOVEMBER 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



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

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Deputy Mayor Damian Hale
Councillor Lucy Morrison
Councillor Mark Fraser
Councillor Rob Waters (via Audio/Audiovisual)
Councillor Sarah Henderson
Councillor Yolanda Kanyai

STAFF

Chief Executive Officer, Andrew Walsh
Deputy Chief Executive Officer, Nadine Nilon
General Manager Finance and Governance, Wati Kerta
General Manager Community, Konrad Seidl
General Manager People and Place, Emma Blight
Minute Secretary, Kate Roberts

GALLERY

Nil members of the public
11 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

Moved: Councillor Fraser
Seconded: Deputy Mayor Hale

THAT the apology received from Councillor Bayliss for 4 November 2025 be received and noted.

CARRIED (7/0) - 11/079 - 4/11/2025

4 DECLARATION OF INTEREST

4.1 Elected members

Moved: Councillor Fraser
Seconded: Councillor Kanyai

1. THAT the Declaration of Interest received from Councillor Kanyai for Item 12.1.6 be received and noted.
2. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 26.2.1 be received and noted.
3. THAT the Declaration of Interest received from Deputy Mayor Hale for Item 26.2.1 be received and noted.
4. THAT the Declaration of Interest received from Councillor Fraser for Item 26.2.1 be received and noted.
5. THAT the Declaration of Interest received from Councillor Henderson for Item 26.2.1 be received and noted.
6. THAT the Declaration of Interest received from Councillor Waters for Item 26.2.1 be received and noted.

CARRIED (7/0) - 11/080 - 4/11/2025

Initials: 

4.2 Staff

Moved: Councillor Kanyai
Seconded: Councillor Henderson

THAT the Declaration of Interest received from Chief Executive Officer, Andrew Walsh for Item 26.1.1 be received and noted.

CARRIED (7/0) - 11/081 - 4/11/2025

5 CONFIRMATION OF MINUTES

5.1 Confirmation of minutes

Moved: Councillor Kanyai
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 21 October 2025 pages 11899 to 11911 be confirmed.

CARRIED (7/0) - 11/082 - 4/11/2025

5.2 Business arising from previous meeting

Nil

6 MAYORAL REPORT

Nil

7 DEPUTATIONS AND PRESENTATIONS

Nil

8 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

Initials: 

9 CONFIDENTIAL ITEMS

9.1 Moving confidential items into open

9.1.1 Leave of Absence Requests

Moved: Councillor Morrison
Seconded: Councillor Bayliss

1. THAT the leave of absence request received from Councillor Hale for 24 October to 28 October 2025 inclusive, for the reason of Holidays, be approved.
7. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (8/0) - 11/21 - 16/09/2025

9.1.2 Leave of Absence Requests

Moved: Councillor Henderson
Seconded: Councillor Morrison

5. THAT the leave of absence request received from Councillor Morrison for 26 October to 30 October 2025 inclusive, for the reason of work, be approved.
6. THAT each decision is moved to the Open Minutes at expiry of the leave of absence.

CARRIED (8/0) - 11/45 - 7/10/2025

9.2 Moving open items into confidential

Nil

Initials: 

9.3 Confidential items

Moved: Councillor Morrison
Seconded: Councillor Kanyai

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
26.1.1	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(a) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
26.1.2	Rate Concession Assessment	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
26.1.3	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)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

Initials: 

26.1.4	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
26.2.1	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(f) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.
26.2.2	Rate Concession Assessment	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

CARRIED (7/0) - 11/083 - 4/11/2025

10 PETITIONS

Nil

11 NOTICES OF MOTION

Nil

Initials:



12 OFFICER REPORTS

12.1 Action reports

12.1.1 Review of Debt Collection Policy

Moved: Councillor Fraser
Seconded: Deputy Mayor Hale

1. THAT Report entitled Review of Debt Collection Policy be received and noted.
2. THAT Council endorse the amended Debt Collection Policy at **Attachment 12.1.1.3** to Report entitled Review of Debt Collection Policy, as amended:
 - a. To update the Purpose to 'City of Palmerston (Council) is committed to providing a considered approach to the decision-making process when collecting debt owed to Council'.
 - b. To update clause 2.3 to 'Debts will be recorded in a way that will enable financial reporting to the Council as detailed in Clause 8 Reporting'.

CARRIED (7/0) - 11/084 - 4/11/2025

12.1.2 Woodroffe Park Refurbishment Concept Plan

Moved: Councillor Kanyai
Seconded: Councillor Henderson

1. THAT Report entitled Woodroffe Park Refurbishment Concept Plan be received and noted.
2. THAT Council endorse the Woodroffe Park Concept Plans for use in ongoing public consultation on the redevelopment of the park.

CARRIED (7/0) - 11/085 - 4/11/2025

Initials: 

12.1.3 Risk Management and Audit Committee Open Minutes 23 October 2025

Moved: Councillor Morrison

Seconded: Councillor Henderson

1. THAT Report entitled Risk Management and Audit Committee Open Minutes 23 October 2025 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 12.1.3.1** to Report entitled Risk Management and Audit Committee Open Minutes 23 October 2025 be received and noted.
3. THAT Council adopts the recommendations from the Risk Management and Audit Committee meeting held Thursday 23 October 2025, as follows:
 - a. THAT Council endorse the risk Management & Audit Committee Work Plan for 2026 at **Attachment 9.1.1.1** to Report entitled Risk Management & Audit Committee Annual Work Plan and adopt the 2026 meeting dates:
 - I. 26 February 2026
 - II. 26 May 2026
 - III. 25 August 2026
 - IV. 22 October 2026.
 - b. THAT prior to presenting to Council that the draft policy at **Attachment 9.1.2.1** to Report entitled Whistleblower Policy be reviewed to ensure no limitations be placed on actions that can be taken in relation to fraud and corruption matters and to look into the mechanism for reporting and addressing the safety of the Whistleblower.
 - c. THAT the Risk Management and Audit Committee work plan list an annual committee self-assessment to be completed following the last RMAC meeting of the year.
 - d. THAT the Risk Management and Audit Committee Chairperson write to the Mayor and Council annually to report on the committee's activities and the outcomes of the annual self-assessment and that this be presented at a Council meeting.

CARRIED (7/0) - 11/086 - 4/11/2025

Initials 

12.1.4 Adoption of Annual Report 2024-25

Moved: Councillor Henderson
Seconded: Councillor Kanyai

1. THAT Report entitled Adoption of Annual Report 2024-25 be received and noted.
2. THAT Council adopts the Annual Report 2024/25, including the 2024/25 audited financial statements at **Attachment 12.1.4.1** to Report entitled Adoption of Annual Report 2024-25.
3. THAT Council notes that a copy of the Annual Report 2024/25 will be provided to the Minister for Housing, Local Government and Community Development before 15 November 2025.

CARRIED (7/0) - 11/087 - 4/11/2025

12.1.5 Library 5-year Master Plan - Community Consultation

Moved: Councillor Morrison
Seconded: Councillor Fraser

1. THAT Report entitled Library 5-year Master Plan - Community Consultation be received and noted.
2. THAT Council accepts the feedback provided through the Community Engagement and approves the Library 5-year Master Plan at **Attachment 12.1.5.1**.

CARRIED (7/0) - 11/088 - 4/11/2025

Councillor Kanyai declared a conflict of interest and left the Chambers at 5.45pm.

Initials: 

12.1.6 Community Funding Program Grant Application - Arafura Music Collective

Moved: Councillor Henderson

Seconded: Councillor Waters

1. THAT Report entitled Community Funding Program Grant Application - Arafura Music Collective be received and noted.
2. THAT Council endorse Option Three (3) for partial funding at a cost of \$6,000 to Arafura Music Collective to facilitate Enrich and Connect Communities through Music in Palmerston through the Community Funding Program in the 2025/2026 financial year.

CARRIED (6/0) - 11/089 - 4/11/2025

Councillor Kanyai returned to the Chambers at 5.45pm.

12.1.7 2025 National Local Roads, Transport and Infrastructure Congress

Moved: Mayor Pascoe-Bell

Seconded: Councillor Morrison

THAT Report entitled 2025 National Local Roads, Transport and Infrastructure Congress be received and noted.

CARRIED (7/0) - 11/090 - 4/11/2025

12.2 Receive and note reports

12.2.1 Christmas in Palmerston 2025

Moved: Councillor Henderson

Seconded: Councillor Waters

THAT Report entitled Christmas in Palmerston 2025 be received and noted.

CARRIED (7/0) - 11/091 - 4/11/2025

13 INFORMATION AND CORRESPONDENCE

13.1 Information

Nil

Initials: 

13.2 Correspondence

13.2.1 Call for Nominations - LGANT Nominee to NT Place Names Committee

Moved: Councillor Fraser
Seconded: Councillor Kanyai

1. THAT correspondence dated 24 October 2025, 13.2.1 entitled Call for Nominations - LGANT Nominee to NT Place Names Committee be received and noted.
2. THAT Council nominate Councillor Waters to the Local Government Association of the Northern Territory to join the Board of the NT Place Names Committee.

CARRIED (7/0) - 11/092 - 4/11/2025

13.2.2 LGANT Board Meeting Communique

Moved: Councillor Morrison
Seconded: Deputy Mayor Hale

THAT correspondence dated 27 October 2025, 13.2.2 entitled LGANT Board Meeting Communique be received and noted.

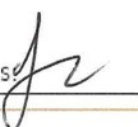
CARRIED (7/0) - 11/093 - 4/11/2025

13.2.3 Call for Nominations - LGANT Nominee to NT Water Safety Advisory Council

Moved: Mayor Pascoe-Bell
Seconded: Councillor Fraser

1. THAT correspondence dated 28 October 2025, 13.2.3 entitled Call for Nominations - LGANT Nominee to NT Water Safety Advisory Council be received and noted.
2. THAT Council nominate General Manager Community Konrad Seidl to the Local Government Association of the Northern Territory to join the NT Water Safety Advisory Council.

CARRIED (7/0) - 11/094 - 4/11/2025

Initials 

13.2.4 Enforceable Undertaking Discharge

Moved: Deputy Mayor Hale
Seconded: Councillor Fraser

THAT correspondence dated 27 October 2025, 13.2.4 entitled Enforceable Undertaking Discharge be received and noted.

CARRIED (7/0) - 11/095 - 4/11/2025

14 REPORT OF DELEGATES

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Hale

THAT the verbal report provided by Mayor Pascoe-Bell regarding Regional Capitals Australia Delegation be received and noted.

CARRIED (7/0) - 11/096 - 4/11/2025

15 QUESTIONS BY MEMBERS

Moved: Councillor Henderson
Seconded: Deputy Mayor Hale

1. THAT the question asked by Councillor Fraser regarding the weed harvesting equipment condition, and the response provided by the Chief Executive Officer be received and noted.
2. THAT the question asked by Deputy Mayor Hale regarding the process on wayward shopping trolleys, and the response provided by the General Manager Community be received and noted.
3. THAT the question asked by Councillor Henderson regarding handicapped parking at the Post Office and if this is being policed, and the response provided by the General Manager Infrastructure be received and noted.
4. THAT the question by Councillor Waters regarding Councillor business cards and name badges, and the response provided by the Chief Executive Officer be received and noted.

CARRIED (7/0) - 11/097 - 4/11/2025

Initials: 

16 GENERAL BUSINESS

16.1 Palmerston Recreation Centre Hire of Courts

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Hale

THAT Council review the Fees and Charges for Facility Hire as part of the 2025/26 Budget Development process.

CARRIED (7/0) - 11/098 - 4/11/2025

16.2 Thank You to Staff - Domestic Violence Action Plan

Moved: Councillor Kanyai
Seconded: Councillor Henderson

THAT Council thank staff for their work on the Domestic Violence Action Plan as part of The Stand.

CARRIED (7/0) - 11/099 - 4/11/2025

17 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Morrison
Seconded: Councillor Kanyai

THAT the next Ordinary Meeting of Council be held on Tuesday, 18 November 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (7/0) - 11/0100 - 4/11/2025

18 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Morrison
Seconded: Councillor Henderson

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

CARRIED (7/0) - 11/0101 - 4/11/2025

Initials 

19 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.20pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7.24pm.



Chair

Lucy MORRISON

Print Name

18 November 2025

Date

Initials:

