

AGENDA

2nd Ordinary Council Meeting

Tuesday 15 October 2024

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

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

AMELIA VELLAR
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 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 1 October 2024 pages 11464 to 11471 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 - September 2024
MEETING DATE: Tuesday 15 October 2024
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 a summary of recent activities of the Mayor, on behalf of Council.

KEY MESSAGES

- As the principal member of Council the Mayor undertakes regular activities and attends events to speak on behalf of the Council.
- During the month of September 2024, the Mayor undertook meetings with Ministers, MLA's and Government Agencies, as well as regular media interview segments with ABC Radio and First Nations Radio.
- This report will provide context on a number of community events that were attended by the Mayor on behalf of Council.

RECOMMENDATION

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

DISCUSSION

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

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

- Top End Regional Organisation of Councils (TOPROC) Quarterly Meeting
- Meeting with Member for Brennan, Marie-Clare Boothby
- Durack Primary School to discuss local government with Grade5/6 students
- Councillor Conduct Reference Group
- Palmerston Development Consent Authority (DCA) Meeting
- Brekkie in the Park
- Chuseok Festival 2024 (Korean Harvest Festival)
- Citizenship Ceremony
- Woodroffe Primary School meeting students
- Palmerston Liquor Accord Quarterly Meeting
- City of Palmerston Cup presentation at Mackillop College
- National Police Remembrance Day 2024 – Church Service
- Palmerston Markets Elected Members Stall
- St Vincent de Paul Society NT (Northern Territory) 75 Anniversary Celebrations

Brekkie in the Park

Brekkie in the Park series is a free council initiative to bring the community together and gives residents the opportunity to connect with other residents, various community stakeholders, council staff and elected members. Not only was there a free breakfast put on by PaRBA, Council provided free animal microchip vouchers and 500 native trees were given away. Riding for the Disabled bought two horses along for therapeutic horse petting, and face painting and the bouncing castle delighted and entertained the youngsters. It was a wonderful morning with many stakeholders and a large turnout of approximately 500 people attended the last Brekkie in the Park held at Joan Fejo Park in Rosebery.



Brekkie in the Park held at Joan Fejo Park in Rosebery

City of Palmerston Dementia Friendly Library

I was immensely proud to accept the dementia-friendly certificate on behalf of the City of Palmerston's Library who were formally recognised after a recent dementia environmental walkthrough of the library. City of Palmerston are the first Northern Territory Dementia Friendly Library, and this reinforces why Palmerston really is 'A Place for People'. I would like to thank the Library Team for their dedication and efforts in making our library what it is today; a safe and inclusive environment with many free programs catering to all ages and interests. City of Palmerston is proud of what we have achieved, and we look forward to continued progression in being dementia friendly and providing a dementia friendly environment. We are committed to making our library even more accepting of people directly impacted by dementia, through physical enhancements, ongoing training of staff and the development of inclusive programs.



City of Palmerston Mayor Athina Pascoe-Bell receives the dementia-friendly certificate from Belinda Curtis, Demetia Australia establishing City of Palmerston Library the first Dementia-Friendly Library in the Northern Territory.

Woodroffe Primary School

It was lovely to meet with the students at Woodroffe Primary School who have been hard at work designing playground design and layout for Woodroffe Park. They have even conducted a survey within the school to ensure the data received is relevant and can be used to make decisions and the feedback received contributed to their persuasive arguments and discussions. Not dissimilar to City of Palmerston when we go out to community consultation! I think it is wonderful these young students are contributing their time, ideas and passion to make a difference to Woodroffe Park. This amazing project may help create future engineers, town planners and open space officers and I can't wait to see the outcome!



Mayor Athina Pascoe-Bell visiting Woodroffe Primary School Year Four

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
25.1	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(iv) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
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 *Local Government Act 2019* and section 51(1)(c)(i) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information 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 Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(i) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Playground Refurbishment Consultation Outcomes and Lighting Options
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Manager Environment, Katie O'Neill
APPROVER:	General Manager of Infrastructure, Nadine Nilon

COMMUNITY PLAN

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

PURPOSE

This Report seeks to inform Council on the outcomes of community engagement undertaken for the redevelopment of Sanctuary Lakes and the Marlow Lagoon Playgrounds and considers the option of lighting regional playgrounds.

KEY MESSAGES

- Council has assessed and awarded a tender for redevelopment of the Sanctuary Lakes Playground and the Marlow Lagoon Junior Unit Playground at Marlow Lagoon, with construction on each playground due to start in 2025, following the wet season.
- To ensure that community input has been adequately considered in the final design of each playground, a stakeholder engagement program was undertaken from 15 September until 6 October 2024.
- The results of the stakeholder engagement indicated that sensory and accessible play options was considered the most important design element for Sanctuary Lakes. For the Marlow Lagoon Junior Unit Playground, the community requested swing activities, and more platforms, slides and ramps.
- Additional suggestions that were provided through the consultation will be considered in the final designs for the playgrounds and included as appropriate and practical for the available space and budget.
- On finalisation of designs, equipment will be ordered in time for construction in 2025, when access is available following the wet season.
- In August 2024, Council requested lighting to be reviewed for regional parks. It is recommended that;
  - pathways within parks are included in dark spot lighting upgrades to improve connectivity and accessibility, and
  - lighting infrastructure for the lighting of play spaces is installed as refurbishment of regional parks occur with the lighting only to be used as options for events and booking requests, where available.

RECOMMENDATION

1. THAT Report entitled Playground Refurbishment Consultation Outcomes and Lighting Options be received and noted.

2. THAT Council notes the inclusion of the consultation outcomes to be included in the final designs of the Sanctuary Lakes Playground and the Marlow Lagoon Junior Unit Playground refurbishments, and

that the designs are made publicly available, including acknowledgement of the contribution from the community in their development.

3. THAT Council includes the installation of lighting infrastructure of play spaces within regional parks as part of refurbishment projects, and that the use of lighting where it is available is to occur as part of approved events and bookings.

4. THAT Council notes that pathway lighting within parks is included within the dark spot public lighting upgrade program.

BACKGROUND

Council's Palmerston Play Space Strategy was adopted at the 1st Ordinary Council Meeting of February 2022, for the purpose of providing a consistent approach to playground planning in the City's open space network. The Strategy is focused on delivering priority outcomes for Palmerston play spaces, including:

- Increasing diversity and quality of play experiences and environments.
- Increasing community involvement and information in play space planning.
- Improving the maintenance and resourcing of play spaces.

To meet the objectives of the Strategy, Council recently released and awarded a tender for the redevelopment of playgrounds within two (2) of Council's regional parks, Sanctuary Lakes playground in Gunn, and the Marlow Lagoon junior unit playground, Marlow Lagoon. The aim is to replace aging infrastructure at these parks with diverse high-quality play experiences. Community input on the design of these playgrounds was sought through a consultation program, undertaken from the 15 September until 6 October 2024

At the 2nd Ordinary Council Meeting of 20 August 2024 Council made the following decision in relation to lighting of playgrounds.

> *17.1. Lighting of Regional Playground Equipment*
>
> *THAT a report be prepared regarding the feasibility to light Regional Parks Playground equipment by the second ordinary council meeting in October 2024.*
>
> *CARRIED 10/1486 – 20/08/2024*

This Report provides Council with the outcomes of the community consultation undertaken for the redevelopment of the Sanctuary Lakes Playground and the Marlow Lagoon Junior Unit Playground.

The Report also considers introducing lighting of regional parks throughout the municipality.

DISCUSSION

The stakeholder engagement program for the Sanctuary Lakes and Marlow Lagoon Junior Unit playground redevelopment was undertaken from 15 September until 6 October 2024. The objective of the engagement was to seek community input on play experiences, activities and equipment that were considered the most important for each playground.

The tender was awarded based on concept designs, with the consultation intended to inform the final design for construction for both playgrounds.

An online survey was developed, outlining six (6) key playground elements, and asking the public to rate each according to the level of importance. A face-to-face community engagement session was undertaken at the Joan Fejo 'Brekkie in Park' event on the 15 September 2024. Additionally, the survey was presented to Palmerston schools, early learning centres and the Palmerston Kids Network Group, seeking input.

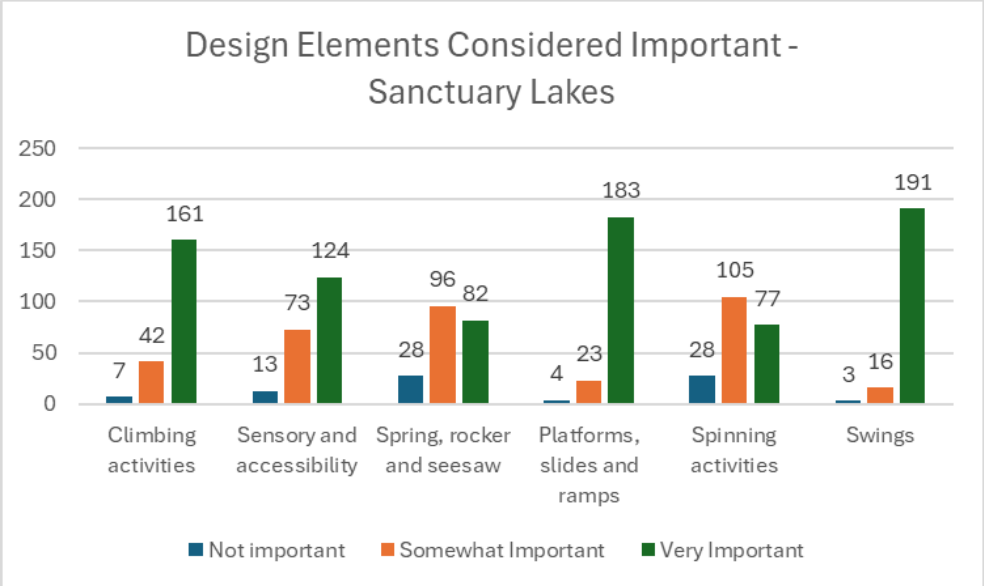
The playground elements that were listed for feedback included equipment that could fit into the following categories:

- Climbing activities
- Sensory and accessibility activities
- Spring, rocker and see-saw activities
- Platforms, slides and ramps activities
- Spinning activities
- Swings

The online survey was completed by 270 residents, with a further 30 residents providing Facebook comments, and direct commentary at the engagement session held at the Brekkie in the Park event.

Results – Sanctuary Lakes

For the Sanctuary Lakes Playground, 'Swings', 'Platforms, 'Slides and Ramps' and 'Climbing Activities' followed by 'Sensory and Accessibility Activities' were considered the most important design elements.



Community members were also given the opportunity to provide free text in the survey. Many comments provided confirmed the overall need for increased accessibility at the playground, including the following.

- Please keep in mind kids with special needs.
- Play equipment needs to be inclusive so that it opens up for all children to be included.
- All abilities equipment.
- I would also like to see more disability equipment such as wheelchair swing.
- Would really love to see it being more inclusive to allow children with disabilities or physical restrictions to be able to join in with the other kids.
- Accessibility is very important, even from an able body family, as it is important that communities are inclusive, and children can engage with each other in play.
- Palmerston needs an all-abilities accessible playground.

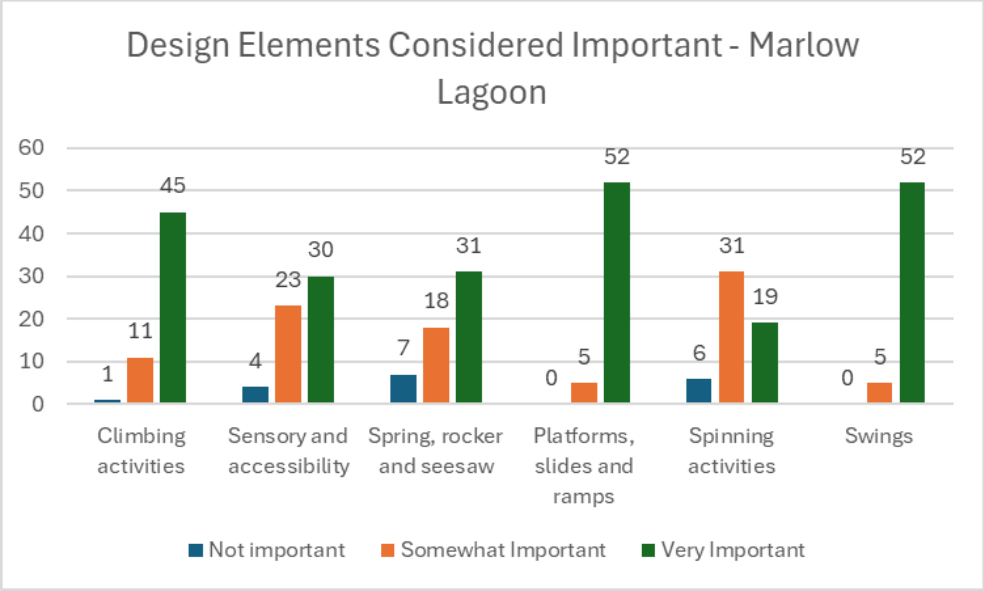
Additional free text comments that were received in relation to the Sanctuary Lakes Playground included:

- 12 individual comments asking for water-based play activities, and misting sprays.
- 10 comments asking for toddler specific aged activities, with four (4) comments suggesting zoning of play areas to cater for diverse age groups.
- 16 comments requesting that shade is all encompassing, including over seating.

- Five (5) comments indicating a preference that sand Softfall is not included in the redesign.
- Three (3) comments requesting that the park remain fenced.

Results – Marlow Lagoon

For the Marlow Lagoon Junior Unit, the most important design element identified by the community was for 'Swings', followed closely by 'Platforms, Slides and Ramps' and 'Climbing Activities'.



Free text provided by the community for this playground included:

- Large connecting structures like bridges would be good between platforms.
- Large slides and lots of climbing frames i.e. monkey bars for all ages, low line and ones for teens.
- 100% must be shaded, and a lot of seating for families.
- Lots of shade for the hot Darwin days and seating for the adults directly next to the equipment to keep an eye on the kids.
- Would be great to have a fence around the playground so kids can't run away.
- Age friendly areas for small and bigger kids and families.
- Adventurous climbing frame with levels and activities.
- Swings are always popular. Don't forget to include toddler swings.
- Incorporate music and sound.

Lighting

Council's public lighting includes all street lighting and lighting of public spaces, including parks. Current priorities for lighting are focussed on roads and pathways to ensure dark areas are upgraded to meet current lighting standards which improves safety for all users. There are also a number of gazebos and seating areas that do have lighting installed.

Play spaces, including playgrounds do not have lighting installed for night-time use. To light playgrounds requires consideration of the intended users of the playgrounds and spaces, including nearby residents and the type of park and other amenities.

The Play Space Strategy doesn't specifically outline play space lighting as a priority; however, it is captured within the design guidelines to be considered, along with lighting pathways.

Regional parks are Councils parks that have the greatest diversity of play spaces, public amenities such as toilets, barbecues, and are designed to have the highest usage. As a result, they also typically have the highest numbers of bookings, both by Council for events and by other users. If a program was to be established, it would be recommended to start with regional play spaces.

As a detailed review of all lighting options and requirements for parks have not been investigated and are not considered a current priority for play spaces in accordance with the strategy, it is not recommended to introduce lighting to all parks, or to introduce a new program for play space lighting. The lighting of pathways would continue to be incorporated into the dark spot public lighting upgrade program.

The refurbishment of play spaces does provide an opportunity to incorporate lighting as part of a larger project such as the regional playground refurbishment projects currently planned.

Therefore, it is recommended that regional play space refurbishment includes the provision of lighting to enable use after dark, with the use of the lighting restricted to approved park bookings and events.

In the future, Council may determine to consider set times for lighting play spaces after dark on a regular basis, however this is not recommended until the spaces have sufficient, compliant lighting infrastructure in place, and consultation occurs in relation to lighting levels and operation times.

Summary

The results of the community survey closely align with the priority outcomes of the Play Space Strategy. The Strategy aims to actively identify where changes and improvements are required to deliver universally accessible play spaces. The Strategy also aims to review and increase resourcing of play space upgrades to ensure Council is responsive to community needs. The provision of sensory and accessible play options at Sanctuary Lakes and increasing the resourcing for the upgrade of the Marlow Lagoon Junior Unit to include swings, platforms and slides, will help meet these overall objectives.

The lighting of these playgrounds is also recommended to be included as part of the upgrades, with use to be restricted to approved park bookings and events.

Next Steps

Council will engage with the awarded playground installer to finalise designs based on community feedback. The budget of the playgrounds has been set, and along with the available space, will inform the final designs.

The final design and elements of the playgrounds will enable the equipment to be ordered, which typically has a 3-month lead time. This will result in the playgrounds being constructed in 2025 as soon as the site permit following the wet season.

Feedback that has been received will also be used to inform future programs and future reviews of the Play Space Strategy.

CONSULTATION AND MARKETING

A consultation plan was prepared for the community engagement program.

Primary stakeholders were identified as part of the consultation plan and included the following groups.:

- Palmerston and Rural Youth Services Network group
- Palmerston primary schools
- Palmerston early learning centres
- Playground visitors – Sanctuary Lakes and Marlow Lagoon
- Elected Members
- Community Wellbeing committee

- Community Safety committee
- Brekkie in the Park attendees
- Palmerston Markets attendees

Information flyers, with QR codes linking the online survey, were utilised at the face-to-face Brekkie in the Park Event, and at the Palmerston Markets Elected Members Stall.

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

- Team Lead of Open Space
- Community Development Lead
- Community development Officer
- Acting Manager Sustainability
- Marketing and Communications team

POLICY IMPLICATIONS

The Community Engagement Policy was applied in the development of the communication engagement program.

BUDGET AND RESOURCE IMPLICATIONS

For the 2024/2025 financial year the Play Space Renewals and Upgrades budget is $846,600, however this includes $250,000 of anticipated grant funding that has not been committed at this time, leaving $596,600 of available funds

At the 2nd Ordinary meeting in August 2024, Council approved the transfer of $498,968.45 from Unexpended Capital Works Reserve on the award of TS2024-06 Playground Refurbishment at Marlow Lagoon and Sanctuary Lakes.

In total, the available budget for playground renewals is $1,095,568.45 and the finalisation of the designs will be aligned to ensure that the project costs are within the available budget.

The costs relating to the inclusion of lighting will be determined following quotes from Council's current contractor. Allocation of funds will be identified from relevant budgets when required.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

4. Inclusion, Diversity and Access
   Failure to balance meeting needs of Palmerston's cultural mosaic
5. Infrastructure
   Failure to plan, deliver and maintain fit for purpose infrastructure.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

The Play Space Strategy aligns with the priorities in the Community Plan and represents the City of Palmerston's commitment to improving open space amenity with fit-for-purpose infrastructure that meet community requirements. The Strategy requires playground activation with a focus on regional and new or updated playgrounds. The Strategy also requires increased resourcing to deliver higher quality play spaces, with lighting of Regional Parks Playgrounds designed to improve the quality and use of these areas.

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:	13.1.2
REPORT TITLE:	Review of Council Advisory Committees - October 2024
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Assistant to CEO, Kate Roberts
APPROVER:	Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report provides Council with an update overview of the current Advisory Committees and Networks and seeks Council endorsement of recommendations towards membership of the existing Advisory Committees.

KEY MESSAGES

- In September 2022, Council established the following Advisory Committees, Terms of Reference (TOR) and membership:
  - Community Wellbeing Advisory Committee
  - Community Safety Advisory Committee
  - Vibrant Economy Advisory Committee
- Under the *Local Government Act 2019* a council can review, establish, and abolish its non-legislative Advisory Committees at any time by Council resolution.
- As the committees are advisory committees, they have no delegated authority and are intended to inform Council on issues related to the committees in accordance with the Terms of Reference.
- The Advisory Committees Terms of Reference identify several external memberships which have reached the end of their term.
- Given the timing of the next election, it is being proposed that Council make no changes to the current Advisory Committee and Networks and that this be reviewed after the declaration of the poll following the Local Government Election 2025.
- It is also recommended that current memberships are extended until after the declaration of the poll following the Local Government Election 2025.
- It is being proposed that Council fill existing vacancies on the Community Safety Advisory Committee.

RECOMMENDATION

1. THAT Report entitled Review of Council Advisory Committees - October 2024 be received and noted.

2. THAT Council make no changes to the current Advisory Committee and Networks and that this be reviewed after the declaration of the poll following the Local Government Election 2025.

3. THAT Council write to the nominated person appointed to the below Community Safety Advisory Committee positions, to advise that as per the Terms of Reference they have resigned their membership due to non-attendance at 3 consecutive meetings without apology:
   a. Community Member
   b. Northern Territory Families Representative

4. THAT Council seeks nomination for vacant positions of the Community Safety Advisory Committee via a public call for Expressions of Interest, for the below vacancies:
   a. Business Associations Representative
   b. Youth Community Member Representative
   c. Community Member

5. THAT Council seeks nomination for vacant positions of the Community Safety Advisory Committee by directly contacting the below agencies:
   a. Department of the Chief Minister and Cabinet Representative
   b. Northern Territory Families Representative

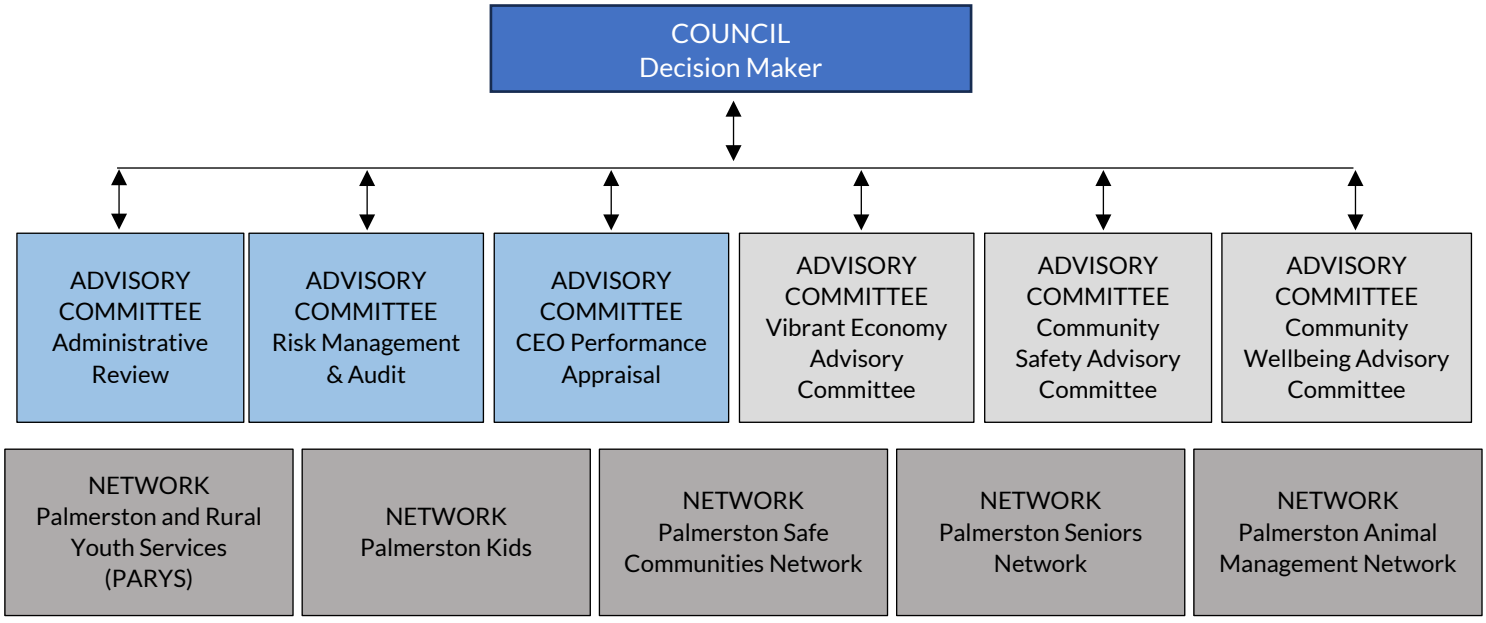
6. THAT a letter offering a membership extension be sent to the remaining Committee Members of each Advisory Committees for a continuation of membership term to the declaration of the poll following the Local Government Election 2025, with a response of acceptance due by 5pm 15 November 2024.

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's current Committee and group structure has been established since 2022 and is provided below:

Council's Current Structure:



The Committees highlighted in blue are a requirement by legislation. All other Committees and Networks have been formed by decision of Council. Elected Member membership to committees is reviewed

annually and Council last appointed its Members to these Committees at its Council meeting held on 4 June 2024.

It is considered good governance practice to regularly review this structure to clearly understand the Advisory Committee purpose and intent, and to ensure this is being met.

In line with governance practices the Terms of Reference are established to set guidelines for the operations of the Committees and are reviewed biennially. The Terms of Reference for the Community Safety Advisory Committee and Community Wellbeing Advisory Committee were reviewed and endorsed by Council at the 2nd Ordinary Council meeting of 16 April 2024, and the Terms of Reference for the Vibrant Economy Advisory Committee was reviewed and endorsed by Council at the 1st Ordinary Council meeting of 7 May 2024.

Each Advisory Committee has been established in consideration of Council's Palmerston Local Economic Plan and the Inclusive, Diverse and Accessible Policy Framework. A summary is provided below of each Advisory Committee:

1. Vibrant Economy Advisory Committee (VEAC)

   VEAC provides advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan.

   The roles of the Vibrant Economy Advisory Committee are to:
   - Provide advice to Council in identifying economic development opportunities, improving the services provided to the community, in accordance with legislation and council policies.
   - Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
   - Provide business perspective and advise on economic development issues or opportunities or Council's relevant plans and strategies.

2. Community Wellbeing Advisory Committee (CWAC)

   CWAC provides strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:
   - Palmerston is a welcoming vibrant family city that fosters diversity and unity
   - In Palmerston everyone belongs
   - In Palmerston everyone is safe

   The roles of the Palmerston Wellbeing Advisory Committee are to:
   - Provide advice to Council about strategies, programs and initiatives which increase access, inclusion and participation of people from the community, in accordance with legislation and council policy.
   - Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.
   - Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.

3. Community Safety Advisory Committee (CSAC)

   CSAC provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The

Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

The roles of the Palmerston Safety Advisory Committee are to:

- Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.
- Provide a structure through which the views and interests of the Palmerston community and interested parties can be articulated of the attending of Council on safety and wellbeing matters.

DISCUSSION

Advisory Committees of Council are established to assist the Council in meeting its obligations under the Act, Palmerston By-Laws, Council policies and Council strategies and plans.

Advisory Committees and Networks hold no decision-making powers, however, are formed with a group of suitably experienced people, to provide advice and recommendation to Council to inform their decision making.

An internal review has been undertaken of each Committee's performance over the term of the 10th Council.

Current Status

Since implementation of each committee there were a total of 23 meetings scheduled, however only 20 meetings have taken place. Three (3) meetings were deferred due to lack of quorum.

The meetings that were deferred due to lack of quorum are provided below:

- Community Safety Advisory Committee - 22 November 2022 (deferred to 28 March 2023)
- Vibrant Economy Advisory Committee - 25 March 2024 (deferred to 29 April 2024)
- Community Safety Advisory Committee - 13 August 2024 (deferred to 19 September 2024)

Of the 20 committee meetings held, there have been a total of 21 decisions made relating to Action Reports, and 62 decisions made relating to Receive and Note Reports (a total of 83 decisions relating to officer reports).

These decisions are broken down as follows:

	CWAC	CSAC	VEAC	Total
Action Decision (OFFICER REPORTS ONLY)	6	6	9	21
Receive and Note Decisions (OFFICER REPORTS ONLY)	28	16	18	62

The number of memberships established under each Committee varies between Advisory Committees. Attendance at Committee meetings has been inconsistent with a decline in membership in some instances. The below provides context of the number of memberships to each committee and the number of attendees seen to each meeting:

	CWAC	CSAC	VEAC
Number of Committee Members as per Terms of Reference	Up to 8 members	Up to 11 members	Up to 10 members
Current Number of Committee Members	8	10	7
Number of Attendees at each meeting	24/11/2022: 7 30/03/2023: 8 29/06/2023: 6 28/09/2023: 7 30/11/2023: 8 27/03/2024: 5 13/06/2024: 4	28/03/2023: 6 27/06/2023: 9 26/09/2023: 6 28/11/2023: 7 26/03/2024: 6 14/05/2024: 6	21/11/2022: 6 27/03/2023: 7 26/06/2023: 5 25/09/2023: 5 27/11/2023: 4 29/04/2024: 4 22/07/2024: 5
Attendance Percentage (Average)	80.35%	66.66%	73.46%

CSAC currently has 3 vacant positions due to resignation of members. These resignations are as follows:

- Business Associations Representative – Resignation – September 2023
- Youth Community Member Representative – Resignation – March 2024
- Department of the Chief Minister and Cabinet Representative – Resignation – October 2024

It is noted that there are also two (2) positions within CSAC due to members not attending three (3) consecutive meetings, which is in accordance with the Terms of Reference. These positions are as follows:

- Community Member
- Northern Territory Families Representative

As per the Terms of Reference:

> "*A member who fails to attend three consecutive meetings without providing apology is considered to have resigned their membership.*"

A recommendation has been made to contact these members to advise them that they have resigned their membership due to non-attendance at three (3) consecutive meetings without apology.

The Terms of Reference for each Advisory Committee stipulates external committee membership is for a period of 2 years. At the time of writing this report a number of external committee memberships are due for review as per the Terms of Reference.

<u>Recommendations</u>

As there is less than 12 months until the next Local Government Election, it is being recommended that Council make no changes to the current Advisory Committee and Networks, and that a letter offering a membership extension be sent to the remaining Committee Members of each Advisory Committees for a continuation of membership term to the declaration of the poll following the Local Government Election 2025, with a response of acceptance due by 5pm 15 November 2024.

It is being recommended that Advisory Committees and Networks continue to meet quarterly, and that frequency of Networks may vary depending on the activities, actions, and activeness of membership.

Council staff will provide meeting information to members in advance. Council staff will attend Network meetings and provide a subsequent report to its next associated committee meeting on the group's outcomes.

Council may wish to consider that external members be remunerated for attending Advisory Committee meetings. Currently the only Advisory Committee that provides payment to its members is the Risk Management and Audit Committee, as this is a requirement under legislation. A payment to external committee members may encourage stronger engagement.

CONSULTATION AND MARKETING

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

- Executive Assistant General Manager People and Place (VEAC Minute Secretary)
- Executive Assistant General Manager Community (CSAC and CWAC Minute Secretary)

POLICY IMPLICATIONS

The following Council Policies apply:

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

BUDGET AND RESOURCE IMPLICATIONS

Councillors holding a position as Member on an Advisory Committee and Network are entitled to claim Extra Meeting Allowance for attending meetings in accordance with Council Policy *Elected Member Allowances and Expenses.*

Independent members of the Risk Management and Audit Committee are remunerated in accordance with Class C1 NTG Statutory bodies classified for remuneration purposes.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Section 82 of the Act provides for councils to establish council committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

In accordance with section 83(4) of the Act a Council Committee must have terms of reference, approved by resolution setting out its functions.

There is a risk to Council that if it does not regularly review the structure of Advisory Committees, it may not meet the objectives or the issues identified within its Community Plan, Palmerston Local Economic Plan and Inclusive, Diverse and Accessible Policy Framework.

Under the Act a council can review, establish and abolish its non-legislative Advisory Committees at any time by Council resolution.

To ensure ongoing continuous improvement and effectiveness of the Committees and Networks, it is recommended that a review be undertaken annually with a report to Council following the review.

This report addresses the following City of Palmerston Strategic Risks:

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

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

- Palmerston Local Economic Plan
- 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:	13.1.3
REPORT TITLE:	Laneway Management Policy - Consultation Outcomes
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	General Manager of Infrastructure, Nadine Nilon
APPROVER:	General Manager of Infrastructure, Nadine Nilon

COMMUNITY PLAN

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

PURPOSE

This report seeks Council consideration of the submissions received during the public consultation period and to endorse the updated Laneway Mangement Policy.

KEY MESSAGES

- The Laneway Management Policy was first adopted in November 2020 and is due for review.
- The Policy aims to preserve municipal laneways and guide decisions on their treatment or closure, ensuring a consistent, evidence-based approach.
- The review of the Policy, and subsequent application process has been extensive and provides an updated framework for the management of Council owned laneways and methods for evaluating laneways that is consistent and transparent in accordance with Council's obligations
- The most significant changes to the policy are the introduction of;
  - consideration of all treatments potentially applicable to a laneway, including amending existing closures, night-time only closure and permanent closure, and
  - a tiered approach for treatment assessment based on laneway category, enabling a more efficient process for some laneways.
- The application of the laneway categories, based on impact of active transport routes (ie additional distance a person needs to walk/cycle), has also been calculated for all laneways, enabling residents to be easily informed of the category and process for potential closure/treatment if requested.
- Consultation of the revised policy included writing to landowners' adjacent laneways and physical signage on Essential laneways and providing the City of Palmerston Community Safety and Wellbeing Advisory Committees the opportunity to provide comment.
- Public consultation of the revised policy commenced on 3 July and ended on 31 July, with 97 submissions received.
- Key themes of the feedback were;
  - Concerns of antisocial behaviour
  - Maintenance of the laneway, including litter
  - Preference of laneways being closed, opened and/or maintaining current treatment
- All feedback has been considered with minor amendments made to the final Policy presented for endorsement.
- All existing laneways with a treatment (night-time closure, full-time closure) are recommended to continue indefinitely in line with the updated Policy.

- Community members that provided feedback will be responded to as appropriate to their feedback, along with thanking them for their contribution.

RECOMMENDATION

1. THAT Report entitled Laneway Management Policy - Consultation Outcomes be received and noted.

2. THAT Council adopts the Laneway Management Policy being **Attachment 13.1.3.2** to the report entitled Laneway Management Policy - Consultation Outcomes.

3. THAT a fee of $500 is included within the 2024/25 Fees and Charges for landowner contribution for laneways approved for permanent closure, in accordance with the Laneway Management Policy.

4. THAT all current laneways closures, including night-time, continue indefinitely, with reviews to occur in accordance with the updated Laneway Management Policy.

5. THAT Council write to all submitters thanking them for their submissions and advising of the updated Laneway Management Policy.

BACKGROUND

Council adopted its first Laneway Management Policy in November 2020. The purpose of the Policy is to preserve the network of laneways within the municipality and to guide the decision-making process when considering a form of treatment or closure. The Policy is aimed at ensuring a consistent, evidence-based approach to laneways management and treatments, particularly in relation to public requests for closures. The Policy can be found at:

https://palmerston.nt.gov.au/community/community-safety/lanewaymanagement

Of Council's 120 laneways, currently there are 19 laneways under treatment, with the majority being night-time closures and the remainder being temporary full-time closures. The full-time closures are considered temporary as there is no decision, at this time, to permanently close the laneways.

Council requested at the 2nd Ordinary Council Meeting held on 16 May 2023, that the Laneway Management Policy was reviewed ahead of its initial schedule of late 2024. Since then, there have been workshops and information presented to Council to inform the draft Laneway Management Policy for consultation.

The current relevant decisions addressed in this report are as follows.

13.1.7 Laneway Treatment and Laneway Management Policy Review

1. *THAT Report entitled Laneway Treatment and Laneway Management Policy Review be received and noted.*
2. *THAT Council endorse the following key elements to be included in the Laneway Management Policy review, with a draft to be presented to Council by March 2024.*
   a. *Consideration of a tiered closure process based on laneway categorisation.*
   b. *Night-time closures as an option to be incorporated as part of the application and assessment process.*
   c. *Process and timing for amending existing and potential future treatments of laneways that are not permanently closed.*
   d. *Reconsideration of annual review process for laneways with existing treatments.*

3. *THAT Council approve the continuation of the existing twelve temporary part-time laneway closures and seven (7) full-time closures for a further twelve-month period, with a report to be prepared for Council by December 2024 for review, or as required following the updating of the Laneway Management Policy,*

CARRIED 10/1138 – 12/12/2023

13.1.3 Laneway Management Policy – Draft for Consultation

2. THAT Council to endorse the draft Laneway Management Policy, Attachment 13.1.3.2., for the purposes of community consultation to commence in July 2024 for a period of 28 days for expected endorsement from Council in October 2024.

CARRIED 10/1418 – 2/7/2024

The consultation process has now been completed, with the final Policy presented with this report for Council's adoption.

DISCUSSION

The Laneway Management Policy has been in effect since November 2020.

A review of the Policy has been undertaken to improve alignment with Council's position on laneway matters, improve efficiency and community outcomes. Changes to the Policy provide additional flexibility to community requests regarding treatments and transparency of the categorisation of each laneway.

The changes included in the draft Policy for consultation comprised of lessons learnt since the implementation of current Policy and discussions at Council workshops.

Tiered Laneway Treatment Process
Adopting a tiered framework linked to laneway transport category provides council with improved decision-making ability when considering laneway treatments and the impact it may have on community obligations.

In conjunction with the Policy review, laneway categorisation has been completed for all council laneways, classifying them into one (1) of three (3) categories, based on their active transport impact. This is the calculation of the potential impact of additional distances to travel to different points of interest, such as schools and shops, and is consistent with the previous categorisation calculation.

The Transport category for all laneways is included and will be available for the public to access. Laneway applications will be reviewed in line with their category and predetermined process.

Laneway Policy Flow Charts have also been updated to assist residents in understanding the process that aligns with the category of the laneway.

Additional Treatment Options in Application
The amending or change of Laneway treatments has been integrated into the update Policy to provide a clear option for residents to request temporarily closed laneways to be opened, or to propose new treatments for council to consider when receiving a laneway application. This also includes the ability for nighttime closure to be requested, rather than just the current permanent closure request.

Treatment Review Period

Improvements to laneway treatment reviews have been included as part of the updated Policy, with the focus on the continuation of current treatments. Currently, Council reviews the existing laneway treatments annually to determine if treatments should be continued for the next 12 months.

Fees

The current fee associated with the permanent closure of a Laneway has been amended and is now linked to the City of Palmerston fees and charges rather than being listed within the Policy. The fee will only apply following permanent closure approval in accordance with the updated Policy. The fee proposed is $500 which aligns with the fee within the current Policy and is able to be reviewed annually as part of the budget process and fees and charges review.

Consultation Outcomes

Community consultation on the draft policy was conducted over a 28-day period, concluding on 31 July 2024. Information was made available on City of Palmerston website including previous laneway consultation reports, as well as on social media and NT Newsprint ad. In addition, letters were posted to 464 property owners adjacent to existing laneways.

Reports regarding the updated Policy were also presented to Council's Community Safety and Wellbeing Advisory Committees as part of the consultation process. Both committees noted and supported the reviewed Policy, with the following decisions from each;

8.2.3 Laneway Management Policy – Consultation

1. THAT Report entitled Laneway Management Policy - Consultation be received and noted.
2. THAT the Committee provides the following feedback to the Council regarding the draft Laneway Management Policy:
a. The committee supports the draft policy

CARRIED (7/0) - CWAC10/69 – 12/09/2024

8.2.2 Laneway Management Policy – Consultation

1. THAT Report entitled Laneway Management Policy - Consultation be received and noted.
2. THAT the Committee provides the following feedback to the Council regarding the draft Laneway Management Policy:
a. Clarity was sought on neighbour approval and police reports and a response was provided from the Mayor and General Manager Infrastructure to the matters raised.

CARRIED (6/0) - CSAC10/60 – 19/09/2024

The consultation process resulted in 97 feedback submissions from residents and property owners across seven (7) different suburbs, as illustrated in **Figure 1**. Additional information on each submission is presented in **Attachment 13.1.3.3**

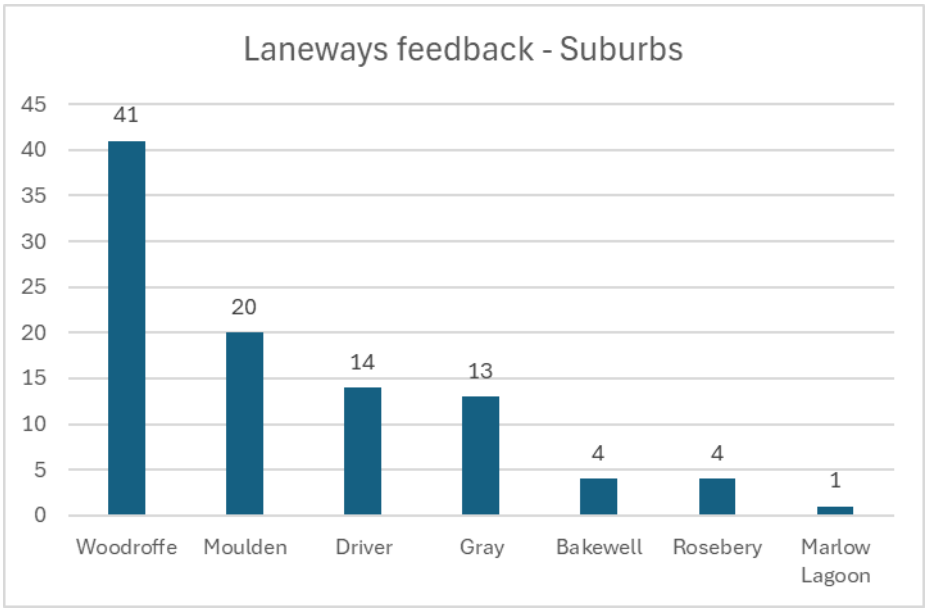


Figure 1

Additional analysis of the submissions is provided below for information.

Laneway Treatment

57 of the submissions commented on whether they had a preference to keep the laneway open, maintain current treatment, or apply a closure treatment. This is show in **Figure 2**.

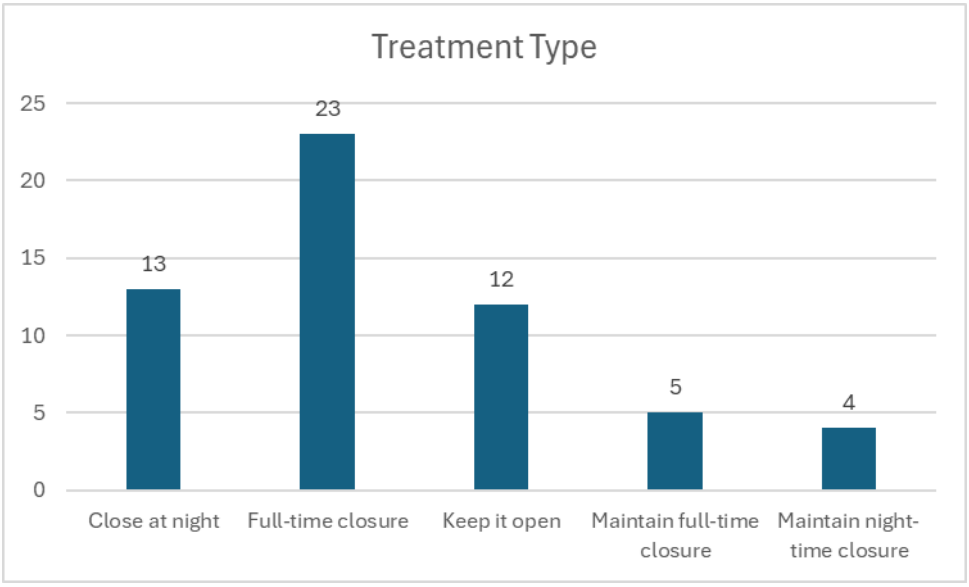


Figure 2

Close the Laneway at Night

Feedback received included commentary around the themes of antisocial behaviour, both related to the laneway and generally. Maintenance, including litter, were also regular issues raised. **Figure 3** provides a summary of the of the themes of issues raised.

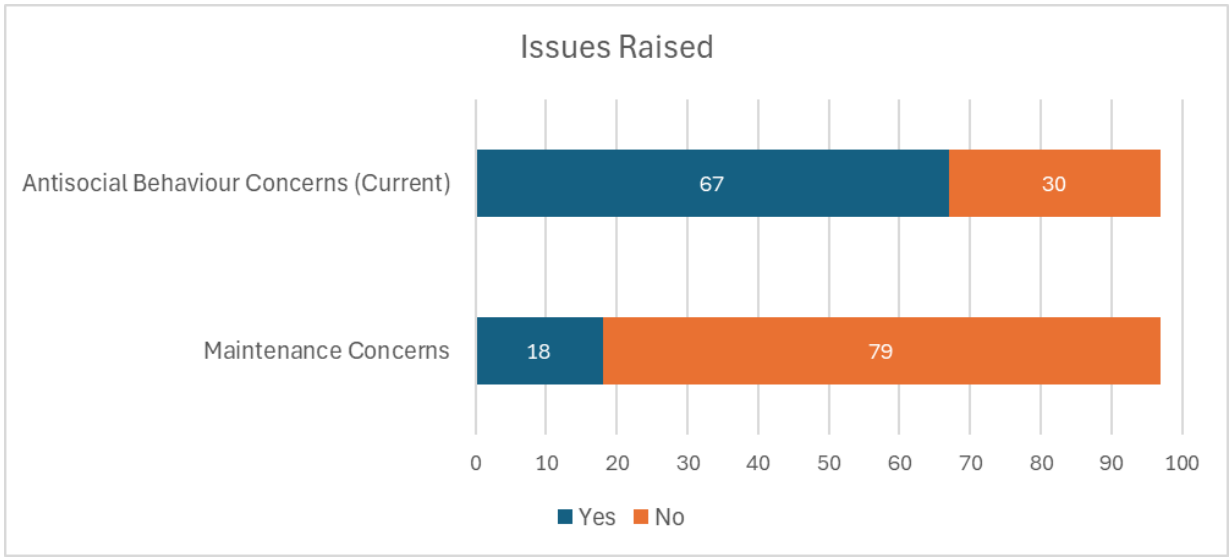


Figure 3

Consultation Outcomes

The main outcomes of the consultation related to the following, which have/will be addressed as relevant to the enquiry. -

- Request for the laneway to remain as per current treatment – these queries have been noted, with no further action required.
- Request for laneway to be closed, or opened – once the Policy is finalised and adopted, these residents will be contacted to advise of the Policy being in place and to outline the next steps if they would like to request a treatment to the laneway.
- Queries relating to the Policy wording – these have been captured as relevant, including minor amendments to the final Policy.
- Maintenance concerns/issues - these have been actioned as customer requests, and are being closely monitored as part of the commencement of the new landscape contracts.
- Reporting antisocial behaviour – these comments relate to things people have seen and reported regarding anti-social behaviour, some of these comments also related to closing (or opening) the laneway. Comments relating to the laneway will be responded to, with further information to be added to the website about the importance of reporting antisocial behaviour, and who to.

Details of the relevant action to each request is provided in further detail in **Attachment 13.1.3.3**.

Final Laneway Management Policy

A final version of the Laneway Management Policy has been provided at **Attachment 13.1.3.2** for endorsement. This includes the minor amendments resulting from the consultation process as outlined in the tracked changes version at **Attachment 13.1.3.1.**

Following endorsement, submissions received will be updated and any outstanding actions completed. Further, all submitters will be thanked for their contribution to the Policy development.

The flow chart and application form will be finalised and uploaded to Council's website, along with updated commentary about the laneway management closure process to align with the updated policy. It is also recommended that a $500 fee is included in the Council Fees and Charges, to apply following treatment approval as outlined within the Policy.

There is a current decision for laneways with existing treatments to be reviewed in December 2024, however it is recommended that on adoption of the updated Policy, that all current laneway treatments applied will continue indefinitely, with a review of current treatments be presented to council each council term to ensure aliment with current municipal strategies. This approach reduces the administrative requirement to seek annual Council approval to extend existing endorsed laneway treatments already endorsed by council.

CONSULTATION AND MARKETING

Completed community engagement:
- Comprehensive information made available on the website including previous laneway consultation reports
- Supporting documents that help community understand the updates
- Opportunity to provide feedback via online, in person, email or over the phone for an extended period of 28 days (normally 21 days)
- Letters directly to impacted stakeholders (residents immediately adjacent a laneway)
- Signage with consultation details on all 'essential category' laneways
- Information made available via social media platforms
- NT Newsprint ad

The following City of Palmerston staff were consulted in preparing this Report:
- Marketing and Communications Manager

The draft Policies were presented to Council's Community Safety and Wellbeing Advisory Committees as part of the consultation process. Both committees noted and supported the reviewed Policy.

POLICY IMPLICATIONS

When adopted, the revised Council Laneway Management Policy will replace the current policy.

BUDGET AND RESOURCE IMPLICATIONS

When the revised Laneway Management Policy is endorsed by Council, the City of Palmerston fees and charges will be revised to reflect the inclusion of the fee.

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

The revised Policy outlines the purposes of preserving the network of laneways within the City and guides decisions to ensure vital functions of laneways are considered when assessing treatment options. The revised Policy is aimed at ensuring a consistent, evidence-based approach to laneway management and treatments, particularly in relation to public requests for closures.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

The Community Infrastructure Plan, Inclusive, Diverse and Assessable Policy Framework and the Disability Inclusion and Access Plan have been considered in the development of the revised Laneway Management Policy.

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. Laneway Management Policy - Tracked changes following consultation [**13.1.3.1** - 6 pages]
2. Laneway Managemet Policy - Final version for endorsement [**13.1.3.2** - 6 pages]
3. Laneway Consulation Summary [**13.1.3.3** - 4 pages]

city of PALMERSTON

POLICY

Name:	Laneway Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Infrastructure		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

This Policy outlines the criteria for preserving the network of laneways within the City, and guides decision making where a request to implement or remove a form of treatment of a laneway is received.

2 PRINCIPLES

The principles that apply to the management of laneways are:

- Council recognises the purpose and function that laneways were created and where practicable, will retain laneways as a component of the pathway network.
- Council will act on Laneway Applications in line with the laneways given category.
- Council will advocate for the engagement of all relevant government agencies that may impact on social behaviour issues and influence community responses and views.
- The occurrence of anti-social and criminal behaviour is a community issue that may not be practical to address by laneway treatments or closures.
- A laneway that provides an overland stormwater flow path will not be considered for permanent closure.
- Council recognises that community expectations over time may change and that there will be different views within the community at any one time.
- Wherever possible Council will seek to respond to the broad interests of the community when determining any treatment or closure of a laneway.
- The permanent closure of a laneway within the road reserve requires the consent of the Minister for Local Government and the Minister responsible for the *Control of Roads Act*.

3 DEFINITIONS

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

Term	Definition
Active Transport	Relates to physical activity undertaken as a means of transport between points of interest. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles.
Community	Public, residents, or rate payers
Fees and charges	Charges outlined in City of Palmerston's Fees and Charges.
Full Time Closure	The closure of the laneway with locked gates with the duration of closure as determined by Council.
Laneway	A laneway provides connectivity between roads and/or public open space. It could exist as road reserve or as part of a lot. It is typically less than 10m in width.

Deleted: (Maximum of 12 months which will revert to open after this period)

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Laneway Application	A request to implement or remove a form of treatment of a laneway.
Laneway Category (Transport Category)	A method to calculate the significance of the laneway for Active Transport based on the level of disruption to points of interest and desirable destinations.
Laneway Transport Category - Essential	High significance for active transport options.
Laneway Transport Category - Less Essential	Moderate significance for active transport options.
Laneway Transport Category - Non-Essential	Low significance for active transport options.
Overland Stormwater Flow Path	Where the laneway provides overland flow paths to mitigate the risk of property inundation in a major storm rainfall (1:100 yr) event.
Part Time Closure or Night Closure	Typically involves daily closing of a laneway with locked gates, typically between the hours of 9:00pm and 6:30am with the duration of the daily closing as determined by Council. The time of closure will be assessed to suit the circumstances of the laneway.
Permanent Closure	The closing of a laneway by the creation of a new lot that is defined by the boundaries of the abutting properties, with the intent to dispose of the lot and consolidate into abutting properties.
Public Utility Easement (Linear or Transverse)	An easement established in the interest of a public utility provider for the purpose of protecting an underground service/s located within (linear) or across (transverse) a laneway.
Relevant Government Agencies	NT Police Force, Territory Housing, Territory Families, and other agencies involved with the provision of social services.

4 POLICY STATEMENT

4.1 Rationale

4.1.1 The retention of laneways to enable active transport options is Council's preferred option.

4.1.2 Where social issues associated with anti-social or criminal activity are occurring within the vicinity of a laneway the initial response is to engage with relevant government agencies to identify reactive and proactive intervention options, prior to considering the use of laneway treatments.

4.1.3 The permanent closure of a laneway will be considered by Council in special circumstances where the closure of the laneway does not unreasonably impact on active transport options within the vicinity of the laneway. The impact assessment includes several information sources outlined in the Policy.

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POLICY

4.2 Laneway Application

4.2.1 For Council to consider treatment of a laneway, a Laneway Application form must be completed and submitted by the owner of a property adjacent the laneway.

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4.2.2 The form will include the following to be accepted by Council:

a) All abutting property owners' signatures, with the acknowledgment of cost applied.
b) Reasons for requesting the proposed treatment, with supporting documentation.
c) Indication of the proposed laneway treatment, being temporary part time closure, temporary full-time closure, permanent closure, or laneway opening.
d) Details of incidents reported to NT Police with dates, times, and promise/report numbers.
e) Period of occupancy of the property owner.
f) A non-refundable fee will be paid to Council once it determines the actions from the proposed Laneway Application in accordance with the Fees and Charges.
g) Acknowledgement that payment to City of Palmerston is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

4.2.3 The amendment of an existing laneway treatment will be considered by Council in the form of a Laneway application, the submission must contain or have attached relevant documents to support the proposed change in treatment or removal of treatment.

4.2.4 Where a request has been previously considered Council, a further application will not be considered for twelve months unless there is a demonstrable and significant change in circumstances from the original request.

NOTE:
- Council will respond to a Laneway request no later than three months from receipt of a conforming Laneway Application.
- The implementation of a treatment can take up to 12 months to apply.
- Where an abutting property owner is the Northern Territory Government, Council will liaise directly with the relevant agency.

Deleted: <#>Where a resident is not the owner of the property, the property owner is required to make the application. ¶

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4.3 Laneway Assessment

Where a completed application for closure has been received, Council will undertake the following actions in line with the laneway Transport Category.

4.3.1 Essential

Laneways categorised as Essential are not automatically considered to meet the requirements for laneway treatment. Requests for treatment of Essential laneways will be presented to Council for consideration of treatment prior to community consultation or extensive data gathering.

Preliminary investigation

a. Assess the laneway in respect of stormwater function.
b. Obtain information on underground services within the laneway.
c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
d. Request information from relevant government agencies and non-government organisations on local issues.
e. Report to Council to determine whether to proceed to detailed investigation.

Detailed Investigation

a. Survey a minimum 20 properties within the immediate vicinity of the laneway
b. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
c. Report to Council.
d. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

4.3.2 Less Essential

Laneways with a category of Less Essential may meet the requirements for laneway treatment, subject to consultation and investigation.

Preliminary investigation

a. 4-week localised consultation through signage at the Laneway to seek feedback from the community.
b. Assess the laneway in respect of stormwater function.
c. Obtain information on underground services within the laneway.
d. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
e. Request information from relevant government agencies and non-government organisations on local issues.
f. Report to Council whether to proceed to detailed investigation.

Detailed Investigation

a. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
b. Report to Council.
c. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

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4.3.3 Non-Essential

Laneways with a category of non-essential are considered to have the highest potential for treatment to be applied.

a. Assess the laneway in respect of stormwater function.
b. Obtain information on underground services within the laneway.
c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
d. Request information from relevant government agencies and non-government organisations on local issue.
e. Four-week localised consultation through signage at the Laneway to seek feedback from the community.
f. Report to Council for decision.
g. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

4.4 Criteria for permanent closure of a laneway

Permanent closure of a Laneway will only be considered where all of the following criteria are satisfied:

a. The Laneway does not provide an overland stormwater flow path.
b. Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties.
c. The abutting landowners have acknowledged and agreed to the contribution to costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to be amalgamated with their property.
d. The Laneway does not form part of an emergency access or escape.
e. Service Authorities agree to the closure of the laneway with appropriate easements in place (where relevant).

NOTE: The purpose of the policy is to avoid the retention of small and isolated parcels of land held by Council that serve no long-term benefit or purpose for the community.

4.5 Amending Existing Laneway Treatments (Not Permanently closed)

4.5.1 Council may consider amending an existing laneway treatment, Council requires the following;

a. Completed Laneway Application with proposed new treatment; and
b. Supporting documentation, the submission must contain or have attached relevant documents to support the proposed change in treatment.

4.5.2 Council will consider the Laneway Application and supporting documents for decision.

4.5.3 Council will determine if alterations will be applied to the laneway treatment.

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4.5.5 Council will not consider changes to laneway treatment under 12 months after a Council decision has already been implemented, amended, or declined.

4.6 Review process for existing laneway treatments

4.6.1 Laneways with active treatments applied will continue indefinitely until Council approves a change in treatment.

4.6.2 Laneways that have a treatment in place will be reviewed for alignment to the Policy each Council term.

4.7 Landowner contribution and purchase of land

4.7.1 All associated costs relating to the amalgamation of the laneway is the responsibility of the applicant or absorbing landowners.

4.7.2 A deposit will be required prior to actioning public consultation for the proposed permanent closure, in accordance with Council's fees and charges.

4.7.3 The deposit may be used as part of the amalgamation cost, with any unused funds returned if the land transfer doesn't proceed.

4.7.4 Where a landowner has agreed to amalgamate a portion of the closed laneway with their property, the value of the closed portion will be calculated as follows:

a. The value of the original property will be determined,
b. The combined (original plus portion of laneway) property will be calculated,
c. The amount to be paid will be the difference between the two values.

4.7.5 The Land values and cost will be determined by a Certified Practicing Valuer and subject to review by the Valuer General where required.

5 ASSOCIATED DOCUMENTS

5.1 City of Palmerston Laneway Category Flow Charts

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Name:	Laneway Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Infrastructure		
Adopted Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

This Policy outlines the criteria for preserving the network of laneways within the City, and guides decision making where a request to implement or remove a form of treatment of a laneway is received.

2 PRINCIPLES

The principles that apply to the management of laneways are:

- Council recognises the purpose and function that laneways were created and where practicable, will retain laneways as a component of the pathway network.
- Council will act on Laneway Applications in line with the laneways given category.
- Council will advocate for the engagement of all relevant government agencies that may impact on social behaviour issues and influence community responses and views.
- The occurrence of anti-social and criminal behaviour is a community issue that may not be practical to address by laneway treatments or closures.
- A laneway that provides an overland stormwater flow path will not be considered for permanent closure.
- Council recognises that community expectations over time may change and that there will be different views within the community at any one time.
- Wherever possible Council will seek to respond to the broad interests of the community when determining any treatment or closure of a laneway.
- The permanent closure of a laneway within the road reserve requires the consent of the Minister for Local Government and the Minister responsible for the *Control of Roads Act*.

3 DEFINITIONS

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

Term	Definition
Active Transport	Relates to physical activity undertaken as a means of transport between points of interest. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles.
Community	Public, residents, or rate payers
Fees and charges	Charges outlined in City of Palmerston's Fees and Charges.
Full Time Closure	The closure of the laneway with locked gates with the duration of closure as determined by Council.
Laneway	A laneway provides connectivity between roads and/or public open space. It could exist as road reserve or as part of a lot. It is typically less than 10m in width.

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Laneway Application	A request to implement or remove a form of treatment of a laneway.
Laneway Category (Transport Category)	A method to calculate the significance of the laneway for Active Transport based on the level of disruption to points of interest and desirable destinations.
Laneway Transport Category - Essential	High significance for active transport options.
Laneway Transport Category - Less Essential	Moderate significance for active transport options.
Laneway Transport Category - Non-Essential	Low significance for active transport options.
Overland Stormwater Flow Path	Where the laneway provides overland flow paths to mitigate the risk of property inundation in a major storm rainfall (1:100 yr) event.
Part Time Closure or Night Closure	Typically involves daily closing of a laneway with locked gates, typically between the hours of 9:00pm and 6:30am with the duration of the daily closing as determined by Council. The time of closure will be assessed to suit the circumstances of the laneway.
Permanent Closure	The closing of a laneway by the creation of a new lot that is defined by the boundaries of the abutting properties, with the intent to dispose of the lot and consolidate into abutting properties.
Public Utility Easement (Linear or Transverse)	An easement established in the interest of a public utility provider for the purpose of protecting an underground service/s located within (linear) or across (transverse) a laneway.
Relevant Government Agencies	NT Police Force, Territory Housing, Territory Families, and other agencies involved with the provision of social services.

4 POLICY STATEMENT

4.1 Rationale

4.1.1 The retention of laneways to enable active transport options is Council's preferred option.

4.1.2 Where social issues associated with anti-social or criminal activity are occurring within the vicinity of a laneway the initial response is to engage with relevant government agencies to identify reactive and proactive intervention options, prior to considering the use of laneway treatments.

4.1.3 The permanent closure of a laneway will be considered by Council in special circumstances where the closure of the laneway does not unreasonably impact on active transport options within the vicinity of the laneway. The impact assessment includes several information sources outlined in the Policy.

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4.2 Laneway Application

4.2.1 For Council to consider treatment of a laneway, a Laneway Application form must be completed and submitted by the owner of a property adjacent the laneway.

4.2.2 The form will include the following to be accepted by Council:

a) All abutting property owners' signatures, with the acknowledgment of cost applied.
b) Reasons for requesting the proposed treatment, with supporting documentation.
c) Indication of the proposed laneway treatment, being temporary part time closure, temporary full-time closure, permanent closure, or laneway opening.
d) Details of incidents reported to NT Police with dates, times, and promise/report numbers.
e) Period of occupancy of the property owner.
f) A non-refundable fee will be paid to Council once it determines the actions from the proposed Laneway Application in accordance with the Fees and Charges.
g) Acknowledgement that payment to City of Palmerston is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

4.2.3 The amendment of an existing laneway treatment will be considered by Council in the form of a Laneway application, the submission must contain or have attached relevant documents to support the proposed change in treatment or removal of treatment.

4.2.4 Where a request has been previously considered Council, a further application will not be considered for twelve months unless there is a demonstrable and significant change in circumstances from the original request.

NOTE:
- Council will respond to a Laneway request no later than three months from receipt of a conforming Laneway Application.
- The implementation of a treatment can take up to 12 months to apply.
- Where an abutting property owner is the Northern Territory Government, Council will liaise directly with the relevant agency.

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4.3 Laneway Assessment

Where a completed application for closure has been received, Council will undertake the following actions in line with the laneway Transport Category.

4.3.1 Essential

Laneways categorised as Essential are not automatically considered to meet the requirements for laneway treatment. Requests for treatment of Essential laneways will be presented to Council for consideration of treatment prior to community consultation or extensive data gathering.

Preliminary investigation

a. Assess the laneway in respect of stormwater function.
b. Obtain information on underground services within the laneway.
c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
d. Request information from relevant government agencies and non-government organisations on local issues.
e. Report to Council to determine whether to proceed to detailed investigation.

Detailed Investigation

a. Survey a minimum 20 properties within the immediate vicinity of the laneway
b. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
c. Report to Council.
d. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

4.3.2 Less Essential

Laneways with a category of Less Essential may meet the requirements for laneway treatment, subject to consultation and investigation.

Preliminary investigation

a. 4-week localised consultation through signage at the Laneway to seek feedback from the community.
b. Assess the laneway in respect of stormwater function.
c. Obtain information on underground services within the laneway.
d. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
e. Request information from relevant government agencies and non-government organisations on local issues.
f. Report to Council whether to proceed to detailed investigation.

Detailed Investigation

a. Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
b. Report to Council.
c. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

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4.3.3 Non-Essential

Laneways with a category of non-essential are considered to have the highest potential for treatment to be applied.

a. Assess the laneway in respect of stormwater function.
b. Obtain information on underground services within the laneway.
c. Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
d. Request information from relevant government agencies and non-government organisations on local issue.
e. Four-week localised consultation through signage at the Laneway to seek feedback from the community.
f. Report to Council for decision.
g. If treatment approved, relevant fee (if applicable) to be paid to Council in accordance with the City of Palmerston fees and charges.

4.4 Criteria for permanent closure of a laneway

Permanent closure of a Laneway will only be considered where all of the following criteria are satisfied:

a. The Laneway does not provide an overland stormwater flow path.
b. Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties.
c. The abutting landowners have acknowledged and agreed to the contribution to costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to be amalgamated with their property.
d. The Laneway does not form part of an emergency access or escape.
e. Service Authorities agree to the closure of the laneway with appropriate easements in place (where relevant).

NOTE: The purpose of the policy is to avoid the retention of small and isolated parcels of land held by Council that serve no long-term benefit or purpose for the community.

4.5 Amending Existing Laneway Treatments (Not Permanently closed)

4.5.1 Council may consider amending an existing laneway treatment, Council requires the following;

a. Completed Laneway Application with proposed new treatment; and
b. Supporting documentation, the submission must contain or have attached relevant documents to support the proposed change in treatment.

4.5.2 Council will consider the Laneway Application and supporting documents for decision.

4.5.3 Council will determine if alterations will be applied to the laneway treatment.

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4.5.5 Council will not consider changes to laneway treatment under 12 months after a Council decision has already been implemented, amended, or declined.

4.6 Review process for existing laneway treatments

4.6.1 Laneways with active treatments applied will continue indefinitely until Council approves a change in treatment.

4.6.2 Laneways that have a treatment in place will be reviewed for alignment to the Policy each Council term.

4.7 Landowner contribution and purchase of land

4.7.1 All associated costs relating to the amalgamation of the laneway is the responsibility of the applicant or absorbing landowners.

4.7.2 A deposit will be required prior to actioning public consultation for the proposed permanent closure, in accordance with Council's fees and charges.

4.7.3 The deposit may be used as part of the amalgamation cost, with any unused funds returned if the land transfer doesn't proceed.

4.7.4 Where a landowner has agreed to amalgamate a portion of the closed laneway with their property, the value of the closed portion will be calculated as follows:

a. The value of the original property will be determined,
b. The combined (original plus portion of laneway) property will be calculated,
c. The amount to be paid will be the difference between the two values.

4.7.5 The Land values and cost will be determined by a Certified Practicing Valuer and subject to review by the Valuer General where required.

5 ASSOCIATED DOCUMENTS

5.1 City of Palmerston Laneway Category Flow Charts

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What suburb do you live	Laneway	Feedback Summary	Antisocial Behaviour Concerns (Current)	Maintenance/ Litter Concerns	Policy Comments	Closure request (if any)	CoP Review Response
Woodroffe	Astrolabe	Would like night-time closure of laneway due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, resident will be provided the details of the process to request a night-time closure.
Moulden	Tilston to Caladium Court	Continuation of night-time closure due to antisocial behaviour	Yes	No	No	Maintain night-time closure	No further action required.
Bakewell	End of Napier Court	No issues with neighbouring laneway, have observed it gets used with no issues	No	No	No	Keep it open	No further action required.
Bakewell	Chung wah/Mannikan Court	Laneway is usually quiet and clean, but can be an exit for antisocial behaviour. Noted it is a bit dark at night.	No	No	No	Keep it open	Review lighting for potential dark spot project.
Driver	Dutton Court	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Driver	Dutton Court leading out to Elrundie	Laneway provides access for antisocial behaviour. Maintenance concerns	Yes	Yes	No	N/A	Following Policy finalisation, resident will be provided the details of the process to reques closure (full time or night-time). Maintenance comment to be actioned.
Driver	Greer Court into Widdup Park plus laneway from Park to Chin Wah circuit	Concerns of the standard of Widdup Park which is accessed by laneways.	No	Yes	No	N/A	Comments predominantly relate to Widdup Park and maintenance. This park is on the program for redevelopment, including tree planting and improved lighting.
Moulden	Chung Wah Tce Moulden	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Moulden	Melastoma	Laneway is currently closed. Concerned with antisocial behaviour if opened.	No	Yes	No	Maintain full-time closure	Maintenance issues actioned.
Moulden	Next to 21 Buckland Court	Reported maintenance issues (palm fronds)	No	Yes	No	N/A	Maintenance issues actioned.
Moulden	Not answered	Raised inconsistency between definition of 'Full time closure' in the Policy in relation to laneways to reopen after 12 months is inconsistent with 4.6.1. Requested addition of consultation to 4.6.1.	No	No	Yes	N/A	The Full-time closure definition reference to 12 months is agreed to be unclear and has been amended in the final version. The consultation requirement is considered suitable in how it is applied, and can also be added to at the discretion of Council and/or if identified by officers as being required.
Rosebery	Tanami Court to Lambrick	See the benefit of the laneway as a connection over closure. Noted Policy could be clearer relating to clarity of who could apply.	No	No	Yes	N/A	Policy includes minor amendment to clarify who can apply (being property owners)
Woodroffe	Not answered	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, resident will be provided the details of the process to request closure.
Driver	Burnet Cct to Driver Avenue	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Driver	Next to 6 Dutton Court	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Driver	Wilfred Court / Elrundie Ave	No issues with laneway and would be against any closure	No	No	No	Keep it open	No further action required.
Moulden	7 Muckaninnie Court	No issues with laneway use, reported maintenance issues	No	Yes	No	Keep it open	Maintenance issues actioned.
Woodroffe	63 James Circuit	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, resident will be provided the details of the process to request closure.
Woodroffe	Not answered	Reported regular litter issues.	No	Yes	No	N/A	Maintenance issues actioned.
Driver	To President park from McInnis Cct	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, resident will be provided the details of the process to request closure.
Driver	Between Mcinnis Ct and President Park	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Moulden	Runs teween 26 and 28 Cuthbertson Cresent Moulden	See regular users of laneway, no issues	No	No	No	Keep it open	No further action required.
Rosebery	Between Tanami and Goodall Court	Retain all laneways as they currently are (closures, open etc)	Yes	No	No	Keep it open	No further action required.
Rosebery	Connecting between Rosebery Avenue and Protea Crescent	Appreciation of cleanliness of laneway	No	No	No	N/A	No further action required.
Woodroffe	Between Vega Court and Woodroffe Avenue	Reported personal usage only	No	No	No	N/A	No further action required.
Bakewell	Not answered	Reporting issue with bollard removed	No	Yes	No	N/A	Maintenance issues actioned.
Moulden	4 Lela Court	Reporting issue with overhanging tree	No	Yes	No	N/A	Maintenance issues actioned.
Woodroffe	Caoekka Crt to Altair Crt	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.

What suburb do you live	Laneway	Feedback Summary	Antisocial Behaviour Concerns (Current)	Maintenance/ Litter Concerns	Policy Comments	Closure request (if any)	CoP Review Response
Woodroffe	Capella/Altair	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Woodroffe	Broadarrow Crt	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Woodroffe	Harrison to Sextant	Antisocial behaviour concerns	Yes	No	No	N/A	No further action required.
Gray	Hogan Court	Laneway is currently closed. Concerned with antisocial behaviour if opened.	Yes	No	No	Maintain full-time closure	No further action required.
Gray	6/62 Priest Cct / Ally way	Concerns with gate causing additional antisocial behaviour issues (entering into adjacent properties), would prefer laneway is open at all times.	Yes	No	No	Keep it open	Following Policy finalisation, resident will be provided the details of the process to request a change. Resident has also been contacted and the gate will be modified to reduce issues.
Gray	Priest Cct to Phineaus Cct	Appreciate laneways, and suggestion of purchasing adjacent properties to create green links similar to new suburbs	No	No	No	N/A	No further action required.
Moulden	Laneway connecting Schombacher and Kafcalodues.	Laneway is used as a thoroughfare, which also results in litter issues, suggestion of regular rubbish collection	No	Yes	No	N/A	Maintenance issues actioned.
Bakewell	8 Stint Crt	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Gray	61 Priest Circuit	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, resident will be provided the details of the process to request closure.
Woodroffe	Between Vega Ct and Woodroffe Ave	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, resident will be provided the details of the process to request closure.
Marlow Lagoon	Waler to Squatter Road	Tree and overgrown grass issues reported.	No	Yes	No	N/A	Maintenance issues actioned.
Woodroffe	Between Astrolabe Crt and Emery Avenue	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Not answered	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Nearby 8 Helio Court	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	No further action required.
Moulden	Bonson tce to Calandrina Ct	Antisocial behaviour concerns	Yes	No	No	N/A	No further action required.
Moulden	Not answered	Antisocial behaviour concerns	Yes	No	No	N/A	No further action required.
Moulden	Off Calandrinia Crt to Tamarind Park	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Moulden	27 Bonson Terrace	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	No further action required.
Woodroffe	Transit to Cct to Emery Ave	Antisocial behaviour concerns and concerns with maintenance of the laneway	Yes	Yes	No	N/A	No further action required.
Woodroffe	Not answered	Damage to fence.	Yes	No	No	N/A	No further action required.
Woodroffe	Not answered	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Opposite bus stop near Beetleguise crt on Sibbald Cres	See regular users of laneway, no issues	No	No	No	Keep it open	No further action required.
Woodroffe	Temple Terrace to Harrison circuit	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure. Maintenance request actioned.
Woodroffe	Castor Court	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	No further action required.
Woodroffe	Woodroffe Park #2	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Driver	Laneway between 21 & 19 Widdup crescent	Concerns with antisocial behaviour within laneway. Understand benefit of laneways initially, believe would be better without now.	Yes	No	No	N/A	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Bakewell	Bakewell shops Laneway	Antisocial behaviour issues. Suggestion of community art project within laneways to recognise diverse groups.	Yes	No	No	N/A	Review options for art projects within laneways.
Woodroffe	Transit cct to emery ave	Antisocial behaviour concerns, and lack of maintenance	Yes	Yes	No	N/A	Maintenance issues actioned.
Moulden	Gumnut way	Laneway is currently closed. Concerned with antisocial behaviour if opened.	Yes	No	No	Maintain full-time closure	No further action required.
Woodroffe	Transit Circuit	Concerns with antisocial behaviour	Yes	No	No	N/A	No further action required.

What suburb do you live	Laneway	Feedback Summary	Antisocial Behaviour Concerns (Current)	Maintenance/ Litter Concerns	Policy Comments	Closure request (if any)	CoP Review Response
Woodroffe	Vernier Circ through park to Chung wah Tce Cairn Court to Chung Wah Tce	See regular users of laneway, no issues	No	No	No	Keep it open	No further action required.
Woodroffe	Not sure, but it's the laneway next to my house.	Laneway is currently closed. Concerned with antisocial behaviour if opened.	Yes	No	No	Maintain night-time closure	No further action required.
Woodroffe	Sibbald Cresent, Emery Avenue	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	NIL	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Moulden	All	Concerns with antisocial behaviour	Yes	No	No	N/A	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Transit Circuit	Don't use the laneway, consider it is a nuisance, with concerns of antisocial behaviour	Yes	No	No	N/A	Alternative communication options were provided (email/call). No further action.
Woodroffe	Not answered	Reported personal usage only	No	No	No	N/A	No further action required.
Woodroffe	Throughton Court laneway	Reported personal usage only	No	No	No	N/A	No further action required.
Driver	Widdup park	Reported personal usage only	No	No	No	N/A	No further action required.
Woodroffe	Beacon court and sob bald street and beacon court and Chung wha	See regular users of laneway, notes some issues with maintenance	No	Yes	No	Keep it open	No further action required.
Woodroffe	Laneway on broadarrow cct	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Troughton court laneway between 20 and 21	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Laneway which connects Emery Terrace and Astrolabe Court	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Gray	Unknown	Concerns with antisocial behaviour and motorbikes utilising the laneway	Yes	No	No	N/A	No further action required.
Moulden	8 Cycas Court	Concerns with antisocial behaviour and damage to fence. Would like laneway closed at night.	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Gray	Unsure of the name but its via Hogan Court	Noted laneway is closed, but could be a short cut	No	No	No	N/A	No further action required.
Woodroffe	Laneway of transit Ct to the park	Avoid using the nearby park due to condition of park due to glass and antisocial behaviour	Yes	Yes	No	N/A	No further action required.
Woodroffe	17 Compass Court Laneway	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Gray	Hannibal Crescent leading to the shops	Laneway should be closed at night due to antisocial behaviour	Yes	No	No	Close at night	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Gray	from priest circ to phineaus circ	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Gray	21 Noltenius Circuit	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Woodroffe	Not answered	Laneway is currently closed. Concerned with antisocial behaviour if opened.	Yes	No	No	Maintain night-time closure	No further action required.
Gray	Between Temple Terrace and Hannibal Crescent	Concerns with antisocial behaviour	Yes	No	No	N/A	No further action required.
Gray	Not answered	Raised some maintenance issues, no observed issues with behaviour and notice it's used by the community	No	Yes	No	N/A	Maintenance issues actioned.
Gray	Between Hannibal Cres and Temple Terrace (near Oasis shopping center).	Use the laneway regularly, and ackowledgement for regular cleaning	No	No	No	Keep it open	No further action required.
Driver	Laneway from Dwyer Circuit to Driver Avenue beside Golf Course	Response addresses Policy items relating to justification for closure of adjacent laneway	Yes	No	No	N/A	Following Policy finalisation, property owner will be provided the details of the process to request closure.
Driver	Next to 35 Bailey Circuit	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.

What suburb do you live	Laneway	Feedback Summary	Antisocial Behaviour Concerns (Current)	Maintenance/ Litter Concerns	Policy Comments	Closure request (if any)	CoP Review Response
Driver	Not answered	Continue to leave open, have occasional issues, but treatments in place have assisted keep motorbikes out	No	No	No	Keep it open	No further action required.
Driver	9 Burnett Ct	Comprehensive response regarding the Policy and it's wording across a number of areas. Concerns with antisocial behaviour.	Yes	No	Yes	N/A	No changes to Policy, however response will be used to ensure clarificaiton of flowcharts are clear. Owner will also be provided with details relating to adopted Policy.
Gray	Hannibal	Concerns with antisocial behaviour	Yes	Yes	No	N/A	No further action required.
Moulden	Laneway between 11-13 Kafcaloudes Crescent Moulden and Schombacher Circuit Moulden	Concerns with antisocial behaviour. Reported maitnenance issues.	Yes	Yes	No	N/A	Maintenance issues to be reviewed.
Moulden	next to number 36 mcguire the well known drug house	Concerns with antisocial behaviour and adjacent houses	Yes	No	No	N/A	No further action required.
Moulden	Off Staghorn into Livistona Park	Laneway is currently closed. Concerned with antisocial behaviour if opened.	Yes	No	No	Maintain full-time closure	No further action required.
Woodroffe	Not answered	Concerns with antisocial behaviour	Yes	No	No	N/A	No further action required.
Woodroffe	I don't use the laneway I never do but I live right on one	Request continuation for night-time closure, or consideration of purchasing for permanent closure.	No	No	No	Maintain night-time closure	No further action required.
Woodroffe	Top end Woodroffe Ave	Concerns with antisocial behaviour	Yes	Yes	No	N/A	No further action required.
Moulden	18 Strawbridge Crescent	Laneway is currently closed and wold be interested in purchasing. Concerned with antisocial behaviour if opened.	No	No	No	Maintain full-time closure	No further action required.
Woodroffe	26 Emery Avenue	Concerns with antisocial behaviour	Yes	No	No	N/A	No further action required.
Woodroffe	21 Troughton court	Laneway should be closed due to antisocial behaviour	Yes	No	No	Full-time closure	Following Policy finalisation, property owner will be provided the details of the process to request closure.

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.4
REPORT TITLE:	Palmerston Recreation Centre Operational Use
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	General Manager Community, Konrad Seidl
APPROVER:	Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval to undertake a three (3) month trial to alter the operating model of the Palmerston Recreation Centre.

KEY MESSAGES

- City of Palmerston is committed to ensuring safe and accessible spaces are available for the community.
- City of Palmerston has committed to providing free facility hire for Not-for-Profit groups until June 2025.
- The Palmerston Recreation Centre is a popular venue with a diverse group of users that utilise the community rooms and stadium.
- It is important that all users of Council facilities are safe.
- Unfortunately, there have been ongoing incidents of antisocial behaviour in and around the Palmerston Recreation Centre, resulting in staff and users feeling unsafe at times
- The Palmerston Recreation Centre does have security assistance intermittently but not for all opening hours.
- There is the potential for additional community spaces within the Centre to be used as bookable areas for informal meetings.
- To minimise the risk of Antisocial Behaviour at the centre, in addition to providing additional community space, it is proposed that a three (3) month trial be implemented to change the operating model of the Palmerston Recreation Centre.
- If City of Palmerston were to continue the existing open-door practice, adequate measures would be required to mitigate the risks to users and staff and to provide an appropriate response to people accessing the facility. This could include a permanent presence of outreach services which would need to be explored and costed or an increased security presence across all hours of booking times.

RECOMMENDATION

1. THAT Report entitled Palmerston Recreation Centre Operational Use be received and noted.
2. THAT Council approve a three (3) month trial, commencing 1 November 2024, to:
   a. Introduce additional, informal meeting spaces that are able to be booked, in the Palmerston Recreation Centre foyer.

b. Provide full public access to the Palmerston Recreation Centre including access to the showers and toilets, between 8am to 10am, Monday to Friday, excluding days when the facility is closed.
c. Provide access to the Palmerston Recreation Centre to users with a booking only, from 10am onwards Monday to Friday.

3. THAT a further report that outlines the impacts and suggested continuation, or not, of the change in operating model for the Palmerston Recreation Centre, is presented to Council by the second ordinary meeting of February 2025.

BACKGROUND

The Palmerston Recreation Centre offers versatile community rooms and sporting facilities designed to serve the needs of Palmerston residents, providing spaces for a wide range of events, activities, and sports. City of Palmerston has committed to providing free facility hire for Not-for-Profit groups until June 2025. The stadium within the Palmerston Recreation Centre is utilised by eight (8) basketball groups, as well as for volleyball, netball, badminton, and various community events. The Community Rooms accommodate diverse activities such as yoga, Zumba, Pilates, dance, and sword fighting, in addition to hosting meetings, training sessions, and religious gatherings. The Centre is a popular and essential community facility in the Palmerston CBD.

The 2024 City of Palmerston Community Satisfaction Survey provided a positive result in relation to the Recreation Centre with a score of 7.53, a 0.38 improvement on the previous year. Conversely, crime and safety have been an ongoing concern for the Palmerston community over several years, this year again being the highest detractor at 74 percent. The recommendations within this report provide an avenue for Council to demonstrate action toward addressing safety issues, potentially improving the community sentiment toward safety and the Recreation Centre.

The report seeks to address the following two issues, through the recommended implementation of a three (3) month trial to alter the operating model of the Palmerston Recreation Centre:

- Respond to public inquiries for additional meeting spaces in the Palmerston CBD; and
- To ensure that users and staff of the Palmerston Recreation Centre are safe, and the centre is utilised appropriately.

DISCUSSION

The driver for recommending a change to the operating model comes from ongoing incidents of antisocial behaviour in and around the Palmerston Recreation Centre that have placed users and staff at personal risk. Staff have received feedback from the users of the Centre that they frequently do not feel safe in the Centre including members of the senior's community and other users such as baby groups. User behaviour within the building and externally are currently managed by staff and Goyder Square Security when incidents occur. Staff have been intermittently locking the building front door when tensions appear high in the building proximity or as needed.

City of Palmerston has responsibilities for staff and patrons under the *Work Health and Safety (National Uniform Legislation) Act 2011* to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks.

The existing building design and proximity of staff does not provide an ability for staff to monitor who is in the building from all angles. The corridors are currently unmonitored as is the entry to the toilets, and bookable spaces. It is also not the role of council staff to manage anti-social behaviour in community centres. The Palmerston Recreation Centre does have security assistance intermittently at the site but not for all opening hours.

Providing accessible spaces for the entire community is important and the nearby City of Palmerston Library, including the foyer space, is available for all members of the community for respite from weather and has public toilets and drinking water facilities. Currently, the Recreation Centre is utilised for similar purposes, in addition to having shower facilities, which are mostly utilised in the morning.

The Recreation Centre has the ability to provide additional, bookable, spaces for the community in the foyer area(s). With the areas currently able to be accessed at most times, this is not an option that is able to be provided to the community.

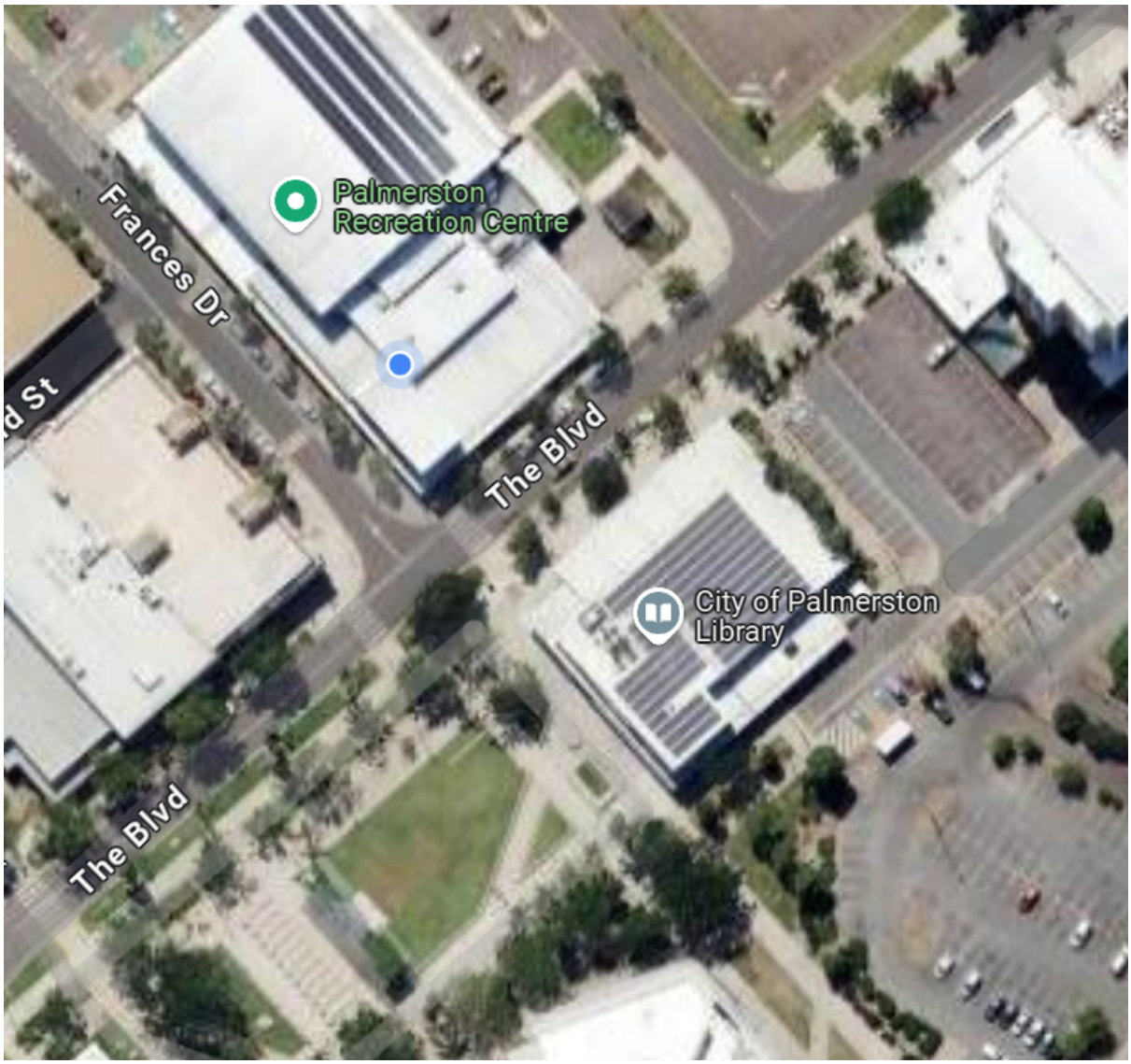


Image: Palmerston Recreation Centre and Library locations

Currently showers at the Recreation Centre are available for the public at all times and are utilised by booking groups and people experiencing homelessness. This presents challenges in monitoring the bathrooms, hygiene, and cleanliness, however, also provides an important service to vulnerable members of our community. While City of Palmerston is demonstrating good will in providing accessibility to showers and other services, it should be noted that there are other Government agencies and Not-For-Profit Organisations that are better positioned to provide wrap around services for people experiencing

homelessness in the community. City of Palmerston support Orange Sky to provide shower services and laundry services once a week from the Recreation Centre.

The current operating model for the Recreation Centre is not equipped to provide the support services needed for people experiencing homelessness whilst providing a safe space for community bookings and staff.

Officers recommend the provision of full public access to the Palmerston Recreation Centre including access to showers and toilets, remain available between 8am to 10am, Monday to Friday. This ensures that this service is still available for the community, with the recommended change being that after these times, that the Centre is only available to users that have a booking. This time is suggested due to internal data showing that less antisocial behaviour is witnessed at this time. It is recommended that this is trialled for 3 months with a report to Council outlining the success or otherwise coming back to the Chamber in February 2025. Officers recommend that this trial begins 1 November to allow time to notify the community.

As has been noted, this would then provide an opportunity to expand City of Palmerston booking options with the introduction of a Community/Business Hub for informal meeting spaces in the foyer area of the Recreation Centre.

The identified spaces are able to be added to existing booking systems free of charge, with the potential for both community groups and business users to be able to book the space(s).

Concept options have previously been prepared for consideration, with the below an example of the type of areas that would be implemented for bookings.



Image: Concept image of potential bookable spaces at the Palmerston Recreation Centre.

In summary, it is recommended that a new operational model is trialled at the Palmerston Recreation Centre for a three (3) month period, commencing on the 1 November 2024. This model will include;

- Addition of new, bookable, spaces within the Recreation Centre foyer area,
- Continuation of availability for shower and bathroom facilities for the community from 8am to 10am Monday to Friday (excluding public holidays and other periods of the facility being closed).

- Access to the Recreation Centre outside of 8am to 10am (Monday to Friday) is limited to users that have a booking.

CONSULTATION AND MARKETING

The following City of Palmerston staff were consulted in preparing this Report:
- Executive Manager Projects and Infrastructure Services
- City Activation Manager
- Community Services Manager
- Library Services Manager
- Health Safety and Wellbeing Coordinator

In preparing this Report, the following external parties were consulted:
- Officer in Charge Palmerston Police Station

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The procurement of furniture and items for the Community/Business Hub Meeting spaces will be acquired through existing approved budgets.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

City of Palmerston has clear responsibilities for staff and patrons under the *Work Health and Safety (National Uniform Legislation) Act 2011* to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks.

Everyone has a right to be safe at work and this is enshrined in law. Staff have a right to be able to do their job without being or feeling threatened. Intentional acts of intimidation, violence against members of our staff and community will not be tolerated and Police are called in these instances.

If City of Palmerston were to continue the existing open-door practice, adequate measures would be required to mitigate the risks to users and staff and to provide an appropriate response to people accessing the facility. This could include a permanent presence of outreach services which would need to be explored and costed or an increased security presence across all hours of booking times. An increase in security service to this level would be an additional cost of approximately $115,000 per year.

City of Palmerston staff attend the Northern Territory Government led interagency Daily Patrollers Meeting and the fortnightly Interagency Tasking and Coordination Groups, actively participating in discussions to identify locations of people requiring support, how collectively that support can be provided and how issues in the community may be addressed through various agencies.

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.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

This Report relates to the following City of Palmerston Strategies, Framework and Plans:
- Inclusive, Diverse and Accessible Policy Framework
- Palmerston Local Economic Plan 2021-2031

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:	13.2.1
REPORT TITLE:	People and Place Quarterly Report - July to September 2024
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Assistant to General Manager People & Place, Emily Dehne
APPROVER:	Acting General Manager People and Place, Emma Blight

COMMUNITY PLAN

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

PURPOSE

This Report presents the key activities undertaken by the People and Place Directorate in the July to September 2024 quarter.

KEY MESSAGES

- The inaugural Darwin Festival in Palmerston was held on 16 and 17 August 2024 with almost 550 people attending.
- This quarter saw the final three (3) FlicNics and two (2) Live at the Lake Events held in the Community.
- Aquafest 2024, the closing event for Water Safety Week saw over 400 people attend the event to further education the community around Water, Sun, Crocodile, Recreation Fishing Safety, Weed Management and role of the Emergency Services.
- Council Officers are continuing to review and analysis the Crime Prevention through Environmental Design Audit (CPTED), ensuring future priority actions are aligned with the Palmerston Local Economic Plan.
- City of Palmerston promoted seven (7) events, programs and campaigns via placements including social media, newspaper, print, radio, and television over the reporting period.
- Reboot your Loot was held in August bringing environment sustainability to the community at its annual car boot sale.
- City of Palmerston welcomed 96 new citizens at three (3) ceremonies with two (2) ceremonies being held on 1 August and the third held on the 75th Anniversary of Citizenship Day on 17 September.
- The current Enterprise Agreement expired in April 2024 and negotiations are still underway.
- The July to September quarter saw fifteen (15) new employees welcomed to the City of Palmerston and we bid farewell to thirteen (13) employees.
- The People team is undertaking a Human Resource Information System upgrade.
- During this quarter, in celebration of the Paris Olympics, City of Palmerston organised the Palmy Olympics to foster cross organisation collaboration. Additionally, employees participated in a well-being Yoga session at the Recreation Centre in recognition of R U OK? Day.
- There were five (5) Community Engagements and seven (7) marketing and communications campaigns throughout the quarter.
- We received an increase of 418 followers across all social platforms.
- A total of nine (9) media releases received 45 pieces of earnt media through the period.
- Website visitation increased by 13.5%.

RECOMMENDATION

THAT Report entitled People and Place Quarterly Report - July to September 2024 be received and noted.

BACKGROUND

The People and Place Directorate provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes Marketing and Communications, City Activation, People and Customer Experience, which includes Safety and Wellbeing, and Strategic Projects.

This Report presents to Council key activities undertaken by People and Place in the July to September 2024 quarter.

DISCUSSION

As mostly enabling functions, the departments within the People and Place Directorate support organisational activities aligned to City of Palmerston's Community Plan outcomes and objectives. The below provides a summary of the Directorate's activities for the last quarter.

Family and Community
We focus on families

Darwin Festival

The inaugural Darwin Festival in Palmerston took place over two (2) spectacular nights on Friday 16 and Saturday 17 August 2024.

As a Major Partner of Darwin Festival, City of Palmerston cemented the opportunity to showcase the vibrancy of the Municipality, further positioning Palmerston as a cultural destination within the Northern Territory, The festival created a platform for Palmerston to enhance its cultural identity whilst providing entertainment for our community.

Friday 16 August – Family Fiesta

Over 5,500 people attended the Family Fiesta, taking centre stage at the busy Friday night Palmerston Markets. The evening began with Sean Choolburra, whose Didj and Dance performance entertained the crowd, with further performances from ARIA-Award winners The Teeny Tiny Stevies encouraging families to sing along before Lisa Pelligrino and her troupe jumped on stage for the Kids Club Spectacular.



Families enjoying Family Fiesta



Councillor Morrison participating in the Silent Disco at Friday Night's Family Fiesta

There was still plenty to do for all attendees. DJ Guru Dudu was kept busy all evening leading the Silent Disco Walking Tour and the towering Snuff Puppets, and giant roaming seagulls swooped playfully through the crowds. The night finished with an after dark performance of some unique tropical-country sounds by *In The Pink*, bringing a fun and lively evening to a close.

Saturday 17 August – Palmerston Laugh Out Loud

Palmerston Laugh Out Loud brought an adult-focused vibe to Goyder Square, with an evening filled of laughter and cabaret. Merrick Watts hosted the Comedy gala whilst the night also featured performances by renowned comedians, Nikki Britton, Dilruk Jayasingha and local legend Kelly Gulliver.



Comedy Night, three (3) Comedians



Mayor Pascoe- Bell and Councillor Henderson

Almost 550 people attended the two (2) shows, with Palmerston CBD being a hive of activity, turning Goyder Square into Palmerston's own version of Festival Park.

Flicnics – 13 July, 10 August and 21 September

FlicNics continued to attract strong community interest, bringing families together for outdoor movie nights.

The screening of *Barbie* at Joan Fejo Park in Rosebery drew 164 attendees, while 195 people gathered at William Kirby Park in Zuccoli to enjoy popular film, *Kung Fu Panda 3*. The September screening of *Migration* was located at SWELL Palmerston in Moulden, where it attracted a turnout of 50 people.





Attendees enjoying the Flicnics Series

The events consistently fostered a warm and inviting atmosphere, with families enjoying not only the movies but also the pre-show entertainment, which featured popular activities like face painting and roving performers. FlicNics remains a cherished event, creating shared experiences and memorable moments for all who attend

Live at the Lake - 20 July and 17 August

Live at the Lake continues to be a popular dry season event, celebrating live music and fostering community connection.



Children Engaging in the new Activities



Children Engaging in the new Activities

Interest in Live at the Lake has grown steadily, thanks in part to the engaging entertainment activities that proved popular with attendees. The cooler evenings provide the perfect backdrop for enjoying live music outdoors, making these events a true highlight of the season.

In July, Prayer Corby mesmerised the audience at Sanctuary Lakes, drawing 250 attendees while in August, Adam Scriven's distinctive sound filled the air at Durack Community Centre, with 108 attendees enjoying the performance. This setting created a relaxed and welcoming vibe, allowing friends and families to unwind and enjoy quality time together.

As a new addition this year, each event highlighted emerging talent, with the first 30 minutes dedicated to showcasing young local artists like Saanvi and B3. In August, we were thrilled to feature performances from Palmy's Got Talent winners Tops Rods and dance performer Delaney Goodwin, adding an exciting finale to this year's Live at the Lake series.

Aquafest – 21 September

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

- Royal Life Saving NT discussing water safety and providing information on learn to swim,
- Cancer Council offering advice on sun safety,
- Croc Wise NT discussing the dangers of swimming in streams, lakes and crocodile safety and management,
- Water safety and learn to swim activities were provided by Belgravia staff with rescue activities, and fitting and entering the water correctly using a life jacket demonstrated by lifeguards, and
- CoP staff provided information on recreational fishing safety, emergency services and weed management.



Belgravia Swimming Lessons



Belgravia Rescue Activity



Royal Life Saving Society NT Stall



Water Safety Lakes Participation

Stall holder engagement was achieved through the running of a Water Safety Lakes, scavenger hunt activity and the supply of numerous fun free activities on the day, from animal handling to face painting and loads of giveaways.

The day was a success, gaining attendance of over 400 community members and receiving positive feedback.

Vibrant Economy
Economic Development

Council Officers have continued to conduct review and analysis of the recent Crime Prevention Through Environmental Design Audit (CPTED) ensuring future priority actions are aligned with the Palmerston Local Economic Plan.

In line with bringing the Economic Development Agenda at Palmerston to the fore with Government and peak business and industry bodies, partnership discussions were held with representatives of the Department of Chief Minister and Cabinet, Department of Trade, Business and Asian Relations, the Darwin Innovation Hub, the Business Enterprise Centre NT, the NT Chamber of Commerce and the Industry Skills Advisory Council. Council Officers will continue to engage with the above departments and more, in pursuit of greater Economic Development opportunities in the municipality.

Council Officers have worked with Urban Enterprise – an Economic Development specific Customer Relationship Management System (CRMS), to manage a database of businesses within the municipality. Over 3,000 unique contacts and local businesses, which can be filtered by locality, industry and engagement, have been recorded in this system.

With the recent appointment of an Economic Development Lead, Council Officers began a face-to-face engagement process across the suburbs of Palmerston to obtain anecdotal responses from the business community around challenges faced, problems and hear of success stories. Council Officers will continue this engagement and seek greater collaboration with local businesses

Marketing and Communications Campaigns

City of Palmerston promoted the following events, programs and campaigns via placements including social media, newspaper, print, radio, and television over the reporting period:

- Animal Management By-Laws (ongoing education including pet registration)
- Palmerston Youth Festival (extensive marketing campaign)
- Always-on Event campaign – 'Free fun near you' which included:
  - Aquafest
  - Brekkie in the Park
  - FlicNics outdoor movies
  - Great Spring Clean-Up
  - Live at the Lake
  - Palmerston Street Art Festival Wrap-up Party
  - Reboot Your Loot
  - Seniors Day
- Get Active, Palmerston
- Hooked on Palmerston
- Palmerston Library School holiday program
- Pre-Cyclone Clean-Up





Animal Management By-Law education posters and tri-fold flyer





Get Active, Palmerston timetable and Reboot Your Loot posters

Environmental Sustainability
Encourage personal action and taking a leadership role

Reboot Your Loot – 24 August

Reboot Your Loot brought Environment Sustainability to the heart of Council by hosting the car boot sale in the Civic Plaza car park on Saturday 24 August. With 44 stalls on the day and over 450 attendees, the day was a bargain hunter and thrift shop lover's dream, with some people walking away with arms full of purchases.



Stall Holder at Reboot Your Loot



Luva Cuppa serving refreshments

Casey Jane preformed, whilst Luva Cuppa served free coffee on behalf of City of Palmerston. Palmerston Lions Club cooked up a storm, offering bacon and egg sandwiches and watermelon cups which were a hit.

City of Palmerston City Sustainability Department organised free alterations for clothing items on the day and ran a stall promoting the upcoming cyclone clean up and new animal by laws. Overall, it was a great event supporting renewable practices and sustainability.

Cultural Diversity
To celebrate our rich culture and diversity

Citizenship Ceremonies – 1 August and 17 September

This quarter, three (3) Citizenship Ceremonies were held at Gray Community Hall, two on Thursday 1 August and the third on Tuesday 17 September.

Thursday 1 August

On 1 August, two (2) separate Citizenship Ceremonies were held, where 76 new citizens were presented with their certificates from the Mayor. In attendance were the Chief Minister, MLA's for Spillitt and Blain, City of Palmerston Elected Members, Community Event of the Year Winners, represented by Mr Eric Chalmers and Citizen of the Year Winner Mr Neville Driver, adding support in welcoming the newest citizens to our community.



Mayor Athina Pascoe-Bell, Citizen of the Year, Mr Neville Driver, and our newest Citizens

Tuesday 17 September, Citizenship Day

On 17 September, City of Palmerston celebrated the 75th Anniversary of Citizenship Day by welcoming 20 new citizens to Palmerston. Citizens represented many countries including, China, Colombia, Greece, India, Nepal, Nigeria, Philippines and Zimbabwe, taking the pledge of commitment administered by Mayor, before receiving their certificates and a gift from Mayor and Deputy Mayor. The 75th anniversary of Citizenship Day and the welcome of our new citizens was celebrated with cupcakes and refreshments whilst conferees mingled and took photographs to the ambiance of Kim Koole and her Australian country set-list.



Mayor Athina Pascoe-Bell and Deputy Mayor Mark Fraser presenting our new citizens with their certificates

Governance
Ensure we have a leading governance model

Our People

Our people are our most valuable asset, and recruitment and retention of staff continued to be a focus this quarter. Active promotion of roles continued to occur through the *LinkedIn* social media platform, NT News, professional organisations and other job sites to reach a wide network of applicants.

To support operations and provide employment opportunities, we continued providing backfill arrangements for vacant roles through short term appointments, while ongoing recruitment is undertaken. With the support of around 7 short–term role backfills over the quarter, the actual vacancy rate for the quarter was 12.88% compared to 19.78% without backfills.

Enterprise Agreement negotiations continued this quarter, with City of Palmerston leveraging this as a strategic opportunity to further enhance its ability to attract and retain top talent. The current Agreement expired in April 2024 and negotiations are still underway. It is hoped that an agreement will be reached soon, providing an Enterprise Agreement which is both within its means for our community and has generous and improved working conditions for our people.

Employee Movements

The July to September quarter saw fifteen (15) new employees welcomed to the City of Palmerston and we bid farewell to thirteen (13) employees.

City of Palmerston at this time had an approved Full Time Equivalent (FTE) of 101.35, with 81.3 FTE employed as of 30 September 2024. City of Palmerston's headcount at 30 September 2024 was **100** employees, comprising full-time, part-time, casuals, and seven (7) labour hire staff.

Recruitment of our People

The People and Customer Team supported 17 recruitment activities across City of Palmerston during this reporting period. All the positions were externally advertised for a minimum of 14 days. Recruitment activities were attributed to natural attrition.

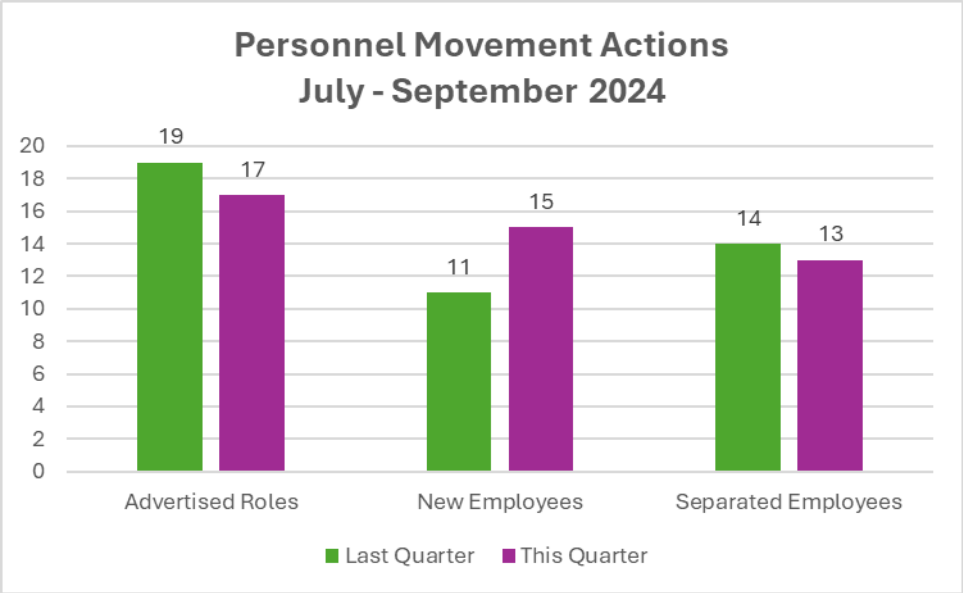


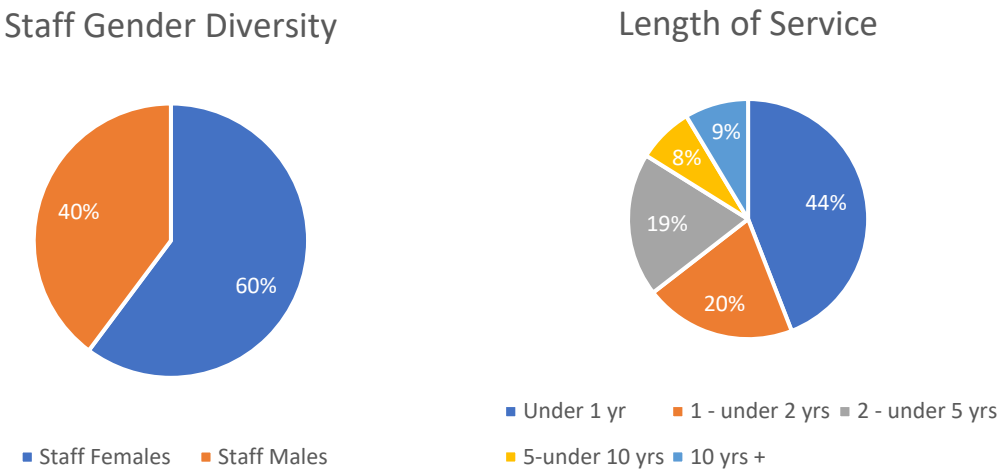
Table: Breakdown of Personnel Movement Actions across July to September 2024

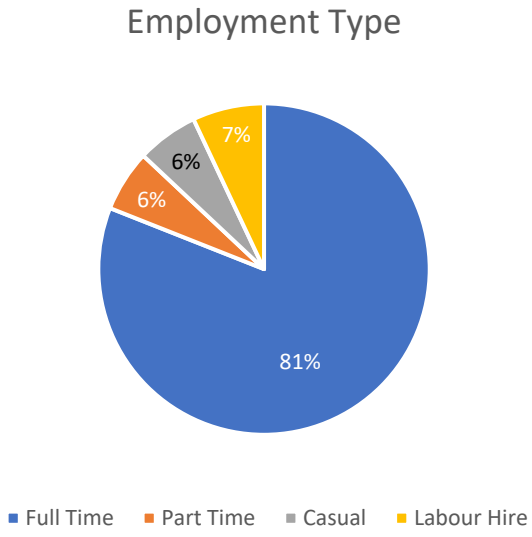
Throughout the quarter, training on Recruitment and Merit Selection training was ongoing to keep staff informed about their obligations and responsibilities in applying meritorious recruitment. This program was designed to maintain fairness and efficiency in the Council's hiring processes while ensuring alignment with the Council's goals and objectives.

The People team is also undertaking a Human Resource Information System (HRIS) upgrade. This project is expected to improve the performance of the current HRIS and provide user-friendly features, leading to a more efficient and effective recruitment and onboarding processes and improved candidate care. The project is expected to be completed by the end of the year.

Quarterly Workforce Statistics

As of 30 September 2024, our staff comprised people from over 18 different nationalities demonstrating a culturally diverse workforce reflective of our community. Employees, excluding labour hire comprise 56 females and 37 males and the average age of a staff member is 40.35 years, a slight increase from the last quarter. The average length of service with City of Palmerston has decreased and is 2.34 years in comparison to 2.71 last quarter, with 11 staff completing eight (8) plus years of service.





Professional Development of our People

Investing in our workforce is an investment in our community. In the past quarter, City of Palmerston has maintained its support for the professional growth of its employees by offering various training and development opportunities. This initiative included a wide array of activities aimed at increasing employee skills and capabilities.

The programs offered this quarter were:

- First Aid
- Recruitment and Selection
- The Confident Leader
- The Events Economy
- WHS Incidents Reporting
- Psychosocial Hazards Workshop
- Working with Cultural Differences

Health and Wellbeing

In July and August 2024, in celebration of the Paris Olympics, City of Palmerston organised the Palmy Olympics. This initiative aimed to foster collaboration among staff by encouraging participation in team-based activities that bring together employees from various directorates.




Staff members awarded medals for Palmy Olympics

On 19 September 2024, City of Palmerston employees participated in a well-being Yoga session at the Recreation Centre in recognition of R U OK? Day. This initiative not only encourages physical health but also supports mental wellness, offering employees an effective means to alleviate stress and improve their overall quality of life. The integration of movement, mindfulness, and community engagement contributes to fostering a positive work environment.

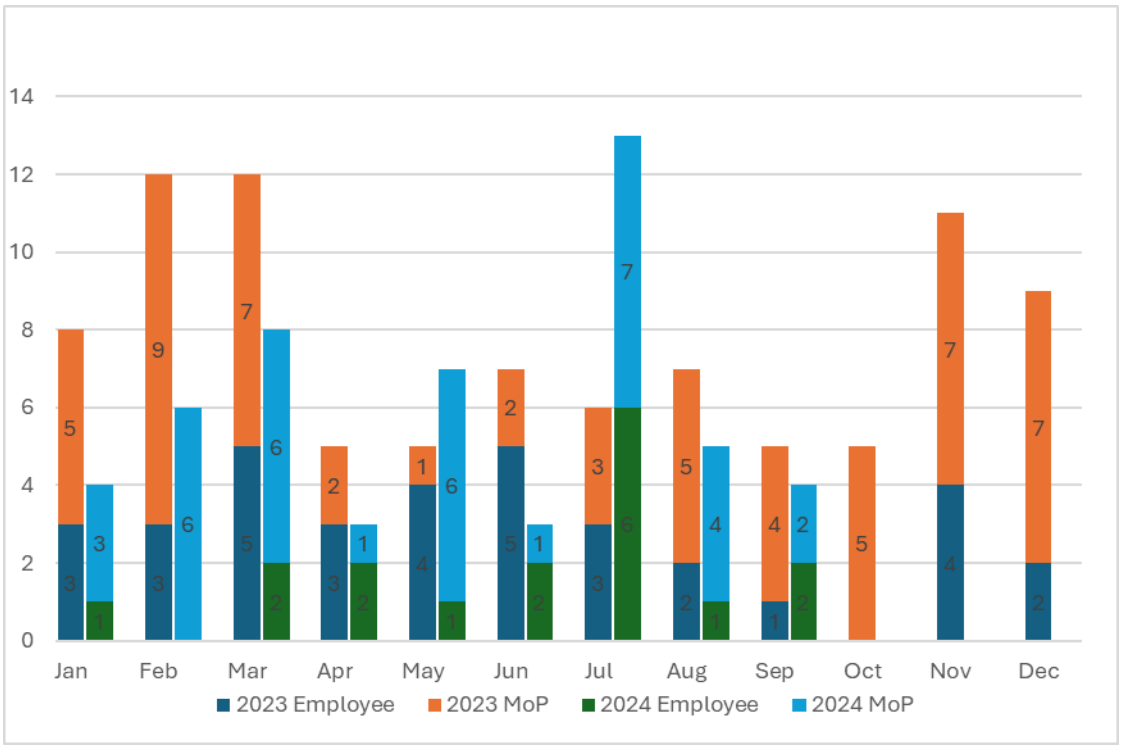



Staff members participation in R U OK? Day Mindfulness Wellbeing session

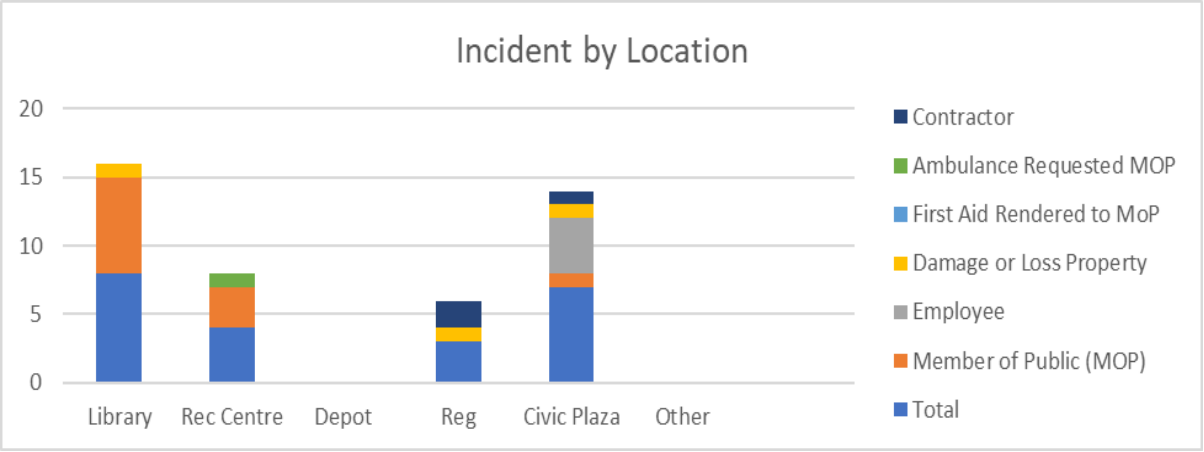
Safety

Focus on staff members' safety remained a top priority this quarter. There was a slight increase in reports related to members of public, particularly illnesses. City of Palmerston staff responded appropriately, providing first aid and contacting additional assistance as needed. Most reports arose from disruptive behaviours of members of the public, particularly in the library and recreation centre. City of Palmerston remains committed to prioritising employee well-being and supporting initiatives that foster a safe work

environment, and as a consequence appropriate support is provided to employees witnessing and assisting in these incidents.



Incident comparison by month and year 2024



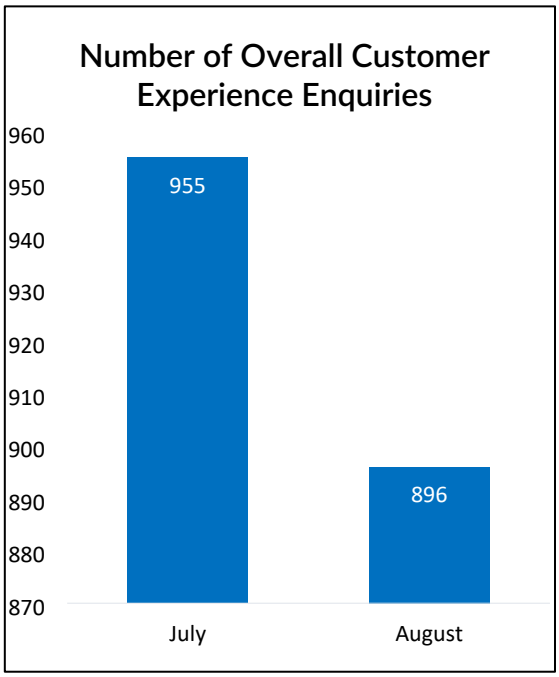
Incident by location 2024 (July to September)

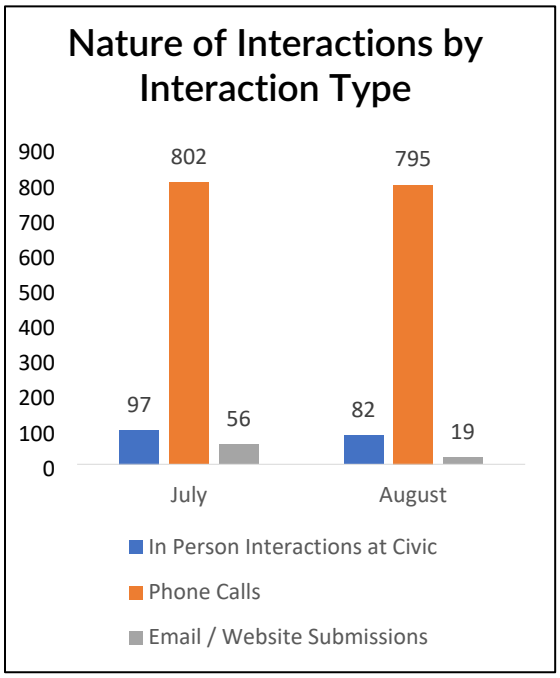
Governance
Community is at the centre

Our Customer Experience

Customer Interactions

There were a total of 1851 customer interactions in July and August. Full September information was not available due at the time of reporting, however 1237 payments were reported.

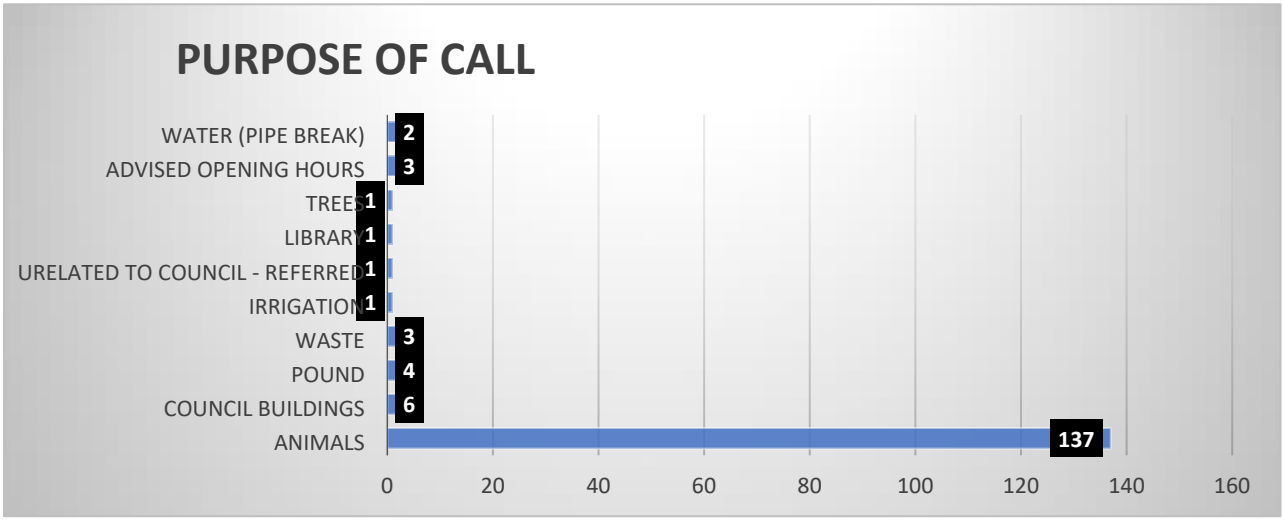


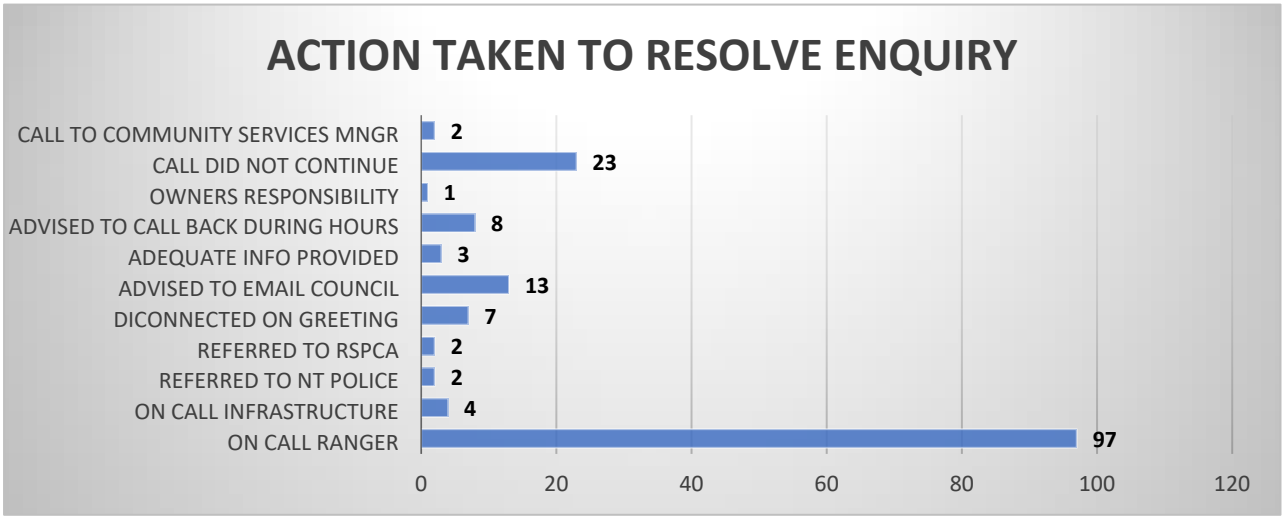


As with previous quarters, interactions via phone are the most common City of Palmerston has with residents and customers. There was an increase in customer queries in July, which could be attributed the start of the new financial year which brings enquiries for previous rates notices for residents to use for tax purposes, and the fact that 1 July saw the implementation of the updated Animal By-Laws, including cat management.

Afterhours Calls

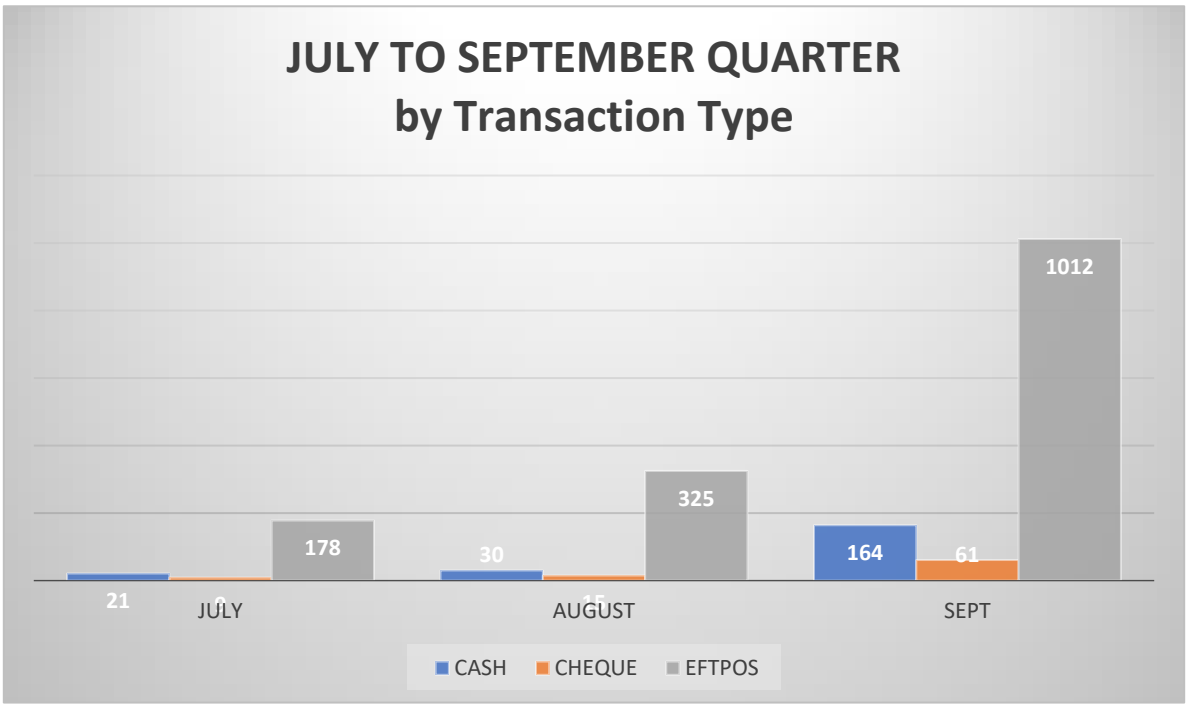
There was a total of 181 After Hours Calls from July to September 2024. July saw the highest number of calls in this quarter, with a decrease in August, and again in September. As with previous quarters, the majority of calls were animal enquiries, and this resulted in the highest being calls to the on-call Ranger.



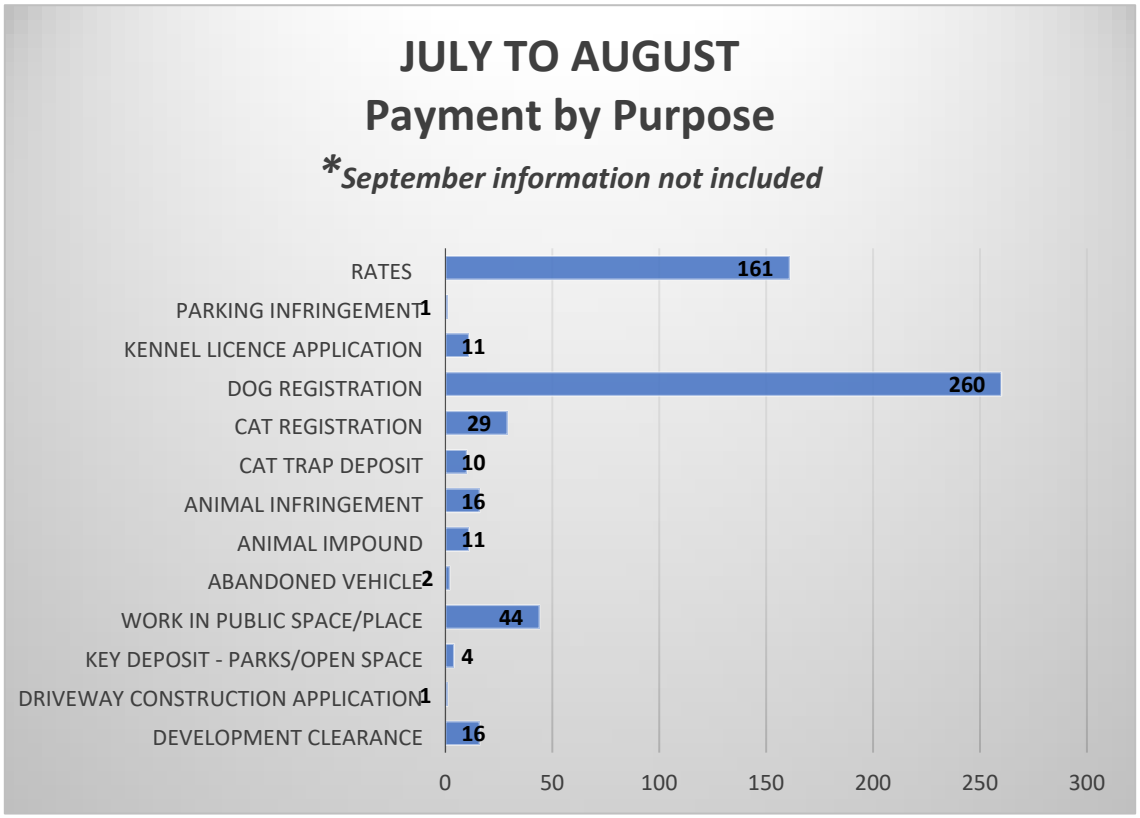


Payments

This quarter saw 1815 payments taken, with 208 payments in July, 370 in August and 1237 in September. The majority (1515) of these were EFTPOS payments, followed by 215 cash payments, and 85 cheque payments.



The majority of the payments for the reporting period were for dog registrations and rates, both due on September 30.



Community Engagement

There was a total of five (5) community engagements conducted during the quarter. These included:

- Community Satisfaction Survey – this was open from 24 July to 14 August 2024. The survey was promoted via social media, website, public displays (externally conducted).
- Laneway Management Policy Review 2024 - This was open from 3 July to 31 July 2024. It was promoted via social media, signage at laneway locations, direct letters to residents, website and survey.
- Community Engagement Policy –Consultation was open from 31 July to 28 August 2024 and promoted via social media, website and feedback forms, public activations, one-on-one meetings with industry stakeholders/professionals.
- Zuccoli Pump Track and Walking Trails. Community engagement was open from 31 July to 24 August 2024 in conjunction with the tender. It was promoted via social media, website and feedback forms.
- Playground Refurbishment for Marlow Lagoon and Sanctuary Lakes – Currently open, running from 15 September to 6 October and has been promoted via social media, website with survey, outdoor signage and public activations.

Public Relations/Media

During the quarter, City of Palmerston actively engaged with the media, with a total of nine

(9) media releases published. These releases covered a diverse range of topics, including Animal Management By-Laws, Reconciliation Action Plan, Australia Day nominations, free parking in Palmerston, Pre-Cyclone Clean Up, CEO resignation, Palmerston community satisfaction survey, our library's recognition as dementia-friendly, and Palmerston's Great Spring Clean Up.

City of Palmerston's media interactions extended across various platforms, including television, radio, newspapers, newsletters, and online news sources, totaling 45 interactions. Specifically, there were three (3) TV appearances, eight newspaper features, four (4) online news presence and 30 radio engagements, which included Council's regular radio interviews.

Social Media

City of Palmerston has three (3) social media accounts of which the Marketing and Communications team manages two (2): City of Palmerston and Palmerston Youth Festival. The dedicated social media pages for the Palmerston Youth Festival are strategically utilised leading up to and during the festival to prevent oversaturation on the primary channels while ensuring diverse messaging.

Facebook

City of Palmerston's Facebook page experienced a follower increase of 1.3%, continuing a trend of steady growth across all previous reporting periods. The months of July and August were particularly active due to multiple events and programs, resulting in notable rises in key metrics reach by 48%, paid reach by 47%, page visits by 24% and posts by 41.82%

Although there was a decrease in the number of published stories (from 13 to 6), this did not negatively affect reach or engagement levels.

The top-performing organic post for this account during this quarter was the announcement of

Palmerston's parking meters being removed and remaining free. This post achieved the highest reach and engagement metrics for 2024 to date. The public's interest in this topic suggests that aligning social media content with relevant community issues can enhance engagement.

Metrics	April – June	July – September	% change
Followers	18,502	18,749	1.33
Reach	112,248	166,681	48.49
Paid reach	76,014	111,584	46.79
Page visits	18,696	23,186	24.2
Posts	55	78	41.52
Stories	13	6	-53.85

Top 5 Performing Organic Posts

Content topic	Reach	Impressions	Engagement	Likes and reactions	Comments	Shares
Free parking in Palmerston	40,366	43,155	4,322	936	150	59
Pre-cyclone clean up	13,429	14,199	1,061	159	60	111
Marlow Lagoon and Sanctuary Lakes playground refurbishment	10,088	10,088	2,041	121	97	18
Free native plant give away at Brekkie in the Park	9,054	9,746	1,587	165	85	23
September Brekkie in the Park promotion	8,849	8,664	1,173	108	47	24

Instagram

The Instagram account for City of Palmerston saw a 2.8% increase in followers this quarter, consistent with previous growth trends. Reach improved by over 5%, likely correlated with a 65% increase in stories published. However, page visits decreased by approximately 11%, which is often linked to lower published posts.

Metrics	April - June	July - September	% change
Followers	2,211	2,273	2.8
Reach	13,828	14,570	5.37
Page visits	740	659	-10.95
Posts	33	32	-3.03
Stories	32	53	65.63
Reels	1	2	100

LinkedIn

City of Palmerston's LinkedIn page continued to demonstrate growth with a 4% increase in followers. The volume of posts increased which directly correlates with an increase in impressions (the number of times the content was displayed). Although the engagement rate decreased slightly, it remains relatively high for a council account.

Metrics	April - June	July - September	% change
Followers	2,533	2,642	4.3
Impressions	10,821	15,262	41.04
Posts	11	14	27.27
Engagement rate	12.09%	10.33%	-1.76

City of Palmerston Social Media Campaigns (Paid Advertisements)

In the July to September quarter, City of Palmerston invested $1,363.06 across ten campaigns targeting residents in Palmerston and surrounding areas. The cost per result for each campaign ranged from $0.17 to $4.34, indicating a strong return on investment. Each month our 'What's On Campaign' showcases what City of Palmerston is providing and doing around Palmerston, with a heavy spotlight on events. This 'always-on' approach has been a successful marketing tactic with effective reach and better return on spend.

Campaign	Impressions	Total Reach	Cost
July What's On	96,039	57,554	$200
Darwin Festival in Palmerston	51,560	35,264	$100
For the love of pets	152,389	73,237	$350
Reboot Your Loot – stallholders (boost)	3,439	3,058	$19.99
Theatrical Nights	23,648	10,631	$85.22
August What's On	92,156	46,132	$200
Aquafest (boost)	16,524	5,425	$100
September What's On	84,644	47,164	$200
Palmerston's Great Spring Clean Up	11,222	5,538	$80.14
Animal registration	13,171	7,388	$56.16

Palmerston Youth Festival Social Media

Palmerston Youth Festival's Facebook and Instagram platforms were heavily utilised in the lead-up to and throughout the festival, resulting in significant increases across insights. Facebook saw over 4% growth in followers, more than 100% increase in page visits and more than 35% climb in reach. The data indicates a substantial amount of paid reach, with only four additional posts published compared to the previous quarter, reflecting a focus on paid advertising efforts.

On Instagram, followers increased by 2.8% and saw significant gains in reach and page visits. The increase in published stories was largely attributed to live updates during festival events.

Following the conclusion of the festival, a decrease in engagement metrics is anticipated in the upcoming quarter, as promotion efforts will resume in preparation for the 2025 event.

Palmerston Youth Festival Facebook Results

Metrics	April - June	July - September	% change
Followers	2,713	2840	4.68
Reach	66,567	90,965	36.65
Paid reach	61,174	83,028	35.72
Page visits	2,750	5,543	101.56
Posts	10	14	40
Stories	4	0	-100

Palmerston Youth Festival Instagram Results

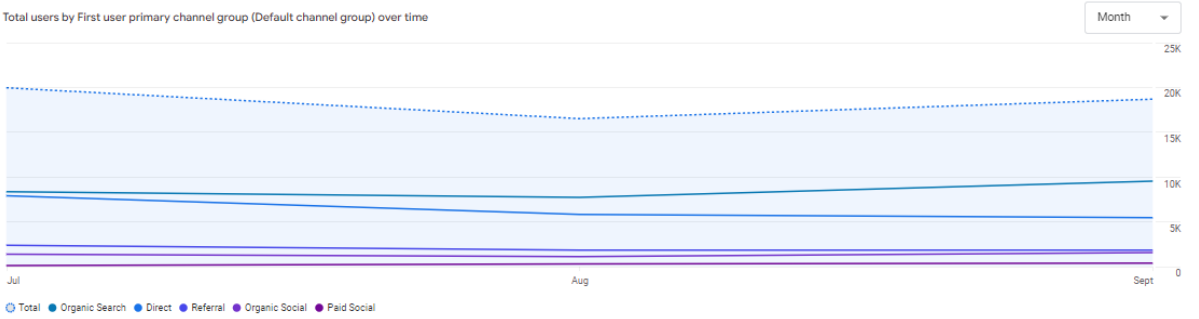
Metrics	April - June	July - September	% change
Followers	891	916	2.80
Reach	19,437	26,955	38.67
Paid reach	18,297	24,750	35.26
Page visits	230	718	212.17
Posts	7	11	57.14
Stories	5	65	1200
Reels	0	3	

Website

Website visitation saw a spike in the last quarter, which is to be expected given the time of year and the types of targeted marketing campaigns driving traffic to the website. The graph below sees only a small dip in August from July to September, however visitation remains consistent over the past 3 months with spikes in the beginning of July from our events campaign (and Palmerston Youth Festival), with a couple of spikes in late August/September which could be directly related to rate notices and pet registrations.

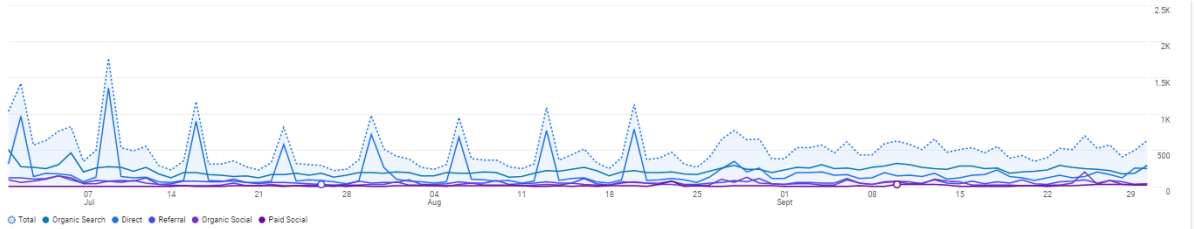
Metrics	April – June	July - September	% change
New Users	41,082	46,925	13.56
Engaged Sessions*	29,725	39,404	24.56
Engagement rate	43.25%	47.79	4.54
Engagement time	47s	35s	-12s
Event count	367,659	465,229	20.97

*Engaged sessions are the number of sessions that lasted longer than 10 seconds, or had a key event, or had two (2) or more screen or page views



New users to site between 1 July – 30 September 2024

The below graph is the same as above, however lists the channel group from how people arrived on our website. Organic search continues to be the main primary channel group with direct URLs, referrals and organic social posts in the top five (5). This is consistent with previous quarters. This identifies the importance of leveraging from these channel groups such as improving search engine optimisation, including direct links in all marketing where possible (via QR codes and e-newsletters) and continuing with engaging social media organic content.



Search...

Rows per page: 10 1-10 of 10

	First user prim...channel group)	Total users	New users	Returning users	Average engagement time per active user	Engaged sessions per active user	Event count All events	Key events All events	User key event rate All events
	Total	51,673 100% of total	46,925 100% of total	11,152 100% of total	57s Avg 0%	0.78 Avg 0%	465,870 100% of total	15,736.00 100% of total	6.9% Avg 0%
1	Organic Search	23,292	20,115	8,030	1m 25s	1.11	264,750	9,161.00	10.8%
2	Direct	18,392	17,228	2,251	42s	0.55	147,388	5,222.00	3.54%
3	Referral	5,654	5,290	583	19s	0.30	30,541	399.00	1.99%
4	Organic Social	3,802	3,569	309	24s	0.47	19,977	936.00	7.54%
5	Paid Social	716	704	27	15s	0.27	3,022	14.00	0.84%
6	Organic Video	11	9	3	1m 03s	0.64	92	2.00	9.09%

Users by primary channel group 1 July – 30 September 2024

Top five (5) pages viewed on the website included the home page, online payments, Palmerston Youth Festival, Search and Cyclone preparation. It is expected, given the time of year, that online payments and cyclone information is accessed more given rates, pet registration and the Pre-cyclone clean up took place. Animal Management information was accessed which correlates with an increase in marketing and general communications, and Council's Pound page and Careers page both received high visitation, consistent with previous quarters and the same period from the previous year.

CONSULTATION AND MARKETING

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

- Marketing and Communications Manager
- Marketing and Communications Lead
- Marketing and Communications Support Officer
- City Activation Manager
- City Activation Officer
- Economic Development Lead
- Events Officer
- People and Customer Manager
- Human Resources Lead
- Health, Safety and Wellbeing Coordinator
- Recruitment and Training Advisor
- Customer Experience Coordinator

POLICY IMPLICATIONS

There are no policy implications relating to this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

3. Economic Development
   Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
4. Inclusion, Diversity and Access
   Failure to balance meeting needs of Palmerston's cultural mosaic
6. Governance
   Failure to effectively govern.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Major Capital Projects Update - October 2024
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Manager Projects and Infrastructure Services, Karl Hell
APPROVER:	General Manager of Infrastructure, Nadine Nilon

COMMUNITY PLAN

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

PURPOSE

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

KEY MESSAGES

- Council has several major capital projects underway that have a planned, or contracted value, greater than $1 million.
- The following projects have updates included as attachments of this report:
  - Driver Community Centre
  - Archer Waste Management Facility Upgrade
  - Zuccoli Community Hub – Future Stages
  - Enterprise Resource Planning Project (ERP)
- Updates on other relevant projects additional to those listed are also included within this report with updates, these include:
  - Playground Renewals
  - Road Reseal and Reconstruction Programs
  - Tree Replacement Program
  - Dark Spot Lighting Upgrade Program
  - FiberSense
- Capital projects and programs occurring with a value less than $1 million are updated within the infrastructure Directorate quarterly reports, and relevant financial reporting.

RECOMMENDATION

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

BACKGROUND

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

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

projects underway, with values of over $1 million each, a monthly update report is prepared to provide Council with regular updates on these significant projects.

DISCUSSION

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

- Driver Community Centre **Attachment 13.2.2.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.2.2**
- Zuccoli Community Hub **Attachment 13.2.2.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.2.4**

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

Playground Renewals

The tender has been awarded to replace the Sanctuary Lakes Playground and Marlow Lagoon Junior Playground. The total cost of both projects is in the order of $1.1m. The final design is currently being finalised following community consultation which is being presented to Council at the Second Ordinary Council Meeting in October. Works will be completed early in 2025, when site access is available following the wet season.

Tom Price Park replacement is underway, with works having commenced on site and to be finalised when the new swing set is delivered. Completion is scheduled for early November. As this project is occurring due to vandalism, the cost of replacement will be mostly covered by insurance.

Road Reseal and Reconstruction Programs

Road reseal works have commenced with the following roads scheduled to be resurfaced in October 2024, with a total cost in the order of $150,000.

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

This year's program identifies 37 roads for treatment, with four (4) to be completed in October and the remaining 33 by May 2025. The overall budget for the programmed works totals $1.9 million.

Tree Replacement Program

A tender has been advertised and closed for a panel contract for five (5) years for the installation, establishment and maintenance of new trees across the municipality. 2000 trees have been procured for installation in two (2) planting events. One event is to commence in October/November to align with the onset of the wet season rains, and the second is to occur in March 2025 (when soil moisture is still high).

Proposed locations for planting include;

- Tracy Park
- Lockwood Drain
- Sirius Park
- Gunter Drain
- Wood Drain
- Sibbald Drain
- Woodroffe Drain
- Hobart Park
- Gordon Stott Park

Dark Spot Lighting Upgrade Program

A period contractor has been engaged to undertake public lighting upgrade projects. Works have commenced at the locations listed below, with completion scheduled for October 2024. The total cost of the works underway is in the order of $200,000.

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

Stockwhip Drive is the next project to commence with an estimated cost of $200,000. The design has been completed and is under review. Works are anticipated to commence in early 2025.

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 Digital City system is under development, with the first phase relating to traffic counts and congestion in a testing phase of its deployment, with the schedule to go 'live' this financial year. Future phases are being road-mapped and will include pedestrians and parking.

CONSULTATION AND MARKETING

Consultation occurs as relevant to each project and its status.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

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

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Driver Community Resource Centre [**13.2.2.1** - 3 pages]
2. Archer Waste Management Facility Upgrade Council Update [**13.2.2.2** - 2 pages]
3. Zuccoli Community Hub [**13.2.2.3** - 2 pages]

4. Enterprise Resource Planning Project (ER P) [**13.2.2.4** - 1 page]

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DRIVER COMMUNITY CENTRE

October 2024 Update

Project Overview

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

Estimated Construction Budget: $3.0 million

Funding Source(s):
- Design - City of Palmerston - $250,000
- Construction – $2.5 million of grant funding (if received)

Anticipated Completion Date:
- 100% Design – October 2024
- Building permit – November 2024
- Construction – To be determined once funding has been finalised.

Contractor: Design - GHD Woodhead

Status Update

Percentage Complete: 95% Design

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

Cost to complete (design): $33,835

Works to Date Summary:

The final detailed design was issued at the end of September 2024 with the final review being undertaken. The Building Permit and Quantity Surveyor cost estimate report is due to be issued November 2024, which will complete the design package. The cost for the project, including contingencies, based on the preliminary design was estimated at $3 million.

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

Room	Usable area	Storage area	Occupancy
Pod 1	71	10	20
Pod 2	80	9	30
Pod 3	111	6	50
General storage	N/A	14	N/A
Kitchen facilities	13	N/A	N/A

Upcoming Works:

Detailed design review to be completed and the building permit and cost report to be issued this month. This will complete the construction documentation package and will provide for the future Public Tender Package.

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DRIVER COMMUNITY CENTRE

October 2024 Update

Project Risks:

The construction of project is dependent on funding and CoP are seeking $2.5 million in 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. The Building Permit is relatively low cost and is able to be extended if required.

Visualisations:



Entrance



Internal

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DRIVER COMMUNITY CENTRE

October 2024 Update



Site Layout

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ARCHER WASTE MANAGEMENT FACILITY UPGRADE

October 2024 Update

Project Overview

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

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

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

Funding Source(s):
- City of Palmerston - $1,192,508
- Northern Territory Government – $100,000 (installation of the cardboard compactor)

Anticipated Completion Date(s):
- Gatehouse Relocation – Completed June 2024
- Cardboard Compactor installation and commissioning – December 2024
- Recycling area – January 2025

Status Update

The tender for the design and construction of the recycling area, including the carboard compactor has closed with award anticipated October 2024.

Following award, the timing for the construction of the recycling area, including cardboard compactor, will be confirmed. Construction commencing at the start of the wet season is a risk that may impact timing of completion.

Upcoming Works:
- Award of the Contract for the design (finalisation) and construction of the recycling area and installation of carboard compactor.
- Progress and completion of detailed design for transfer facility.
- Review and update of AWMF Upgrade Communications Strategy based on project staging.

Project Risks:

The complexity of the site and availability of design consultants and internal resources to progress the project has led to delays. Cost escalation presents as a project risk, and this is being managed through design and scope review.

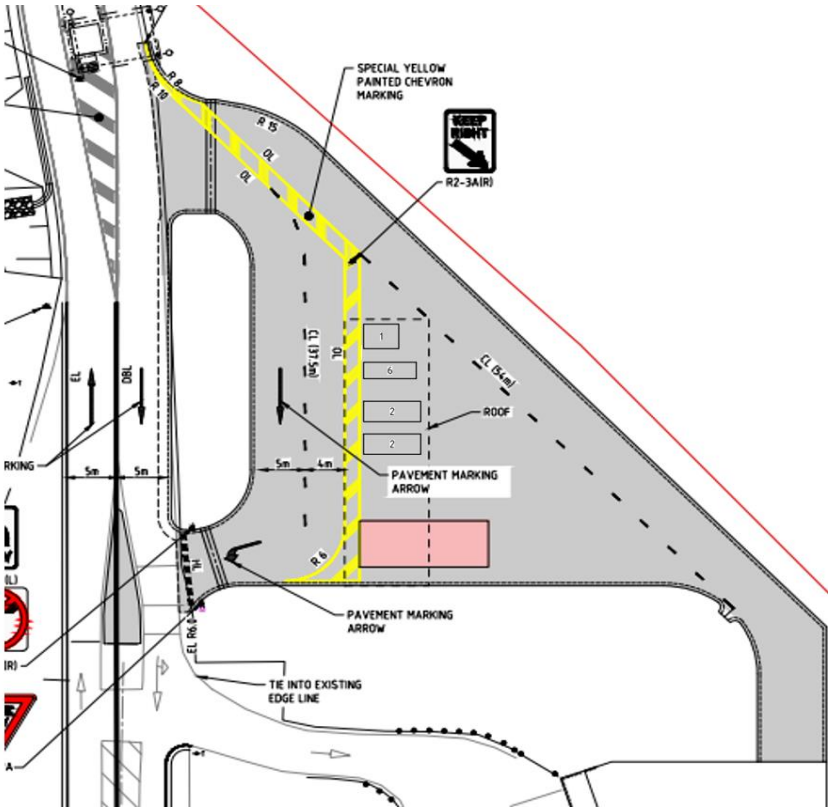
The AWMF is highly utilised by the City of Palmerston residents and community engagement and consultation is critical to project success. There is a potential risk of community dissatisfaction during the project construction phase. This is being mitigated through the establishment of a temporary waste transfer facility during construction and the implementation of the project communication strategy.

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ARCHER WASTE MANAGEMENT FACILITY UPGRADE

October 2024 Update



Recycling Area Site Layout

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ZUCCOLI COMMUNITY HUB

October 2024 Update

Project Overview

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

Stage 2 – Pump Track & Sensory Trail

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

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

Anticipated Completion Date:
- Stage 2 – 2025

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

Status Update

Works to Date Summary:

Stage 2 works consists of the pump track, the sensory walking path, shade structures, BBQ facilities and associated civil works. The tender assessment has been completed; however, the tender was not awarded as no viable submissions were received.

Upcoming Works:

A revised project staging plan is being developed to facilitate a revised tender package/s that will enable the project to be delivered. The options being evaluated include:
- Separating the project elements to allow for staging. This will allow for construction to start while other elements are being designed, such as the sensory trail using existing contractors.
- Undertake the design of the Pump Track. The design will be used to infirm the construction tender package. This will provide certainty and reduce risk to potential contractors. While the design is being undertaken construction other elements can commence with appropriate planning and scheduling.
- Undertake the site civil, pathway, sensory walking trail, shade and BBQ facilities as a separate package. The site civil design has been completed and this can inform the tender package for the works.

Project Risks:

The allocated budgets are based on concept designs and high-level estimates. The tenders will inform the final cost requirements and where required, additional funds may be sought, or alternative staging of activities will be determined.

The Civil Engineering sector is capacity and resource constrained due to significant defence and public works projects. These factors limit market competition and present as a risk to engaging suitable contractors.

ZUCCOLI COMMUNITY HUB

October 2024 Update

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Staging Plan

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ENTERPRISE RESOURCE PLANNING PROJECT

October 2024 Update

Project Overview

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

Project Budget: $2 million (over three [3] financial years)

Funding Source(s): City of Palmerston

Completion Date: 2026

Contractor: Project Management Support - Information Professionals Group (IPG)

Status Update

Percentage Complete: 20%

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

Works to Date Summary:

CoP currently uses several systems to meet its core operational requirements, some of which have partial integration, and most operate independently. While the systems are updated regularly and meet compliance requirements, the limited integration impacts business processes. A specialist consulting group was engaged to lead the project's delivery, including gap analysis review, project planning, tender documentation, and change management coordination. An internal Project Control Group (PCG) has been established to oversee the project, including resourcing requirements. A Probity Auditor has also been engaged to commence reviewing tender documentation.

The Project Management Plan was approved in June 2024, along with the initial Communications Plan. A Business Case has been drafted, which includes an options benefit-cost analysis to inform the next stages of the project, including tender documentation.

Engagement with the Probity Auditor and the Procurement Team has commenced.

As part of the tender documentation, Non-Functional Requirements and about 55% of Functional Requirements have been defined and agreed with Subject Matter Experts (SMEs). The remaining Functional Requirements, plus Business and Transition Requirements are drafted.

Upcoming Works:
PCG approval of the Business Case is planned for October. The project team are working on defining and confirming the remaining functional requirements with SMEs. All other requirements are being scheduled for confirmation with SMEs and stakeholders.

The Procurement Plan is scheduled to be reviewed and approved by the Tender Evaluation Panel in November with all tender documents, including requirements are aimed at being ready for review by the Tender Evaluation Panel prior to Christmas. T

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

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Community Benefit Scheme - September Update
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Community Development Officer, Kate Townsend
APPROVER:	General Manager Community, Konrad Seidl

COMMUNITY PLAN

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

PURPOSE

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

KEY MESSAGES

- City of Palmerston is 'A Place for People', and the Community Benefit Scheme demonstrates Council's commitment toward enhancing social wellbeing and cohesion, developing the capability of community groups, and building connectivity within the community.
- City of Palmerston provides funding through the Community Benefit Scheme to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.
- The 2024/25 Community Benefit Scheme allocated $230,000 to benefit the community.
- At the end of September, $171,300 has been expended with $58,700 remaining for projects and activities which benefit the Palmerston Community in 2024/25.

RECOMMENDATION

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

BACKGROUND

City of Palmerston (CoP) provides funding through the Community Benefit Scheme (CBS) to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community. The funding supports programs that enhance social wellbeing, and cohesion by developing the capability of community groups and building community connection and a sense of belonging.

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

DISCUSSION

In September 2024, twenty (20) projects or activities were funded by City of Palmerston (CoP) through the Community Benefit Scheme (CBS). A detailed list of all funds expended is included in **Attachment 13.2.3.1**.

Sponsorship

One Sponsorship Agreement was awarded in September 2024 to the Planning Institute of Australia for their Awards Planning Event. They received a Silver Package sponsorship to the value of $1,000.

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

Grants

Two (2) Community Grants were awarded in September 2024 to the following organisations:

- Arafura Music Collective, Connecting Communities through Music $6,900
- Top End Mental Health Consumers Organisation Inc (TEMHCO), Open Art Exhibition $2,000.

This financial year, City of Palmerston has supported five (5) Community Grants to the total value of $14,800.

Individual Representation Support

14 Individual Representation Support (IRS) Grants were awarded in September 2024 under the CEO's delegation to a total value of $3,500.

This financial year, City of Palmerston has supported 55 Individual Representation Support grants, and one Team Support Grant to the total value of $15,000.

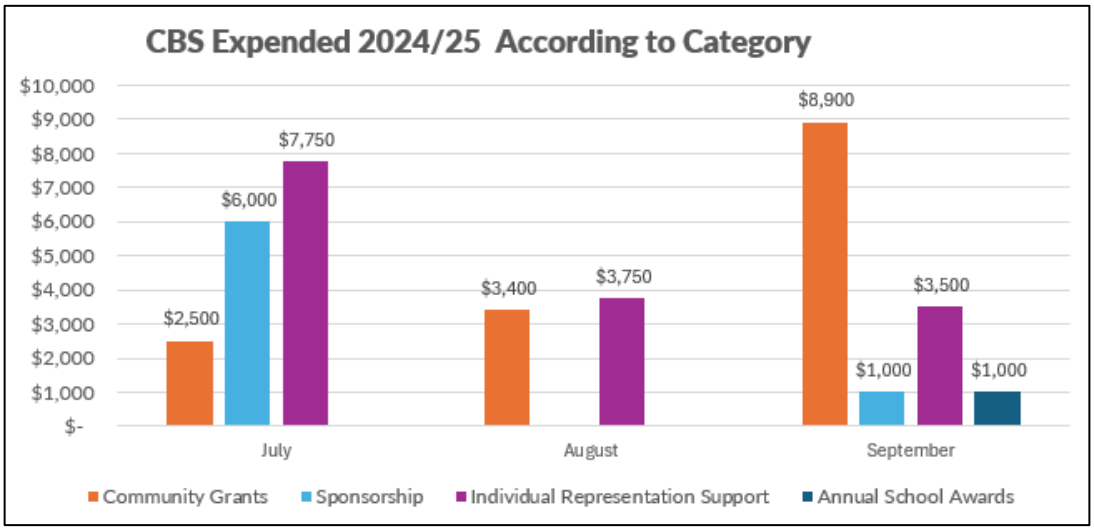
Annual School Awards

10 Annual School Awards Donations were made in September 2024.

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

Environmental Initiative Grants

No Environmental Initiative Grants were awarded in September 2024.



Multiyear Sponsorship Agreements

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

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

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

CONSULTATION AND MARKETING

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

POLICY IMPLICATIONS

Council Policy - *Grants, Donations and Sponsorships* provides governance for the Community Benefit Scheme. Section 4.9.5 of this policy requires a report detailing decisions made regarding Community Benefit Scheme funding requests to be tabled at the Council meeting each month.

BUDGET AND RESOURCE IMPLICATIONS

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

In total $171,300 has been expended for grants, donations and sponsorship with $58,700 remaining for projects and initiatives which benefit the Palmerston Community.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Council is responsible for the efficient and sustainable management of the Community Benefit Scheme budget. Funding activities or items that are not seen to be benefitting the Palmerston Community may erode trust in Council and its processes. Council mitigates this risk by following the policy relating to eligibility criteria as outlined in its Policy *Grants, Donations, and Sponsorships.*

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance

   Failure to effectively govern.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Grants Donations and Sponsorship Recipients September 2024 [**13.2.3.1** - 6 pages]

Grants, Donations and Sponsorship Recipients
September 2024.

Date	Name	Activity	Type	Amount
Community Grants				
31/7/2024	Heartkids LTD	Two Feet and a Heartbeat Walk	Grant	$500
31/7/2024	Tamil Society	Indian Music Night	Grant	$2000
20/8/2024	Korean Association	Korean Thanksgiving	Grant	$3400
17/9/2024	Arafura Music Collective	Connecting Community Through Music	Grant	$6,900
23/9/2024	TEMHCO	Open Art Exhibition	Grant	$2,000
			Total	$14,800
Sponsorship				
16/7/2024	Palmerston Cricket Club	Club Sponsorship	Sponsorship	$4000
31/7/2024	Palmerston Raiders RLFC	Home Game Sponsorship	Sponsorship	$2,000
26/9/2024	Planning Institute of Australia	NT Awards for Planning	Sponsorship	$1,000
			Total	$7,000
Multiyear Sponsorship Agreements				
2022/23	Palmerston Rugby Club	Club Sponsorship	Multiyear sponsorship	$5,000
2022/23	Palmerston Netball Association	Club Sponsorship	Multiyear sponsorship	$10,000
2023/24	Riding for the Disabled Top End	Organisation Sponsorship	Multiyear sponsorship	$15,000
2022/23	Rovers Football Club	Club Sponsorship	Multiyear sponsorship	$10,000
2023/24	Northern Sharks NRL Club	Club Sponsorship	Multiyear sponsorship	$10,000
2022/23	Palmerston Saints Hockey	Club Sponsorship	Multiyear sponsorship	$1,500
2024/25	Palmerston & Litchfield Seniors	Organisation Sponsorship	Multiyear sponsorship	$22,000
2023/24	Palmerston Regional Basketball Association	Club Sponsorship	Multiyear sponsorship	$10,000

2022//23	Palmerston Magpies	Club Sponsorship	Multiyear sponsorship	$10,000
2022/23	RSPCA	Event Sponsorship – Million Paws Walk	Multiyear sponsorship	$10,000
2022/23	Palmerston Golf and Country Club	Event Sponsorship	Multiyear sponsorship	$30,000
			Total	$133,500
Individual Representation Support				
July 2024	A.T U'18	Australian Schools Boxing Championships	Individual Representation Support	$250
July 2024	C.J U'18	Junior State Age Netball Championships	Individual Representation Support	$250
July 2024	C.J-W U'18	Southern States Championships	Individual Representation Support	$250
July 2024	C.L U'18	Southern States Championships	Individual Representation Support	$250
July 2024	I.T. U'18	Australian Schools Boxing Championships	Individual Representation Support	$250
July 2024	J.B U'18	Australian Schools Boxing Championships	Individual Representation Support	$250
July 2024	M.L U'18	Southern States Championships	Individual Representation Support	$250
July 2024	N.J-W U'18	Southern States Championships	Individual Representation Support	$250
July 2024	O.L U'18	Southern States Championships	Individual Representation Support	$250
July 2024	R.S U'18	Southern States Championships	Individual Representation Support	$250
July 2024	S.D U'18	Junior State Age Netball Championships	Individual Representation Support	$250
July 2024	X. F U'18	Australian Schools Boxing Championships	Individual Representation Support	$250
July 2024	A.L U'18	Football Team School Sport Australia	Individual Representation Support	$250

July 2024	J.D U'18	National Youth Touch Football Championships	Individual Representation Support	$250
July 2024	C.G-M U'18	Touch Football Championships	Individual Representation Support	$250
July 2024	M.L U'18	Southern States Championships	Individual Representation Support	$250
July 2024	J.E U'18	Southern States Championships	Individual Representation Support	$250
July 2024	Z.M U'18	School Sport Australia Championships	Individual Representation Support	$250
July 2024	H.S U'18	Auscycling Nationals BMX Championships	Individual Representation Support	$250
July 2024	R.C U'18	Southern States Championships	Individual Representation Support	$250
July 2024	C.M U'18	Netball Queensland Junior State Age Championships	Individual Representation Support	$250
July 2024	S.T U'18	Southern States Championships	Individual Representation Support	$250
July 2024	A.C U'18	Southern States Championships	Individual Representation Support	$250
July 2024	H.S U'18	Australian Secondary Schools Rugby League Nationals	Individual Representation Support	$250
July 2024	E.B U'18	Australian Irish Dancing Association's Regional Championships	Individual Representation Support	$250
July 2024	T.B U'18	Australian Irish Dancing Association's Regional Championships	Individual Representation Support	$250
July 2024	P.T U'18	Basketball Championships	Individual Representation Support	$250
July 2024	M.K U'18	Australian Schools Sports Rugby League	Individual Representation Support	$250
August 2024	K.A U'18	School Sport Australia Championships	Individual Representation Support	$250

August 2024	T.W U'18	Singa Cup 2024	Individual Representation Support	$250
August 2024	M.P U'18	SSA AFL	Individual Representation Support	$250
August 2024	C.S U'18	SSA Netball	Individual Representation Support	$250
August 2024	S.C U'18	SSA Cricket	Individual Representation Support	$250
August 2024	S.C U'18	SSA Netball	Individual Representation Support	$250
August 2024	R.C U'18	Ironman World Championships	Individual Representation Support	$250
August 2024	K.S U'18	SSA Cricket	Individual Representation Support	$250
August 2024	S.T U'18	SSA Netball	Individual Representation Support	$250
August 2024	K.B U'18	Hockey Australia National Championships	Individual Representation Support	$250
August 2024	X.G U'18	National Hockey Championships	Individual Representation Support	$250
August 2024	I.B U'18	Premier Football	Individual Representation Support	$250
August 2024	J.C U'18	Rugby League	Individual Representation Support	$250
August 2024	NT Christian Schools	Hydrogen Grand Prix	Team Representation Support	$1250
September 2024	N.D U'18	Track and Field	Individual Representation Support	$250
September 2024	S.D	Lawn Bowls	Individual Representation Support	$250
September 2024	X.R	Soccer	Individual Representation Support	$250
September 2024	M.M	Lawn Bowls	Individual Representation Support	$250

September 2024	A.H	Basketball	Individual Representation Support	$250
September 2024	A.W	Lawn Bowls	Individual Representation Support	$250
September 2024	G.M	Volleyball NT Titles	Individual Representation Support	$250
September 2024	M.W	Premier Invitational Football Tournament	Individual Representation Support	$250
September 2024	F.G	Australian Junior Motorcross	Individual Representation Support	$250
September 2024	A.R	Tassel Trophy Challenge	Individual Representation Support	$250
September 2024	A.R.S	U14 National Hockey Championships	Individual Representation Support	$250
September 2024	N.P	U12 School Sport Australia Cricket	Individual Representation Support	$250
September 2024	C.H	Australia All Schools Athletics	Individual Representation Support	$250
September 2024	R.H	Aust All School Athletics	Individual Representation Support	$250
			Total	15,000
Annual School Awards				
September 2024		Driver Primary School	Annual School Award	$100
September 2024		Durack Primary School	Annual School Award	$100
September 2024		Forrest Parade School	Annual School Award	$100
September 2024		Good Shepherd Lutheran College	Annual School Award	$100
September 2024		Gray Primary School	Annual School Award	$100
September 2024		Moulden Park Primary School	Annual School Award	$100
September 2024		Palmerston College 7-9	Annual School Award	$100
September 2024		Palmerston College 10-12	Annual School Award	$100
September 2024		Rosebery Primary School	Annual School Award	$100

September 2024		Palmerston Christian College	Annual School Award	$100
			Total	$1000
Community Benefit Scheme				$171,300
Environment Initiatives				$ 0
Total				$171,300
Amount Remaining CBS				$58,700
Amount Remaining Environmental Initiatives				$20,000

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Reconciliation Action Plan Update
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Manager People & Customer, Emma Blight
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This report provides Council with an update on City of Palmerston's Reconciliation Action Plan.

KEY MESSAGES

- A Reconciliation Action Plan will support City of Palmerston to sustainably and strategically take meaningful action to advance reconciliation.
- A Reconciliation Action Plan will be a supplementary plan to City of Palmerston's Inclusive, Diverse and Accessible Policy Framework and will impact on the way we operate in our community as well as how we work internally.
- City of Palmerston has registered to develop it's very first Reconciliation Action Plan with Reconciliation Australia.
- The RAP will be the first level, Reflect, which is designed to build strong foundations to assist in engaging in reconciliation in a meaningful way.
- Expressions of interest to join City of Palmerston's Reconciliation Action Plan Working Group were published on 9 July. This was advertised on social media platforms, the NT News and City of Palmerston's website as well as key external stakeholders contacted.
- Fourteen (14) Expressions of Interest were received comprising five (5) externals candidates and nine (9) staff members.
- A recommendation was made to the Chief Executive Officer to appoint six (6) staff members and one Community member to the Reconciliation Action Plan Working Group.
- Not all positions were able to be filled based on the current Terms of Reference requirements for membership.
- Once acceptance from all RAP members has been received, the first meeting will be set for November 2024 with a ceremony to mark the occasion. It will include a Welcome to Country by a Traditional Owner, Mayor and Elected Members, and Reconciliation Australia delegate.
- The unfilled RWG roles will remain open and will continue to be advertised and, if after further attempts to attract RWG members by 1 December 2024 the membership is not full, a further report will be provided to Council recommending amending the Terms of Reference to increase flexibility.

RECOMMENDATION

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

BACKGROUND

In Palmerston, 13% of residents identify as having Aboriginal or Torres Strait Islander background. Development and implementation of a Reconciliation Action Plan (RAP) will support City of Palmerston to sustainably and strategically take meaningful action to advance reconciliation. Identified as a supplementary plan to the City of Palmerston Inclusive, Diverse and Accessible Policy Framework, a RAP will further demonstrate our commitment to the objectives of our Community Plan. Over time and as our reconciliation journey progresses, it will transform good intentions into measurable actions that support Aboriginal and Torres Strait Islander people to achieve equality in all aspects of life, which will benefit the whole community.

Once finalised, City of Palmerston's RAP will become a public document and will be published on Reconciliation Australia's (RA) website. RA is considered the lead body for reconciliation in Australia. RA recommend a Working Group is established with the *Reflect* level of RAP, which is what City of Palmerston is working towards.

At the second Ordinary meeting of June 2024, Council endorsed the Reconciliation Action Plan Working Group Terms of reference:

> *13.1.10 Reconciliation Action Plan Update*
>
> *Moved: Councillor Eveleigh*
> *Seconded: Councillor Henderson*
>
> 1. *THAT Report entitled Reconciliation Action Plan Update be received and noted.*
>
> 2. *THAT Council endorses the Reconciliation Action Plan Working Group Terms of Reference provided at **Attachment 13.1.10.1** to Report entitled Reconciliation Action Plan Update.*
>
> *CARRIED 10/1397 – 18/06/2024*

DISCUSSION

Expressions of interest to join City of Palmerston's Reconciliation Action Plan Working Group (RWG) were published on 9 July. This was advertised on social media platforms, the NT News and City of Palmerston's website as well as key external stakeholders contacted.

Per the Approved Terms of Reference (**Attachment 13.2.4.1**), membership is limited to 10 people, comprising six staff, two Palmerston Aboriginal or Torres Strait Islander community members and one Aboriginal and or Torres Strait Islander Palmerston organisation representative. In addition to these roles, the RWG will comprise a RAP Champion from the Executive Leadership Team.

Following five weeks of calling for expressions of interest, nine staff and five members of public expressed interest in joining the RWG. After consideration, six staff from various areas and functions of City of Palmerston were recommended to the CEO. Unfortunately, not all community members expressing interest in the RWG met the criteria set out in the terms of reference, however one did, and they were recommended for approval.

The role of ATSI Palmerston organisation representative remains unfilled at this time, and officers will continue to pursue opportunities with appropriate organisations.

General Manager Community, Konrad Seidl, has expressed interest and been approved by the CEO in the role of RAP Champion and Chair.

Next Steps
Once acceptance from all RAP members has been received, the first meeting will be set for November 2024 with a ceremony to mark the occasion. It will include a Welcome to Country by a traditional Owner, Mayor and Elected Members, and Reconciliation Australia delegate.

The unfilled RWG roles will remain open and will continue to be advertised to ensure the most effective working group supports this important initiative.

If, after further attempts to attract RWG members by 1 December 2024, the membership is not full, a further report will be provided to Council recommending amending the Terms of Reference. The aim of any amendment would be to allow for greater flexibility around eligibility, whilst still representing the Palmerston community and delivering a meaningful RAP.

CONSULTATION AND MARKETING

RWG roles were promoted through a number of public activations including:
- NAIDOC week events at the Library;
- FlicNics; and
- Live at the Lake.

Posters were displayed at all Council facilities, and a media release was sent out on 9 July 2024 with the Mayor doing an interview with ABC on 10 July.

To encourage expressions of interest, consideration towards language and accessibility was considered with the application process. A variety of options were offered to the community including the online form, calling, emailing and visiting the office. We also provided the option to upload a video or voice memo.

Social media posts included the following across Facebook and LinkedIn:

City of Palmerston
2,616 followers
1mo •

Join us in creating our First Reconciliation Action Plan (RAP).

We are excited to officially embark on our very first Reconciliation Action Plan (RAP). This initiative compliments the work that we already do in the space of inclusivity, and continues our efforts to build a community based on respect and shared values.

Positions are open for community and business members to join our RAP working group. We welcome expressions of interest from everyone, especially our Aboriginal and Torres Strait Islander community members.

Inclusivity and collaboration are at the heart of this project. Our RAP working group will share unique perspectives, cultural insights and professional expertise to make a difference.

Interest can be submitted online, via email, letter, phone, or video. Find out more information at bit.ly/3XZ0hI7

Let's create a positive step forward together.



Karl Hell and 13 others 2 reposts

Like Comment Repost

Organic impressions: 763 Impressions Preview results

LinkedIn – 9 July

City of Palmerston
2,616 followers
1mo •

We joined in the celebrations of our First Nations People this morning with a NAIDOC Flame Tree Ceremony.

The morning was all about celebrating our First Nations culture, connection to country and rich tapestry of traditions as part of this year's NAIDOC theme - 'Keep the Fire Burning! Blak, Loud and Proud'.

The event included a Welcome to Country, a Fire and Smoking Ceremony, Traditional Dancers and speeches, as well as Athina Pascoe-Bell and Eva Lawler planting a Flame Tree (Poinciana Tree) in Goyder Square, which was selected for its vibrant red bloom symbolising fire.

NAIDOC Week is an opportunity for all Australians to come together to celebrate the rich history, diverse cultures and achievements of Aboriginal and Torres Strait Islander peoples as the oldest continuing cultures on the planet.

On this note, we're embarking on our very first Reconciliation Action Plan. If you'd like to be part of this, find out more information at bit.ly/3XZ0hI7

This fantastic event was put on in collaboration with Larrakia Nation Aboriginal Corporation and Northern Territory Government.

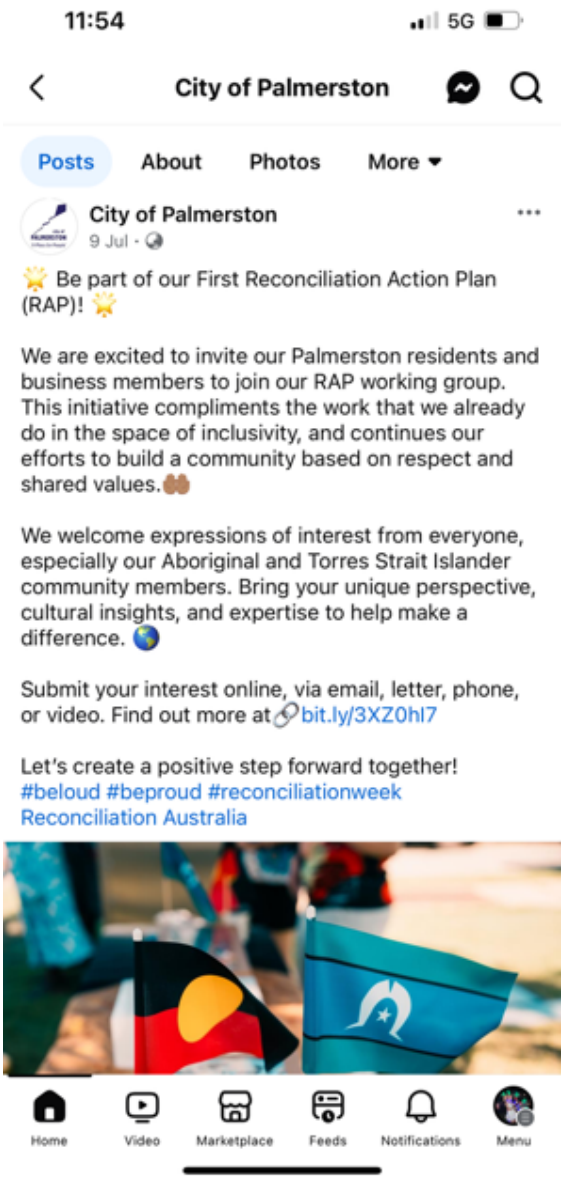


You and 37 others 1 repost

Like Comment Repost

Organic impressions: 1,273 Impressions Preview results

LinkedIn – 10 July



Facebook – 9 July

Facebook saw a reach of 1,721, and total engagements (link clicks, shares, likes, and comments) of 93, with LinkedIn posts providing a total of 356 engagements with three (3) reposts and a total of almost 2,000 impressions. These statistics are slightly below average, however considering the niche topic this is expected. There were other activities and information happening at the same time on our social channels which sometimes affects engagement rates.

Contact was made directly via email to the network of community groups via individual teams to encourage further nominations.

In total, 69 new users landed on the website spending on average about 1 minute on the page. Five (5) external applicants applied via the online form on the website.

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

- People and Customer Manager
- Marketing and Communications Manager

POLICY IMPLICATIONS

A Reconciliation Action Plan was identified as a supplementary plan to the City of Palmerston Inclusive, Diverse and Accessible Policy Framework**.**

BUDGET AND RESOURCE IMPLICATIONS

Further funding and payment for external members and staff has been identified in the 2024/25 operational budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

On registration of a Reconciliation Action Plan, organisations have 12 months to develop a draft Reconciliation Action Plan. A first draft of the RAP is due to Reconciliation Australia in September 2024 in the template provided by them. Reconciliation Australia have been contacted with a request for extension for the draft RAP.

This Report addresses the following City of Palmerston Strategic Risks:

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

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

Inclusive, Diverse and Accessible Policy Framework

A Reconciliation Action Plan was identified as a supplementary plan to the City of Palmerston 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

1. RAP Terms of Reference [**13.2.4.1** - 4 pages]

TERMS OF REFERENCE

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

1 PURPOSE

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

2 COMMITTEE OBJECTIVES

2.1 Develop a RAP within the context of City of Palmerston's core business and in-line with:
- The City of Palmerston Community and Municipal Plans; and
- The City of Palmerston Inclusive, Diverse and Accessible Strategy.

2.2 Establish a collaborative and consultative process for engaging staff across the organisation so that they can provide:
- Ideas for the RAP; and
- Feedback on draft versions.

2.3 Develop a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.

2.4 Regularly liaise with relevant internal and external stakeholders to review progress of the RAP actions including:
- Reporting RAP progress to Council as RAP Sponsor quarterly or more frequently as r required;
- Reporting RAP progress to Reconciliation Australia annually;
- Reporting RAP progress internally;
- Reporting RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
- Reflecting on key learnings in the development of a new RAP.

2.5 Consider RAP implementation issues and consult with relevant staff to find solutions.

2.6 Seek approval from Council for final version of Reconciliation Action Plan.

2.7 Liaise with internal or external designers inform the design of the RAP document.

2.8 Develop a new RAP when the current plan expires.

3 AUTHORITY/DELEGATION

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

3.2 City of Palmerston staff on the RWG are responsible for liaising with all relevant business units to assist in completion and submission of the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

3.3 Once approved by Council the final document will be signed off by the RAP Champion and Chief Executive Officer.

4 MEMBERSHIP AND STRUCTURE

4.1 Membership of the RWG will be limited to ten (10) people.

4.2 Nominations will be open to City of Palmerston staff members, Palmerston residents and Palmerston based organisations who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of City of Palmerston.

4.3 The RWG will comprise a maximum of six (6) staff members who have been nominated for the group. Aboriginal and Torres Strait Islander staff members will be strongly encouraged to nominate.

4.4 The RWG will comprise two (2) Palmerston Aboriginal and or Torres Strait Islander community members and one (1) Aboriginal and or Torres Strait Islander Palmerston organisation representative. These external vacancies will be advertised on the City of Palmerston website and any other media decided by the organisation.

4.5 Nominations will be submitted via email to a designated City of Palmerston email address.

4.6 Final selection will be made by the Chief Executive Officer.

4.7 The RWG will also include a RAP Champion from the Executive Leadership Team.

4.8 The roles of RWG membership and other decision makers internal and external to the RWG are defined as follows:

Member/Decision Maker	Reason for Membership and Role
RWG Members	
Staff that represent a wide range of departments, locations and levels.	• To promote a whole-of-organisation approach to the RAP. • To ensure the RAP does not sit with a single team. • To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments as reconciliation is everyone's responsibility.
Aboriginal and Torres Strait Islander	• To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives.

city of PALMERSTON
A Place for People

TERMS OF REFERENCE

representatives (staff or external)	• To ensure Aboriginal and Torres Strait Islander people are involved in decision-making. • To build a culturally appropriate approach to RAP development, implementation and reporting. • To assist the RWG and organisation work through areas that can be complex or sensitive. • It should be noted that Aboriginal and Torres Strait Islander Staff and RWG members should not be expected to drive the RAP, but rather guide it.
RAP Chair/Co-chairs (may be RAP Champion)	• To coordinate RWG meetings (or their delegate) and take responsibility for holding other members of the group accountable and on track. • To provide a primary contact for other staff, community members, organisations and Reconciliation Australia when they have enquiries about the RAP.
RAP Champion/s	• An Executive Leadership Team member to raise the profile of reconciliation as an organisational priority internally and externally. • To lead by example by actioning the commitments in the RAP.
External to RWG	
Council/RAP Sponsor	• Provide the leadership, guidance and resources to ensure that City of Palmerston's commitment to reconciliation is realised. • Approve RWG Terms of Reference • Approve final version of the Reconciliation Action Plan
CEO/Key decision makers	• To ensure the RWG can resolve roadblocks to RAP implementation.

5 TERMS, VACANCIES AND FEES

5.1 The membership term of the RWG will be until implementation of the current iteration of the RAP. New members will be invited to join as vacancies arise to ensure the group generates new ideas as well as continuity.

5.2 To ensure participation and recognition of contribution, the community members on the RWG will be compensated for their attendance at meetings at the rates identified in the 'Extra Meeting/Activity Allowance' for Elected Members per Determination No. 1 of 2023 as a (noting that these are not Elected Members and meetings will likely be conducted outside normal business hours).

5.3 When meetings are held out of business hours, City of Palmerston staff attendance will be considered as working additional hours and compensated accordingly per the relevant City of Palmerston Enterprise Agreement or Employment Contract.

5.4 A member who fails to attend three consecutive meetings without providing an apology is considered to have resigned from their membership.

5.5 The Terms of Reference and membership profile will be reviewed by the RWG every two years from commencement, or as required.

6 MEETINGS

6.1 The Reconciliation Action Plan Champion (or their delegate) will convene meetings and will distribute business papers no later than three business days prior to a meeting.

6.2 Meetings will be held monthly while the RAP is being developed, and every two months after launch to monitor progress.

6.3 Meetings will require a quorum of half plus one.

6.4 In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

6.5 Meeting minutes will be distributed to members within five working days after a meeting.

7 CONDUCT

7.1. RWG members must declare any real or perceived conflicts of interest when joining the group and at the start of each meeting before discussion of the relevant agenda items.

7.2. Committee members must not speak on behalf of the RWG without the approval of the Chief Executive Officer.

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	Finance and Governance Quarterly Report - July to September 2024
MEETING DATE:	Tuesday 15 October 2024
AUTHOR:	Executive Assistant to General Manager Finance and Governance, Navya Desamala
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 summarises the key activities undertaken by the Finance and Governance Directorate during the July to September 2024 quarter.

KEY MESSAGES

- During the quarter, a total of $8.82 million was paid to vendors, with $7.44 million (79%) paid to local suppliers.
- The 2024-25 rates and charges were levied and revenue of $35.59 million was recognised in August 2024.
- The Early Bird Draw is set on 10 September for ratepayers that pays their rate in full as at 30 September. Two lucky ratepayers will have a chance to win $1,500 each.
- The total number of ratepayers now receiving rates notices digitally is 3710, which reflects 25% of rates notice and improves sustainability.
- Council commenced the reporting on the adoption of its 2024-25 Municipal Plan through the monthly financial reporting cycle.
- The capital projects rolled over into 2024-25 of $5.55 million was adopted on 20 August 2024.
- The revised capital budget as of 30 September 2024 is $16.38 million, as a result of the capital projects roll-over. This capital budget will continue to be assessed and adjusted in the forthcoming budget reviews.
- A number of governance activities occurred during the quarter which included endorsement of four Council Polices six grant acquittals, completion of the Community Satisfaction Survey and a Risk Management and Audit Committee meeting.
- The End of Financial Year (EOFY) audit commenced on 16 September 2024 and is still in progress. The EOFY audit is expected to be completed by 18 October 2024 with the audited General Purpose Financial Report ready to be presented to RMAC on 29 October 2024.
- City of Palmerston's quarterly Wi-Fi report highlights a user range of 3,500-5,000, with a notable increase in usage at SWELL, Gray Hall, Marlow Lagoon Reserve, and Sanctuary Lakes Park

RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report - July to September 2024 be received and noted.

BACKGROUND

Council is provided with a report on key activities undertaken by the Finance and Governance Directorate on a quarterly basis that aligns with the relevant Community Plan outcomes.

DISCUSSION

The Finance and Governance quarterly update identifies the activities undertaken during the quarter that supports the delivery of the Community Plan outcome.

Community Plan Outcome 2: Vibrant Economy – Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

Investment

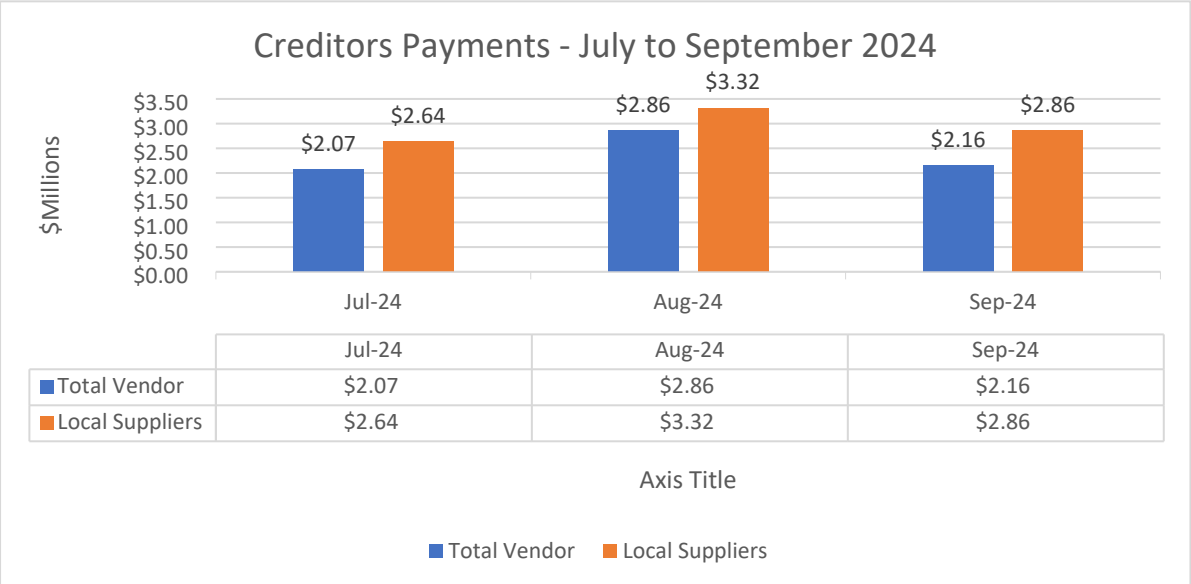
Council's Investment into the City of Palmerston is presented in the Municipal Plan and Long-Term Financial Plan, which was adopted at the 18 June 2024 Council Meeting and is reported to Council through the monthly financial reporting cycle.

The 2024-25 Municipal Plan includes a budget of $10.83 million for capital works for the 2024-25 year which includes the staged delivery of projects including the Zuccoli Community Hub, the Driver Community Hall and the commencement of a Marlow Lagoon Master Plan

The 2024-25 budget is presented as a balanced budget with Council continuing to provide a consistent level of service to our community. The Plan recognises Councils current and future financial capacity to continue delivering quality services, provide facilities and infrastructure while commencing new initiatives and projects to achieve the outcomes in the Community Plan.

Support Local

$8.82 million has been paid to local suppliers between the period 1 July 2024 to 30 September 2024. This total makes up 84% of all creditor payments over the same period which amounted to $7.44 million.



Rates and Charges

The 2024-25 rates and charges were levied and revenue of $35.59 million was recognised in August 2024. The first instalment was due on 30 September and remaining amount due as per the quarterly

instalment. If the first instalment is not paid by 30 September, the whole amount becomes due and payable.

Ratepayers that pay their rates in full by 30 September are eligible for Early Bird Draw. Two lucky ratepayers will have a chance to win $1,500 each. The draw is set on 10 September, and the Mayor has been invited to conduct the draw.

Community Plan Outcome 5: Environmental Sustainability - Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

Electronic Rate Notices

The July to September 2024 quarter recorded an increase of ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3710, which reflects 25 % of rates notices.

Community Plan Outcome 6: Governance - Council is trusted by the community and invest in things that the public value.

2024-25 Capital

The capital projects rolled over in to 2024-25 of $5.55 million was adopted on 20 August 2024. The capital rollover includes $4.1 million of projects associated to grant funds where Council is required to meet obligations and milestones as per the grant agreement, including a level of Council funding contributions. Of these projects $1.65 million is grant funds and the $2.4 million is the tied Council Contribution. A further $1.4 million of projects have significant value to the community and includes the Archer Waste Management Facility Upgrade, Enterprise Resource Planning project and the Driver Community Centre and is being recommended to be rolled over into the 2024-25 financial year.

The Council started the 2024-25 financial year with a capital works program budget of $10.83 million. Following the EOFY process, a net amount of $5.55 million was added to the capital budget, bringing the revised total to $16.38 million as of 30 September 2024. This capital budget will continue to be assessed and adjusted in the forthcoming budget reviews for the 2024-25 financial year.

Grants Management

The following grant reporting requirements were finalised for the quarter:

- Northern Territory Recreational Fishing Grants Scheme 2023/24 – Aeration Devices – Final report and acquittal
- Investing in Our Communities Grant - Hobart Park Amenities – Progress Report 1
- Public Library Funding – Annual Statistical Survey

Procurement – over $100,000

The following public procurement processes were undertaken for projects estimated to be over $100,000 in the July - September quarter:

Procurement	Awarded To	Contract Value	Contract Type	Length of Period Contract	Local Supplier
Footpath Connectivity and Renewal	JLM Contracting Services Pty Ltd	Maximum contract value of $1,925,000.00 inc GST	Schedule of Rates	Period of 2 years	Yes
Public Bin Litter Collection	VTG Waste & Recycling Pty Ltd.	Estimated annual value of $319,642.40 inc GST	Schedule of Rates	Period of 4 years	Yes

Grounds Maintenance	Programmed Property Services Pty Ltd	Estimated annual value of $1,597,381.50	Schedule of Rates	Period of 3 years	Yes
Municipal Landscaping – Palmerston East	Programmed Property Services Pty Ltd	Estimated annual value of $806,770.51 inc GST	Schedule of Rates	Period of 3 years	Yes
Municipal Landscaping – Palmerston West	Sterling NT Pty Ltd	Estimated annual value of $850,856.18 inc GST	Schedule of Rates	Period of 3 years	Yes
Pre-Cyclone Clean Up 2024	VTG Waste & Recycling Pty Ltd	$502,590.00 inc GST	Lump sum and Schedule of Rates	N/A	Yes
Clean and Reline bore - Marlow Lagoon	H2O Pty Ltd	$114,456.10 inc GST	Lump Sum	N/A	Yes
Replacement of Tom Price Park Playground	NT Shade and Canvas Pty Ltd	$75,097.00 inc GST	Lump Sum	N/A	Yes
Accessible Playground – Marlow Lagoon and Sanctuary Lakes	NT Shade and Canvas Pty Ltd	$1,210,000.00 inc GST	Lump Sum	N/A	Yes

The following public procurement activities for projects over $100,000 are in the planning and preparation stage and are scheduled to be released in the next quarter:

- Hobart Park Upgrades Stage 2
- Library and Recreation Centre Security
- Café Repair – Design and Construct

The following public procurement activities for projects over $100,000 are in the assessment stage and are scheduled to be awarded late 2024:

- Civil Works Panel Contract
- Archer Waste Facility Upgrade Stage 2 – Recycle Centre Upgrade
- Tree Planting

The following public procurement activities for projects over $100,000 are currently open for tender or quotation and are scheduled to be awarded in the next quarter:

- Management of the Archer Waste Management Facility

Freedom of Information

- Three Freedom of Information (FOI) requests were completed in this quarter. No new applications were received during this period.

Review of Council Policies
The following Council Policies were reviewed and updated for the quarter, in line with the endorsed Policy Review Schedule:

- Laneway Management
- Breach of Code of Conduct – Elected Member
- Asset Management
- Caretaker

Risk Management
The Risk Management and Audit Committee (RMAC) meeting was held on 27 August 2024.

EOFY Audit
The End of Financial Year (EOFY) audit commenced on 16 September 2024 and is still in progress. The auditors from KPMG were on-site for two weeks and are now continuing their work remotely. To date, the auditors have performed internal control testings, substantive testing on transactions including revenue, expenses, and assets, and verification of balances by confirming with third parties (e.g. banks, lawyers).

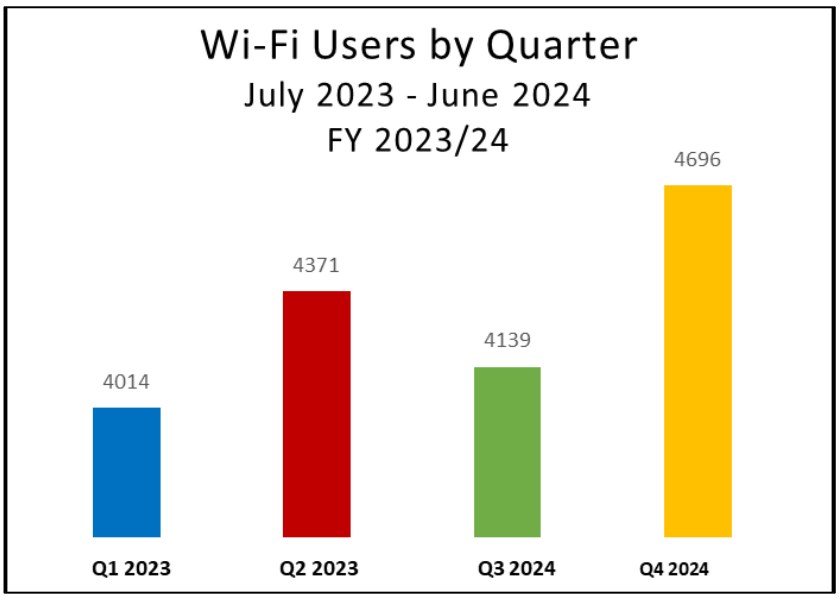
The EOFY audit is expected to be completed by 18 October 2024 with the audited General Purpose Financial Report ready to be presented to RMAC on 29 October 2024.

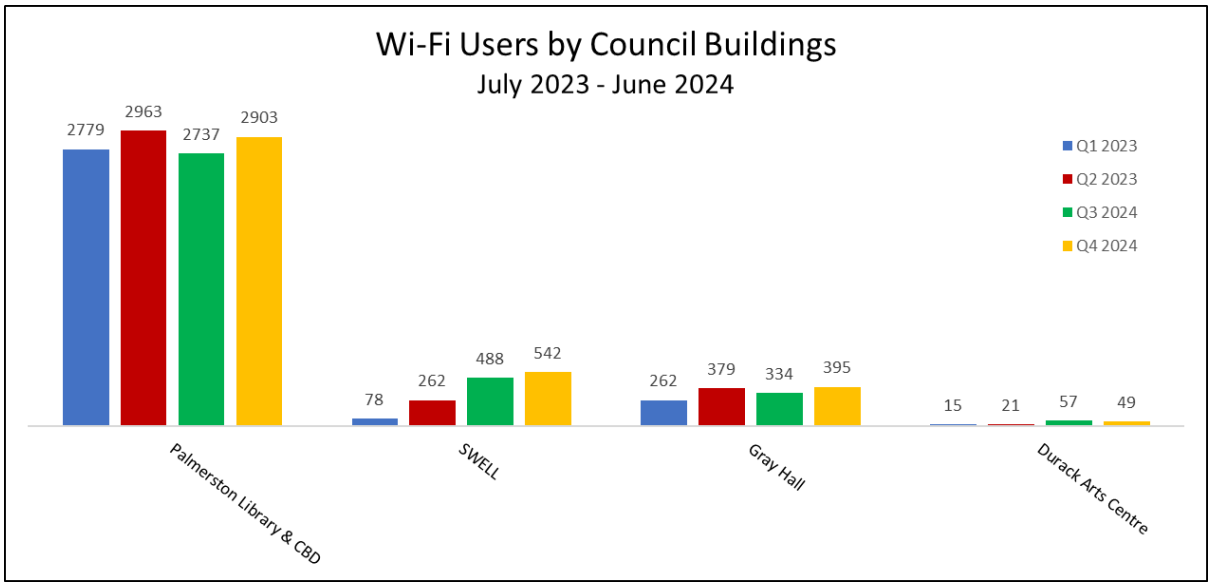
The key compulsory dates for the completion of audit and reporting are below:

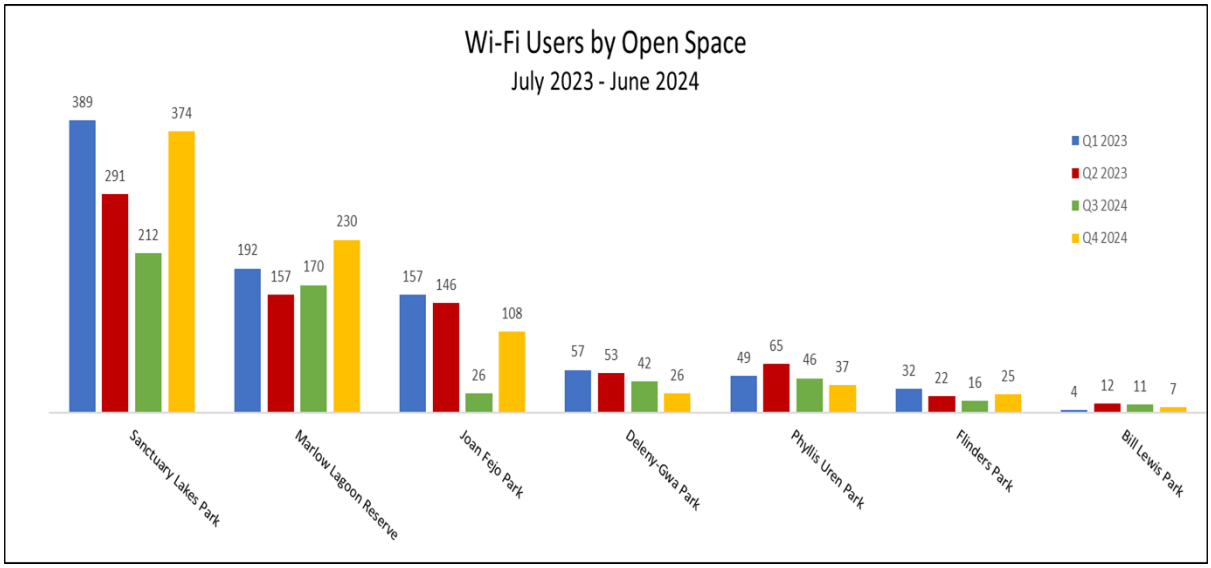
- 18-Oct-24 - Finalisation of External Audit
- 29-Oct-24 - Risk Management Audit Committee Meeting
- 5-Nov-24 - Council Meeting, Adoption of Annual Report which includes Annual Financial Statements
- 15-Nov-24 – Annual Report due to Minister

IT and Assets

Public Wi-Fi
City of Palmerston's (CoP) quarterly Wi-Fi report highlights a user range of 3,500-5,000, with a notable increase in usage at SWELL, Gray Hall, Marlow Lagoon Reserve, and Sanctuary Lakes Park. However, overall lower utilisation was observed in open space areas despite better outdoor weather conditions. Bill Lewis Park and Flinders Park are locations with integrated solar picnic tables, and they consistently show low usage throughout the year; it is recommended not to replace them if the Wireless access point stops working or migrate to the highly utilised space if any other access points stop working. This will be monitored further, along with checking of signage, to determine whether these locations are viable ongoing.


Wi-Fi Users by Quarter
July 2023 - June 2024
FY 2023/24
4014
4371
4139
4696
Q1 2023
Q2 2023
Q3 2024
Q4 2024


Wi-Fi Users by Council Buildings
July 2023 - June 2024
2779
2963
2737
2903
78
262
488
542
262
379
334
395
15
21
57
49
Q1 2023
Q2 2023
Q3 2024
Q4 2024
Palmerston Library & CBD
SWELL
Gray Hall
Durack Arts Centre



Detailed overview will be provided in the next quarterly report.

CONSULTATION AND MARKETING

All staff within the directorate contributed to the development of this report.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance
   Failure to effectively govern.

STRATEGIES, FRAMEWORK AND PLANS IMPLICATIONS

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

- Long term Financial Plan
- Municipal 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

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.6
REPORT TITLE:	Financial Report - September 2024
MEETING DATE:	Tuesday 15 October 2024
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 September 2024.

KEY MESSAGES

- This report presents the September 2024 financial report and is representative of the year-to-date income and expenditure as of 30 September 2024.
- It is expected that there would be adjustments required to recognise income and expenditure for the 2023-24 Financial year end. This includes adjustments to the Balance Sheet accounts and is subject to an external audit.
- The financial health check ratios indicate that overall, the Council has commenced the year in a positive financial position.
- Total operating income is $38.57 million which is 92% of the annual budget. Council has received 85% of the federal assistance grants. The rates and charges for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 2% of the $8.99 million budget. Grants that meet the income recognition criteria will be recorded as income when it meets its grant obligations, which is generally when capital expenditure is incurred.
- Capital expenditure is $0.11 million which is 1% of the $16.39 million approved Capital budget, of which $5.56 million was rolled over from the last financial year and $2.5 million is uncommitted grant funded works. Total capital expenditure figures have reduced from last month, due to the reversal of accrued expenses for the 2023-24 financial year.
- As at 30 September 2024, operating surplus (excluding depreciation) is at $32.17 million.
- As at 30 September 2024, the total cash and cash investments were $29.44 million, which includes $16.75 million in term deposits in various banking institutions with less than 12 months to maturity and $12.69 million in our general bank account.
- Total outstanding rates debt are $23.77 million. This includes $1.8 million of accumulated unpaid rates from prior years, of this $1 million of accumulated unpaid rates relate to rates levied in 2023-24 financial year. This represents 3.28% of the $33.39 million of rates and charges raised in 2023-24. $204,369of prior years rates debt has been collected in the month of September 2024.
- Total payments to creditors in September 2024 amounted to $2.86 million, of which $2.15 million (75%) 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 variations during September 2024 that met the criteria under Regulation 42 of the *Local Government (General) Regulations 2021*.

RECOMMENDATION

THAT Report entitled Financial Report - September 2024 be received and noted.

BACKGROUND

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

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

- Annual Budget is the total budget per the municipal plan for the 2024-25 financial year, plus the approved capital expenditure roll-over from 2023-24 (refer Decision 10/1476, 2nd Ordinary meeting in August).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 30 September 2024.
- The forecast amount is the YTD budget. The cashflow is based on projected cashflow for the year and on last year trends. Variance is due to timing difference. This report should be read in conjunction with the following:
  - Dashboard report found at Attachment 13.2.6.1 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 13.2.6.2 presenting the financial position of Council as at 30 September 2024, noting that the 2023-24 End of Financial Year adjustments are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit.

DISCUSSION

Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position, noting that the figures may not include the adjustments to the 2023-24 final year-end transactions.
- The September 2024 ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratios show Council's ability to monitor the cashflows (in and out) and ensure that Council has sufficient cash to cover its obligations.
- The operating surplus ratio (operating surplus divide by operating income) of 84% is higher than the KPI due to the rates and charges for 2024-25 financial year being levied in August 2024 and the 85% Financial Assistance Grant received in advance for the year.
- The debt service ratio (net operating income divide by debt repayments plus interest) for September 2024 is 149.83 which indicates that Council has the capacity to meet loan obligations. This is high, due to the rates levied and recognised as income and 85% Financial Assistance Grant received in advance for the year.

- Rates collection shows that only 38% of rates revenue has been collected, this is due to the rates being due on 30 September. To date $13.64 million has been collected.
- The current ratio (Current Assets divide by Current Liability) is 6.76 times as at 30 September 2024 which demonstrates that Council has enough resources to meet its short-term obligations.

Operating Overview

- The dashboard provides an overview of Council's operating income and expenditure for 2024-25 as at 30 September 2024. Refer **Attachment 13.2.6.1.**
- Total Operating Income as at 30 September 2024 is $38.57 million, which is 92% of the Annual Budget of $42.14 million. Rates and charges are levied in August 2024.
- Total Operating Expenditure at 30 September 2024 is $9.40 million, this mainly consists of the following:
  - $2.97 million Employee Costs
  - $1.22 million Materials & Contractors
  - $3 million Depreciation (non-cash)
  - $0.32 million Utilities
  - $0.44 million Other Expenses such as program running cost and training costs.
  - $0.36 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 13.2.6.1.** The cashflow forecast of the capital expenditure is based on projected cashflow for the year and on last year's trends.

Capital Expenditures

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

The pie chart in the dashboard as per **Attachment 13.2.6.1** shows that out of the $16.39 million capital expenditure budget, the actual capital expenditure is $0.11 million which is 1% of the budget.

In addition to the $0.11 million actual expenditure, there is a further $0.34 million in commitments where works have commenced and awaiting payments. The current expenditure combined with the commitments presents a 3% expenditure against the original capital budget. 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. Further details relating to key projects are included in the Major Capital Projects Update report.

In addition, $2.5 million of the capital expenditure relates to grant funding that has not been committed or part of a current grant agreement. These funds represent approximately 15% of the capital budget and are unable to be spent until funding is confirmed.

Capital Funding

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

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

Capital Project 24-25	Total Grant Income for 2024-25	Grant Funds received to date	Grant Funds yet to be received
	(A)	(B)	(C)
Driver Community Facility	$1.25M		$1.25M
New Pathway ($4M Greening and Cooling)	$0.24M	$0.24M	
Tree Planting and Replacement ($4M Greening & Cooling)	$0.02M	$0.02M	
Dark Spot ($4M Greening and Cooling)	$0.25M	$0.25M	
New Pathway	$0.25M		$0.25M
Tree Planting and Replacement	$0.25M		$0.25M
Dark Spot	$0.25M		$0.25M
Play Space Renewals and Upgrades	$0.25M		$0.25M
Road Safety Program (R2R)	$0.25M		$0.25M
Black Spot Program 24/25	$0.27M		$0.27M
Sustainability Programs	$0.25M		$0.25M
Hobart Park Exeloo and Park Upgrade	$0.45M		$0.45M
LRCI Phase 4 Part A	$0.41M	$0.39M	$0.02M
Zuccoli Community Hub IPG (Pump Park/Skates)	$0.25M	$0.25M	
Water Aquifer Prevention Strategy	$0.1M	$0.1M	
Palmerston Library Modernisation	$0.04M	$0.04M	
Artwork – Sculpture	$0.25M		$0.25M
21/22 Custom Holding Pen	$0.10M	$0.10M	
Archer Recycling Modernisation Project	$0.02M		$0.02M
Mitchell Creek & Escarpment Feasibility Study	$0.04M	$0.04M	
Road Reconstruction including LRCI Phase4 Part B	$0.38M		$0.38M
Total	**$5.57M**	**$1.43M**	**$4.14M**

- 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 30 September 2024, $95,453 of grant revenue has met the grant agreement obligations and has been recognised as income.

Cash and Investments
Trading Account: $12.69 million
Investments: $16.75 million
Year to Date interest revenue: $0.33 million

Cash at Bank and Investments				
Duration	No.	(Million)$ Value	% of total Portfolio	Limit
Cash at bank	1	$12.69M	NA	NA
<12months	11	$16.75M	100%	100%
Total	12	$29.44M	100%	

The investment portfolio is compliant with the Council Investments Policy.

- As at 30 September 2024, the Council held $16.75 million in term deposits across four financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 30 September 2024 was $12.69 million earning 4.45% interest per annum.
- Performance of our investments against our policy and details on our investments are provided in section 2.3 of the Investments Management Report: **Attachment 13.2.6.2.**

Receivables

Council has $25.6 million in Receivables, which is made up of the following

- $23.88 million in Rates, which includes $21.96 rates levied during 2024-2025.
- $0.15 million Infringements outstanding,
- $0.65 million Other Receivables to be received for grants.
- $0.63 million general debtors which consist of amount to be received from Dept of Chief minister $0.38 million and NT Concession $0.19 million; and
- $0.28 million related to GST and pre-payments and accrued interest for Term deposit.

Rates

- The dashboard at **Attachment 13.2.6.1** highlights the rates levied for the 24/25 financial year are $35.59 million, of which $13.64 million has been already collected.
- Item 2.4 *Debtors Control* at **Attachment 13.2.6.2** provides for the summary of the overdue rates and shows that there is $1.10 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of $717,006 from prior years.
- 1139 properties have outstanding rates for previous years.
- 7033 Ratepayers have made their first instalment payment.
- Total of 540 properties have either direct debit or payment arrangement in place (totalling to $691,906).
- A request for quote for debt collection has been released which will provide additional resources to undertake debt collection.
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a property where rates have been outstanding for at least 6 months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges on 59 properties for debts from 2018/19 and earlier. Additionally, 139 ratepayers have been notified that statutory charges will be applied if their outstanding debts are not settled. Of these, 20 statutory charges are currently in the approval process, with more expected in the coming weeks.
- All 2023-24 Financial Hardship applications have expired. 14 new applications were received that are currently being processed for the 2024-25 financial year.
- A balance of $462,163 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 $149,223 as at 30 September 2024; this consists of Animals ($122,471), Public Place ($6,656), Litter ($50) and Parking ($20,046).

The graph in the dashboard at **Attachment 13.2.6.1** shows the total infringements issued and collected for the month of September 2024.

Sundry Debtors
Sundry Debtors as at 31 September 2024 is $632,486 as presented in **Attachment 13.2.6.2**. This balance relates mostly to outstanding grants income from the NT Government for $375,000 and $60,619 is related to long grass maintenance, upgraded bin and recoverable amount from employee $196,867 to be received from NT Concession and Scheme as a rebate for rates. More details are available in section 2.4 *Debtor Control Account*.

Trade Creditors Paid
Total payments to creditors in September 2024 amounted to $2.87 million, of which $2.43 million (85%) were paid to local suppliers.

During September 2024, the significant vendor payments consisted of $0.41 million towards utilities/electricity, $0.28 million to Australian Taxation Office, $0.26 million to Cleanaway Pty Ltd waste management and $0.14 to Veolia Environmental Service (Australia) Pty Ltd million to waste/landscape maintenance.

Borrowings
Total external borrowings of $5.47 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 30 September 2024 being $0.72 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 $4.75 million. This is a 20-year loan with current variable interest rate of 5.60% repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The next repricing of this variable rate is due on 28 December 2024.

Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
  - Council has remitted $564,299 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 August 2024 has been finalised and lodged in September 2024 as a Goods Services Tax refund of $221817. The September 2024 BAS will be finalised and lodged in October 2024.
  - Council has the required insurances to manage the current risk exposure.

Contract Variations	
Varied contract, after a quotation under regulation 34 has been accepted and the 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:

- Community Plan
- Municipal Plan
- Long Term Financial Plan

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

1. Dashboard [**13.2.6.1** - 1 page]
2. September 2024 Financial Report [**13.2.6.2** - 27 pages]

0 September 2024

DASHBOARD

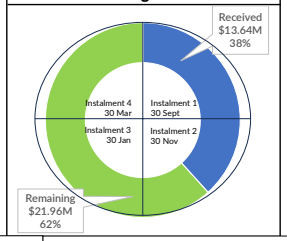
$32.17 M
Operating Surplus (excluding Depn)
Annual Budget is at $5.19 M

$22.53 M
Cash Held

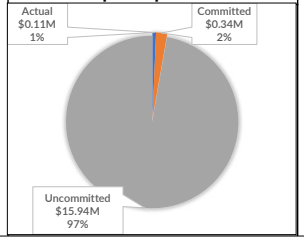
Financial Health Ratios	MP KPI	As at September 24	Status
Operating Surplus Ratio	> 0%	84%	High as a result of Rates being levied and recognised as income. This will decrease over the com
Debt Service Ratio	> 2.0		
Rates Collection	>95%		
Current Ratio			

Legends: On Track; Explanation Required; Off Track

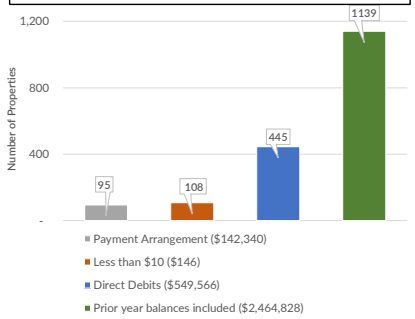
Rates & Charges Collected



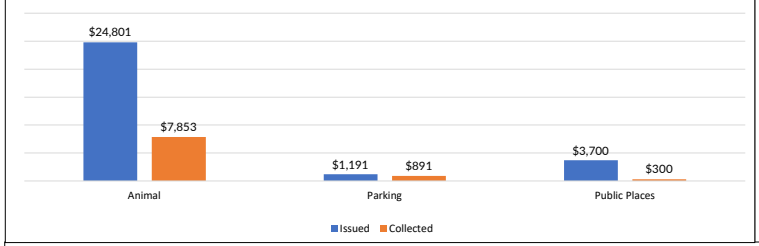
Capital Expenditure



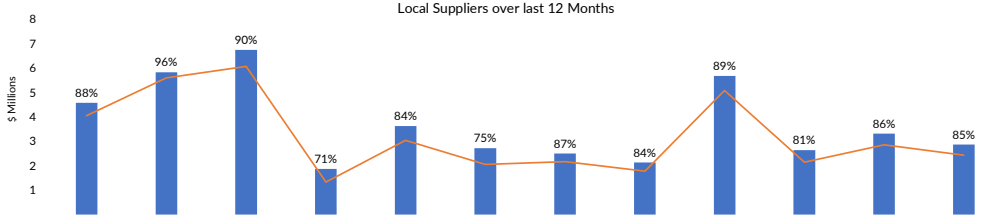
Properties with Prior Year Rates Outstanding



Infringments Issued & Collected from 1 July to 30 September 2024

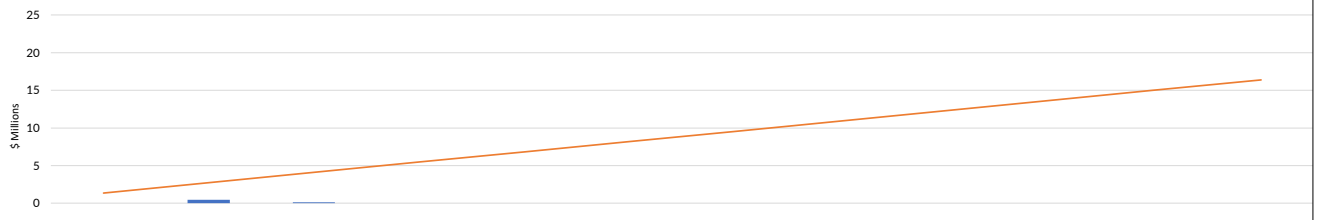


Local Suppliers over last 12 Months



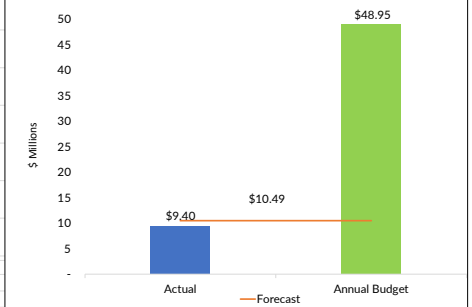
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Total Vendors	$4.58	$5.83	$6.75	$1.87	$3.62	$2.72	$2.50	$2.13	$5.69	$2.64	$3.32	$2.87
Local Suppliers	$4.05	$5.60	$6.08	$1.33	$3.04	$2.05	$2.17	$1.78	$5.09	$2.15	$2.86	$2.43

Accumulative Capital Expenditure

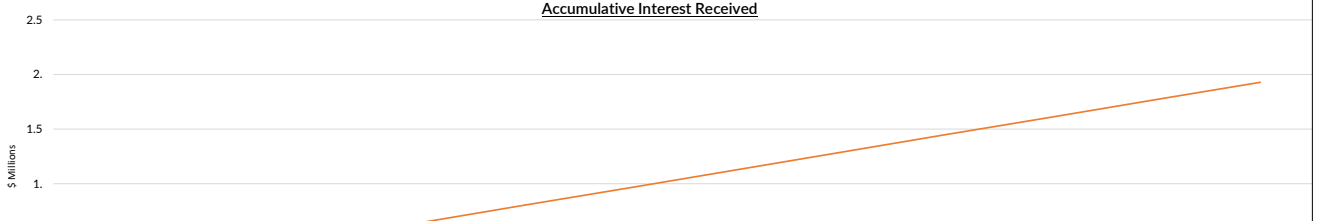


	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual	$0.04	$0.44	$0.11									
Forecast	$1.37	$2.73	$4.10	$5.46	$6.83	$8.19	$9.56	$10.93	$12.29	$13.66	$15.02	$16.39

Total Operating Expenditure

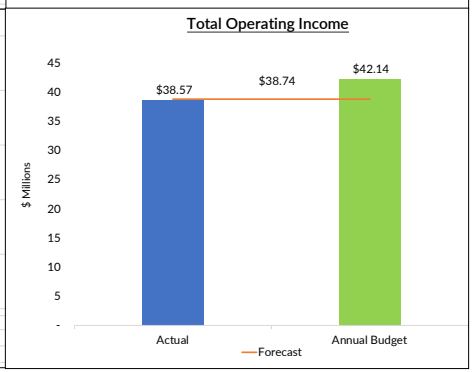


Accumulative Interest Received



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual	$0.11	$0.22	$0.34									
Forecast	$0.16	$0.32	$0.48	$0.64	$0.80	$0.96	$1.13	$1.29	$1.45	$1.61	$1.77	$1.93

Total Operating Income



city of PALMERSTON
'A Place for People'

Financial Management Reports

September 2024

- 1. Executive Summary
- 2. Financial Results

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September 2024

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	2.6	Creditor Accounts Outstanding
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	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	CEO Credit Card

Certification By Chief Executive Officer

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

- The internal controls implemented by Council are appropriate; and
- The Council's Financial Report for September 2024 best reflects the financial affairs of the Council.



Amelia Jane Vellar
Chief Executive Officer

Section 2
Financial Results

Executive Summary as at 30 September 2024
% of year passed 25.00%

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	27,437,358	99%	27,609,403	99%	
Charge	8,111,851	8,155,585	101%	8,111,851	101%	
Fees & Charges	1,022,895	302,942	30%	255,724	118%	
Grants, Subsidies & Contributions	3,457,077	2,186,063	63%	2,278,533	96%	
Interest & Investment Revenue	1,929,865	459,090	24%	482,466	95%	
Other Income	13,000	28,416	219%	3,250	874%	1
Operating Income	**42,144,091**	**38,569,454**	**92%**	**38,741,227**	**100%**	
Operating Expenditure						
Employee Costs	-13,091,941	-2,966,314	23%	-3,272,985	91%	2
Materials & Contractors	-13,279,609	-1,216,079	9%	-1,499,299	81%	3
Depreciation, Amortisation & Impairment	-12,000,000	-3,000,000	25%	-3,000,000	100%	
Elected Members Allowances	-497,676	-120,683	24%	-124,419	97%	
Elected Members Expenses	-90,617	-1,670	2%	-19,373	9%	
Professional Services	-2,214,782	-356,569	16%	-373,667	95%	
Auditor's Remuneration	-48,537	-15,675	32%	-15,675	100%	
Utilities	-2,464,117	-316,674	13%	-616,029	51%	4
Legal Expenses	-315,700	-51,607	16%	-71,853	72%	
Telephone & Other Communication Charges	-217,582	-135,052	62%	-132,382	102%	
Donations, Sponsorships & Grants	-255,000	-35,561	14%	-52,500	68%	5
Software, Hardware, Stationery, Subscriptions	-1,229,837	-157,457	13%	-284,478	55%	6
Insurance	-677,090	-496,599	73%	-440,301	113%	7
Borrowing Costs	-297,781	-87,237	29%	-74,445	117%	8
Other Expenses	-2,274,721	-444,206	20%	-515,679	86%	
Operating Expenditure	**-48,954,990**	**-9,401,385**	**19%**	**-10,493,087**	**90%**	
OPERATING SURPLUS/(DEFICIT)	**-6,810,899**	**29,168,069**		**28,248,140**		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	180,000	77,273	43%	67,500	114%	
Developer Contributions	240,000	27,825	12%	60,000	46%	
Asset Income	3,000,000	0	0%	0	0%	
Grants received	5,575,492	95,453	2%	5,499,967	2%	
Capital Income	**8,995,492**	**200,551**	**2%**	**5,627,467**	**4%**	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	**2,184,594**	**29,368,621**		**33,875,607**		
Asset Purchase	-5,741,884	-80,968	1%	-156,750	52%	
Asset Upgrade	-10,646,866	-32,652	0%	-550,449	6%	
Capital Expenditure	**-16,388,750**	**-113,619**	**1%**	**-707,199**	**16%**	

Section 2
Financial Results

Executive Summary as at 30 September 2024
% of year passed 25.00%

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	-3,000,000	25%	-3,000,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
NET CAPITAL SURPLUS/(DEFICIT)	**-5,204,157**	**32,255,001**		**36,168,409**		
Less Repayment of Borrowings	-504,000	-128,038	25%	-126,000	102%	
Reserve Movement	5,708,158	0	0	5,708,158	0	
NET OPERATING SURPLUS/(DEFICIT)	**1**	**32,126,963**		**41,750,567**		

Notes
1. Maintenance charges for long grass and bin upgrades were higher than anticipated.
2. Vacant positions during the period
3. Due to invoices received but not processed by the cut-off date, 30 September. These invoices have since been processed.
4. Variance is due to timing of receipt of invoices, where some Utilities are paid quarterly, but have been budgetd in the cashflow evenly over 12 months
5. The timing of the payment of grants and sponsorships from Community Benefit Scheme is related to approved applications
6. Payment of Software, hardware and subscriptions are expected later in the year
7. Insurance expenses are slightly higher than budgeted and will be absorbed from savings in other areas
8. The variable interest rate for the loan was slightly higher than expected

Approved by: Finance Manager

Section 2
Financial Results
Budget Summary Report By Directorate as at 30 September 2024
% of year passed 25.00%

1.3 - Operating 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 CEO	1,104,259	958,283	87%	1,012,237	95%	
Office of the Chief Executive	**1,104,259**	**958,283**	**87%**	**1,012,237**	**95%**	
Deputy Chief Executive						
Deputy Chief Executive	**0**	**0**	**0%**	**0**	**0%**	
Finance & Governance						
GM Finance & Governance	69,205	16,189	23%	17,301	94%	
Financial Services	1,296,332	310,751	24%	324,083	96%	
Rates	27,816,422	27,481,096	99%	27,661,158	99%	
Finance & Governance	**29,181,959**	**27,808,036**	**95%**	**28,002,542**	**99%**	
Community & Culture						
Diversity and Inclusion Activities	10,000	0	0%	1,000	0%	
Library Services	757,994	21,884	3%	35,921	61%	1
Senior Citizens	2,000	0	0%	200	0%	
Youth Services	300,000	0	0%	30,000	0%	
Animal Management	420,000	174,301	42%	105,000	166%	2
Parking & Other Ranger Services	73,850	6,496	9%	18,462	35%	3
Community & Culture	**1,563,844**	**202,681**	**13%**	**190,584**	**106%**	
Infrastructure						
Civic Centre	151,150	41,647	28%	37,787	110%	
Driver Resource Centre	1,000	0	0%	250	0%	
Gray Community Hall	20,000	4,027	20%	5,000	81%	4
Private Works	50,000	14,801	30%	12,500	118%	
Recreation Centre	25,000	5,609	22%	6,250	90%	
Roads & Transport	1,359,668	1,224,672	90%	1,218,385	101%	
Subdivisional Works	105,000	8,218	8%	26,250	31%	5
Waste Management	8,111,851	8,184,688	101%	8,111,851	101%	
Odegaard Drive Investment Property	466,160	115,700	25%	116,540	99%	
Durack Heights Community Centre	4,200	1,091	26%	1,050	104%	
Infrastructure	**10,294,029**	**9,600,454**	**93%**	**9,535,864**	**101%**	
OPERATING INCOME	**42,144,091**	**38,569,454**	**92%**	**38,741,227**	**100%**	

General Note:
Cashflow is based on last year trends. Variance is due to the timing diffrenece

Notes
1. Due to annual Grant for library services has not yet been received
2. Due to greater number of dog registrations and renewals than expected
3. Due to lower infringements and court fines recovery than anticipated
4. Due to lower bookings and venue hire than expected
5. Few development fees were received for subdivisions for the period due to timing of the development

Approved by: Finance Manager

Section 2
Financial Results
30 September 2024
25.00%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Operating Expenditure

	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	-122,353	21%	-143,792	85%	
Office of the CEO	-1,263,274	-176,616	14%	-300,801	59%	1
Office of the Chief Executive	**-1,851,567**	**-298,969**	**16%**	**-444,593**	**67%**	
Deputy Chief Executive / People & Place						
Deputy Chief Executive Officer	-692,591	-149,677	22%	-148,148	101%	
Customer Experience	-366,522	-48,790	13%	-91,631	53%	1
People and Customer	-1,200,840	-333,208	28%	-269,385	124%	2
Public Relations and Communications	-935,292	-215,935	23%	-206,214	105%	
City Activation	-1,483,833	-175,902	12%	-255,701	69%	
Deputy Chief Executive / People & Place	**-4,679,078**	**-923,512**	**20%**	**-971,079**	**95%**	
Finance & Governance						
GM Finance & Governance	-570,906	-126,912	22%	-146,852	86%	1
Records Management	-301,453	-48,144	16%	-56,783	85%	1
Financial Services	-13,524,778	-3,361,379	25%	-3,402,046	99%	
Rates	-105,700	-9,193	9%	-18,291	50%	
Governance	-1,390,270	-799,524	58%	-580,311	138%	
Information Technology	-1,920,795	-362,641	19%	-521,899	69%	1
Fleet	-259,925	-30,838	12%	-51,823	60%	3
Finance & Governance	**-18,073,827**	**-4,738,631**	**26%**	**-4,778,004**	**99%**	
Community & Culture						
Community Development	-646,042	-237,709	37%	-154,965	153%	
Diversity and Inclusion Activities	-58,568	-6,151	11%	-8,923	69%	
Families & Children	-29,111	-667	2%	-2,297	29%	
Health and Wellbeing Services	-42,000	-1,850	4%	-1,741	106%	
Library Services	-1,575,102	-301,803	19%	-363,705	83%	
Senior Citizens	-6,656	-7,393	111%	-5,706	130%	
Youth Services	-417,019	-215,172	52%	-245,353	88%	
Director Community & Culture	-491,185	-72,717	15%	-122,796	59%	
Safe Communities	-20,000	-1,725	9%	-4,336	40%	
Animal Management	-72,834	-16,812	23%	-16,282	103%	
Parking & Other Ranger Services	-930,540	-240,145	26%	-230,776	104%	
Community & Culture	**-4,289,057**	**-1,102,145**	**26%**	**-1,156,879**	**95%**	
Infrastructure						
Aquatic Centre	-1,030,818	-134,447	13%	-209,869	64%	
Civic Centre	-275,487	-14,819	5%	-36,712	40%	
Depot	-75,392	14,127	-19%	-13,263	-107%	
Driver Resource Centre	-31,101	-3,350	11%	-4,406	76%	
Emergency Operations	-10,557	0	0%	0	0%	

Section 2
Financial Results
30 September 2024
25.00%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Operating Expenditure

	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Gray Community Hall	-71,823	-14,709	20%	-21,942	67%	
Director Infrastructure	-1,334,859	-258,829	19%	-337,656	77%	
Open Space	-5,431,479	-634,217	12%	-856,534	74%	
Private Works	-108,633	-25,073	23%	-27,158	92%	
Recreation Centre	-325,716	-85,965	26%	-70,208	122%	
Roads & Transport	-1,636,652	-232,512	14%	-290,076	80%	
Stormwater Infrastructure	-174,177	-9,628	6%	-8,780	110%	
Street Lighting	-1,217,408	-93,313	8%	-240,656	39%	
Subdivisional Works	-25,000	-41	0%	-1,733	2%	4
Waste Management	-7,806,644	-736,549	9%	-929,236	79%	
Odegaard Drive Investment Property	-131,580	-23,350	18%	-32,228	72%	
Durack Heights Community Centre	-59,837	-11,707	20%	-8,867	132%	
CBD Car Parking	-69,727	-5,243	8%	-15,968	33%	5
Goyder Square	-244,571	-68,501	28%	-37,240	184%	6
Infrastructure	**-20,061,461**	**-2,338,127**	**12%**	**-3,142,531**	**74%**	
OPERATING EXPENDITURE	**-48,954,990**	**-9,401,385**	**19%**	**-10,493,087**	**90%**	

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

Notes
1. Due to vacant positions and lower consultant and legal fees during the period
2. Due to temporary staff which is offset by lower employee expenses
3. Due to timing of vehicle registrations and lower maintenance costs for the period.
4. No subdivision works undertaken during the period
5. Reduced maintenance cost due to the decomissioning of parking meters
6. Due to extra maintenance costs not expected and will be absorbed in savings else where

Approved by: Finance Manager

Section 2
Financial Results
30 September 2024
25.00%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Capital Income

	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	**0**	**0**	**0%**	**0**	**0%**	
Deputy Chief Executive						
Arts & Culture	250,000	0	0%	250,000	0%	
Deputy Chief Executive	**250,000**	**0**	**0%**	**250,000**	**0%**	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	0%	
Fleet	180,000	77,273	43%	67,500	114%	
Finance & Governance	**3,180,000**	**77,273**	**2%**	**67,500**	**114%**	
Community & Culture						
Library Services	44,219	0	0%	44,219	0%	
Animal Management	100,700	25,950	26%	25,175	103%	
Community & Culture	**144,919**	**25,950**	**18%**	**69,394**	**37%**	
Infrastructure						
Driver Resource Centre	1,250,000	0	0%	1,250,000	0%	
Director Infrastructure	511,889	0	0%	511,889	0%	
Open Space	1,225,173	36,805	3%	1,225,173	3%	
Roads & Transport	1,410,312	5,299	0%	1,410,312	0%	
Street Lighting	756,722	27,400	4%	756,722	4%	
Subdivisional Works	240,000	27,825	12%	60,000	46%	
Waste Management	26,478	0	0%	26,478	0%	
Infrastructure	**5,420,573**	**97,328**	**2%**	**5,240,573**	**2%**	
CAPITAL INCOME	**8,995,492**	**200,551**	**2%**	**5,627,467**	**4%**	

General Note:
Capital Grants largely makes up Capital Income. Grants is recognised when the grant obligations have been met, which is when expenditure on capital project has occurred.

Approved by: Finance Manager

Section 2
Financial Results
Budget Summary Report By Directorate as at 30 September 2024
% of year passed 25.00%

1.3 - Capital Expenditure

	Annual	YTD Actuals $	% YTD Actuals of Annual	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	**0**	**0**	**0.00%**	**0**	**0.00%**	
ture	-500,000	0	0%	0	0%	1
Deputy Chief Executive	**-500,000**	**0**	**0**	**0**	**0%**	
					16%	1
	-350,000	0	0%	0	0%	1
	-1,388,883	**-15,338**	**0**	**-93,500**	**0**	
					0%	1
anagement	-100,700	-25,950	26%	-26,000	100%	
Community & Culture	**-261,919**	**-25,950**	**0**	**-28,700**	**90%**	
					-1708%	2
					0%	1
					103%	
					0%	1
					0%	1
					99%	
					0%	1
					12%	1
					0%	1
					91%	
					-6%	2
eights Community Centre	-9,300	0	0%	0	0%	1
Infrastructure	**-14,237,948**	**-72,331**	**1%**	**-584,999**	**12%**	
CAPITAL EXPENDITURE	**-16,388,750**	**-113,619**	**1%**	**-707,199**	**16%**	

General Note:

* There is approximately $335K in commitments to 30 September 2024 and will be paid in October.

Notes

1. These projects are yet to commence or are in the early stage of commencement.
2. This relates to reversal of expenses accrued in 2023-24 financial year, some of the related invoices have not been received.

Approved by: Finance Manager

Section 2
Financial Results
Capital Expenditure & Funding as at 30 September 2024
% of year passed 25.00%

1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	5,507,213	0
Infrastructure (including roads, footpaths, park furniture)	8,122,833	72,331
Fleet	350,000	0
Other Assets (including furniture & office equip)	1,008,883	363
TOTAL CAPITAL EXPENDITURE	**16,388,750**	**113,619**
TOTAL CAPITAL EXPENDITURE FUNDED BY:	**Annual Budget**	**Actuals**
Operating Income	4,715,100	13,352
Capital Grants	5,575,492	95,453
Transfers from Cash Reserves	6,098,158	4,815
Borrowings	0	0
TOTAL CAPITAL EXPENDITURE FUNDING	**16,388,750**	**113,619**

Approved by: Finance Manager

1.5 - Major Capital Works

Project Code	Class of Assets		Total Prior Year(s) Actuals	Revised Budget 2024-25	Total Planned Budget $	2024-25 Actuals $ (D)	Total Actuals $ (E=A+D)	% Spent (F=E/C)	Project Status	Expected Project Completion Date
PRJ10133	Land & Buildings						$ 113,062.00	17%	In progress	Jun-25
PRJ10380	Infrastructure						$ 104,493.51	13%	Tender issued. Contract to be awarded.	Apr-25
PRJ10468	Land & Buildin						$ -	0%	Tender issued. Contract to be awarded.	Apr-25
PRJ10526	Land & Buildi						$ -	0%	RFQ being released	Future years
PRJ10157	Land & Build						$ 102,409.00	7%	In progress	
PRJ10523	Infrastructu						$ -	0%		
PRJ10310	Land & Bu						$ 740,100.52	39%	Tender to be issued	Feb-25
PRJ10394	Land & B						$ 73,522.50	37%	In progress	
PRJ10021	Infrastr						$ -	0%	In progress	Mar-25
PRJ10027	Infrast						$ -	0%	On-gong	Future years
PRJ10167	Infras						$ 5,298.50	0%	On-going	Future years
PRJ10039	Infra						$ -	0%	In progress	Jun-25
PRJ10246	Infr						$ 1,285.50	0%	In progress	Jun-25
PRJ10058	Inf						$ 19,762.50	10%	On-gong	On-going
PRJ10112	In						$ -	0%	In progress	Jun-25
PRJ10117	I						$ 689.54	0%	In progress	Dec-24
PRJ10170							$ -	0%	In progress	Jun-25
PRJ10179							$ 10,798.00	3%	RFQ being released	Future years
PRJ10141							$ -	0%	RFQ being released	
PRJ10218							$ -	0%	Ongoing rates contract	Apr-29
PRJ103							$ 17,535.00	8%	Redesign underway	Jan-25
PRJ10							$ -	0%	On-gong	Jun-25
PRJ1							$ 282,899.95	25%	In progress	Future years
PRJ							$ 15,338.00	10%	On-gong	Jun-25
PR						-	$ -	0%	In progress	Apr-25
PR			$ -	$ 450,000.00	$ 450,000.00	$ 8,360.00	$ 8,360.00	2%	Tender	May-25
	TOTAL		1,407,553	15,006,521	16,414,074	88,002	1,495,555	12%		

Notes

1. Revised budget for 2024-25 includes rollovers where relevant
2. Detail regarding projects to be completed in future financial years to be added in future reports
3. Includes Strategic projects, indivual projects over $150,000 or renewal programs over $150,000



Approved by: Finance Manager

Section 2
Financial Results
Balance Sheet as at 30 September 2024
% of year passed 25.00%

2.1 - Balance Sheet

Balance Sheet	YTD	
Assets		
Current Assets:		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	6,904,785	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	5,780,991	
Investments		
Untied Funds	16,753,642	
Receivables		
Rates and Charges	24,031,740	
Other Receivables	1,567,938	
TOTAL CURRENT ASSETS	55,040,451	
Non-Current Assets:		
Infrastructure, property, plant & equipment	592,146,110	
Investment property	5,500,000	
Work in progress	7,377,859	
TOTAL NON-CURRENT ASSETS	605,023,968	
TOTAL ASSETS	**660,064,419**	
Liabilities		
Current Liabilities:		
Payables	3,367,753	
Unearned Grant Income (AASB1058)	2,882,230	Unearned grant income
Borrowings	602,846	
Provisions	1,290,930	
TOTAL CURRENT LIABILITIES	8,143,759	
Non-Current Liabilities:		
Borrowings	4,870,463	
Provisions	2,023,895	
TOTAL NON-CURRENT LIABILITIES	6,894,358	
TOTAL LIABILITIES	**15,038,117**	
NET ASSETS	**645,026,303**	
Equity		
Accumulated Surplus	228,836,650	
Profit & Loss - current Year	38,023,558	
Net Reserves	5,197,648	
Working Capital Reserve	6,344,771	
Net Transfers to & from Reserves	(5,169,677)	
Election Reserve	100,000	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Developer Funded reserve	1,084,011	Internally restricted reserve
Waste Reserve	2,338,544	Internally restricted reserve
Revaluation reserves	372,968,446	
TOTAL EQUITY	**645,026,303**	

Approved by: Finance Manager

Section 2
Financial Results
Statement of Reserves as at 30 September 2024
% of year passed 25.00%

2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Opening Balance $ 01/07/2024	Surplus Analysis to Reserves $	Original Budget 2024/25 to Reserves $	Original Budget 2024/25 from Reserves $	1st Review 2024/25 to Reserves $	1st Review 2024/25 from Reserves $	2nd Review 2024/25 to Reserves $	2nd Review 2024/25 from Reserves $	Balance at the YTD 2024/25 $
Externally Restricted Reserves									
Unexpended Grants Reserve	-								-
Externally Restricted Reserves	**-**								**-**
Internally Restricted Reserves									
Election Expenses Reserve	100,000								100,000
Disaster Recovery Reserve	500,000								500,000
Unexpended Capital Works Reserve	-								-
Developer Funds In Lieu Of Construction	1,084,011								1,084,011
Waste Management Reserve	2,338,544								2,338,544
Asset Renewal Reserve	-								-
Major Initiatives Reserve	-								-
Internally Restricted Reserves	**4,022,555**								**4,022,555**
Unrestricted Reserves									
Working Capital Reserve	6,344,771								6,344,771
Unrestricted Reserves	**6,344,771**								**6,344,771**
Total Reserves	**10,367,325**								**10,367,325**

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

Approved by: Finance Manager

Section 2
Financial Results

Investments Management Report as at
% of year passed

30 September 2024
25.00%

2.3 - Investment Management Report

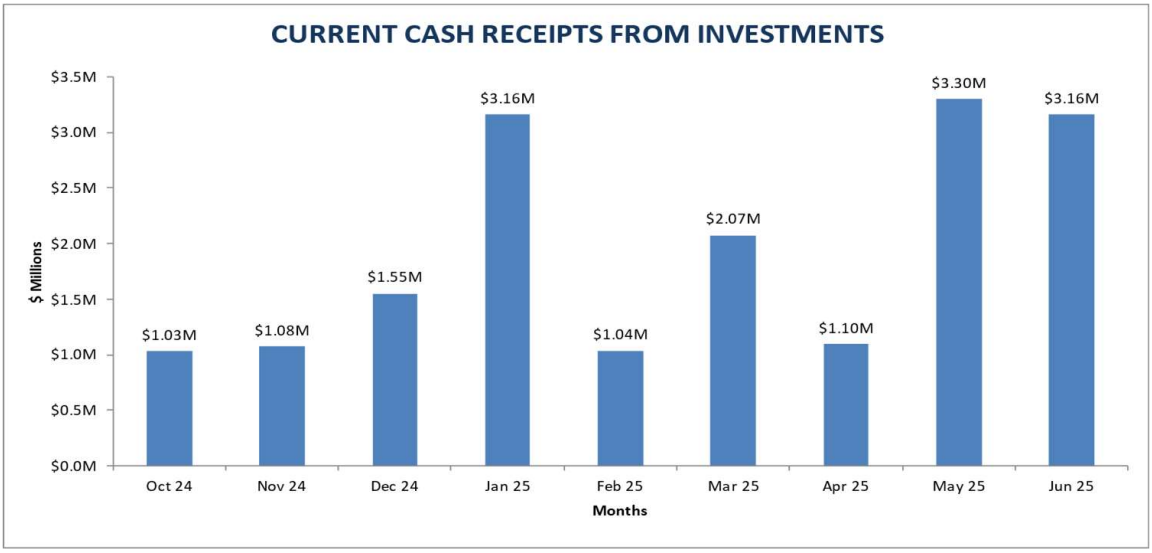
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	$ 1,051,000.00	5%	November 12, 2024	43	
AMP	S&P A2	$ 2,000,000.00	5%	May 25, 2025	237	$ 3,051,000.00
CBA	S&P A1+	$ 3,149,508.49	5%	May 24, 2025	236	$ 3,149,508.49
JUDO	S&P A2	$ 1,000,000.00	5%	February 25, 2025	148	$ 1,000,000.00
NAB	S&P A1+	$ 1,000,000.00	5%	October 9, 2024	9	
NAB	S&P A1+	$ 1,500,000.00	5%	December 5, 2024	66	
NAB	S&P A1+	$ 1,503,498.09	5%	January 10, 2025	102	
NAB	S&P A1+	$ 1,500,000.00	5%	January 24, 2025	116	
NAB	S&P A1+	$ 1,049,635.62	5%	April 26, 2025	208	
NAB	S&P A1+	$ 3,000,000.00	6%	June 30, 2025	273	$ 9,553,133.71
TOTAL SHORT TERM INVESTMENT		**$ 16,753,642.20**		**Average Days to Maturity**	**144**	

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

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

Interest Income Year to Date	Amount
Total Year to Date Interest on Cash at Bank	$ 72,182.89
Total Year to Date Investment Earnings	$ 225,732.24
Total Year to Date Interest from internal loan	$ 12,836.27
Total Year to Date interest penalty income	$ 32,637.86
ncome	**$ 343,389.26**

Cash at bank & Investments	Amount
Trading Account	$ 12,685,775.30
Short Term Investment	$ 16,753,642.17
Total Funds	**$ 29,439,417.47**



TMENT

PROPERTY A		LUE	INCOM		OFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	$ 5,500,000.00	$ 115,700.36	$ 23,349.98	$ 92,350.38	$ 300,209.59

Approved by: Finance Manager

Section 2
Financial Results

Debtor Control Accounts as at 30 September 2024
% of year passed 25.00%

2.4 Debtor Control Accounts

RATES OUTSTANDING

Report Month	Debtor Rates & Charges	Current Year (CY)	Outstanding % of CY Rates	Payments Received in Advance
Jan-00	$21,956,551	$21,956,551	61.7%	$462,163

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)	**$1,813,993**	$1,096,987	$385,533	$180,508	$82,486	$37,943	$17,285	$13,251
	100%	60.5%	21.3%	10.0%	4.5%	2.1%	1.0%	0.7%
Number Of Properties	**1139**	1139	262	127	65	31	15	6

INFRINGEMENTS

	Total	2024-25	2023-24	2022-23	2021-22	2020-21	2019-18	2018-17
Infringements	122,471.13	16,948.00	30,668.00	27,931.86	22,529.27	17,945.00	5,944.00	505.00
	6,656.00	3,400.00	139.00	1,632.00	1,485.00	-	-	-
ts	20,045.64	300.00	5,620.00	2,675.00	4,432.20	2,265.00	4,713.44	40.00
	50.00	-	50.00	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	149,222.77	20,648.00	36,477.00	32,238.86	28,446.47	20,210.00	10,657.44	545.00
	100%	13.8%	24.4%	21.6%	19.1%	13.5%	7.1%	0.4%
nfringments	1,303	120	345	269	253	172	140	4

SUNDRY DEBTORS:

Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
$632,660.35	$14,528.00	$212,647.24	$0.00	$405,485.11
100%	2.3%	33.6%	0.0%	64.1%

Approved by: Finance Manager

SECTION 2
Financial Results

Creditor Accounts Paid 30 September 2024
% of year passed 25.00%

2.5 - Creditor Accounts Paid

	Creditor Name	Creditor Payment Type	Amount $	Notes
2	Australian Taxation Office - PAYG	General Creditors	278,918.00	
639	Cleanaway Pty Ltd.	General Creditors	260,190.48	
V00295	Jacana Energy	Utilities	217,868.83	
54	Powerwater	Utilities	189,847.87	
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	141,998.79	
V03073	Programmed Property Services	General Creditors	107,596.14	
5104	JLM Contracting Services Pty Ltd	General Creditors	105,033.89	
V01755	Liquid Blu Pty Ltd	General Creditors	100,501.50	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	96,345.63	
V00318	QuickSuper Clearing House	Superannuation	94,151.18	
V04934	Fewmore Contracting	General Creditors	75,900.00	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	67,118.91	
87	Industrial Power Sweeping Services Pty	General Creditors	66,907.52	
V04381	Telstra Limited	General Creditors	50,139.56	
V03655	Verian Group Australia Pty Ltd	General Creditors	47,575.00	
3438	NT Shade & Canvas Pty Ltd	General Creditors	46,822.33	
4660	Brightly Software Australia Pty Ltd	General Creditors	45,816.31	
3936	Arafura Tree Services and Consulting	General Creditors	44,158.40	
V04802	AHG Building Contractors Pty Ltd	General Creditors	33,960.59	
V00592	Dreamedia	General Creditors	33,664.40	
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	27,666.65	
4190	National Australia Bank - Corporate Credit Cards	General Creditors	26,671.46	
V04317	Randstad Pty Ltd	General Creditors	25,192.55	
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	25,038.85	
V03813	The Strategic Directions Group Pty Ltd	General Creditors	24,015.61	
V02814	Agon Environmental Pty Ltd	General Creditors	23,552.38	
V00368	iWater NT Pty Ltd	General Creditors	23,025.20	
V01801	Pumptech NT	General Creditors	19,756.00	
566	Stickers & Stuff	General Creditors	17,399.00	
V02229	Studio B Designs	General Creditors	16,915.80	
V05234	Mills Oakley	General Creditors	16,369.40	
V00682	Leigh Dyson Plumbing	General Creditors	15,785.00	
V05236	LG Community Partners Pty Ltd	General Creditors	15,620.00	
2336	Flick Anticimex Pty Ltd	General Creditors	14,141.60	
V01785	M&S Mowing Plus	General Creditors	13,722.50	
V02942	Aerometrex Limited	General Creditors	13,574.00	
V04859	Keegan Group Pty Ltd	General Creditors	13,084.53	
V05216	Dave Howie Advisory Pty Ltd	General Creditors	12,856.25	
V04509	Arafura Water Blasting	General Creditors	12,430.00	
V05359	[redacted]	Refunds & Reimbursements	11,051.68	1
V02332	Bellridge Pty Limited	General Creditors		
2587	Top End RACE	General Creditors	10,865.63	
V03553	Fiber Sense Operations Pty Ltd	General Creditors	10,725.00	
V05072	Stantec Australia Pty Ltd	General Creditors	10,444.50	
V00744	Palmerston Rovers Football Club Inc	General Creditors	10,000.00	
V05305	UE Tech Pty Ltd	General Creditors	9,416.00	
3683	Area9 IT Solutions	General Creditors	9,054.10	

V05105	Litchfield Welding	General Creditors	9,039.80	
5640	Think Water - Winnellie & Virginia	General Creditors	8,880.59	
V01619	Merit Partners Pty Ltd	General Creditors	8,624.00	
5387	Odd Job Bob - Darren John Fillmore	General Creditors	7,756.45	
V02369	Maher Raumteen Solicitors	General Creditors	7,645.00	
V04979	Davidson Executive and Boards Pty Ltd	General Creditors	7,334.80	
V00036	Workplace Training & Advisory Australia Pty Ltd	General Creditors	7,095.00	
V04853	Jasen & Michelle Machacek	General Creditors	7,000.00	
V05342	[redacted]	Refunds & Reimbursements		
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors		
V02285	Territory Native Plants	General Creditors	5,765.76	
V05315	Landshapes (NT) Pty Ltd	General Creditors	5,682.00	
V05341	Cliff Mehlomakulu	General Creditors	5,491.15	
V05357	[redacted]	Refunds & Reimbursements		
V05274	Top End Group Training	General Creditors		
V05333	Rahima McAllister	General Creditors	4,475.00	
V05340	MD Imran Abedin	General Creditors	4,250.00	
V04027	Nicks Cuisine Catering	General Creditors	4,160.00	
V05339	David Bull and Laralee Fraser	General Creditors	4,111.70	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	4,042.50	
V03596	Zesty Productions	General Creditors	4,000.00	
V05360	[redacted]	Refunds & Reimbursements	3,960.00	1
V05336	[redacted]	Refunds & Reimbursements		
V04997	Celotti Pty Ltd	General Creditors	3,935.90	
5651	Minter Ellison Lawyers	General Creditors	3,889.60	
3313	Zip Print	General Creditors	3,811.50	
V05363	[redacted]	Refunds & Reimbursements		
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors		
V05331	Carmen Gutierrer-Chervo	General Creditors	3,391.00	
3099	Iron Mountain Australia Pty Ltd	General Creditors	3,385.16	
V05337	[redacted]	Refunds & Reimbursements		
5131	Core Traffic Control Pty Ltd	General Creditors		
2977	Optic Security Group NT	General Creditors	3,289.04	
4065	Southern Cross Protection Pty Ltd	General Creditors	3,071.44	
V05276	OzFish Unlimited	General Creditors	3,000.00	
V05330	Cal Kennedy	General Creditors	3,000.00	
V05338	Klaus Hellwig	General Creditors	3,000.00	
V05191	ATF Services Pty Ltd	General Creditors	2,960.60	
V03923	Anna Thomson	General Creditors	2,946.25	
V03973	AANT Salary Packaging	General Creditors	2,933.65	
4561	Bendesigns	General Creditors	2,916.10	
161	Australian Institute of Management	General Creditors	2,870.00	
V00250	Ward Keller	General Creditors	2,797.50	
V04996	Peppermint Consulting Pty Ltd	General Creditors	2,750.00	
V05365	[redacted]	Refunds & Reimbursements		
V02755	[redacted]	Refunds & Reimbursements		
V05362	[redacted]	Refunds & Reimbursements		
V02709	Micro Products Australia	General Creditors	2,337.00	
5114	S.E. Rentals Pty Ltd	General Creditors	2,330.90	
V05334	[redacted]	Refunds & Reimbursements		
V05335	Christine Marshall	General Creditors		
V05364	[redacted]	Refunds & Reimbursements	2,264.50	1
22	Norsign Pty Ltd	General Creditors		

53	Eggins Electrical	General Creditors	2,244.00	
V02220	Alistair Carmichael	General Creditors	2,200.00	
90	Local Government Association of the NT (LGANT Ltd)	General Creditors	2,062.50	
V00999	Artback NT Incorporated	General Creditors	2,061.40	
V05322	Radspec Consultants Pty Ltd	General Creditors	2,027.00	
V00808	Karen Le Bretton	General Creditors	2,000.00	
V02750	[redacted]	Refunds & Reimbursements	2,000.00	1
V05332	Jennifer Sharma	General Creditors		
V04917	OverDrive Australia	General Creditors	1,974.17	
3486	Gold Medal Services (NT) Pty Ltd	General Creditors	1,815.00	
4977	Masterplan	General Creditors	1,780.64	
4007	The Ark Animal Hospital Pty Ltd	General Creditors	1,769.59	
V01881	Shalom Kaa	General Creditors	1,700.00	
V00939	Defend Fire Services Pty Ltd	General Creditors	1,664.47	
V00474	Lane Communications	General Creditors	1,652.84	
V04294	Dream Impact Inspire Youth	General Creditors	1,650.00	
256	The Bookshop Darwin	General Creditors	1,641.00	
2238	Hollands Print Solutions Pty Ltd	General Creditors	1,599.60	
V04920	Maximise Physiotherapy Clinic	General Creditors	1,584.00	
V03794	Dial Before You Dig SA NT Inc	General Creditors	1,578.02	
30	Colemans Printing Pty Ltd	General Creditors	1,564.20	
5713	Clean Fun T/A Darwin Outdoor Cinema Hire/Darwin Laundries	General Creditors	1,562.00	
4398	Quality Indoor Plants Hire	General Creditors	1,485.65	
V03990	Ecotreat Solutions NT	General Creditors	1,413.28	
V00258	[redacted]	Refunds & Reimbursements	1,379.57	1
1580	The Exhibitionist	General Creditors		
V02306	Well Done International Pty Ltd	General Creditors	1,327.77	
V04604	Stone Monkey Australia	General Creditors	1,196.00	
35	WINC Australia Pty Limited	General Creditors	1,167.47	
V01161	Medimobile Pty Ltd	General Creditors	1,160.50	
4735	Palmerston and Rural Party Hire	General Creditors	1,135.00	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,117.30	
V02316	Danielle Andrews	General Creditors	1,100.00	
V03274	Top End Critters	General Creditors	1,100.00	
V04352	MH Training Pty Ltd	General Creditors	1,100.00	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
215	Employee Assistance Services NT Inc (EASA)	General Creditors	1,082.40	
V03600	CFO Business Associates	General Creditors	1,054.90	
V05266	Laura Wielobinski	General Creditors	1,050.00	
36	Darwin Lock & Key	General Creditors	1,044.28	
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	1,043.56	
549	City of Darwin	General Creditors	1,000.00	
V00775	[redacted]	Refunds & Reimbursements		
V04056	Pit Stop Recharge Pty Ltd	General Creditors		
V04170	Keylog Pty Ltd	General Creditors	990.00	
V03292	Blume Designs	General Creditors	913.00	
V05352	[redacted]	Refunds & Reimbursements		
V05272	Palmerston Indoor Sport (Empire 1822 PL)	General Creditors	880.00	
V05204	MAD Events Australia Pty Ltd	General Creditors	875.00	
V05345	Public Sector Network Australia P/L	General Creditors	874.50	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	825.09	
V05232	Craig William Kirby	General Creditors	719.00	
2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00	

V00073	Off the Leash	General Creditors	715.00	
V00730	Tip Top Circus Entertainment	General Creditors	687.50	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	660.00	
V05293	BAM Party & Events	General Creditors	652.50	
V05259	Uniprint NT	General Creditors	605.00	
V04072	Atomic Search Pty Ltd	General Creditors	593.00	
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	587.91	
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	564.74	
V03976	Luva Cuppa	General Creditors	550.00	
2186	Optus Billing Services Pty Ltd	General Creditors	540.00	
V04455	Tangibilis Physiotherapy	General Creditors	525.00	
V05183	Sasha Maree Sturdy	General Creditors	525.00	
V05346	Jodicee Duggan (Tamara Duggan - Parent)	Grants, Sponsorships, Donations & Prizes	500.00	
4029	Totally Workwear Palmerston	General Creditors	497.40	
V01106	Darwin Toilet Hire	General Creditors	495.00	
V01694	NT Advertising and Distribution	General Creditors	495.00	
V04293	Kulture Cuts Barbershop	General Creditors	495.00	
5410	Majestix Media Pty Ltd	General Creditors	484.00	
2199	SBA Office National	General Creditors	470.08	
272	City Wreckers	General Creditors	462.00	
V00246	Cohera-Tech Pty Ltd	General Creditors	415.00	
V02314	Adam Scriven	General Creditors	400.00	
V01722	Glennon, Casey Jane	General Creditors	390.00	
V05353	[redacted]	Refunds & Reimbursements	385.60	1
V05222	Haruka Sasaki	General Creditors		
V03746	Kim Koole Music	General Creditors	350.00	
V02167	Sanity Music Stores Pty Ltd	General Creditors	332.86	
V01774	Kill Em All Pest Solutions Pty Ltd	General Creditors	330.00	
V03035	Darwin Mobile Detailers	General Creditors	330.00	
3648	Mobile Locksmiths Australia Pty Ltd	General Creditors	302.50	
V01850	Sam Eyles Refrigeration and Air Conditioning P/L	General Creditors	302.50	
V04986	Bridge NT Pty Ltd T/A Bridge Toyota	General Creditors	290.00	
18	Integrated Land Information System	General Creditors	267.00	
V00487	Flowers by Elise	General Creditors	264.00	
V05307	[redacted]	Refunds & Reimbursements	251.09	1
V03931	Imogen Baldwin (Annette Balwin - Parent)	Grants, Sponsorships, Donations & Prizes		
V03934	Mia Wilson	Grants, Sponsorships, Donations & Prizes	250.00	
V04213	Allen Walsh	Grants, Sponsorships, Donations & Prizes	250.00	
V04234	Kaitlyn Berry (Tara Berry - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V04602	Emily Berry (Tara Berry - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V04609	Sophie Cameron	Grants, Sponsorships, Donations & Prizes	250.00	
V04647	Ava Robinson (Michael Robinson - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V04708	Jonte Jones	Grants, Sponsorships, Donations & Prizes	250.00	
V05155	Xyza Ramos (Joy Ramos-Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05255	Sienna Tanner (Renae Tanner - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05327	Summer Broughton (Kimberley Broughton - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05328	Joshua Crowhurst (Alexis Lenders - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05329	Ramit Sharma	Grants, Sponsorships, Donations & Prizes	250.00	
V05343	Xavier Garrett (KG Garrett - Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05348	Marion McLauchlan	Grants, Sponsorships, Donations & Prizes	250.00	
V05349	Sheree Dempsey	Grants, Sponsorships, Donations & Prizes	250.00	
V05368	Ariki Hazeldine (Barbara Hazeldine-Parent)	Grants, Sponsorships, Donations & Prizes	250.00	
V05369	Kaylee Alchin (Danielle Alchin-Parent)	Grants, Sponsorships, Donations & Prizes	250.00	

V05371	Flynn Green	Grants, Sponsorships, Donations & Prizes	250.00	
V04624	Niesha Korman	General Creditors	240.00	
V00542	Industry Health Solutions	General Creditors	209.00	
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	165.00	
V00443	Forecast Machinery	General Creditors	159.72	
V03262	WOW Wipes	General Creditors	158.73	
V05302	[redacted]	Refunds & Reimbursements		
V05093	Darwin RexYu Photography	General Creditors		
2915	Territory Uniforms	General Creditors	126.00	
V04193	[redacted]	Refunds & Reimbursements		
V05007		Refunds & Reimbursements		
V05325		Refunds & Reimbursements		
V05370		Refunds & Reimbursements		
V05372		Refunds & Reimbursements		
V05388		Refunds & Reimbursements		
3834	Good Shepherd Lutheran College	Grants, Sponsorships, Donations & Prizes		
469	Durack School	General Creditors	110.00	
V01308	CouncilWise Pty Ltd	General Creditors	110.00	
V05239	Imagine That Face Painting	General Creditors	110.00	
1094	Gray Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
1650	Driver Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00	
V04922	Moulden Park Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
V05034	Hakima Yawari	General Creditors	100.00	
V05326	Danella Lee	General Creditors	100.00	
V05376	[redacted]	Refunds & Reimbursements		1
V05032	Tian-Shian Bai	General Creditors		
V05023	Fifi Ngoyi	General Creditors	80.00	
V02969	[redacted]	Refunds & Reimbursements	51.55	
V01938	Windcave Pty Limited	General Creditors	49.50	
V05207	[redacted]	Refunds & Reimbursements		1
V05347		Refunds & Reimbursements		1
V02545	Amazon Web Services Inc	General Creditors		
			2,866,394.73	

Investments	-
Total Creditor Payments (excludes investments placed)	2,866,394.73
Total Payments made to Local suppliers this month	**2,430,384.34**
Percentage of this month's payments made to local suppliers	**84.79%**

Notes

1. Names redacted to de-identify personal details

Approved by: Finance Manager

SECTION 2
Financial Results
Creditor Accounts Outstanding as at 30 September 2024
% of year passed 25.00%

2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount $	Notes
4190	National Australia Bank - Corporate Credit Cards	76,840.26	1
V02563	Amcom Pty Ltd Acc no 68842	105.78	2
V03556	Belgravia Health & Leisure Group Pty Ltd	(360.00)	3
549	City of Darwin	(183,390.20)	3

NOTES:
1. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliation are completed.

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

3. Belgravia and City of Darwin invoices paid in October

Please note that all creditors are outstanding less than 30 days

Approved by: Finance Manager

Section 2
Financial Results
30 September 2024
25.00%

Commercial Leases as at
% of year passed

2.7 - Commercial Leases

	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%	7,500	75%	1
GM Finance & Governance	69,205	16,189	23%	17,301	94%	
Civic Centre	151,150	41,647	28%	37,787	110%	
Income	**250,355**	**63,482**	**25%**	**62,589**	**101%**	
Expenditure						
GM Finance & Governance	-12,000	-5,799	48%	-3,000	193%	
Expenditure	**-12,000**	**-5,799**	**48%**	**-3,000**	**193%**	
Profit/(Loss)	**238,355**	**57,683**		**59,589**		

Notes:

1. The rental agreement for 10 Boulevard has expired in August and was not renewed.

Approved by: Finance Manager

2.8 - Council Loans

INTERNAL LOANS

Making the Switch Balances (FILOC)	
1st Withdrawal June 2019	640,000
2nd Withdrawal June 2020	2,583,849
Public lighting officer June 2020	114,000
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 30/09/2024**
1,833,114	**-347,871**	**-85,203**	**44,288**	**12,836**	**1,747,911**

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 30/09/2024**
320,000	**-80,000**	**0**	**320,000**

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

Section 2
Financial Results
Council Loans as at 30 September 2024
% of year passed 25.00%

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 30/09/2024**
786,610	**-254,975**	**-63,494**	**-19,243**	**5,054**	**723,116**

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 30/09/2024**
4,812,500	**-250,000**	**-62,500**	**-263,362**	**69,347**	**4,750,000**

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 Results
Elected Member Expenses 30 September 2024
% of year passed 25.00%

2.9 - Elected Member Expenses

	Revised Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Superannuation	-44,461	-10,633	24%	-11,115	96%	
Mayoral Allowance	-116,600	-29,709	25%	-29,150	102%	
Mayor Vehicle Allowance	-25,000	-6,301	25%	-6,250	101%	
Mayoral Professional Dev Allowance	-4,000	0	0%	-1,000	0%	
Deputy Mayoral Allowance	-41,800	-6,472	15%	-10,450	62%	
Elected Members Councillor Allowances	-147,600	-38,216	26%	-36,900	104%	
Elected Members Professional Dev Allowance	-28,000	0	0%	-7,000	0%	
Elected Members Meeting Allowance	-70,000	-22,800	33%	-17,500	130%	1
Information Technology Capital Entitlement	-9,600	0	0%	-2,400	0%	
Acting Mayor Allowance	-10,615	-6,553	62%	-2,654	247%	2
Contractors	-51,450	0	0%	-12,863	0%	
Printing & Photocopying Costs	-2,000	0	0%	0	0%	
Furniture & Equipment expensed	-1,433	0	0%	-358	0%	
Other Sundry Expenses	-7,857	0	0%	-1,062	0%	
Food & Catering Costs	-11,085	-935	8%	-1,926	49%	
Course Seminar & Conference Registration	-10,557	0	0%	-1,701	0%	
Air Travel	-3,093	0	0%	-1,222	0%	
Travel Accommodation	-2,111	0	0%	-179	0%	
Travel Related Costs Other	-1,031	-734	71%	-63	1168%	3
Operating Expenditure	**-588,293**	**-122,353**	**21%**	**-143,792**	**85%**	

Notes:

1. Related to expenses for extra meetings attended by elected members
2. Expenses related to Acting mayor allowances paid during the period
3. Travel allowance for Elected Members that attended the ALGA conference

Approved by: Finance Manager

CEO Credit Card Transactions as at 30 September 2024
% of year passed 25.00%

2.10 - CEO Credit Card Transactions

Cardholder Name: Luccio Cercarelli
Cardholder Position: CEO
Period Sep-24

Transaction Date	Amount $	Supplier's Name	Reason for the Transaction
			No Transactions
Tota			

Cardholder Name: Amelia Vellar
Cardholder Posi Interim CEO
Sep-24

Transaction Date	Amount $	Supplier's Name	Reason for the Transaction
			No Transactions
Total	$ -		

Cardholder Name: Nadin
Cardholder Posit Acting CEO
Sep-24

Transaction Date	Amount $	Supplier's Name	Reason for the Transaction
			No Transactions
Total	$ -		

Approved by: Finance Manager

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, 5 November 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



MINUTES

1st Ordinary Council Meeting
Tuesday 1 October 2024

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

Council business papers can be viewed on the City of Palmerston website www.palmerston.nt.gov.au

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COUNCIL MINUTES

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

PRESENT

ELECTED MEMBERS	Mayor Athina Pascoe-Bell (Chair) Councillor Amber Garden *(Via Audio/Audiovisual)* Councillor Benjamin Giesecke Councillor Damian Hale Councillor Danielle Eveleigh Councillor Lucy Morrison Councillor Sarah Henderson
STAFF	Acting Chief Executive Officer, Nadine Nilon General Manager Finance and Governance, Wati Kerta General Manager Community, Konrad Seidl Acting General Manager People and Place, Emma Blight Minute Secretary, Jodi Holden
GALLERY	One member of the public Two members of staff

UNCONFIRMED

Initials:

city of PALMERSTON
A Place for People

COUNCIL MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

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

Deputy Mayor Fraser

4 AUDIO/AUDIOVISUAL CONFERENCING GRANTED

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

Deputy Mayor Fraser (noting technical difficulties prevented attendance)
Councillor Garden

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson
Seconded: Councillor Eveleigh

THAT the Minutes of the Council Meeting held on 17 September 2024 pages 11447 to 11457 be confirmed.

CARRIED (7/0) - 10/1545 – 1/10/2024

Initials:

UNCONFIRMED

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1. LEAVE OF ABSENCE REQUESTS

Moved: Councillor Garden
Seconded: Councillor Morrison

7. THAT the leave of absence received from Councillor Henderson for 19 September to 24 September 2024, inclusive be received and noted.

9. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (7/0) - 10/1535 – 17/09/2024

10.1.2 LEAVE OF ABSENCE REQUESTS

Moved: Councillor Morrison
Seconded: Councillor Giesecke

3. THAT it be noted that Councillor Henderson was an approved leave of absence for 25 September 2024 inclusive.

CARRIED (7/0) - 10/1557 – 1/10/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Eveleigh
Seconded: Councillor Garden

UNCONFIRMED

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 *Local Government Act 2019* and section 51(1)(c)(iv) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
27.1.2	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(i) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
27.1.3	Confidential Restricted	This item is considered 'Confidential' 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*, 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. This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(d) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
27.1.4	Matters Relating to Council Staff and or Elected Members	This item is considered 'Confidential' 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*, 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.

UNCONFIRMED

Initials:

CARRIED (7/0) - 10/1546 – 1/10/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 NT Strategic Directions Planning Policy Discussion Paper

Moved: Councillor Henderson
Seconded: Councillor Giesecke

1. THAT Report entitled Strategic Directions Planning Policy Discussion be received and noted.

2. THAT Council endorse the letter provided at **Attachment 13.1.1.1**, for submission to the NT Planning Commission with the following additions to the submission;

a. Telecommunications engagement
b. Early planning of earthworks requirements
c. Public transport routes identified

CARRIED (7/0) - 10/1547 – 1/10/2024

13.1.2 Council Policy Review - Community Engagement

Moved: Councillor Morrison
Seconded: Councillor Eveleigh

1. THAT Report entitled Council Policy Review - Community Engagement be received and noted.

2. THAT Council adopts the Community Engagement Policy as at **Attachment 13.1.2.3** contained in the report entitled Council Policy Review - Community Engagement

CARRIED (7/0) - 10/1548 – 1/10/2024

13.1.3 Australia Day Awards Judging Panel

Moved: Councillor Henderson
Seconded: Councillor Eveleigh

1. THAT Report entitled Australia Day Awards Judging Panel be received and noted.

2. THAT Council make the following appointments for two (2) Elected Members be a part of the Australia Day awards Judging Panel:

UNCONFIRMED

a. THAT Councillor Eveleigh be appointed as a Judge in the Australia Day awards Judging Panel.

b. THAT Councillor Garden be appointed as an alternative Judge in the Australia Day awards Judging Panel.

CARRIED (7/0) - 10/1549 – 1/10/2024

13.1.4 Community Safety Advisory Committee Minutes - 19 September 2024

Moved: Councillor Hale
Seconded: Councillor Morrison

1. THAT Report entitled Community Safety Advisory Committee Minutes - 19 September 2024 be received and noted.

2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **Attachment 13.1.4.1** to report entitled Community Safety Advisory Committee Minutes - 19 September 2024 be received and noted.

3. THAT the council advocate for the continuation of operations of the Palmerston Youth Centre with the Northern Territory Government.

CARRIED (7/0) - 10/1550 – 1/10/2024

13.2 Receive and Note Reports

13.2.1 Community Wellbeing Advisory Committee Minutes - 12 September 2024

Moved: Councillor Eveleigh
Seconded: Councillor Henderson

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 12 September 2024 be received and noted.

2. THAT the unconfirmed Community Wellbeing Advisory Committee minutes provided as **Attachment 13.2.1.1** to report entitled Community Wellbeing Advisory Committee Minutes - 12 September 2024 be received and noted.

CARRIED (7/0) - 10/1551 – 1/10/2024

13.2.2 Infrastructure Quarterly Report - July to September 2024

Moved: Councillor Hale
Seconded: Mayor Pascoe-Bell

THAT Report entitled Infrastructure Quarterly Report - July to September 2024 be received and noted.

CARRIED (7/0) - 10/1552 – 1/10/2024

13.2.3 Community Quarterly Report - July to September 2024

Moved: Councillor Morrison
Seconded: Councillor Henderson

UNCONFIRMED

Initials: _____

THAT Report entitled Community Quarterly Report - July to September 2024 be received and noted.

CARRIED (7/0) - 10/1553 – 1/10/2024

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

Moved: Councillor Giesecke
Seconded: Councillor Hale

THAT the verbal report received by Councillor Giesecke regarding Tourism Top End meeting be received and noted.

CARRIED (7/0) - 10/1554 – 1/10/2024

16 QUESTIONS BY MEMBERS

Nil

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Hale
Seconded: Councillor Morrison

THAT the next Ordinary Meeting of Council be held on Tuesday, 15 October 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (7/0) - 10/1555 – 1/10/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Hale
Seconded: Councillor Eveleigh

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) - 10/1556 – 1/10/2024

UNCONFIRMED

Initials:

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.15pm for the discussion of confidential matters.

The closed section of the meeting reopened at 6.15pm.

The Chair declared the meeting closed at 8.14pm.

Chair

Print Name

Date

UNCONFIRMED