AGENDA

1st ORDINARY COUNCIL MEETING

TUESDAY 21 JANUARY 2025

The Ordinary Meeting of City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5.30pm.

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

NADINE NILON
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

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3.1 Apologies

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4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

5 DECLARATION OF INTEREST

5.1 Elected members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

THAT the Minutes of the Council Meeting held on 10 December 2024 pages 11534 to 11547 and the Minutes of the Special Council Meeting held on 17 December 2024 pages 11555 to 11557 be confirmed.

6.2 Business arising from previous meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving confidential items into open

10.2 Moving open items into confidential

10.3 Confidential items

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

Item	Confidential Category	Confidential Clause
27.1.1	Council Property Agreements and Contracts	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	Contract and Tender Assessment and Award	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.
27.1.3	Appointment of Committee Member	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) 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 personal circumstances of a resident or ratepayer.
27.2.1	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)(f) 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 in relation to a complaint of a contravention of the code of conduct.
27.2.2	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(f) 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 in relation to a complaint of a contravention of the code of conduct.
27.2.3	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.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.1
Report Title:	Community Wellbeing Advisory Committee Minutes - 5 December 2024
Meeting Date:	Tuesday 21 January 2025
Author:	Executive Assistant to General Manager Community, Georgina Davies
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 seeks Council approval of the recommendations from the Community Wellbeing Advisory Committee meeting held on Thursday 5 December 2024.

Key messages

- Community Wellbeing is a priority for City of Palmerston and the Community Wellbeing Advisory Committee is an avenue for Council and community to maintain awareness on current issues and actions to support the community.
- The reports on Networks and updates highlighted strong wellbeing outcomes for City of Palmerston.
- Palmerston And Litchfield Seniors Association presented to the committee on their activities occurring in 2024.
- The Advisory Committee agenda and unconfirmed minutes are available for viewing on Council's Website.
- The Terms of Reference have been updated to reflect Council's decision to remunerate community members.

Recommendation

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 5 December 2024 be received and noted.

2. THAT the unconfirmed Community Wellbeing Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Community Wellbeing Advisory Committee Minutes - 5 December 2024 be received and noted.

3. THAT Council endorse the proposed recommendations from the Community Wellbeing Advisory Committee meeting held on 5 December 2024, being:
   a. THAT the Community Wellbeing Advisory Committee meetings for 2025 be scheduled as follows:
      i. 5:30pm Tuesday 25 March 2025 in Council Chambers
      ii. 5:30pm Tuesday 10 June 2025 in Council Chambers
   b. THAT a review of the Community Wellbeing Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.
   c. THAT Council endorse the reviewed Terms of Reference for the Community Wellbeing Advisory Committee as **Attachment 13.1.1.4.**

Background

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

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

Discussion

The Community Wellbeing Advisory Committee meeting was held on Thursday 5 December 2024 with the unconfirmed minutes provided at **Attachment 13.1.1.1.**

The Advisory Committee reviewed three (3) Receive and Note Reports: *Community Services Network Update, Children's Week Celebration and International Men's Day 2024* as well as two (2) Action Reports: *Community Wellbeing Advisory Committee Meeting Schedule 2025 and Terms of Reference Review - Community Wellbeing Advisory Committee.*

Palmerston And Litchfield Seniors Association

Marg Lee (President) and Neville Driver (Vice President) of the Palmerston and Litchfield Seniors Association (PLSA) presented an update on their activities for 2024.

They outlined the extensive range of events delivered throughout the year, demonstrating their dedication to fostering social connections and engagement among seniors. Events

included Seniors Morning Teas held twice monthly at Cazalys Palmerston Club and monthly at Humpty Doo Rural Area Golf Club, along with Darwin Family Law Morning Tea and Movies sessions, hosted bimonthly for a total of six (6) events. Additionally, three (3) bimonthly luncheons, four (4) PEG Morning Teas, and four (4) Palmerston Christian School Morning Teas were organised.

Seniors Fortnight featured 9 events, including the Katherine Outback Experience, while special events such as the Seniors Christmas Luncheon, Seniors Melbourne Cup Luncheon, and the Australia Day Committee Morning Tea added to the calendar. PLSA emphasised that all events were offered at minimal or no cost to ensure accessibility for members.

They also highlighted the Palmerston Volunteer Driving Program (PVDP) as a vital service for seniors needing assistance with appointments. The program, coordinated by volunteer drivers and the Brennan Electorate Office, offers door-to-door transport, addressing mobility and security needs. Covering areas from Humpty Doo to Berry Springs, the program is a valued lifeline for the community.

Terms of Reference

Following the Council's decision at the Ordinary Council Meeting on 5 November 2024 to remunerate community members $200 per meeting attendance for the Community Wellbeing Advisory Committee (CWAC), the CWAC Terms of Reference (ToR) were reviewed to reflect this change. As part of the review, updates were made to phrasing, punctuation, and formatting to ensure consistency and alignment with Council standards.

The key amendments include:

- Updated template to align with City of Palmerston's brand refresh.
- Added remuneration details in alignment with Council's endorsed remuneration rate of $200 per meeting attended.

The recommended changes are detailed in **Attachment 13.1.1.3**, with the updated ToR presented in **Attachment 13.1.1.4** for Council's consideration.

The Committee also voted on the meeting schedule for the first quarter of 2025, agreeing on 25 March and 10 June.

The agenda from this meeting is available for public viewing on Council's website.

Consultation and marketing

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

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

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

- Inclusive, Diverse and Accessible Policy Framework

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

Council officer conflict of interest declaration

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

Attachments

1. 20241205 - UNCONFIRMED Community Wellbeing Advisory Committee Minutes - 5 December 2024 [**13.1.1.1** - 6 pages]
2. 20240319 - Terms of Reference Community Wellbeing Advisory Committee [**13.1.1.2** - 3 pages]
3. 20240319 Terms of Reference Community Wellbeing Advisory - Tracked Changes [**13.1.1.3** - 3 pages]
4. 20250110 - Terms of Reference Community Wellbeing Advisory Committee - New [**13.1.1.4** - 5 pages]



MINUTES

Community Wellbeing Advisory Committee Meeting

Thursday 5 December 2024

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

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

UNCONFIRMED

'A Place for People'

city of PALMERSTON
A Place for People

COMMITTEE MINUTES

Minutes of Community Wellbeing Advisory Committee Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Thursday 5 December at 5:30pm.

PRESENT

COMMITTEE MEMBERS	Deputy Mayor Mark Fraser (Chair) Senior Sergeant Siiri-Kai Tennosaar, Northern Territory Representative Sheryl Sephton, Senior Community Member Veronica Matipira, Youth Community Member Representative
STAFF	General Manager Infrastructure, Nadine Nilon General Manager Community, Konrad Seidl Acting General Manager People & Place, Emma Blight Acting Community Services Manager, Laura Hardman Minute Secretary, Georgina Davies Executive Assistant General Manager Infrastructure, Monica Silva
GALLERY	Nil

UNCONFIRMED

Initials:

city of PALMERSTON

A Place for People

COMMITTEE 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 5:33pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Sheryl Sephton
Seconded: Veronica Matipira

1. THAT the apology received from Councillor Danielle Eveleigh for 05 December 2024 be received and noted.
2. THAT the apology received from Michelle Walker for 05 December 2024 be received and noted.

CARRIED (4/0) - CWAC10/74 – 5/12/2024

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Sheryl Sephton
Seconded: Siiri Tennosaar

THAT the Minutes of the Community Wellbeing Advisory Committee Meeting held on 12 September 2024 pages 39 to 43 be confirmed.

CARRIED (4/0) - CWAC10/75 – 5/12/2024

5.2 Business Arising from Previous Meeting

Nil

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Initials:

6 DEPUTATIONS AND PRESENTATIONS

6.1 Palmerston And Litchfield Seniors Association Summary Report 2024

Moved: Siiri Tennosaar
Seconded: Sheryl Sephton

THAT the presentation by Marg Lee, President and Neville Driver, Vice President from Palmerston And Litchfield Seniors Association on PLSA Summary Report 2024 be received and noted.

CARRIED (4/0) - CWAC10/76 – 5/12/2024

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

8.1.1 Community Wellbeing Advisory Committee Meeting Schedule 2025

Moved: Sheryl Sephton
Seconded: Veronica Matipira

1. THAT Report entitled Community Wellbeing Advisory Committee Meeting Schedule 2025 be received and noted.
2. THAT the Community Wellbeing Advisory Committee recommend to the Council:
   a. THAT the Community Wellbeing Advisory Committee meetings for 2025 be scheduled as follows:
      i. 5:30pm Tuesday 25 March 2025 in Council Chambers
      ii. 5:30pm Tuesday 10 June 2025 in Council Chambers
   b. THAT a review of Community Wellbeing Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.

CARRIED (4/0) - CWAC10/77 – 5/12/2024

UNCONFIRMED

Initials:

8.1.2 Terms of Reference Review - Community Wellbeing Advisory Committee

Moved: Siiri Tennosaar
Seconded: Veronica Matipira

1. THAT Report entitled Terms of Reference Review - Community Wellbeing Advisory Committee be received and noted.

2. THAT the Community Wellbeing Advisory Committee recommend to the Council:

   a. THAT Council endorse the reviewed Terms of Reference for the Community Wellbeing Advisory Committee as **Attachment 8.1.2.3**.

CARRIED (4/0) - CWAC10/78 – 5/12/2024

8.2 Receive and Note Reports

8.2.1 Community Services Network Update

Moved: Siiri Tennosaar
Seconded: Veronica Matipira

THAT Report entitled Community Services Network Update be received and noted.

CARRIED (4/0) - CWAC10/79 – 5/12/2024

8.2.2 Children's Week Celebration

Moved: Veronica Matipira
Seconded: Siiri Tennosaar

THAT Report entitled Children's Week Celebration be received and noted.

CARRIED (4/0) - CWAC10/80 – 5/12/2024

8.2.3 International Men's Day 2024

Moved: Deputy Mayor Fraser
Seconded: Siiri Tennosaar

THAT Report entitled International Men's Day 2024 be received and noted.

CARRIED (4/0) - CWAC10/81 – 5/12/2024

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

9.2 Correspondence

Nil

10 GENERAL BUSINESS

Nil

UNCONFIRMED

Initials:

11 NEXT COMMITTEE MEETING

Moved: Sheryl Sephton
Seconded: Veronica Matipira

THAT the next Community Wellbeing Advisory Committee Meeting of Council be held on Tuesday, 25 March 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (4/0) - CWAC10/82 – 5/12/2024

12 CLOSURE OF MEETING

Moved: Siiri Tennosaar
Seconded: Sheryl Sephton

THAT the meeting of the Community Wellbeing Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 05 December 2024 closed at 6:35pm.

CARRIED (4/0) - CWAC10/83 – 5/12/2024

The Chair declared the meeting closed at 6:35pm.

_____
Chair

_____
Print Name

_____
Date

UNCONFIRMED

Initials:

TERMS OF REFERENCE

Committee Name:	Community Wellbeing Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community		
Owner:	Chief Executive Officer		
Approval Date:	16/04/2024	Next Review Date:	March 2026
Records Number:	496731	Council Decision:	10/1296

1 PURPOSE

The Community Wellbeing Advisory Committee (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

2 COMMITTEE OBJECTIVES

2.1 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.

2.2 Consider and endorse recommendations from its associated Networks to put forward for Council's consideration.

2.3 Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.

2.4 Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.

2.5 Draw on and shares the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is responsible to recommend a course of action to Council on matters falling within its function.

4 MEMBERSHIP

4.1 Members are appointed by the Council.

4.2 The City of Palmerston shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:

- One Councillor as Chair
- One Councillor as Member
- One Senior Community Member
- One Youth Community Member
- One Representative of the Chief Minister and Cabinet
- Maximum three representatives from key government and community organisations

4.3 The Chairperson will be a Councillor holding membership to the committee.

4.4 The Mayor will be ex-officio member.

4.5 Council staff attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless specified.

5 TERMS AND VACANCIES

5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
5.2 Membership term for all other members will be for two years.
5.3 Council officers will invite relevant key community organisations to hold representation on the Committee.
5.4 Representatives shall be nominated by the appointed organisations.
5.5 A member who fails to attend three consecutive meetings without providing apology to the Chairperson is considered to have resigned their membership.
5.6 The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

6 COMMUNITY MEMBER SELECTION PROCESS

6.1 In considering expressions of interest, applicants are expected to:
- Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community.
- Contribute positively to the work of Committee by actively participating in meetings.
- Represent community interest as a whole and not as individual interest.
- Be respectful of diverse views and work collaboratively.
- Be a Resident of Palmerston
- Meet the requirements of a senior or youth for representative membership

6.2 Community representatives shall be considered by submitting an Expression of Interest Form available on the Council website.
6.3 Submissions received will be submitted to a confidential Meeting of Council for consideration.

7 MEETINGS

7.1 Notice of Meetings and Business Papers
The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
7.2 Regularity
Meetings will be held quarterly, or more frequently as required.
7.3 Attendance
7.3.1 Meetings are open to the public unless confidential business is being considered.
7.3.2 Guests or Network Members may be invited to attend meetings by the Advisory Committee to provide advice or update on relevant matters.
7.4 Quorum
7.5 Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson.
7.6 Chairperson Responsibilities
7.6.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.
7.6.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.
7.6.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson and if unavailable the meeting will be postponed.

7.7 **Voting**

7.7.1 For voting purposes, the Chairperson shall accept motions moved and seconded by members of the Committee, by show of hands.

7.7.2 A Committee decision is by majority vote of voting members present at a meeting.

7.8 **Minutes**

Meeting minutes will be distributed to members within ten working days after a meeting and presented to Council at its next Ordinary Meeting.

8 CONDUCT

8.1 **Conflicts of interest**

Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items on the approved Council form.

8.2 **Code of Conduct**

All Committee Members are required to abide with Schedule 1 of the *Local Government Act 2019 Code of Conduct for Elected Members and Committee Members*.

8.3 **Committee Representation**

Committee members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

9 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of financial year.

TERMS OF REFERENCE

Committee Name:	Community Wellbeing Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager Community		
Owner:	Chief Executive Officer		
Approval Date:	~~16/04/2024~~	Next Review Date:	March 2026
Records Number:	496731	Council Decision:	~~10/1296~~

1 PURPOSE

The Community Wellbeing Advisory Committee (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

2 COMMITTEE OBJECTIVES

2.1 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.

2.2 Consider and endorse recommendations from ~~its~~ the committee's associated community ~~N~~networks to put forward for Council's consideration.

2.3 Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.

2.4 Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.

2.5 Draw on and shares the expertise of specialists, as appropriate.

3 AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is ~~responsible~~authorised to recommend a course of action to Council on matters falling within its ~~function~~ objectives.

4 MEMBERSHIP

4.1 Members are appointed by the Council.

4.2 ~~The City of Palmerston~~ Council shall appoint suitably qualified or experienced individuals to be M~~m~~embers of the Committee based on its purpose, being:

- One Councillor as Chairperson
- One Councillor as Member
- One Senior Community Member
- One Youth Community Member
- One Representative from~~of~~ the Department of the Chief Minister and Cabinet
- Maximum three representatives from key government and community organisations

~~4.3 The Chairperson will be a Councillor holding membership to the committee.~~

~~4.4~~4.3 The Mayor will be ex-officio M~~m~~ember.

TERMS OF REFERENCE

4.54.4 Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless ~~specified~~ invited to by the committee.

5 TERMS AND VACANCIES

5.1 Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.

5.2 Membership term for all other ~~m~~Members will be for two years from date of appointment~~.~~

5.3 Council officers will invite relevant key community organisations to hold representation on the Committee.

5.4 Representatives shall be nominated by the appointed organisations.

5.5 A M~~m~~ember who fails to attend three consecutive meetings without providing an apology to the Chairperson is considered to have resigned their membership.

5.6 Following the confirmed resignation of a member, Council will actively fill the position.

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

6 COMMUNITY MEMBER SELECTION PROCESS

6.1 In considering expressions of interest, applicants are expected to:

- Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community.
- Contribute positively to the work of Committee by actively participating in meetings.
- Represent community interest as a whole and not as individual interest.
- Be respectful of diverse views and work collaboratively.
- Be a R~~r~~esident of Palmerston
- Meet the requirements of a senior or youth for representative membership

6.2 Community representatives can~~s~~hall be considered by submitting an Expression of Interest Form, which is available on the Council website HERE.~~.~~

6.3 Submissions received will be submitted to a confidential ~~Meeting of~~ Ordinary Council Meeting for consideration.

7 MEETINGS

7.1 **Notice of Meetings and Business Papers**

The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.

7.2 ~~Regularity~~ Meeting Schedule

7.2.1 Meetings will be held quarterly, or more frequently as required.

7.2.2 The meeting schedule will be proposed to the committee in the last meeting of the quarter and submitted to the next Ordinary Council Meeting for endorsement.

7.3 **Attendance**

7.3.1 Meetings are open to the public unless confidential business is being considered.

7.3.2 Guests or community~~N~~ network Members may be invited to attend meetings by the ~~Advisory C~~committee to provide advice or update~~s~~ on relevant matters.

7.4 **Quorum**

~~7.5~~Quorum consists of a majority of its committee M~~m~~embers holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.

~~7.6~~7.5 **Chairperson Responsibilities**

~~7.6.1~~7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.

~~7.6.2~~7.5.2 Ensuring all discussion items end with a decision, action, or appropriate outcomes.

~~7.6.3~~7.5.3 Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson~~, and if unavailable the meeting will be postponed.~~

~~7.7~~7.6 Voting

~~7.7.1~~7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by M~~m~~embers of the Committee, by show of hands.

~~7.7.2~~7.6.2 A Committee decision is by majority vote of voting M~~m~~embers present at a meeting.

~~7.8~~7.7 Minutes

Meeting minutes will be distributed to M~~m~~embers within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8 RENUMERATION

8.1 Entitlement

8.1.1 Community Members of the Community Wellbeing Advisory Committee shall receive remuneration of $200 per meeting attended.

8.1.2 Members entitled to this renumeration include:

- Senior Community Member Representative,
- Youth Community Member Representative.

8.2 Applicable Meetings

Remuneration is applicable for attendance at formally convened committee meetings.

8.3 Exclusions

Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

8.4 Payment Process

Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

~~9~~8 CONDUCT

9.1 ~~8.1~~ Conflicts of interest

Committee M~~m~~embers must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda ~~items on the approved Council form~~.

9.2 ~~8.2~~ Code of Conduct

All Committee Members are required to abide ~~with~~ by Schedule 1 of the *Local Government Act 2019*, *the Code of Conduct for Elected Members and Committee Members*.

9.3 ~~8.3~~ Committee Representation

Committee M~~m~~embers must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

~~10~~9 PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committees performance to Council prior to the end of the financial year.

TERMS OF REFERENCE

COMMUNITY WELLBEING ADVISORY COMMITTEE

1. PURPOSE

The Community Wellbeing Advisory Committee (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

2. COMMUNITY OBJECTIVES

2.1. 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.
2.2. Consider and endorse recommendations from the committee's associated community networks to put forward for Council's consideration.
2.3. Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.
2.4. Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.
2.5. Draw on and shares the expertise of specialists, as appropriate.

3. AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is authorised to recommend a course of action to Council on matters falling within its objectives.

4. MEMBERSHIP

4.1. Members are appointed by the Council.
4.2. Council shall appoint suitably qualified or experienced individuals to be Members of the Committee based on its purpose, being:
- One Councillor as Chairperson
- One Councillor as Member
- One Senior Community Member
- One Youth Community Member
- One Representative from the Department of the Chief Minister and Cabinet
- Maximum three representatives from key government and community organisations

4.3. The Mayor will be an ex-officio Member.
4.4. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

5. TERMS AND VACANCIES

5.1. Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
5.2. Membership term for all other Members will be for two years from date of appointment.
5.3. Council officers will invite relevant key community organisations to hold representation on the Committee.
5.4. Representatives shall be nominated by the appointed organisations.
5.5. A Member who fails to attend three consecutive meetings without providing an apology to the Chairperson is considered to have resigned their membership.
5.6. Following the confirmed resignation of a member, Council will actively fill the position.
5.7. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

6. COMMUNITY MEMBER SELECTION PROCESS

6.1. In considering expressions of interest, applicants are expected to:
- Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community
- Contribute positively to the work of Committee by actively participating in meetings
- Represent community interest as a whole and not as individual interest
- Be respectful of diverse views and work collaboratively
- Be a resident of Palmerston
- Meet the requirements of a senior or youth for representative membership

6.2. Community representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website HERE.
6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

7. MEETINGS

7.1. Notice of Meetings and Business Papers

The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.

7.2. Meeting Schedule

7.2.1. Meetings will be held quarterly, or more frequently as required.

7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the quarter and submitted to the next Ordinary Council Meeting for endorsement.

7.3. Attendance

7.3.1. Meetings are open to the public unless confidential business is being considered.

7.3.2. Guests or community network Members may be invited to attend meetings by the committee to provide advice or updates on relevant matters.

7.4. Quorum

Quorum consists of a majority of committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.

7.5. Chairperson Responsibilities

7.5.1. To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.

7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.

7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.

7.6. Voting

7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by show of hands.

7.6.2. A Committee decision is by majority vote of voting Members present at a meeting.

7.7. Minutes

Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8. REMUNERATION

8.1. Entitlement

8.1.1 Community Members of the Community Wellbeing Advisory Committee shall receive remuneration of $200 per meeting attended.

8.1.2 Members entitled to this renumeration include:

- Senior Community Member Representative
- Youth Community Member Representative

8.2. Applicable Meetings

Remuneration is applicable for attendance at formally convened committee meetings.

8.3. Exclusions

Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

8.4. Payment Process

Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

9. CONDUCT

9.1. Conflicts of interest

Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items.

9.2. Code of Conduct

All Committee Members are required to abide by Schedule 1 of the *Local Government Act 2019*, the Code of Conduct for Elected Members and Committee Members.

9.3. Committee Representation

Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

10. PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committee's performance to Council prior to the end of the financial year.

COMMITTEE NAME	Community Wellbeing Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
APPROVAL DATE		NEXT REVIEW DATE	March 2026
RECORDS NUMBER	615407	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.2
Report Title:	Nominations to Palmerston Division of the Development Consent Authority
Meeting Date:	Tuesday 21 January 2025
Author:	Executive Assistant to CEO, Kate Roberts
Approver:	Chief Executive Officer, Nadine Nilon

Community plan

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

Purpose

This Report seeks Council nominations to the position of Community Member on the Palmerston Division of the Development Consent Authority (DCA).

Key messages

- On 30 July 2024, the resignation of Councillor Eveleigh as the Alternate Community Member created a vacancy in the Palmerston Division of the Development Consent Authority (DCA).
- Correspondence was received from the Minister for Lands, Planning and Environment, the Honourable Joshua Burgoyne dated 17 December 2024, requesting two (2) nominations for the vacant position.
- The current appointed Community Members of the DCA are Mayor Pascoe-Bell and Councillor Henderson.
- The current term of the existing Community Members expires on 3 December 2025.
- The Minister has written to City of Palmerston seeking nomination of two (2) persons to be considered by the Minister for the vacancy.
- Community Members for DCA (Palmerston) nominated may be Councillors or members of the public with good standing which the local authority believe will represent the community.

- If the City of Palmerston fails to nominate the number of persons required, the Minister may appoint any person they consider fit.
- This report seeks nominations of at least two (2) persons for submission to and consideration by the Minister for the available position of Alternate Community Member of the Palmerston Division of the DCA.

Recommendation

1. THAT Report entitled Nominations to Palmerston Division of the Development Consent Authority be received and noted.

2. THAT Council nominate ____ and ____ to the Minister for Lands, Planning and Environment for consideration for appointment to the position of Alternate Community Member of the Palmerston Division of the Development Consent Authority.

Background

At the 1st Ordinary Council Meeting of 5 September 2023 Council made the following decisions:

> ***13.1.4 Nominations to Palmerston Division of the Development Consent Authority***
>
> ***Moved:*** ***Deputy Mayor Eveleigh***
> ***Seconded:*** ***Councillor Morrison***
>
> 1. *THAT Report entitled Nominations to Palmerston Division of the Development Consent Authority be received and noted.*
>
> 2. *THAT Council nominate Mayor Pascoe-Bell, Councillor Henderson, Councillor Eveleigh and Councillor Fraser to the Minister for Infrastructure, Planning and Logistics for consideration for appointment to positions of Community Members of the Palmerston Division of the Development Consent Authority.*
>
> ***CARRIED 10/988 – 5/09/2023***

Following this decision Council was advised by the Minster that Mayor Pascoe-Bell and Councillor Henderson had been appointed as Community Members and Councillor Eveleigh had been appointed as Alternate Community Member to the Palmerston Division of the Development Consent Authority (DCA) for a period of 2 years.

The current membership of the Palmerston Division of the Development Council Authority is:

- Trevor Dalton
- Elisha Harris
- Athina Pascoe-Bell
- Sarah Henderson

Discussion

The Minister has written to the City of Palmerston seeking two (2) nominations for the position of one (1) alternative Community Member by 16 January 2025, being **Attachment 13.1.2.1**. The letter was received by Council on 22 December and due to the timing of the Christmas and New Year break, and Council meetings, City of Palmerston has received approval of an extension to respond by 31 January 2025.

Council may nominate Councillors or members of the public with good standing whom they believe will represent the community. Employees of City of Palmerston are not eligible to be appointed as a Community Member. A Community Member is defined by the *Planning Act 1999* as a member of the Development Consent Authority who is appointed by the Minister and includes an alternate Community Member.

Section 91(2) of the *Planning Act 1999* requires the number of persons nominated must be at least one greater than the number of vacancies to be filled. In this case it is being requested Council nominate two (2) persons they think suitable to be appointed as Alternate Community Members.

Under the *Planning Act 1999*, if City of Palmerston fails to nominate the number of persons required, the Minister may appoint any person they consider fit.

Appointments to the positions are at the direction and discretion of the Minister and may not be nominations by City of Palmerston, if determined by the Minister.

Nominees must complete the provided registration form for the nominations as a Community Member of the Palmerston Division of the DCA.

The current term of the existing members expires on 3 December 2025 and it has been confirmed this will apply to the Alternate Community Member.

The Palmerston Division of the DCA are scheduled to meet once a month on Friday with Agenda's available a week in advance. Further information regarding the DCA can be viewed at https://environment.nt.gov.au/boards-committees/dca.

Should Council consider that it wishes to appoint a member of the public it should consider the requirements, and skill sets that the Council would be seeking, and whether or not to undertake a public advertising process. This may be difficult given the timeframes available and it is being recommended that Council nominate two Councillors for the positions of Alternate Community Member on the Palmerston Division of the DCA.

Consultation and marketing

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

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Community Members of the DCA receive payment for attendance of meeting and appointed activities from the Northern Territory Government as a result no payment is provided by Council.

Risk, legal and legislative implications

The *Planning Act 1999* is the relevant legislation in relation to this matter.

Section 92 of the Act refers to terms of the DCA members.

Community Members are appointed to represent the interest of the Palmerston Community.

Section 98A of the Act relates to the Independence of Community Members states:

> ***98A Independence of community members***
> *(1) A community member must make the decision on a development application independently of any direction or decision from the local government council.*
> *(2) When making the decision under subsection (1), the community member may take into account the opinion of a local government council in relation to a development application made by an applicant other than the local government council.*
> *(3) For section 97, if a community member takes into account the opinion of the local government council under subsection (2):*
> *(a) the Development Consent Authority is taken not to have contravened the rules of natural justice by that reason only; and*
> *(b) the community member is taken not to have an interest or relationship for the purposes of section 97 by that reason only; and*
> *(c) the community member is taken not to have contravened the rules of natural justice by that reason only.*

Nominees endorsed by Council, must complete the required nomination form including information relating to current employment and qualifications. Once completed this will be submitted by the CEO (Chief Executive Officer) with an appropriate covering letter.

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.
5. **Infrastructure**
   Failure to plan, deliver and maintain fit for purpose infrastructure.
6. **Governance**
   Failure to effectively govern.

Strategies, framework and plans implications

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

- Palmerston Local Economic 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. 20241222 Correspondence Received - DCA Nomination - Minister Burgoyne [**13.1.2.1** - 3 pages]

MINISTER FOR LANDS, PLANNING AND ENVIRONMENT

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8999 8700

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

Via email: mayor@palmerston.nt.gov.au

Dear Mayor

On 30 July 2024, the resignation of Danielle Everleigh as the alternate community member created a vacancy in the Palmerston Division of the Development Consent Authority.

The alternate community member acts for a community member when they are absent or unable to attend a meeting.

In accordance with section 91(2) of the *Planning Act 1999* (the Act), the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could you please nominate two persons you think suitable to appoint as an alternate community member.

Community members may be councillors or members of the public with good standing whom the local authority believe will represent the community. An employee of the local authority is not eligible to be appointed as a community member.

You are required to include with your nominations a completed registration form (attached) for each nominee.

Please note that pursuant to section 91(3) of the Act, if the local government council fails to nominate the number of persons required, the Act provides me with the option to appoint any person I consider fit.

NORTHERN TERRITORY GOVERNMENT

Please provide your two nominations and completed registration forms to myself at minister.burgoyne@nt.gov.au with a cc to development.consentauthority@nt.gov.au within 30 days from the date of this letter.

If you have any questions in relation to this correspondence, please contact the office of the Development Consent Authority on (08) 8999 6044.

Yours sincerely

JOSHUA BURGOYNE

17-12-2024

Registration form

Development Consent Authority Community Member

Please complete a registration form for each nominee, attach to Council's nomination letter and email to Minister.Burgoyne@nt.gov.au with cc to development.consentauthority@nt.gov.au

Any appointment as a Community Member is subject to a satisfactory criminal history check.

All fields are mandatory.			
First name		**Middle name**	
Surname		**Suburb of Residence**	
Phone no.		**Email address**	
Are you an NT Government or Commonwealth employee?			Yes / No
Are you an Australian Citizen? If no, you must attach your current working visa			Yes / No
Do you present as Aboriginal or Torres Strait Islander?			Yes / No
Current Employment:			
Qualifications:			

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.3
Report Title:	Council Policy Review - Borrowing
Meeting Date:	Tuesday 21 January 2025
Author:	Finance Manager, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council approval to amend Council Borrowing Policy due to a review of policy, in line with the Council policy review schedule.

Key messages

- As part of the policy review schedule, Council's Borrowing Policy has been reviewed.
- The Borrowing Policy provides the parameters for borrowing that ensures the application of sound fiscal management, risk minimisation and good governance.
- Minor amendments have been applied to the policy, including the removal of references to internal loans.
- Council currently holds credit cards and two external loans under this policy.

Recommendation

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

2. THAT Council adopt amended Council Policy – Borrowing being **Attachment 13.1.3.3** Report entitled Council Policy Review - Borrowing.

Background

City of Palmerston recognises that borrowing is an important funding method that may be utilised in order to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

Council's Borrowing Policy provides the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

Amendments to this policy will assist in ensuring the borrowing policy is clear and in line with current legislation and Council delegations.

Discussion

Council policies should provide value-adding direction in addition to legislation and guidelines without being overly prescriptive and procedural.

Part 10.3 of the Local Government Act 2019 (NT) sets out the requirements for Council borrowing along with the Local Government Guideline 3: Borrowings

The review has resulted minor amendments which includes the following as highlighted in **Attachment 13.1.3.2.**

- Inclusion of 'advance on overdraft' in clause 4.4. This is in accordance with section 197 of the Local Government Act 2019 (NT) where a Ministerial approval is not required.
- Removal of reference to internal loans, as these matters will be managed under the Financial Reserve Policy, as these loans are borrowing funds from cash already held by Council.

It is recommended that Council endorse the Council Policy – Borrowing as presented **Attachment 13.1.3.3.**

The policy direction regarding external borrowings has been considered and cashflow management, long-term planning and risk minimisation remains pertinent.

It is recommended that the next review date for this policy be set at four years to ensure review within the next council term.

Council currently holds one minor transaction under this policy in the form of council credit cards.

Council currently holds two external loans under this policy. The external loans relate to the Archer Landfill Rehabilitation, and SWELL (Swimming Wellness Events Leisure and Lifestyle). These loans are reported to Council as part of the Monthly Financial Report at part 2.8 - Council Loans.

Consultation and marketing

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

- Executive Leadership Team
- Executive Manager Organisational Performance

Policy implications

If adopted, the amended version of the policy as presented at **Attachment 13.1.3.3** to Report entitled Council Policy Review – Borrowing, will become the new policy of Council.

Budget and resource implications

This amended policy ensures that proper consideration is given to the long-term financial impacts of borrowing and that appropriate cashflow management is planned to ensure the serviceability of any external debt without unintentionally compromising service levels to the community.

Risk, legal and legislative implications

This amended policy ensures that proper consideration is given to the long-term financial impacts of borrowing. That appropriate cashflow management is planned to ensure the serviceability of any external debt considering required service levels and generational equity.

This Report addresses the following City of Palmerston Strategic Risks:

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

City of Palmerston is committed to providing a considered and consistent approach to the decision-making process when borrowing is needed to Council. This policy sets out a clear and transparent process that Council will follow for its borrowing. This policy assists in ensuring that the risks associated with borrowings to Council are managed in line with the relevant legislation.

Strategies, framework and plans implications

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

- Long Term Financial Plan

Council officer conflict of interest declaration

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

Attachments

1. 20211019 - Council Policy - Borrowing Policy - CURRENT [**13.1.3.1** - 3 pages]
2. 20211019 - Council Policy - Borrowing Policy - TRACKED CHANGES [**13.1.3.2** - 3 pages]
3. 20250121 Borrowing Policy FINAL [**13.1.3.3** - 3 pages]

POLICY

FIN20

Name:	Borrowing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
Approval Date:	19/01/2021	Next Review Date:	19/01/2025
Records Number:	441169	Council Decision:	9/1442

1 PURPOSE

To provide the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

2 PRINCIPLES

City of Palmerston recognises that borrowing is an important funding method that may be utilised to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

3 DEFINITIONS

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

Term	Definition
Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement.
Minor Transaction	An amount specified by legislation. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions).

4 POLICY STATEMENT

4.1 Borrowing Purposes

City of Palmerston has a responsibility to ratepayers to employ the funds raised from borrowings in an efficient and productive manner.

City of Palmerston may apply to the Minister to borrow funds for capital projects or one-off special projects.

City of Palmerston will not borrow funds to meet recurrent operational requirements except for minor transactions.

Where City of Palmerston raises funds through borrowings (Internal or External), the funds will only be used for the purpose for which the loan was raised.

4.2 Borrowing Considerations

The following factors will be considered before City of Palmerston applies to borrow:

- The impact and alternatives to external borrowings, including alternative sources of revenue (e.g., special rates and charges), or borrowing from reserves are to be identified.

- Items that shall be funded through external borrowings will have undergone public consultation and align with the intent of the Community Plan. This condition may be waived where an emergency or urgent matter requires borrowings, and those borrowings comply with all other policy conditions.
- The structure, terms and repayment schedule of any proposed borrowings will be analysed to manage cashflows and minimise the risk to Council.
- City of Palmerston will identify the affordability of proposals having regard to the long-term financial impacts of borrowing and the ability of City of Palmerston to meet the proposed debt servicing obligations.

4.3 Borrowing Conditions

4.3.1 Type and source of borrowing:

- Internal borrowing from reserves may be considered as part of any borrowing strategy.
- Borrowings will only be in Australian dollars.
- Borrowings will be sourced at the most competitive rate from sources available with an appropriate financial credit rating. Financial institutions need to be APRA listed.

4.3.2 Debt term:

- Maximum term for all borrowings will be set at a level commensurate with the expected length of time a benefit would be derived from the resulting asset and evaluated on a case-by-case basis but not exceeding twenty years.
- Small borrowings (<$3 million) will have a maximum term of ten years.
- If external borrowings are used to purchase or construct an asset, the borrowings will be repaid over a period no longer than the physical life of the asset. Where the borrowings have not been repaid if the asset is sold, City of Palmerston will first apply the proceeds of the sale to the repayment of the loan.
- Internal borrowings must be repaid and may attract interest.

4.4 Approval for Borrowing

City of Palmerston requires approval from the Minister for Local Government to undertake external borrowing unless it is a minor transaction. Such an application needs to consider any Ministerial or Department borrowing guidelines and be accompanied with a detailed business case including, but not limited to:

- Details of the purpose of the borrowing including an assessment of various alternative funding sources.
- Details of the proposed loan including proposed loan value, intended term of the borrowing, structure of principal and interest repayments, total cost of borrowing and conditions attaching to any securitisation.
- Forward cash estimates detailing the capacity and ability to service the debt.
- A report on the current financial position and projected financial performance for the financial year.
- Council minutes approving the intention to borrow and approving the CEO to secure a loan.

- Council minutes approving the loan application to the Minister.

4.5 Reporting Requirements

For external financial reporting purposes borrowing will comply with Australian Accounting Standards.

As part of the monthly financial report the following information regarding both internal and external borrowing will be provided:

- Original borrowings per loan
- Total annual interest paid per loan
- Total annual principal repayments paid per loan
- Balance outstanding on each loan
- Relevant financial ratios

In the event of a loan payment default, the Council must be notified by the Chief Executive Officer.

5 ASSOCIATED DOCUMENTS

5.1 City of Palmerston Municipal Plan
5.2 City of Palmerston Long-Term Financial Plan

6 REFERENCES AND RELATED LEGISLATION

6.1 *Local Government Act*
6.2 Local Government Guideline
6.3 Local Government General Instruction

POLICY

FIN20

Name:	Borrowing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	~~Director Organisational Services~~General Manager Finance and		
Approval Date:	21~~19~~/01/2025~~1~~	Next Review Date:	~~19/01/~~January 2029~~5~~
Records Number:	441169	Council Decision:	~~9/1442~~

1 PURPOSE

To provide the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

2 PRINCIPLES

City of Palmerston recognises that borrowing is an important funding method that may be utilised to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

3 DEFINITIONS

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

Term	Definition
Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement.
Minor Transaction	An amount specified by legislation. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions).

4 POLICY STATEMENT

4.1 Borrowing Purposes

City of Palmerston has a responsibility to ratepayers to employ the funds raised from borrowings in an efficient and productive manner.

City of Palmerston may apply to the Minister to borrow funds for capital projects or one-off special projects.

City of Palmerston will not borrow funds to meet recurrent operational requirements except for minor transactions.

Where City of Palmerston raises funds through borrowings (~~Internal or~~ External), the funds will only be used for the purpose for which the loan was raised.

Internal Borrowings are considered as part of the Financial Reserves Policy

4.2 Borrowing Considerations

The following factors will be considered before City of Palmerston applies to borrow:

- The impact and alternatives to external borrowings, including alternative sources of revenue (e.g., special rates and charges), or borrowing from reserves are to be identified.
- Items that shall be funded through external borrowings will have undergone public consultation and align with the intent of the Community Plan. This condition may be waived where an emergency or urgent matter requires borrowings, and those borrowings comply with all other policy conditions.
- The structure, terms and repayment schedule of any proposed borrowings will be analysed to manage cashflows and minimise the risk to Council.
- City of Palmerston will identify the affordability of proposals having regard to the long-term financial impacts of borrowing and the ability of City of Palmerston to meet the proposed debt servicing obligations.

4.3 Borrowing Conditions

4.3.1 Type and source of borrowing:

- ~~Internal borrowing from reserves may be considered as part of any borrowing strategy.~~
- Borrowings will only be in Australian dollars.
- Borrowings will be sourced at the most competitive rate from sources available with an appropriate financial credit rating. Financial institutions need to be Australian Prudential Regulation Authority (APRA) listed.

4.3.2 Debt term:

- Maximum term for all borrowings will be set at a level commensurate with the expected length of time a benefit would be derived from the resulting asset and evaluated on a case-by-case basis but not exceeding twenty years.
- Small borrowings (<$3 million) will have a maximum term of ten years.
- If external borrowings are used to purchase or construct an asset, the borrowings will be repaid over a period no longer than the physical life of the asset. Where the borrowings have not been repaid if the asset is sold, City of Palmerston will first apply the proceeds of the sale to the repayment of the loan.
- ~~Internal borrowings must be repaid and may attract interest.~~

4.4 Approval for Borrowing

City of Palmerston requires approval from the Minister for Local Government to undertake external borrowing unless it is an advance on overdraft and is a minor transaction. Such an application needs to consider any Ministerial or Department borrowing guidelines and be accompanied with a detailed business case including, but not limited to:

- Details of the purpose of the borrowing including an assessment of various alternative funding sources.
- Details of the proposed loan including proposed loan value, intended term of the borrowing, structure of principal and interest repayments, total cost of borrowing and conditions attaching to any securitisation.
- Forward cash estimates detailing the capacity and ability to service the debt.
- A report on the current financial position and projected financial performance for the financial year.
- Council minutes approving the intention to borrow and approving the CEO to secure a loan.

- Council minutes approving the loan application to the Minister.

4.5 Reporting Requirements

For external financial reporting purposes borrowing will comply with Australian Accounting Standards.

As part of the monthly financial report to Council, the following information regarding ~~both internal and~~ external borrowing will be provided:

- Original borrowings per loan.
- Total annual interest paid per loan.
- Total annual principal repayments paid per loan.
- Balance outstanding on each loan.
- Relevant financial ratios.

In the event of a loan payment default, ~~the~~ Council must be notified by the Chief Executive Officer.

5 ASSOCIATED DOCUMENTS

5.1 City of Palmerston Municipal Plan
5.2 City of Palmerston Long-Term Financial Plan

6 REFERENCES AND RELATED LEGISLATION

6.1 *Local Government Act 2019*
6.2 Local Government Guideline 3: Borrowings
~~6.3 Local Government General Instruction~~

BORROWING POLICY

COUNCIL POLICY

PURPOSE

To provide the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

PRINCIPLES

City of Palmerston recognises that borrowing is an important funding method that may be utilised to meet Council's long-term strategic objectives, whilst addressing intergenerational equity and long-term financial sustainability.

DEFINITIONS

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

TERM	DEFINITION
Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement.
Minor Transaction	An amount specified by legislation. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions).

1. POLICY STATEMENT

1.1. Borrowing Purposes

1.1.1. City of Palmerston has a responsibility to ratepayers to employ the funds raised from borrowings in an efficient and productive manner.

1.1.2. City of Palmerston may apply to the Minister to borrow funds for capital projects or one-off special projects.

1.1.3. City of Palmerston will not borrow funds to meet recurrent operational requirements except for minor transactions.

1.1.4. Where City of Palmerston raises funds through borrowings (External), the funds will only be used for the purpose for which the loan was raised.

1.1.5. Internal Borrowings are considered as part of the Financial Reserves Policy.

1.2. Borrowing Considerations

1.2.1. The following factors will be considered before City of Palmerston applies to borrow:

- The impact and alternatives to external borrowings, including alternative sources of revenue (e.g., special rates and charges), or borrowing from reserves are to be identified.
- Items that shall be funded through external borrowings will have undergone public consultation and align with the intent of the Community Plan. This condition may be waived where an emergency or urgent matter requires borrowings, and those borrowings comply with all other policy conditions.
- The structure, term and repayment schedule of any proposed borrowings will be analysed to manage cashflows and minimise the risk to Council.
- City of Palmerston will identify the affordability of proposals having regard to the long- term financial impacts of borrowing and the ability of City of Palmerston to meet the proposed debt servicing obligations.

1.3. Borrowing Conditions

1.3.1. Type and source of borrowing:

- Borrowings will only be in Australian dollars.
- Borrowings will be sourced at the most competitive rate from sources available with an appropriate financial credit rating. Financial institutions need to be Australian Prudential Regulation Authority (APRA) listed.

1.3.2. Debt term:

- Maximum term for all borrowings will be set at a level commensurate with the expected length time a benefit would be derived from the resulting asset and evaluated on a case-by-case basis but not exceeding twenty years.
- Small borrowings (<$3 million) will have a maximum term of ten years.
- If external borrowings are used to purchase or construct an asset, the borrowings will be repaid over a period no longer than the physical life of the asset. Where the borrowings have not been repaid if the asset is sold, City of Palmerston will first apply the proceeds of the sale to the repayment of the loan.

1.4. Approval for Borrowing

1.4.1. City of Palmerston requires approval from the Minister for Local Government to undertake external borrowing unless it is an advance on overdraft and is a minor transaction. Such an application needs to consider any Ministerial or Department borrowing guidelines and be accompanied with a detailed business case including, but not limited to:

- Details of the purpose of the borrowing including an assessment of various alternative funding sources.
- Details of the proposed loan including proposed loan value, intended term of the borrowing, structure of principal and interest repayments, total cost of borrowing and conditions attaching to any securitisation.

- Forward cash estimates detailing the capacity and ability to service the debt.
- A report on the current financial position and projected financial performance for the financial year.
- Council minutes approving the intention to borrow and approving the CEO to secure a loan.
- Council minutes approving the loan application to the Minister.

1.5. Reporting Requirements

1.5.1. For external financial reporting purposes borrowing will comply with Australian Accounting Standards.

1.5.2. As part of the monthly financial report to Council, the following information regarding external borrowing will be provided:

- Original borrowings per loan.
- Total annual interest paid per loan.
- Total annual principal repayments paid per loan.
- Balance outstanding on each loan.
- Relevant financial ratios.

1.5.3. In the event of a loan payment default, Council must be notified by the Chief Executive Officer.

ASSOCIATED DOCUMENTS

- City of Palmerston Municipal Plan
- City of Palmerston Long-Term Financial Plan

REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019
- Local Government Guideline 3: Borrowings

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	[Next Review Due]	NEXT REVIEW DATE	January 2029
RECORDS NUMBER	441169	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.4
Report Title:	Council to the Community Meetings 2025
Meeting Date:	Tuesday 21 January 2025
Author:	Executive Support Officer, Jodi Holden
Approver:	Chief Executive Officer, Nadine Nilon

Community plan

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

Purpose

This Report seeks Council approval to confirm the date of 2025 the Council to the Community meeting.

Key messages

- Since 2018, Council has held its meetings outside of the City Centre, through Council to the Community meetings.
- Meetings held at a variety of locations within the municipality provide increased accessibility for the community to meet with Elected Members and attend meetings.
- Council to the Community meetings include all aspects of an ordinary Council meeting, including the pre-meeting public forum.
- In 2024, eight members of the public attended a total of two Council to the Community meetings, and feedback was favourable.
- It is recommended that Council continue these meetings for 2025, with one being held in April 2025 due to the Local Government Elections occurring in August 2025.

Recommendation

1. THAT Report entitled Council to the Community Meetings 2025 be received and noted.

2. THAT Council approve the continuation of the Council to the Community Meetings including the pre-meeting public forum, in 2025 as a part of the Ordinary Meeting Calendar, for the following Ordinary Meeting:
    - 2nd Ordinary Meeting 22 April 2025.

Background

Ordinary Council Meetings are held in Council Chambers at the Civic Plaza, City Centre on the first and third Tuesday of each month from February to November, with one meeting held during the months of January and December. All Council meetings are open to the public to attend. A public forum is held in the 30 minutes prior to all Ordinary Council meetings and provides an opportunity for members of the community to discuss issues or concerns with Elected Members in an informal environment.

In 2018, Council to the Community Meetings were implemented with an intention of providing equitable and easier access for residents to attend Council meetings.

In 2024, following a Council decision on 6 February 2024, the following meetings were held within Council's community facilities;

- 2nd Ordinary Meeting 16 April 2024 – Gray Community Hall
- 2nd Ordinary Meeting 17 September 2024 – Durack Community Arts Centre

To maximise awareness of the Council to the Community meetings, the following marketing activities where utilised in 2024:

- Event on Facebook
- Organic social posts highlighting significant outcomes or updates from the meeting
- Lead up organic post Friday and Monday prior to meeting date
- Linkedin post
- Webpage update with details of meeting
- A3 poster displayed at Recreation Centre, Library, Civic Plaza and relevant meeting location (Gray Hall and Durack Arts Centre)
- Flyer distributed to 600 resident addresses located within 500m of relevant meeting location

This report seeks the Council direction on Council to the Community Meetings for 2025.

Discussion

The location of Civic Plaza is in close proximity to residents across the municipality, with car travel no more than 10 minutes from any suburb, and this makes Council Chambers an accessible location for residents. Despite the location and ease of access, very few members of the public attend Council meetings at Civic Plaza. In 2024 a total of 13 members of the public were recorded in attendance at the 20 Council meetings held in Civic Plaza (an average of 0.65 public attendees per meeting).

Of the two (2) Council to the Community meetings, there were eight (8) attendees, and average of 4 public attendees per meeting. This indicates that there is value in continuing the Council to the Community meetings in 2025.

The location of the Council meeting for the nominated date(s) will be determined closer to the meeting date, and considers aspects such as facility availability, accessibility, technical resource requirements, and the immediate catchment area. The location will be confirmed as part of the Council meeting prior to the respective Council to the Community Meeting.

Due to the Local Government Elections scheduled for August 2025, it is being recommended that Council hold one Council to the Community Meeting in April 2025, with future Council to the Community meetings to be considered by the 11th Council.

Consultation and marketing

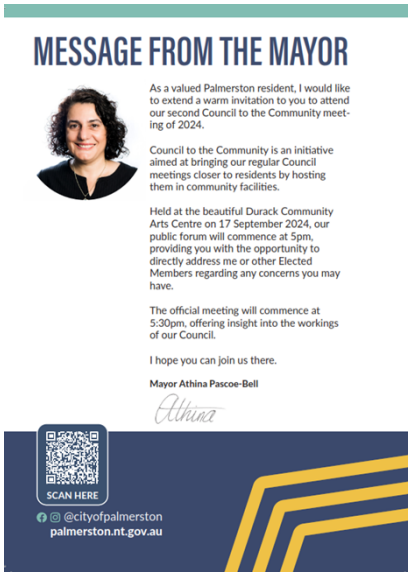
Elected Members provide a wide range of opportunities to be contacted or engage with the Palmerston Community. Elected Members hold a stall at Palmerston Markets on the last Friday of every month from April to October, they are available for contact via their respective social media pages, and their mobile phone number and Council email is publicly listed on City of Palmerston's (CoP) website. Council meetings form part of Community Consultation.

Leading up to a Council to the Community meeting, City of Palmerston will undertake communications to inform the community similar to what has occurred in prior years as outlined within this report. Activities include;

- Website page updated
- Event accessible through the CoP application
- Facebook 'event'
- Facebook posts
- Radio interviews
- A3 poster displayed at Recreation Centre, Library, Civic Plaza and relevant meeting location
- Flyer drops to the community within a 500m radius of the relevant meeting location



Example of Council to the Community flyer for delivery - front



Example of Council to the Community flyer for delivery - back

The 2024 Community Satisfaction Survey score relating to access for the community to comment on decision making, has continued to increase from the 2023 score.

	2019	2020	2021	2022	2023	2024
Providing you with the opportunity to comment on Council's decision making and interact with Council.	5.63	5.71	5.90	5.72	6.14	6.25

Policy implications

There are no policy implications for this Report.

Budget and resource implications

There are minimal costs with the meetings as all equipment is provided by Council at the venue, and Council predominantly uses social media and low-cost channels to publicise the meetings. Approximately $1,000 was expended for promotion purposes specific to the Council to the Community meetings in 2024, which was incorporated into the operational budget. The costs relating to holding a Council to the Community Meeting in 2025, as recommended, are able to be funded within existing budgets.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

The purpose of the Council to Community Meetings is to improve the accessibility of Council within the community by holding the meeting closer to them.

Strategies, framework and plans implications

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

- Inclusive, Diverse and Accessible Policy Framework

Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.1
Report Title:	Community Quarterly Report - October to December 2024
Meeting Date:	Tuesday 21 January 2025
Author:	Executive Assistant to General Manager Community, Georgina Davies
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 summarises the key activities undertaken by the Community Directorate in the October to December 2024 quarter.

Key messages

- The community Services Directorate has had a productive end to 2024 delivering a wide range of events, services and programs which foster community participation, engagement opportunities, and safety and wellbeing outcomes.
- Children's Week event at Recreation Centre saw over 500 attendees and 30 organisations engaged with the public.
- Four (4) Network meetings have been held this quarter, building community capacity and supporting vital community services.
- The September/October Library School holiday program hosted a diverse range of 10 activities attracting 521 attendees.
- The library held a range of Christmas activities in December including movies, a variety of crafts, story time and nursery time totalling 374 attendees.
- Outreach for the library this quarter included a range of story times at different locations for different organisations.

- The library has been partnering with external organisations and services, bringing essential information directly to the public.
- Along with the library outreach programs the library delivered partnered programs including Dementia Awareness workshops with Dementia Australia and digital literacy classes with NBN. The library has commenced wet season Friday night Late Nights @ the Library program targeted toward adults.
- The library increased access to technology and reduce wait times with the introduction of three (3) borrowable laptops for members to use in the library space.
- Regulatory Services continue to educate and encourage owners to register their animals through community engagement and events.

Recommendation

THAT Report entitled Community Quarterly Report - October to December 2024 be received and noted.

Background

City of Palmerston (CoP) is a 'Place for People' and provides a broad range of community services to enhance safety and wellbeing in the community. This report provides Council with an update on key Community activities undertaken during the previous quarter.

Discussion

The Community Directorate has had a productive quarter delivering a wide range of events, services and programs which foster community engagement and networking opportunities. Activities and initiatives delivered from October to December 2024 are detailed below:

Olympic & Paralympic Teams - Welcome Home celebrations

On Saturday 5 October, CoP partnered with the NT Government Department of People, Sport and Culture to help facilitate the Welcome Home celebrations for Olympic and Paralympic Athletes across Darwin and Palmerston. There was a great turnout of enthusiastic community members excited to get signed merchandise, chat to the athletes and celebrate the success of the Australian team. The athletes then tested their balance skills on the Adventure Play course with some young Palmerston locals.

The athletes that attended were:

- Zoe Arancini, water polo silver medallist,
- Lani Pallister, swimming gold medallist,
- Matt Glaetzer, cycling silver medallist,
- Natalya Diehn, BMX bronze medallist,
- Darren Hicks, para-cycling bronze medallist,
- Zac Stubblety-Cook, swimming silver medallist,
- Nikki Ayres, para-rowing gold medallist,
- Shae Graham, Wheelchair Rugby.

National Children's Week

The National Children's Week event was hosted at the Palmerston Recreation Centre on the 22 October. The event was based on the UNCRC Rights of the Child article 24 - Children have the right to a clean and safe environment. There were 32 community organisations that engaged with families with stalls ranging from discussions about being Crocwise, safe sleeping for children, playgroups for children and families to connect with others, First Nations health agencies, Services Australia providing on-the-ground information to families about financial support and Neighbourhood Watch supporting families develop strategies to keep them safe in and out of home. We boosted local business by supplying a beverage cart for attendees, provided fun activities like face painting and animal petting and exciting exercises with two jumping castles. All were locally owned operators. Attendees delivered positive feedback on the event, with over 500 attendees counted throughout the event and positive feedback from vendors with some asking to have their spot reserved for next year.





Harvest Corner Community Garden

STEPS, Life Without Barriers (LWB) and Helping People Achieve (HPA) have continued to make improvements to the garden. These improvements include creating membership for use of the garden and plots of the vegetable patches for people in condensed living conditions like high rise units and short-term accommodation where gardening is not available. This membership also encourages seniors and people who have lived in Australia short-term to connect with others in their area and socialize.

The very worn and dysfunctional planting bed has been removed and this area will be planted out with native canopy-providing trees, flowering shrubs and refreshed for the participants in the garden. The long-term goal is to create more shaded areas to allow for playgroups, library story time sessions and seniors coffee/tea catch ups to happen throughout the year. STEPS hosted their end of year celebration in the garden with a free BBQ and produce from the garden was harvested and included to be served.

The volunteers that continue gardens maintenance have been busy learning new skills whilst enhancing the aesthetics of the garden. They have completed mosaic designs for the new planter boxes that have been inspired by the produce they have grown and tended to each day.



Mosaic designs for the new planter boxes

Hooked-on Palmerston Catch and Release Fishing Competition

The Hooked-On Palmerston Catch and Release Fishing Competition has concluded for 2024. This year's competition saw 642 people registered, and 81 Catches entered for the program. Participants sought to win $4200 worth of vouchers to local Palmerston Businesses with BCF and Woolworth the most popular choices. Registrations have declined since 2023 by approximately 28% but catches have increased by 33%. This data will be used to inform a review of the program to be conducted before the new season next year.

To increase engagement in the Program a Junior Sustainable Fishing Workshop was held attracting 20 young people to learn about sustainable fishing practices, including safe catch and release skills. This workshop attracted a high level of interest, and a lot of positive feedback from participants.

The Hooked-On Palmerston Competition offers the Palmerston Community a family friendly activity that appeals to multiple demographics. Attracting more people to our public spaces has numerous benefits of increasing public safety as well as increasing opportunities for community connection and cohesion. The flexibility offered by the program allows participants to engage at a time and place convenient to them. Many people report the greatest enjoyment of the peace and serenity, as well as the ability to relax with friends or family after work or school. Fishing enhances appreciation of the natural assets available in Palmerston, supporting conservation and sustainability efforts.

Catches according to Lake	
Sanctuary Lakes	10
Marlow's Lagoon	6
Durack Lakes	
1a	5
3	5
5	20
6	6

7a	2
8	13
9	12



Some memorable catches from Hooked on Palmerston 2024 season

City of Palmerston Australia Day Awards

City of Palmerston Australia Day Awards Nominations received with 33 unique submissions by increasing stakeholder awareness and engagement through face-to-face interactions at the Palmerston Shopping Centre and Palmerston Library

International Men's Day

International Men's Day 2024 was held in Goyder Square and the Palmerston Recreation Centre and featured a "Man Walk" designed to support mental health and wellbeing. Attendees were able to experience a range of activities and ask questions during a forum with guest speakers Anthony Jackson (The Man Walk), Joel Benesha (Reality Creation), Charlie King (Founder of No More), and Emil Almazan (Dementia Australia), provided valuable insights into topics such as health, wellbeing, and community.



His Honour Professor Honourable Hugh Heggie, Administrator of the Northern Territory and City of Palmerston's Mayor Athina Pascoe-Bell participating in the "Man Walk"

A special Storytime session, led by City of Palmerston Library staff, allowed fathers and grandfathers to engage with children through storytelling. This activity emphasised the event's focus on positive role models within families and the community.



A successful Storytime held in the Recreation Centre

Light Up Palmerston

Light Up Palmerston has celebrated eight (8) significant days over the course of 21 days.

To help our community raise awareness within Palmerston, local groups and organisations are invited to request the illumination of various Council infrastructure to highlight special events, causes, and significant days. This includes the iconic Palmerston Water Tower. Consideration for lighting requests includes local and regional events, historic occasions, and events of city, state, national, or international importance. This year, the Council has partnered with organisations to increase awareness for important medical conditions and syndromes, such as World Meningitis Day, Polio Awareness Month, Parental Alienation Day, Light It Red for Dyslexia, World Sanfilippo Awareness Day, International Mens Day and Christmas Wonderland in Goyder Square.

COMMUNITY ORGANISATION	DATE	COLOUR
5 October 2024	World Meningitis Day	Purple
7-9 October 2024	Polio Awareness Month	Orange
10 October 2024	Parental Alienation Day	Red
11 -13 October 2024	Polio Awareness Month	Orange
21 - 28 October 2024	Light It Red for Dyslexia	Red
16 November 2024	World Sanfilippo Awareness Day	Purple
19 November 2024	International Men's Day	Blue
17 - 26 December 2024	Christmas City of Palmerston	Red and Green



Palmerston Recreation Centre – Light Up Palmerston – Polio Awareness

Community Networks

Palmerston Kids Network (PKN)

Palmerston Kids Network held the final meeting for 2024 in December at Durack Community Art Centre. Attendees discussed the Healthy Choices program which is being used to educate and support early learning centres and after School care providers on the importance of healthy foods and drink for developing children.

Palmerston Seniors Network (PSN)

The October Seniors Network Meeting began with a presentation by the NT Seniors Concession Scheme, which was open to all community members. The presentation covered the support and discounts available through the NT Seniors Recognition and Concession Schemes. Participants learned about eligibility criteria and the application process. The following Network Meeting provided valuable insights regarding current aged care reforms from the Federal Government's Department of Health and Aged Care. Representatives from the department shared information on how to access aged care supports aimed at helping seniors live independently at home for longer. Additionally, the Department of Health and Aged Care will deliver a presentation to all seniors before the Network Meeting on 4 December.

Palmerston Safe Communities Network Meeting

Palmerston Safe Communities Network (PSCN) was held on Thursday, 24 October 2024 in the Palmerston Library Community Room. Service providers attended along with the Northern Territory Police.

Members shared information regarding their organisations and identified possible collaborative opportunities. Key issues raised was reports of improvement of anti-social behaviour in the CBD with the presence of security during the weekday business hours. Victims of Crime also shared the availability of Home Safety Assessments which can then be used to access grant funding for eligible people for home safety upgrades. The Woodroffe Care Community has been delivering a variety of activities aimed at building social connection within the community to increase safety and security.

Palmerston and Rural Youth Services Network (PARYS)

The PARYS meeting was held on the 10 December, with attendees sharing information on youth Services and 2025 plans which included the redevelopment of the Palmerston Youth Action Plan and expression of interest for a youth team age 15-25 years. Services in attendance included YouthWorX NT, Headspace, Neighbourhood Watch, Darwin Youth Services, Legal Aid, Services Australia and NTCOSS.

Library 5-year Masterplan

City of Palmerston are currently developing a Library 5-year Masterplan that will include an assessment of the existing library services and an exploration of innovations and trends in library design and service delivery. The Masterplan will cover the existing library branch at Goyder Square Palmerston and will also explore the development of the proposed library services for the Zuccoli area. The project is being led by the Library Manager and will be undertaken by Roger Henshaw Consultancy Services (RHCS). As part of the development of the masterplan, RHCS has been conducting engagement with key stakeholders including staff, councillors and key external organisations. Further engagement will take place in the coming months, including community engagement.

September and October Library School holiday program

The September/October School Holiday Program ran for two (2) weeks from 23 September to 4 October 2024. The programs showcased a diverse array of activities and were well attended.

Week 1

- Monday 23 Sept: Movie Monday: Kung Fu Panda 4 (PG),
- Tuesday 24 Sept: Painting Canvas,
- Wednesday 25: Sept Slime Making,
- Thursday 26 Sept: Bottle top Mandalas with Fairy Jill,
- Friday 27 Sept: Flic Friday: Manou the Swift (PG).



Slime Making



Painting canvas

Week 2

- Monday 30 September: Movie Monday: Dragon Rider (PG),

- Tuesday 1 October: Painting Canvas,
- Wednesday 2 October: Slime Making,
- Thursday 3 October: Rainbow Spinners with Fairy Jill,
- Friday 4 October: Flic Friday: The Big Trip (PG).



Slime Making



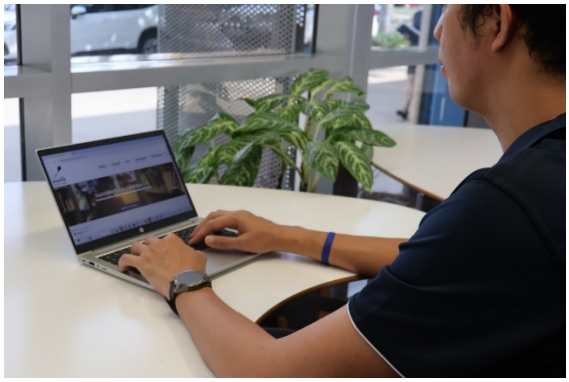
Fairy Jill



Painting canvas

Introduction of Borrowable Library Laptops

To fulfill the growing demand for use of the library's public computers without using more floor space, the library has repurposed three (3) existing programs laptops for the public to borrow for in-house use. While the library's public PCs are available to all library visitors, the laptops are for members only with the use of their library card.



Staff demonstrating borrowable laptops

Escabags

City of Palmerston's Library is now a stockist of Escabags. Escabags are free "Escape Bags" designed to provide essential items and resources to individuals fleeing domestic and family abuse. By stocking these bags, we're helping to provide immediate support and comfort to those in need, right in our community.



Escabags promotion

The Nappy collective

City of Palmerston's Library is now a Nappy Collective donation point. There are 1 in 10 families, or 280,000 children who don't have enough nappies. The library is doing their bit to support the local community by getting involved. By donating nappies to the Nappy Collective, you are helping to keep disadvantaged little ones clean, happy and healthy. Opened and unopened nappies or even individual nappies can be donated. The nappies will be collected by volunteers from The Nappy Collective and passed on to community partners that support families.



Nappy Collective drop off box

Library Art Gallery Space

The library is home to an art gallery space that allows local artists to display their pieces, while at the same time visually enhancing the library space. This quarter saw collections displayed by the Rural Thursday Art Group and Martin Blakemore.



Rural Thursday Art Group Collection

Dementia Awareness Session

As part of the library's role as a dementia friendly space, the library is committed to increasing education about dementia to the public. In October the library facilitated a workshop run by Dementia Australia where carers of people living with Dementia were able to have access to resources and get connected with the services they need.



Dementia workshop

Outreach storytimes

The library runs storytimes to preschools and organisations across Palmerston to promote library services, build relationships with non-library users and to encourage reading and literacy. This quarter the library delivered storytime to nine (9) early learning centres, two

(2) storytimes at Harvest Corner for STEPS clients and their children, three (3) regular storytime at CAPS and delivered storytimes at council events for International Men's Day and the Children's Week Expo.




Library staff delivering storytime at Harvest Corner with STEPS and at Children's Week Expo

Digital Literacy Workshops

The library is committed to ensuring digital inclusion for the community and has partnered with NBN to facilitate free digital literacy workshops to the community. Each session ran for two (2) hours.

- 6 November 2024 - What is the cloud?
- 20 November 2024 – Ask me anything.



NBN digital literacy workshop

Frillies Club

Due to the overwhelming entries into the library's Frillies reading program, the library will now draw three (3) winners each month instead of one. The prizes are a book series pack to encourage early literacy and various other goodies.

The Frillies program is aged at primary school children who get a library bag and various stationery on sign up. For every five (5) books they read can go into the draw to win the monthly prizes. The more they read, the more times they can enter and the more chances of winning.





November Frillies winners

Foyer Coffee Cart- Crybaby Coffee

In the interim period during the library cafe closure, Crybaby Coffee have set up a coffee cart in the library foyer to continue to provide a coffee service our community and library patrons. This service started in November and is expected to continue until February.



Crybaby Coffee cart in the library foyer

Information Hub @ the Library

The library has been capitalising its role as a community hub to partner with external organisations and services, bringing essential information directly to the public. As part of this initiative, the library provides a central space where these organisations host an information table for a few hours each week, offering direct engagement and resources to visitors. This approach is vital for the community, as it ensures easier access to support, resources, and services that might otherwise be overlooked or difficult to reach.

This quarter the following organisations have hosted the space:

- NTES Community Cyclone briefing

- Men's Shed
- Melaleuca Australia
- Red Cross Bilingual Health Education Information session
- Aged Care Reform Hub
- Services Australia (Centrelink)
- Department of Health & Aged Care
- Integrated disAbility Action (IdA)



Integrated disability Action

Late Nights @ the Library

With the wet season here and the markets finished, Late Nights @ the Library has returned to provide the community with Friday night social activities in a safe and alcohol-free space. November Late Nights @ the Library sessions was incorporated with International Games Night.

- 1 November 2024 - Games Night: Level Up with PARBA
- 15 November 2024 - Relaxation Class with Fiona's Yoga
- 29 November 2024 – Painting Class
- 6 December 2024 - Games Night: Level up with PARBA
- 20 December 2024 – Origami Earrings

Library Christmas Craft Week

The week leading up to Christmas saw the library deliver a week of activities aimed at the festive season. The library ran five (5) sessions and attracted a total of 228 attendees.

- 16 December 2024 – Movie Monday (Home Alone)
- 17 December 2024 – Christmas Tree decorations
- 18 December 2024 - Christmas sand art
- 19 December 2024 – Christmas photo frames
- 20 December 2024 – Friday flic (A boy called Christmas)




Christmas Sand Art and NT Police joining in Christmas tree decoration making

Christmas Storytime and Nursery time sessions

The library got festive for the last Storytime and nursery time sessions of the year. The nursery time session was suitable for 0-1 years old and the Storytime sessions were aimed at one to five (5) year olds. The sessions were Christmas themed with singing, dancing, stories and a visit from Santa. The two (2) sessions totalled 146 attendees.



Santa with attendees at Christmas Nursery time



Nursery time attendees participating in parachute play and Christmas Storytime

Regulatory Services

Public Places

The Abandoned Personal Effects Policy was approved by Council during the quarter. The policy aims at providing direction and guidance regarding abandoned personal effects in the municipality. This ensures City of Palmerston's commitment to a safe, clean, and family friendly community through enforcing responsible property ownership. The policy provides broad powers to Rangers to seize, remove, and dispose of abandoned personal effects when required.

Regulatory Services has completed its upgrading of Pinforce which is the parking software system utilised to enforce and issue parking infringement notices. The upgrade will also coincide with the installation of the Pinforce Licence Plate Recognition (LPRx) system which utilises a dashcam device installed within a vehicle. The LPRx device connects to a variety of databases, so that Rangers can manage a wide range of parking compliance issues simultaneously. The LPRx does the following:

- Reads parked vehicle number plates and records the timing;
- Captures vehicle GPS coordinates;
- Checks parking time limits by electronically chalking the vehicle; and
- Notifies and sends an automatic alert to the Ranger regarding offending vehicles.

Animal Management

City of Palmerston continues to promote the introduction of the new by-Laws reminding members of the public their legal obligations regarding animal registration and other responsibilities as an animal owner via social media, radio campaigns and engagement event opportunities.

At the Great Spring Clean Up event, Regulatory Services attended and provided free microchipping of dogs and cats if the animals were registered. This proved to be a success with members of the public taking up the offer.



CoP Ranger at the Great Spring Clean up

In November, Regulatory Services attended the RSPCA free microchipping day providing free merchandise, brochure information, and microchipping vouchers. City of Palmerston was proud to be able to support and be a part of the RSPCA event which saw 119 animals microchipped.

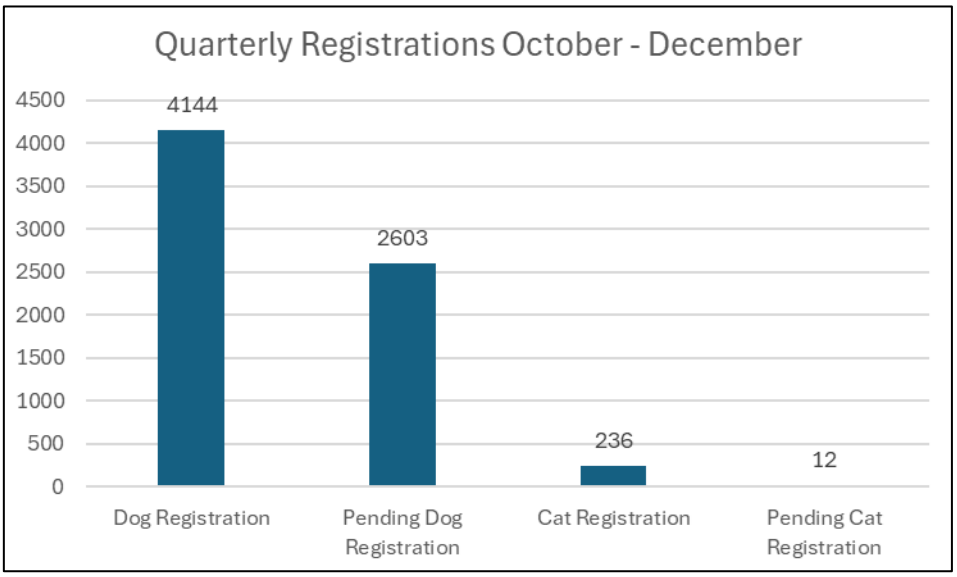
Cat management is now emerging as an issue as the opportunities to seek support with impounded cats are limited. Investigations are underway into the costings and potential approaches to establish a small cat pound at the Operations Centre. This will need to be considered as part of the 2025/26 Budget deliberations.



Kitten being microchipped

Dog and Cat Registration

As of 7 January 2025, there are 4380 animals currently registered within the municipality, with an additional 2615 pending registrations. A breakdown of these figures regarding dog and cat registration is as follows:

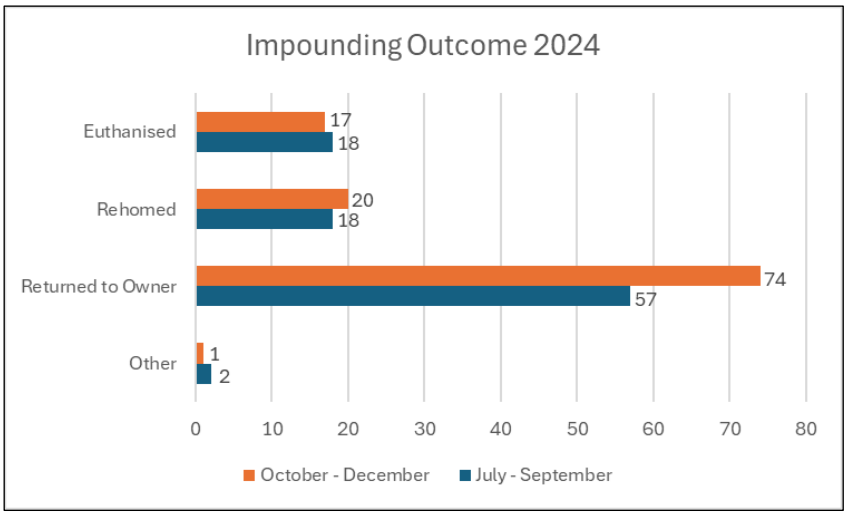


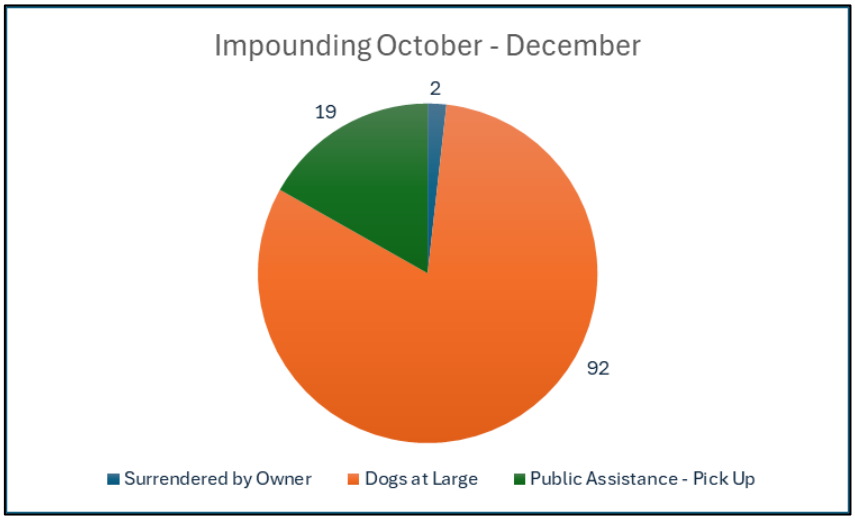
Please note that cat registrations are still low due to the revised *City of Palmerston (Animal Management) By-Laws 2024* introduced in July 2024 which requires owners to now have legal obligations to register cats.

It is acknowledged that there is still a high number of animals not registered within the municipality. Ongoing engagement with the community to register animals will continue. Owners of unregistered animals will be sent a reminder notice to register their animals immediately. Further breaches of the By-Laws may result in regulatory action being undertaken against owners until registration of animals is complied with. Unregistered dogs that are impounded are not released until the owner pays for its registration.

Impounding & Pound Management

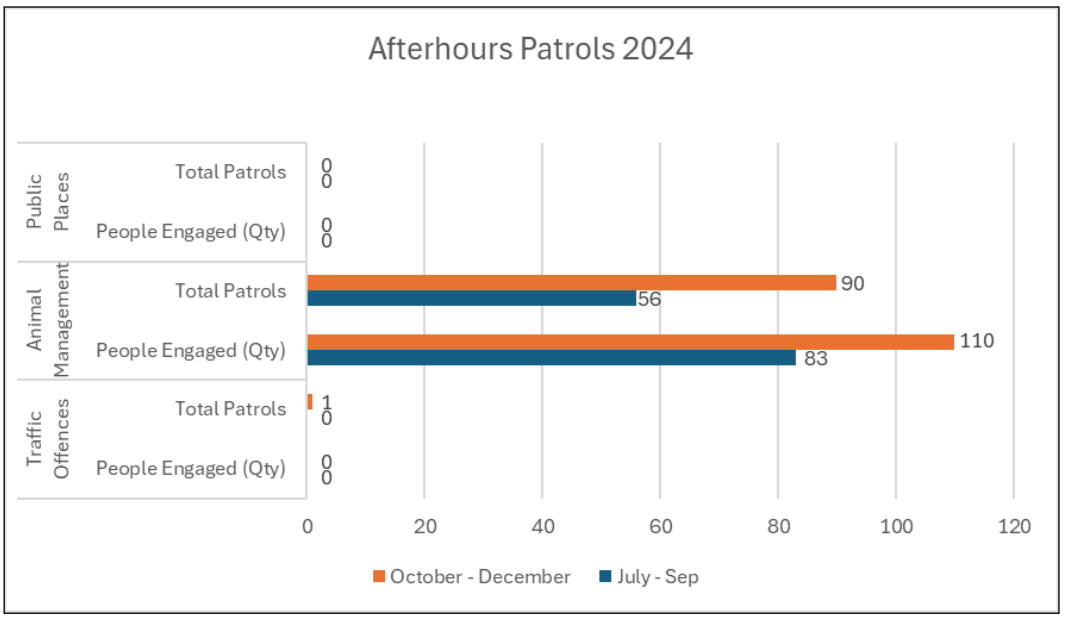
Over the current quarter, council impounded a total of 113 dogs, an increase of 18 dogs in the total number of dogs impounded from the previous quarter. The tables below provide a visual representation of the reason for impoundment and outcome. It's important to communicate the outcome of dogs that are impounded. The below graph provides a comparative review of the number of animals that were rehomed, returned to owner and euthanised throughout the current and previous quarter.



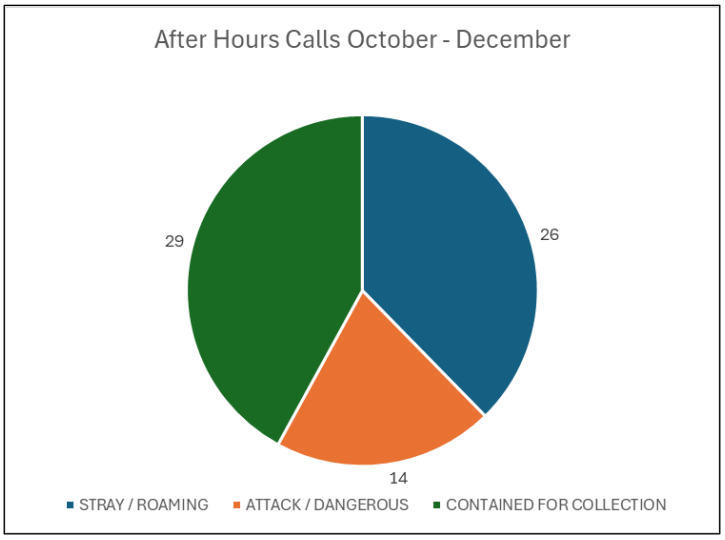


Out of Hours Ranger Engagement and Patrols

During the quarter, council staff conducted 91 after-hours patrols, focusing primarily on animal management. The graph below compares the patrols across Traffic Offences, Animal Management, and Public Places for the three (3) reporting periods. Animal management saw the highest engagement, with 110 people engaged from October to December. Public places and traffic offences recorded minimal patrol numbers during this quarter.

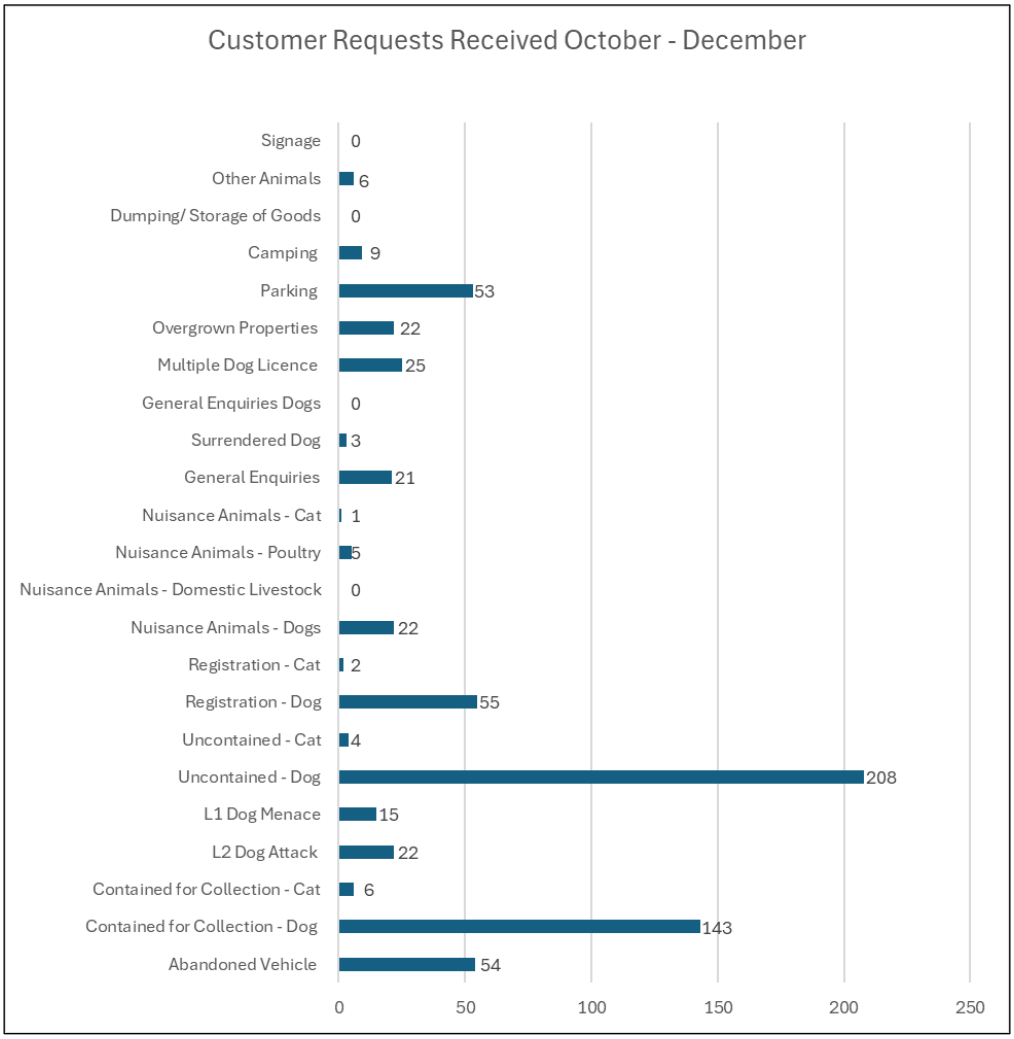


Rangers received 69 after-hours calls which was 10 less since the last quarter. Calls about contained and roaming animals were the most common. The table below illustrates the after-hours call distribution for council staff.



Customer Action Requests

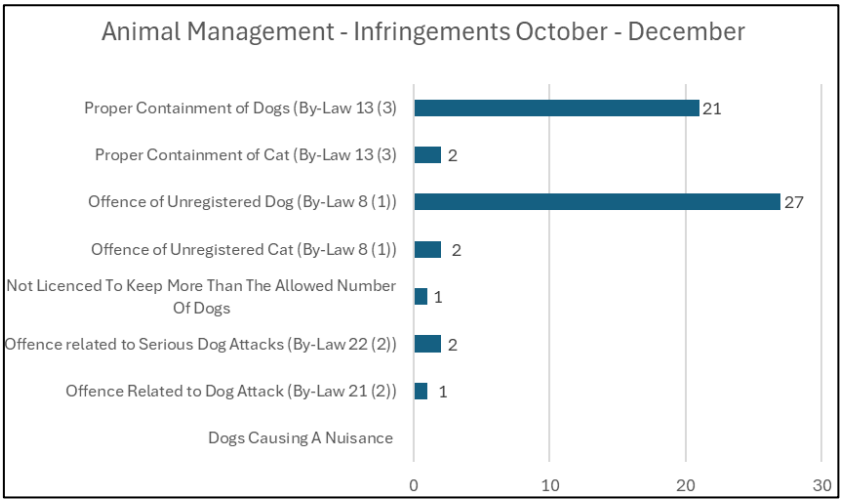
The below table provides a representation of the cumulative count of customer action requests that have been submitted to City of Palmerston over the course of October and December. Animal Management continues to lead in the customer reporting requests across all regulatory functions. Over the current quarter, staff have responded to 676 customer action requests which is an increase of 176 requests from the last quarter.



Infringements

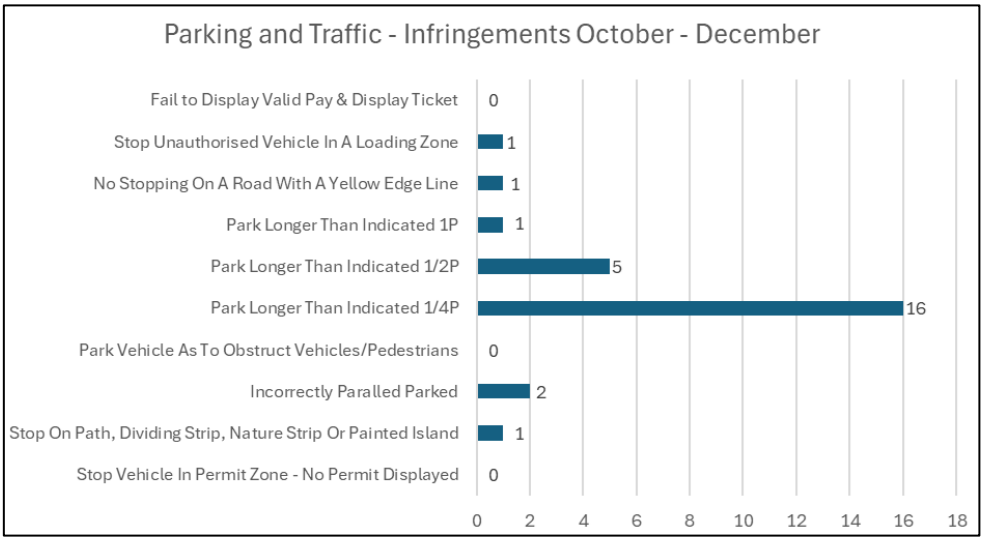
Animal Management

A total of 56 infringements have been issued for animal related offences within the reporting quarter, the containment of dogs and unregistered dog making up the primary infringed offences. The below tables provide a visual comparison of the totals incurred of the current and previous quarter.



Parking and Traffic

Vehicle Parking is free in all parking areas. However, time limits on parking remain. Drivers must still obey all traffic signs and road rules in accordance with the Traffic Regulations and Australian Road Rules. Rangers will continue to patrol Palmerston to encourage accessible parking and ensuring safety on public roads. A total of 27 infringements were issued for parking and traffic offences.



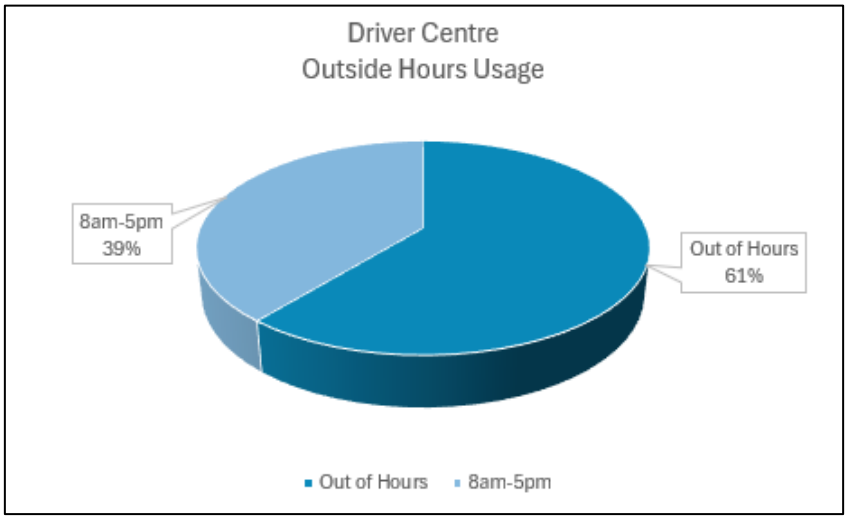
Quarterly Community Facility and Equipment Usage

Driver Community Centre

There are seven (7) regular users and no new user groups. Due to the planned refurbishments, new user enquiries are being redirected to other venues. 116 bookings were ongoing weekly occurrences. Not-for-Profit usage accounted for 99% of the total usage, with the remaining 1% comprising timeslots booked out for maintenance.

Usage Times:

- 61% of bookings occurred on weekends, either Saturday or Sunday or after 5pm
- 39% of bookings occurred during business hours (8am to 5pm).



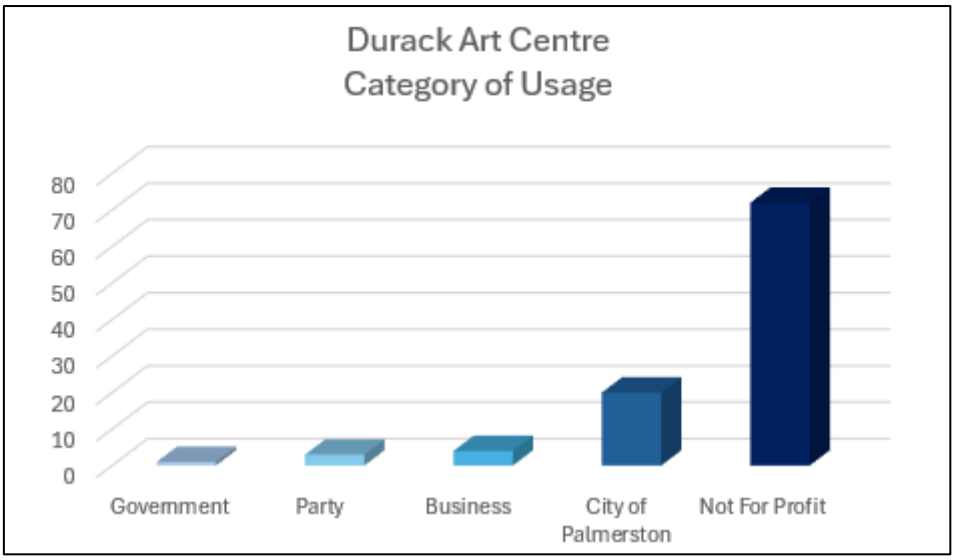
Durack Community Art Centre

The Durack Community Art Centre serves as a vibrant and engaging environment that fosters creativity through collaborative gatherings, training sessions, and meetings. It offers a welcoming space for artists, community organisations, and individuals to connect, collaborate, and develop their artistic skills.

There were nine (9) regular users and 41 new user groups in the Durack Community Art Centre this reporting period. During this reporting period, the Durack Community Art Centre facilitated the following events:

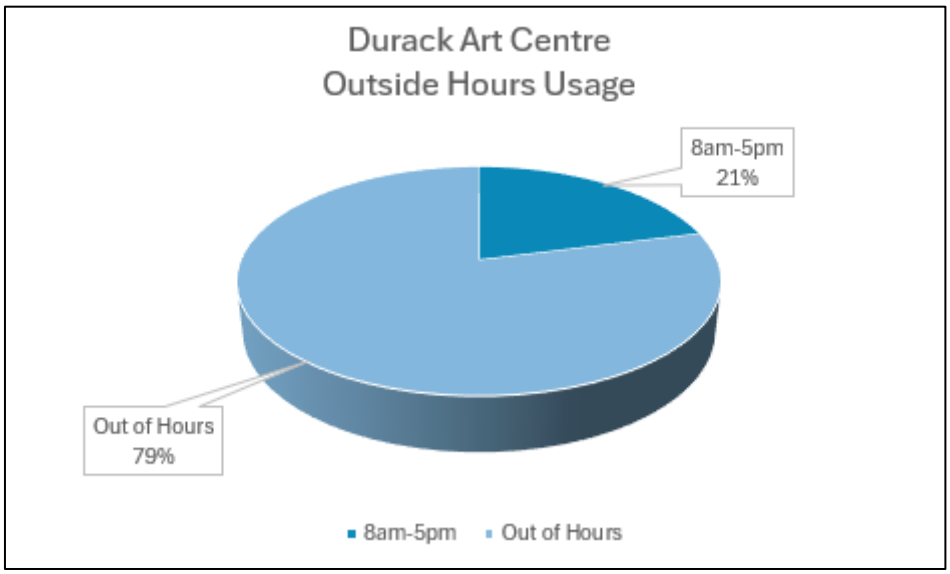
- An event by the Australian Childhood Foundation
- Three Annual General Meetings (AGMs) for community organizations
- Four dance group sessions
- A two-day conference on democracy hosted by the United Nations Youth of Western Australia
- A training session conducted by NAPCAN
- An event organised by Empower Allied Health
- An information session for Neighbourhood Watch
- Private meeting for Darwin Youth Services
- Services provided by Darwin Community Legal Services
- A training organised by Talking Respect

There has been a noticeable increase in the usage of the venue for training purposes in Palmerston. The largest user group of Durack Community Arts Centre is Not-for-Profit organisations, making up 72% of the total usage, reflecting the Centre's strong emphasis on supporting community-driven initiatives. City of Palmerston is the second largest user group, accounting for 20% of the usage with professional development sessions and meetings.



Usage Times:

- 79% of bookings occurred on weekends, either Saturday or Sunday or after 5pm
- 21% of bookings occurred during business hours (8am to 5pm)

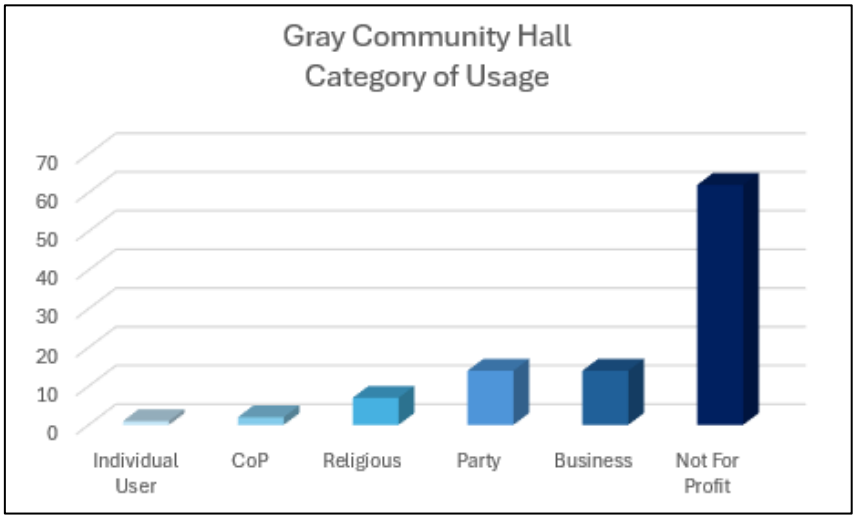


Gray Community Hall

Gray Community Hall has seen a diverse range of bookings across various categories this reporting period. During this reporting period, the Gray Community Hall facilitated the following events:

- Primary School graduations
- Mates 4 Mates social gathering
- Good Sports Forum
- Sporting Club end of year presentations
- Darwin Tabletop Gaming tournament
- Wake and Funeral Services

In the current reporting period, the Gray Community Hall has hosted a total of 44 parties. This number highlights the Halls role as a vibrant hub for social gatherings and celebrations within the community. The consistent booking of party events underscores the Halls popularity and its capacity to accommodate various social functions, providing a welcoming space for residents to come together and celebrate special occasions.

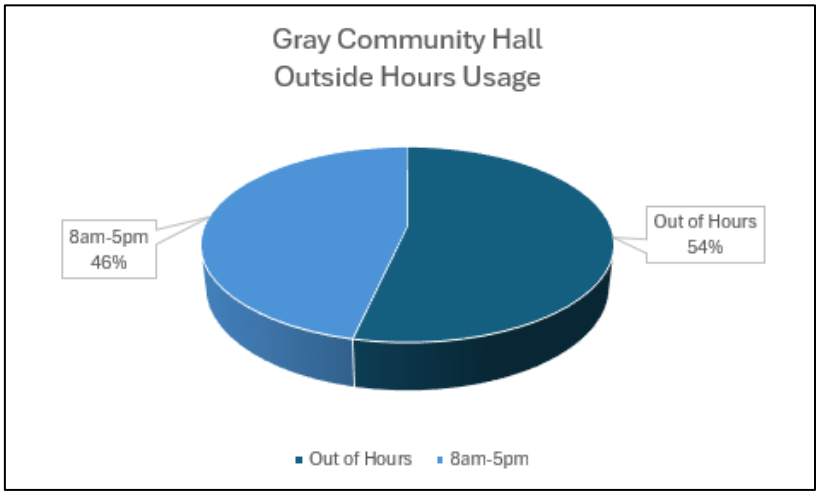


Gray Community Hall has seen diverse usage over the past period, with Not-for-Profit activities leading at 62% of total usage. Business and Party events each account for 14%, reflecting the hall's versatility in hosting both professional and social gatherings. Religious events make up 7% of the usage, while CoP and Individual User bookings are at 2% and 1% respectively. This distribution highlights Gray Community Hall's significant role in supporting community-focused and charitable activities.

Gray Community Hall welcomed 67 new user groups, diversifying activities and enhancing community engagement. This influx has increased hall usage and introduced fresh perspectives, solidifying its role as a central hub for social, cultural, and educational activities and fostering a more connected, dynamic community. 67 new users of the venue received onsite inductions, which included information regarding after-hours usage, emergency procedures, and the process for securing the building.

Usage Times:

- 53% of bookings occurred on weekends, either Saturday or Sunday or after 5pm
- 46% of bookings occurred during business hours (8am to 5pm)



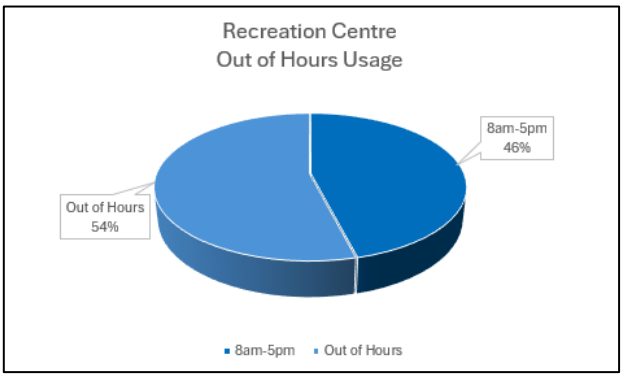
Palmerston Recreation Centre

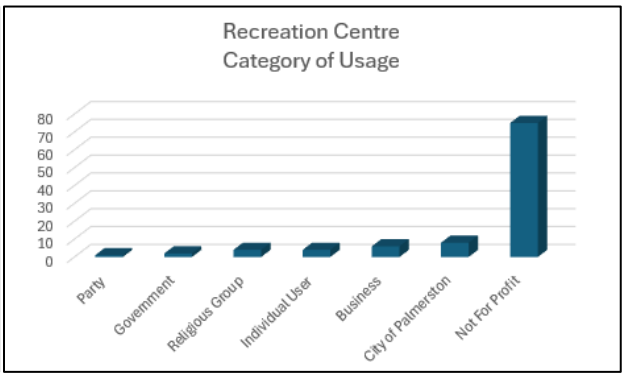
There were 44 new users at the Palmerston Recreation Centre, with Officers proactively engaging with community organisations to promote the Centre as multi use and accessible. Included in the new users were NRL Wheelchair Rugby League lunchtime corporate competition and Carpentaria Disability Services. Council Officers proactively engage with a diverse range of users seeking short-term or one-off hire of the centre. During this reporting period, the Recreation Centre hosted an Ultimate Frisbee session and HiveMind Coaching workshops, which are tailored to local contexts and have international presence. Personal protection sessions were conducted by Melbourne-based organisation OVAIT.

A survivor of Cyclone Tracey facilitated a series of sessions for children in Palmerston, focused on the 'Tools Necessary to Help Children Cope and Thrive'. These diverse events and programs underscore Palmerston Recreation Centre's role as a versatile and vital community hub, supporting a wide range of activities that cater to different interests and needs within the community.

Usage Times:

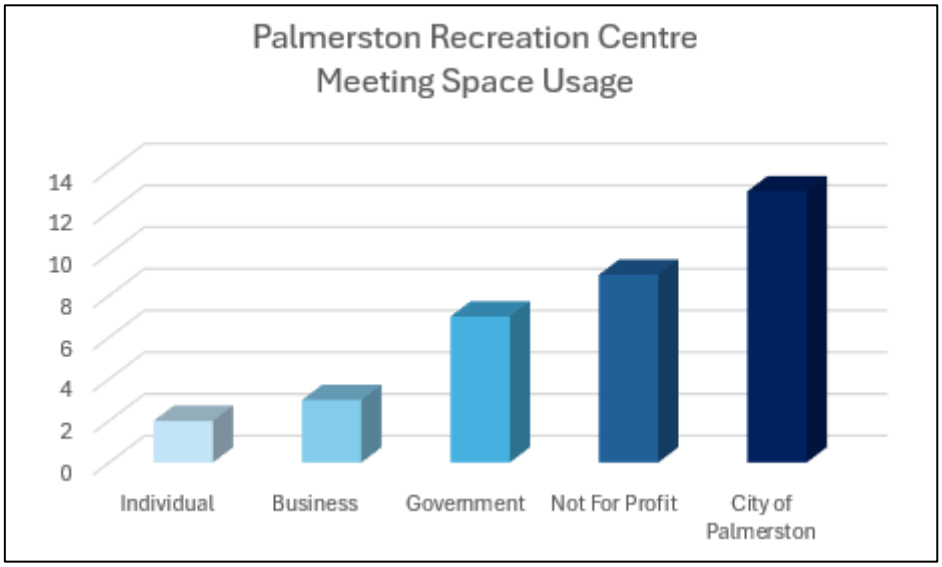
- 54% of bookings occurred on weekends, either Saturday or Sunday or after 5pm
- 46% of bookings occurred during business hours (8am to 5pm)





The Recreation Centre has seen a diverse range of activities, with Not-For-Profit organisations leading the way, accounting for 75% of the total usage. This highlights the Centre's strong commitment to supporting community-focused initiatives. Council Officers utilise the centre for meetings, training and program delivery, contributing 8% of the usage, followed by Business events at 6%. Individual Users and Religious Groups make up 4% and 4% respectively, showcasing the Centre's versatility in catering to personal and spiritual needs. Government-related activities represent 2%, while Parties account for 1% of the total usage. This distribution underscores the Centre's importance as a multifaceted venue that meets a wide array of community needs.

The introduction of three (3) new meeting spaces in the Recreation Centre foyer has led to increased utilisation of the venue. Since their opening at the end of October, there have been 34 bookings for these new spaces. Council Officers have utilised the meeting spaces for community engagement initiatives and informal meetings.

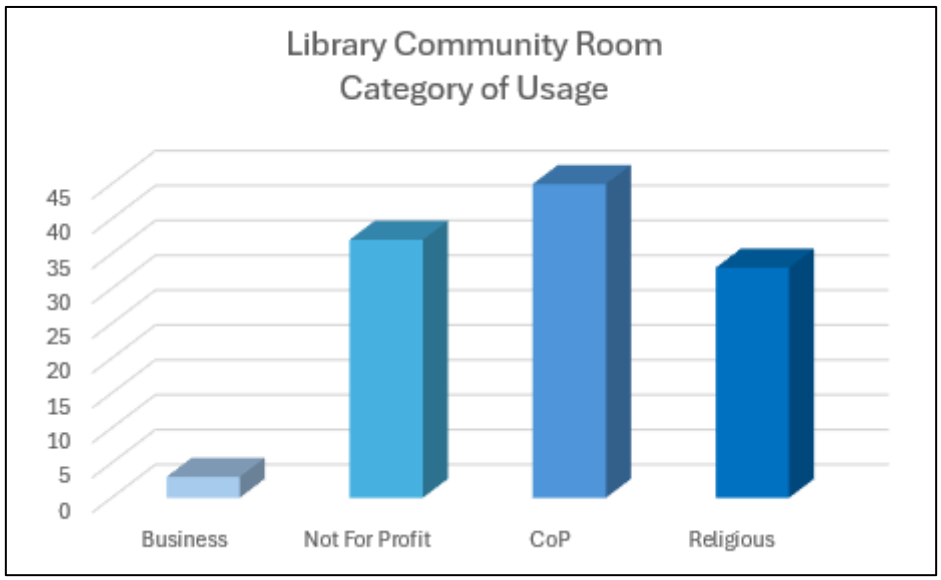


Library Community Room

There was an increase in City of Palmerston usage this quarter with the Community Room having 17 new users and 27 returning user groups. The Community Room is being

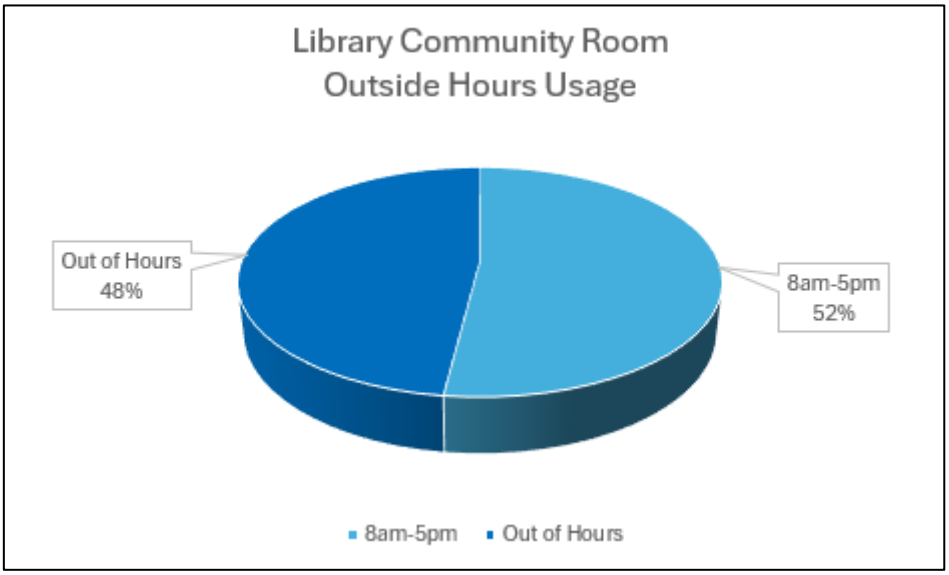
increasingly used by the Programs and Outreach teams utilising the room for new programs such as:

- Digital Literacy Classes
- Let's Talk English classes
- Adult Chess sessions
- Danila Dilba youth program



Usage Times:

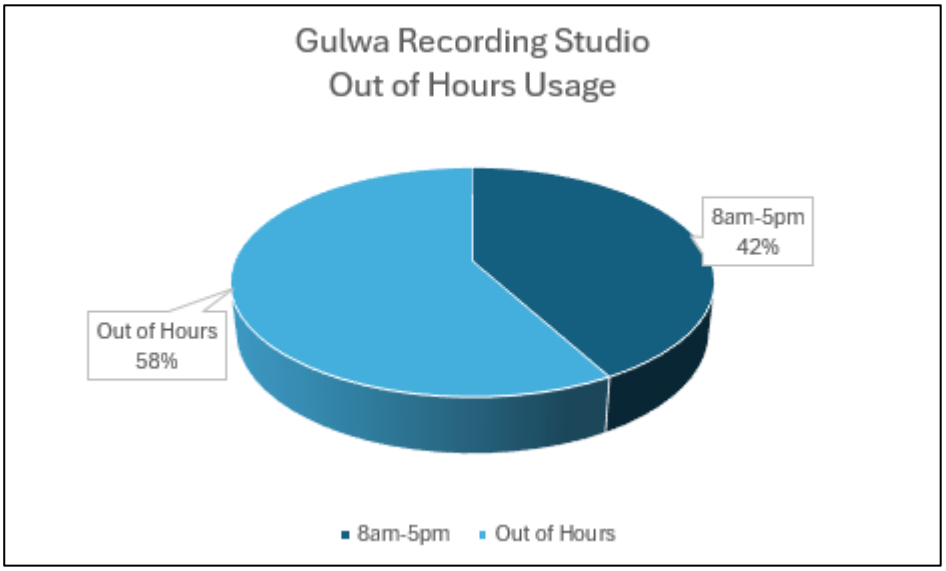
- 48 % of bookings occurred on weekends, either Saturday or Sunday or after 5pm
- 52 % of bookings occurred during business hours (8am to 5pm)



Recording Studio

During this reporting period, there were 29 new users and 21 returning users at the Gulwa Recording Studio. The bookings included podcasting sessions, voiceover recording sessions, theatrical rehearsals, filming for a short film, and two (2) Year 12 mathematics examinations that necessitated a private and soundproof environment. 24 of the 50

bookings this period were for Podcasting sessions. 58% of bookings take place on weekends or after 5 PM. All users are required to undergo an induction to access the facility and use the equipment.



BBQ Trailer

The Community BBQ Trailer is a free resource available to members of the community, local organisations, and groups to support activities and programs that benefit residents of City of Palmerston. The usage of the BBQ Trailer facilitates community engagement, helping to strengthen relationships, promote social interaction, and contribute to the creation of safer, healthier, and more vibrant neighbourhoods. During this period the BBQ trailer was offline for repairs and maintenance.

In the last quarter, the Community BBQ Trailer was utilised once by Palmerston and Regional Basketball Association (PaRBA) at the SWELL birthday celebrations.

Smoothie Bike

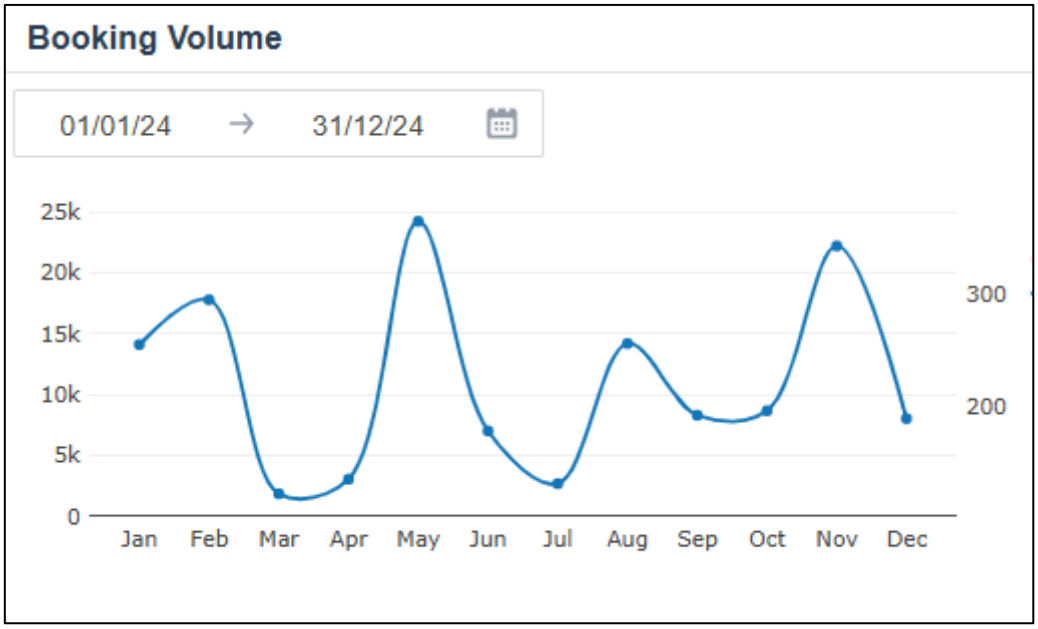
City of Palmerston's Smoothie Bike is a unique and engaging resource designed to promote healthy eating and physical activity. It serves as an innovative tool for fundraising, event catering, and educational activities. Available for free to local organisations and schools within the Palmerston municipality, the Smoothie Bike brings people together, supports community events, and teaches children about the benefits of a healthy lifestyle in a memorable way.

In the last quarter, the Smoothie Bike was utilised three (3) times by the following organisations:

- Zuccoli Early Learning Centre
- Durack Outside School Hours Care
- Zuccoli Village Early Learners
- City of Palmerston Facilities

The Bookings Team reaches out to customers annually in May for second-half bookings and in November for first-half bookings, confirming and negotiating arrangements in

advance. The below graph depicts the booking volume for all facilities over the course of the year.



Palmerston Library Access Statistics

	October	November	December	Total
Library Visits	21,424	12,802	11,338	45,564
Library Members	9,934	9,944	9,950	9,950
Library Items Borrowed	9,332	5,344	3,077	17,753
Hours on Public PCs	1,474	1,386	1,159	4,019
Library Programs	78	46	19	139
Library Programs Attending	1,893	1,014	687	3,594

Palmerston Library Program Statistics

Program	Sessions	Total Attendance
School Holidays	9	447
Storytime	16	1,021
Nursery Time	12	865
Incursions	10	443
Gadgets and Games	10	116
Get Tech Savvy	30	206
Geek Squad	10	96
Code Club	8	61
Lego Club	6	74
Late Nights at the Library	5	37
Special Events	24	228
Totals	139	2,960

*Get Tech Savvy is one on one computer/device help
*Library statistics for July include the last week of September.
*Library statistics are correct as of 24/12/2024

Consultation and marketing

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

- Community Services
- Library Services
- Regulatory Services

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

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:

- Companion Animal Management Plan
- Inclusive, Diverse & Accessible Policy Framework
- Disability Inclusion and Access Plan 2022-2025

Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.2
Report Title:	Infrastructure Quarterly Report - October to December 2024
Meeting Date:	Tuesday 21 January 2025
Author:	Executive Assistant to General Manager Infrastructure, Monica Silva
Approver:	Acting General Manager Infrastructure, Katie O'Neill

Community plan

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

Purpose

This Report summarises the key activities undertaken by Infrastructure in the October to December 2024 quarter.

Key messages

- Public lighting works have been completed at Allamurr Court and Harrison Park – Woodroffe, and Essington Park - Gray.
- The Archer Waste Management Transfer Station Recycle Centre Upgrade tender was awarded to CMA Contracting.
- Zuccoli Stage 2 works are underway. Walking trail construction has commenced, and detailed design for the Zuccoli Hub pump track is also underway and expected to be completed in February 2025.
- Designs for the Sanctuary Lakes and Marlow Lagoon Junior Unit Playgrounds have been finalised with construction to commence in early 2025.
- Land management activities, including weed control and fire mitigation were undertaken, with weed spraying and controlled burns scheduled for the Archer Closed Landfill, Gunn Escarpment and the Marlow Lagoon Recreational Area.
- Approximately 850 trees were planted across the municipality this quarter.

- Several sections of road resealing, along Woodlake Boulevard, Victoria Drive, Deviney Road and Hardy Road was undertaken in October 2024, with a total cost of approximately $220,000.

Recommendation

THAT Report entitled Infrastructure Quarterly Report - October to December 2024 be received and noted.

Background

Infrastructure provides a quarterly report to Council on key activities undertaken during the quarter and further works underway for the next quarter, aligned to the outcomes and objectives of the Community Plan.

Discussion

1. Family and Community

Objective 1.2: 'The wellbeing of our community is a focus for all our work'.

Play Space Strategy
Council's Play Space Strategy advocates the need for Council to maintain our play spaces at a level required to proactively respond to community needs and expectations.
The following maintenance works were undertaken in our playgrounds over the October to December quarter 2024.

Damaged swings were replaced at the following playgrounds:
- Ascension Park
- Cornwallis Park
- Tracey Park
- Lindsay Park
- Gordon Stott Park
- Tiverton Park

Softfall repairs were undertaken at the following playgrounds:
- George Park
- Marlow Lagoon
- Willing Park
- Joan Fejo

Minor repairs were undertaken at the following playgrounds:
- Patterson Park – graffiti removal from swing sets.
- Bloodwood Park – replacement of loose bolts in flying fox.
- Hobart Park – replacement of broken pommel seat at Ninja Playground.
- Marshall Park – replacement of vandalised rock-climbing grips.
- George Park – replacement of damaged play binoculars.

Hobart Park All-Access Public Toilet

Design works are underway for the installation of a new all-access public toilet at Hobart Park. This project is funded under the Federal Governments Priority Community Infrastructure program. Construction tender is to be advertised following completion of the design.

Park Infrastructure Renewal Program 2024/25

In December, the final designs for the Sanctuary Lakes playground and Marlow Lagoon Junior playground were completed (see renders below). Final designs are also available to view on our website, Playground Refurbishment Consultation | City of Palmerston. These designs were developed through community consultation and feature inclusive play elements, including bird's nest swing sets, multi-user spinning activities, and ramp access to platforms and slides. Additionally, musical elements were incorporated to enhance the sensory play experience, and extra swing options were added at the Sanctuary Lakes playground, including a mini-nest swing designed for younger children. Works will be completed early in 2025, when site access is available following the wet season.



Sanctuary Lakes Final Playground Renders



Marlow Lagoon Junior Unit Final Playground Renders

Development Application Responses

Council is a referral authority for development proposals that occur within its municipal boundaries. This quarter Council reviewed and provided feedback on 11 development proposals, which were supported by representations made by officers at Development Consent Authority meetings.

Notably, the Greater Holtze subdivision development was referred to Council due to the potential impacts to Palmerston. In reviewing the development documents, Council considered all social and economic implications for our community. Several benefits, opportunities, and challenges were identified. It has been requested that ongoing communication between NTG and Council is continued throughout the delivery of the project. This development has been approved by the Minister for Lands, Planning and Environment.

4. A Future Focus

Objective 4.1: 'We support and foster innovation'

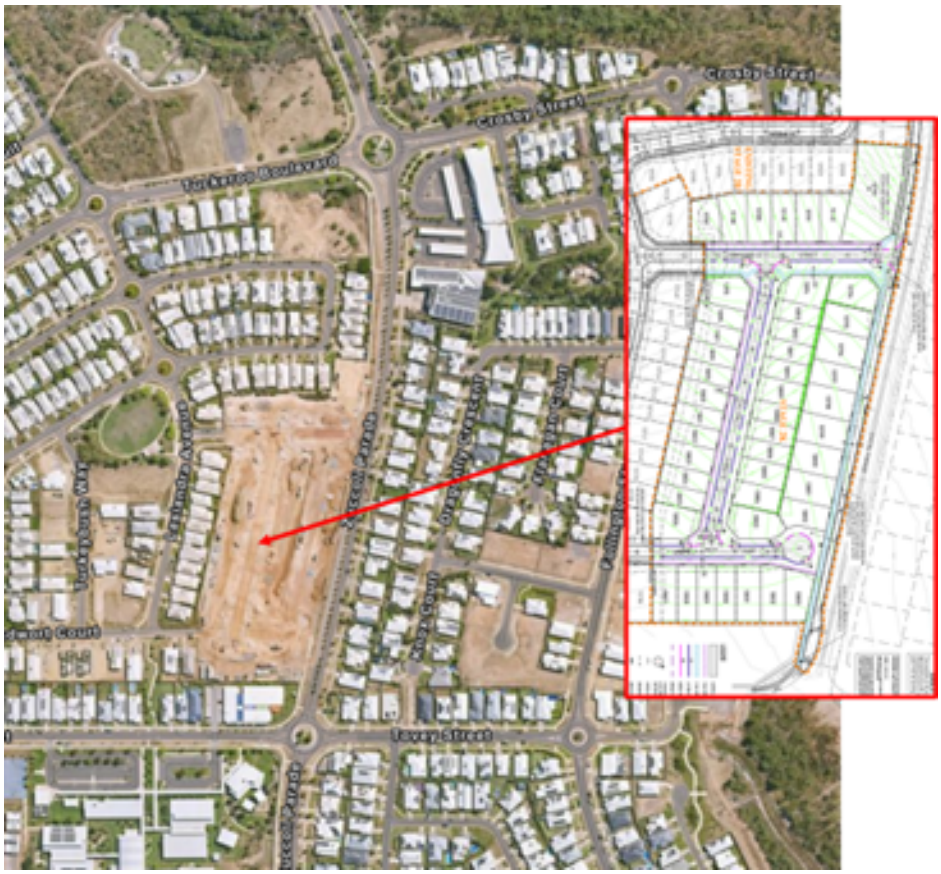
Fibersense

Fibersense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that City of Palmerston (CoP) will be able to use for planning and improvements to the city. A total of 60km of fiber optic cable has been laid throughout Palmerston Central Business District (CBD) and Tiger Brennan Drive.

Subdivisions

This quarter saw the delivery of Zuccoli Mitchell Creek Green, Stage 2K. Developed by Territory Life, this latest and final stage consists of 46 single-dwelling lots and one (1) multi-dwelling lot that will provide diverse housing options to accommodate the growing population in the Palmerston municipality.

This subdivision is situated between the Lasiandra Ave and Zuccoli Parade, in amongst the previously approved and developed phases of Zuccoli (Stage 2I1, 2B and 3E), The designated road network within the development links the area with Zuccoli Parade, providing connection to broader amenities such as the Zuccoli shopping centre. The location of Stage 2K is shown in the image below.

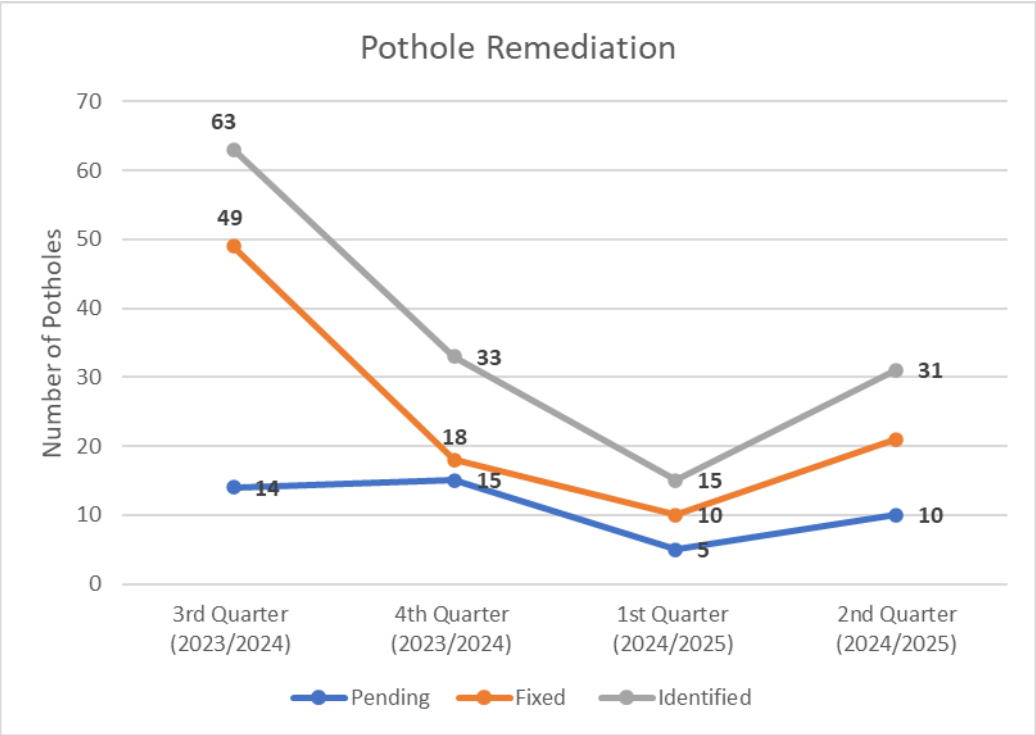


Mitchell Creek Green, Stage 2K

Objective 4.2: 'Infrastructure is fit for purpose'.

Potholes

There was a total of 31 potholes identified during the quarter that required repair works, there are 10 remaining potholes which are scheduled to be repaired.



Data as of 7 January 2025

Road Renewal

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

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

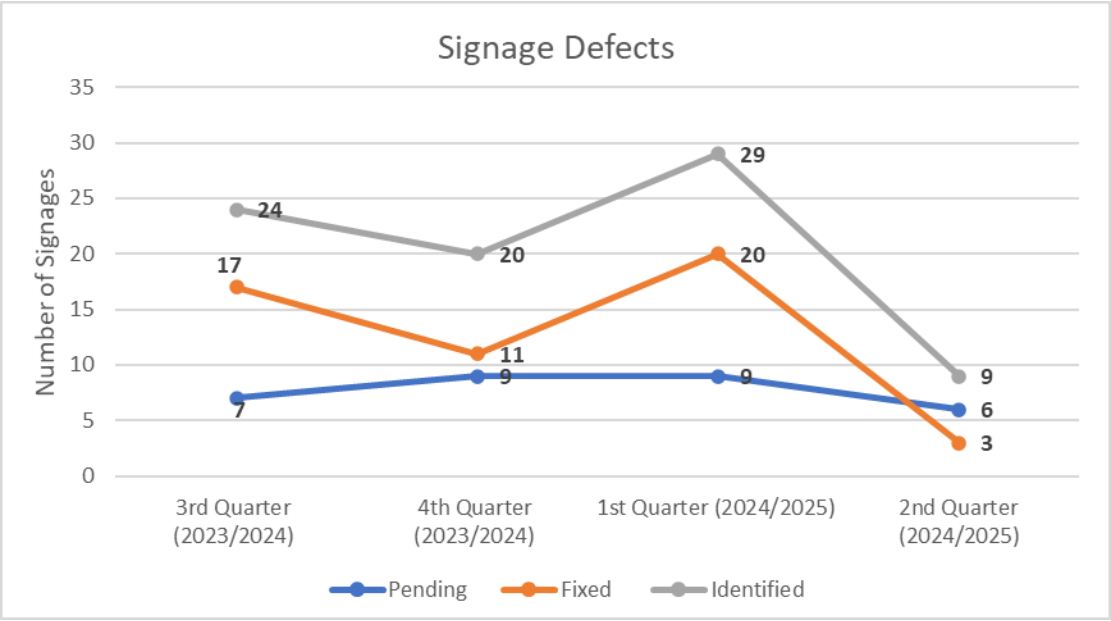
This year's program identifies a up to a further 30+ road segments for treatment, dependant on final costs and grant funding. The remaining works are expected to be completed by May 2025. The overall budget for the programmed works totals approximately $2 million.

Black Spot Program

City of Palmerston were also successful in securing grant funding to design and install traffic calming measures at four (4) identified Black Spot locations in Gunn, Palmerston City, Yarrawonga and Moulden. Design of each location is underway, and construction is to be completed by June 30, 2025.

Signage

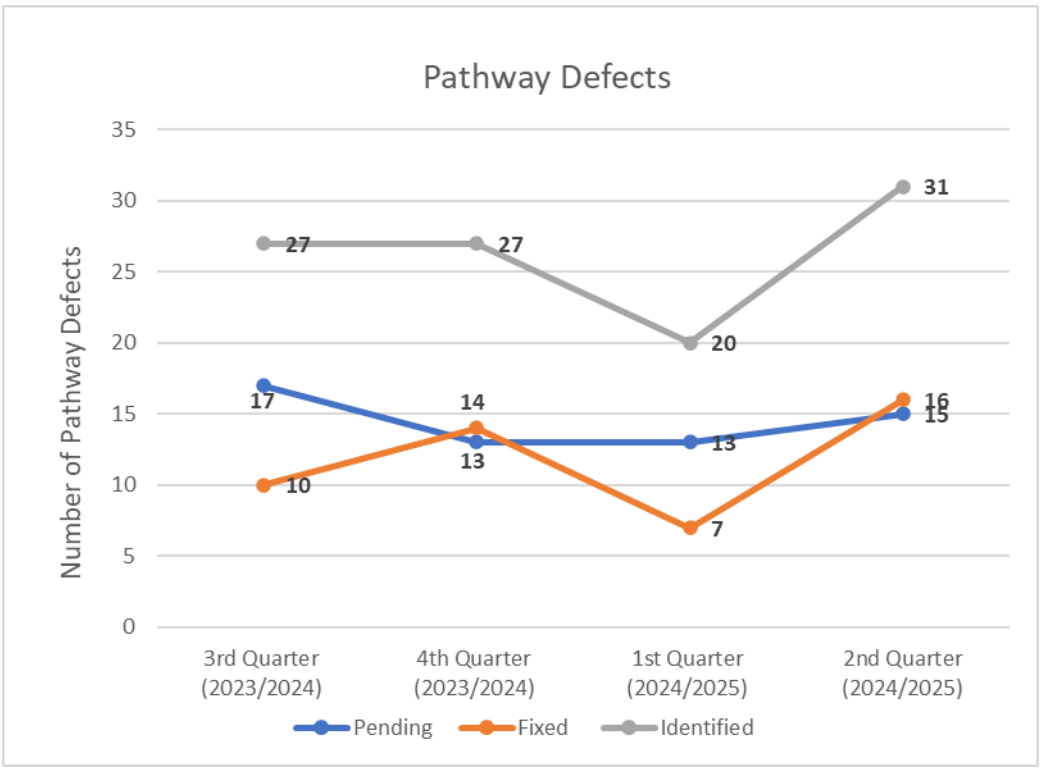
There was a total of nine (9) road signs identified during the quarter that required repair works, there are six (6) remaining signs which are scheduled to be repaired.



Data as of 7 January 2025

Pathways

This quarter 31 pathway defects were identified as requiring repair. There are 15 remaining footpath defects which are scheduled for repair.



Data as of 7 January 2025

Pathway Replacement and Renewal

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

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

Major upgrades on McGuire Circuit, Moulden were completed as part of the renewal program with a cost of approximately $40,000.



New Pathway – Marlow Lagoon Basketball Court

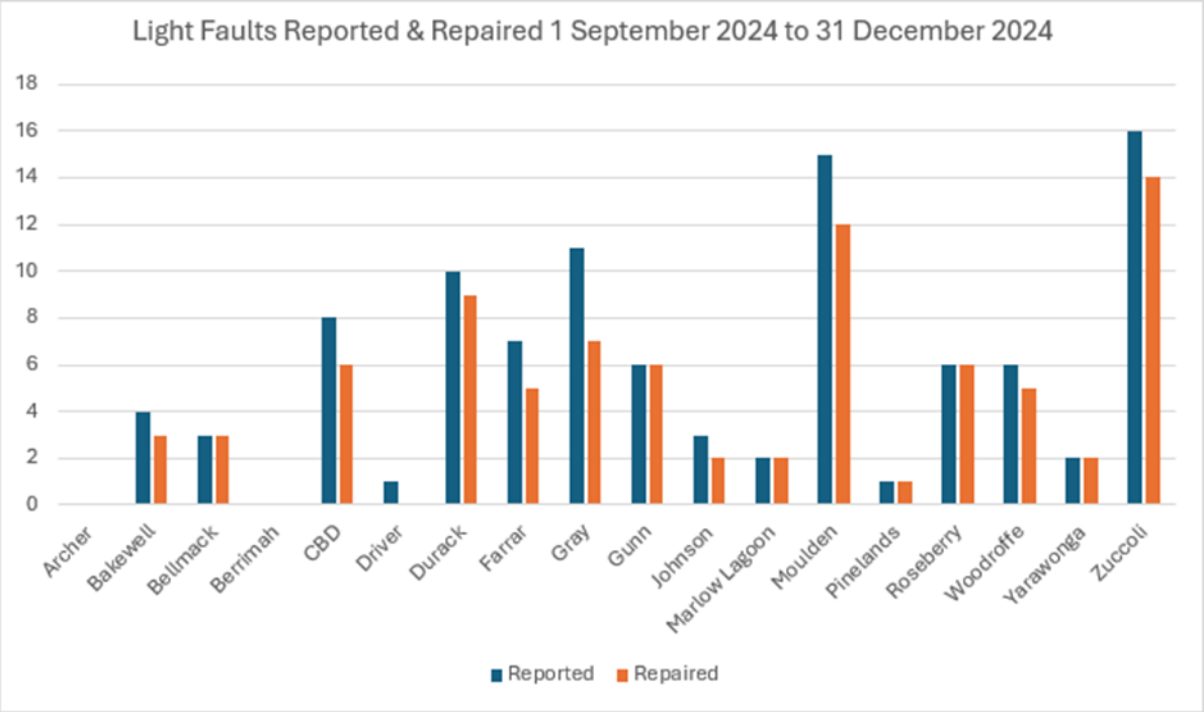


All-abilities swing set - Sister Frederick Mangan Park

Light Fault Rectification

This quarter 101 (1.87% of total inventory) streetlighting faults were identified. 83 of the identified faults have been resolved and works are continuing to rectify remaining 18 faults. Of these 18, two (2) of the faults are within target repair times, with the remaining faults scheduled for repair awaiting arrival of parts from suppliers.

Council is continuing to undertake scheduled night inspections and rectification works, with a total of 97% of streetlights working as of 7 January 2025



Data as of 7 January 2025

Dark Spots Lighting Upgrade Program

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

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

Designs for upgrades on Stockwhip Drive and Cunningham Crescent have been completed and issued to the contractor. Works in these locations expect to be complete in the first quarter of 2025, subject to weather.

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

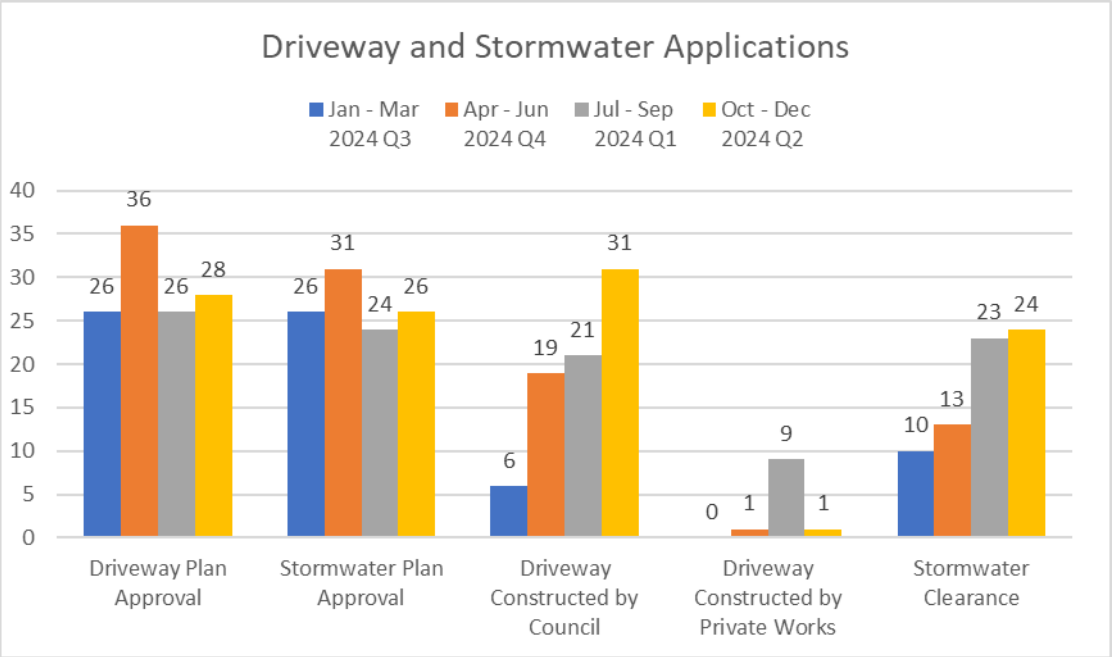
Fiveash Lane carpark will be a priority for delivery due to their relationship to the Crime Prevention through Environmental Design (CPTED) outcomes.

Driveways and Stormwater

110 applications were received for the quarter, covering 69 allotments. These include 64 in Zuccoli, one each in Bellamack, Gunn, Rosebery, Woodroffe and Tivendale.

The 110 applications consisted of the following:

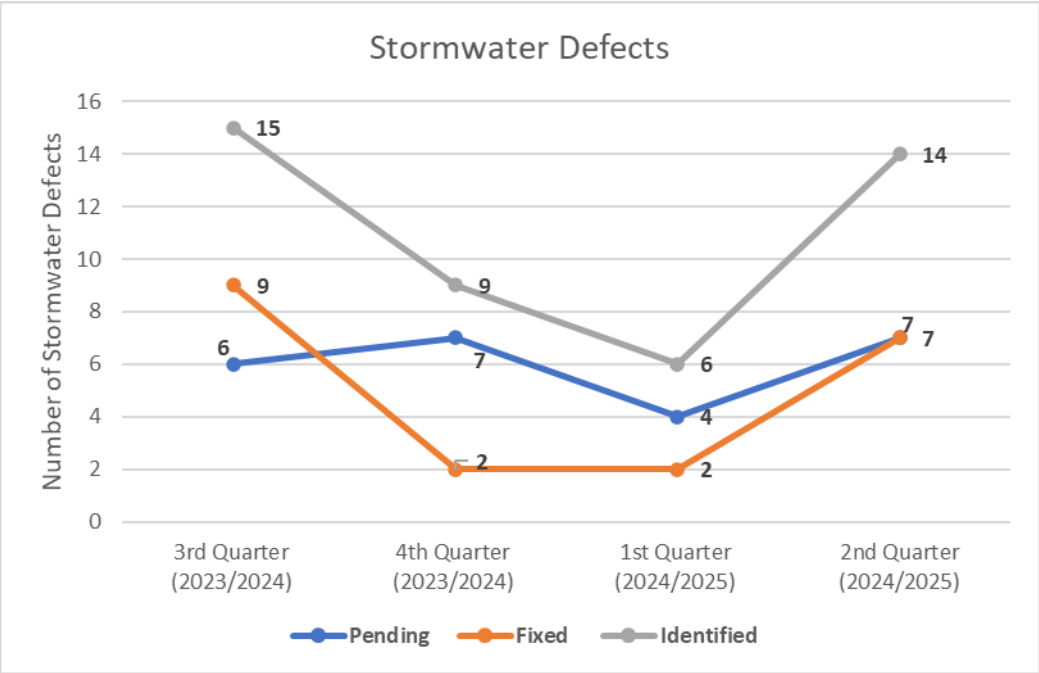
- Reviewed 28 driveway plan approval requests and approved 26 driveway plans, 25 of which belonged to new properties in Zuccoli, one (1) in Woodroffe.
- Processed 31 applications requesting Council to construct a new driveway, which all belonged to new properties in Zuccoli. All driveways except one have been constructed. The remaining one will be constructed upon the completion of internal driveway.
- Assessed one (1) Work on Public Places applications and issued one (1) permit to allow private owners to undertake driveway construction work in Tivendale.
- Reviewed 26 stormwater plan approval requests and approved 23 stormwater plans, 22 of which belonged to new properties in Zuccoli and one (1) in Gunn.
- Processed and inspected 24 stormwater clearance requests, with the issue of 24 clearance letters. 23 of which belonged to new properties in Zuccoli, and one (1) in Bellamack.



Data as of 7 Jan 2025

Stormwater

Ongoing condition inspection of stormwater drains, pipes, pits and other civil works have been carried out to ensure proper function. There are 14 stormwater defects that have been identified in this quarter with seven (7) outstanding



Data as of 7 January 2025

Stormwater Capital Program:

Underground CCTV inspections of the stormwater pipe network have been conducted in selected at-risk areas. A section along Victoria Drive has been identified as requiring repairs. Additional CCTV inspections are being completed, with rectification works to be completed this quarter.

Irrigation Maintenance

The following irrigation infrastructure maintenance works have been completed in the past quarter.

- Sanctuary Lakes bore electrical panel upgrade, and installation of a new pump and motor. The pump was downgraded from a 6" to 4" to reduce the drawdown rate and assist with more sustainable groundwater recharge into the lake.
- New solenoid control wires and valves installed in the lake 3 and 4 irrigation systems.
- New solenoid control wires and valves installed at Stanford Park, Durack.
- Installation of a variable speed drive pump in the Lindsay Park bore.
- Underground irrigation infrastructure upgrades in the Chung Wah median (opposite Palmerston Tavern) and Chung Wah verges (Temple Terrace to Fairway Drive).

- Underground irrigation infrastructure upgrades in Buckingham Park, Gunn, and the edible garden at the Civic Centre.

Irrigation Controllers – Modems Upgrades

In October, new modems for irrigation controllers were installed in several parks across the municipality to accommodate Telstra's 4G network upgrade. These modems were necessary to connect controllers on the 3G network to the 4G network, allowing for remote operation through Council's telemetry system. Over 30 modems were installed in open spaces. Some park controllers were incompatible with the new modems and are currently being operated manually. To address this, and other issues with the existing telemetry system, a three-year renewal program has been devised to upgrade outdated controllers to a cloud-based system. This program prioritises parks that are currently manually operated for controller upgrades.

Zuccoli Community Hub – Stage 2

Stage 2 consists of the pump track, the sensory walking path, shade structures, BBQ facilities and associated civil works, and is currently in progress.

- Civil earthwork designs (including for stormwater) are complete. Tender documentation for delivery of civil earthworks is under development with works scheduled to begin at the commencement of the dry season 2025
- Construction of the walking trail (shown in blue on map) has commenced and approximately half of the indicated pathway has been completed.
- Design for landscape works has been awarded and commenced.
- The pump track construction is expected to commence mid 2025 following completion of the civil earthworks.

Driver Community Centre

The 100% design drawings for the renewal of the Driver Community Centre have been reviewed with final changes requested of the design consultant. An updated set of drawings is to be re-issued in January 2025. The project cost, including contingencies, has been estimated at $3 million based on the 90% design. Funding is currently being sought to support the construction of the Centre. An application will be submitted for a NTG Building Permit and construction tender documents are in development, to ensure the project is ready for construction once funding has been obtained.

Archer Waste Management Facility Upgrade

The tender for the design and construction of the recycling area, including the cardboard compactor, was awarded on 17 October 2024 to CMA Contracting. CMA has had the 100% design drawing developed and is undertaking a final peer review of some minor design elements.

CMA has provided a construction schedule, with work commencing mid-January 2025, and a forecasted practical completion date on 4th April 2025 (subject to weather delays). The commencement date is later than previously estimated due to the review of final

detailed designs, which required revisions to meet the necessary standards before work could begin.

5. Environment Sustainability

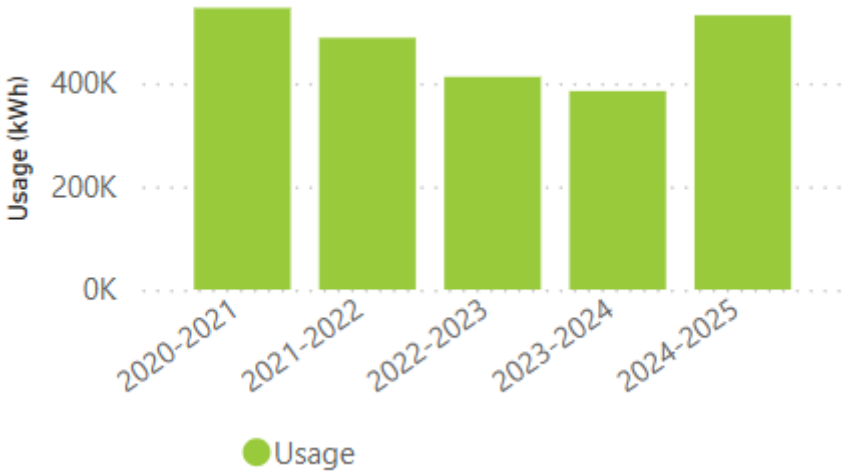
Objective 5.1: 'Reduce our footprint on the environment'

Sustainability Reporting Data Date Range

The date range for reporting has been adjusted for some parts of this report to cover the July to September 2024 quarter. This is due to incomplete data sets currently available for the October- December 2024 quarter. The data for the October-December 2024 quarter will be presented at the next Infrastructure Quarterly Report.

Electricity Consumption

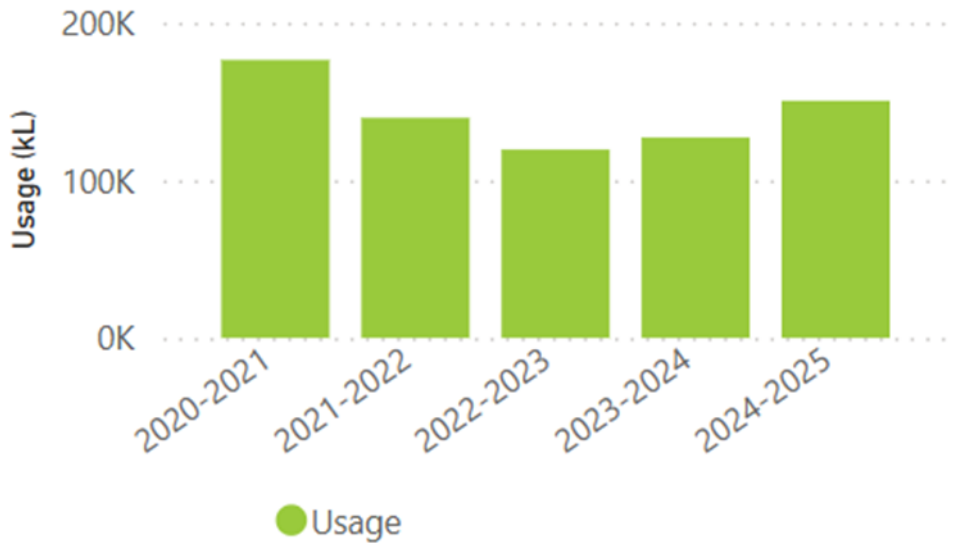
The below graph provides a comparison of the Council's total electricity consumption for July to September, across each financial year, starting from 2020/2021. The data for the shows a 38% increase in energy usage in the July-September quarter 2024 from the same time last year, bringing electricity consumption closer to historic usage. This increase can be attributed to several factors, including the recent upgrade of the Recreation Centre's air-conditioning system, which was offline during the same period last year, and the integration of upgraded and new assets, such as the SWELL upgrade.



Electricity Consumption July-September Quarter (2020-2024)

Water Consumption

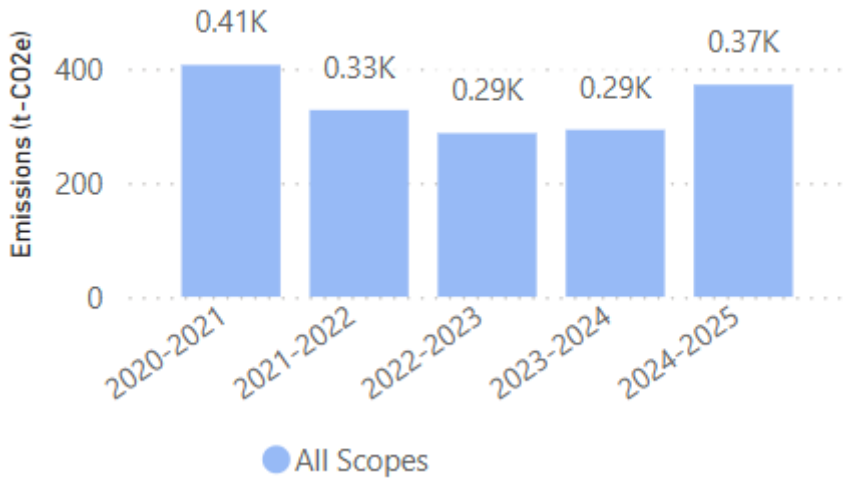
The graph below shows a comparison of Council's total water consumption for the July - September quarter for 2024/2025 and the past four (4) financial years. 2024/2025 shows a 18.35% increase in water consumption compared to the same quarter of 2023/2024. This increase can be attributed to the repair and activation of several irrigation systems across the municipality as well as rectification of several leaks which have been detected and repaired. The increase is also likely influenced by factors such as the integration of new assets, including new parks. Water usage is also affected by seasonal factors.



Potable Water Consumption July-September Quarter (2020-2024)

Greenhouse Gas Emissions

In the July- September quarter 2024 there was a 26.94% increase in emissions compared to the same quarter in the previous financial year. This increase is consistent with the increase in power usage, attributed to factors such as the integration of new assets and seasonal consumption. The graph below shows Council's total July -September greenhouse gas emissions across all assets and scopes for the past five (5) financial years (note: data excludes fleet emissions).

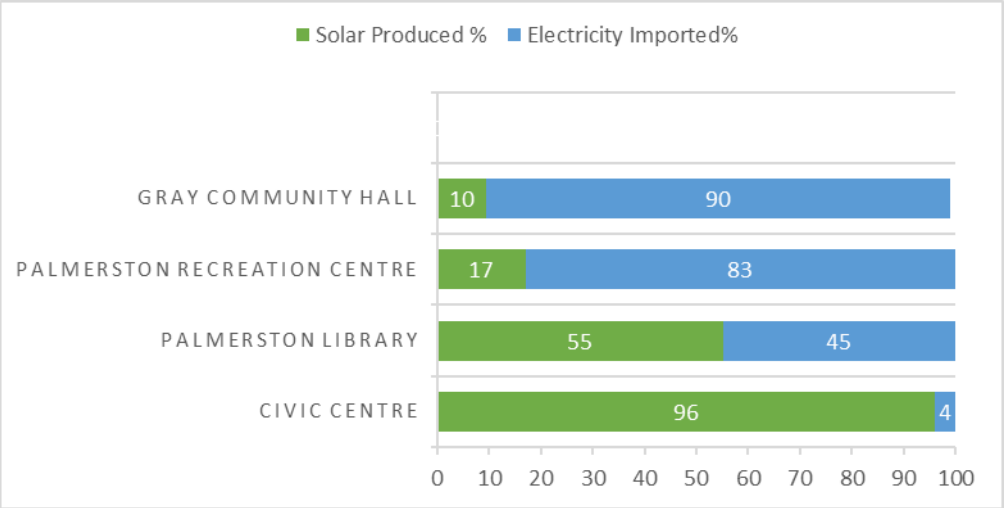


Greenhouse Gas Emissions July-September Quarter (2020-2024)

Solar Power Generation – Recreation Centre, Palmerston Library, Civic Centre & Gray

Council maintains the solar generation systems at four (4) facilities (Palmerston Library, Civic Centre, Palmerston Recreation Centre, and Gray Community Hall). Live and recent solar power generation information is available on Council's website at: https://palmerston.nt.gov.au/operations/environment/councils-renewable-energy#library

The graph below illustrates the contribution of solar systems to the total energy consumption of Council buildings from July to September 2024. Notably, Palmerston Civic Centre's solar system fulfills most of its energy needs. In contrast, Gray Community Hall and the Palmerston Recreation Centre have the lowest solar energy contributions relative to their requirements due to their sizing and nature of facility use (i.e. used often in the evening and at night).

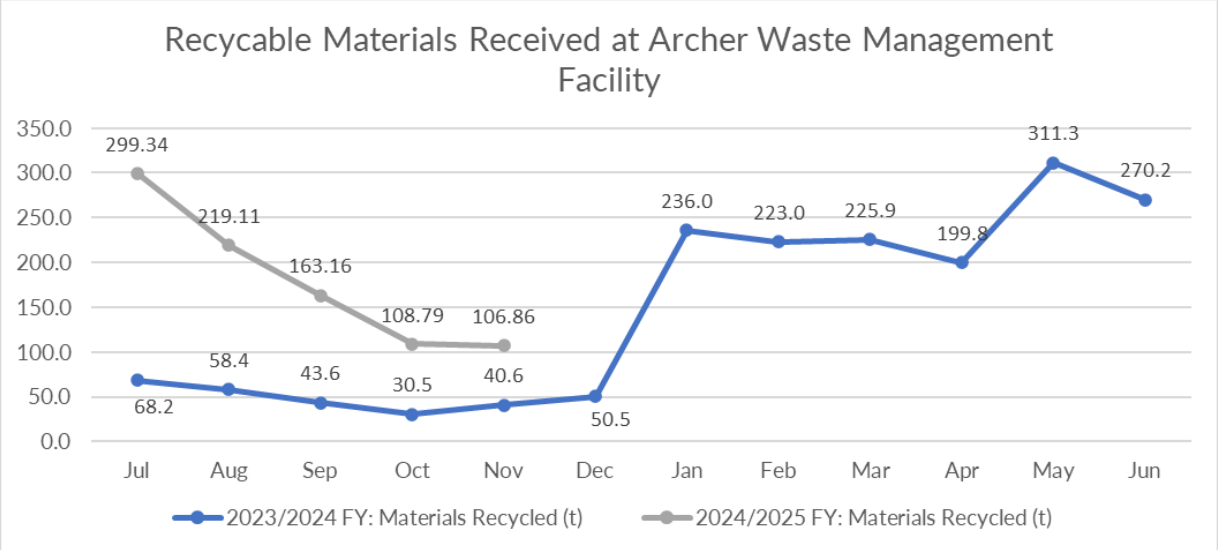


Council also ensures that solar panels are properly maintained, with cleaning undertaken regularly. Recent cleaning of the panels occurred in the October-December quarter 2024. A dirty solar panel system can significantly decrease energy production.

Recycling at Archer Waste Management Facility

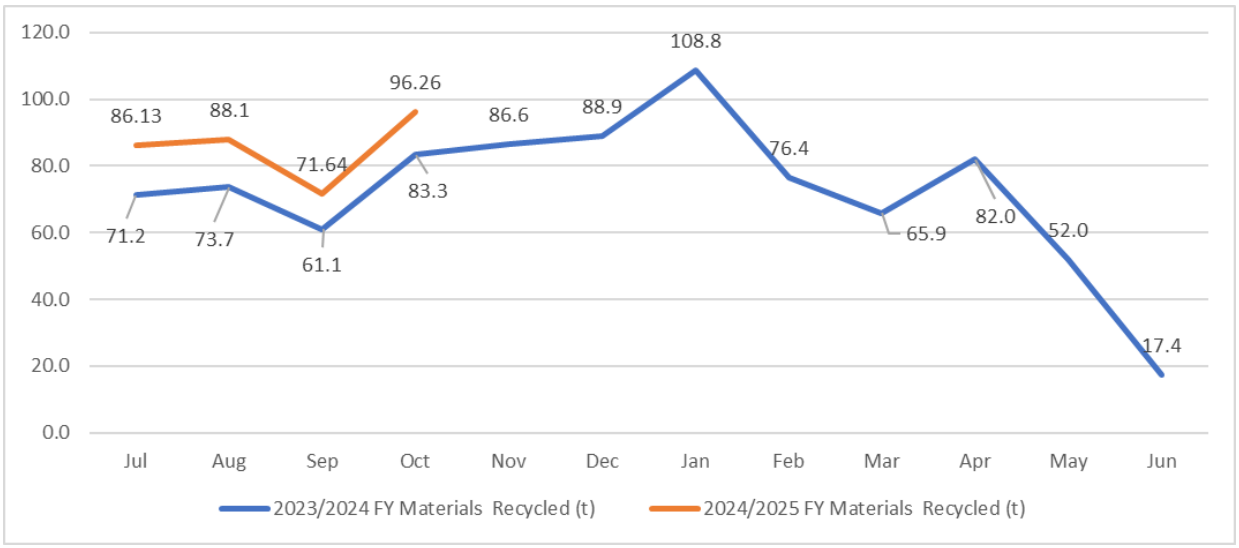
The graph below tracks the tonnage of recyclable materials received at Archer Waste Management Facility, comparing the 2023/2024 financial year with the 2024/2025 financial year. The volume of recyclables collected and diverted from landfill is influenced by various factors, including market demand for recyclables, and weather conditions.

This data covers recyclable waste streams such as paper and cardboard, scrap steel/metal, mixed aluminium, glass, and plastic. It is noted that e-waste, white goods, and items donated for resale by HPA are not included in the data. The planned Stage 2 upgrades to the resource recovery area at the facility are expected to enhance waste diversion by positioning the recycling area at the front of the facility, making it more accessible and encouraging its use prior to general waste disposal.



Kerbside Recycling Service

The graph below tracks the tonnages of materials recycled through the kerbside collection program, comparing recyclable materials (in tonnes) collected in the 2023/2024 financial year compared to the 2024/2025 financial year. For the current financial year, materials recycled has consistently tracked higher than the previous year, with significant improvement seen in the July to September quarter of the last financial year.



Home Composting Rebate Program

"Council Initiatives" signage is displayed across multiple Council facilities to increase awareness of the Program.

As of 20 December 2024, Council received four (4) new applications under the Home Composting Rebate Program in the quarter (compared to four [4] applications received in the previous quarter). The total number of applications for the life of the Program is 98. The Home composting Rebate continues to be promoted on social media and the Council website.

Period	QTR 1 (Jul – Sep 23)	QTR 2 (Oct – Dec 23)	QTR 3 (Jan – Mar 24)	QTR 4 (Apr – Jun 24)	QTR 1 (Jul -Sep 24)	QTR 2 -Oct to Dec 24
New Applications	4	4	5	4	0	4
Total Applications for Life of Scheme	81	85	90	94	94	98

Objective 5.2: Palmerston is a cool, shaded, green City

Lake Weed Management

Council continues its proactive management of weed outbreaks in Palmerston's lakes through a combination of manual harvesting and targeted weed spraying. Our lakes are maintained on a rotating schedule, with routine clearing using harvesters to ensure optimal water quality and ecosystem health. These measures are part of Council's broader commitment to maintaining the health and biodiversity of our waterways.

Land Conservation (Weed and Fire) Management

Contractors have been engaged to undertake fire mitigation and weed management in several natural areas across the municipality. Areas for weed spraying and controlled burns have been selected in the Gunn Escarpment, Marlow Lagoon, and Archer Waste Management Facility. Controlled burns during the wet season and early dry season help to reduce the intensity of natural fires, promote bushland regeneration, and support the health of native ecosystems. This strategic approach balances environmental stewardship with the protection of important infrastructure and community assets, aligning with best practices in land and fire management.

Tree Planting Programs

The first round of tree planting scheduled under the 2024/25 tree Planting Program was undertaken between October and December 2024, with approximately 850 trees planted across the municipality. The second round of planting is scheduled for late March, at the end of the wet season, while there is still soil moisture to aid in plant establishment. In total an estimated 2000 native trees, of varying species, will be planted under the program.

The Tree Maintenance Panel Contract Tender, which will award up to three (3) tree contractors to undertake ongoing tree maintenance, closed this quarter. The tender is current under assessment and will be awarded by end of January 2025. These contractors will be utilised to complete street tree clearance pruning across all suburbs.

Objective 5.3: 'Encourage personal action and taking a leadership role'.

Children's Week Recycling Education Stall

As part of this year's National Children's Week celebrations on 22 October, Council facilitated a recycling education stall. The stall attracted significant interest, offering

interactive activities and resources to educate children and families about the importance of recycling in Palmerston.



National Recycling Week Zero Waste Talk

As part of National Recycling Week, held from November 11-17, 2024, Council partnered with Cool Mob to host an engaging Zero Waste Talk. The interactive session featured ocean-themed play and gardening toys for kids, take-home craft ideas for families, and practical advice on reducing waste. Highlights included exploring plastic-free cleaning and personal care products, learning what can be recycled in Darwin and where, and discovering innovative ways to minimise household waste. This initiative encouraged sustainable practices across the community, fostering environmental awareness and action.



The Great Spring Clean Up – Palmerston Escarpment

Palmerston's very own 'Great Spring Clean Up' event was a resounding success, held in late September 2024. The community came together with incredible enthusiasm, with over 80 volunteers participating to collectively remove an impressive 240kg of waste from the Palmerston Escarpment. Volunteers enjoyed a delicious breakfast provided by the Palmerston Rotary Club, followed by refreshing iced teas and coffees to cap off a productive morning. This event showcased the power of community spirit in creating a cleaner, greener Palmerston!



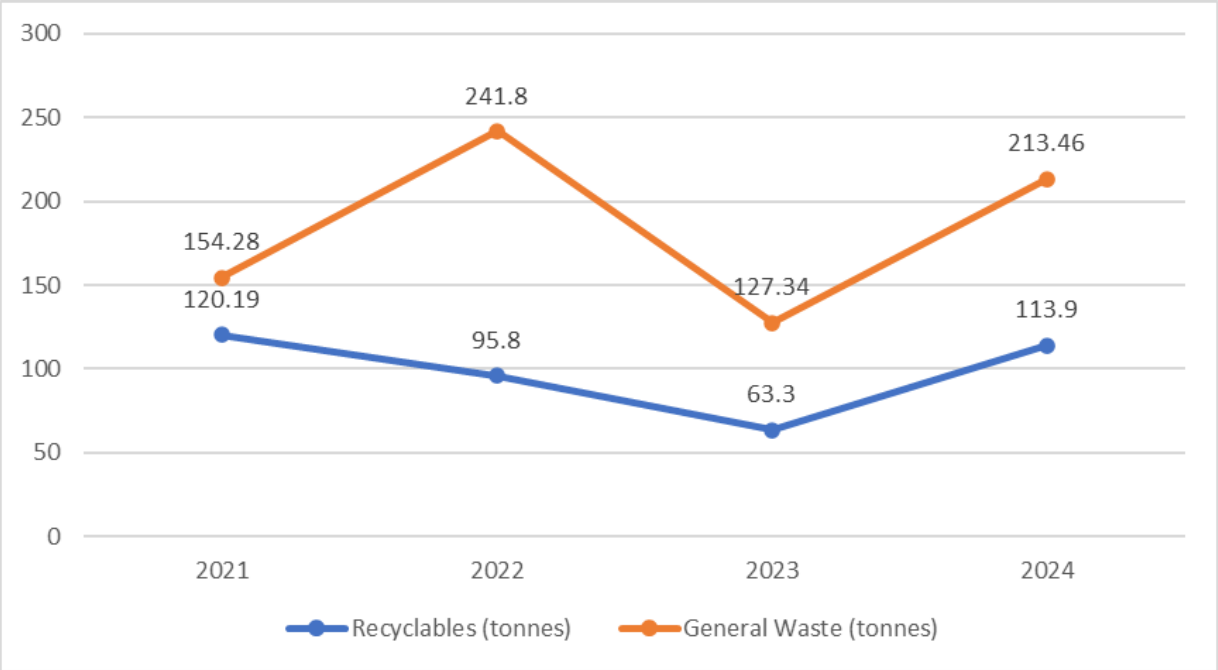
2024 Waste Calendars and Recycle Right Magnets

This quarter, Council launched its 2025 Waste Collection Calendars alongside a magnet version of the Recycle Right bin sticker. Additionally, an A2 version of the Recycle Right print is now available on Council's website, enabling body corporates, schools, offices, and community groups to utilise the design to print durable metal signs or posters for bin compounds and other spaces. These resources aim to make recycling easier and more accessible while promoting sustainable waste practices across the community.



Pre-Cyclone Clean Up 2024

The final results for the 2024 Pre-Cyclone Clean Up (PCCU) highlight positive improvements in waste management and recycling. The graph below compares recyclable materials and general waste collected over the past four (4) years. Approximately 35% of all waste recovered in the 2024 PCCU program was recycled, highlighting a 57% increase in recyclables collected compared to the 2023 PCCU program. Additional to the figures below, 1,400 e-waste items were recycled, while 61 bikes and 311 pieces of furniture were donated to HPA, contributing to a more sustainable and community-focused approach to waste reduction.



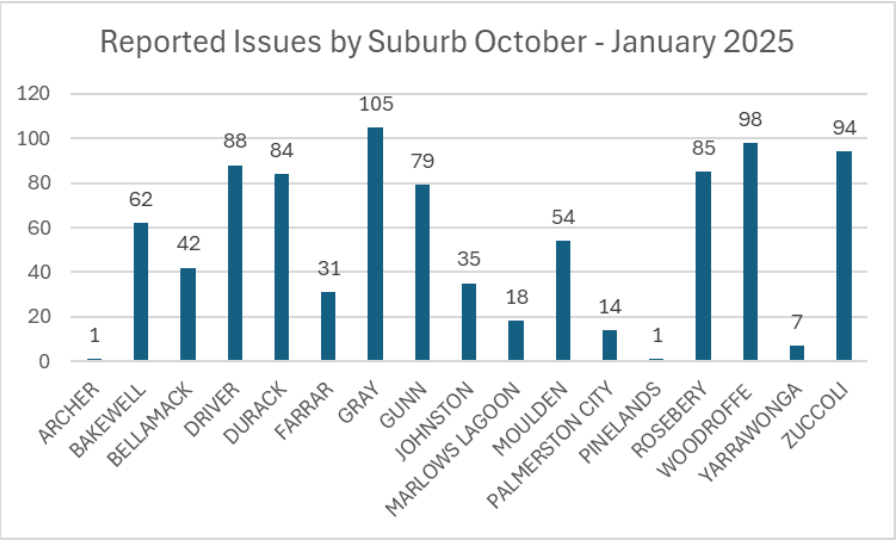
6. Governance

Objective 6.1: 'Ensure we have a leading governance model'

In total, 898 resident reports were raised in this quarter, with a total of 485 completed and 413 remaining outstanding as of 6 January 2025.

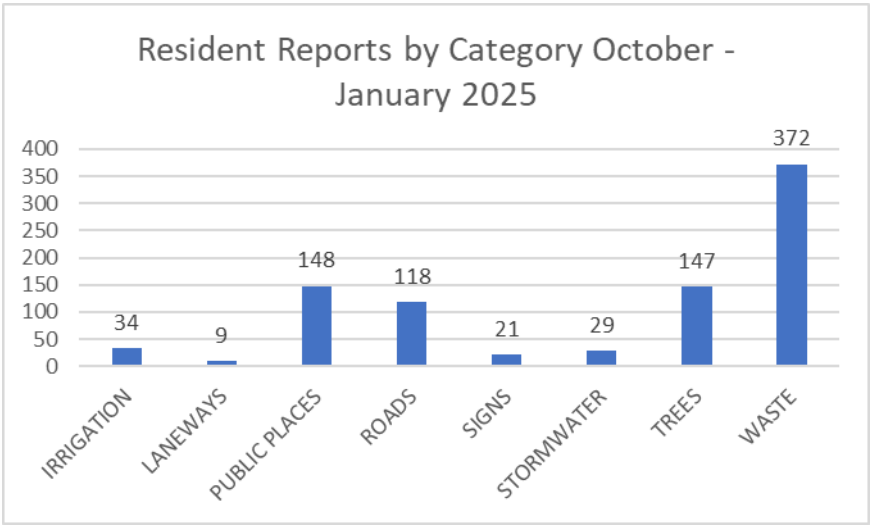
In this quarter, Gray residents raised the highest number of resident reports within the municipality being a total of 105 reports, primarily pertaining to work related to waste and roads.

The below data summarises resident reports by suburb to Council in this quarter.



Data as of 6 January 2025

The below data summarises resident reports by category to Council in the fourth quarter, the most common resident reports are regarding Waste and Public Places.



Data as of 6 January 2025

Consultation and marketing

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

- Executive Manager Environment
- Open Space Team Leader
- Tree Maintenance Officer
- Sustainability Manager
- Development Engineer
- Facilities Maintenance Officer
- Senior Project Manager

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:

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

Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.3
Report Title:	People and Place Quarterly Report - October to December 2024
Meeting Date:	Tuesday 21 January 2025
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 October to December 2024 quarter.

Key messages

- On 17 December the Mayor, Elected Members and over 400 members of the community gathered to celebrate the first anniversary of SWELL with a fun-filled Pool Party.
- Christmas Wonderland brought the festive spirit to Palmerston and surrounding areas from the evenings of Sunday 15 December to Monday 23 December. With attendance growing 7% from 2023.
- City of Palmerston embarked on its first 'Reflect' Reconciliation Action Plan in November and December. A draft Reconciliation Action Plan was sent to Reconciliation Australia for a first review and feedback prior to being presented to Council ahead of community engagement.
- The End of Year Breakfast was held at Palmerston Golf and Country Club on Monday 9 December 2024 with the introduction of staff awards based on our Customer Charter.
- Council's social media channels continued to increase in following, with website statistics tracking as to be expected for the current time period.

- At the end of the quarter, 17 roles were under active recruitment with many of the vacant roles backfilled through short term arrangements.
- There was a slight increase in reported incidents in comparison to the previous quarter, with the majority of these still relating to members of the public and antisocial behaviours being observed by staff.
- The Customer Experience Team interacted with a total of 2,950 community members including via walk-ins, phone calls and email/online interactions.

Recommendation

THAT Report entitled People and Place Quarterly Report - October to December 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 the departments of Marketing and Communications, City Activation, People and Customer (inclusive of Safety and Wellbeing).

This Report presents to Council key activities undertaken by People and Place in the October to December 2024 quarter, aligned to City of Palmerston's Community Plan outcomes and objectives.

Discussion

Family and Community

We focus on families

Halloween: Ghostly Gatherings

Halloween Ghostly Gatherings is a two (2) day event put on by City of Palmerston in partnership with Gateway Shopping Centre and Event Cinema. Halloween Ghostly Gatherings 2024 ran on Saturday 26 October, 9:00am until 4:00pm and Sunday 27 October, 10:00am until 3:00pm, attracting over 5000 attendees across the two (2) days. The event featured a variety of free activities, including a Trick or Treat organised by Gateway Shopping Centre, a free movie each day, a Haunted House, and a Haunted Maze, managed by Event Cinema and staffed by City of Palmerston, with the help of Geek Squad Volunteers.



Haunted House Entrance



Trick Or Treat

City of Palmerston hosted a selfie station at the event for attendees to enter a Best Dressed Competition. Attendees were encouraged to dress up for the event and enter the competition, to go into the draw to win one (1) of three (3) $100 Gateway Shopping Centre gift cards. The Mayor of Palmerston, Event Cinema and Gateway Shopping Centre each chose one winner for the Best Dressed Competition.

A designated low sensory hour each day at Event Cinema assisted in making the event inclusive to the entire community. Between the hours of 12:00pm – 1:00pm on both Saturday 26 and Sunday 27, Event Cinema ensured that attendee numbers were monitored at a reduced capacity, removed flashing lights and jump scares within the Haunted House and engaged Autism NT to assist in greeting attendees.



Best Dressed Competition Winner



Event Cinema Entrance

SWELL 1st Birthday Pool Party

On Tuesday, 17 December, Mayor Athina Pascoe-Bell, Elected Members and 404 members of the community gathered to celebrate the first anniversary of SWELL with a fun-filled Pool Party from 11am to 1pm. The event was a great success, bringing together residents and families for a memorable day.



Iconic Mushroom now back home at SWELL with the beautifully painted mural in the background





Mayor Athina Pascoe-Bell, Councillor Sarah Henderson and Deputy Mayor Mark Fraser

The Palmerston and Regional Basketball Association (PaRBA) hosted basketball activities and cooked up a delicious sausage sizzle, while Hyper the Clown delighted the kids with balloon art and magic tricks. The Adventure Playground was a big hit, with everyone enjoying the high ropes. A themed pool noodle arch provided a fun photo opportunity for all attendees.





PaRBA cooking up a storm with the sausage sizzle





Attendees enjoying the Adventure Ropes and Pool

In a surprise twist, Santa made a special appearance, handing out gifts and lollies, much to the delight of the children.





Santa visiting community members at SWELL's 1st Birthday Pool Party



To top off the celebration, guests were treated to free SWELL cupcakes to commemorate the event, adding a sweet touch to the festivities.

It was a fantastic community event, marking a successful year since SWELL opened its doors, and we look forward to many more celebrations in the future.

Christmas Wonderland

City of Palmerston's Christmas Wonderland brought the festive spirit to Palmerston and surrounding areas from the evenings of Sunday 15 December to Monday 23 December. With attendance growing 7% from last year, City of Palmerston recorded 17,656 Christmas lovers to Goyer Square for the free, family friendly event.

The 8-day festive celebration began with Low Sensory evening hosted on Sunday 15 December. The evening was fully booked, welcoming all abilities families with capped numbers, reduced flashing lights and sound. In collaboration with International Day of People with Disability, City of Palmerston engaged performers including Sing Song Sign, a signing Santa, and therapy dogs through Mind Your Paws.

Aligning with City of Palmerston's, Disability Inclusion and Access Plan the evening was a huge success with the below feedback provided:

- "The children loved the train. All staff across the event were kind and patient. It was a lovely event, thank you for giving us the opportunity to attend. We would not have been able to attend without the low sensory option. The Santa was also a delight". – Kara
- "Really appreciated the low sensory nature of this event. It meant our family could attend and enjoy without stress". – Andrew

During the official opening on Monday 16 December, the Mayor and Santa welcomed the wider Palmerston community to light the Trussmas Tree for the first time in 2024! This was an opportunity for families to ride the iconic Express Train, dance under the snow, have a photo with Santa and experience the new additions including Artic Blast and the Carousel. Each night, a variety of professional singers, community groups and dance groups performed their favourite Christmas hits. Arts, crafts and facepainting were provided in the library for families respite in the air conditioner receiving up to 700 guests per night.





L-R: Community group performing; Councillors, Mayor and Santa at opening night; Tulips Galore and Express Train







L-R: Mind Your Paws therapy dogs with attendees; family enjoying photo opportunities at Christmas Wonderland; Imagine That Face Painting; Mayor and Santa turning Trussmas Tree lights on.

Vibrant Economy

Economic Development

Palmerston Business Futures Forum

Council officers hosted the first Palmerston Business Futures Forum in November which was a great success. Close to 60 local businesspeople and representatives of government were in attendance, with a facilitated workshop themed "What can City of Palmerston do

to assist business and economic growth." Many valuable insights were obtained and connections made.





Local business owners workshopping



Mayor speaking with local business representative



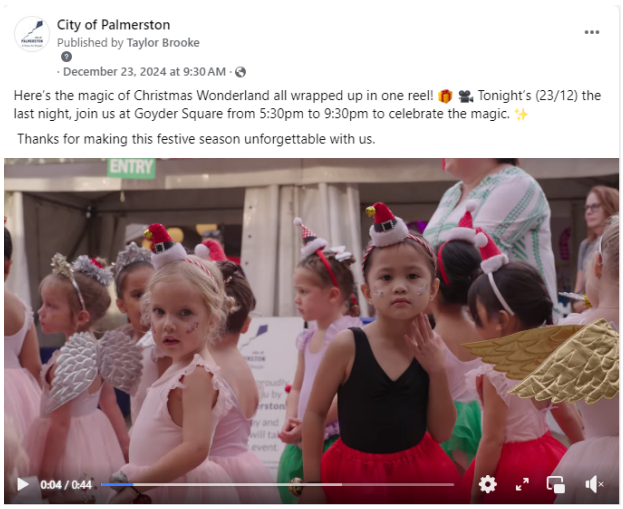
CEO Amelia Vellar addressing the Business Forum

Marketing and Communications Campaigns

City of Palmerston delivered a number of marketing campaigns to the community this quarter. This included a combined strategic approach to deliver a packaged Christmas campaign that incorporated promotion of Christmas Wonderland, Library Christmas Crafts, Supporting Local Businesses, Keeping Pets Safe During the Storm Season, Council closures, Santas Grotto, Christmas Lights competition and Low Sensory Christmas Wonderland.



Christmas Wonderland flyer



Christmas Wonderland wrap reel video

Other separate campaigns and their placements included the following:

- Animal Management By-Laws (ongoing education including pet registration, licencing, microchipping, and 2025 pet calendar), NT News, social media, radio and TV
- Children's Week event – NT News, Social media promotion, poster, radio, electronic direct mail out.
- Christmas in Palmerston – NT News, radio ads and radio live reads, outdoor banners with new designs, posters, flyers, paid and organic social media, Digital display boards and strong public relations (PR) activity (i.e. Media release, interviews).
- Get Active, Palmerston – Social media promotion, poster, electronic direct mail out.
- Ghostly Gatherings (Halloween) - Social media promotion, radio interviews, flyers, printed photo wall (selfie backdrop) with new design.
- International Men's Day – Social media promotion, electronic direct mail out.
- Palmerston Australia Day Award nominations – Media release, paid and organic social media advertising, posters, electronic direct mail out, radio advertising.
- Palmerston Business Futures Forum, flyers, electronic direct mail out, social media advertising, media release (post-event).
- SWELL 1st Birthday Pool Party – Radio interviews and social media campaign.



SWELL Facebook post



International Men's Day Flyer



Get Active email to providers

Promotions and communication on other activities included wrapping up the community engagement for the playground refurbishment at Sanctuary Lakes and Marlow Lagoon, expressions of interest for the Palmerston CBD coffee cart, funding for new aerators at Durack and Sanctuary Lakes, pop-up dining vans in Palmerston, native tree planting prior to the wet season, a Zero Waste workshop (in partnership with COOLmob), new inclusive play equipment at Sister Frederick Mangan Park, the Annual Aussie Bird Count, environmental grants as part of the Community Benefit Scheme, new bookable meeting spaces at the Palmerston Recreation Centre, our new Mural at SWELL, and Palmerston advertising of the Community Safety Advisory Committee positions.

Cultural Diversity

To celebrate our rich culture and diversity

Final Citizenship Ceremony

City of Palmerston held the last of its Citizenship Ceremonies for 2024 on 13 November 2024. The Mayor presented certificates to 32 conferees from 12 countries including, Great Britian, Ireland, India, Mauritius, Nepal New Zealand, Nigeria, The Philippines, South Africa, Thailand, Uganda and Vietnam.

In attendance were the Chief Minister who assisted with handing out the gifts, Minister for Multicultural Affairs, MLA's representing, Blain, Brennan and Drysdale, Member for Solomon, Mayor of Litchfield, Consul-General of the Philippines and the 2024 Palmerston Citizen of the Year, Mr Neville Driver and the Palmerston Community Event of the Year President, Mr Eric Chalmers.



Conferee Group Photo



Conferees Taking the Pledge

City of Palmerston's first Reconciliation Action Plan

In November and December 2024, City of Palmerston embarked on its journey towards our first 'Reflect' Reconciliation Action Plan (RAP). After promoting expressions of interest internally and from the community, a Reconciliation Action Plan Working group was formed. The group consists of a combination of staff members and community members. The working group has met twice, with the first meeting officially opened by Larakia representative Mary Williams who provided the group with a Welcome to Country.

A draft Reconciliation Action Plan has been provided for feedback to Reconciliation Australia. The first round of feedback will help the Reconciliation Action Plan Working Group to refine a draft in preparation for endorsement by Council which will then go out for extensive community engagement, ensuring a diverse range of stakeholders views are considered.

Governance

Ensure we have a leading governance model

Our People

City of Palmerston recognises that its workforce is one of its most valuable resources. Throughout the quarter, we promoted our vacant roles through various platforms in an attempt to attract candidates with the right skills and experience for our roles. Active

promotion of roles continued to occur through *LinkedIn*, the NT News, professional organisations and other job sites to reach a wide network of applicants.

To maintain support operations and minimise service disruptions, we implemented proactive workforce management strategies by continuously providing backfill arrangements for vacant roles through short term appointments, while ongoing recruitment is undertaken. With the support of around 9 short–term role backfilled over the quarter to support operations, the vacancy rate for the quarter was 12.50%.

Enterprise Agreement negotiations continued in this quarter and will continue into the future. The objective is to secure a mutually beneficial agreement that enhances our ability to attract and retain talent while reinforcing our position as an employer of choice. This will be balanced with a fiscally responsible approach that aligns with the needs of our ratepayers and community.

Employee Movements

The October to December quarter saw fourteen (14) new employees welcomed to City of Palmerston and we bid farewell to ten (10) employees.

City of Palmerston's approved Full Time Equivalent (FTE) was 101.35, with 85.35 FTE employed as of 31 December 2024. City of Palmerston's headcount at 31 December 2024 was 104 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 the reporting period, with all positions being externally advertised for an average of 14 days. Recruitment activities were attributed to natural attrition.

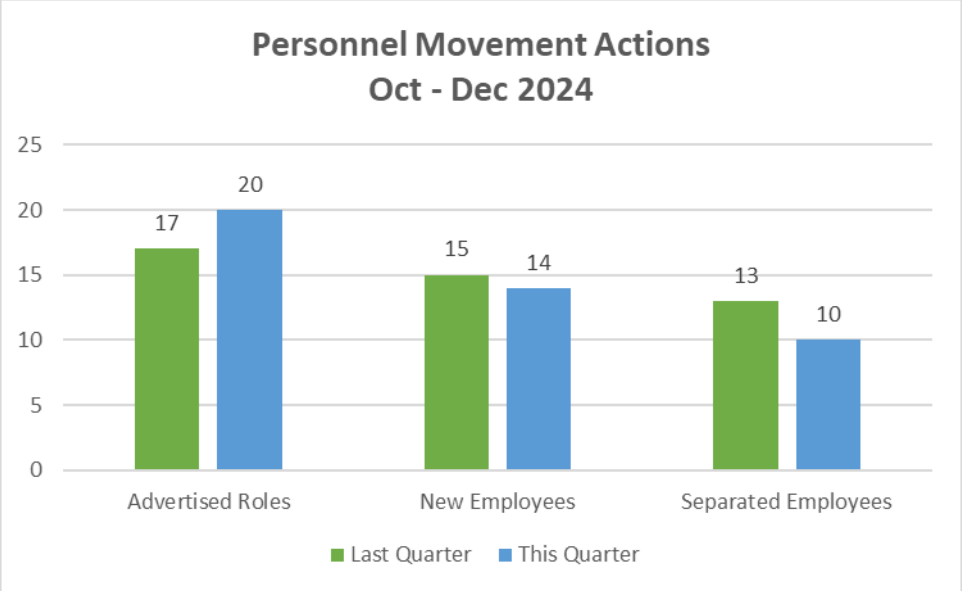


Table: Breakdown of personnel movement actions across October to December 2024

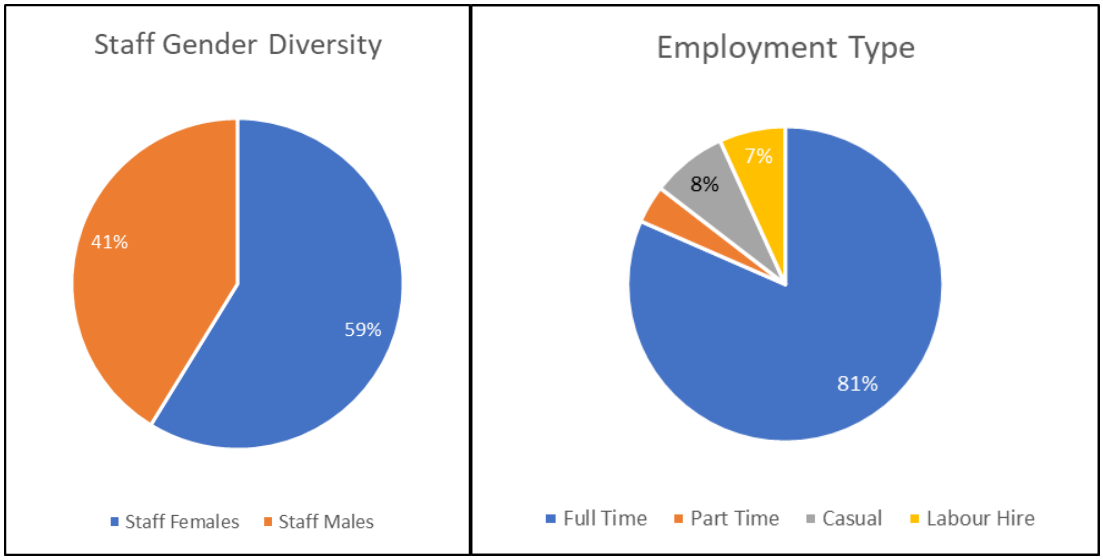
New Careers Program

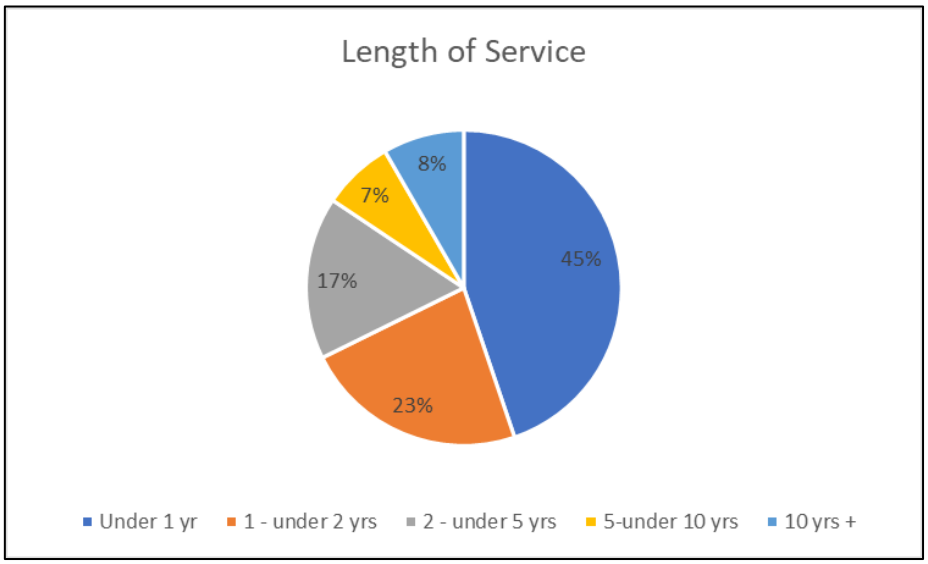
In partnership with Charles Darwin University, City of Palmerston welcomed two (2) Engineering students for our 'New Careers program' for a 12-week professional placement. Both members have been assigned to teams, and will be provided with valuable

on the job experience, whilst also providing City of Palmerston with fresh perspectives from within those relevant industries.

Quarterly Workforce Statistics and Diversity

As of 31 December 2024, our staff comprised people from over 16 different nationalities demonstrating a culturally diverse workforce reflective of our community. Employees, excluding labour hire comprise 57 females and 40 males and the average age of a staff member is 40.25 years, a slight increase from the last quarter. The average length of service with City of Palmerston has decreased slightly and is 2.28 years in comparison to 2.34 last quarter, with 10 staff completing eight (8) plus years of service. This small decrease is a result of more staff commencing than leaving due to a focus on recruitment activities.





Professional Development of Our People

Investing in our workforce is an investment in our community. Over the past quarter, City of Palmerston has reaffirmed its dedication to the professional development of its employees by providing a variety of training and development opportunities. This initiative included a diverse range of activities designed to build employee skills and capabilities and includes;

- First Aid Training

- Recruitment and Selection Training
- Magiq User Training (records management)
- Psychosocial Hazards Workshop
- Working with Cultural Differences
- Microsoft Word Template Training
- Microsoft PowerPoint Template Training
- The Whistleblower Framework in the NT

Health and Wellbeing

On Monday, 9 December, the annual End-of-Year Staff Celebration Breakfast, hosted by the Mayor and Elected Members, was held at the Palmerston Golf and Country Club.





Staff enjoying the End of Year Celebrations

The event celebrated Council's achievements over the past year and recognised staff service milestones of 5, 10 and 15 years.



5 Years: Germano Bernardino



10 Years: Paige Setter



10 Years: Lorraine Gillis



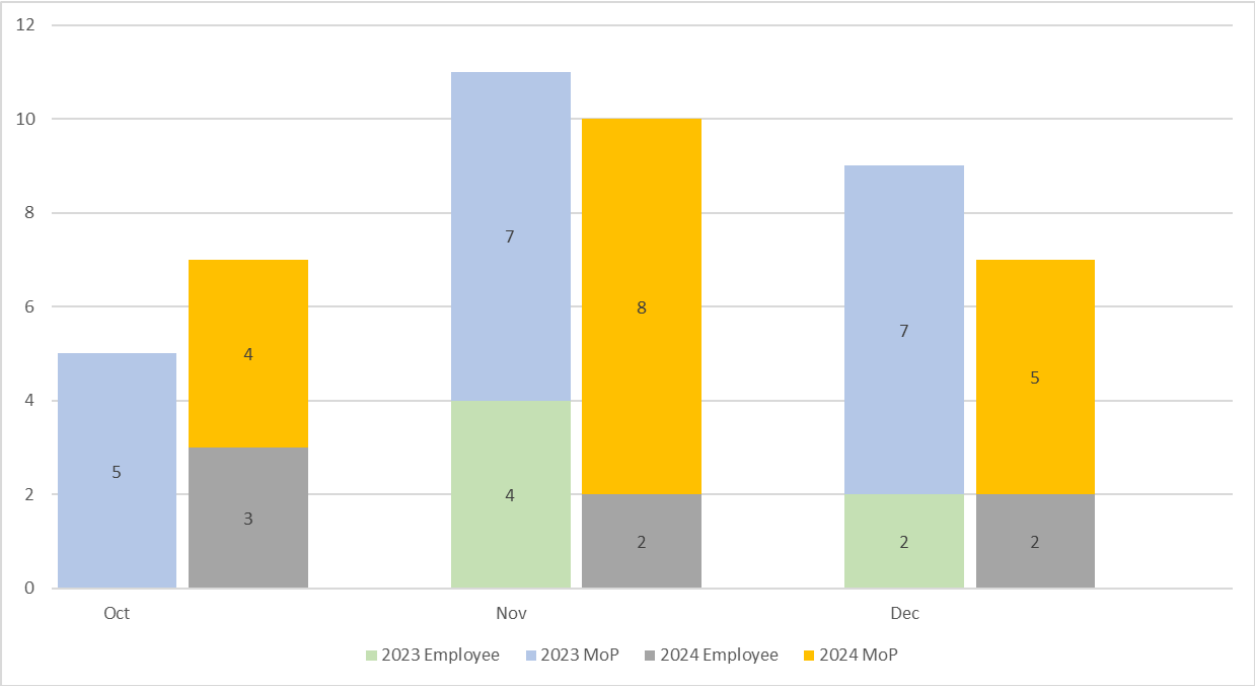
15 Years: Nicole Stokes

This year, for the first time, the Staff Awards were introduced. These awards honour staff who exemplify the values of the Customer Service Charter and contribute to the commitments of the Community Plan, furthering the overall goal of making Palmerston "A Place for People".



L-R: Nicole Stokes, Laura Hardam, Tony Weber, Tree Gillam

Safety



There was an increase in reports involving members of the public compared to the previous quarter, with most incidents stemming from disruptive behaviours, particularly in the library and recreation centre.

Employee-related incidents also saw a slight increase, with vehicle damage emerging as the most common type. Overall, there was a slight decrease in number of incidents from last year of the same period.

Despite these challenges, City of Palmerston staff demonstrated appropriate responses to incidents, providing first aid when necessary and contacting additional assistance as required.

City of Palmerston reaffirms its commitment to employee well-being and safety, prioritising initiatives that foster a safe work environment and providing appropriate support to employees who witness or assist in incidents. This commitment underscores the City's ongoing efforts to maintain a safe and supportive workplace for all staff members while addressing challenges posed by public interactions.

Governance

Community is at the centre

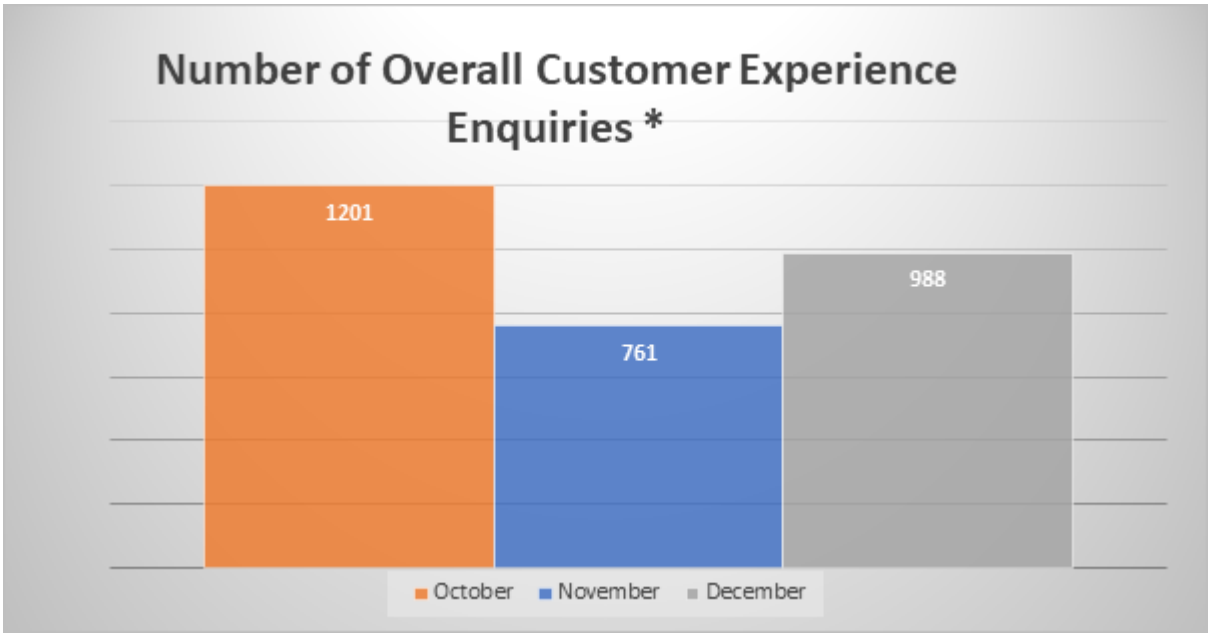
Our Customer Experience

Customer Interactions

For the most recent quarter, the Customer Experience Team interacted with a total of 2,950 customers, averaging to 48 community members per business day, via walk-ins, phone calls and email/online interactions.

The month of October saw the highest number of interactions (1201), followed by December (988) and November (761). The most significant interactions by topic in this quarter included overdue rates and overdue dog registrations, followed by dogs at large, and bin issues (missed, broken, stolen etc).

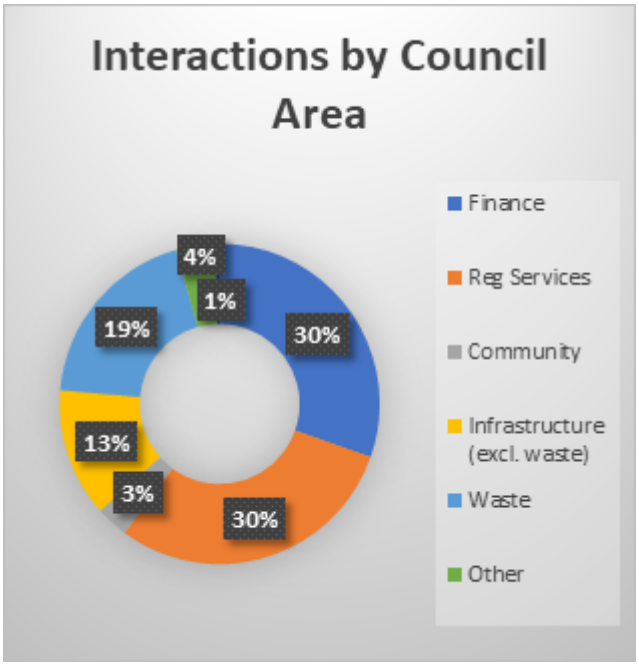
October continues to be a busy period (on from August and September in the previous quarter) with the team still accepting animal registrations and rates payments. The rates payments continue to keep interactions busy throughout the quarter.



*It should be noted that as a continuous improvement imitative, a change in data capture process was implemented in December 2024 which may present some minor discrepancies in comparison data for future reporting.

Phone calls remain the most popular method of interaction for our community, attributing to 83% of the main interactions this quarter, followed by in-person interactions attributing to 10%, and email/website enquiries at 7%. There were 2,449 phone calls received this quarter, with an average of 40 calls per day and an average of 10 in-person interactions.

The highest number for type of interactions this quarter were Regulatory Services and Finance/rates related enquiries, making up 30% of interactions each. Other top

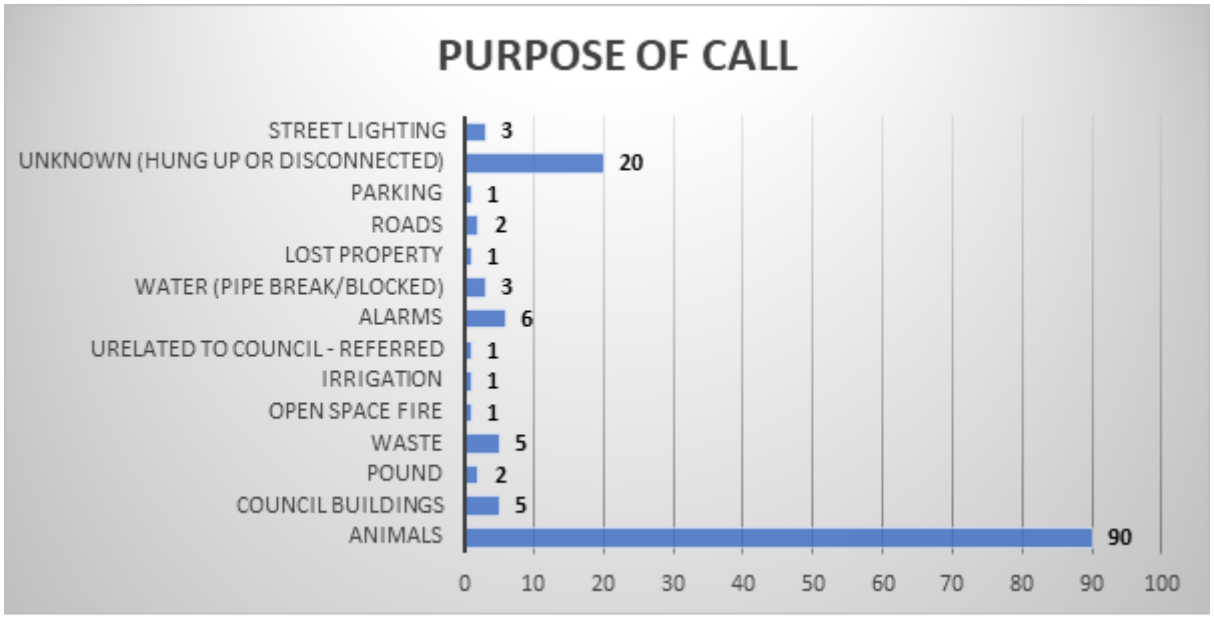


interaction topics included waste (19%) and other infrastructure queries (13%).

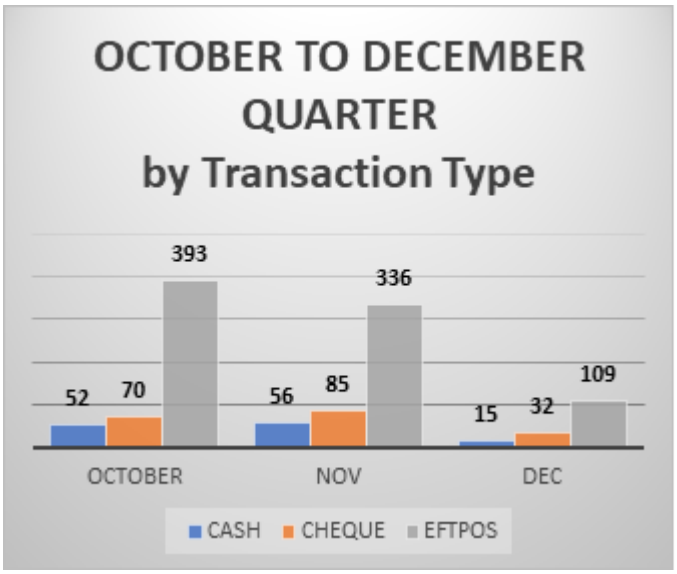
The Customer Experience Team resolved an average of 76% of all interactions received at the first point of contact. Consistent with recent quarters, the highest resolution at first contact was for Waste Management Enquiries (95%). These include stolen bins, broken bins, missed pickups, and new bin services, and bin upgrades or downgrades. This was followed by other Infrastructure queries (60% fixed on first), Regulatory Services queries (56% fixed on first) and City Activation (55% fixed on first). The City Activation enquiries were a mix of Coffee Cart enquiries (from the recent EOI) and questions on Christmas Wonderland. The majority of these enquiries were in December.

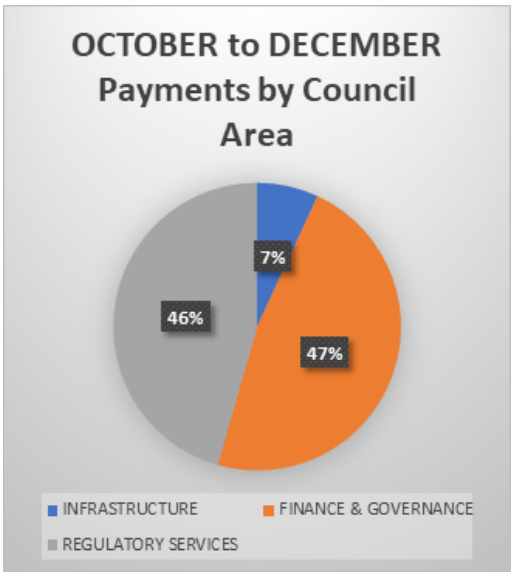
Afterhours Calls

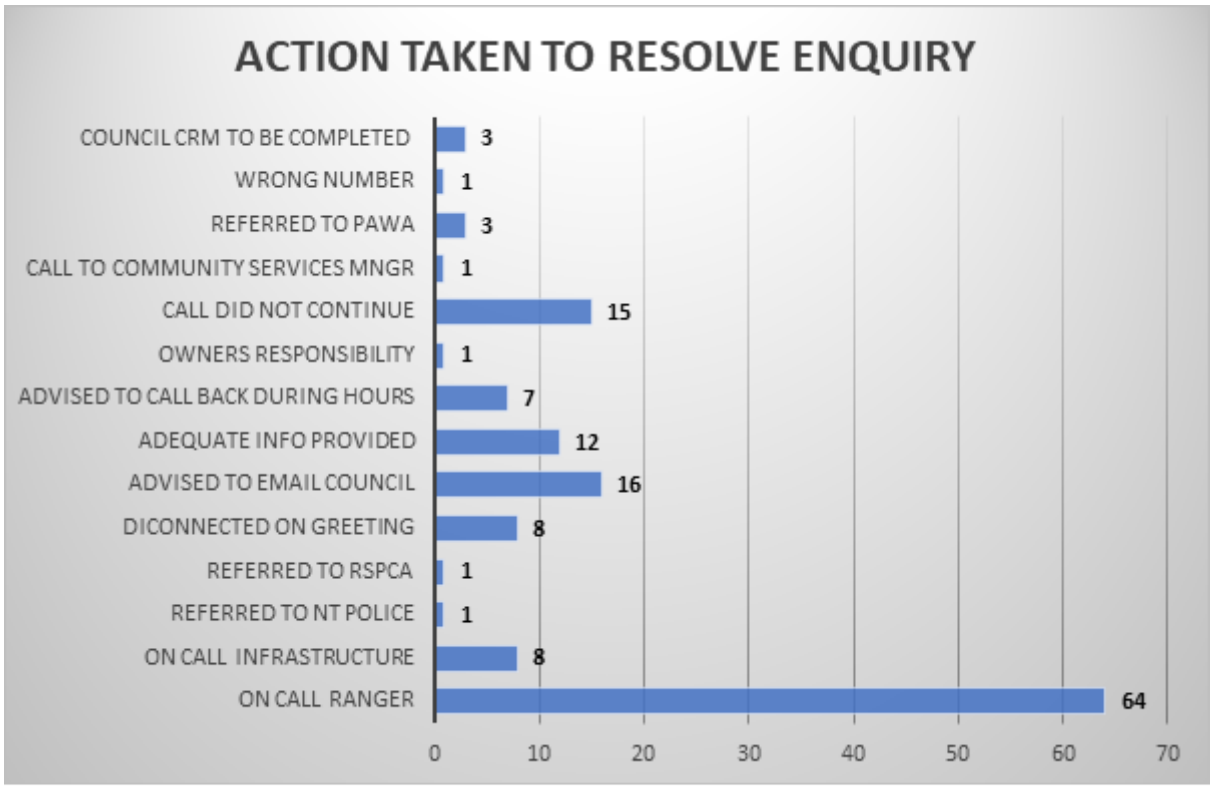
There were 138 after hours calls received in the last quarter to 16 December 2024. Consistent with previous quarters, animal queries were the main reason for an out of hours phone call. Out of 90 animal related calls, 86 specifically related to dogs and 1 to cats. Some of the afterhours calls results in an on-call ranger to assist the resident. Other queries included alarms and information regarding council facilities which results in an on-call Infrastructure team member to assist the resident.



Actions taken to resolve after hours calls included 64 transfers to on-call rangers, 16 calls were asked to email council directly, and 12 calls were resolved over the phone.







Payments

This quarter saw 1232 transactions made, with 515 payments in October, 477 in November and 156 in December (as at 10 December 2024) and 84 non-payment transactions (i.e. free animal registrations) over the quarter. The majority of payments (838) were EFTPOS payments, followed by cash payments (123), and cheque payments (187).

As to be expected, transactions relating to the Finance and Governance (rates) and Regulatory Services Departments (animal registrations), were the most common.

There were a total of 563 rate payments made this quarter, including overdue rates and second instalment rates. There were a total of 482 animal registrations received during this quarter.

Public Relations/Media

There were three (3) media releases sent out during the last quarter. These releases covered Australia Day award nominations, the local businesses forum and Christmas. There was a total of 27 media interactions including TV (2), Newspaper (10), radio (10) and online (5).

Social Media

There were no community engagements for the October to December 2024 quarter.

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 1.5%, continuing a trend of steady growth across previous reporting periods. Overall, this quarter was not as active as the previous quarter, largely due to a reduction of events and programs following the dry season. Notable changes were a reduction in reach (-28.9%) and an increase in stories (533.3%).



The top-performing organic post for this account during this quarter was the announcement of Seashells Coffee cart on weekdays in the Library foyer. This post achieved the highest reach and impressions metrics for the quarter. Notably, the expression of interest for the coffee cart, which was subsequently awarded to Seashells,

also featured in the top five posts, suggesting that the residents value initiatives that have a direct, positive impact on the community.

Metrics	July – September	October – December	% Change
Followers	18,749	19,029	1.5%
Reach	166,681	118,488	-28/9%
Paid reach	111,584	84,100	-24.6%
Page visits	23,186	21,904	-5.5%
Posts	78	60	-23%
Stories	6	38	533.3%

Top Five Performing Organic Posts

Content topic	Reach	Impressions	Likes and reactions	Comments	Shares
Seashells Coffee cart in Library foyer	11,630	14,600	92	9	10
Pop-up dining in Palmerston	10,484	12,900	67	7	10
Expression of interest for coffee cart in Palmerston CBD	10,349	11,700	49	5	6
Palmerston Pet Calendar 2025	6,741	9,000	34	20	11
Christmas Wonderland launch post	5,649	6,600	70	27	19

Instagram

The Instagram account for City of Palmerston saw a 4.6% increase in followers this quarter, up from 2.8% the previous quarter. Reach decreased significantly, despite a similar number of posts, stories and reels. This could be contributed to a number of things being the reduced amount of 'events' and 'activities' relevant to the audience in comparison to previous month. Even though reach has decreased by almost half, Content Interactions (essentially engagement) for the October to December quarter was 1 more than last quarter. Content interactions include everything from likes, comments, saves, shares and replies. This is a surprising finding and may be due to the uplift of improved content achieving a higher consumer engagement. Engagement will continue to be monitored.

Metrics	July – September	October – December	% Change
Followers	2,273	2,379	4.6%
Reach	14,570	7,700	-47.1%
Page visits	659	587	-10.9%

Posts	32	30	-6.2%
Stories	53	56	5.6%
Reels	2	6	200%

LinkedIn

City of Palmerston's LinkedIn page continued to demonstrate growth with a 4.6% increase in followers. The volume of posts was similar to last quarter, however the number of impressions significantly increased largely due to the announcement post of City of Palmerston's interim CEO, which generated 19,542 impressions on its own.

Metrics	July – September	October – December	% Change
Followers	2,642	2,764	4.6%
Impressions	15,262	35,869	135%
Posts	14	13	-7.1%
Engagement rate	10.3%	11.9%	-15.5%

City of Palmerston Social Media Campaigns (Paid Advertisements)

During the October – December quarter, City of Palmerston spent $942.28 across eight campaigns, all of which targeted residents in Palmerston and surrounding areas. The average cost per result varied from $0.15 to $4.05, which indicates a strong return on investment. The lowest cost per result was Palmerston's Christmas Wonderland event boost, which resulted in 653 event responses (number of Going or Interested responses) from a $99.80 spend, which is $0.15 per event response.

Campaign	Impressions	Total reach	Cost
October What's On	89,625	49,375	$200.00
Animal Registration	3,402	2,996	$139.90
Children's Week (boost)	19,177	5,100	$100.00
Ghostly Gatherings Halloween (boost)	12,125	4,346	$80.00
Palmerston Australia Day award nominations	35,378	10,598	$227.77
Palmerston's Christmas Wonderland (boost)	31,282	11,177	$99.80
Low Sensory Christmas Wonderland (boost)	10,805	4,296	$49.93
SWELL 1st Birthday Pool Party (boost)	4,954	2,418	$44.88

Palmerston Youth Festival Social Media

In the October – December quarter, there was reduced social media activity (posts) which resulted in an expected decrease in results. The page continues to achieve an increase in following.

An increase in engagement metrics is anticipated in the upcoming quarters, as promotion efforts will resume in preparation for the 2025 event.

Palmerston Youth Festival Facebook results

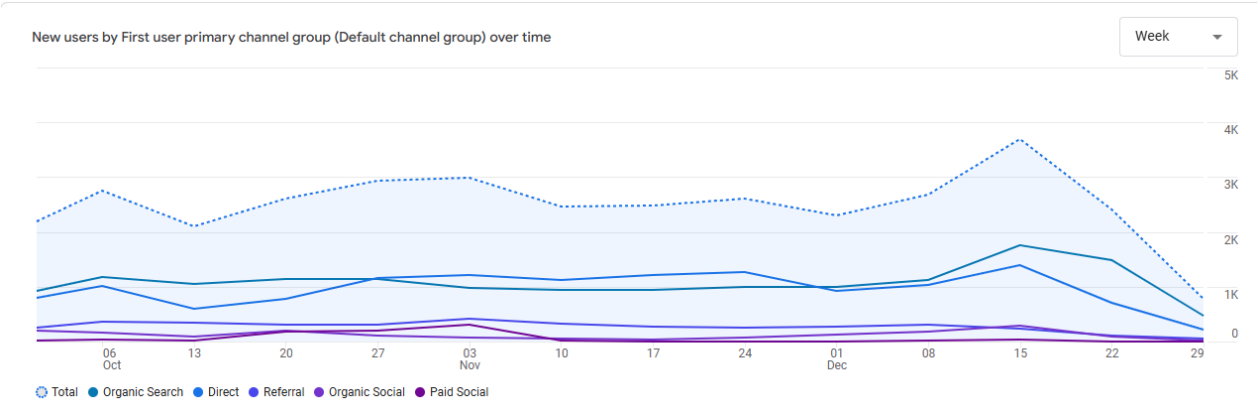
Metrics	July – September	October – December	% Change
Followers	2,840	2,920	2.8%
Reach	90,965	1,048	-98.8%
Paid reach	83,028	N/A	N/A
Page visits	5,543	231	-95.8%
Posts	14	2	-85.7%

Website

Website visitation figures are as to be expected this time of year, with a lower number of events and activities, sees new users, events and engaged sessions decrease. We did see a positive engagement rate and time increase in comparison to previous quarter which may be a result of users finding what they need to find and actually engaging with the content more.

Metrics	July - September	October - December	% change
New Users	46,925	34,994	-25.4%
Engaged Sessions*	39,404	31,399	-20.3%
Engagement rate	47.79	51.2	6.6%
Engagement time	35s	53sec	18 s
Event count	465,229	384,382	-17.3%

*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



The above graph shows new user visitation to site with a relatively consistent usage rate

indicated throughout the quarter. The spike in December aligns with the Christmas marketing campaign, and the drop at the end of December aligns with the end of the year and community more or less 'tuning out' to concentrate on Christmas and holidays.

Users by primary channel group (shown in the below table) identifies where users of the website are coming from. These statistics are important to help with future strategic planning such as priority marketing placements. Over the past 6-12 months, direct links to the website via digital marketing and QR codes from print collateral have seen the engagement rates remain consistent. Once the new website has been launched, the key events will be focussed on to improve the overall useability of the website.

Channel	Engaged sessions	Engagement rate	Key events
Organic search	19,467	65.17%	7,147
Direct	6,234	43.02%	795
Referral	4,221	33.19%	2,593
Organic social	1,052	49.04%	312
Paid social	156	15.66%	6

*Key events are important actions that the user does on the website. This can include clicking a link, downloading a document, applying for an initiative, paying rates or registration etc.

Top five (5) pages viewed on the website other than the home page include the following;

Landing page	sessions	active users	key events
Christmas Wonderland	6,102	4058	80
Library	1981	1468	659
Council Pound	1751	739	-
Waste Management	1721	1326	312
Pay online	1435	1120	3

Other top pages did include our careers page and the Palmerston Australia Day awards page. All visitation is in line with current marketing campaigns, time of year and other events and activities.

Consultation and marketing

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

- Acting Executive Manager People and Customer
- Marketing and Communications Lead
- Marketing and Communications Support Officer
- City Activation Manager
- City Activation Officer

- 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 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:

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

1st Ordinary Council Meeting

Agenda Item:	13.2.4
Report Title:	Reconciliation Action Plan Update
Meeting Date:	Tuesday 21 January 2025
Author:	Acting Executive Manager People and Customer, Becky Saywell
Approver:	Acting General Manager People and Place, Emma Blight

Community plan

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

Purpose

This Report provides Council with an update on the progress of the Reconciliation Action Plan.

Key messages

- In September 2023 City of Palmerston registered to develop a Reconciliation Action Plan with Reconciliation Australia, the peak body for reconciliation in Australia.
- The Reconciliation Action Plan Working Group last met on 16 December 2024.
- A draft Reconciliation Action Plan was sent to Reconciliation Australia on 24 December 2024 (submission due date was 31 December 2024).
- Feedback from Reconciliation Australia is expected to be received by the end of January 2025.
- Amendments to the draft Reconciliation Action Plan based on this feedback will be actioned, and a new draft will be formulated and ready for Council endorsement for community engagement by March 2025.
- Following extensive community engagement, the final Reconciliation Action Plan will be presented to Council for approval for implementation by 30 June 2025.

Recommendation

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

Background

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

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

- Registered with Reconciliation Australia (RA) to develop a RAP (September 2023);
- Published internal and external expressions of interest to join City of Palmerston's first Reconciliation Action Plan Working Group (RWG);
- Developed a Terms of Reference (ToR) **Attachment 13.2.4.1**;
- Established the RWG including internal and external community members;
- Conducted two working group meetings; and
- Completed the first draft RAP and submitted for feedback prior to deadline of 31 December 2024 as required by Reconciliation Australia.

Discussion

There have been two RWG meetings held to further advance the draft RAP for City of Palmerston since its establishment, with the most recent of these being held on 16 December 2024.

At the meeting, the RWG discussed the mandatory sections of the draft RAP template supplied by RA and identified a number of possible actions and deadlines to be achieved.

The first draft of City of Palmerston's Reconciliation Action Plan has been supplied to RA (**Attachment 13.2.4.2**) and the next meeting will be held after the initial round of feedback has been received from RA. The RWG will then use the advice from RA to refine the draft RAP in preparation for endorsement by Council for the purpose of commencing Community Engagement.

It should be noted that the Draft RAP shows the RWG being formed, the Terms of reference being approved and the appointment of a RAP Champion as occurring in October 2024. These actions were completed in June 2024, and the Draft RAP will be updated to reflect this in the next iteration.

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

At this point, two of the external RWG positions are yet to be filled. The Terms of Reference will be updated to enable a broader section of the Palmerston community to apply for these positions moving forward.

Consultation and marketing

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

- Executive Assistant to General Manager People and Place
- General Manager Community (RWG Chair)

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

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

Strategies, framework and plans implications

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

Inclusive, Diverse and Accessible Policy Framework

Council officer conflict of interest declaration

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

Attachments

1. Reconciliation Action Plan Terms of Reference [**13.2.4.1** - 4 pages]
2. City of Palmerston RAP draft 1 [**13.2.4.2** - 14 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.

TERMS OF REFERENCE

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

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

4 MEMBERSHIP AND STRUCTURE

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

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

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

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

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

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

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

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

Member/Decision Maker	Reason for Membership and Role
RWG Members	
Staff that represent a wide range of departments, locations and levels.	• 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.

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.

city of
PALMERSTON
'A Place for People'



RECONCILIATION ACTION PLAN 'REFLECT'

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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.

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OUR BUSINESS

City of Palmerston provides essential services to the residents of Palmerston including, but not limited to;

- waste management
- animal management
- library services
- community facilities
- community events
- community initiatives and
- community programs

As part of a culturally diverse and growing municipality of 40,000 + population, consideration is taken towards the events, programs and services that we deliver to ensure we are reaching and positively impacting everyone in Palmerston. This also includes the way in which we communicate, welcome and deliver our services.

Civic Plaza, centrally located in Palmerston's CBD is the main office where staff are located, as well as where Council Chambers is. Other working locations include the Palmerston Recreation Centre, City of Palmerston Library and the Operations Centre. We also have a number of community parks and facilities that we look after and provide access to the community, including Gray Community Hall, Durack Community Arts Centre and Driver Community Centre. Palmerston also boasts three dog parks, over 100 open space areas (Playgrounds and parks), Gulwa Community Recording Studio, as well as SWELL, which is Palmerston's Swimming, Wellness, Events, Leisure and Lifestyle facility. Use of all parks and SWELL is free to the community and hire of council facilities for community purposes is at a heavily discounted rate or free.

As of December 2024, City of Palmerston has 97 staff, 38% male and 62% female, with 24% of staff born outside of Australia. There is currently 5 Aboriginal and Torres Strait Islander staff members working at City of Palmerston.

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OUR RAP

City of Palmerston currently has an Inclusive, Diverse and Accessible (IDA) Policy Framework which commits to creating a "*community where all members enjoy equal access within the public domains, services and programs as outlined in the Community Plan. While inclusion, diversity and accessibility are often referred to in the context of people with lived experience of disability, these principles apply to many different groups within society, including Aboriginal and/or Torres Strait Islander people; people from Culturally and Linguistically Diverse (CALD) backgrounds including newly arrived refugees and migrants; people who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+); older people, children and young people; people with a disability; people experiencing homelessness; people experiencing mental illness; people who are socio-economically disadvantaged and people experiencing gender inequality." (City of Palmerston, IDA Policy Framework, 2021)*

Currently, Council incorporates the following inclusive practices throughout the organisation;

- Incorporating inclusive practices in corporate processes such as recruitment, procurement and communication (within legislative guidelines).
- Promotion and celebration of diversity and consideration of inclusion and accessibility for events and programs. Examples include Drag Queen and Bilingual Story Times, Harmony Day, NAIDOC and Pride events.
- Collaboration with and support for several active community networks and organisations including Seniors, Youth, Aboriginal and Torres Strait Islanders and Disability Organisations.

Our RAP journey to date;

9 July - RAP committee member (internal and external) expressions of interest open for a 5 week period

September – RAP committee members confirmed internal and external

15 October – RAP Working group update Council report

26 November - First RAP meeting – minutes attached - approved

16 December - Second RAP meeting – minutes attached – draft only

24 December – Initial draft of City of Palmerston 'Reflect' RAP sent to Reconciliation Australia

The RAP is a deliverable identified in the IDA policy framework, 2021. The RAP is an important first step to ensure reconciliation within council, towards leading future reconciliation within the community.
It is evident from the first meeting that City of Palmerston's 'Reflect' RAP will be authentic and an important piece towards meaningful reconciliation within the community. 11% of Palmerston's population is made up of ATSI residents, a significant representation worthy of appropriate and respectful recognition and reconciliation.

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PARTNERSHIPS AND CURRENT ACTIVITIES

City of Palmerston has approximately 20 - 30 established networks with Aboriginal and Torres Strait Islander community groups and organisations. This includes Larrakia Nation, Northern Land Council, Children's Ground plus entertainers, artists, musicians and more. We utitlise these networks within the services we deliver at the library, programs we deliver through our community development space, and events that we offer to the community.

City of Palmerston delivers a variety of acknowledgment, activities and or events specific to the ATSI community including (but not limited to);

- Reconciliation week
- Library programming - storytime
- NAIDOC week
- Incorporating an indigenous activity or element to all events where possible (storytelling, painting, weaving etc)
- Welcome to Country and/or Ceremony at all events or official openings
- Smoking Ceremony at every first Council meeting of the year
- Acknowledgement of Country at every Council meeting and all public speeches
- Acknowledgement of Country on our website
- Aboriginal and Torres Strait Islander Flags at the front of the Council buildings
- All staff undertake Cross-cultural course

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RELATIONSHIPS			
Action	**Deliverable**	**Timeline**	**Responsibility**
Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	Jan, 2025 (onwards)	Community Dev City Activation Governance RWG
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Jan, 2025 (onwards)	RWG Community Dev
Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	2024 – ongoing	RWG and ELT
	RAP Working Group members to participate in an external NRW event.	2025 – reconciliation week/NAIDOC week	RWG and ELT
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May- 3 June, 2025	RWG and ELT
Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff.	May, 2025	RWG, ELT and Council
	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	May, 2025	Community Dev City Activation Procurement RWG
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	May, 2025	Community Dev City Activation Procurement RWG

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RELATIONSHIPS			
Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	June, 2025 onwards	Governance
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	June, 2025 onwards	HR

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RESPECT			
Action	**Deliverable**	**Timeline**	**Responsibility**
Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	June, 2025 onwards	RWG Community Dev
	Conduct a review of cultural learning needs within our organisation.	June, 2025	HR
Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	June, 2025	RWG
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	Jan, 2025	RWG, ELT
Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	Jan, 2025	HR, ELT
	Introduce our staff to NAIDOC Week by promoting external events in our local area.	Jan, 2025	HR, ELT
	RAP Working Group to participate in an external NAIDOC Week event.	2025 – reconciliation week/NAIDOC week	RWG, ELT

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OPPORTUNITIES			
Action	**Deliverable**	**Timeline**	**Responsibility**
Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	June, 2025	HR
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	June, 2025	HR
Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	June, 2025	Governance/Procurement
	Investigate Supply Nation membership.	May, 2025	Governance/Procurement

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GOVERNANCE			
Action	**Deliverable**	**Timeline**	**Responsibility**
Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Form a RWG to govern RAP implementation.	Oct, 2024	ELT/HR
	Draft a Terms of Reference for the RWG.	Oct, 2024	Council
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	Jan, 2025, ongoing	HR
Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	Jan, 2025, Ongoing	RWG
	Engage senior leaders in the delivery of RAP commitments.	Nov, 2024	RWG, ELT
	Appoint a senior leader to champion our RAP internally.	Oct 2024	ELT
	Define appropriate systems and capability to track, measure and report on RAP commitments.	Jan, 2025	RWG
Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June annually	HR
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	1 August annually	HR
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September, annually	HR

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GOVERNANCE			
Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	April, 2026	HR

*Deliverables in green have been completed

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NEXT STEPS

As part of genuine commitment to achieve a *'Reflect'* RAP that aligns with City of Palmerston values and Customer Service Charter, the working group will be refining the draft RAP further in January 2025. This will entail developing an internal communications plan, specific organisational actions and a detailed action list relevant to Palmerston and the organisation (see minutes of meeting Dec 2024).
This draft document will be presented to the Executive Team, and then to Council for endorsement for community engagement.
City of Palmerston will engage with relevant stakeholders and the community, on the draft RAP for a 28-day period.
Final endorsement of the RAP is proposed to go before Council by June 2025.

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CONTACT

CONTACT NAME	POSITION	DETAILS	EMAIL	PHONE
Becky Saywell	Acting Executive Manager People and Customer	Contact in relation to RAP contents, administration, registration, website content, Council reporting	Becky.saywell@palmerston.nt.gov.au	0427 548 014
Innocent Ndhlovu	People and Customer Manager	Contact in relation to the RWG members and meetings	Innocent.ndhlovu@palmerston.nt.gov.au	0460 306 880
Konrad Seidl	General Manager Community	Contact in relation to Reconciliation Action Plan Champion	Konrad.seidl@palmerston.nt.gov.au	0488 287 953

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COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.5
Report Title:	Major Capital Projects Update - January 2025
Meeting Date:	Tuesday 21 January 2025
Author:	Senior Project Manager, Richard Azzopardi
Approver:	Acting General Manager Infrastructure, Katie O'Neill

Community plan

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

Purpose

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

Key messages

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

Recommendation

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

Background

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

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

Discussion

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

- Driver Community Centre **Attachment 13.2.5.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.5.2**
- Zuccoli Community Hub **Attachment 13.2.5.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.5.4**

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

Playground Renewals

The final designs for the Sanctuary Lakes and Marlow Lagoon Junior playground are available on Council's website Playground Refurbishment Consultation | City of Palmerston. The approximate cost for these playgrounds is $972,350.00 (ex GST), with $395,000 expended to date on the procurement of rubber soft fall and playground equipment. Works will be completed early in 2025, when site access is available following the wet season

Road Reseal and Reconstruction Programs

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

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

This year's program identifies a up to a further 30+ road segments for treatment, dependant on final costs and grant funding. The remaining works are expected to be completed by May 2025. The overall budget for the programmed works totals approximately $2 million.

Footpath Connectivity & Renewal Program

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

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

Major upgrades on McGuire Circuit, Moulden were recently completed as part of the renewal program with a cost of approximately $40,000.

Tree Replacement Program

The first planting event is complete with approximately 837 trees planted in the following locations:

- Tracy Park and Drain
- Gunter Drain
- Wood Drain
- Sibbald Drain
- Haydon Park
- Golden Grove Park
- Hobart Park
- Farrar Boulevard
- Forest Parade
- Golden Grove Park
- Roseberry Drain
- Marlow Lagoon

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

Dark Spot Lighting Upgrade Program

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

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

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

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

FiberSense

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

Consultation and marketing

Consultation occurs as relevant to each project and its status.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

1. Driver Community Resource Centre [**13.2.5.1** - 3 pages]
2. Archer Waste Management Facility Upgrade Council Update [**13.2.5.2** - 3 pages]
3. Zuccoli Community Hub [**13.2.5.3** - 3 pages]
4. Enterprise Resource Planning Project (ER P) [**13.2.5.4** - 2 pages]

DRIVER COMMUNITY CENTRE

JANUARY 2025 UPDATE

PROJECT OVERVIEW

Summary:

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

Estimated construction budget:

$3.0 million

Funding source(s):

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

Anticipated completion date:

- Design – 100% under peer review, updates due January 2025
- Building permit – February 2025
- Construction – To be determined once funding has been finalised.
- Contractor: Design - GHD Woodhead

STATUS UPDATE

Percentage complete:

95%

Actual costs to date (design):

$254,140

Cost to complete (design):

$7,459

Works to date summary:

The 100% design drawings have been reviewed in December and revised set with minor amendments is to be re-issued in January 2025.

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

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

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

Upcoming works:

Upcoming works include:

- Determination of final cost estimates for construction.
- The submission of a Building Permit application to NTG.
- The development of tender documents to engage construction contractors.

Project risks:

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

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

Visualisations:



Entrance



Site Layout

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

JANUARY 2025 UPDATE

PROJECT REVIEW

Summary:

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

Website link:

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

Total budget:

$1,292,507 (2024/25)

Funding source(s):

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

Anticipated completion date(s):

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

STATUS UPDATE

Percentage complete:

Design: 100% - under peer review
Construction: 0%

Actual costs to date:

$4,327 (in 2024/25)

Cost to complete:

$1,284,850

Works to date summary:

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

100% Design review has been completed, and the Contractor is undertaking a peer review of some minor elements.

The baseline construction program has been accepted and shared with the Marketing & Communications team. The Contractor established their site compound prior to Christmas and construction will commence early January 2025, with a forecast practical completion date on 4th April 2025. This is delayed from previous scheduled estimates, however it is important that the design was completed to the required standard before works commence.

Upcoming works:

January 2025

- Design peer review
- Site Survey and Isolation of existing services
- Site clearance and removal of existing fencing
- Commencement of earthworks

February 2025

- Completion of bulk earthworks
- Installation of drainage & underground services

March 2025

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

April 2025

- Completion of roof on shade structure

- Commissioning of services and handover

Project risks:

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

The availability of subcontractors to progress the project may lead to further delays during construction.

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

ZUCCOLI COMMUNITY HUB

JANUARY 2025 UPDATE

PROJECT OVERVIEW

Summary:

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

Stage 2 – Pump Track & 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

Actual Costs to Date:

- $54,970 (Civil design)
- $6,090 (Concept designs)

Woks to date summary:

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

The following has occurred over the past month:

- Construction of the walking trail (as in **Figure 1** below and shown in blue on map on next page) have commenced and approximately half of the indicated pathway has been poured
- Design for landscape works for Stage 2 has been awarded and commenced - this includes the pump track and other Stage 2 infrastructure
- Civil earthworks, including stormwater – tender documentation is under development and construction is scheduled to begin at commencement of the dry season 2025
- Pump track – expected to commence mid 2025 following completion of the civil earthworks.



Figure 1: Stage 2 Walking Trail

Upcoming works:

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

- Pathway construction will continue in January and February 2025 depending on weather and accessibility until completion.

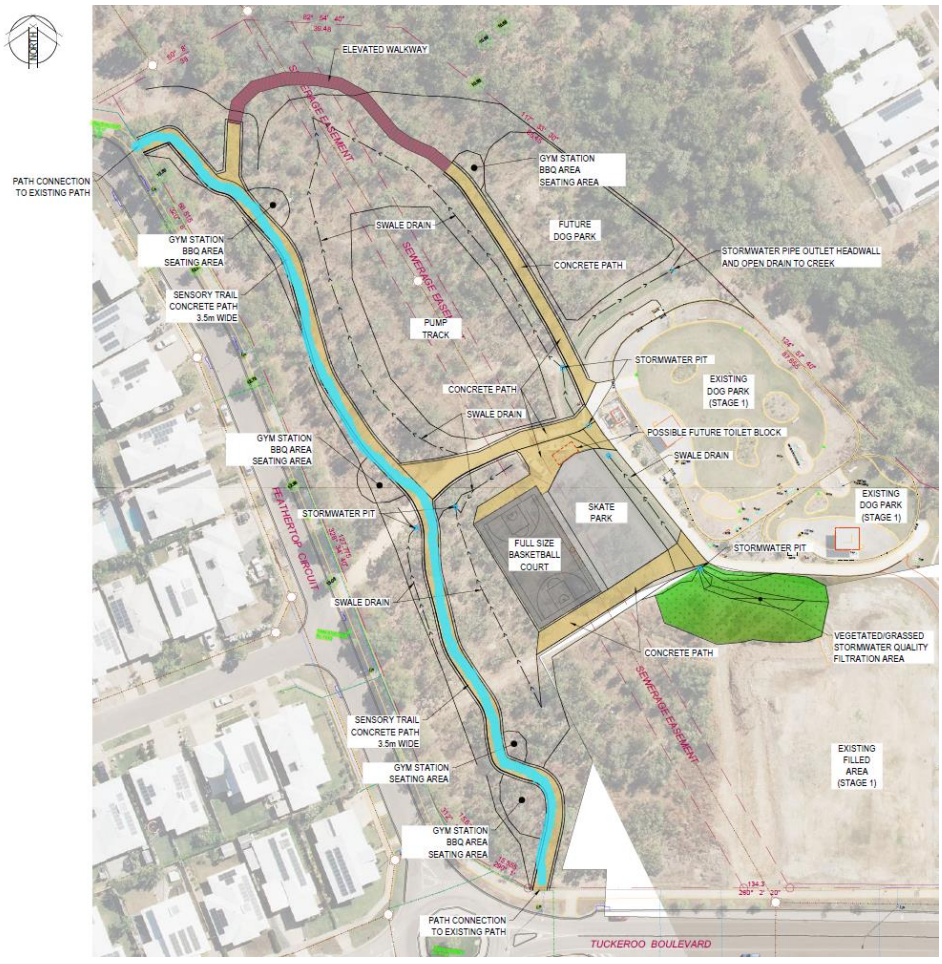
- Design works for Stage 2 infrastructure, scheduled to be completed by February 2025.
- Civil earthworks, including stormwater tender will be issued based on the current design, advertising of this tender is on schedule to occur by the end of January 2025.

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

Project risks:

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

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



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

ENTERPRISE RESOURCE PLANNING PROJECT

JANUARY 2025 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 system.

Project budget:

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

Funding source(s):

City of Palmerston

Completion date:

2026

Contractor:

Project Management Support - Information Professionals Group (IPG)

STATUS UPDATE

Percentage complete:

22%

Actual costs to date (consultancy):

$244,717

Works to date summary:

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

The following documents have been finalised and were presented at the December PCG meeting:

- Project and Planning Resource Plan which identified all resource needs through this phase of the project
- The Benefits Realisation Plan
- The Data Management Strategy and Plan
- A Process Maps information pack which can be shared with staff

All business requirements were confirmed with City of Palmerston business units and business process owners in early-December and finalised for inclusion in tender documentation.

Upcoming works:

The Data Management Strategy and Plan will be further workshopped with the PCG to finalise key data management decisions needed to support the successful implementation of the ERP system prior to the vendor commencing.

Tender documents for engagement of the ERP contractor are being internally reviewed, with the aim of releasing the tender out to the market late-January.

A project risks and issues framework is in development and will also be discussed with the PCG. This process will facilitate monitoring and tracking of all project risks and issues.

Project risks:

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

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.6
Report Title:	Disability Inclusion and Access Plan 2024-2025 Update
Meeting Date:	Tuesday 21 January 2025
Author:	Community Services Manager, Laura Hardman
Approver:	General Manager Community, Konrad Seidl

Community plan

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

Purpose

This Report provides Council with the progression and next steps for the Disability Inclusion and Access Plan for 2024– 2025.

Key messages

- City of Palmerston is committed to creating a community where every individual is given equal rights in their ability to access Council services including activities, events, and facilities.
- The Disability Inclusion and Access Plan 2022 – 2025 is the first strategy to be developed within Council's adopted Inclusive, Diverse and Accessible Policy Framework.
- Annual progress on the Disability Inclusion and Access Plan 2022 – 2025 is submitted to the NT (Northern Territory) Office of Disability to be included in the reporting against Territory-wide disability inclusion and access outcomes.
- There are six (6) priority areas to enhance inclusion and access across the Palmerston municipality.
- This plan promotes a comprehensive approach to continuous improvement and community engagement.
- A plan for the redevelopment of Disability Inclusion and Access Plan 2025 –2028 is currently in progress.

Recommendation

THAT Report entitled Disability Inclusion and Access Plan 2024-2025 Update be received and noted.

Background

City of Palmerston is committed to creating a community where every individual is given equal rights in their ability to access Council services including activities, events, and facilities.
In July 2021, Council adopted the Inclusive Diverse Accessible (IDA) Policy Framework, created as a supporting document to the City of Palmerston's Community Plan. In alignment with the IDA, Council adopted the Disability Inclusion and Access Plan 2022 – 2025 (DIAP) in September 2022.

The Disability Inclusion and Access Plan was developed in collaboration with people with disability as well as those who have lived experience of the challenges faced by people with disability. The DIAP establishes a series of goals and corresponding actions, designed to remove barriers to equitable participation in Council services, programs, and events. This is the first plan developed by City of Palmerston specifically designed to improve access and inclusion for Palmerston residents and visitors.

Discussion

The DIAP is a whole Council plan that provides a comprehensive approach to continually improve and consult with people who may face barriers preventing them from fully accessing and participating in Council services, facilities, programs, events, and information that the Council provides **Attachment 13.2.6.1.**

In addition to the Plan, Council has allocated $60,000 to improve accessibility for community members and visitors to Council venues. Accessibility enhancements may include the addition of hearing loops, braille signage and modifications to entrances to ensure ease of access, including automation for improved accessibility.

The DIAP sits within a framework with the Northern Territory's first Disability Strategy 2022 - 2032 and Action Plan 2022 – 2025 released in August 2022. This follows on from the launch of Australia's Disability Strategy 2021-2031, which recognises that all levels of government are responsible for supporting people with disability to reach their full potential as equal members of the community.

Annual progress on the DIAP is submitted to the Northern Territory (NT) Office of Disability to be included in the reporting alongside Territory-wide disability inclusion and access outcomes.

Framework Alignment



DIAP Priority Areas

A summary of key achievements for each of the DIAP Priority Areas is provided below. DIAP Tracking Document **Attachment 13.2.6.2.**

1. Civic Engagement

- Community member perspectives are collected during or following events and programs. Feedback is gathered in the following ways: in person, via a Council iPad, through a QR code, on the website or emailed directly to external stakeholders and attendees. Insights from the community are utilised to guide future planning and to promote ongoing improvement for people with additional needs or accessibility requirements.

An example of feedback received:

"Great event, registering entry for time slots was a great way to ensure our kids who experience sensory overload and anxiety in crowds was minimised. My son had a wonderful time. I'm so glad he was able to enjoy himself at the event. In previous years it has proven to be overwhelming, and we have had to leave very quickly. That time of year is already quite overwhelming so having these community events that allow inclusion to this level are so important!

Thank you, Palmerston City Council!" - Community Member comment – Low Sensory Christmas Wonderland December 2023.

- STEPS Australia, Life Without Barriers (LWB) and Helping People Achieve (HPA) are responsible for the management of City of Palmerston's Harvest Corner Community Garden for a three (3) year term. This initiative has enabled community participation and a sense of belonging, through organisations and programs that create community connections and promote inclusion and diversity.
- City of Palmerston is providing more frequent opportunities for community engagement by increasing in person consultations, discussions and information sharing at Council facilities and during events and programs.

Next Steps

- Conduct a review of City of Palmerston's network membership requirements and external communications, including the marketing of networks to the Palmerston community. The goal is to ensure that accessibility evolves in alignment with the current needs of both members and the community.
- Integration of City of Palmerston's Community Engagement Policy and Practices,





Community Engagement – Regulatory Services and Customer Experience Civic Plaza

2. Community, Leisure, and Social Participation

- 113 organisations supporting people with additional needs and disabilities received free facility hire at City of Palmerston venues for programs, events, and meetings.
- The City of Palmerston Library is a certified Dementia friendly space by Dementia Australia. Staff are working closely with Dementia Australia to ensure the library is accessible for those living with Dementia. Staff are now trained in dementia related issues. People living with dementia conducted a site visit to assess the space and provided feedback on where the library can improve. The library also supported Dementia Australia in running an information session to raise awareness about Dementia and the support services available for those caring for those living with Dementia.
- City of Palmerston offer a Home Library Service for community members who are unable to attend the library in person.
- Annual events and programs offer a diverse range of activities to support the needs of our community.
- Pink Boxes are provided in the Library and Recreation Centre to provide free sanitary items to the community.
- All-ability access to new SWELL pool facilities.
- Support for patrons of Men's Shed Palmerston with new all accessible parking and toilet facilities.
- The library has a new eResource platform 'Overdrive Libby' which provides members with access to thousands of eBooks, audiobooks, and emagazines. Libby's user-friendly interface and innovative features promise an accessible and convenient application. Resources are available in a variety of languages.

Next Steps

- Continuation of free venue hire for not-for-profit organisations.
- Free entry to SWELL Palmerston until June 2026.
- Free events and programs to foster inclusion and cater to our diverse community needs.
- Installation of universal accessible toilet (UAT) facility at Hobart Park.





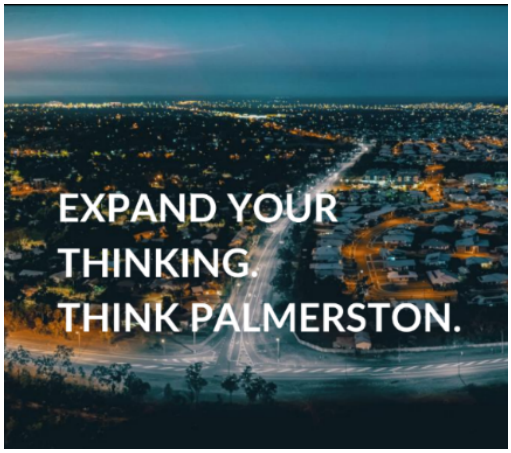
Libby free eResource platform and Pink Boxes

3. Economic Participation

- Council supported 11 multi-year agreements in 2023/2024 which included: Palmerston and Litchfield Seniors Association, eight (8) sporting groups, RSPCA Million Paws Walk and Riding for the Disabled Top End with six (6) organisations receiving sponsorship funding including: Forrest Parade School Farmers Fair, Darwin Symphony Orchestra Family Proms, Two, Two, One Mental Health Professional Conference, Darwin Salties Wheelchair Basketball, Walking off the War Within NT and the Special Children's Christmas Party.
- Removal of all parking meters allows convenient access to Palmerston's local businesses.
- Creation of the Vibrant Economy Advisory Committee (VEAC).
- City of Palmerston launched the Invest in Palmerston webpage to share information with the community and local businesses.



Darwin Salties Wheelchair Basketball



Invest in Palmerston webpage

Next Steps

- Provide workshop opportunities for local businesses.
- Encourage and support local businesses to be disability confident, accessible, and inclusive through Council networks and forums.

4. Built and Natural Environment

- City of Palmerston Play Space Strategy 2022 highlights an area of priority for Council is to continuously improve accessible and inclusive play experiences for our community. Consultation for Marlow's Lagoon Junior playground and Sanctuary Lakes Park refurbishment concluded 6 October 2024, the park planning will include accessible equipment. 184 Community members gave feedback on the park refurbishment, a high proportion of the respondents commented on the importance of accessibility for Palmerston Parks. As a result, the final playground designs comprised inclusive play elements such as bird nest swing sets, multi-user spinning activities, and ramp access to platforms and slides. Additionally, musical elements were included to increase the sensory play experience of the parks.
- SWELL Palmerston has accessible design features which include free access to all patrons, access ramps to both the program pool and 50m Pool, accessible bathrooms, and a modern and well-equipped Adult Change Facility. The Adult Change Facility can be accessed with a Master Locksmiths Access Key (MLAK) system, this system is implemented nationally to ensure access to a clean maintained facility is available for those who require use. A personal MLAK Key is available for Palmerston residents from the Civic Centre free of charge.
- All-abilities swing set at both Sister Frederick Mangan Park and Marlow Lagoon Recreation Reserve.

Next Steps

- Establishment of priorities for enhancing accessibility features at existing Council facilities.
- Driver Resource Centre, continuation of planning.
- Zuccoli Hub stage two (2) is set to include a pump track, shade structures, BBQ facilities and design of a sensory walking trail.

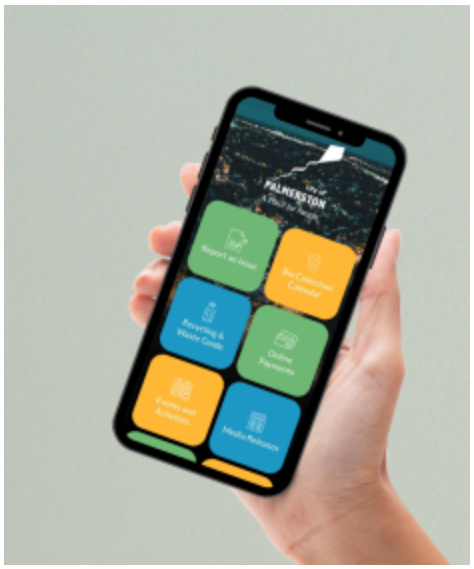




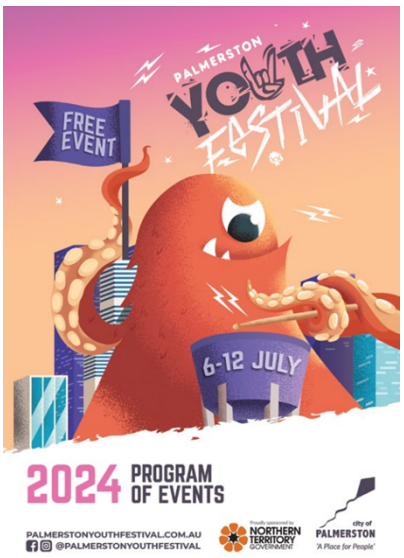
SWELL Adult Change Facilities and Sanctuary Lakes Playground due for refurbishment

5. Communication

- Introduction of Monsido software to assist in maintaining the national standards of Web Content Accessibility Guidelines (WCAG) which is currently at version 2.2.
- A Readspeaker program has been added to our website, which assist people with vision impairments. The widget reads the website aloud.
- Introduction of the City of Palmerston mobile app, allowing users to keep up to date with Council services.
- Upgrade to City of Palmerston's internal telephone system to improve response time to incoming calls.
- City of Palmerston offers a variety of ways for the community to communicate with staff, in person at either Civic Plaza, Library and Recreation Centre, over the phone, via email and through social media.
- Photographs used to promote City of Palmerston events and programs on all platforms depict people of varied ethnicities and abilities to foster inclusion and reflect our diverse community.
- Council Policy Review - Community Consultation. The policy includes high level practicable actions that City of Palmerston will be accountable for, including the engagement purpose, accessibility, and evaluation.
- Hardcopy programs for annual events and Palmerston Youth Festival 2024.



City of Palmerston's Mobile App



Palmerston Youth Festival Program

Next Steps

- Implement the City of Palmerston rebrand to improve readability and brand recognition of all documentation including reports, promotional material, and policies.
- Deliver a new website for the community that provides accessible online forms and easy navigation.
- Adapt and implement new communication tools and tactics to ensure the growing or changing needs of the community are met, by providing accessible information.

6. Council Culture, Services and Operations

- Mental Health First Aid Training and Cross-Cultural Awareness Training is required for all staff to ensure inclusion is part of workplace and customer service culture.
- Questions relating to access and inclusion are embedded into staff biannual surveys.
- Post event and program surveys, pose questions on accessibility and inclusion.

Next Steps

- Ongoing development and implementation of Council's Talent Attraction Strategy to support recruitment and retention of staff.

The current DIAP concludes in 2025. A plan has commenced for the DIAP 2025 – 2028, which involves consultation with internal and external stakeholders to ensure community needs are accurately represented and authentic voices inform the plan. Actions that are currently in progress will be carried over to the draft plan.

Draft planning has commenced and will be conducted in collaboration with the community. Key services and community members have been identified to form part of the DIAP Working Group, which will consider the future objectives and actions of the 2025 -2028 Plan. A public expression of interest will aim to attract more members with lived experience, ensuring the plan is authentic and meets the diverse needs of our community. The Disability, Inclusion, and Access Tracking Document provides the status of all identified actions, which is provided at **Attachment 13.2.6.2.**

Consultation and marketing

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

- City Activation
- Infrastructure
- Marcomms

Policy implications

There are no policy implications for this Report.

Budget and resource implications

City of Palmerston has allocated $60,000 of the Capital Works Budget to implement upgrades for existing facilities to improve accessibility. It is important to note this budget is independent of funds allocated for programs and projects such as accessible park upgrades and implementation of disability toilet provisions. An example of which the installation of an accessible toilet at the site currently occupied by the Men's Shed Organisation.

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.
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:

- Community Infrastructure Plan 2016-2026
- Communication Strategy
- Inclusive, Diverse and Accessible Policy Framework
- Palmerston Play Space Strategy 2022

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. Disability Inclusion and Access Plan 2022-2025 [**13.2.6.1** - 11 pages]
2. DIAP Tracking Document [**13.2.6.2** - 10 pages]

city of
PALMERSTON
'A Place for People'





Disability Inclusion and Access Plan

2022-2025



Thank you

We would like to thank everyone who contributed to the development of the City of Palmerston Disability Inclusion and Access Plan. The feedback provided by people with disability and their families, friends, support workers and advocates and Council staff was deeply appreciated.

We would also like to thank representatives from community organisations who generously gave their time to guide the consultation process and provided valuable insight and advice in the development of the final document.

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Acknowledgement of Country

Council respectfully acknowledges the Traditional Owners of the land on which we live and work, the Larrakia People, and pay respect to their Elders, past present and emerging. The Larrakia people are the traditional owners of the Darwin region.

Introduction

Palmerston's Community Plan outlines a vision of a community that is diverse, vibrant, welcoming, and safe for all people.

An essential part of achieving this vision is that people with disability have equal access to participating in all aspects of community life – as employees, students, business owners, parents, customers, clients, patrons, volunteers, colleagues, friends, and neighbours.

In 2021 Council endorsed the Inclusive, Diverse, Accessible Policy Framework, an overarching Framework which ensures Council is meeting the objectives of the Community Plan in a way that reflects, celebrates and includes the diversity of our community.

Equity of access and inclusion for people with disability promotes social cohesion and community growth, innovation, and vibrancy. When a community is truly inclusive and accessible, more people want to visit and live there. When barriers to civic participation are removed, communities benefit from the skills, knowledge experience and perspectives of a more diverse population. When barriers to access are removed, local businesses enjoy the benefits of a larger and more diverse customer base.

The City of Palmerston is committed to creating a city where every individual has equal rights of access to council services, events facilities, and public spaces throughout our community

I am pleased to present the City of Palmerston's Disability Inclusion and Access Plan which will guide Council's actions over the next three years to achieve this goal.

Mayor Athina Pascoe- Bell

How this plan was created

This Disability Inclusion and Access Plan has been developed in collaboration with people with disability as well as those who have lived experience of the impacts of barriers to inclusion and access on people with disability.

The Disability Inclusion and Access Plan adopts a social model of disability, which recognises that a community is made up of people with many abilities and that it is barriers that exist within societal attitudes, practices and structures, that restrict and prevent equity and inclusion, not an individual's impairment.

Consultations began in late 2020 when we spoke with disability service providers and key stakeholders during the development of the City of Palmerston's Inclusive, Diverse and Accessible Policy Framework.

In early 2022 the consultation was broadened to include community members, parents, friends, family members, and people who work in the disability sector who contributed their thoughts, experience, and ideas about what is important and what is most needed. Feedback was sought via online surveys, in person interviews and focus group discussions.

What we learned

Many people provided detailed and specific ideas and opinions, which have been put together to form the priorities, goals and actions outlined in the Disability Inclusion and Access Plan. Some of the most important things we learned were that:

- The City of Palmerston's Inclusive, Diverse and Accessible Framework's key principles; Visible, Collaborative, Embedded and Always Improving, are valued and endorsed by our community.
- The skills, knowledge, experiences, and opinions of people with disability must be prioritised when it comes to planning for and taking action to increase inclusion and access.
- Specific, practical actions, such as signs with visual aids, accessible changing rooms and toilets, and the availability of accessible information, are high priorities for people with disability.







Our priorities

The goals and actions in this plan are aligned to the Inclusive, Diverse and Accessible Policy Framework principles and are further grouped together across six areas of local government business (domains) , with the following priorities:

Civic Engagement – maximise opportunities and provide equal inclusion and access for people with disability to contribute to planning, decision making and review activities in our community.

Community, Leisure, and Social Participation – build on the work already done to make sure that people with disability participate in and enjoy Palmerston's community programs, events, and activities.

Economic Participation – maximise local employment opportunities for people with disability and support local businesses to provide inclusive and accessible customer service.

Built and Natural Environment – continue to improve inclusion and accessibility in Council's outdoor and indoor spaces, informed by people with disability and lived experience.

Communication – increase the availability of accessible formats for communication – online, in documents and in person.

Council Culture, Services and Operations – to be a disability confident organisation that provides quality, inclusive and accessible services for people with disability.

Community Profile

1,487
4% of the population

In 2021, 1,487 people in the City of Palmerston LGA reported needing help in their day-to-day lives due to disability.[1]

2,564
6.9% of the population

In 2021, 2,564 people reported providing unpaid assistance to a person with a disability, health condition or due to old age.[2]

20,500 **people** in the NT live with a disability

30% are over 65
68% over 45[5]

11.6% of people in the NT have a disability, compared to

17.7% nationally[6]

34.7%
of Aboriginal Territorians experience disability. **6.2%** with a severe disability.[7]

Primary disability: (2021)[3]

	NT	PALMERSTON
Autism	23%	34%
Developmental Delay and Global Developmental Delay	14%	24%
Intellectual Disability and Down Syndrome	19%	16%

Distribution of active participants with an approved NDIS plan (2021)[4]

	NT	PALMERSTON
Indigenous	49%	31%
Non-indigenous	43%	58%
CALD	25%	10%

67.1%
of Territorians with a disability participate in the labour force.

88.3% for those without a disability)[8]

8,257 people
in the NT receive the Disability Support Pension

68% are Aboriginal[9]

1,041 NDIS participants
NDIA projects up to 1,041 NDIS participants residing in Palmerston by 2023[10]





About this Plan

The City of Palmerston's Disability Inclusion and Access Plan complies with and contributes to international, national and Territory commitments, legislation, and strategies.

It aligns itself with the Northern Territory Disability Strategy 2022 –2032 and the Northern Territory Disability Strategy Action Plan 2022 – 2025, and sets a path of reform, with actions, within the NT context.

Relevant Northern Territory legislation includes the *Disability Services Act 1993*, the *Anti-Discrimination Act 1992*, the *Guardianship of Adults Act 2016*, and the *Carers Recognition Act 2006*.

Our Plan also aligns with Australia's Disability Strategy (ADS) 2021 – 2031, which sets a national agenda for change, sitting within the framework of the United Nations Convention of the Rights of Persons with Disabilities, which Australia has ratified.

The City of Palmerston has obligations under the *Australian Disability Discrimination Act 1992*, which makes it illegal to discriminate against a person because of a disability when providing goods, services, facilities, or access to public premises.

Other laws and standards relating to inclusion and accessibility for people with disability are documented in the City of Palmerston's Inclusive, Diverse and Accessible Policy Framework.

Alignment with Council plans and strategies

The Disability Inclusion and Access Plan sits alongside and intersects with other key Council strategies, frameworks, and plans, including:

- Community Plan
- Inclusive, Diverse and Accessible (IDA) Policy
- Framework
- Municipal Plan
- Palmerston Local Economic Plan
- Play Space Strategy
- Sustainability Strategy
- Communication Strategy

People with disability – includes people of all ages who have physical, cognitive, sensory, social / emotional disability, people who are deaf or hard of hearing and people who are blind or visually impaired.

People with lived experience – includes people with disability, parents, friends and family members of people with disability, people who have lived or are living with episodic disability and those who work with people with disability.

Accountability

The Disability Inclusion and Access Plan 2022 - 2025 will guide decisions and actions taken by Council. Progress towards implementing the actions and achieving the goals will be reported to Elected Members in accordance with Council policies and procedures.

In accordance with the NT Disability Strategy Action Plan, we will submit this plan to the NT Office of Disability so that it can be included in the reporting against Territory-wide disability inclusion and access reporting.

Every year, as part of the City of Palmerston's celebrations of the International Day of People with Disability, Council will report back to the community on our implementation of actions and progress towards the goals set out in this plan.







Accessibility – means that everyone, no matter their age, abilities, background, gender, or circumstances has equal opportunities to participate in their community, to reach their goals and aspirations. Accessibility involves recognising and removing any barriers, physical or otherwise, that make it harder for some people than others, to give and receive information, participate in recreation and social activities, work, study, or volunteer, receive services or otherwise be involved in all aspects that make for a good and satisfying life.

Inclusion – is the act of enabling all groups of people within a society to have a sense of belonging and the opportunity to participate in community life. It is based on fundamental values of equity, equality, social justice, and human rights. Inclusion occurs when all people feel valued and respected, are connected to their fellow citizens, have access to opportunities and resources and can contribute their perspectives and talents to improve their community.

Intersectionality – recognises that a person or group of people can be affected by multiple forms of discrimination and disadvantage due to their race, sex, gender identity, sexual orientation, impairment, class, religion, age, social origin, and other identity markers. Council commits to applying an intersectional and diversity lens when implementing this plan and will be guided by our Inclusive, Diverse and Accessible Policy Framework.

People with disability – includes people of all ages who have physical, cognitive, sensory, social / emotional disability, people who are deaf or hard of hearing and people who are blind or visually impaired.

People with lived experience – includes people with disability, parents, friends and family members of people with disability, people who have lived or are living with episodic disability and those who work with people with disability.

IDA Key Principles

Council adopted four key principles under our Inclusive, Diverse and Accessible Policy Framework. These are:

- Visible
- Collaborative
- Embedded
- Always Improving.

We asked what was important for people with disability under each of them, and this is what we learned:

Visible

What's important

- Signs and information about accessibility options are clear, usable, and obvious.
- There are people with disability working for Council at all levels.
- Council has awards and events that celebrate the contributions of people with disability.
- People with disability are represented in pictures and words used by Council.

What people said:

"(People with disability) are too often hidden from view in workplaces which is wrong!"

"Visual aids in public spaces are very useful, as we are easily confused or overwhelmed."

"Braille is on the bathrooms, have it in other places as well."

Collaborative

What's important

- People with disability are directly involved in guiding Council on inclusion and accessibility.
- Council is a strong advocate for disability inclusion and access.
- Council supports local business and organisations to improve inclusion and accessibility.

What people said:

"Listen! Listen and ask deeper questions. It's not just about giving access and opportunities but exploring the difference it makes to people with disability at an emotional and empowerment level."

"Assist with re-education of the community about what disability is and debunk old stereotypes of what we can and can't do or be involved in."

Embedded

What's important

- Regular reviews of services, buildings, and public spaces to improve accessibility.
- Training for Council staff by people with disability and lived experience.
- Council policies and processes have specific guidelines for inclusion and accessibility.
- Sensory and psychosocial disabilities are considered as well as physical disability.

What people said:

"Perhaps inclusion and accessibility can be improved when all Councillors and staff are given the opportunity to receive training in Mental Health First Aid or empowering / de-escalating communication."

"All training should be delivered by people with disabilities to share their (life) experience and support disability eco systems. This should be from a range of people with a variety of different types of disability."

Always Improving

What's important

- Council reports back to the community about how it has implemented the Disability Inclusion and Access Plan.
- Council has different ways that make it easy for people with disability to give feedback.

What people said:

"Have people with disability lead the conversation and audit Council against their promises and policies."

DISABILITY INCLUSION AND ACCESS PLAN

Priority Areas, Goals & Actions

1. Civic Engagement

Civic engagement is when citizens participate in planning, decision making and policy setting in matters which affect them. Our priority is to maximise opportunities and provide equal inclusion and access for people with disability to contribute to planning, decision making and review activities in our community.

Goal

1 **More people with disability are involved with Council's consultation, planning and advisory activities.**

Actions

1.1 Recruit people of all abilities from diverse backgrounds for City of Palmerston committees.

1.2 Include guidance about recruitment and engagement with people with disability in committee establishment documents e.g. Terms of Reference.

1.3 Implement an Accessible and Inclusive Guide for consultation and ,committee,convenors covering content and format of documents and meetings e.g Easy Read, Auslan, Large Print, Audio, Braille etc.

1.4 Include community forums and consultations in planned events

2 **People with disability have more opportunities to use and develop their leadership and advocacy skills.**

2.1 Develop, promote and support leadership and civic engagement programs and activities.

Key Documents

- IDA Policy Framework
- Municipal Plan
- Community Plan

Existing initiatives

- Have Your Say surveys on Council Website
- Informal public forums before Council meetings

What people said

"The (IDA Advisory Group) is important and should represent people from multiple disability backgrounds. It has the right idea and is giving hope for the future."

"Allow verbal expressions of interest (for committees and advisory groups)."

"The mingling period before Council meetings is very good, it makes me feel more comfortable to attend."

2. Community, Leisure, and Social Participaton

Council has an extensive list of celebrations, programs, and events each year – sport, art, social, hobbies, recreation, and more. Our priority is to build on the work already done to make sure that people with disability have equal inclusion and access to this part of community life.

Goal

3 **More people with disability are participating in Council's community social, recreation and leisure activities and events.**

Actions

3.1 Ensure that plans for events and activities are designed for all abilities and include identifying and addressing barriers such as promotional material format, physical access, sensory environment, toilets/change rooms, drop off zones, parking, transport, and timing.

3.2 Report feedback from people with disability after events and activities.

3.3 Consult with young people with disability to identify how we can improve activities for youth and young adults.

3.4 Develop and implement 'Accessible and Inclusive Events Guidelines'.

3.5 Include clear information in accessible formats about accessibility in promotional material and advertising for events.

3.6 Distribute promotion material for events and activities through disability groups, networks, and service providers.

Key Documents

- Annual Calendar of Events
- Community Plan
- IDA Policy Framework
- Play Space Strategy

Existing initiatives

- Christmas Wonderland accessible event
- Get Active program to include all abilities classes
- Suburban Sounds sensory break area
- Palmerston Library dyslexic font, audio, and large print resources
- Flicnics outdoor movies captioning

What people said

"All Abilities events and programs are an opportunity for people to do things together and (gain) mutual understanding."

"The library programs are amazing – perhaps (run) some more sessions that adults (with disability) could attend."

"Sometimes there is a lot on, which is good, but it can be over stimulating. (It would be good to have) sectioned off areas for children with sensory overload."

3. Economic Participaton

Employment, and opportunities to contribute to the local economy as patrons and consumers, are fundamental to equity and inclusion. Our priority is to maximise local employment opportunities for people with disability and to support local businesses and organisations to provide inclusive and accessible customer service.

Goal

4 **More local employment for people with disability.**

Actions

4.1 Ensure Council's employment and volunteer policies and procedures meet national standards for inclusion and accessibility.

4.2 Encourage and support local businesses and organisations to access NT and Australian government disability employment programs.

4.3 Purchase goods and services (within local government procurement policy requirements) from local organisations that are run by or employ people with disabilities.

5 **More local businesses and organisations benefit from customers and patrons with disability.**

5.1 Encourage and support local businesses to be disability confident, accessible, and inclusive through Council's business networks and forums.

5.2 Review and identify opportunities to increase access and inclusion in the commitments and actions in the Palmerston Local Economic Plan.

5.3 Promote the NT Government's disability information hub[11] through Council's local business networks.

Key Documents

- Community Plan
- IDA Policy Framework
- Palmerston Local Economic Plan
- NT Disability Action Plan
- Code of Conduct

Existing initiatives

- HR Recruitment Policy

What people said

"Support disability ecosystems – employing people with disabilities. This includes for contracts, trades, and service providers."

"Provide education to help businesses comply with regulatory requirements and promote greater customer service."

[11] proposed in the NT Government's draft Disability Strategy Action Plan 2022 – 2025

4. Built and Natural Environment

The built and natural environment includes buildings and facilities owned and managed by Council, playgrounds and outdoor spaces, transport infrastructure projects, streets, and public spaces. Our priority is to continue to improve inclusion and accessibility in Council's outdoor and indoor spaces, informed by people with disability and lived experience.

Goal

6 **Council facilities and buildings are inclusive and accessible for people of all abilities.**

Actions

6.1 Regular accessibility reviews of existing venues, facilities, equipment, and furnishings.

6.2 Ensure that all infrastructure developments, redevelopments, and refurbishments meet accessibility and inclusion standards and Universal Design principles.

6.3 Seek feedback from and involve people with disability in inclusion and access reviews and plans.

6.4 Implement the access and inclusion improvements in the City of Palmerston Play Space Strategy, which supports the *NT Disability Strategic Action Plan 2022 - 2025*.

6.5 Install more accessible signage, including visual aids and graphics, Braille, and tactile markers.

6.6 Review and identify opportunities to increase and improve accessible toilet and changing rooms in development, redevelopment and refurbishment plans and strategies.

7 **Transport and parking in Palmerston are more accessible.**

7.1 Review and identify opportunities to improve transport and parking access in the commitments and actions in infrastructure plans such as the Central Palmerston Area Plan.

Key Documents

- Community Plan
- IDA Policy Framework
- Palmerston Play Space Strategy
- Central Palmerston Area Plan
- NT Disability Action Plan

Existing initiatives

- Audit of all play spaces in Palmerston
- SWELL water and lifestyle precinct
- Where we Live Matters

What people said

"We only go to parks which are well shaded, have) a variety of play equipment for people with different abilities and a fence."

"Providing covered access and walkways reduces exposure (to rain and sun) for everyone"

"Accessible toilets should mean more than just for wheelchairs"

5. Communication

This includes the Council website and social media, formal documents, letters, emails, notices and invitations, face to face, online and telephone experiences, feedback, and complaints. Our priority is to increase the availability of accessible formats for communication – online, in documents and in person.

Goal

8 **Council information is provided in accessible formats.**

Actions

8.1 Review the Council website, social media and council documents to ensure compliance with national standards and guidelines.

8.2 Implement a plan to provide information in accessible formats such as large print, Plain English, Easy Read, dyslexic font, audio recordings, captions, Auslan and Braille.

9 **Palmerston residents have accessible choices when communicating with Council.**

9.1 Provide multiple accessible and inclusive communication options including online, posters and newsletters, captions for audio visual communication, telephone and in person.

9.2 Review and update Council enquiries, feedback, and complaints' mechanisms to ensure people of all abilities have clear and easy ways to communicate with Council.

Key Documents

- Community Plan
- IDA Policy Framework
- Social Media Strategy

Existing initiatives

- Captions on social media videos

What people said

"All social media should be accessible – for example, captioned, alt text with visual descriptions"

"Use QR codes on banners and signs to link to accessible formats and make it easier to find information"

6. Council Culture, Services and Operatons

It is the people who work for and with Council and the internal systems that guide them which create an organisational culture. Council services and operations include permits, recycling and waste management, community grants, rates collection and environmental initiatives. Our priority is to be a disability confident organisation that provides quality, inclusive and accessible services for people with disability.

Goal

10 **Council's commitment to inclusion and access for people of all abilities is embedded in our culture.**

Actions

10.1 Assign a lead team within Council to champion this plan.

10.2 Provide staff with Disability awareness, mental health first aid and other relevant training, prioritising training that is developed and delivered by people with disability and people with lived experience.

10.3 Ask people with disability and people with lived experience about their experiences with Council.

10.4 Include questions about disability inclusion and access in Staff surveys.

10.5 Nominate Council staff and Palmerston citizens for exceptional work in promoting inclusion, diversity, and accessibility to local, Territory and Australian inclusion awards programs.

11 **Inclusion and Accessibility principles are applied across all Council services, programs, and activities.**

11.1 Ensure that online services meet the Australian Government's Digital Service Standard Criteria.

11.2 Include inclusion and accessibility in internal services and work planning processes.

11.3 Identify opportunities to increase inclusion and accessibility in reviews of Council policies, procedures, and processes.

Key Documents

- Annual Calendar of Events
- Community Plan
- IDA Policy Framework

Existing initiatives

'A Team Darwin' (young people living with autism spectrum disorder) have been invited to create and deliver neurodiversity awareness training for Council Staff.

What people said

"The biggest (support) is that the people who are there (at Council) are educated and understanding."

"I will always remember the occasion when I was overwhelmed by problems... (Council) staff showed me support, non-judgement, and patience, and no hint of being condescending. My issue was dealt with in a professional and caring way."



References for Community Profile

[1] Australian Bureau of Statistics (ABS) 2021Census General Community Profile for Palmerston LGA - https://www.abs.gov.au/census/find-census-data community-profiles/2021/LGA72800

[2] Australian Bureau of Statistics (ABS) 2021Census General Community Profile for Palmerston LGA - https://www.abs.gov.au/census/find-census-data/ community-profiles/2021/LGA72800

[3] https://data.ndis.gov.au/reports-and-analyses/ market-monitoring/market-monitoring-nt

[4] https://data.ndis.gov.au/reports-and-analyses/ market-monitoring/market-monitoring-nt

[5] Australian Bureau of Statistics (ABS) 2018 Survey of Disability, Ageing and Carers. Data excludes very remote communities

[6] Australian Bureau of Statistics (ABS) 2018 Survey of Disability, Ageing and Carers. Data excludes very remote communities

[7] Australian Bureau of Statistics (ABS) 2018 Survey of Disability, Ageing and Carers. Data excludes very remote communities

[8] Australian Bureau of Statistics (ABS) 2018 Survey of Disability, Ageing and Carers. Data excludes very remote communities

[9] Australian Bureau of Statistics (ABS) 2018 Survey of Disability, Ageing and Carers. Data excludes very remote communities

[10] APM Communities, Palmerston, Northern Territory NDIS Current and Projected Data

city of
PALMERSTON
'A Place for People'

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08 8935 9922
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DISABILITY INCLUSION AND ACCESS PLAN (DIAP) – TRACKING DOCUMENT

KEY:

	Year of implementation, embedded action
	Year commenced, in progress
	Not yet commenced

Civic Engagement

Goal	Action	Year of implementation			Progress Notes
Goal 1 More people with disability are involved with Council's consultation, planning and advisory activities.	1.1 Recruit people of all abilities from diverse backgrounds for City of Palmerston committees.	22/23	23/24	24/25	Expressions of interest for committee membership are inclusive and aim to attract a diverse range of community stakeholders.
	1.2 Include guidance about recruitment and engagement with people with disability in committee establishment documents e.g. Terms of Reference				Conduct a review of Palmerston's network membership requirements, including external communications and network marketing, to ensure that accessibility evolves in alignment with the current needs of

					both network members and the community.
	1.3 Implement an Accessible and Inclusive Guide for consultation and committee convenors covering content and format of documents and meetings e.g. Easy Read, Auslan, Large Print, Audio, Braille etc.				Explore the ability to access Council plans and Strategies in different languages, with the aim of meeting Palmerston's diversity.
	1.4 Include community forums and consultations in planned events				Integration of City of Palmerston's Community Engagement Policy and Practices.
Goal 2 People with disability have more opportunities to use and develop their leadership and advocacy skills	2.1 Develop, promote and support leadership and civic engagement programs and activities.				Promote existing Networks and Committees and build capacity and leadership skills through training and programs.

Community Leisure and Social Participation

Goal	Action	Year of implementation			Progress Notes
Goal 3 More people with disability are participating in Council's community social, recreation and leisure activities and events.	3.1 Ensure that plans for events and activities are designed for all abilities and include identifying and addressing barriers such as promotional material format, physical access, sensory environment, toilets/change rooms, drop-off zones, parking, transport, and timing.	22/23	23/24	24/25	Event plans consider accessibility and barries to inclusion, which include wheelchair access for events held on grass, all access ramps for major events such as Palmerston Youth Festival and Australia Day. Promotional materials available in hardcopy, radio advertisement newspaper advertisement, social media platforms and City of Palmerston Website. Low sensory retreat spaces have been incorporated into major events such as Geekfest Top End and Christmas Wonderland.
	3.2 Report feedback from people with disability after events and activities.				Feedback is collated and used to inform future projects and event planning.
	3.3 Consult with young people with disability to identify how we can improve activities for youth and young adults.				Broaden networking opportunities by attending established groups to ensure consultation with young people.

	3.4 Develop and implement 'Accessible and Inclusive Events Guidelines.'				Development of the guidelines is in progress.
	3.5 Include clear information about accessibility in promotional material and advertising for events in accessible formats.				Refreshed branding and style guides have enhanced the readability of promotional materials and are more easily recognisable as Council initiatives. Subtitles accompany all television advertising.
	3.6 Distribute promotion material for events and activities through disability groups, networks, and service providers.				Strong networks have been established. All relevant projects and events are shared at network meetings and via various digital channels.

Economic Participation

Goal	Action	Year of implementation			Progress Notes
Goal 4 More local employment for people with disability.	4.1 Ensure Council's employment and volunteer policies and procedures meet national standards for inclusion and accessibility.	22/23	23/24	24/25	Conduct a review of employment and volunteer policies against the national standards.

	4.2 Encourage and support local businesses and organisations to access NT and Australian government disability employment programs.				Provide workshop opportunities for local businesses.
	4.3 Purchase goods and services (within local government procurement policy requirements) from local organisations that are run by or employ people with disabilities.				Vendors employing people with disabilities are used to conduct various activities for the Council, such as fabrication and the supply of services.
Goal 5 More local businesses and organisation benefit from customers and patrons with disability.	5.1 Encourage and support local businesses to be disability confident, accessible, and inclusive through Council's business networks and forums				Research and implement support for local businesses to become confident with accessibility and inclusivity and provide this information through Council networks and forums.
	5.2 Review and identify opportunities to increase access and inclusion in the commitments and actions in the Palmerston Local Economic Plan.				Review A review will commence before the end of 2024.
	5.3 Promote the NT Government's disability information hub11 through Council's local business networks.				Action will commence before the end of 2024.

Built and Natural Environment					
Goal	**Action**	**Year of implementation**			**Progress Notes**
Goal 6 Council facilities and buildings are inclusive and accessible for people of all abilities.	6.1 Regular accessibility reviews of all existing venues, facilities, equipment, and furnishings.	22/23	23/24	24/25	The establishment of priorities for enhancing accessibility features at existing Council facilities has commenced, with all venues being reviewed.
	6.2 Review infrastructure developments, redevelopments, and refurbishments to ensure they meet accessibility and inclusion standards and Universal Design principles.				SWELL Palmerston has been designed to support people of all abilities. All new park designs and refurbishments incorporate all abilities play equipment. All future design projects embed access and inclusion.
	6.3 Seek feedback from and involve people with disability in inclusion and access reviews and plans.				Input will be sort during the process of developing the 2025-2028 Disability, Inclusion and Access Plan.
	6.4 Implement the access and inclusion improvements in the City of Palmerston Play Space Strategy, which				The DIAP representative is involved in the park redevelopment and refurbishment projects.

	supports the NT Disability Strategic Action Plan 2022 - 2025.				
	6.5 Install more accessible signage, including visual aids and graphics, Braille, and tactile markers				Establishment of priorities for enhancing accessibility features at existing Council facilities.
	6.6 Review and identify opportunities to increase and improve accessible toilet and changing rooms in development, redevelopment and refurbishment plans and strategies.				All Council facilities have accessible features, including bathroom provisions. Opportunities to increase accessibility are identified and reviewed during the asset renewal processes.
Goal 7 Transport and parking in Palmerston are more accessible.	7.1 Review and identify opportunities to improve transport and parking access in the commitments and actions in infrastructure plans such as the Central Palmerston Area Plan.				City of Palmerston collaborates with Transit Safety and public bus provider CDC to ensure safe and accessible travel. Parking in Palmerston is free to remove any barriers that may prevent access to essential amenities.

Communication

Goal	Action	Year of implementation			Progress Notes
Goal 8 Council information is provided in accessible formats.	8.1 Review the Council website, social media and council documents to ensure compliance with national standards and guidelines.	22/23	23/24	24/25	Implementation of City of Palmerston's brand refresh to improve readability and brand recognition of all documentation, including reports, promotional material, and policies.
	8.2 Provide information in accessible formats such as large print, Plain English, Easy Read, dyslexic font, audio recordings, captions, Auslan and Braille				Adapt and implement new communication tools and tactics by providing accessible information to meet the community's growing or changing needs.
Goal 9 Palmerston residents have accessible choices when communicating with Council.	9.1 Provide multiple accessible and inclusive communication options including online, posters and newsletters, captions for audio visual communication, telephone and in person.				City of Palmerston offers face-to-face engagement, email, phone, social media, newsletter, letters delivered door to door, and website communication strategies. Captions are added to all audio-visual communication.

	9.2 Review and update Council enquiries, feedback, and complaints' mechanisms to ensure people of all abilities have clear and easy ways to communicate with Council.				Promotional and information-sharing materials are provided in clear and simplistic formats. The community has a wide range of engagement opportunities available to them.

Council Culture, Services and Operations

Goal	Action	Year of implementation			Progress Notes
		22/23	23/24	24/25	
Goal 10 Council's commitment to inclusion and access for people of all abilities is embedded in our culture.	10.1 Assign a lead team within Council to champion this plan.				The Community Development Team leads the implementation and education for internal and external stakeholders.
	10.2 Provide staff with Disability awareness, mental health first aid and other relevant training, prioritising training that is developed and delivered by people with disability and people with lived experience.				City of Palmerston employees are provided with training during the onboarding process and periodically during employment.

	10.3 Ask people with disability and people with lived experience about their experiences with Council.				People with disabilities are engaged through at events programs and when using facilities. Surveys provided to key stakeholders to complete with clients. International Day of People with Disability is used as an opportunity to engage with people with lived experience
	10.4 Include questions about disability inclusion and access in Staff surveys.				Inclusion questions have been added to internal questionnaires.
	10.5 Nominate Council staff and Palmerston citizens for exceptional work in promoting inclusion, diversity, and accessibility to local, Territory and Australian inclusion awards programs.				Employees and Elected Members support awards programs and opportunities for community recognition.
Goal 11 Inclusion and Accessibility principles are applied across all Council services, programs, and activities.	1.11 Ensure that online services meet the Australian Governments Digital Service Standard Criteria.				Regular reviews are conducted on City of Palmerston's website using Monsido software to maintain standards.
	11.2 Include inclusion and accessibility in internal Council services and work planning processes				Reflected in all planning processes, including training, team building, and personal development opportunities.
	11.3 Identify opportunities to increase inclusion and accessibility in reviews of Council policies, procedures, and processes.				Policies and procedures are reviewed as per the review schedule and opportunities to improve practice are embedded.

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.7
Report Title:	Community Benefit Scheme - December Update
Meeting Date:	Tuesday 21 January 2025
Author:	Community Services Manager, Laura Hardman
Approver:	General Manager Community, Konrad Seidl

Community plan

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

Purpose

This report provides Council with a summary of Community Benefit Scheme activity from December 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 $250,000 to benefit the community.
- At the end of December $179,950 has been expended with $70,050 remaining for projects and activities which benefit the Palmerston Community in 2024/25
- At the end of December 2024, no environmental initiatives have been received.

Recommendation

THAT Report entitled Community Benefit Scheme - December 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 December 2024, two (2) Individual Representation Support applications were supported by City of Palmerston (CoP) through the Community Benefit Scheme (CBS). A detailed list of all funds expended is included in **Attachment 13.2.7.1.**

Sponsorship

No sponsorships were awarded in the December reporting period.

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

Special Children's Christmas Party – 13 December 2024 – Darwin Convention Centre
City of Palmerston proudly sponsored the Special Children's Christmas Party to the value of $3000, held at the Darwin Convention Centre on Saturday 13 December 2024.

Over 1200 children attended, each receiving three (3) gifts from Santa, with free morning tea, crafts, activities, face painting, giveaways, and a Christmas show featuring characters from Sesame Street.



Certificate of Appreciation



Post on The Christmas Party Darwin Facebook Page



Acknowledgement on the screen

Grants

One Community Grant was awarded in the December reporting period.

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

Individual Representation Support

Two (2) Individual Representation Support (IRS) Grants and no Team Representative Support grant were awarded in December 2024 under the CEO's delegation to a total value of $250.

This financial year, City of Palmerston has supported 68 Individual Representation Support grants, and two (2) Team Representative Support grants to the total value of $19,500.

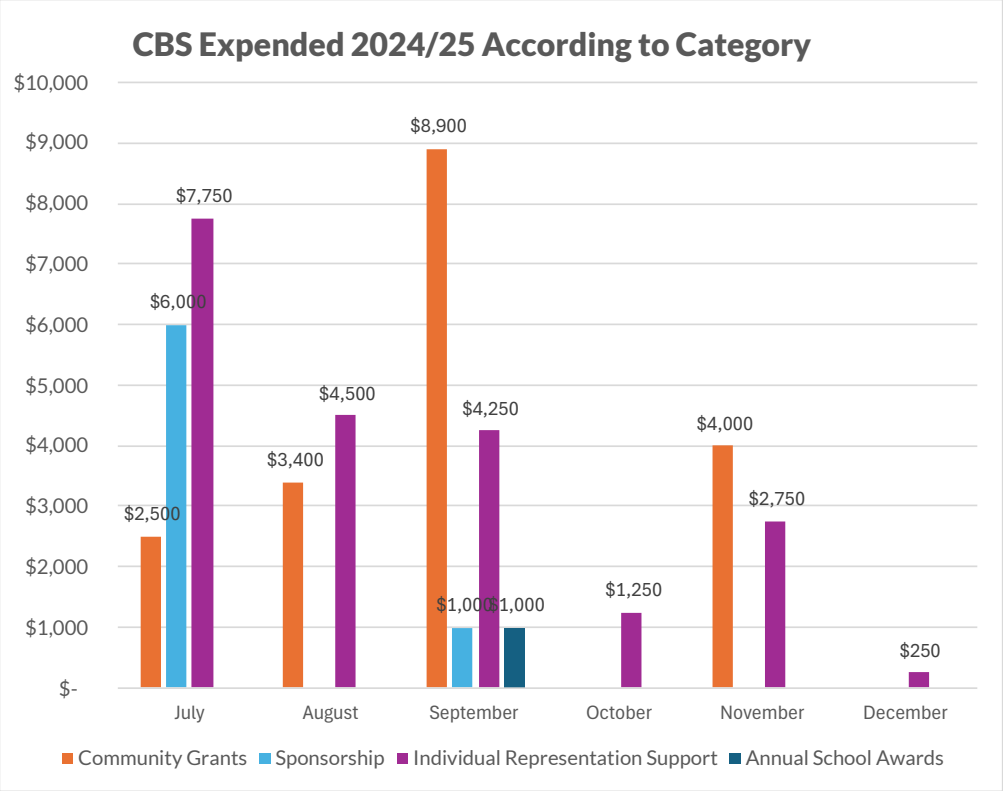
Annual School Awards

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

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

Environmental Initiative Grants

No Environmental Initiative Grants were awarded in December 2024.



Multiyear Sponsorship Agreements

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

Northern Sharks RLFC

Northern Sharks RLFC provided the following information as part of their MOU agreement. City of Palmerston has now released the clubs funding for the second year of their three (3) year agreement.





City of Palmerston Logo on Polo Jumper, Recognition of Sponsorship 2024

Palmerston Saints Hockey Club

This month the Saints Hockey Club received their final payment under their Multi-Year Agreement.

The images below show how City of Palmerston have been acknowledged for their financial contributions.



Juniors Uniform



Facebook Post

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 (1) of three (3)
Palmerston Golf and Country Club	$30,000	$30,000		Year two (2) of three (3)
Palmerston Rugby Union Club	$5,000	$5,000		Year two (2) of three (3)
Riding for the Disabled Top End	$15,000	$15,000		Year two (2) of three (3)
Northern Sharks Rugby League Club	$10,000	$10,000		Year two (2) of three (3)
Palmerston and Regional Basketball Association (PaRBA)	$10,000	$10,000		Year two (2) of three (3)
Palmerston Netball	$10,000			Year three (3) of three (3)
Palmerston Rovers Football Club	$10,000			Year three (3) of three (3)
Palmerston Saints Hockey Club	$1,500			Year three (3) of three (3)

Palmerston Magpies Football Club	$10,000			Year three (3) of three (3)
RSPCA	$10,000			Year three (3) of three (3)
Total	$133,500	$92,000	$25,000	

Consultation and marketing

There was no consultation or marketing 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 $179,950 has been expended for grants, donations, environmental initiatives and sponsorship with $70,050 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 following City of Palmerston Strategies, Framework and Plans:

- Creative Industries Plan 2023-2027
- Inclusive, Diverse and Accessible Policy Framework
- Sustainability Strategy 2022-2026

Council officer conflict of interest declaration

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

Attachments

1. Grants Donations and Sponsorship Recipient December 2024 [**13.2.7.1** - 5 pages]

GRANTS, DONATIONS & SPONSORSHIP RECIPIENTS

city of PALMERSTON
'A Place for People'

DECEMBER 2024

Community Grants and Donations

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

Sponsorship

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

Multiyear Sponsorship Agreements

DATE	NAME	ACTIVITY	TYPE	AMOUNT
2022/23	Palmerston Rugby Club	Club Sponsorship	Multiyear Sponsorship	$5,000
2022/23	Palmerston Netball Association	Club Sponsorship	Multiyear Sponsorship	$10,000
2023/24	Riding for the Disabled	Organisation Sponsorship	Multiyear Agreement	$15,000
2022/23	Rovers Football Club	Club Sponsorship	Multiyear Agreement	$10,000
2023/24	Northern Sharks NRL Club	Club Sponsorship	Multiyear Agreement	$10,000
2022/23	Palmerston Saints Hockey Club	Club Sponsorship	Multiyear Agreement	$1,500
2024/25	Palmerston and Litchfield Seniors Association	Organisation Sponsorship	Multiyear Agreement	$22,000
2023/24	Palmerston and Regional Basketball Association	Organisation Sponsorship	Multiyear Agreement	$10,000
			Multiyear Sponsorship Total	$133,500

Annual School Awards

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

Individual Representation Support

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

DATE	NAME	ACTIVITY	AMOUNT
July 2024	M.K U'18	Australian Schools Sports Rugby League	$250
August 2024	K.A U'18	School Sport Australia Championships	$250
August 2024	T.W U'18	Singa Cup 2024	$250
August 2024	M.P U'18	SSA AFL	$250
August 2024	C.S U'18	SSA Netball	$250
August 2024	S.C U'18	SSA Cricket	$250
August 2024	S.C U'18	SSA Netball	$250
August 2024	R.C U'18	Ironman World Championships	$250
August 2024	K.S U'18	SSA Cricket	$250
August 2024	S.T U'18	SSA Netball	$250
August 2024	K.B U'18	Hockey Australia National Championships	$250
August 2024	X.G U'18	National Hockey Championships	$250
August 2024	I.B U'18	Premier Football	$250
August 2024	J.C U'18	Rugby League	$250
August 2024	NT Christian Schools	Hydrogen Grand Prix	$1250
September 2024	N.D U'18	Track and Field	$250
September 2024	S.D U'18	Lawn Bowls	$250
September 2024	X.R U'18	Soccer	$250
September 2024	M.M U'18	Lawn Bowls	$250
September 2024	A.H U'18	Basketball	$250
September 2024	A.W U'18	Lawn Bowls	$250
September 2024	G.M U'18	Volleyball NT Titles	$250
September 2024	M.W U'18	Premier Invitational Football Tournament	$250
September 2024	F.G U'18	Australian Junior Motorcross	$250
September 2024	A.R U'18	Tassel Trophy Challenge	$250
September 2024	A.R.S U'18	U14 National Hockey Championships	$250
September 2024	N.P U'18	U12 School Sport Australia Cricket	$250
September 2024	C.H U'18	Australia All Schools Athletics	$250
September 2024	R.H U'18	Aust All School Athletics	$250
October 2024	E.C U'18	First Nations Football Cup	$250

DATE	NAME	ACTIVITY	AMOUNT
October 2024	T.C U'18	SSA – Touch Football	$250
October 2024	M.R U'18	Scouts Jamboree	$250
October 2024	J.J U'18	Soccer	$250
October 2024	E.B U'18	Rugby League	$250
November 2024	T.B U'18	Track and Field	$250
November 2024	L.M U'18	Choir	$250
November 2024	Palmerston Scouts	Jamboree	$1250
November 2024	A.W U'18	Qld Junior Teams Tennis Event	$250
November 2024	E.G U'18	Australian Pool Lifesaving Championships	$250
November 2024	A.W U'18	Western Australia Tennis Tour	$250
November 2024	S.M U'18	2025 Winter Language Camp Beijing	$250
December 2024	E.C U'18	Western Australia Tennis Tour	$250
		Individual Representation Support Total	$19,250

Totals

FUNDING TYPE	AMOUNT
Community Grants	$18,800
Sponsorship	$7,000
Multiyear Sponsorship Agreement	$133,500
Individual Representation Support	$19,250
Annual School Awards	$1000
Environmental Initiatives	$0
Total	$179,950
CBS Remaining	$50,050
Environmental Initiatives Remaining	$20,000

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.8
Report Title:	Finance and Governance Quarterly Report - October to December 2024
Meeting Date:	Tuesday 21 January 2025
Author:	Finance & Rates Supervisor, Billy-Jean Madalena
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 October to December 2024 quarter.

Key messages

- During the quarter, a total of $9.48 million was paid to vendors, with $8.11 million (85%) paid to local suppliers.
- Of the $35.59 million rates and charges levied in August 2024, $23.3 million has been collected in the first two quarters of the year to December 2024.
- The Early Bird Draw was drawn on the 7 October 2024 with two successful winners of the $1,500 prize.
- The total number of ratepayers now receiving rates notices digitally is 3930, which reflects 25% of rates notice and improves sustainability.
- At the 10 December 2024 Council Meeting, Council adopted the 2024-25 First Budget Review.
- A number of governance activities occurred during the quarter which included:
- endorsement of four Council Polices and review of a fifth, which is going out to public consultation
    - a Risk Management and Audit Committee meeting
    - four grant reports finalised

- seven procurement activities over $100,000 were undertaken, six are scheduled to be released in the next quarter and three are due to be awarded.

- One Freedom of Information request was received and completed.
- The 2023-24 Annual Report and was submitted to the Minister on 15 November 2024
- City of Palmerston's quarterly Wi-Fi report highlights a user range of 4,000 to 5,000, with a notable increase in usage at SWELL, Gray Hall, Joan Fejo Park and Sanctuary Lakes Park.

Recommendation

THAT Report entitled Finance and Governance Quarterly Report - October to December 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.

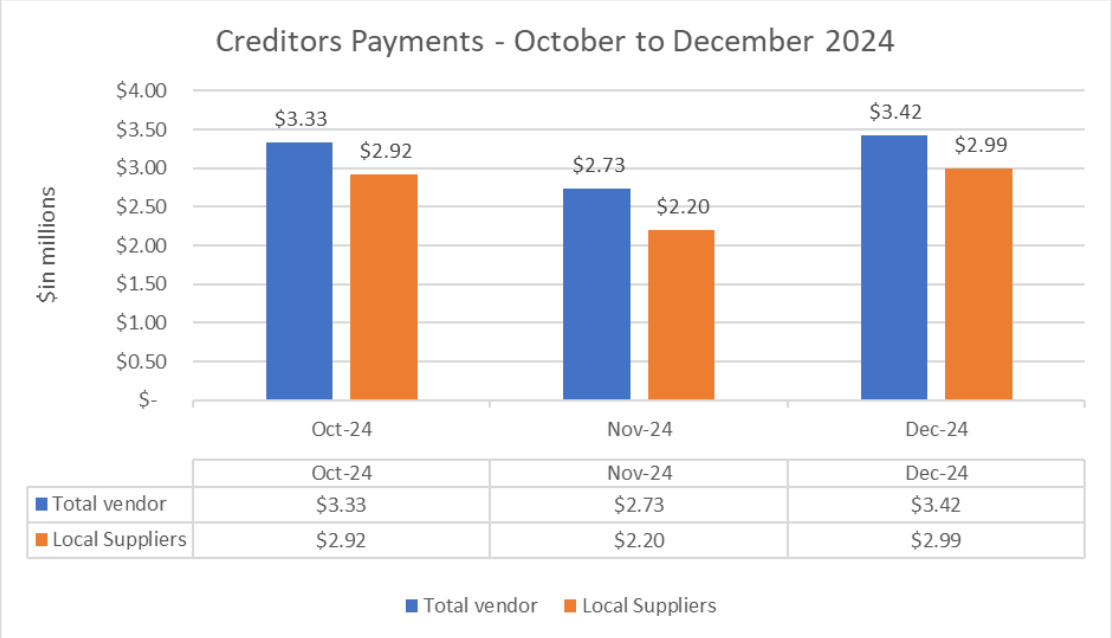
Discussion

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

Objective 2.1: 'We promote 'employ local' and 'buy local' where possible

Support Local

Total creditors for the period between 1 October 2024 to 31 December 2024 was $9.48 million, of this 85% or $8.11 million was paid to local suppliers



	Oct-24	Nov-24	Dec-24
Total vendor	$3.33	$2.73	$3.42
Local Suppliers	$2.92	$2.20	$2.99

Objective 5.1: 'Reduce our footprint on the environment'

Electronic Rate Notices

The October to December 2024 quarter recorded an increase of ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3930, which reflects 25 % of rates notices.

Objective 6.1 'Be effective – do what we are supposed to do and deliver our community plan' and 'Be accountable – open and transparent and also report back on our progress'

Rates and Charges

Of the $35.59 million rates and charges levied in August 2024, $23.3 million has been collected as at December 2024. Rates and Charges can be paid in 4 instalments over the financial year, with the second instalment due within this quarter on 30 November 2024. There are two remaining instalments due on 30 January 2025 and the final instalment on the 31 March 2025.

The Early Bird Draw was drawn on the 7 October 2024 for ratepayers who pay their 2024-25 rates notices in full by 30 September 2024, with two successfully winners each receiving $1,500 each. The winners have been notified and have received their prize money.

2023-24 Annual Financial Statements / Annual report



The 2023-24 Annual Financial Statements was incorporated into the Annual Report and was submitted to the Minister on 15 November 2024, in compliance with the Local Government Act

2024-25 First Budget Review

The 2024-25 First Budget Review was adopted on 10 December 2024. The included increase in grant income of $2.16 million, increase in capital expenditure of $6.3 million and transfer from reserves of $4.79 million. Majority of the movements relate to formalising the Council decisions into the budget and does not change the overall service delivery

Grants Management

The following grant reporting requirements were finalised for the quarter:

- Palmerston Youth Festival Final Report and Acquittal
- Public Library - Annual Financials and Acquittal
- Financial Assistance Grants – General Purpose and Roads – Annual Audited Financial Statements
- Capital Grant - Annual Audited Financial Statements

Procurement – over $100,000

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

Procurement	Awarded To	Contract Value	Contract Type	Length of Period Contract	Local Supplier
Minor Civil Works Panel Contract	JLM Contracting Services Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Minor Civil Works Panel Contract	Mousellis and Sons Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Minor Civil Works Panel Contract	N & M Klidaras Nominees Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Archer Waste Facility Upgrade	CMA Contracting Pty Ltd	$1,413,335.00 inc GST	Lump Sum	N/A	Yes

Stage 2 – Recycle Centre Upgrade					
Tree Planting Panel Contract	iWater Pty Ltd	Estimated maximum annual value of $766,040.00 inc GST	Schedule of Rates	Period of 5 Years	Yes
Tree Planting Panel Contract	Tropical Tree Services Pty Ltd	Estimated maximum annual value of $766,040.00 inc GST	Schedule of Rates	Period of 5 Years	Yes
Zuccoli Community Hub – Design of Pump Track and Landscaping	Enlocus Pty Ltd	$147,273.50 inc GST	Lump Sum	N/A	No

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:

- Zuccoli Hub – Civil Works
- Hobart Park Toilet Construction
- Café Repair – Design and Construct
- Bitumen Reseal and Asphalt Overlay Program
- Enterprise Resource Planning
- Irrigation maintenance and refurbishment

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

- Management Services for Archer Waste Management Facility
- Library and Recreation Centre Security Patrols
- Street Tree Pruning and Tree Maintenance

Freedom of Information

- One Freedom of Information (FOI) request was received and completed in this quarter

Review of Council Policies

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

- Debt Collection
- Chief Executive Officer Allowances and other Benefits
- Elected Member Absences
- Audio/Audio Visual Conferencing.

In addition, the Preserving our Urban Forest policy was reviewed and is going out to public consultation in January 2025.

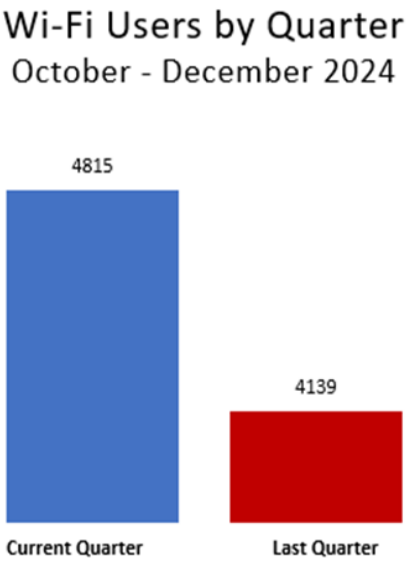
Risk Management

The last Risk Management and Audit Committee (RMAC) meeting for 2024 was held on 29 October 2024.

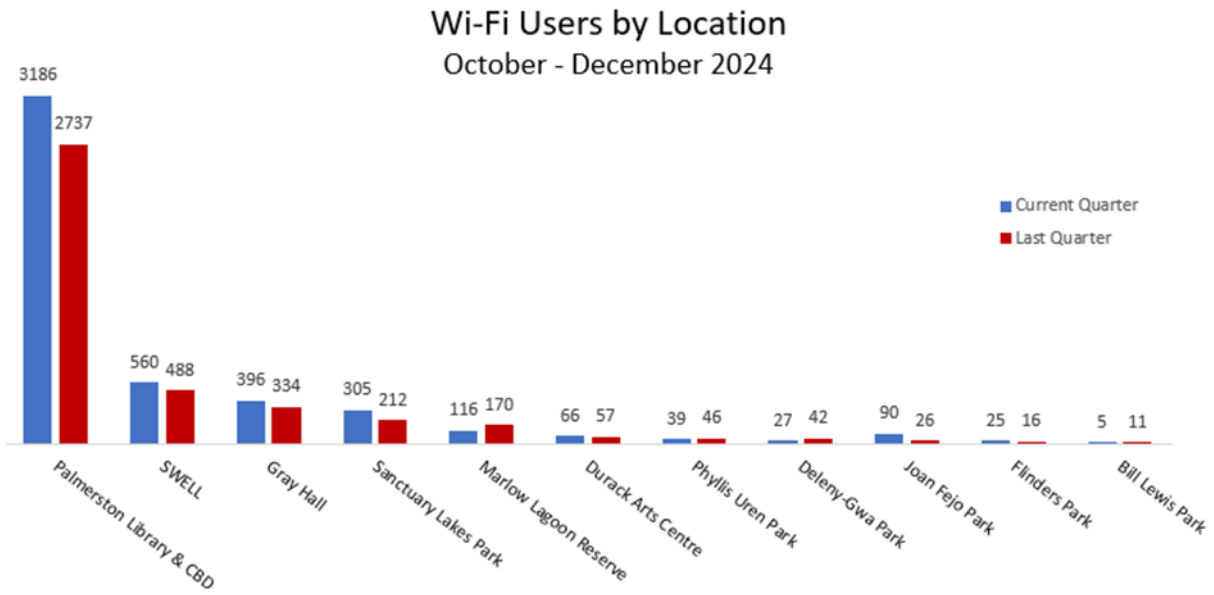
IT and Assets

Public Wi-Fi

City of Palmerston's (CoP) quarterly Wi-Fi report highlights a user range of 4,000 to 5,000, with a notable increase in usage at SWELL, Gray Hall, Joan Fejo Park and Sanctuary Lakes Park.



Overall, lower utilisation was observed in open space areas than buildings. This and the significant increase in usage at Palmerston Library and in the CBD can be attributed to the onset of the wet season and consistently high temperatures experienced in the Top End during the quarter.



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

1st Ordinary Council Meeting

Agenda Item:	13.2.9
Report Title:	Financial Report for the Month of December 2024
Meeting Date:	Tuesday 21 January 2025
Author:	Finance Manager, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

The purpose of the Report is to present to Council the Financial Report for December 2024

Key messages

- This report presents the December 2024 financial report and is representative of the year-to-date income and expenditure as of 20 December 2024.
- The financial health check ratios indicate that overall, Council is in a positive financial position.
- The approved budget is the original budget published in the 2024-25 Municipal Plan plus the adjustments from the first budget review.
- Total operating income is $40.63 million which is 96% of the annual budget. Council has received 94% of the federal assistance grants. The rates and charges for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 6% of the $9.39 million budget. Grants income is recognised when grant obligations are met, which is generally when capital expenditure is incurred.

- Capital expenditure is $1.69 million which is 10% of the $17.15 million approved Capital budget, $5.56 million of this was rolled over from the last financial year and $0.75 million from first budget review, $2.5million is unconfirmed grant funding. There is a further $1.63 million in commitments where works have commenced or are awaiting payment.
- Operating surplus (excluding depreciation) is at $25.6 million.
- The total cash and cash investments were $30.22 million, which includes $23.75 million in term deposits in various banking institutions with less than 12 months to maturity and $6.46 million in our general bank account.
- Rates debt receivables is $13.79 million, which includes
    - $12.36 million outstanding for 2024-25, of which $2.94 million is overdue from the first and second instalment, the remaining $9.42 million relates to 2024-25 rates that have been levied but are not yet due as the rate payers are paying in instalments. The third instalment is due on 31 January 2025
    - $0.81 million outstanding from 2023-24, and
    - $0.62 millions of accumulated unpaid rates from prior years.
- Total payments to creditors in December 2024 amounted to $3.42 million, of which $2.99 million (88%) were paid to local suppliers.
- The Council is compliant with its statutory obligations such as Pay-as-You-Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There were no contract variations during December 2024 that met the criteria under Regulation 42 of the Local Government (General) Regulations 2021.

Recommendation

THAT Report entitled Financial Report for the Month of December 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 2024), plus the first budget review (refer Decision 10/1662, 1st Ordinary meeting in December 2024).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 20 December 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 13.2.9.1 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 13.2.9.2 presenting the financial position of Council as at 20 December 2024.

Discussion

Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position.
- The December 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 63% is higher than the KPI due to the rates and charges for 2024-25 financial year being levied in August 2024 and the 94% Financial Assistance Grant received in advance for the year.
- The debt service ratio (net operating income divide by debt repayments plus interest) for December 2024 is 60.73 which indicates that Council has the capacity to meet loan obligations. This is high, due to the rates levied and recognised as income and 94% Financial Assistance Grant received in advance for the year.
- Rates collection shows that 65% of rates revenue has been collected, to date $23.32 million of the 2024-25 rates has been collected.
- The current ratio (Current Assets divide by Current Liability) is 6.98 times as at 20 December 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 20 December 2024. Refer Attachment 13.2.9.1.
- Total Operating Income as at 20 December 2024 is $40.63 million, which is 96% of the Annual Budget of $42.26 million including of first budget review. Rates and charges were levied in August 2024.
- Total Operating Expenditure at 20 December 2024 is $21.04 million, this mainly consists of the following:
    - $5.84 million Employee Costs
    - $4.12 million Materials & Contractors
    - $6 million Depreciation (non-cash)
    - $1.05 million Utilities

- $0.92 million Other Expenses such as program running cost and training costs.
- $1.03 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 13.2.9.1.** The cashflow forecast of the capital expenditure is based on last year's trends.

Capital Expenditures

The 2024-25 Capital Expenditure budget is $17.15 million. This includes $5.56 million capital budget from last financial year that was rolled over to the current financial year and $0.76 million from first budget review.

The pie chart in the dashboard as per **Attachment 13.2.9.1** shows that out of the $17.15 million capital expenditure budget, the actual capital expenditure is $1.69 million which is 10% of the budget.

In addition to the $1.69 million actual expenditure, there is a further $1.63 million in commitments where works have commenced and/or are awaiting payments. The current expenditure combined with the commitments presents a 19% expenditure against the original capital budget. However, it should be noted that there are a number of projects where contracts are in place and final details are being finalised to enable a financial commitment.

In addition, $2.5 million of the capital expenditure relates to grant funding not yet confirmed. These funds represent approximately 14% of the capital budget and are unable to be spent until funding is confirmed.

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)	$0.25M	$0.25M	
Dark Spot ($4M Greening and Cooling)	$0.11M	$0.11M	

New Pathway	$0.25M		$0.25M*
Tree Planting and Replacement	$0.02M		$0.02M
Dark Spot (24-25)	$0.25M		$0.25M*
Play Space Renewals and Upgrades	$0.25M		$0.25M*
Road Safety Program (R2R)	$0.53M		$0.53M
Black Spot Program 24/25	$0.27M		$0.27M
Black Spot Program 23/2424/25	$0.35M		$0.35M
Sustainability Programs	$0.25M		$0.25M*
Hobart Park Exeloo and Park Upgrade	$0.45M		$0.45M
LRCI Phase 4 Part A	$0.41M	$0.39M	$0.02M
Zuccoli Community Hub IPG (Pump Park/Skates)	$0.25M	$0.25M	
Water Aquifer Prevention Strategy	$0.1M	$0.1M	
Palmerston Library Modernisation	$0.04M	$0.04M	
Artwork – Sculpture	$0.25M		$0.25M*
21/22 Custom Holding Pen	$0.10M	$0.10M	
Archer Recycling Modernisation Project	$0.02M		$0.02M
Mitchell Creek & Escarpment Feasibility Study	$0.04M	$0.04M	
LRCI Phase4 Part B	$0.16M		$0.16M
Lakebed Aerators (Fishing Grant)	$0.1M	$0.1M	
Total	**$5.94M**	**$1.62M**	**$4.32M**

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

- Grants that have been received are recognised as a grant liability until the assessment of income criteria has been met such as meeting the grant agreement obligations.
- As at 20 December 2024, a total of $385,941 of grants has been recognised as income as they have met the obligations of the respective grant agreement.

Cash and Investments

Trading Account: $6.46 million
Investments: $23.75 million
Year to Date interest revenue: $0.97 million

Cash at Bank and Investments				
Duration	No.	(Million)$ Value	% of total Portfolio	Limit
Cash at bank	1	$6.46M	NA	NA
<12months	12	$23.75M	100%	100%
Total	13	$30.21M	100%	

The investment portfolio is compliant with the Council Investments Policy.

- As at 20 December 2024, the Council held $23.75 million in term deposits across four financial institutions.

- Cash held by Council in the National Australia Bank (NAB) Trading account as at 20 December 2024 was $6.46 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 13.2.9.2**.

Receivables

Council has $15.32 million in Receivables, which is made up of the following

- $14.18 million in Rates, which includes rates levied during 2024-2025,
- $0.16 million Infringements outstanding,
- $0.80 million Other Receivables to be received for grants.
- $0.14 million general debtors which consist of amount to be received from Dept of Chief minister $0.07 million and $0.08 million for the long grass and upgrade bins.
- $0.65 million related to GST and accrued interest for Term deposit.
- $0.27 million as allowance for Doubtful Debt with PAYG $0.34 million to be paid.

Rates

- The dashboard at **Attachment 13.2.9.1** highlights the rates levied for the 24/25 financial year are $35.59 million, of which $23.32 million has been already collected.
- Item 2.4 Debtors Control at **Attachment 13.2.9.2** provides for the summary of the overdue rates and shows that there is $0.81 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of $0.62 million from prior years.
- 638 properties have outstanding rates for previous years.
- 7412 Ratepayers have made their first and second instalment payments with the third instalment due on 31st January.
- Total of 591 properties have either direct debit or payment arrangement in place (totalling to $896,276.07).
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a property where rates have been outstanding for at least 6 months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges on 58 properties for debts from 2018/19 and earlier. Additionally, 139 ratepayers have been notified that statutory charges will be applied if their outstanding debts are not settled.
- 14 new Financial Hardship applications are currently being processed for the 2024-25 financial year.
- A balance of $551,183 of rates received in advance is accounted for in the balance sheet as a liability as it relates payment of rates for a future period.

Infringements

- Total infringements outstanding is $160,619 as at 20 December 2024; this consists of Animals ($134,658), Public Place ($6,453), Litter ($50) and Parking ($19,458).

- The graph in the dashboard at **Attachment 13.2.9.1** shows the total infringements issued and collected for the month of November 2024.

Sundry Debtors

Sundry Debtors as at 20 December 2024 is $142,054 as presented in **Attachment 13.2.9.2**. This balance relates mostly to $67,054 is related to long grass maintenance, upgraded bin and other cost recovery. An amount of $75,000 is expected to be received from Department of Infrastructure. More details are available in section 2.4 *Debtor Control Account*.

Trade Creditors Paid

Total payments to creditors in December 2024 amounted to $3.41 million, of which $2.99 million (87.54%) were paid to local suppliers.
During December 2024, the significant vendor payments consisted of $0.51 million to NT Shades & Canvas, $0.27 million to JLM Contracting and $0.21 million to Fulton Hogan, $0.19 million to Top End Race, $0.16 to ATO and $0.21 million towards utilities/electricity, and $0.11 million to Veolia Environmental Service (Australia) Pty Ltd for waste management.

Borrowings

Total external borrowings of $5.39 million is made up of the following:

- **Archer Land Fill Rehabilitation loan:** The total amount borrowed from NAB was $1.96 million with the balance as at 20 December 2024 being $0.66 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 $4.63 million. This is a 20-year loan with current variable interest rate of 5.60% with the principal being repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The repricing of the variable rate was due on 28 December 2024, we waiting on bank notification to be received.

Other Compliance matters

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

- Council has remitted $1,102,682 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 30th November 2024 has been finalised and lodged in December 2024 as a Goods Services Tax refund of $208,108. The December 2024 BAS will be finalised and lodged in January 2024. We will be paying FBT instalment for the 2nd quarter in December.
- Council has the required insurances to manage the current risk exposure.

Procurement

The following public procurement processes were undertaken for projects estimated to be over $100,000 in the month of December:

Procurement	Awarded To	Contract Value	Contract Type	Length of Period Contract	Local Supplier
Minor Civil Works Panel Contract	JLM Contracting Services Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Minor Civil Works Panel Contract	Mousellis and Sons Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Minor Civil Works Panel Contract	N & M Klidaras Nominees Pty Ltd	Estimated annual value of $623,333.33 inc GST	Schedule of Rates	Period of 5 years	Yes
Tree Planting Panel Contract	iWater Pty Ltd	Estimated maximum annual value of $766,040.00 inc GST	Schedule of Rates	Period of 5 Years	Yes

Contract Variations	**No of variations**
Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds $100,000 but is less than $150,000.	Nil
Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds $150,000.	Nil
Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%.	Nil

Consultation and marketing

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

- Finance team
- Governance team

Policy implications

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

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

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

- Long Term Financial Plan
- Municipal Plan
- Community Plan

Council officer conflict of interest declaration

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

Attachments

1. 20241223 - Dash board [**13.2.9.1** - 1 page]
2. EOM Financial Report Dec - 24 [**13.2.9.2** - 28 pages]

DASHBOARD

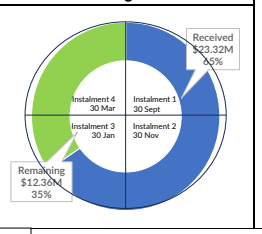
As at 20 December 2024

$25.6 M	$0.59 M	$1.69 M	$30.22 M
Operating Surplus (excluding Depn)	Capital Income	Capital Expenditure	Cash Held
Annual Budget is at $4.77 M	Annual Budget is at $9.39 M	Annual Budget is at $17.15 M	

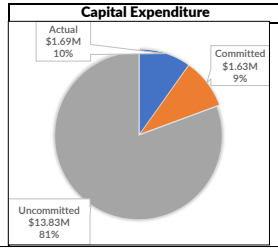
Financial Health Ratios	MP KPI	As at December 24	Status
Operating Surplus Ratio	> 0%	63%	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Debt Service Ratio	> 2.0	60.73	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.
Rates Collection	>95%	65%	On Track
Current Ratio	> 1.5	6.98	High as a result of Rates being levied and recognised as income. This will decrease over the coming months.

Legends: On Track; Explanation Required; Off Track

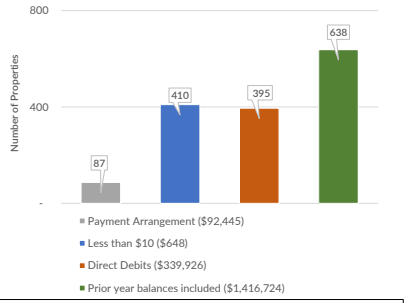
Rates & Charges Collected



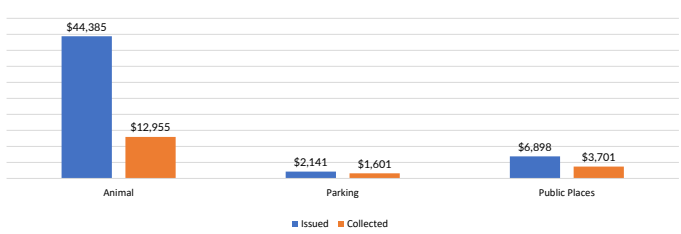
Capital Expenditure



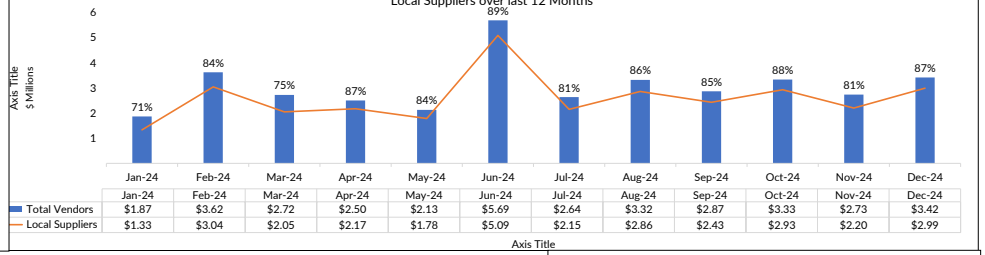
Properties with Rates Outstanding



Infringments Issued & Collected from 1 July to 20 December 2024

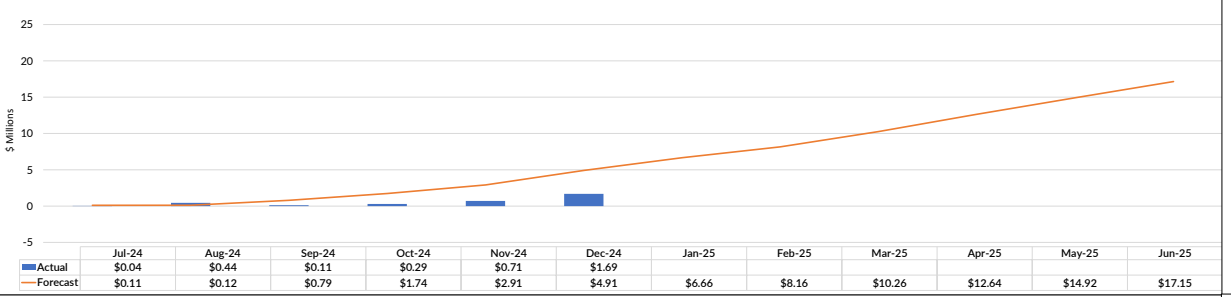


Local Suppliers over last 12 Months



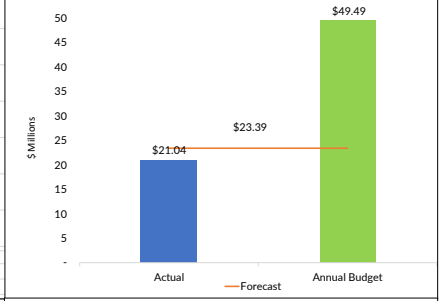
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Total Vendors	$1.87	$3.62	$2.72	$2.50	$2.13	$5.69	$2.64	$3.32	$2.87	$3.33	$2.73	$3.42
Local Suppliers	$1.33	$3.04	$2.05	$2.17	$1.78	$5.09	$2.15	$2.86	$2.43	$2.93	$2.20	$2.99

Accumulative Capital Expenditure

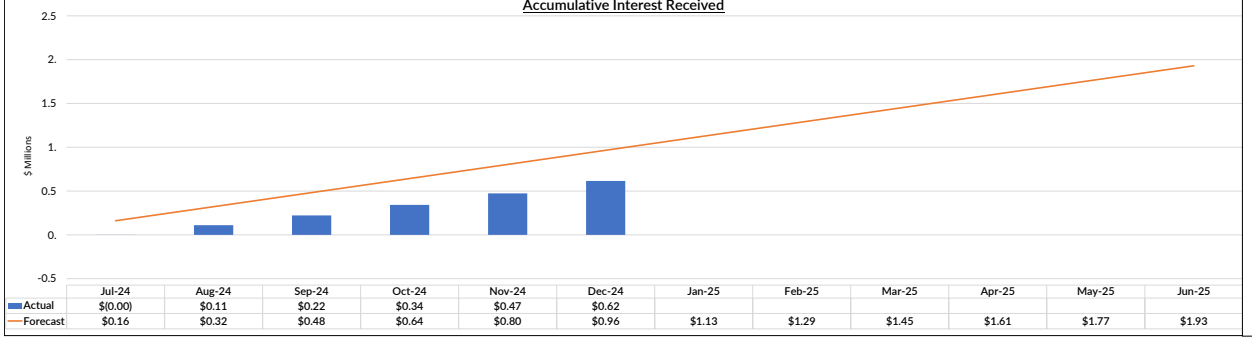


	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual	$0.04	$0.44	$0.11	$0.29	$0.71	$1.69						
Forecast	$0.11	$0.12	$0.79	$1.74	$2.91	$4.91	$6.66	$8.16	$10.26	$12.64	$14.92	$17.15

Total Operating Expenditure

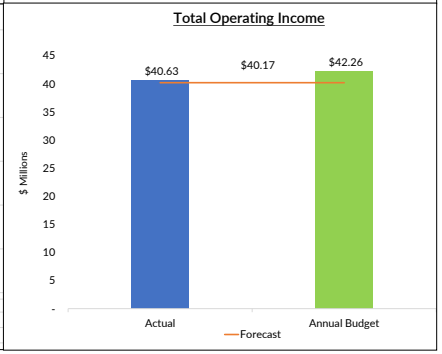


Accumulative Interest Received



	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	$(0.00)	$0.11	$0.22	$0.34	$0.47	$0.62						
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



FINANCIAL MANAGEMENT REPORTS

December 2024

- 1. Executive Summary
- 2. Financial Results

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December 2024

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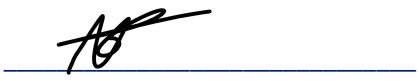
SECTION 2 – FINANCIAL RESULTS

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Certification By Chief Executive Officer

I, Nadine Nilon, 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 December 2024 best reflects the financial affairs of the Council.



Nadine Nilon
Chief Executive Officer

Section 2
Financial Results

Executive Summary as at 20 December 2024

50.00%

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	27,517,759	100%	27,609,403	100%	
Charge	8,111,851	8,162,367	101%	8,111,851	101%	
Fees & Charges	1,022,895	548,750	54%	511,448	107%	
Grants, Subsidies & Contributions	3,574,327	3,387,629	95%	2,968,631	114%	1
Interest & Investment Revenue	1,929,865	973,111	50%	964,933	101%	
Other Income	13,000	44,977	346%	6,500	692%	2
Operating Income	**42,261,341**	**40,634,593**	**96%**	**40,172,765**	**101%**	
Operating Expenditure						
Employee Costs	-13,091,941	-5,835,351	45%	-6,545,971	89%	3
Materials & Contractors	-13,799,609	-4,119,981	30%	-5,842,131	71%	4
Depreciation, Amortisation & Impairment	-12,000,000	-6,000,000	50%	-6,000,000	100%	
Elected Members Allowances	-497,676	-237,704	48%	-249,616	95%	
Elected Members Expenses	-90,617	-9,163	10%	-39,140	23%	
Professional Services	-2,214,782	-1,013,873	46%	-802,473	126%	5
Auditor's Remuneration	-48,537	-546	1%	0	0%	
Utilities	-2,464,117	-1,050,732	43%	-1,232,058	85%	4
Legal Expenses	-315,700	-172,164	55%	-126,310	136%	6
Telephone & Other Communication Charges	-217,582	-188,598	87%	-207,524	91%	4
Donations, Sponsorships & Grants	-255,000	-64,334	25%	-115,000	56%	7
Software, Hardware, Stationery, Subscriptions	-1,229,837	-510,950	42%	-449,971	114%	8
Insurance	-677,090	-745,990	110%	-677,090	110%	
Borrowing Costs	-297,781	-170,729	57%	-148,890	115%	9
Other Expenses	-2,291,971	-919,443	40%	-956,013	96%	
Operating Expenditure	**-49,492,240**	**-21,039,559**	**43%**	**-23,392,189**	**90%**	
OPERATING SURPLUS/(DEFICIT)	**-7,230,899**	**19,595,035**		**16,780,576**		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	180,000	77,273	43%	105,000	74%	10
Developer Contributions	240,000	123,553	51%	120,000	103%	
Asset Income	3,000,000	0	0%	0	0%	
Grants received	5,967,537	385,941	6%	5,917,187	7%	11
Capital Income	**9,387,536**	**586,767**	**6%**	**6,142,187**	**10%**	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	**2,156,638**	**20,181,801**		**22,922,763**		

Section 2
Financial Results

Executive Summary as at 20 December 2024

50.00%

1.2 - Executive Summary

Description	Annual Budget $	YTD Actual $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Asset Purchase	-6,303,884	-486,572	8%	-1,102,700	44%	
Asset Upgrade	-10,847,144	-1,200,529	11%	-3,784,104	32%	
Capital Expenditure	**-17,151,028**	**-1,687,101**	**10%**	**-4,886,804**	**35%**	12
Less Non-Cash Expenditure	-12,000,000	-6,000,000	50%	-6,000,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
NET CAPITAL SURPLUS/(DEFICIT)	**-5,994,391**	**24,494,700**		**24,035,958**		
Less Repayment of Borrowings	-504,000	-253,515	50%	-252,000	101%	
Reserve Movement	6,598,391	0	0	6,599,048	0	
NET OPERATING SURPLUS/(DEFICIT)	**100,000**	**24,241,185**		**30,383,007**		

Notes

1. Income recognised for 2024 Youth Festival, Security Patrol contributions and FAA grant received in advance
2. Maintenance charges for long grass and bin upgrades were higher than anticipated
3. Variance is due to a number of vacant positions during the period, offset by increased use of consultants and labour hire
4. Invoices are yet to be received for December
5. The variance is due to higher use of consultant
6. Higher use of legal services for the period, but costs remain within annual budget
7. The timing of the payment of grants and sponsorships from Community Benefit Scheme is related to approved applications
8. Greater number of subscriptions paid with the period, but overall costs are within annual budget
9. The variable interest rate for the loan was slightly higher than expected
10. Variance is due to the delay in sale/disposal of vehicles
11. Capital grants are recognised when the grant obligations have been met, which is when expenditure on capital project has occurred
12. Majority of the capital projects are in the planning and RFQ stage. Expenses are expected to be incurred from Jan 2025



Approved by: Finance Manager

Section 2
Financial Results
Budget Summary Report By Directorate as at 20 December 2024
% of year passed 50.00%

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	1,003,542	91%	1,008,642	99%	
Office of the Chief Executive	**1,104,259**	**1,003,542**	**91%**	**1,008,642**	**99%**	
Deputy Chief Executive						
City Activation	17,250	12,000	70%	17,250	70%	
Deputy Chief Executive	**17,250**	**12,000**	**70%**	**17,250**	**70%**	
Finance & Governance						
Governance	0	7,842	0%	0	0%	
GM Finance & Governance	69,205	34,178	49%	34,602	99%	
Financial Services	1,296,332	674,381	52%	648,166	104%	
Rates	27,816,422	27,618,362	99%	27,712,912	100%	
Finance & Governance	**29,181,959**	**28,334,763**	**97%**	**28,395,681**	**100%**	
Community & Culture						
Diversity and Inclusion Activities	10,000	0	0%	4,000	0%	
Library Services	757,994	725,520	96%	310,882	233%	1
Senior Citizens	2,000	0	0%	800	0%	
Youth Services	300,000	300,000	100%	300,000	100%	
Animal Management	420,000	272,840	65%	210,000	130%	2
Parking & Other Ranger Services	73,850	10,980	15%	36,925	30%	3
Community & Culture	**1,563,844**	**1,309,341**	**84%**	**862,607**	**152%**	
Infrastructure						
Civic Centre	151,150	83,294	55%	75,575	110%	4
Driver Resource Centre	1,000	0	0%	500	0%	
Gray Community Hall	20,000	7,791	39%	10,000	78%	5
Private Works	50,000	28,649	57%	25,000	115%	6
Recreation Centre	25,000	12,043	48%	12,500	96%	
Roads & Transport	1,359,668	1,278,053	94%	1,265,480	101%	
Subdivisional Works	105,000	31,652	30%	52,500	60%	7
Waste Management	8,111,851	8,199,866	101%	8,111,851	101%	
Odegaard Drive Investment Property	466,160	231,400	50%	233,080	99%	
Durack Heights Community Centre	4,200	2,200	52%	2,100	105%	
Goyder Square	100,000	100,000	100%	100,000	100%	
Infrastructure	**10,394,029**	**9,974,948**	**96%**	**9,888,586**	**101%**	
OPERATING INCOME	**42,261,341**	**40,634,593**	**96%**	**40,172,765**	**101%**	

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

Notes
1. Financial Assistance Grant has been received in advance
2. Due to greater number of dog registrations and renewals than expected
3. Due to lower infringements and court fines recovery than anticipated
4. Rent slightly higher than the budget
5. Due to Lower booking and venue hire than expected
6. Variance is due to increase in permits issued for work in public places.
7. Fewer development fees were received for subdivisions for the period due to timing of the development

Approved by: Finance Manager

Section 2
Financial Results
20 December 2024
50.00%

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	-246,867	42%	-288,756	85%	
Office of the CEO	-1,263,274	-587,961	47%	-591,150	99%	
Office of the Chief Executive	**-1,851,567**	**-834,828**	**45%**	**-879,906**	**95%**	
Deputy Chief Executive / People & Place						
Deputy Chief Executive Officer	-692,591	-331,086	48%	-296,296	112%	
Customer Experience	-366,522	-98,959	27%	-183,261	54%	2
People and Customer	-1,200,840	-819,341	68%	-520,554	157%	1
Public Relations and Communications	-935,292	-411,477	44%	-466,522	88%	
Arts & Culture	0	-29,249	0%	0	0%	
City Activation	-1,501,083	-395,094	26%	-605,658	65%	2
Deputy Chief Executive / People & Place	**-4,696,328**	**-2,085,206**	**44%**	**-2,072,290**	**101%**	
Finance & Governance						
GM Finance & Governance	-570,906	-258,192	45%	-258,420	100%	
Records Management	-301,453	-141,061	47%	-147,841	95%	
Financial Services	-13,524,778	-6,697,517	50%	-6,754,991	99%	
Rates	-105,700	-25,234	24%	-29,881	84%	2
Governance	-1,390,270	-1,131,056	81%	-1,041,908	109%	
Information Technology	-1,920,795	-778,253	41%	-862,418	90%	
Fleet	-259,925	-77,410	30%	-119,778	65%	3
Finance & Governance	**-18,073,827**	**-9,108,723**	**50%**	**-9,215,237**	**99%**	
Community & Culture						
Community Development	-646,042	-405,917	63%	-322,461	126%	1
Diversity and Inclusion Activities	-58,568	-22,720	39%	-23,619	96%	
Families & Children	-29,111	-16,091	55%	-11,425	141%	4
Health and Wellbeing Services	-42,000	-14,901	35%	-15,932	94%	5
Library Services	-1,575,102	-648,232	41%	-774,770	84%	
Senior Citizens	-6,656	-10,627	160%	-6,656	160%	4
Youth Services	-417,019	-236,823	57%	-255,888	93%	5
Director Community & Culture	-491,185	-146,502	30%	-245,592	60%	
Safe Communities	-20,000	-5,175	26%	-5,619	92%	
Animal Management	-72,834	-19,536	27%	-26,691	73%	
Parking & Other Ranger Services	-930,540	-469,781	50%	-459,404	102%	
Community & Culture	**-4,289,057**	**-1,996,305**	**47%**	**-2,148,059**	**93%**	
Infrastructure						
Aquatic Centre	-1,030,818	-474,380	46%	-397,249	119%	
Civic Centre	-275,487	-55,333	20%	-133,216	42%	
Depot	-75,392	-59	0%	-34,190	0%	6
Driver Resource Centre	-31,101	-12,876	41%	-14,054	92%	

Section 2
Financial Results
20 December 2024
50.00%

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
Emergency Operations	-10,557	-6,300	60%	-8,801	72%	
Gray Community Hall	-71,823	-31,111	43%	-34,563	90%	
Director Infrastructure	-1,334,859	-482,677	36%	-668,088	72%	
Open Space	-5,951,479	-1,834,069	31%	-2,574,998	71%	
Private Works	-108,633	-48,778	45%	-54,317	90%	
Recreation Centre	-325,716	-163,734	50%	-161,449	101%	
Roads & Transport	-1,636,652	-677,310	41%	-776,517	87%	
Stormwater Infrastructure	-174,177	-65,755	38%	-57,761	114%	
Street Lighting	-1,217,408	-366,176	30%	-559,766	65%	
Subdivisional Works	-25,000	-5,466	22%	-4,193	130%	7
Waste Management	-7,806,644	-2,555,270	33%	-3,372,897	76%	
Odegaard Drive Investment Property	-131,580	-48,877	37%	-60,612	81%	
Durack Heights Community Centre	-59,837	-21,368	36%	-25,517	84%	
CBD Car Parking	-69,727	-21,902	31%	-31,935	69%	8
Goyder Square	-244,571	-143,057	58%	-106,572	134%	9
Infrastructure	**-20,581,461**	**-7,014,497**	**34%**	**-9,076,697**	**77%**	
OPERATING EXPENDITURE	**-49,492,240**	**-21,039,559**	**43%**	**-23,392,189**	**90%**	

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

Notes
1. Due to hiring temporary staff to cover the vacant positions during the peroid
2. Due to vacant positions during the period
3. Due to timing of vehicle registrations, lower maintenance costs for the period and outstanding invoices
4. Expenses for seniors day and families & children were higher than budget , will be within annual budget
5. More programs are expected in coming months
6. Invoices still to be received
7. Expenses higher than expected for the period, but still within annual budget
8. Reduced maintenance cost due to the decommissioning of parking meters
9. Due to extra maintenance costs not expected and will be obsorbed within existing overall budget

Approved by: Finance Manager

Section 2
Financial Results

Budget Summary Report By Directorate as at 20 December 2024
% of year passed 50.00%

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%	105,000	74%	
Finance & Governance	**3,180,000**	**77,273**	**2%**	**105,000**	**74%**	
Community & Culture						
Library Services	44,219	29,000	66%	44,219	66%	
Animal Management	100,700	25,950	26%	50,350	52%	
Community & Culture	**144,919**	**54,950**	**38%**	**94,569**	**58%**	
Infrastructure						
Driver Resource Centre	1,250,000	0	0%	1,250,000	0%	
Director Infrastructure	511,889	0	0%	511,889	0%	
Open Space	1,325,173	82,894	6%	1,325,173	6%	
Roads & Transport	1,845,770	143,074	8%	1,845,770	8%	
Street Lighting	613,308	105,024	17%	613,308	17%	
Subdivisional Works	240,000	123,553	51%	120,000	103%	
Waste Management	26,478	0	0%	26,478	0%	
Infrastructure	**5,812,618**	**454,544**	**8%**	**5,692,618**	**8%**	
CAPITAL INCOME	**9,387,537**	**586,767**	**6%**	**6,142,187**	**10%**	

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

Approved by: Finance Manager

Section 2
Financial Results
Budget Summary Report By Directorate as at 20 December 2024
% of year passed 50.00%

1.3 - Capital Expenditure

	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	**0**	**0**	**0.00%**	**0**	**0.00%**	
Deputy Chief Executive						
Arts & Culture	-500,000	-4,545	1%	-100,000	5%	1
Deputy Chief Executive	**-500,000**	**-4,545**	**0**	**-100,000**	**5%**	
Finance & Governance						
Information Technology	-1,000,700	-143,356	14%	-330,217	43%	1
Fleet	-350,000	0	0%	-205,000	0%	1
	-1,350,700	**-143,356**	**0**	**-535,217**	**0**	
Community & Culture						
Library Services	-161,219	-53,676	33%	-75,773	71%	1
Animal Management	-100,700	-25,950	26%	-44,675	58%	
Community & Culture	**-261,919**	**-79,626**	**0**	**-120,448**	**66%**	
Infrastructure						
Aquatic Centre	-580,000	-2,881	0%	-10,000	29%	1
Civic Centre	-67,100	-11,984	18%	0	0%	1
Depot	-14,800	-3,201	22%	-3,467	92%	
Driver Resource Centre	-1,358,187	-91,787	7%	-97,887	94%	
Director Infrastructure	-1,161,889	0	0%	-290,945	0%	1
Open Space	-4,632,926	-753,242	16%	-1,563,168	48%	1
Recreation Centre	-86,000	-7,890	9%	-15,000	53%	1
Roads & Transport	-4,529,843	-449,410	10%	-1,710,880	26%	1
Stormwater Infrastructure	-160,000	-4,603	3%	-40,000	12%	1
Street Lighting	-1,430,130	-130,251	9%	-369,249	35%	1
Waste Management	-1,008,234	-4,327	0%	-81,317	5%	1
Durack Heights Community Centre	-9,300	0	0%	0	0%	1
Infrastructure	**-15,038,409**	**-1,459,574**	**10%**	**-4,181,912**	**35%**	
CAPITAL EXPENDITURE	**-17,151,028**	**-1,687,101**	**10%**	**-4,937,577**	**34%**	

Notes
1. These projects are yet to be commenced or in the initial stages of commencement.

Approved by: Finance Manager

Section 2
Financial Results

Capital Expenditure & Funding as at 20 December 2024
% of year passed 50.00%

1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	5,172,939	206,241
Infrastructure (including roads, footpaths, park furniture)	9,242,259	1,218,955
Fleet	350,000	0
Other Assets (including furniture & office equip)	970,700	143,356
TOTAL CAPITAL EXPENDITURE	**17,151,028**	**1,687,101**
TOTAL CAPITAL EXPENDITURE FUNDED BY:	**Annual Budget**	**Actuals**
Operating Income	4,714,212	754,261
Capital Grants	5,967,537	385,582
Transfers from Cash Reserves	6,469,279	547,258
Borrowings	0	0
TOTAL CAPITAL EXPENDITURE FUNDING	**17,151,028**	**1,687,101**

Approved by: Finance Manager

Section 2
Financial Results
Major Capital Works as at 20 December 2024
% of year passed 50%

1.5 - Major Capital Works

Project Code	Class of Assets		Total Prior Year(s) Actuals	Revised Budget 2024-25	Total Planned Budget $	YTD Actuals $ (D)	Total Actuals $ (E=A+D)	% Spent (F=E/C)	Total Yet to Spend $ (G=C-E)	Project Status	Expected Project Completion Date
PRJ		Park Infrastru					$ 482,105.70	35%	907,803	Commencement from April	Jun-25
PRJ10027		Pathway Replace					$ 2,880.00	2%	175,000	On-going	Future years
PRJ10039	I	Reseal Program					$ 191,343.91	14%	1,212,214	In progress	Jun-25
PRJ10057	Land & Build	Driver Resource Centre Upgrade					$ 91,787.00	7%	1,256,100	In progress	Future years
PRJ10058	Infrastructure	Developer Funded: Driveways	$				$ 163,211.07	55%	130,993	On-going	On-going
PRJ10064	IT (Other Assets)	IT Projects	$				$ 129,783.71	53%	117,097	On-going	Jun-25
PRJ10068	Fleet	Fleet Purchases	$ 402,6				$ 402,654.85	53%	350,000	On-going	Jun-25
PRJ10112	Infrastructure	Irrigation Refurbishment	$ 15,020.00				$ 55,882.93	14%	336,837	In progress	Jun-25
PRJ10117	Infrastructure	Tree Replacement Program	$ -	$			$ 183,113.69	12%	1,281,870	In progress	Jun-25
PRJ10133	Land & Buildings	Vibrant Zuccoli PR6JECT-5 (Zuccoli Community Hub)	$ -	$			$ -	0%	550,000	In progress	Mar-25
PRJ10141	Infrastructure	Stromwater Renewal & Upgrades		$ 160,000			$ 4,602.50	3%	155,398	In progress	Jun-25
PRJ10167	Infrastructure	New Pathways	$ 5,219.80	$ 1,186,274.60			$ 131,043.35	11%	1,060,451	On-going	Jun-25
PRJ10170	Infrastructure	Traffic Calming & Pedestrian Safety	$ 13,400.00	$ 706,600.00	$		$ 38,628.60	5%	681,371	In progress	Jun-25
PRJ10179	Public Lighting	Sustainability Programs (Solar Panels & LEDs etc)	$ 48,414.65	$ 410,000.00	$		$ 73,641.76	16%	384,773	RFQ being released	Future years
PRJ10218	Public Lighting	21/22 PLU Dark Spots	$ 56,645.00	$ 963,729.64	$ 1,020,3		$ 161,668.64	16%	858,706	Ongoing contract	Jun-25
PRJ10219	Land & Buildings	Artwork - Sculpture	$ 82,293.96	$ 500,000.00	$ 582,293.9		$ 86,839.41	15%	495,455	On-going	Jun-25
PRJ10246	Infrastructure	Road Reconstruction	$ 1,285.50	$ 611,700.20	$ 612,985.70	$	$ 1,285.50	0%	611,700	In progress	Jun-25
PRJ10280	IT (Other Assets)	IT - ERP Review	$ 282,899.95	$ 970,700.18	$ 1,253,600.13	$	$ 426,255.86	34%	827,344	In progress	Future years
PRJ10303	Land & Buildings	Water Aquifer Preservation Strategy	$ -	$ 200,000.00	$ 200,000.00	$	$ -	0%	200,000	Redesigning scope of work with the irrigation project	Apr-25
PRJ10310	Land & Buildings	21/22 Archer Waste Management Facility Renewals	$ 471,620.71	$ 831,756.21	$ 1,303,376.92	-$ 6,448.11	$ 465,172.60	36%	838,204	Tender Awarded	Apr-25

Section 2
Financial Results
Major Capital Works as at 20 December 2024
% of year passed 50%

1.5 - Major Capital Works

Project Code	Class of Assets	Capital Project (>$150,000 threshold)	Total Prior Year(s) Actuals $ (A)	Revised Budget 2024-25 (B)	Total Planned Budget $ (C=A+B)	YTD Actuals $ (D)	Total Actuals $ (E=A+D)	% Spent (F=E/C)	Total Yet to Spend $ (G=C-E)	Project Status	Expected Project Completion Date
PRJ10380	Infrastructure	Pump Parks/skate parks Zuccoli	$ 62,489.51	$ 744,673.98	$ 807,163.49	$	$ 117,459.17	15%	689,704	Tender issued. Contract to be awarded.	Oct-25
PRJ10468	Land & Buildings	LRCI Phase 4 Projects	$ -	$ 411,889.0			$ -	0%	411,889	Tender issued. Contract to be awarded.	Jun-25
PRJ10522	Infrastructure	Hobart Park Exeloo and Park Upgrade	$				$ 8,360.00	2%	441,640	Tender	Jun-25
PRJ10526	Land & Buildings	SWELL C		$ 500,000.00	$ 500,000.00	$ -	$ -	0%	500,000	RFQ being released	Future years
TOTAL			**1,676,648**	**16,015,622**	**17,692,270**	**1,541,072**	**3,217,720**		**14,474,550**		

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

Approved by: Finance Manager

Section 2
Financial Results
Balance Sheet as at 20 December 2024
% of year passed 50.00%

2.1 - Balance Sheet

Balance Sheet	YTD	
Assets		
Current Assets:		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	6,464,084	Tied funds equals restricted reserve and unearned Grant income
Investments		
Tied Funds	5,212,160	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	18,541,482	
Receivables		
Rates and Charges	14,176,809	
Other Receivables	1,151,228	
TOTAL CURRENT ASSETS	45,547,117	
Non-Current Assets:		
Infrastructure, property, plant & equipment	541,277,296	
Investment property	5,500,000	
Work in progress	7,285,383	
TOTAL NON-CURRENT ASSETS	554,062,679	
TOTAL ASSETS	**599,609,796**	
Liabilities		
Current Liabilities:		
Payables	2,218,056	
Unearned Grant Income (AASB1058)	2,408,992	Unearned grant income
Borrowings	602,846	
Provisions	1,296,086	
TOTAL CURRENT LIABILITIES	6,525,979	
Non-Current Liabilities:		
Borrowings	4,744,987	
Provisions	1,999,984	
TOTAL NON-CURRENT LIABILITIES	6,744,971	
TOTAL LIABILITIES	**13,270,950**	
NET ASSETS	**586,338,846**	
Equity		
Accumulated Surplus	237,611,486	
Profit & Loss - current Year	18,494,700	
Net Reserves	5,197,648	
Working Capital Reserve	5,711,243	
Net Transfers to & from Reserves	- 9,780,846	
Election Reserve	100,000	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Unexpended Capital works	4,103,508	Internally restricted reserve
Developer Funded reserve	989,011	Internally restricted reserve
Waste Reserve	3,574,733	Internally restricted reserve
Revaluation reserves	325,035,012	
TOTAL EQUITY	**586,338,846**	

Approved by: Finance Manager

Section 2
Financial Results
Statement of Reserves as at 20 December 2024
% of year passed 50.00%

2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Original Budget 2024/25 from Reserves $	1st Review 2024/25 to Reserves $	1st Review 2024/25 from Reserves $	2nd Review 2024/25 to Reserves $	2nd Review 2024/25 from Reserves $	Projected Balance at the YTD 2024/25 $
Externally Restricted Reserves						
Unexpended Grants Reserve						-
Externally Restricted Reserves						**-**
Internally Restricted Reserves						
Election Expenses Reserve						200,000
Disaster Recovery Reserve						500,000
Unexpended Capital Works Reserve		(764,873)	(3,338,635)			-
Developer Funds In Lieu Of Construction	(200,000)					1,806,470
Waste Management Reserve	(50,000)	(334,274)	(931,756)			2,572,405
Asset Renewal Reserve						-
Major Initiatives Reserve						-
Internally Restricted Reserves	**(250,000)**	**(1,099,147)**	**(4,270,391)**	**-**	**-**	**5,078,875**
Unrestricted Reserves						
Working Capital Reserve	(1,948,888)	1,099,147	(520,000)			4,733,170
Unrestricted Reserves	**(1,948,888)**	**1,099,147**	**(520,000)**	**-**	**-**	**4,733,170**
Total Reserves	**(2,198,888)**	**-**	**(4,790,391)**	**-**	**-**	**9,812,045**

Approved by: Finance Manager

Investments Management Report as at 20 December 2024
% of year passed 50.00%

2.3 - Investment Management Report

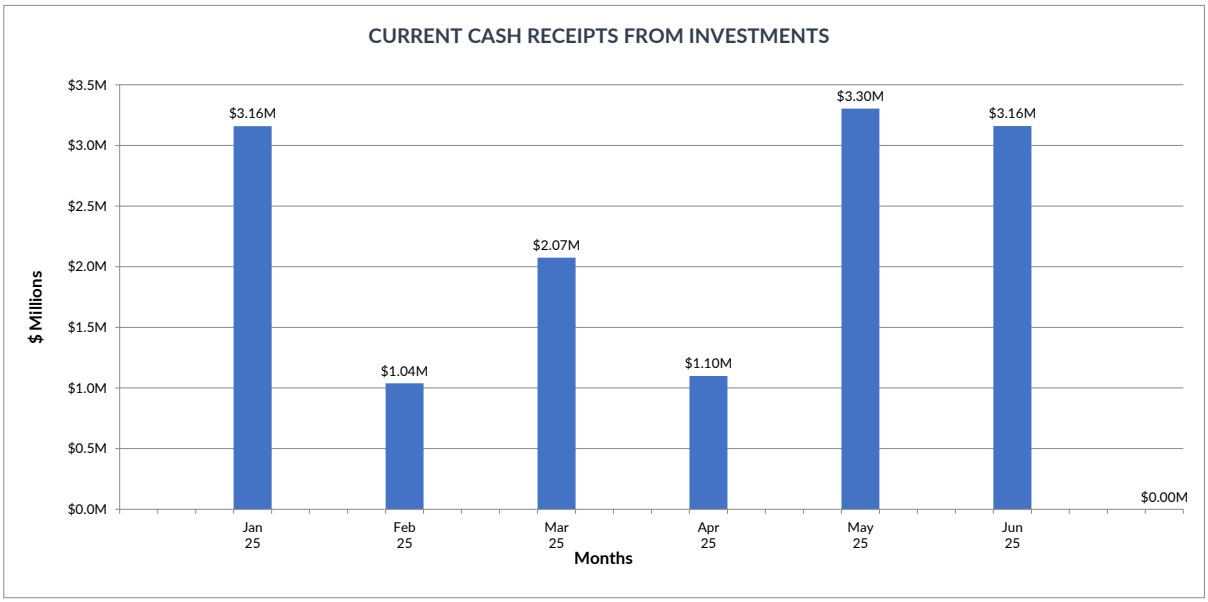
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	$ 1,051,000	5%	November 12, 2025	327	
AMP	S&P A2	$ 2,000,000	5%	March 25, 2025	95	
AMP	S&P A2	$ 3,000,000	5.10%	September 5, 2025	259	$ 6,051,000.00
CBA	S&P A1+	$ 3,149,508	5%	May 24, 2025	155	$ 3,149,508.49
JUDO	S&P A2	$ 1,000,000	5%	February 25, 2025	67	$ 1,000,000.00
NAB	S&P A1+	$ 1,000,000	5%	October 9, 2025	293	
NAB	S&P A1+	$ 1,500,000	5%	December 5, 2025	350	
NAB	S&P A1+	$ 1,503,498	5%	January 10, 2025	21	
NAB	S&P A1+	$ 1,500,000	5%	January 24, 2025	35	
NAB	S&P A1+	$ 1,049,636	5%	April 26, 2025	127	
NAB	S&P A1+	$ 3,000,000	6%	June 28, 2025	190	
NAB	S&P A1+	$ 4,000,000	5%	August 18, 2025	241	$ 13,553,133.71
TOTAL SHORT TERM INVESTMENT		**$ 23,753,642**		**Average Days to Maturity**	**174**	

Investment Distribution by Credit Rating		
Credit Rating	**% of Portfolio**	**Counterparty Limit**
A1 & A1+	70%	100%
A2	30%	60%
A3	0%	40%

Investment Distribution by Individual institution		
ADI	**% of Total**	**Max Individual limit**
National Australian Bank (NAB)	57%	60%
Commonwealth Bank (CBA)	13%	60%
AMP Bank Limited	25%	40%
Judo Bank	4%	40%

Interest Income Year to Date	Amount
Total Year to Date Interest on Cash at Bank	$ 191,603
Total Year to Date Investment Earnings	$ 458,314
Total Year to Date Interest from internal loan	$ 24,192
Total Year to Date interest penalty income	$ 67,603
Total YTD Interest Income	**$ 741,711**

Cash at bank & Investments	Amount
Trading Account	$ 6,464,084
Short Term Investment	$ 23,753,642
Petty Cash	$ 1,355
Total Funds	**$ 30,219,081**



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	$ 5,500,000	$ 231,400	$ 48,877	$ 182,523	$ 113,398

Approved by: Finance Manager

Section 2
Financial Results

Debtor Control Accounts as at 20 December 2024
% of year passed 50.00%

2.4 Debtor Control Accounts

RATES OUTSTANDING

Report Month	Debtor Rates & Charges	Current Year (CY)	Outstanding % of CY Rates	Payments Received in Advance
Dec-24	$12,357,835	$12,357,835	34.6%	$651,772

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)	**$1,431,946**	$811,819	$334,220	$154,886	$71,202	$33,345	$15,787	$10,687
	100%	56.7%	23.3%	10.8%	5.0%	2.3%	1.1%	0.7%
Number Of Properties	**638**	638	217	105	58	28	14	4

INFRINGEMENTS

	Total	2024-25	2023-24	2022-23	2021-22	2020-21	2019-18	2018-17
Animal Infringements	134,658.26	31,430.00	29,681.00	27,222.86	22,107.40	17,768.00	5,944.00	505.00
Public Places	6,453.00	3,197.00	139.00	1,632.00	1,485.00			
Parking Infringments	19,458.44	540.00	5,126.00	2,589.00	4,206.00	2,265.00	4,692.44	40.00
Litter Infringements	50.00	-	50.00	-	-	-	-	-
Signs	-	-	-	-	-	-	-	-
Other Law and Order	-	-	-	-	-	-	-	-
Net Balance on Infringement Debts	**160,619.70**	35,167.00	34,996.00	31,443.86	27,798.40	20,033.00	10,636.44	545.00
	100%	21.9%	21.8%	19.6%	17.3%	12.5%	6.6%	0.3%
Number of Infringments	1,307	153	331	263	246	171	139	4

SUNDRY DEBTORS:

Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
$142,054.73	$11,359.00	$10,899.00	$1,863.00	$117,933.73
100%	8.0%	7.7%	1.3%	83.0%

Approved by: Finance Manager

SECTION 2
Financial Results
Creditor Accounts Paid 20 December 2024
% of year passed 50.00%

2.5 - Creditor Accounts Paid

	Creditor Name	Creditor Payment Type	Amount $	Notes
4256	AMP Bank	Investment	3,000,000.00	
3438	NT Shade & Canvas Pty Ltd	General Creditors	505,596.41	
5104	JLM Contracting Services Pty Ltd	General Creditors	266,969.96	
V03200	Fulton Hogan Industries Pty Ltd	General Creditors	210,478.30	
2587	Top End RACE	General Creditors	187,223.46	
54	Powerwater	Utilities	174,665.77	
2	Australian Taxation Office - PAYG	General Creditors	164,878.00	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	122,596.91	
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	108,093.69	
V00318	QuickSuper Clearing House	Superannuation	96,642.36	
V00860	Costojic Pty Ltd	General Creditors	92,528.64	
3936	Arafura Tree Services and Consulting	General Creditors	88,860.20	
V04859	Keegan Group Pty Ltd	General Creditors	82,991.70	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	75,617.75	
V00368	iWater NT Pty Ltd	General Creditors	65,082.60	
V03556	Belgravia Health & Leisure Group Pty Ltd	General Creditors	62,346.66	
V01308	CouncilWise Pty Ltd	General Creditors	46,585.00	
5	Australia Post	General Creditors	46,431.56	
1607	Sterling NT Pty Ltd	General Creditors	45,405.80	
V04381	Telstra Limited	General Creditors	40,640.11	
V00682	Leigh Dyson Plumbing	General Creditors	39,815.60	
V00295	Jacana Energy	Utilities	37,924.61	
V04317	Randstad Pty Ltd	General Creditors	34,094.86	
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	33,162.22	
87	Industrial Power Sweeping Services Pty	General Creditors	28,819.21	
V01789	Next Energy Lighting Pty Ltd	General Creditors	27,283.30	
V05492	The Highgate Group	General Creditors	27,232.70	
V04802	AHG Building Contractors Pty Ltd	General Creditors	26,695.20	
V02814	Agon Environmental Pty Ltd	General Creditors	22,706.75	
V04258	L H & P Gouldson Partnership	General Creditors	21,460.00	
V05234	Mills Oakley	General Creditors	21,459.35	
4190	National Australia Bank - Corporate Credit Cards	General Creditors	19,888.32	
V04997	Celotti Pty Ltd	General Creditors	19,179.18	
V03363	Arccos Consulting Pty Ltd	General Creditors	18,975.00	
V05433	Apex Event Recruitment	General Creditors	18,847.77	
V05373	LG Services Pty Ltd	General Creditors	17,569.20	
4660	Brightly Software Australia Pty Ltd	General Creditors	16,698.00	
V01118	Wilson Security Pty Ltd	General Creditors	16,553.88	
4963	Centratech Systems Pty Ltd	General Creditors	15,048.00	
V03037	KWPX Pty Ltd	General Creditors	15,023.25	
5640	Think Water - Winnellie & Virginia	General Creditors	14,119.86	
V05252	Insync Surveys Pty Ltd	General Creditors	13,253.14	
V03685	Peel Valentine Whitehead Partners Pty Ltd	General Creditors	13,040.50	
V05304	Bennett Architecture	General Creditors	12,103.74	
V05527	S.C.F. Group Pty Ltd	General Creditors	11,852.50	
V00482	AECOM Australia Pty Ltd	General Creditors	11,849.76	

V01884	Valuations NT Pty Ltd	General Creditors	11,000.00	
V05006	Northern Sharks Rugby League Football Club Inc.	General Creditors	11,000.00	
V01801	Pumptech NT	General Creditors	10,164.00	
V01503	LG Solutions Pty Ltd	General Creditors	9,790.00	
V02036	Telefonix Technology Group Pty Ltd	General Creditors	9,372.28	
V00250	Ward Keller	General Creditors	9,349.80	
V04825	Beveridge Williams & Co. Pty Ltd	General Creditors	8,804.40	
V05418	Beilby Downing Teal Pty Ltd	General Creditors	8,800.00	
V03950	Monsido Pty Ltd (Acquia Inc.)	General Creditors	8,360.00	
V04789	ACECOM NT PTY LTD T/A ACECOM FIRE & SECURITY	General Creditors	7,920.00	
215	Employee Assistance Services NT Inc (EASA)	General Creditors	7,762.48	
V04904	Tropical Tree Services Pty Ltd	General Creditors	7,342.50	
V03000	Jess Cussen Graphic Design	General Creditors	7,260.00	
V05105	Litchfield Welding	General Creditors	7,128.00	
V00120	Royal Life Saving Society (NT)	General Creditors	6,600.00	
V02250	Northern Territory Chamber of Commerce	General Creditors	5,995.00	
V03767	WRM Water & Environment Pty Ltd	General Creditors	5,967.50	
V03973	AANT Salary Packaging	General Creditors	5,886.81	
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors	5,767.41	
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	5,696.35	
1580	The Exhibitionist	General Creditors	5,647.95	
4065	Southern Cross Protection Pty Ltd	General Creditors	5,562.08	
V05495	Proper Creative Darwin Pty Ltd	General Creditors	5,000.00	
4029	Totally Workwear Palmerston	General Creditors	4,941.80	
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	4,841.40	
2336	Flick Anticimex Pty Ltd	General Creditors	4,679.19	
2977	Optic Security Group NT	General Creditors	4,506.39	
V01584	Salary Packaging Australia	General Creditors	4,427.82	
5387	Odd Job Bob - Darren John Fillmore	General Creditors	4,397.69	
V00228	Outback Tree Service	General Creditors	4,059.00	
V00599	Athina Pascoe-Bell	Elected Members	4,000.00	
900	Palmerston Golf & Country Club Inc	General Creditors	3,950.00	
V02312	Harris Kmon Solutions Pty Ltd	General Creditors	3,850.00	
V05254	Urban Spark Studio Pty Ltd	General Creditors	3,850.00	
V03429	Transparent Language, Inc	General Creditors	3,540.90	
3683	Area9 IT Solutions	General Creditors	3,499.27	
5651	Minter Ellison Lawyers	General Creditors	3,473.80	
3099	Iron Mountain Australia Pty Ltd	General Creditors	3,458.85	
639	Cleanaway Pty Ltd.	General Creditors	3,329.66	
V05398	Killip Enterprises Pty Ltd	General Creditors	3,300.00	
V01917	RGM Maintenance Pty Ltd	General Creditors	3,291.26	
V04812	RingCentral Australia Pty Ltd	General Creditors	3,133.79	
V04934	Fewmore Contracting	General Creditors	3,080.00	
V00474	Lane Communications	General Creditors	3,059.61	
V05199	ByProgress Pty Ltd t/as Giggling Geckos Amusements & Hire	General Creditors	2,915.00	
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	2,702.22	
2199	SBA Office National	General Creditors	2,678.96	
V00383	Simon Marston Window Cleaning	General Creditors	2,640.00	
V03177	Democratic Outcomes Pty Ltd T/a CiVS	General Creditors	2,631.20	
V04888	DSGJB PTY LTD T/A Funbox Activities	General Creditors	2,530.00	
V04039	Economic Development Australia Limited	General Creditors	2,524.50	
V03683	Rural Garden Supplies Humpty Doo	General Creditors	2,519.00	
V01612	News Pty Limited (News Corp Australia)	General Creditors	2,435.31	

5114	S.E. Rentals Pty Ltd	General Creditors	2,330.90	
V04798	Australian Radio Network Pty Limited	General Creditors	2,307.80	
4561	Bendesigns	General Creditors	2,182.40	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	2,171.40	
V01397	[redacted]	Refunds & Reimbursements	2,100.00	1
V04428	ESEL Pty Ltd T/A Mwave	General Creditors	2,065.00	
V05523	African Community Association NT	Grants, Sponsorships, Donations & Prizes	2,000.00	
V01494	Paul Maher Solicitors	General Creditors	1,980.00	
V02369	Maher Raumteen Solicitors	General Creditors	1,980.00	
V02760	Finlay's Stone	General Creditors	1,960.00	
256	The Bookshop Darwin	General Creditors	1,919.06	
V00605	Cross Cultural Consultants	General Creditors	1,818.80	
V00542	Industry Health Solutions	General Creditors	1,672.00	
V05508	[redacted]	Refunds & Reimbursements	1,671.00	1
V05318	Hatch Solutions Pty Ltd	General Creditors	1,650.00	
4735	Palmerston and Rural Party Hire	General Creditors	1,578.40	
V05075	Lills Group Pty Ltd	General Creditors	1,517.01	
3787	Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	1,485.00	
V02306	Well Done International Pty Ltd	General Creditors	1,454.95	
V00555	Rydges Palmerston	General Creditors	1,410.00	
V04170	Keylog Pty Ltd	General Creditors	1,380.50	
V01573	Amber Garden	Elected Members	1,356.98	
3486	Gold Medal Services (NT) Pty Ltd	General Creditors	1,345.05	
V05152	[redacted]	Refunds & Reimbursements	1,338.79	1
1469	RTM - Police, Fire and Emergency	General Creditors	1,302.00	
5410	Majestix Media Pty Ltd	General Creditors	1,293.93	
V04167	All About Party Hire	General Creditors	1,258.00	
V05384	Marketing Warehouse	General Creditors	1,246.30	
4221	Institute of Public Works Engineering - IPWEA	General Creditors	1,237.50	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	1,233.83	
V04604	Stone Monkey Australia	General Creditors	1,214.00	
V05220	Tangled Ventures Pty Ltd	General Creditors	1,175.00	
53	Eggins Electrical	General Creditors	1,173.95	
V03976	Luva Cuppa	General Creditors	1,150.00	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,117.30	
2186	Optus Billing Services Pty Ltd	General Creditors	1,110.00	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	1,100.07	
4731	Yeni Redding	General Creditors	1,100.00	
V03799	Pilates with Alex Hurt	General Creditors	1,100.00	
V04051	Brent Watkinson	General Creditors	1,000.00	
5417	Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	957.00	
V03800	Endorsed Enterprises (Tennis Palmerston)	General Creditors	950.00	
V04876	Rachaels Designacake	General Creditors	935.00	
566	Stickers & Stuff	General Creditors	932.00	
V05496	[redacted]	Refunds & Reimbursements	918.12	1
V05351	Focus Banners Pty Ltd	General Creditors	842.60	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	825.00	
V00334	Zumba with Adrijana	General Creditors	800.00	
V05509	[redacted]	Refunds & Reimbursements	800.00	1
3313	Zip Print	General Creditors	792.00	
V04992	Nine Network Autralia Pty Ltd	General Creditors	778.80	
V00443	Forecast Machinery	General Creditors	767.12	
V01192	Easy Glass Services	General Creditors	753.51	

2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00	
V01916	Satellite City Smash Repairs -All In Solutions P/L	General Creditors	700.00	
V04026	Eagle Photography	General Creditors	700.00	
V05266	Laura Wielobinski	General Creditors	700.00	
35	WINC Australia Pty Limited	General Creditors	698.12	
V05490	[redacted]	Refunds & Reimbursements	695.00	1
V03665	Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	616.00	
V05521	[redacted]	Refunds & Reimbursements	602.00	1
V04917	OverDrive Australia	General Creditors	599.04	
4528	Miranda's Armed Security Officers Pty	General Creditors	594.00	
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	587.91	
V03853	Service Air	General Creditors	578.59	
V05524	Hanson Clayton Guy / Top End Auslan Support	General Creditors	575.00	
3504	Raeco International Pty Ltd	General Creditors	552.75	
5036	Dormakaba Aust P/L T/as Territory Door Services	General Creditors	548.79	
V05430	Bees Creek Honey Pty Ltd	General Creditors	527.50	
5435	Access Hardware (NT) Pty Ltd	General Creditors	520.59	
V00730	Tip Top Circus Entertainment	General Creditors	495.00	
V05497	[redacted]	Refunds & Reimbursements	489.55	1
V00939	Defend Fire Services Pty Ltd	General Creditors	489.12	
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	460.25	
V03035	Darwin Mobile Detailers	General Creditors	440.00	
V04943	Centreline Traffic Pty Ltd	General Creditors	440.00	
V05503	Mind Your Paws	General Creditors	440.00	
36	DLK Security Pty Ltd Trading As Darwin Lock & Key	General Creditors	427.14	
V04312	Bumble Bean Chocolates	General Creditors	415.00	
3098	Roadshow Films Pty Ltd	General Creditors	412.50	
V05399	Fiona Russell	General Creditors	400.00	
V04823	Early Childhood Australia NT	General Creditors	385.00	
3428	Bunnings Group Limited	General Creditors	371.45	
4398	Quality Indoor Plants Hire	General Creditors	368.00	
V04986	Bridge NT Pty Ltd T/A Bridge Toyota	General Creditors	361.82	
V05414	Swell Palmerston	General Creditors	360.00	
V03368	Larrikin House Pty Ltd	General Creditors	357.50	
V01760	NT Art Storms	General Creditors	340.00	
V05457	John Harman	General Creditors	330.00	
V05520	[redacted]	Refunds & Reimbursements	301.00	1
V02228	NT Entertainment Solutions Pty Ltd	General Creditors	274.00	
V05500	NT APPLIANCE SPARES AND REPAIRS PTY LTD	General Creditors	273.00	
V03073	Programmed Property Services	General Creditors	264.00	
V05525	Fleur Sharp	Grants, Sponsorships, Donations & Prizes	250.00	
V05526	Maria Mercader	Grants, Sponsorships, Donations & Prizes	250.00	
V04902	Down Syndrome Association NT	General Creditors	200.00	
V05458	Annette's Custom Creations Darwin	General Creditors	200.00	
V05486	[redacted]	Refunds & Reimbursements	200.00	1
V05504		Refunds & Reimbursements	200.00	1
V05517		Refunds & Reimbursements	200.00	1
3235	Records & Information Management Professionals Aus	General Creditors	195.00	
2915	Territory Uniforms	General Creditors	165.45	
V04624	Niesha Korman	General Creditors	160.00	
V02167	Sanity Music Stores Pty Ltd	General Creditors	145.94	
V01587	Northern Light Pentecostal Church	General Creditors	125.00	
V02433	[redacted]	Refunds & Reimbursements	125.00	1

V05488	[redacted]	Refunds & Reimbursements	125.00	1
V05506		Refunds & Reimbursements	125.00	1
V05515		Refunds & Reimbursements	125.00	1
V05516		Refunds & Reimbursements	125.00	1
V05518		Refunds & Reimbursements	125.00	1
V05519		Refunds & Reimbursements	125.00	1
V05529	The Dinah Foodie Pty Ltd	General Creditors	125.00	
V01691	Blackwoods	General Creditors	121.44	
V01569	Benjamin Giesecke	Elected Members	120.00	
V05388	[redacted]	Refunds & Reimbursements	120.00	1
V05419		Refunds & Reimbursements	120.00	1
V05510		Refunds & Reimbursements	116.00	1
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00	
V02316	Danielle Andrews	General Creditors	100.00	
V05259	Uniprint NT	General Creditors	88.00	
V05487	[redacted]	Refunds & Reimbursements	60.00	1
V05512		Refunds & Reimbursements	60.00	1
V05115	Karl Hell	General Creditors	57.92	
V05498	[redacted]	Refunds & Reimbursements	54.50	1
V05454		Refunds & Reimbursements	50.00	1
V01938	Windcave Pty Limited	General Creditors	49.50	
V05150	FirstAidPro Darwin	General Creditors	45.00	
V01203	Tyreright Palmerston	General Creditors	40.00	
V02545	Amazon Web Services Inc	General Creditors	37.47	
V01788	[redacted]	Refunds & Reimbursements	36.00	1
V04376		Refunds & Reimbursements	20.00	1
			6,415,343.87	

Investments	3,000,000.00
Total Creditor Payments (excludes investments placed)	3,415,343.87
Total Payments made to Local suppliers this month	**2,989,931.84**
Percentage of this month's payments made to local suppliers	**87.54%**

Notes

1. Names redacted to de-identify personal details

Approved by: Finance Manager

SECTION 2
Financial Results

Creditor Accounts Outstanding as at 20 December 2024
% of year passed 50.00%

2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount $	Notes
2161	GHD Pty Ltd	(29,013.60)	
4190	National Australia Bank - Corporate Credit Cards	40,132.90	1
53	Eggins Electrical	(231.00)	
V00318	QuickSuper Clearing House	(8,264.17)	
V00504	Department of The Chief Minister & Cabinet	(32,000.00)	
V00582	Ezko Property Services (Aust) Pty Ltd	(385.00)	
V02563	Amcom Pty Ltd Acc no 68842	105.78	2

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.

Please note that all creditors are outstanding less than 30 days

Approved by: Finance Manager

Section 2
Financial Results

Commercial Leases as at 20 December 2024
% of year passed 50.00%

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%	15,000	38%	1
GM Finance & Governance	69,205	34,178	49%	34,602	99%	
Civic Centre	151,150	83,294	55%	75,575	110%	3
Income	**250,355**	**123,118**	**49%**	**125,177**	**98%**	
Expenditure						
GM Finance & Governance	-12,000	-8,927	74%	-6,000	149%	2
Expenditure	**-12,000**	**-8,927**	**74%**	**-6,000**	**149%**	**0**
Profit/(Loss)	**238,355**	**114,191**		**119,177**		

Notes
1. The rental agreement for 10 Boulevard has expired in August and was not renewed
2. High due to lease renewal charges for 60 Georgiina Crescent
3. Rent slightly higher than budgeted due to yearly revised agreement

Approved by: Finance Manager

Section 2
Financial Results
Council Loans as at 20 December 2024
% of year passed 50.00%

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 20/12/2024**
1,833,114	**-347,871**	**-171,887**	**44,288**	**24,536**	**1,661,227**

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 20/12/2024**
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 20 December 2024
% of year passed 50.00%

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 20/12/2024**
786,610	**-254,975**	**-126,470**	**-19,243**	**10,716**	**660,140**

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 20/12/2024**
4,812,500	**-250,000**	**-125,000**	**-263,362**	**135,477**	**4,687,500**

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 20 December 2024
% of year passed 50.00%

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	-20,172	45%	-22,230	91%	
Mayoral Allowance	-116,600	-58,459	50%	-58,300	100%	
Mayor Vehicle Allowance	-25,000	-12,534	50%	-12,500	100%	
Mayoral Professional Dev Allowance	-4,000	-4,000	100%	-2,000	200%	1
Deputy Mayoral Allowance	-19,289	-9,157	47%	-10,760	85%	
Elected Members Councillor Allowances	-170,111	-82,430	48%	-84,718	97%	
Elected Members Professional Dev Allowance	-28,000	-1,234	4%	-14,000	9%	
Elected Members Meeting Allowance	-70,000	-41,400	59%	-35,000	118%	2
Information Technology Capital Entitlement	-9,600	0	0%	-4,800	0%	
Acting Mayor Allowance	-10,615	-8,318	78%	-5,307	157%	
Contractors	-51,450	0	0%	-25,725	0%	
Printing & Photocopying Costs	-2,000	-82	4%	-1,914	4%	
Furniture & Equipment expensed	-1,433	0	0%	-717	0%	
Other Sundry Expenses	-7,857	-1,251	16%	-2,371	53%	
Food & Catering Costs	-11,085	-2,822	25%	-4,460	63%	
Course Seminar & Conference Registration	-10,557	-4,096	39%	-2,472	166%	3
Air Travel	-3,093	-178	6%	-919	19%	
Travel Accommodation	-2,111	0	0%	-179	0%	
Travel Related Costs Other	-1,031	-734	71%	-385	191%	4
Operating Expenditure	**-588,293**	**-246,867**	**42%**	**-288,756**	**85%**	

Notes:
1. Profession development allowance one-off payment which is within the budget
2. Related to expenses for extra meetings attended by elected members
3. Expenses mainly relate to the APSACC conference attended by the councillors
4. Relates to reimbursement of travel allowances for elected member to attend meetings

Approved by: Finance Manager

Section 2

Financial Results

CEO Credit Card Transactions as at 20 December 2024

% of year passed 50.00%

2.10 - CEO Credit Card Transactions

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

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

Cardholder Name: Nadine Nilon
Cardholder Position: Acting CEO
Period Dec-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, 4 February 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



MINUTES

1st Ordinary Council Meeting
Tuesday 10 December 2024

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

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

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'A Place for People'

city of PALMERSTON

A Place for People

COUNCIL MINUTES

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 10 December 2024 at 5:30pm.

PRESENT

ELECTED MEMBERS	Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Mark Fraser Councillor Amber Garden Councillor Benjamin Giesecke Councillor Damian Hale Councillor Sarah Henderson
STAFF	Chief Executive Officer, Amelia Vellar General Manager Infrastructure, Nadine Nilon Acting General Manager Finance and Governance, Jeffrey Guilas General Manager Community, Konrad Seidl General Manager People and Place, Emma Blight Minute Secretary, Jodi Holden Executive Assistant Infrastructure, Monica Silva
GALLERY	Three members of staff

UNCONFIRMED

Initials: _____

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 5.33pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Deputy Mayor Fraser
Seconded: Councillor Garden

THAT the apology received from Councillor Eveleigh for 10 December 2024 be received and noted.

CARRIED (6/0) - 10/1651 – 10/12/2024

3.2 Leave of Absence Previously Granted

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

Councillor Morrison

4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

Nil

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Deputy Mayor Fraser
Seconded: Councillor Hale

1. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Items 13.2.2 and 27.2.1 be received and noted.

2. THAT the Declaration of Interest received from Councillor Hale for Item 27.1.2 be received and noted.

CARRIED (6/0) - 10/1652 – 10/12/2024

5.2 Staff

Nil

UNCONFIRMED

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Hale
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 19 November 2024 pages 11515 to 11523 and the Minutes of the Special Council Meeting held 29 November 2024 pages 11529 to 11531 be confirmed.

CARRIED (6/0) - 10/1653 – 10/12/2024

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell
Seconded: Councillor Garden

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

CARRIED (6/0) - 10/1654 – 10/12/2024

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 LEAVE OF ABSENCE REQUESTS

Moved: Deputy Mayor Fraser
Seconded: Councillor Henderson

1. THAT the leave of absence received from Councillor Hale for 1 December to 8 December 2024 inclusive be received and noted.

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

CARRIED (6/0) - 10/1636 – 19/11/2024

UNCONFIRMED

Initials:

10.1.2 LEAVE OF ABSENCE REQUESTS

Moved: Councillor Morrison
Seconded: Councillor Giesecke

3. THAT the leave of absence received from Councillor Giesecke for 28 November to 1 December 2024 inclusive be received and noted.

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

CARRIED (6/0) - 10/1557 – 1/10/2024

10.1.3 48 Odegaard Property Investments - Annual Performance Report

Moved: Councillor Hale
Seconded: Councillor Giesecke

1. THAT Report entitled 48 Odegaard Property Investments - Annual Performance Report be received and noted.

2. THAT Council continues to undertake the following and report back to Council as required but no later than 31 December 2025.

    a) Continue to monitor the performance of the investment property,

    b) Investigate divestment options for the investment property once the subdivision process is finalised

3. THAT the Council Decision relating to the Report entitled 48 Odegaard Property Investments - Annual Performance Report be moved to the Open Minutes of the 10 December 2024 meeting.

CARRIED (6/0) - 10/1683 – 10/12/2024

10.1.4 2025-26 Budget Development Timeline

Moved: Councillor Garden
Seconded: Deputy Mayor Fraser

1. THAT Report entitled 2025-26 Budget Development Timeline be received and noted.

2. THAT the Council endorse the 2025-26 Budget Timeline contained in the report entitled 2025-26 Budget Development Timeline.

3. THAT the Council Decision relating to the Report entitled 2025-26 Budget Development Timeline be moved to the Open Minutes of the 10 December 2024 Meeting.

CARRIED (6/0) - 10/1684 – 10/12/2024

UNCONFIRMED

Initials: _____

10.1.5 Interim CEO Resignation

Moved: Councillor Garden
Seconded: Councillor Henderson

1. THAT Report entitled Interim CEO Resignation be received and noted.

2. THAT Council endorses the resignation of the interim Chief Executive Officer Amelia Vellar effective Sunday 12 January 2025.

3. THAT Council appoint Nadine Nilon as the City of Palmerston interim Chief Executive Officer.

4. *This decision remains confidential subject to Section 99(2) and 293(1) of the Local Government Act and section 51(1)(a) and 51(1)(c)(iv) of the Local Government (General) Regulations 2021.*

5. THAT Council endorses that the Chief Executive Officer Delegations apply to the interim Chief Executive Officer, being **Attachment 27.1.8.3** to report entitled Interim CEO Resignation.

6. *This decision remains confidential subject to Section 99(2) and 293(1) of the Local Government Act and section 51(1)(a) and 51(1)(c)(iv) of the Local Government (General) Regulations 2021.*

CARRIED (6/0) - 10/1686 – 10/12/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Hale
Seconded: Deputy Mayor Fraser

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

Item	Confidential Category	Confidential Clause
27.1.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(e) 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 provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
27.1.2	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(e) of the *Local Government (General) Regulations 2021*, which states a council may

Initials:

UNCONFIRMED

		close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
27.1.3	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(e) 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 provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
27.1.4	Rate Concession Assessment	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) 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 personal circumstances of a resident or ratepayer.
27.1.5	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(e) 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 provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
27.1.6	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *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.
27.1.7	Legal Advice	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) 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 personal circumstances of a resident or ratepayer.

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Initials:

		This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(ii) 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 maintenance or administration of the law. 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.
27.1.8	Matters Relating to Council Staff and or Elected Members	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *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)(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.
27.2.1	Complaint of a Contravention of the Code of Conduct	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(f) 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 in relation to a complaint of a contravention of the code of conduct.
27.2.2	Contract and Tender Assessment and Award	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

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Initials: _____

		disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
27.2.3	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)(b) 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 personal circumstances of a resident or ratepayer.

CARRIED (6/0) - 10/1655 – 10/12/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Community Safety Advisory Committee Minutes - 12 November 2024

Moved: Councillor Hale
Seconded: Councillor Henderson

1. THAT Report entitled Community Safety Advisory Committee Minutes - 12 November 2024 be received and noted.
2. THAT the unconfirmed Community Safety Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Community Safety Advisory Committee Minutes - 12 November 2024 be received and noted.
3. THAT Council seeks nominations for the position of Department of the Chief Minister and Cabinet Representative on the Community Safety Advisory Committee from Department of the Chief Minister and Cabinet.
4. THAT Council endorse the proposed recommendations from the Community Safety Advisory Committee meeting held on 12 November 2024, being:
   a. THAT a review of the Community Safety Advisory Committee meeting schedule take place after the declaration of the poll following the Local Government Election in 2025.
   b. THAT the Chair write to Sarah Gotch, thanking her for her contribution to the Community Safety Advisory Committee.
5. THAT Council does not endorse the proposed recommendations from the Community Safety Advisory Committee meeting held on 12 November 2024, being:

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a. THAT the Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
   i. 5:30pm Tuesday 11 February 2025 in Council Chambers
   ii. 5:30pm Tuesday 13 April 2025 in Council Chambers

6. THAT council endorse the revised Community Safety Advisory Committee meetings for 2025 be scheduled as follows:

   a. THAT the Community Safety Advisory Committee meetings for 2025 be scheduled as follows:
      i. 5:30pm Tuesday 11 February 2025 in Council Chambers
      ii. 5:30pm Tuesday 13 May 2025 in Council Chambers

CARRIED (6/0) - 10/1656 – 10/12/2024

13.1.2 Council Policy Review - Audio/AudioVisual Conferencing

Moved: Mayor Pascoe-Bell
Seconded: Councillor Garden

1. THAT Report entitled Council Policy Review - Audio/AudioVisual Conferencing be received and noted.

2. THAT City of Palmerston's Audio/Audiovisual Conferencing Policy be amended as follows:

   a. 4.1.1 - insert after 'A Member may attend a meeting via audio or audiovisual conferencing' the words 'to allow the business of Council to continue by maintaining quorum or.'

   b. Insert new clause after 4.1.1 - 'A Member may also attend a Special Council Meeting via audio or audiovisual conferencing when physically prevented from attending a meeting due to short notice.'

   c. 4.1.3 - insert after 'a Member must advise the Chief executive Officer of City of Palmerston (CEO)' the words 'with a minimum of one hours' notice.'

   d. 4.2 General responsibilities (To be inserted)

      I. 4.2.1 Council is committed to facilitating access and participation in meetings by permitting members to be present and participate remotely via audio or audiovisual conferencing system if a specific need arises.

      II. 4.2.2 The CEO will ensure the provision of an adequate conferncing system at the location of the meeting, and information that enables members to attend.

      III. 4.2.3 Members are responsible for ensuring they have access to appropriate technology connections to attend via audio / audiovisual.

CARRIED (6/0) - 10/1657 – 10/12/2024

UNCONFIRMED

Initials:

13.1.3 2023-24 Year End Surplus Analysis Report

Moved: Councillor Garden
Seconded: Councillor Henderson

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

CARRIED (6/0) - 10/1658 – 10/12/2024

13.1.4 Council Policy Review - Debt Collection

Moved: Deputy Mayor Fraser
Seconded: Councillor Henderson

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

CARRIED (6/0) - 10/1659 – 10/12/2024

13.1.5 New Council Policy - Elected Member Absences

Moved: Deputy Mayor Fraser
Seconded: Councillor Henderson

1. THAT Report entitled New Council Policy - Elected Member Absences be received and noted.
2. THAT Council adopts the Elected Member Absences Policy as per **Attachment 13.1.5.1** of report entitled New Council Policy - Elected Member Absences.
3. THAT Council adopts the Elected Member Absences Policy as per Attachment 13.1.5.1 of report entitled New Council Policy - Elected Member Absences, as amended to replace clauses 1.4.2 and 1.4.6 with:
   a. 1.4.2. If a Council decision is made by way of resolution pursuant to the *Local Government Act 2019 and Regulations* to reject an apology, this will have the effect of the Councillor being absent without permission.
   b. 1.4.6 If at that Council Meeting an appeal is unsuccessful, the Member may be disqualified as per the *Local Government Act 2019*.

CARRIED (6/0) - 10/1660 – 10/12/2024

Initials: _____

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13.1.6 Council Policy Review - Preserving our Urban Forest

Moved: Councillor Giesecke
Seconded: Councillor Garden

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

CARRIED (6/0) - 10/1661 – 10/12/2024

13.1.7 First Budget Review 2024-25

Moved: Deputy Mayor Fraser
Seconded: Councillor Giesecke

1. THAT Report entitled First Budget Review 2024-25 be received and noted.
2. THAT Council adopts the First Budget Review 2024/25, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021* as presented in **Attachment 13.1.7.1** of report entitled First Budget Review 2024-25.
3. THAT Council adopts the revised Long Term Financial Plan as presented in **Attachment 13.1.7.3** of report entitled First Budget Review 2024-25, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021*.

CARRIED (6/0) - 10/1662 – 10/12/2024

13.1.8 City of Palmerston Town Clock

Moved: Councillor Henderson
Seconded: Councillor Hale

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

CARRIED (6/0) - 10/1663 – 10/12/2024

UNCONFIRMED

Initials:

13.2 Receive and Note Reports

13.2.1 Financial Report for the Month of November 2024

Moved: Councillor Hale
Seconded: Councillor Garden

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

CARRIED (6/0) - 10/1664 – 10/12/2024

Mayor Pascoe-Bell declared a conflict of interest and left Chambers at 6.36 pm.
Deputy Mayor Fraser assumed the Chair at 6 .36 pm.

13.2.2 Community Benefit Scheme - November Update

Moved: Councillor Hale
Seconded: Councillor Garden

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

CARRIED (5/0) - 10/1665 – 10/12/2024

Mayor Pascoe-Bell returned to Chambers at 6.38pm and resumed the Chair.

Councillor Giesecke left Chambers at 6.39pm
Councillor Giesecke returned to Chambers at 6.39pm.

13.2.3 Major Capital Projects Update - December 2024

Moved: Councillor Henderson
Seconded: Deputy Mayor Fraser

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

CARRIED (6/0) - 10/1666 – 10/12/2024

13.2.4 SWELL Palmerston Update 2024

Moved: Deputy Mayor Fraser
Seconded: Councillor Henderson

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

CARRIED (6/0) - 10/1667 – 10/12/2024

13.2.5 Reconciliation Action Plan Update

Moved: Councillor Garden
Seconded: Councillor Henderson

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

CARRIED (6/0) - 10/1668 – 10/12/2024

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14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

14.2.1 Correspondence from Hon Steven Edgington MLA

Moved: Councillor Garden
Seconded: Deputy Mayor Fraser

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

CARRIED (6/0) - 10/1669 – 10/12/2024

15 REPORT OF DELEGATES

Moved: Mayor Pascoe-Bell
Seconded: Councillor Hale

1. THAT the verbal report provided by Mayor Pascoe-Bell regarding TOPROC meeting of 6 December 2024 be received and noted.

2. THAT the verbal report provided by Mayor Pascoe-Bell regarding Regional Capitals Australia meeting of 10 December 2024 be received and noted.

3. THAT the verbal report provided by Councillor Giesecke regarding the November 2024 Tourism Top End meeting be received and noted.

CARRIED (6/0) - 10/1670 – 10/12/2024

16 QUESTIONS BY MEMBERS

Moved: Councillor Hale
Seconded: Deputy Mayor Fraser

THAT the question asked by Councillor Hale regarding mowing contractor performance and the response provided by the General Manager Infrastructure be received and noted.

CARRIED (6/0) - 10/1671 – 10/12/2024

17 GENERAL BUSINESS

Nil

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Initials: _____

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday, 21 January 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (6/0) - 10/1672 – 10/12/2024

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Hale
Seconded: Councillor Giesecke

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

CARRIED (6/0) - 10/1673 – 10/12/2024

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Councillor Giesecke
Seconded: Councillor Henderson

THAT the meeting be adjourned for ten minutes.

CARRIED (6/0) - 10/1674 – 10/12/2024

The meeting adjourned at 7.07pm.

The open section of the meeting closed at 7.07pm for the discussion of confidential matters.

The closed section of the meeting reopened at 7.12pm.

The Chair declared the meeting closed at 8.52pm.

_____
Chair

_____
Print Name

_____
Date

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Initials: _____



MINUTES

Special Council Meeting

Tuesday 17 December 2024

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

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

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'A Place for People'

COUNCIL MINUTES

Minutes of Special Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 17 December 2024 at 5:30pm.

PRESENT

ELECTED MEMBERS	Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Mark Fraser Councillor Amber Garden Councillor Benjamin Giesecke Councillor Damian Hale *(Via Audio/Audiovisual)* Councillor Lucy Morrison*(Via Audio/Audiovisual)* Councillor Sarah Henderson
STAFF	Acting General Manager People and Place, Emma Blight
GALLERY	Nil

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

The Chair declared the meeting open at 5.33pm.

3 APOLOGIES

Moved: Deputy Mayor Fraser
Seconded: Councillor Henderson

THAT the apology received from Councillor Eveleigh for 17 December 2024 be received and noted.

CARRIED (7/0) - 10/1692 – 17/12/2024

4 AUDIO/AUDIOVISUAL CONFERENCING GRANTED

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

Councillor Hale

Councillor Morrison

Councillor Giesecke left Chambers at 5.34pm.

Councillor Giesecke returned to Chambers at 5.35pm.

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Garden
Seconded: Councillor Henderson

THAT the Declaration of Interest received from Councillor Eveleigh for Item 9.1.1 be received and noted.

CARRIED (7/0) - 10/1693 – 17/12/2024

5.2 Staff

Nil

6 CONFIDENTIAL ITEMS

6.1 Confidential Items

Moved: Councillor Henderson
Seconded: Councillor Hale

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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
9.1.1	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.

CARRIED 7/0 – 10/1693 – 17/12/2024

7 CLOSURE OF MEETING TO PUBLIC

Moved: **Councillor Giesecke**
Seconded: **Councillor Morrison**

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

CARRIED (7/0) - 10/1694 – 17/12/2024

The open section of the meeting closed at 5.37pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.31pm.

Chair

Print Name

Date

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