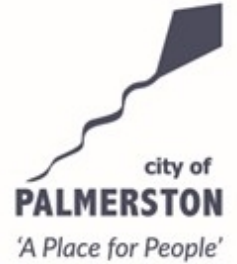


# AGENDA

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## 2nd ORDINARY COUNCIL MEETING

TUESDAY 18 FEBRUARY 2025

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

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

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

NADINE NILON  
CHIEF EXECUTIVE OFFICER



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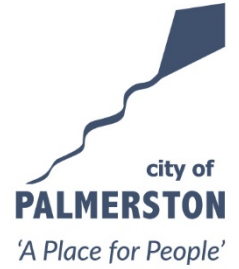


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- 
- 1 ACKNOWLEDGEMENT OF COUNTRY
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    - 5.2 Staff
  - 6 CONFIRMATION OF MINUTES
    - 6.1 Confirmation of minutes

THAT the Minutes of the Council Meeting held on 4 February 2025 pages 11582 to 11607 be confirmed.
    - 6.2 Business arising from previous meeting
  - 7 MAYORAL REPORT

# MAYORAL REPORT



2nd Ordinary Council Meeting

<b>Agenda Item:</b>	7.1
<b>Report Title:</b>	Mayoral Update Report - January 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Mayor, Athina Pascoe-Bell

## Community plan

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

## Purpose

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

## Key messages

- As the principal member of Council, the Mayor undertakes regular activities and attends events to speak on behalf of Council.
- During the month of January 2025, the Mayor attended meetings with Member for Blain Mr Matthew Kerle, Government departments and conducted radio interviews
- This report provides context on several events that were attended by the Mayor, on behalf of Council.

## Recommendation

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

## Discussion

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

The following is an overview of events attended by the Mayor during the month of January 2025:

- First Nations Radio Interview
- City of Palmerston Citizens of the Year Award Cocktail Party 2025

- Meeting with Northern Territory Government Interim Territory Coordinator
- City of Palmerston Australia Day 2025 Citizenship Ceremony
- Meeting with Minister for Alcohol Policy, Steve Edgington
- Mix 360 Katie Woolf Radio Interview
- Meeting with Member for Blain, Mr Matthew Kerle

## CoP Citizens of the Year Award Cocktail Party 2025

I was delighted to be able to acknowledge the selfless efforts of individuals and groups who uphold our City of Palmerston vision 'A Place for People' by making a valuable contribution to our community. They have made outstanding contributions and provided an excellent service to Palmerston. It is also important to thank those who nominated our worthy nominees and ensured they are acknowledged for their valuable contributions to our community.



L-R Mayor Pascoe-Bell with the 2025 Young Citizen of the Year Nominees, Yolanda Kanyai, Elorah Ryan, Penny Ralph and Deputy Mayor Mark Fraser

## CoP Australia Day 2025 Citizenship Ceremony

Presiding at Citizenship Ceremonies is undoubtedly one of my favourite parts of being a Mayor. The ceremonies are heartwarming and a reminder of how lucky we are to live in Australia. One of Palmerston's greatest strengths is its cultural diversity, and we welcomed conferees from 11 countries. I would like to thank the honoured guests, conferees and the staff for all their hard work and effort. We also had the pleasure of awarding the winners in our three Australia Day Awards categories.

A big congratulations to everyone who was nominated, on behalf of Council I would like to thank every one of you for your contributions and to the nominators, thank you for nominating our wonderful individuals and groups so they could be acknowledged for their outstanding acts of community service.

- Community Group or Event of the Year Winner - Palmerston NAIDOC Committee Elders Lunch
- Young Citizen of the Year Winner - Yolanda Kanyai
- Citizen of the Year Winner - Rodney Greenwood



Mayor Pascoe-Bell cutting the cake with several of the 2024 and 2025 Australia Day Award winners

## Policy implications

There are no policy implications for this report.

## Budget and resource implications

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

## Risk, legal and legislative implications

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

## Attachments

Nil

## 8 DEPUTATIONS AND PRESENTATIONS

## 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving confidential items into open

### 10.2 Moving open items into confidential

### 10.3 Confidential items

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

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

		public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.
27.1.3	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(f) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.
28.2.1	Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
28.2.2	Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

## 11 PETITIONS

## 12 NOTICES OF MOTION

## 13 OFFICER REPORTS

# COUNCIL REPORT

## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.1.1
<b>Report Title:</b>	Appointment of Deputy Mayor - January 2025 to August 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Executive Support Officer, Jodi Holden
<b>Approver:</b>	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 to appoint a Deputy Mayor commencing from 21 February 2025 until the declaration of the poll.

## Key messages

- The current appointment of Deputy Mayor is due to expire on 20 February 2025.
- Section 61(3) of the *Local Government Act 2019* outlines that an appointment of a Deputy Principal Member (Deputy Mayor) can be made.
- Council Policy 'Appointment of Deputy Mayor' sets out the duration of appointments, with this appointment being until the declaration of the poll of the 2025 Local Government Elections.
- This report seeks Council to appoint a Deputy Mayor for the period 21 February 2025 to the declaration of the poll (inclusive).

## Recommendation

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

## Background

Section 61(3) of the *Local Government Act 2019* provides for Councils to appoint one of its members to be the Deputy Principal Member (Deputy Mayor) of the Council. The appointed term can be until the conclusion of the next general election, or a lesser term fixed by the Council.

City of Palmerston has endorsed the policy *Appointment of Deputy Mayor* which states the period of appointment will be for 207 days.

During the 2<sup>nd</sup> Ordinary Council Meeting of 16 June 2024 Council made the following decision:

### **13.1.3 Appointment of Deputy Mayor – 28 July 2024 to 20 February 2025**

**Moved:** Mayor Pascoe-Bell

**Seconded:** Councillor Hale

1. THAT Report entitled Appointment of Deputy Mayor – 28 July 2024 to 20 February 2025 be received and noted.
2. THAT Council appoint Councillor Fraser as Deputy Mayor for the period of 207 days in accordance with Council Policy, Appointment of Deputy Mayor, commencing 28 July 2024 to 20 February 2025 (inclusive).

**CARRIED 10/1436 – 16/07/2024**

## Discussion

As the previous appointment term is coming to conclusion, Council now needs to appoint a Councillor as Deputy Mayor for the period 21 February 2025 to the declaration of the poll (inclusive).

Council Policy ‘Appointment of Deputy Mayor’ in accordance with section 62(2) of the *Local Government Act 2019* sets out that a Deputy Mayor shall be appointed for a period of 207 days, with the exclusion of the final appointment of the term, where the appointment extends to the declaration of the poll of the Local Government Elections.

Any Councillor can nominate for the position, even those who have previously served a term. Nominations for the Deputy Mayor will be sought by a show of hands, unless otherwise determined by Council and it is not a conflict of interest for a Member to vote for themselves.

The following appointments have been made since the commencement of the Tenth Council:

ELECTED MEMBER	APPOINTMENT DATES (INCLUSIVE)
Deputy Mayor Henderson	22 September 2021 to 17 April 2022
Deputy Mayor Garden	18 April 2022 to 11 November 2022
Deputy Mayor Morrison	12 November 2022 to 7 June 2023
Deputy Mayor Eveleigh	8 June 2023 to 1 January 2024
Deputy Mayor Giesecke	2 January 2024 to 27 July 2024
Deputy Mayor Fraser	28 July 2024 to 20 February 2025
To be appointed as per this report	21 February 2025 to declaration of the poll (Election)

## Consultation and marketing

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

## Policy implications

The appointment of Deputy Mayor is in accordance with Council Policy 'Appointment of the Deputy Mayor'.

## Budget and resource implications

The Deputy Mayor is paid an allowance (pro-rata for the appointment term) as determined by the Remuneration Tribunal in the Determination of Allowances for Members of the Local Councils and Council's Policies.

## Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

### 6. Governance

Failure to effectively govern.


The Local Government Act 2019 states:

*59 Role and functions of principal member and deputy or acting principal member*

*(2) In addition to the role of a member mentioned in section 44, the role of the deputy principal member of a council is to carry out any of the principal member's functions when the principal member:*

*(a) delegates the functions to the deputy; or*

*(b) is absent from official duties because of illness or for some other reason.*

- 
- (3) *If the principal member is absent from official duties and there is no deputy principal member or the deputy is not available to act in the principal member's position, the council may, by resolution, appoint another member of the council to act in the principal member's position for a specified period or until the principal member resumes official duties.*

And:

*61 Election or appointment of principal member and deputy principal member*

- (3) *The council may appoint another one of its members to be the deputy principal member of the council.*

The appointment will come into effect from 21 February 2025.

The Council is not required to appoint a deputy principal member, however if it does not, then another member is required to be appointed to act in the principal member's position.

## Strategies, framework and plans implications

There are no strategic framework or plan implications relating to this report.

## Council officer conflict of interest declaration

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

## Attachments

Nil

# COUNCIL REPORT

## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.1.2
<b>Report Title:</b>	Community Safety Advisory Committee Minutes - 11 February 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Executive Assistant to General Manager Community, Georgina Davies
<b>Approver:</b>	General Manager Community, Konrad Seidl

## Community plan

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

## Purpose

This Report seeks Council approval of the recommendations from the Community Safety Advisory Committee meeting held on Tuesday 11 February 2025.

## Key messages

- Community Safety is a priority for City of Palmerston and the Community Safety Advisory Committee is an avenue for Council and community to Maintain awareness on current issues and actions to support a safer community.
- The Committee was provided reports on the following important community safety priorities:
  - Community Services Safety update
  - Animal Management update
- The Committee considered revised Terms of Reference which included remuneration for Community Members.
- Northern Territory Police and Department of the Chief Minister and Cabinet provided an update on policing and interagency collaboration in Palmerston.

## Recommendation

1. THAT Report entitled Community Safety Advisory Committee Minutes - 11 February 2025 be received and noted.

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

## 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 Safety Advisory Committee meeting was held on Tuesday 11 February 2025 with the unconfirmed minutes provided at **Attachment 13.1.2.1**.

The Advisory Committee reviewed two (2) Receive and Note Reports: *Community Services Safety Update*, *Animal Management Update* as well as one Action Report: *Terms of Reference Review - Community Safety Advisory Committee*.

## Representative Updates

Northern Territory Police representative, Superintendent Joseph Carbone, provided a brief update to the committee on policing efforts being taken to address anti-social behaviour in Palmerston.

Darren Johnson, Regional Executive Director for the Top End Region, representative for the Department of the Chief Minister and Cabinet provided an update to the committee on the recent interagency collaboration that took place last week. This collaboration involved multiple agencies working together to address community safety concerns across the Northern Territory.

## 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 Safety Advisory Committee (CSAC), the CSAC 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 for community members in alignment with Council’s endorsed remuneration rate of \$200 per meeting attended.

The recommended changes are detailed in **Attachment 13.1.2.3**, with the updated ToR presented in **Attachment 13.1.2.4** for Council’s consideration.

## 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 to 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.

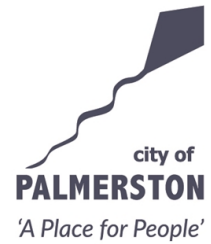
## Council officer conflict of interest declaration

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

## Attachments

1. 20250211 - UNCONFIRMED Community Safety Advisory Committee Meeting Minutes - 11 February 2025 [**13.1.2.1** - 6 pages]
2. 20240319 - Terms of Reference Community Safety Advisory Committee [**13.1.2.2** - 3 pages]
3. 20240319 Terms of Reference Community Safety Advisory Committee - Tracked Changes [**13.1.2.3** - 4 pages]

- 
4. 20250130 - Terms of Reference - Community Safety Advisory Committee - New  
[13.1.2.4 - 5 pages]



# MINUTES

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## COMMUNITY SAFETY ADVISORY COMMITTEE MEETING TUESDAY 11 FEBRUARY 2025

The Community Safety 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 City of Palmerston's website [palmerston.nt.gov.au](http://palmerston.nt.gov.au)

UNCONFIRMED



Minutes of Community Safety Advisory Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday, 11 February 2025 at 5:30pm.

**PRESENT**

**COMMITTEE MEMBERS**

Councillor Damian Hale (Chair)  
Councillor Amber Garden (Member)  
Councillor Henderson (Alternate Member)  
Ana Aitchison, Community Member  
Darren Johnson, Department of the Chief  
Minister and Cabinet Representative  
Sharon Binns, Senior Community Member  
Representative  
Superintendent Joseph Carbone (*Proxy for  
Meghan Funnell*), Northern Territory Police  
Representative

**STAFF**

Chief Executive Officer, Nadine Nilon  
General Manager Community, Konrad Seidl  
Minute Secretary, Georgina Davies

**GALLERY**

Nil

Initials:

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5:39 pm.

## 3 APOLOGIES

**Moved:** Sharon Binns  
**Seconded:** Councillor Garden

1. THAT the apology received from Lisa Palamountain for 11 February 2025 be received and noted.
2. THAT the apology received from Mayor Pascoe-Bell for 11 February 2025 be received and noted.
3. THAT the apology received from Councillor Morrison for 11 February 2025 be received and noted.
4. THAT the apology received from Meghan Funnell for 11 February 2025 be received and noted.
5. THAT the apology received from Fran Ramsey for 11 February 2025 be received and noted

CARRIED (7/0) - CSAC10/73 - 11/02/2025

## 4 AUDIO/AUDIOVISUAL CONFERENCING

### 4.1 Request for audio/audiovisual conferencing

Nil

### 4.2 Audio/Audio visual conferencing previously granted

Nil

Initials:

## 5 DECLARATION OF INTEREST

### 5.1 Committee members

Nil

### 5.2 Staff

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of minutes

Moved: Sharon Binns  
Seconded: Councillor Hale

THAT the Minutes of the Community Safety Advisory Committee Meeting held on 12 November 2024 pages 37 to 40 be confirmed.

CARRIED (7/0) - CSAC10/74 - 11/02/2025

### 6.2 Business arising from previous meeting

Nil

## 7 DEPUTATIONS AND PRESENTATIONS

Nil

## 8 CONFIDENTIAL ITEMS

### 8.1 Moving confidential items into open

Nil

### 8.2 Moving open items into confidential

Nil

### 8.3 Confidential items

Nil

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

## 9 OFFICER REPORTS

### 9.1 Action reports

#### 9.1.1 Terms of Reference Review - Community Safety Advisory Committee

Moved: Councillor Garden

Seconded: Sharon Binns

1. THAT Report entitled Terms of Reference Review - Community Safety Advisory Committee be received and noted.
2. THAT the Community Safety Advisory Committee recommend to the Council:
  - a. THAT Council endorse the reviewed Terms of Reference for the Community Safety Advisory Committee as **Attachment 9.1.1.3.**

CARRIED (7/0) - CSAC10/75 - 11/02/2025

### 9.2 Receive and note reports

#### 9.2.1 Animal Management Update - 2025

Moved: Councillor Henderson

Seconded: Sharon Binns

Report entitled Animal Management Update - 2025 be received and noted.

CARRIED (7/0) - CSAC10/76 - 11/02/2025

#### 9.2.2 Community Services Safety update

Moved: Sharon Binns

Seconded: Ana Aitcheson

THAT Report entitled Community Services Safety update be received and noted.

CARRIED (7/0) - CSAC10/77 - 11/02/2025

## 10 INFORMATION AND CORRESPONDENCE

### 10.1 Information

Nil

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

## 10.2 Correspondence

Nil

## 11 GENERAL BUSINESS

### 11.1 Update from Northern Territory Police and Department of the Chief Minister and Cabinet

**Moved:** Councillor Garden  
**Seconded:** Sharon Binns

THAT the Committee thank Superintendent Joseph Carbone, Northern Territory Police Representative on his update on policing in Palmerston and Darren Johnson for his update on interagency collaboration.

**CARRIED (7/0) - CSAC10/78 - 11/02/2025**

## 12 NEXT COMMITTEE MEETING

**Moved:** Councillor Henderson  
**Seconded:** Ana Aitcheson

THAT the next Community Safety Advisory Committee Meeting of Council be held on Tuesday, 13 May 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

**CARRIED (7/0) - CSAC10/79 - 11/02/2025**

## 13 CLOSURE OF MEETING

**Moved:** Councillor Henderson  
**Seconded:** Sharon Binns

THAT the meeting of the Community Safety Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 11 February 2025 closed at 5:54 pm.

**CARRIED (7/0) - CSAC10/80 - 11/02/2025**

The Chair declared the meeting closed at 5:54 pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

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



## TERMS OF REFERENCE

Committee Name:	Community Safety 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:	545163	Council Decision:	10/1295

### 1 PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

### 2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- 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 and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5 Draw on and share the expertise of specialists, as appropriate.

### 3 AUTHORITY/DELEGATION

The CSAC 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 individuals or individuals with a special interest to be members of the Committee based on its purpose, being:
  - One Councillor as Chair
  - Two Councillor as a Member
  - One Community Member
  - One Senior Community Representative
  - One Youth Community Member
  - One Representative of the Chief Minister and Cabinet
  - One Representative of Northern Territory Families
  - One Representative of the Northern Territory Police
  - One First Nations Representative



A Place for People

## TERMS OF REFERENCE

- One Representative from a relevant business association.
- 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 government 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 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's 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 community well-being, safety and social and animal wellbeing issues.
  - Contribute positively to the work of the 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.
  - Community members must be Palmerston residents.
- 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**  
Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson
- 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.



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## TERMS OF REFERENCE

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.

### 7.6 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 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.



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## TERMS OF REFERENCE

Committee Name:	Community Safety 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:	545163	Council Decision:	10/1295

### 1 PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

### 2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- 2.2 Consider and endorse recommendations from ~~itsthe committee's~~ associated ~~N~~networks to put forward for Council's consideration.
- 2.3 Provide a structure through which the views and interests of the Palmerston community and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4 Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5 Draw on and share the expertise of specialists, as appropriate.

### 3 AUTHORITY/DELEGATION

The CSAC 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 ~~functionobjectives~~.

### 4 MEMBERSHIP

- 4.1 Members are appointed by the Council.
- 4.2 ~~The City of Palmerston~~Council shall appoint suitably qualified individuals or individuals with a special interest to be ~~M~~members of the Committee based on its purpose, being:
  - One Councillor as Chair~~person~~
  - Two Councillor'~~s~~ as ~~a~~-Members
  - One Community Member
  - One Senior Community Representative
  - One Youth Community Member
  - One Representative ~~fromof~~ the ~~Department of the~~ Chief Minister and Cabinet
  - One Representative ~~fromof the Department of Children and Families~~~~Northern Territory Families~~
  - One Representative ~~fromof~~ the Northern Territory Police



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## TERMS OF REFERENCE

- One First Nations Representative
- One Representative from a relevant business association.

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

~~4.4.3~~ The Mayor will be ex-officio ~~m~~Member.

~~4.5.4~~ 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 government organisations to hold representation on the Committee.

5.4 Representatives shall be nominated by the appointed organisations.

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

~~5.5.6~~ ~~Following the confirmed resignation of a member, Council will actively fill the position.~~

~~5.6.7~~ The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee's 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 community well-being, safety and social and animal wellbeing issues.
- Contribute positively to the work of the 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.
- Community members must be Palmerston ~~R~~residents.

6.2 Community representatives ~~can~~shall 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~~ 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 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.



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## TERMS OF REFERENCE

- 7.3.2 Guests or community Nnetwork Members may be invited to attend meetings by the Advisory Ccommittee to provide advice or updates on relevant matters.
- 7.4 **Quorum**  
Quorum consists of a majority of its committee Mmembers 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. and if unavailable the meeting will be postponed.
- 7.6 **Voting**
- 7.6.1 For voting purposes, the Chairperson shall accept motions moved and seconded by mMembers of the Committee, by show of hands.
- 7.6.2 A Committee decision is by majority vote of voting mMembers present at a meeting.
- 7.7 **Minutes**  
Meeting minutes will be distributed to mMembers 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 Safety Advisory Committee shall receive remuneration of \$200 per meeting attended.
- 8.1.2 Members entitled to this remuneration include:
- Community Member
  - Senior Community Member Representative
  - Youth Community Member Representative
- 8.2 **Applicable Meetings**  
Remuneration is applicable for attendance at:
- Scheduled committee meetings.
  - Extraordinary meetings convened with prior approval from Council.
- 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 official meeting minutes.
- 8.5 **Conflicts of Interest**  
Community Members must notify the Chair or the relevant Council Officer of any conflicts of interest relating to remuneration, in accordance with Council's governance policies.

### 9 CONDUCT

- 9.1 **8.1 Conflicts of interest**  
Committee mMembers 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.



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## TERMS OF REFERENCE

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### 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

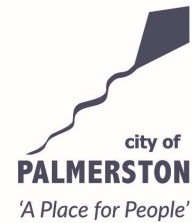
Committee ~~M~~members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

## 10 PERFORMANCE REVIEW

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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 SAFETY ADVISORY COMMITTEE

### 1. PURPOSE

The Community Safety Advisory Committee (CSAC) provides strategic advice to Council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues.

### 2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council about strategies, programs and initiatives which improve the safety, wellbeing, and interests of the Palmerston community, in accordance with legislation and council policy.
- 2.2. Consider and endorse recommendations from the committee's associated networks to put forward for Council's consideration.
- 2.3. Provide a structure through which the views and interests of the Palmerston community and interested parties can be articulated of the attention of Council on safety and wellbeing matters.
- 2.4. Increase partnerships in place between the Council and other levels of government which seek to address crime and improve animal welfare.
- 2.5. Draw on and share the expertise of specialists, as appropriate.

### 3. AUTHORITY/DELEGATION

The CSAC 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
  - Two Councillor's as Members
  - One Community Member
  - One Senior Community Representative
  - One Youth Community Member

- One Representative from the Department of the Chief Minister and Cabinet
  - One Representative from the Department of Children and Families
  - One Representative from the Northern Territory Police
  - One First Nations Representative
  - One Representative from a relevant business association
- 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 community well-being, safety and social and animal wellbeing issues.
  - Contribute positively to the work of the 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.
- 6.2. Community members must be Palmerston Residents. 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 Safety Advisory Committee shall receive remuneration of \$200 per meeting attended.

8.1.2 Members entitled to this remuneration include:

- Community Member
- Senior Community Member Representative
- Youth Community Member Representative

### 8.2. Applicable Meetings

Remuneration is applicable for attendance at:

- Scheduled committee meetings.
- Extraordinary meetings convened with prior approval from Council.

### 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.

### 8.5. Conflicts of Interest

Community Members must notify the Chair or the relevant Council Officer of any conflicts of interest relating to remuneration, in accordance with Council's governance policies.

## 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

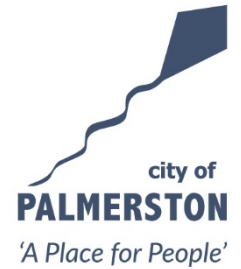
Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

## 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 Safety Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
APPROVAL DATE		NEXT REVIEW DATE	March 2026
RECORDS NUMBER	616620	COUNCIL DECISION	[Council Decision]

# COUNCIL REPORT



## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.1.3
<b>Report Title:</b>	Vibrant Economy Advisory Committee Meeting Minutes - 6 February 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Executive Assistant to General Manager Infrastructure, Monica Silva
<b>Approver:</b>	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 seeks Council approval of the recommendations from the Vibrant Economy Advisory Committee meeting held on Thursday, 6 February 2025.

## Key messages

- The Vibrant Economy Advisory Committee met on Thursday, 6 February 2025.
- The Vibrant Economy Advisory Committee agenda and unconfirmed minutes from this meeting are available for viewing on Council's website.
- The committee reviewed one (1) Action Reports and three (3) Receive and Note Reports.
- Council approval is sought to endorse the recommendations from the Vibrant Economy Advisory Committee meeting held on Thursday, 6 February 2025.

## Recommendation

1. THAT Report entitled Vibrant Economy Advisory Committee Meeting Minutes - 6 February 2025 be received and noted.

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

## Background

The Vibrant Economy Advisory Committee (committee) is established as an Advisory Committee to the City of Palmerston.

The purpose of the Vibrant Economy Advisory Committee is to provide advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan.

## Discussion

The Vibrant Economy Advisory Committee meeting was held Thursday, 6 February 2025 with the unconfirmed minutes provided as **Attachment 13.1.3.1**.

The Advisory Committee reviewed the Action Reports: Terms of Reference Review – Vibrant Economy Advisory Committee; and the Receive and Note Reports: Palmerston Business Newsletter; Palmerston Business Futures Forum; and Bookable Spaces.

### Vibrant Economy Advisory Committee Terms of reference

Following Council’s decision at the Ordinary Council Meeting on 5 November 2024 to remunerate community members \$200 per meeting attendance for the Vibrant Economy Advisory Committee (VEAC), the VEAC Terms of Reference (ToR) were reviewed to reflect this change.

For clarity, Section 8.1.2 of the Terms of Reference has been revised so that the remuneration is specified as only applying to “Community Members” of the Vibrant Economy Advisory Committee.

The key amendments include:

- Updates to phrasing, punctuation and formatting to align with Council standards.
- Added remuneration details in alignment with Council’s endorsed remuneration rate of \$200 per meeting attended.

The recommended changes are detailed in **Attachment 13.1.3.3**, with the updated ToR presented in **Attachment 13.1.3.4** for Council’s consideration.

## City of Palmerston business newsletter

Palmerston Business Newsletter was presented and discussed as a strategic communication tool to strengthen the relationship between City of Palmerston and the local business community, planned to be published bi-monthly.

## City of Palmerston business futures forum

Palmerston Business Futures Forum report was also presented and updated the committee of the inaugural Palmerston Business Futures Forum, which was held on 20 November 2024, with nearly 60 participants involved and the themes discussed regarding actionable priorities such as business development, crime prevention, community activation and marketing strategies.

## City of Palmerston recreation centre - bookable spaces

Furthermore, Bookable Spaces was presented to the committee, providing information on the Palmerston Recreation Centre's bookable spaces three (3) months trial that commenced in November 2024, offering professional meeting facilities, including Wi-Fi and charging stations, providing free areas for usage by local businesses and organisations. A report will be provided to Council about the outcomes of this trial and any future recommendations.

The agenda from this meeting is available for 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:

- 3. Economic Development**  
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
- 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



The Vibrant Economy Advisory Committee was established to provide advice on actions and priorities relating to the Palmerston Local Economic Plan and its Action 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. 20250206 UNCONFIRMED Vibrant Economy Advisory Committee Minutes 6 February [13.1.3.1 - 7 pages]
2. 20240507 - Vibrant Economy Advisory Committee Terms of Reference - CURRENT [13.1.3.2 - 3 pages]
3. 20241206 Vibrant Economy Advisory Committee Terms of Reference TRACKED (1) [13.1.3.3 - 4 pages]
4. 20250206 - Vibrant Economy Advisory Committee Terms of Reference - FINAL [13.1.3.4 - 4 pages]

# MINUTES

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## VIBRANT ECONOMY ADVISORY COMMITTEE

THURSDAY 6 FEBRUARY 2025

The Vibrant Economy 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 City of Palmerston's website [palmerston.nt.gov.au](http://palmerston.nt.gov.au)

UNCONFIRMED



Minutes of Vibrant Economy Advisory Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Thursday 6 February 2025 at 5:30pm.

## PRESENT

<b>COMMITTEE MEMBERS</b>	Deputy Mayor Mark Fraser (Chair) Councillor Lucy Morrison Ruth Palmer, Property Council Representative Carmine Rauseo, Local Business Owner Representative Brandon Evans, Department of Chief Minister and Cabinet Representative
<b>STAFF</b>	Chief Executive Officer, Nadine Nilon Acting General Manager People & Place, Emma Blight General Manager Community, Konrad Seidl City Activation Manager, Matthew McNamara Minute Secretary, Monica Silva Executive Support Officer, Jodi Holden
<b>GALLERY</b>	Nil

Initials \_\_\_\_\_

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5:30pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Moved: Councillor Morrison  
Seconded: Ruth Palmer

THAT the apology received from Mohan Kandasamy for 6 February 2025 be received and noted.

CARRIED (4/0) - VEAC10/69 - 6/02/2025

### 3.2 Leave of absence previously granted

Nil

### 3.3 Leave of absence request

Nil

Committee Member Carmine Rauseo entered the Chambers at 5:32 PM

## 4 AUDIO/AUDIOVISUAL CONFERENCING

### 4.1 Request for audio/audiovisual conferencing

Nil

### 4.2 Audio/Audio visual conferencing previously granted

Nil

Initials \_\_\_\_\_

## 5 DECLARATION OF INTEREST

### 5.1 Committee members

Nil

### 5.2 Staff

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of minutes

Moved: Councillor Morrison

Seconded: Brandon Evans

THAT the Minutes of the Vibrant Economy Advisory Committee Meeting held on 21 October 2024 pages 36 to 40 be confirmed.

CARRIED (5/0) - VEAC10/70 - 6/02/2025

### 6.2 Business arising from previous meeting

Nil

## 7 DEPUTATIONS AND PRESENTATIONS

Nil

## 8 CONFIDENTIAL ITEMS

### 8.1 Moving confidential items into open

Nil

### 8.2 Moving open items into confidential

Nil

### 8.3 Confidential items

Nil

Initials \_\_\_\_\_

## 9 OFFICER REPORTS

### 9.1 Action reports

#### 9.1.1 Terms of Reference Review - Vibrant Economy Advisory Committee

Moved: Councillor Morrison  
Seconded: Carmine Rauseo

1. THAT Report entitled Terms of Reference Review - Vibrant Economy Advisory Committee be received and noted.
2. THAT the Vibrant Economy Advisory Committee recommends to the Council:
  - a. THAT Council endorses the reviewed Terms of Reference for the Vibrant Economy Advisory Committee as **Attachment 9.1.1.3** with the following additions to Section 8.1:
    - i. 8.1.2 Members entitled to this remuneration are:
      - Community Members (x2)

CARRIED (5/0) - VEAC10/71 - 6/02/2025

### 9.2 Receive and note reports

#### 9.2.1 Palmerston Business Newsletter

Moved: Brandon Evans  
Seconded: Ruth Palmer

THAT Report entitled Palmerston Business Newsletter be received and noted.

CARRIED (5/0) - VEAC10/72 - 6/02/2025

#### 9.2.2 Palmerston Business Futures Forum

Moved: Councillor Morrison  
Seconded: Ruth Palmer

THAT Report entitled Palmerston Business Futures Forum be received and noted.

CARRIED (5/0) - VEAC10/73 - 6/02/2025

Initials \_\_\_\_\_

**9.2.3 Bookable Spaces**

Moved: Ruth Palmer  
 Seconded: Councillor Morrison

THAT Report entitled Bookable Spaces be received and noted.

CARRIED (5/0) - VEAC10/74 - 6/02/2025

**10 INFORMATION AND CORRESPONDENCE****10.1 Information**

Nil

**10.2 Correspondence**

Nil

**11 GENERAL BUSINESS**

Nil

**12 NEXT COMMITTEE MEETING**

Moved: Brandon Evans  
 Seconded: Councillor Morrison

THAT the next Vibrant Economy Advisory Committee Meeting of Council be held on Tuesday, 29 April 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (5/0) - VEAC10/75 - 6/02/2025

Initials \_\_\_\_\_



## 13 CLOSURE OF MEETING

Moved: Councillor Morrison  
Seconded: Deputy Mayor Fraser

THAT the meeting of the Vibrant Economy Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 6 February 2025 closed at 6:08 pm.

CARRIED (5/0) - VEAC10/76 - 6/02/2025

The Chair declared the meeting closed at 6:08 pm.

\_\_\_\_\_

Chair

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

UNCONFIRMED

Initials \_\_\_\_\_



# TERMS OF REFERENCE

Committee Name:	Vibrant Economy Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager People and Place		
Owner:	Chief Executive Officer		
Approval Date:	07/05/2024	Next Review Date:	May 2026
Records Number:	496740	Council Decision:	10/1320

## 1 PURPOSE

To provide advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of the Vibrant Economy Advisory Committee (VEAC).

## 2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council in identifying economic development opportunities, improving the services provided to the community, in accordance with legislation and council policies.
- 2.2 Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
- 2.3 Provide business perspective and advise on economic development issues or opportunities or Council's relevant plans and strategies.
- 2.4 Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5 Increase partnerships in place between the Council and other levels of government to build a vibrant economy and community in Palmerston.
- 2.6 Draw on and share the expertise of specialists, as appropriate.

## 3 AUTHORITY/DELEGATION

The VEAC 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:
  - Two Councillors and one Councillor as alternate member
  - Maximum two Community Members
  - Maximum two members of relevant business or property associations
  - Maximum three members being local business owners from varying sectors
  - One Representative of the Department of the Chief Minister and Cabinet
  - Mayor as ex-officio member
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio member.



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## TERMS OF REFERENCE

- 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 business associations 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 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's 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 development of the local economy.
  - 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
  - Palmerston resident or owner of a Palmerston local business.
- 6.2 Community and local business 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 to provide advice or update on relevant matters by approval of the Advisory Committee Chair and responsible officer.
- 7.4 **Quorum**  
Quorum consists of a majority of its members holding office at the time of the meeting, maintaining one Councillor as the Chairperson.
- 7.5 **Chairperson Responsibilities**
- 7.5.1 To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* 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 and if unavailable the meeting will be postponed.



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## TERMS OF REFERENCE

### 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 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.

## 9 PERFORMANCE REVIEW

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



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# TERMS OF REFERENCE

Committee Name:	Vibrant Economy Advisory Committee		
Type:	Council Advisory Committee		
Responsible Officer:	General Manager People and Place		
Owner:	Chief Executive Officer		
Approval Date:	07/05/2024	Next Review Date:	January 2027
Records Number:	496740	Council Decision:	10/1320

## 1 PURPOSE

The ~~Vibrant Economy Advisory Committee (VEAC)~~ provides strategic advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of ~~the Vibrant Economy Advisory Committee (VEAC)~~ VEAC.

## 2 COMMITTEE OBJECTIVES

- 2.1 Provide advice to Council in relation to identifying economic development opportunities, and improving the services provided to the community, in accordance with legislation and council policies.
- 2.2 Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
- 2.3 Provide business perspective and advise on economic development issues or opportunities ~~or~~ and Council's relevant plans and strategies.
- 2.4 Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5 Increase partnerships in place between ~~the~~ Council and other levels of government to build a vibrant economy and community in Palmerston.
- 2.6 Draw on and share the expertise of specialists, as appropriate.

## 3 AUTHORITY/DELEGATION

The VEAC 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 members of the Committee based on its purpose, being:
  - Two Councillors as members and one Councillor as alternate member
  - Maximum two Community Members
  - Maximum two members of relevant business or property associations
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  - One Representative of from the Department of the Chief Minister and Cabinet
  - ~~Mayor as ex-officio member~~
- 4.3 The Chairperson will be a Councillor holding membership to the committee.
- 4.4 The Mayor will be ex-officio ~~m~~Member.



# TERMS OF REFERENCE

- 4.5 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 business associations to hold representation on the Committee.
- 5.4 Representatives shall be nominated by the appointed organisations.
- ~~5.5~~ A ~~m~~Member who fails to attend three consecutive meetings without providing an apology is considered to have resigned their membership.
- ~~5.5.6~~ Following the confirmed resignation of a member, Council will actively fill the position.
- ~~5.6.7~~ The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the committee's 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 development of the local economy.
  - Contribute positively to the work of the 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 Palmerston resident or owner of a Palmerston local business.
- 6.2 Community and local business representatives ~~shall 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 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~~
- ~~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 calendar year 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 ~~NBusiness Representatives network Members~~ may be invited to attend meetings to provide advice or update on relevant matters by approval of the ~~Advisory C~~committee ~~C~~chairperson and responsible officer.
- 7.4 Quorum  
Quorum consists of a majority of its committee mMembers holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.



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## TERMS OF REFERENCE

### 7.5 Chairperson Responsibilities

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

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### 7.7 Minutes

~~7.7.1~~ Meeting minutes will be distributed to ~~m~~MMembers 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 Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.~~

### 8.2 Applicable Meetings

~~8.2.1 Remuneration is applicable for attendance at formally convened committee meetings.~~

### 8.3 Exclusions

~~8.3.1 Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.~~

### 8.4 Payment Process

~~8.4.1 Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.~~

## 9 CONDUCT

### ~~9~~8.1 Conflicts of interest

~~9.1.1~~ 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 on the approved Council form~~.

### ~~9~~8.2 Code of Conduct

~~9.2.1~~ 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~~8.3 Committee Representation

~~9.3.1~~ 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.

## 9.1 PERFORMANCE REVIEW



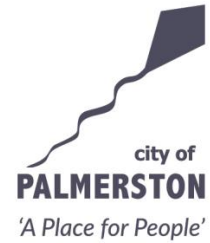
*A Place for People*

## TERMS OF REFERENCE

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

# TERMS OF REFERENCE



## VIBRANT ECONOMY ADVISORY COMMITTEE

### 1. PURPOSE

The Vibrant Economy Advisory Committee (VEAC) provides strategic advice to Council relating to actions and priorities relating to the Palmerston Local Economic Plan and its Action Plan. These terms of reference set guidelines for the operations of VEAC.

### 2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council in relation to identifying economic development opportunities and improving the services provided to the community, in accordance with legislation and council policies.
- 2.2. Provide strategic business focus, industry perspective and balanced input for the implementation of the Local Economic Plan and its Action Plan.
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### 3. AUTHORITY/DELEGATION

The VEAC 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

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  - One Representative from the Department of the Chief Minister and Cabinet
- 4.3. The Chairperson will be a Councillor holding membership to the committee.
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- 8.3. Exclusions
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## 9. CONDUCT

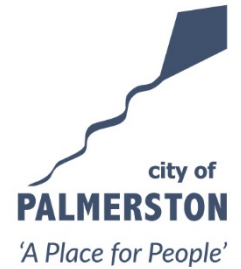
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- 9.3. Committee Representation
  - 9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the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

## 10. PERFORMANCE REVIEW

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

COMMITTEE NAME	Vibrant Economy Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager People and Place
APPROVAL DATE		NEXT REVIEW DATE	January 2027
RECORDS NUMBER	496740	COUNCIL DECISION	[Council Decision]

# COUNCIL REPORT



## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.1.4
<b>Report Title:</b>	Palmerston Recreation Centre Operational Use
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Community Services Manager, Laura Hardman
<b>Approver:</b>	General Manager Community, Konrad Seidl

## Community plan

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

## Purpose

This report provides Council about the outcomes of the Recreation Centre Operational Use trial.

## Key messages

- On 1 November 2024, Council commenced a three (3) month trial of the opening hours of the Palmerston Recreation Centre.
- The Centre was open to all members of the public from 8am to 10am, including showers and toilets with Centre access for booking only from 10am.
- Three (3) new bookable spaces were introduced within the Centre, available from 9am to 5pm.
- The trial positively impacted the Centre and reduced incidence of anti-social behaviour.
- The trial aimed to support Palmerston's small business and community sectors by addressing the challenge of finding affordable, professional meeting spaces.
- Usage data and community feedback show positive feedback from the community and City of Palmerston employees.
- The trial aligns with the Community Plan for Palmerston to be a destination city for employment and business growth.
- The trial did not impact the use of the sporting facilities within the Recreation Centre stadium.

## Recommendation

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

## Background

At the 2<sup>nd</sup> Ordinary Council Meeting of 15 October 2024 Council made the following decisions in relation to the Recreation Centre's operational use.

### **13.1.4 Palmerston Recreation Centre Operational Use**

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

1. THAT Report entitled Palmerston Recreation Centre Operational Use be received and noted.
2. THAT Council approve a three (3) month trial, commencing 1 November 2024, to:
  - a. Introduce additional, informal meeting spaces that are able to be booked, in the Palmerston Recreation Centre foyer.
  - b. Provide full public access to the Palmerston Recreation Centre including access to the showers and toilets, between 8am to 10am, Monday to Friday, excluding days when the facility is closed.
  - c. Provide access to the Palmerston Recreation Centre to users with a booking only, from 10am onwards Monday to Friday.
3. THAT a further report that outlines the impacts and suggested continuation, or not, of the change in operating model for the Palmerston Recreation Centre, is presented to Council by the second ordinary meeting of February 2025.

**CARRIED (5/0) - 10/1573 - 15/10/2024**

## Discussion

On 1 November 2024, Council commenced a three (3) month trial of the opening hours of the Palmerston Recreation Centre. The trial, in addition to mitigating anti-social

behaviours and safety risks to staff and other users, also supported Palmerston's small business and community sectors.

## Bookable Spaces

Palmerston is home to a vibrant and diverse network of small businesses and start-ups that form the backbone of the local economy. These businesses often face challenges in finding affordable and professional spaces to host client meetings and team discussions.

The trial introduced three (3) new bookable spaces in the foyer area of the Recreation Centre. This initiative allowed businesses to meet professionally with access to Wi-Fi and charging stations. By offering these spaces free of charge, businesses could focus on their growth and development without the additional burden of meeting room costs.

The spaces were not exclusive to the business community; they also serve as a resource for local community groups and sporting clubs planning their next season, hosting committee meetings, or holding group brainstorming sessions. The spaces provide a comfortable and accessible environment for collaboration.



Bookable Spaces

## Reduction to Operating Hours

The trial included reducing the hours the Recreation Centre was open to the public. This was initiated following ongoing incidents of anti-social behaviour in and around the Recreation Centre that placed users and staff at personal risk who were not appropriately trained in social interventions. Council staff received feedback from the users of the Centre that they frequently did not feel safe. Staff prior to this had been intermittently

locking the building front door when tensions appeared high in the building proximity or as needed.

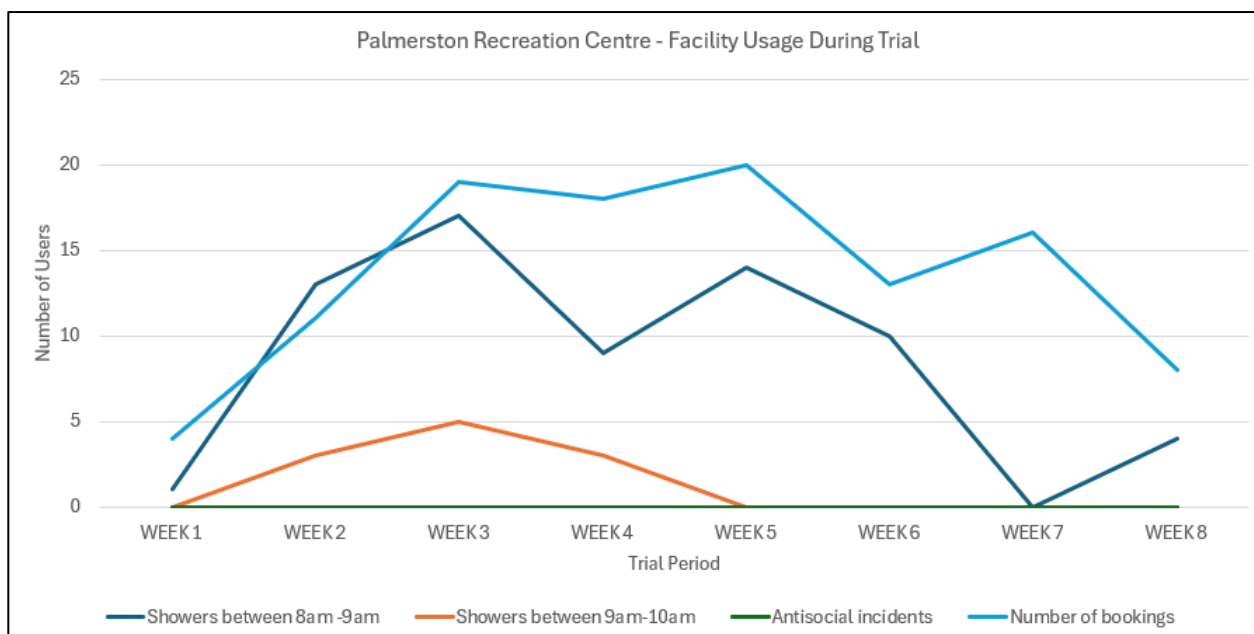
During the trial, the Recreation Centre was open to the public from 8am to 10am, including providing access to toilets and showers. From 10am onwards, the Recreation Centre was accessible by bookings only.

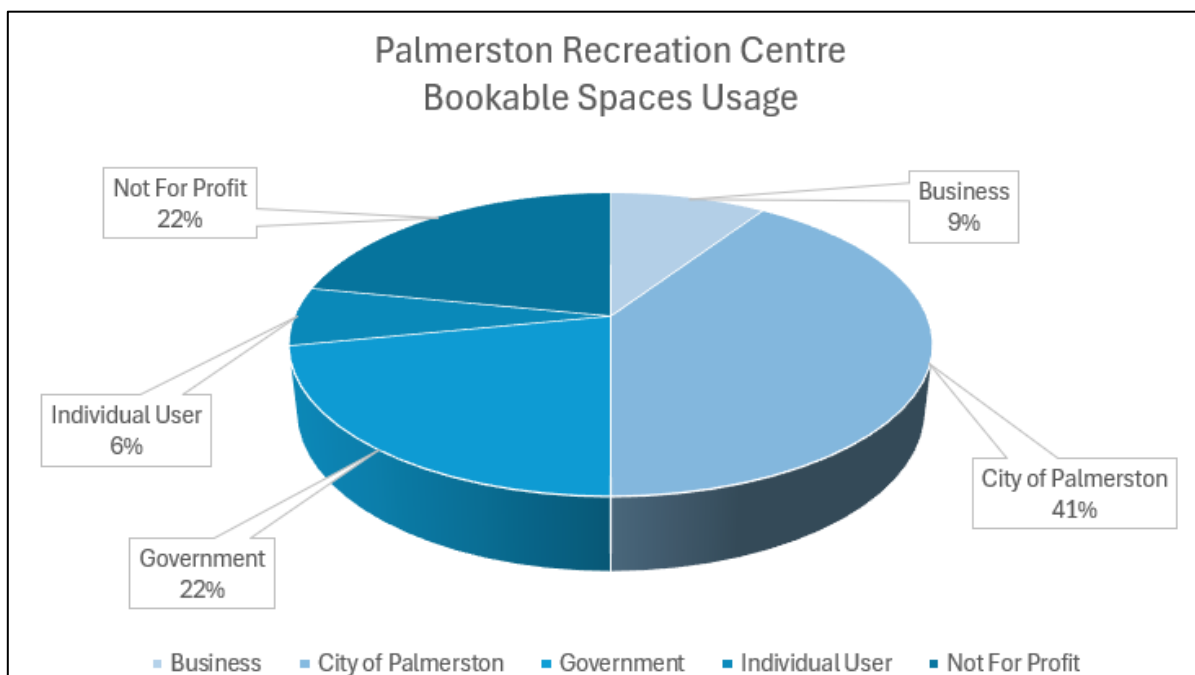
The Recreation Centre was closed to the public and bookings during January due to renewal and maintenance works which included floor sealing and painting.

## Usage Data

Usage data shows that:

- The community primarily uses the bathroom facilities between 8am and 9am Monday to Friday, with 87% of usage occurring during this period.
- Various school sports programs for children and young people aged between 10-18 years and dance and gymnastics classes for children under four (4) years, utilise the facility starting from 9am on weekdays.
- There was a reduction in anti-social behaviours during the trial, with no anti-social incidents recorded.
- The bookable spaces are utilised by the target group with utilisation of the foyer area increasing throughout the trial period.
- It should be noted that the data is for eight (8) weeks due to the January closure. As a result of a natural decline in bookings linked to the conclusion of programs for school holidays and the Christmas closures, we have observed a reduction in bookings.





Council has also received positive feedback regarding the changes. The features that users have found most useful in the new meeting spaces include the set-up, location, accessibility, Wi-Fi and digital connectivity, and security.

User testimony: *"These spaces were so valuable given I don't have a permanent desk in Palmerston"*.

### Future Use

The trial has proven a reduction in antisocial behaviour, improved safety and user perceptions of the centre. The proposal to allow the facility for use by vulnerable persons between 8am and 9am and closing the facility to bookings only after 9am will significantly minimise the risks.

Therefore, it is recommended that the Recreation Centre is open to the public for the first hour of operation (8am-9am) to enable the community to access the toilet and shower facilities and to ensure a safe environment for other users.

The proposed continued use of the bookable spaces will provide support for local business and community, addressing the challenge of finding affordable, and professional meeting spaces.

### Consultation and marketing

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

- General Manager Community
- Community Services Manager
- Manager Library Services
- Community Facilities Officer
- Community Development Lead

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

The total expenditure for the new Community/Business Hub Meeting spaces was \$9,373.14.

## Risk, legal and legislative implications

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

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

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

This Report addresses the following City of Palmerston Strategic Risks:

- 1. Community Safety**

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

## Strategies, framework and plans implications

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

- Economic Development Plan

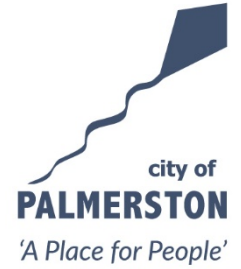
## Council officer conflict of interest declaration

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

## Attachments

Nil

# COUNCIL REPORT



2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.1.5
<b>Report Title:</b>	ANZAC Day
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	City Activation Manager, Matthew McNamara
<b>Approver:</b>	Acting General Manager People and Place, Emma Blight

## Community plan

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

## Purpose

This Report seeks Council’s approval for a three (3) year partnership between City of Palmerston and the Returned & Services League of Australia, Palmerston Sub-Branch Inc. to deliver ANZAC Day Commemorations in Palmerston.

## Key messages

- ANZAC Day holds significant importance to Australians and New Zealanders alike, marked by annual public commemorative services, reflecting a shared commitment to honouring the sacrifice and service of veterans.
- City of Palmerston has a history of supporting ANZAC Day services, having sponsored the Returned & Services League of Australia, Palmerston Sub-Branch Inc. with \$10,000 annually from 2020 – 2023. Council also supported the 2024 event up to a maximum of \$18,000.
- Council also provides in-kind support for the annual event, in areas such as promotional design, road closure facilitation and community-wide event promotion.
- Council Officers have met with the Returned & Services League of Australia, Palmerston Sub-Branch Inc. to discuss providing support for the event through a partnership arrangement for the next three (3) years.
- The partnership cost would be \$20,000 annually and it is proposed to be included in the ongoing events budget.

## Recommendation

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

## Background

ANZAC Day is our day of commemoration for all Australians and New Zealanders who served and died in military operations. Palmerston residents gather at Memorial Park on ANZAC Day to pay their respects to honour the courageous individuals who dedicated themselves to serving our nation, both past and present.

City of Palmerston has a long-standing tradition of supporting the Returned and Services League of Australia, Palmerston Subbranch Inc (Palmerston RSL) to deliver the ANZAC Day Commemorative Service and Veteran March in Palmerston. From 2020 to 2023, Council supported the Palmerston RSL to hold the event with a \$10,000 per annum sponsorship.

In 2024, City of Palmerston entered into a partnership agreement with the Palmerston RSL, which was to a value of up to \$18,000.

At the 2<sup>nd</sup> Ordinary Council Meeting of 19 March 2024 Council made the following decisions:

### **25.1.2 ANZAC Day 2024**

1. *THAT Report entitled ANZAC Day 2024 be received and noted.*
2. *THAT Council enters into a partnership agreement with the Returned and Services League of Australia Palmerston Sub Branch Inc. for an amount of up to \$18,000 for the delivery of ANZAC Day for 2024 as outlined in this report.*
3. *That Council continue to liaise with the Returned and Services League of Australia Palmerston Sub Branch Inc. for the submission of a multi-year grant agreement for future ANZAC Day services in Palmerston.*
4. *That this Decision be moved into open following the execution of the partnership agreement with the Returned and Services League of Australia Palmerston Sub Branch Inc.*

**CARRIED 10/1264 – 19/03/2024**

This report presents Council with the option for an ongoing partnership arrangement with the Palmerston RSL to enable the annual ANZAC Day services to be held in Palmerston.

## Discussion

Palmerston RSL has expressed their ongoing concern with an ageing and dwindling membership base. Without sufficient support in place, it would be difficult for Palmerston RSL to run an ANZAC Day event in its current form, due to resourcing and financial constraints.

City of Palmerston is committed to supporting local and community initiatives through the Community Benefit Scheme (CBS), which provides funding to eligible community groups and organisations to enrich and strengthen our community. Council previously resolved to liaise with Palmerston RSL for the submission of a multi-year grant agreement to support ANZAC Day services.

Through discussions with the Palmerston RSL about the support required, it has been determined that a partnership arrangement would be most appropriate. This would enable Council to support the Palmerston RSL with the logistical elements of event, with an allocation of funds of up to \$20,000 per annum. Unlike a grant agreement where the funds are transferred and then acquitted, Council would manage the engagement and payment of contractors like a normal event.

As part of the partnership, Council would provide logistical support for the event, including, but not be limited to:

- Traffic management
- Event infrastructure such as seating, fencing and marquees as required
- Audio/visual requirements
- Provision of security
- First Aid
- Flags and fittings
- Catering for Peacekeeper's Day and Remembrance Day
- Other minor related expenses, including printing.

City of Palmerston will also provide in-kind support including one staff member to work at the event and support with the promotion of the event through City of Palmerston social media channels.

Palmerston RSL will be responsible for:

- Coordination and delivery of the ANZAC Day 2025/2026/2027 Commemorative Service and March in Palmerston
- Engaging with key stakeholders in the Palmerston community regarding the event
- Procurement of all other event items not listed above
- Collating and supplying City of Palmerston content for the event promotional material.

This approach aligns with Council's commitment to inclusivity, diversity and access, recognising the unique circumstances of the Palmerston RSL and the importance of the continuation of this event for the Palmerston community

## Consultation and marketing

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

- Events Lead
- Community Development Lead

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

- Robert Shewring OAM, President of Returned Services League of Australia – Palmerston Sub-Branch Inc.

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

The 2025 ANZAC Day event is able to be funded through the current 2024/25 Events Budget. For 2026 and 2027, an allocation of \$20,000 per annum is proposed to be added to the Events Budget. As the funds won't be transferred as a grant payment, any unused funds would be utilised as part of other events, or recognised as savings, as relevant.

The cost of the 2024 support was \$11,897.54.

## 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.

Not funding ANZAC Day poses a risk to community relations, with potential negative perceptions around the lack of support and respect for Defence members within our community. Without Council support, the future sustainability of this event could be jeopardised.

It is being recommend that this approach, which is not the standard grants or sponsorship type of arrangement, for Palmerston RSL is appropriate due to the significance of ANZAC Day and the potential impact on the service.

## Strategies, framework and plans implications

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

- City of Palmerston 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

Nil

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.1
<b>Report Title:</b>	Major Capital Projects Update - February 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Senior Project Manager, Richard Azzopardi
<b>Approver:</b>	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 - February 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 13.2.1.1**
- Archer Waste Management Facility Upgrade **Attachment 13.2.1.2**
- Zuccoli Community Hub **Attachment 13.2.1.3**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.1.4**

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

### Playground Renewals

The contractor engaged to undertake the playground installations has continued to procure equipment in preparation for construction following the wet season. The upgrades will include rubber softfall, and play equipment at Sanctuary Lakes and Marlow Lagoon. 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.

### Road Reseal and Reconstruction Programs

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

An additional 4kms of road has been further identified for treatment in the 2024/25 program. Completion of these works will depend on priority areas determined by condition assessments, final costs, and available grant funding. The overall budget for the programmed works totals approximately \$2 million. All prioritised road segments that can be completed within the available budget will be finished by May 2025.

## Footpath Connectivity & Renewal Program

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

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

## Tree Replacement Program

The first planting event is complete with approximately 837 trees planted. These trees will be maintained for 24 months from planting date. \$390,000 has been expended on the first round of planting to date, with an approximate \$220,000 to be spent on establishment and watering until June 2025.

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

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

- Community Infrastructure Plan 2016-2026

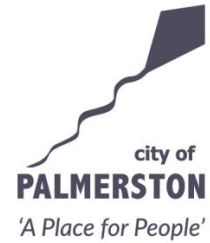
## Council officer conflict of interest declaration

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

## Attachments

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

# DRIVER COMMUNITY CENTRE



## FEBRUARY 2025 UPDATE

### PROJECT OVERVIEW

#### Summary:

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

#### Estimated construction budget:

\$3.9 million

#### Funding source(s):

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

#### Anticipated completion date:

- Design - 100% complete, minor updates from consultant due February 2025
- Building permit - February 2025
- Construction - To be determined once funding has been finalised.

### STATUS UPDATE

#### Percentage complete:

Design 100% (subject to final updates)

#### Actual costs to date (design):

\$254,140

**Cost to complete (design):**

\$7,459

**Works to date summary:**

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

Quantity Survey cost estimate was reviewed in October with some final amendments underway. The cost for the project, including contingencies, has been updated based on the 100% design and is estimated at \$3.9 million.

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

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

**Upcoming works:**

Upcoming works include:

- Building Permit
- Tender document preparation

**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:



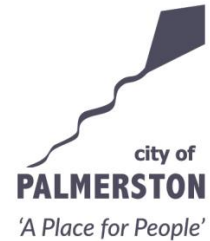
Entrance



Site Layout

# ARCHER WASTE MANAGEMENT FACILITY UPGRADE

## FEBRUARY 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%  
Construction: 15%

**Actual costs to date:**

\$201,060 (2024/25)

**Cost to complete:**

\$1,088,117

**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.

The Contractor has commenced construction on site. Clearing, demolition and the disconnection of existing services is complete. Bulk earthworks are currently underway. Practical Completion date is estimated for 4<sup>th</sup> April 2025.



Grader & Dust Control – 24/01/2025



Grader levelling – 24/01/2025

### Upcoming works:

#### February 2025

- Completion of bulk earthworks / subbase placement
- 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

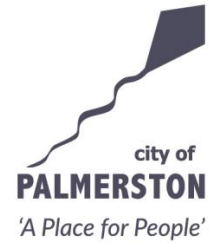
### Project risks:

Construction is commencing during the wet season and there is a risk that prolonged wet weather will impact the timing of completion.

The availability of subcontractors to move the project forward could cause additional delays. However, as the work progresses, the chances of delays due to limited subcontractor availability will decrease.

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

# ZUCCOLI COMMUNITY HUB



## FEBRUARY 2025 UPDATE

### PROJECT OVERVIEW

#### Summary:

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

Stage 2 – Pump Track & Walking Trail

#### Total budget:

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

#### Funding source(s):

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

#### Anticipated completion date:

- Stage 2 – 2025

#### Additional information:

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

### STATUS UPDATE

#### Actual Costs to Date:

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

- \$140,400 (walkway construction)

### 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:

- Design for landscape works for Stage 2 has been awarded - this includes landscaping around the pump track and other Stage 2 infrastructure. Concept designs for landscaping have been prepared (see **Figure 2**).
- Construction of the walking trail (as in **Figure 2** shown in blue) has commenced and is 95% complete. All concrete has been poured with backfill adjacent to the footpath still outstanding.
- Civil earthworks, including stormwater – tender documentation is undergoing final internal review and is due to be released to market mid-February. Civil earthworks are 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



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

### Upcoming works:

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

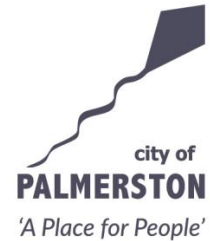
- Pathway construction will be completed in February 2025.
- Designs for Stage 2 infrastructure, including the elevated walkway, pump track, BBQ area, skate park, basketball/multi-purpose court, and exercise equipment, are in progress and are expected to be completed by the end of February 2025. The construction costs for these elements will be determined during the design development phase. However, the elevated walkway, skate park, basketball/multi-purpose court, and exercise equipment will be built as funding becomes available.
- Civil earthworks, including stormwater tender will be issued based on the current design, advertising of this tender is on schedule to occur mid-February.

### 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.

# ENTERPRISE RESOURCE PLANNING PROJECT

## FEBRUARY 2025 UPDATE



### PROJECT OVERVIEW

#### Summary:

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

#### Project budget:

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

#### Funding source(s):

City of Palmerston

#### Completion date:

2026

#### Contractor:

Project Management Support - Information Professionals Group (IPG)

### STATUS UPDATE

#### Percentage complete:

25%

#### Actual costs to date (consultancy):

- FY24 - \$282,899.86.
- FY25 (to December) \$251,743.06.
- Total to date \$534,642.92.

### Works to date summary:

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

A conditions of contract document specific to the ERP tender has been drafted by a legal firm and is currently being reviewed internally. The conditions of contract document are due to be finalised mid-February, which will then all allow the tender to be released to market shortly after.

A project risk and issues framework has been defined and agreed with the Finance and Governance Manager. Known risks have been identified, and a risk workshop will be held to discuss and confirm identified risks.

### Upcoming works:

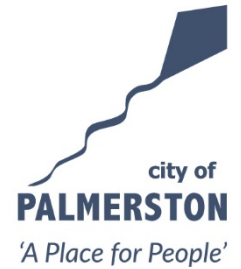
- Commencement of change management activities.
- Discussion and agreement of next steps to support data management activities.
- Detailed project planning for the next six (6) months.
- Probity review of tender documents and release of the ERP tender.

### Project risks:

The project is currently tracking 19 identified risks (10 are rated high and nine [9] are rated medium pre-mitigation). Three (3) key high risks are:

- Impact of change and training activities - if change management and training activities are not timely and appropriately managed, there is a risk that staff may not use the system.
- Integration with existing systems - If the new ERP system does not replace or integrate current systems, there is the possibility that staff may revert to manual workarounds.
- Data management and migration - if data management and migration activities are not undertaken, there is the risk that the new system will be populated with outdated, incorrect data or reliant on integration with old or obsolete data sources.

# COUNCIL REPORT



## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.2
<b>Report Title:</b>	Communication Strategy Update
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Acting Marketing and Communication Manager, Taylor Revitt
<b>Approver:</b>	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 provides Council with an update on the implementations of the Communication Strategy and the actions it has set out for 2025.

## Key messages

- Council adopted the City of Palmerston Communications Strategy 2022 in July 2022, which outlines the strategic approach to communications of the organisation.
- City of Palmerston will continue to make improvements across all communication platforms and tactics towards achieving the following;
  - Increase social media followers
  - Increase in brand awareness
  - Increase in the community being able to impact decision making and interacting with Council
- The actions that were set out in the Communications Strategy review 2024 included;
  - Brand refresh
  - Website redevelopment
  - Increase in environment and sustainable messaging and
  - Deliver a Community Engagement policy

- The new actions in the communications strategy are:
  - Works towards a new overarching Communication and Engagement Strategy
  - Upgrades to the website trialling customer instant messaging using appropriate digital technology
  - Utilising electronic direct messaging to connect and communicate with the community

## Recommendation

THAT Report entitled Communication Strategy Update be received and noted.

## Background

The Communications Strategy 2022 as (**Attachment 13.2.2.2**), was developed to align with City of Palmerston's vision of A Place for People, where 'Communication' sits as one (1) of the most important services that Council delivers to the community.

The strategy acts as an overarching framework, aligning to other strategies and frameworks, meeting the objectives of the Community Plan, and plays an important role in fostering effective communication between the organisation and the community. It outlines, with whom, what, how and why we communicate. It also includes the key objectives, target audiences, communication channels, and evaluation mechanisms we utilise. This framework provides clear strategic direction for the communication and marketing campaigns that are delivered throughout the year.

At the 2<sup>nd</sup> Ordinary Council Meeting of 19 July 2022 Council made the following decisions:

### **13.1.2 Communications Strategy Consultation Outcomes**

**Moved:** Councillor Eveleigh

**Seconded:** Councillor Morrison

1. *THAT Report Number 10/444 entitled Communications Strategy Consultation Outcomes be received and noted.*
2. *THAT Council adopts the Communications Strategy, as presented as Attachment 13/1/2/1 to report entitled Communications Strategy Consultation Outcomes*

**CARRIED 10/444 - 19/07/2022**

At the 2<sup>nd</sup> Ordinary Council Meeting of 20 February 2024 Council made the following decisions:

### **13.2.2 Communications Strategy Update**

**Moved:** Councillor Morrison

**Seconded:** Councillor Garden

*THAT Report entitled Communications Strategy Update be received and noted.*

**CARRIED 10/1210 - 20/02/2024**

This report provides Council with an update on activities since the previous review in February 2024 and upcoming actions for the coming 12 months.

## Discussion

The strategy's Key Performance Indicators (KPI) serve as high level reference points for progress to date.

KPI	MEASUREMENT/QUALITY ASSURANCE	2022/23	2023/24
Governance	Community Survey sentiment score	6.7	6.8
Share of voice	Organic media exposure (media monitoring)	181 (earnt media pieces)*	140 (earnt media pieces)*
Brand Awareness	Community survey score	48.43%	54%
Established presence	Community survey awareness score	6.91 (council overall performance)	6.95

\* Earnt media is content that has been published without any paid advertising.

In addition to the above KPIs the previous Communication Strategy review in 2024 included of a number of activities that were planned to take place between January 2024 and January 2025, which included:

Task	Completed	Comments
Refresh brand identity	Yes	Delivered in October 2024
Community Engagement Policy	Yes	Delivered in October 2024 replacing the previous Consultation Policy
Improved environmental sustainability	Yes	This is an ongoing activity and has been implemented with new waste calendars, eco-friendly merchandise, printing on recyclable materials and promoting sustainable behaviours within the organisation.
New website look	No	Not delivered, anticipated to be launched early 2025.

Currently the Strategy's objectives are defined and align with the Community Plan. **Attachment 13.2.2.1** identifies future actions in line with the Plan. With a new refreshed brand, pending new website, along with the inclusion of consistent templates documents

(internal and external), the organisation is in a positive position towards delivering aligned and consistent messaging and looks towards achieving improvements in brand awareness and recognition.

The business objectives (Community Plan objectives) have consistently been met across the board and some future actions have been established.

The new actions outlined in **attachment 13.2.2.1** aim to be completed in the next 12 months (January 2025 – January 2026) and focus on enhancing community engagement and improving communication channels. Key initiatives include:

- Upgrades to the website and trialling customer instant messaging using appropriate digital technology
- Expanding the use of electronic direct messaging to connect and communicate with the community
- To further improve communication and customer service trials of secure AI technology on the new website will be explored.

Additionally, electronic direct messaging will be implemented to engage with interested or affect community members, this approach aims to streamline outreach efforts, reduce reliance on printed materials and minimise the need for marketing across multiple platforms.

In the 2025/26 financial year development towards an overarching Communication and Engagement Strategy will be actioned.

The new Communications and Engagement strategy will cover social media, public relations, marketing, general communications and community engagement as well as brand. It is envisaged that work will be completed during the 2025/26 financial year which will go out to community engagement in 2026.

The current Communications Strategy has served a purpose for Council with the results across the board continually improving each year. Now that the brand refresh has been implemented and the website is soon to be launched, the Communications Strategy 2025 Action Plan (**refer to Attachment 13.2.2.1**) will use the same principles as the Communications Strategy 2022 (**refer to Attachment 13.2.2.2**), as they are still relevant, with a strong focus on how communication can be further enhanced with the main priorities being;

- Environmental sustainability
- Share of voice
- Community awareness and engagement
- Continue to find ways to innovate

## Consultation and marketing

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

- Marketing and Communications Manager
- Marketing and Communications Lead

## 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, all actions specified above are within the current budget.

## 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:

- Communication Strategy

In addition to the direct strategies and policies as above, the report takes in consideration the actions made in the Sustainability Strategy 2022 -2026, the Inclusive and the Diverse and Accessible Policy Framework, aligning everything back to the Community Plan. Once the Reconciliation Action Plan has been endorsed, it will also consider that.

## Council officer conflict of interest declaration

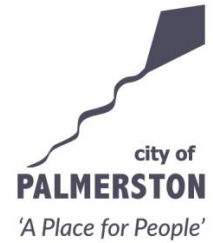
We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## Attachments

1. 20250203 Communication Strategy 2025 Action Plan [13.2.2.1 - 5 pages]
2. 1092653 Communication Strategy 2022 [13.2.2.2 - 5 pages]

# COMMUNICATION STRATEGY ACTION PLAN

## 2025



BUSINESS OBJECTIVES	ACTION	FUTURE ACTIONS
FAMILY AND COMMUNITY	<p>Create visually appealing and consistent marketing collateral that represents the Palmerston community to continually improve awareness and engagement with the community.</p> <p>Utilise real lifestyle imagery in marketing collateral as opposed to illustrations to showcase authentic representation in cases where possible.</p>	<p>Apply the refreshed brand on signage.</p> <p>Continue to deliver consistent creative content across council</p>
VIBRANT ECONOMY	<p>Developed a dedicated Local Economic webpage</p> <p>Supported the Local Economic Development team to deliver communication and creative collateral required aligning this to the brand.</p>	<p>Apply the brand across all new local economic development collateral.</p> <p>Improve engagement across social channels with partner activities.</p>

BUSINESS OBJECTIVES	ACTION	FUTURE ACTIONS
CULTURAL DIVERSITY	<p>Introduced ReadSpeaker on the website (text to voice application).</p> <p>Continual use of quality assurance program (Monsido) to ensure accessibility and high level of customer experience.</p> <p>Inclusion of accessibility in the new brand refresh, ensuring readability, legibility and contrast ratio.</p> <p>Continue to ensure information is available in different formats for the community to consume including digital and print across a variety of platforms (i.e. Radio, TV, social media, posters and digital display).</p>	<p>Work with the Reconciliation Action Plan Working Group to help deliver the final publication and supporting collateral.</p> <p>Look into the viability of translation services for communication and accessibility signage e.g. brail.</p>
FUTURE FOCUS	<p>Small updates made to City of Palmerston’s app including the Pre-Cyclone Clean Up dates.</p> <p>Identified marketing collateral that could be utilised for other and future activities (ie. Generic messaging on corflute printed signs that could be used again or at other events).</p>	<p>A review of the viability of the app vs the website.</p> <p>Initial planning and research to look at the feasibility of utilising electronic direct messaging to replace the need for marketing across multiple platforms.</p> <p>Further improvements made to the website to ensure residents can action all services, payments and applications digitally.</p> <p>Look to trial a website ‘chat’ using secure AI technology to help improve search functionality and reduce impact on customer experience.</p>

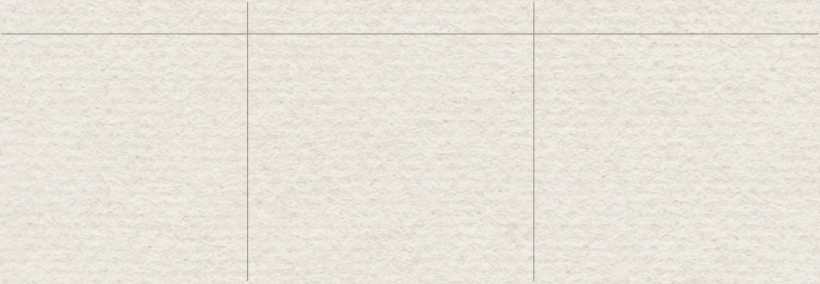
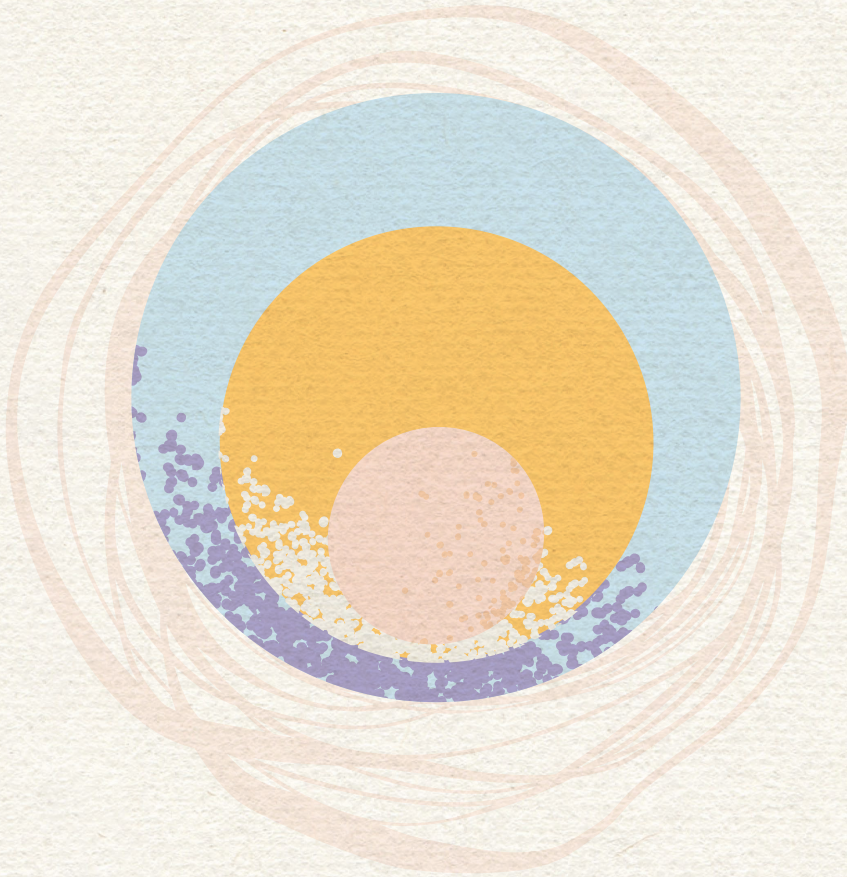
BUSINESS OBJECTIVES	ACTION	FUTURE ACTIONS
ENVIRONMENTAL SUSTAINABILITY	<p>Introduced a new 'waste calendar' reducing the amount of printed collateral.</p> <p>Organically reduced the amount of print for flyers/posters by establishing distribution points.</p> <p>Purchased two (2) digital screens to display in the Library and Recreation Centre that can replace the need for internal posters.</p> <p>All printing is on recycled material.</p>	<p>Develop a 'printing with purpose' statement to reduce the amount of marketing collateral printed without sound reason.</p> <p>By researching and implementing the use of electronic direct messaging, it will reduce the need to print.</p> <p>Investigate at how large coreflute signage can be replaced with cardboard or alternative organic materials.</p>
GOVERNANCE	<p>Delivered a Communication Engagement Policy.</p> <p>Reviewed the Social Media Policy.</p> <p>According to the 2024 Community Survey there was an increase in of .11% achieved in "opportunity to comment on Council's decision making and interact with Council"</p>	<p>Work towards developing a Communications and Engagement Strategy which focuses on the opportunities to engage directly with the community through events and programs</p>

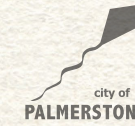
MEDIA OBJECTIVES		
SHARE OF VOICE	<p>There were 27 media releases sent out in the past 12 months earning 140 pieces of media across radio, television and print. (The decrease from the 2022/ 2024, can be linked to the amount of media attention SWELL has throughout its development and opening in 2023.</p> <p>Regular interview segments were arranged for the Mayor at Hot 100 and First Nations radio broadening our audience</p> <p>Earned a front-page placement on NT News for Palmerston’s Youth Festival announcement.</p>	<p>Continue to engage with media on positive news stories with the inclusion of media events and general updates.</p> <p>Include public relations in the Communications and Engagement strategy will help determine actions to support how to increase our public relations.</p> <p>Continue to develop relationships with local media and journalists.</p>
	ESTABLISHED PRESENCE/BRAND AWARENESS	<p>The following communication KPI’s increased in 2023/2024.</p> <p>Established presence of Council overall by the community received a slight increase of .04% according to the Community Satisfaction Survey in 2024. In the same survey awareness of Council’s slogan of ‘A Place for People’ increased by 5.59%.</p>

MARKETING OBJECTIVES		
RESIDENTIAL AWARENESS	<p>Followers across City of Palmerston’s Facebook increased by 4.4% going from 18,227 (in Jan 2024) to 19,029 (in Jan 2025).</p> <p>Visits to the website remain consistent to previous years, however due to the change in analytics platform, the results are not ‘comparable’ to previous years.</p> <p>The results from the Community Satisfaction survey indicate communication preferences. Communications channels were actively pursued (ie. website, social, newsletters etc) to reduce the gap between preferred and actual.</p>	<p>Continue to trial new tactics and trends throughout the year with the aim to increase followers by 3% across City of Palmerston’s Facebook, Instagram and LinkedIn.</p> <p>Website statistics are expected to differ greatly due to the change in layout and functionality. Targets will be set to achieve more ‘actions’ on the website as opposed to views. (ie. Actions like downloading a form, making a payment, ordering a new bin, making a report or engaging in a community consultation.) This will impact time on site and perhaps numbers, but ‘actions’ will see an increase.</p> <p>Continue to reduce the gap between preferred and actual communication preferences from the 2024 Community Satisfaction with a focus on social media, newsletters and SMS.</p>
	COMMUNITY PARTICIPATION	<p>There were eight (8) community engagements over the past 12 months (4 more than previous year) with the addition of event feedback which ran throughout the event season.</p> <p>The updated Community Engagement Policy introduced guiding principles that will continue to be implemented over the next 12 months.</p>

city of  
**PALMERSTON**  
*'A Place for People'*

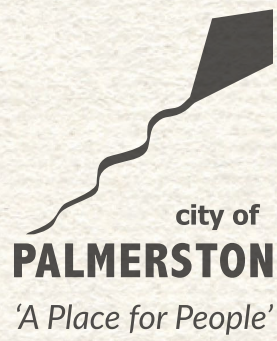




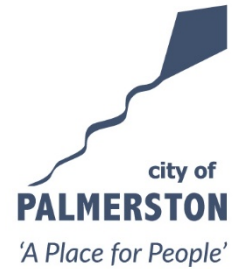






# COUNCIL REPORT



2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.3
<b>Report Title:</b>	Community Benefit Scheme – January Update
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Community Development Lead, Clare Cupitt
<b>Approver:</b>	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 for January 2025.

## 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 total budget is \$250,000.
- At the end of January 2025, \$182,650 had been expended with \$47,350 remaining for projects and activities which benefit the Palmerston Community.
- No funding has been expended this financial year for Environmental Initiative grants with \$20,000 remaining.

## Recommendation

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

## Background

City of Palmerston 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 \$250,000 including \$230,000 for grants, donations and sponsorship, and \$20,000 for Environmental Initiatives.

## Discussion

In January 2025, 10 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 13.2.3.1**.

### Sponsorship

No sponsorships were awarded in the January reporting period.

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

### Grants

No Community Grants were awarded in the January reporting period.

This financial year, City of Palmerston has supported seven (7) Community Grants to the total value of \$18,800.

### Individual Representation Support

10 Individual Representation Support (IRS) Grants were awarded in January under the CEO's delegation to a total value of \$2,500.

This financial year, City of Palmerston has supported 79 Individual Representation Support grants, and two (2) Team Representative Support grants to the total value of \$22,250.

### Annual School Awards

This financial year, City of Palmerston has supported 11 Annual School Awards to the value of \$1,100.

### Environmental Initiative Grants

No Environmental Initiative Grants were awarded in January.

## Landcare NT – Environmental Initiative Grant Acquittal

In October 2023, City of Palmerston awarded Community Benefit Scheme funding to Landcare NT Incorporated to the value of \$6,000. The funding supported their Native Flora, Fauna, and Biodiversity Science Education Program pilot which was delivered in 2024.

Through the grant, education sessions were delivered in partnership between Landcare NT, Territory Native Plants, and Darwin Wildlife Sanctuary. The sessions upskilled future generations to effectively engage with climate change and provided health and wellbeing benefits through connection with the outdoors. With the funding from CBS, the program was delivered to approximately 180 students across six (6) primary schools in the City of Palmerston area.

The outcomes from the pilot will be utilised to secure ongoing program funding. The program is vastly scalable beyond a primary school cohort to the broader Palmerston community.

**Attachment 13.2.3.2.** is the final report from Landcare NTs Biodiversity Education Program, delivered during Semester 2, 2024.

### Multiyear Sponsorship Agreements

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

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

Organisation	Financial Years			Agreement
	2024/25	2025/26	2026/27	
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 Association	\$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 Council each month.

## Budget and resource implications

The Community Benefit Scheme 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 \$182,650 has been expended for grants, donations, environmental initiatives and sponsorship with \$67,350 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



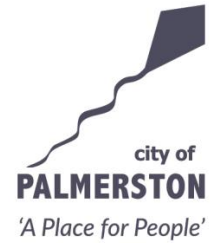
## Council officer conflict of interest declaration

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 January 2025 [13.2.3.1 - 6 pages]
2. Final report from Landcare N Ts Biodiversity Education Program [13.2.3.2 - 14 pages]

# GRANTS, DONATIONS & SPONSORSHIP RECIPIENTS



## JANUARY 2025

### 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

NAME	ACTIVITY	AMOUNT
Palmerston Rugby Club	Club Sponsorship	\$5,000
Palmerston Netball Association	Club Sponsorship	\$10,000
Riding for the Disabled	Organisation Sponsorship	\$15,000
Rovers Football Club	Club Sponsorship	\$10,000
Northern Sharks NRL Club	Club Sponsorship	\$10,000
Palmerston Saints Hockey Club	Club Sponsorship	\$1,500
Palmerston and Litchfield Seniors Association	Organisation Sponsorship	\$22,000
Palmerston and Regional Basketball Association	Organisation Sponsorship	\$10,000
Palmerston Magpies Football Club	Club Sponsorship	\$10,000
Palmerston Golf and Country Club	Club Sponsorship	\$30,000
RSPCA	Organisation Sponsorship	\$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	Woodroffe Primary School	\$100
September 2024	Rosebery Primary School	\$100
September 2024	Palmerston Christian College	\$100
January 2025	Palmerston College 7-9	\$100
January 2025	Palmerston College 10-12	\$100
Annual School Awards Total		\$1,100

## 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

DATE	NAME	ACTIVITY	AMOUNT
July 2024	P.T U'18	Basketball Championships	\$250
July 2024	M.K U'18	Australian Schools Sports Rugby League	\$250
August 2024	S.B U'18	Calisthenics Nationals	\$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 18+	Lawn Bowls	\$250
September 2024	A.H U'18	Basketball	\$250
September 2024	A.W 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

GRANTS, DONATIONS & SPONSORSHIP RECIPIENTS | LAST UPDATED FEBRUARY 2025 | 4



DATE	NAME	ACTIVITY	AMOUNT
September 2024	R.H U'18	Aust All School Athletics	\$250
October 2024	E.C U'18	First Nations Football Cup	\$250
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
December 2024	AS U'18	NT State Team 18/U Tennis	\$250
January 2025	BS U'18	Gold Coast International Futsal Cup	\$250
January 2025	CK U'18	Gold Coast International Futsal Cup	\$250
January 2025	DM U'18	Gold Coast International Futsal Cup	\$250
January 2025	IT U'18	Gold Coast International Futsal Cup	\$250
January 2025	MA U'18	Gold Coast International Futsal Cup	\$250
January 2025	MM U'18	Gold Coast International Futsal Cup	\$250
January 2025	MM U'18	Gold Coast International Futsal Cup	\$250
January 2025	NS U'18	Gold Coast International Futsal Cup	\$250
January 2025	JR U'18	SA Junior Amateur and Junior Masters Events	\$250
January 2025	DG U'18	Evolution Nationals Dance Competition	\$250
Individual Representation Support Total			\$22,250



## Totals

FUNDING TYPE	AMOUNT
Community Grants	\$18,800
Sponsorship	\$7,000
Multiyear Sponsorship Agreement	\$133,500
Individual Representation Support	\$22,250
Annual School Awards	\$1,100
Environmental Initiatives	\$0
Total	\$182,650
CBS Remaining	\$47,350
Environmental Initiatives Remaining	20,000

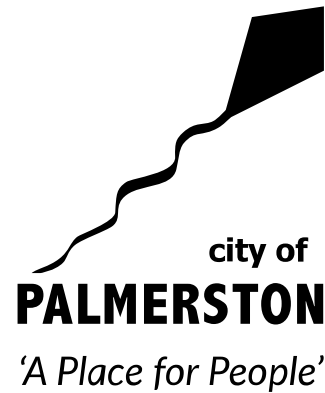


# NATIVE FLORA, FAUNA & BIODIVERSITY EDUCATION PROGRAM - PALMERSTON

## SEMESTER 2 - 2024

A Top End initiative for biodiversity and  
environmental sustainability





**Landcare NT extends its sincere appreciation to City of Palmerston Council for its generous support of this vital program. These contributions have enabled us to deliver valuable educational experiences.**



**This program was delivered in partnership with Landcare NT, Territory Native Plants and the Darwin Wildlife Sanctuary.**



## PROGRAM VISION

Empowering environmentally conscious leaders

Driven by collective action

Protecting and preserving unique Top End biodiversity

Inspired by local expertise

Creating a sustainable and environmentally just future.

## PROGRAM DELIVERY

In Semester 2, 2024 the Program was delivered to 6 primary schools in Palmerston,

The Program was delivered to - Bakewell, Driver, Forrest Parade, Rosebery (x2) and Zuccoli primary schools.





## PROGRAM STRATEGY

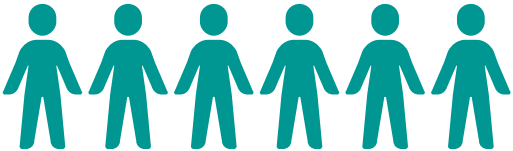
Through a STEAM (Science, Technology, Engineering, Arts, and Mathematics) initiative, Landcare NT facilitates collaboration between local environmental scientists and Top End primary schools to:

- provide inquiry-based learning experiences that inspire students to appreciate the importance of conservation, sustainability, climate awareness, and environmental justice
- deliver interactive classroom activities and hands-on experiences with native plants and animals under the guidance of local science experts to foster curiosity, creativity, and critical thinking
- educate students about the vital role of native flora and fauna in creating habitat, enhancing biodiversity, and addressing climate change
- promote opportunities for students to engage with local scientists, fostering STEM career pathways and community connections.

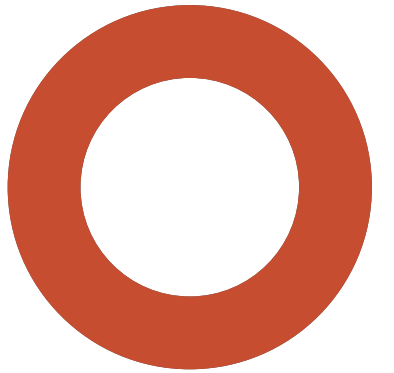
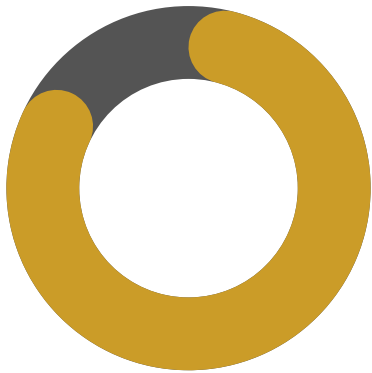




# PROGRAM OUTCOMES



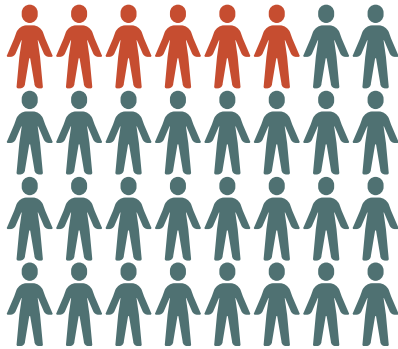
**6 OUT OF 6 SCHOOLS WANTED MORE**





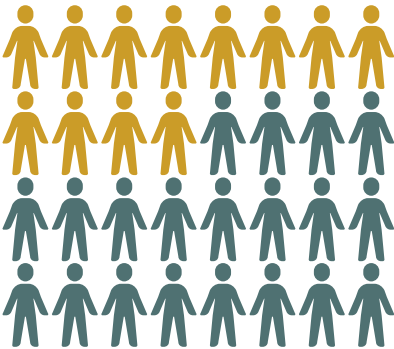
# STUDENT SEGMENTATION - FLORA

Students responded to:  
1 - I already knew most of it  
2 - I learned 1 or 2 new facts  
3 - I learned 3 or more new facts



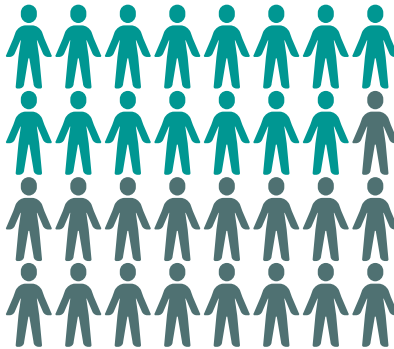
**18%**

of students already knew most of it



**41%**

of students learned 1 or 2 new facts



**41%**

of students learned 3 or more new facts



## STUDENT RESPONSES- FLORA



### SOMETHING I LEARNED

- “That being a scientist is a really cool job because you get to fly around collecting plant samples then we can learn more about how to protect them.”



### MY FAVOURITE ACTIVITY

- “Seeing if we could find all of the 16 different types of leaves from our schoolyard - we did really well because we found 11, that means we have good plant biodiversity.”



### WHY IS THIS LEARNING IMPORTANT?

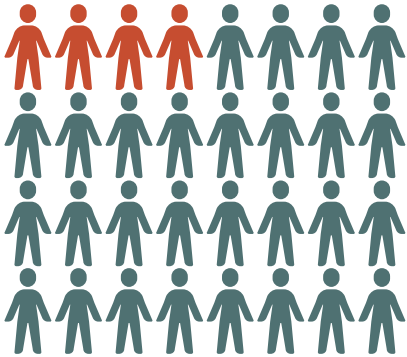
- “When we know which are good plants and which ones are not we can help by getting rid of weeds like Gamba Grass that make the bushfires worse.”





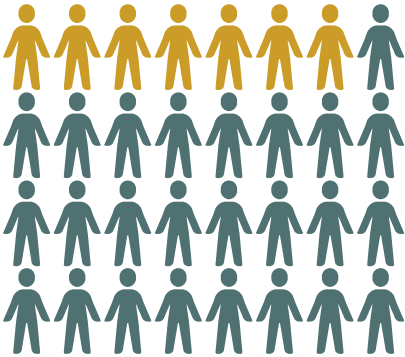
# STUDENT SEGMENTATION - FAUNA

Students responded to:  
1 - I already knew most of it  
2 - I learned 1 or 2 new facts  
3 - I learned 3 or more new facts



**13%**

of students already knew most of it



**23%**

of students learned 1 or 2 new facts



**64%**

of students learned 3 or more new facts



## STUDENT RESPONSES - FAUNA



### SOMETHING I LEARNED

- “Birds are luckier than possums because they can fly away from danger like bushfires or predators.”



### MY FAVOURITE ACTIVITY

- “Who knew termites were useful! But I don’t want to eat them even if they’re full of protein!!”



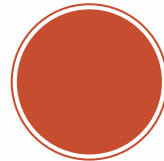
### WHY IS THIS LEARNING IMPORTANT?

- “We need good biodiversity to keep our plants and animals healthy - if we know more about it we can help make good changes for the future.”





## TEACHER RESPONSES



The students enjoyed being able to interact with the animals and they loved using the microscopes. It was great to have expert guest speakers who could really demonstrate how important biodiversity is.



The session provided resources that our school does not have access to and I can use these in my future planning for environmental science lessons. It also really helped having experts come in.

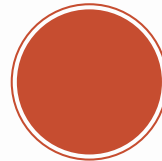


The PowerPoint presentation was really engaging for the students and then it was backed up with an interactive activity that reinforced their learning. This is exactly what we need to have access to so that we can engage our students in science.

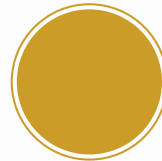




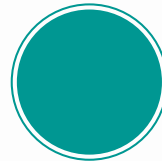
## TEACHERS ASKED FOR



**Further opportunities for incursions beyond the current 2 x 1 hour sessions**



**Access to a wider range of 'experts' to enhance learning experiences**



**Resources for the classroom including lesson plans with aligned standards and objectives linked to the Australian Curriculum**



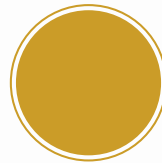
**The possibility a fully integrated Biodiversity unit of work to support cross-curricular learning**



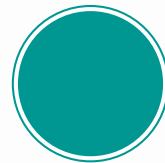
## WHAT NEXT?



Landcare NT is excited to be planning for the delivery of the innovative new environmental science education program, BioED, to schools across Palmerston, Litchfield and Darwin in 2025.



As we expand our partnerships and collaborations, the scope of the project has the potential to include water, climate, indigenous culture, habitat and invasive species, and insecta and hemiptera education.



LandcareNT will continue to explore avenues for funding streams to support the delivery and development of the project.



Exploring opportunities to increase the scope of the project by mapping to the AC sustainability cross curriculum priorities; focusing on think local-act global restoring the health/diversity of local environmental systems.



## A BIODIVERSITY BONUS

Landcare NT secured a partnership with One Tree Per Child and Arborgreen to bring ONE native plant PER CHILD to each school participating in the program.

This had a range of flow-on benefits:

- Schools were able to use this as encouragement for post-session learning for students and teachers.
- Native planting for biodiversity and water efficiency is a 'best fit' for the Territory water plan encouraging water management reforms.
- Schools received a site survey from experts to provide advice on irrigation, soil types, and planting regimes.
- Schools were able to increase their biodiversity by choosing from termite resistant shade trees, bird, bee and butterfly attracting plants and native shrubs, which are all low maintenance and drought resistant.



**Arborgreen**

# PROJECT DELIVERY PARTNERS

Landcare NT partnered with Territory Native Plants and the Darwin Wildlife Sanctuary to deliver the sessions, in response to growing demand for environmental science education from local Top End community experts.



**Landcare NT (LCNT)** is committed to better prepare future generations to effectively engage with habitat conservation and climate change through environmental and biodiversity education.

LCNT aims to represent, strengthen, support and grow the Northern Territory's community Landcare movement to improve the health of the natural environment and working landscapes in the interests of the community and future generations.



**Territory Native Plants (TNP)** has worked developing and delivering native plant education packages designed for classrooms, corporations and community groups.

TNP are the Top End's only specialist native plant nursery expertise to a broad range of Federal, Territory and Local remote Indigenous corporations.

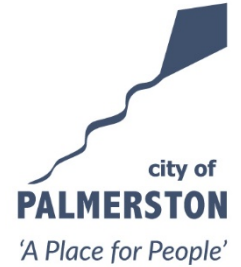
over 250 plant species, services and technical clients, including NGO's, Civil, Defence and



**Darwin Wildlife Sanctuary (DWS)** recognises the need for education within our schools and in the wider community about living with wildlife and ways they can contribute directly to conserve it.

DWS provide provide welfare and conservation education, projects and information to the entire community of Darwin and its regions.

# COUNCIL REPORT



## 2nd Ordinary Council Meeting

<b>Agenda Item:</b>	13.2.4
<b>Report Title:</b>	Financial Report for the Month of January 2025
<b>Meeting Date:</b>	Tuesday 18 February 2025
<b>Author:</b>	Finance Manager, Jeffrey Guilas
<b>Approver:</b>	General Manager Finance and Governance, Wati Kerta

## Community plan

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

## Purpose

The purpose of the Report is to present to Council the Financial Report for December 2024

## Key messages

- This report presents the January 2025 financial report and is representative of the year-to-date income and expenditure as of 31st January 2025.
- The financial health check ratios indicate that overall, Council is in a positive financial position.
- The annual budget is 2024-25 first budget review, which is the original budget published in the 2024-25 Municipal Plan plus the first budget review adjustments.
- Total operating income is \$40.83 million which is 97% of the annual budget. Council has received 94% of the federal assistance grants. The rates and charges (\$35.7 million) for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 7% of the \$9.39 million budget. Grants income is recognised when grant obligations are met, which is generally when capital expenditure is incurred.
- Capital expenditure is \$2.33 million which is 14% 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. This also includes \$2.5million is unconfirmed grant funding. There is a further \$1.9 million in commitments where works have commenced or are awaiting payment.

- Operating surplus (excluding depreciation) is at \$22.56 million.
- The total cash and cash investments were \$31.17 million, which includes \$22.25 million in term deposits in various banking institutions with less than 12 months to maturity and \$8.92 million in our general bank account.
- Rates debt receivables is \$9.64 million, which includes
  - \$8.35 million outstanding for 2024-25, of which \$4 million is overdue from the first and second instalment, the remaining \$2.1 million relates to 2024-25 rates that have been levied but are not yet due as the rate payers are paying in instalments. The final instalment is due on 31 March 2025. There is a further \$695.982 outstanding from 2023-24, and
  - \$586,495 of accumulated unpaid rates from prior years.
- Total payments to creditors in January 2025 amounted to \$3.37 million, of which \$2.85 million (84%) 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 January 2025 that met the criteria under Regulation 42 of the Local Government (General) Regulations 2021.

## Recommendation

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

## Background

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

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

- Annual Budget is the 2024-25 first budget review which consists of
  - the total budget per the municipal plan for the 2024-25 financial year,
  - the approved capital expenditure roll-over from 2023-24 (refer Decision 10/1476, 2nd Ordinary meeting in August 2024),
  - adjustments from the first budget review (refer Decision 10/1662, 1st Ordinary meeting in December 2024).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 31 January 2025.
- The forecast amount is the YTD budget. The cashflow is based on projected cashflow for the year and on last year trends. Variance is due to timing difference. This report should be read in conjunction with the following:

- Dashboard report found at Attachment 13.2.4.1 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 13.2.4.2 presenting the financial position of Council as at 31 January 2025.

## Discussion

### Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position.
- The January 2025 ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratios show Council's ability to monitor the cashflows (in and out) and ensure that Council has sufficient cash to cover its obligations.
- The operating surplus ratio (operating surplus divide by operating income) of 55% 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 January 2025 is 46.15 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 77% of total rates revenue has been collected, to date \$27.35 million of the 2024-25 rates has been collected.
- The current ratio (Current Assets divide by Current Liability) is 6.22 times as at 31 January 2025 which demonstrates that Council has enough resources to meet its short-term obligations.

### Operating Overview

- The dashboard provides an overview of Council's operating income and expenditure for 2024-25 as at 31 January 2025. Refer Attachment 13.2.4.1.
- Total Operating Income as at 31 January 2025 is \$40.83 million, which is 97% 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 31 January 2025 is \$25.45 million, this mainly consists of the following:
  - \$7.18 million Employee Costs
  - \$5.35 million Materials & Contractors
  - \$7 million Depreciation (non-cash)
  - \$1.16 million Utilities
  - \$1.20 million Other Expenses such as program running cost and training costs.
  - \$1.21 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 13.2.4.1**. 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 13.2.4.1** shows that out of the \$17.15 million capital expenditure budget, the actual capital expenditure is \$2.33 million which is 14% of the budget.

In addition to the \$2.33 million actual expenditure, there is a further \$1.9 million in commitments where works have commenced and/or are awaiting payments. The current expenditure combined with the commitments presents a 25% expenditure against the original capital budget. However, it should be noted that there are a number of projects where contracts are in place and final details are being finalised to enable a financial commitment.

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

## Capital Funding

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

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

Capital Project 24-25	Total Grant Income for 2024-25	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 23/24, 24/25	\$0.35M		\$0.35M
Sustainability Programs	\$0.25M		\$0.25M*
Hobart Park Exeloo and Park Upgrade	\$0.45M		\$0.45M
LRCI Phase 4 Part A	\$0.41M	\$0.39M	\$0.02M
Zuccoli Community Hub IPG (Pump Park/Skates)	\$0.25M	\$0.25M	
Water Aquifer Prevention Strategy	\$0.1M	\$0.1M	
Palmerston Library Modernisation	\$0.04M	\$0.04M	
Artwork – Sculpture	\$0.25M		\$0.25M*
21/22 Custom Holding Pen	\$0.10M	\$0.10M	
Archer Recycling Modernisation Project	\$0.02M		\$0.02M
Mitchell Creek & Escarpment Feasibility Study	\$0.04M	\$0.04M	
LRCI Phase4 Part B	\$0.16M		\$0.16M
Lakebed Aerators (Fishing Grant)	\$0.1M	\$0.1M	
<b>Total</b>	<b>\$5.94M</b>	<b>\$1.62M</b>	<b>\$4.32M</b>

\*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 31 January 2025, a total of \$385,941 of capital grants has been recognised as income as they have met the obligations of the respective grant agreement.

## Cash and Investments

Trading Account: \$8.92 million

Investments: \$22.25 million

Year to Date interest revenue: \$0.9 million

Cash at Bank and Investments				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
Cash at bank	1	\$8.92M	NA	NA
<12months	12	\$22.25M	100%	100%
<b>Total</b>	<b>13</b>	<b>\$31.17M</b>	<b>100%</b>	

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 January 2025 the Council held \$22.25 million in term deposits across four (4) financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 31 January 2025 was \$8.92 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 13.2.4.2.

## Receivables

- Council has \$11.02 million in Receivables, which is made up of the following
- \$9.64 million in Rates and charges, including rates levied during 2024-2025,
- \$1.21 million in other receivables including, grants, general debtors, GST and accrued interest for Term Deposits

## Rates and charges

- The dashboard at Attachment 13.2.4.1 highlights the rates levied for the 24/25 financial year are \$35.59 million, of which \$27.3 million has been already collected.
- Item 2.4 Debtors Control at Attachment 13.2.4.2 provides for the summary of the overdue rates and shows that for 2024-25 rates and charges \$4 million is overdue which is 11% of total 2024-25 rates revenue. It should be noted that the 3rd instalment was due 30 January and payments paid on the 31 January was received in February of approximately, \$527,588.
- There \$0.69 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of \$0.58 million from prior years.
- 533 properties have outstanding rates for previous years.
- 6044 Ratepayers have made the three payments with the fourth instalment due on the 31 March.
- Total of 591 properties have either direct debit or payment arrangement in place.
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a property where rates have been outstanding for at least six (6) months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges on 71 properties for debts from 2018/19 and earlier.
- 14 new Financial Hardship applications have been assessed for the 2024-25 financial year.
- A balance of \$843,536.34 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 \$171,375 as at 31 January 2025; this consists of Animals (\$144,990), Public Place (\$6,275), Litter (\$50) and Parking (\$20,060).
- The graph in the dashboard at Attachment 13.2.4.1 shows the total infringements issued and collected for the month of January 2025.

## Sundry Debtors

- Sundry Debtors as at 31 January 2025 is \$296,822 as presented in Attachment 13.2.4.2. This balance relates to Civil works approval fee to be received (\$164,163) and an amount of \$75,000 is expected to be received from Department of Chief Minister and Cabinet. The total also includes the amounts to be received relating to long grass and property maintenance. More details are available in section 2.4 Debtor Control Account.

## Trade Creditors Paid

- Total payments to creditors in January 2025 amounted to \$3.37 million, of which \$2.85 million (84%) were paid to local suppliers.
- During January 2025, the significant vendor payments consisted of \$0.29 million to ATO, \$0.28 to Veolia Environment Service (Australia) Pty Ltd for waste management, \$0.26 million to Cleanaway Pty Ltd, \$0.19 million to City of Darwin for Shoal Bay Weigh Bridge charges and \$0.17 million to Top End Sounds Pty Ltd for the Christmas wonderland and Australia day events, and \$0.18 million towards utilities/electricity and water.

## Borrowings

Total external borrowings of \$5.31 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 31 January 2025 being \$0.64 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 \$4.66 million. This is a 20-year loan with current variable interest rate of 5.57% with the principal being repaid quarterly. This loan is renegotiated every 5 years and repriced quarterly. The repricing of the variable rate is due on 31 March 2025.

## Other Compliance matters

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

- Council has remitted \$1,388,538 Year-to-Date (YTD) in Pay-As-You-Go (PAYG) tax to the Australian Taxation Office (ATO). The PAYG withholding tax is regularly reported to the Australian Taxation Office on a fortnightly basis by Council.
- The Business Activity Statement (BAS) balance for the month ended 31 December 2024 has been finalised and lodged in January 2025 as a Goods Services Tax refund of \$227,661. The January 2025 BAS will be finalised and lodged in February 2025. FBT instalment for the 2nd quarter was included and paid together with the BAS December 2024 per ATO Activity Statement.
- Council has the required insurances to manage the current risk exposure.

## Procurement

The following public procurement process was undertaken for a project estimated to be over \$100,000 in the month of January:

Procurement	Awarded To	Contract Value	Contract Type	Length of Period Contract	Local Supplier
Library and Recreation Centre Security	Conigrave Pty Ltd T/As RMI Security	Estimated maximum annual value of \$101,331.08 incl GST	Schedule of Rates	Period of 3 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 is in line with the reporting requirements under the Local Government Act and Council Policies.

## Budget and resource implications

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

## Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

### 2. Financial Sustainability

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

## Strategies, framework and plans implications

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

- Long Term Financial Plan
- Municipal Plan
- Community Plan

## Council officer conflict of interest declaration

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

## Attachments

1. Dashboard [13.2.4.1 - 1 page]
2. EOM Financial Report January 2025 [13.2.4.2 - 25 pages]

**DASHBOARD**

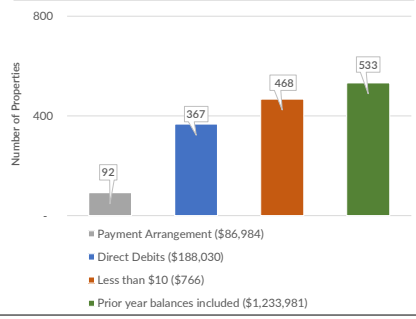
**1 January 2025**

**\$22.56 M**  
Operating Surplus (excluding Depn)  
Annual Budget is at \$4.77 M

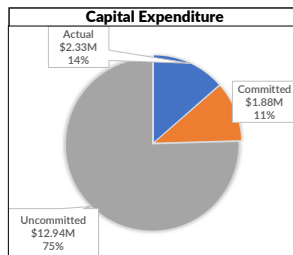
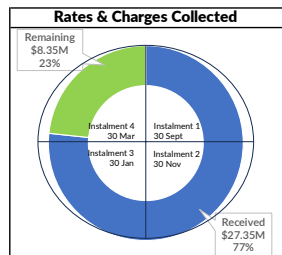


**\$31.17 M**  
Cash Held

**Properties with Rates Outstanding**

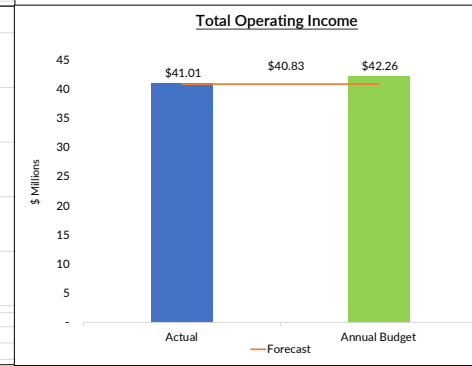
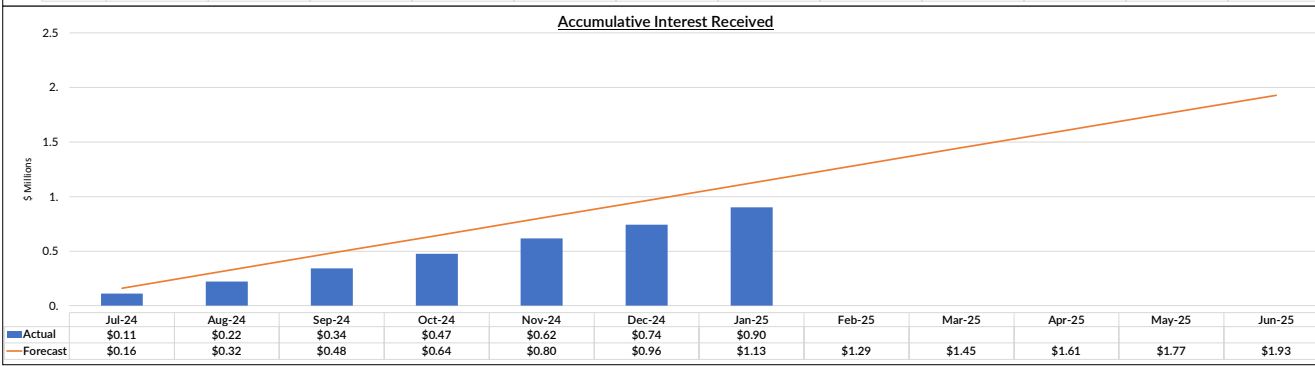
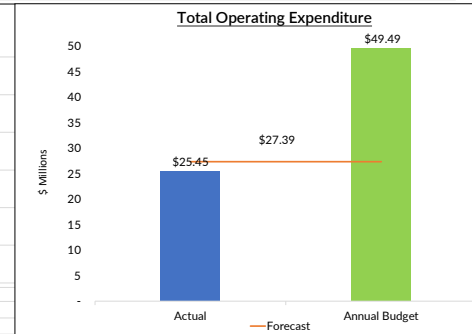
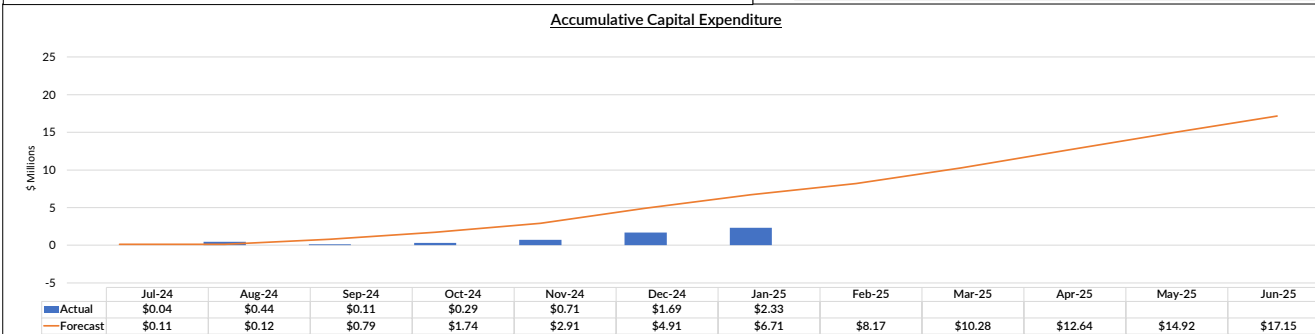
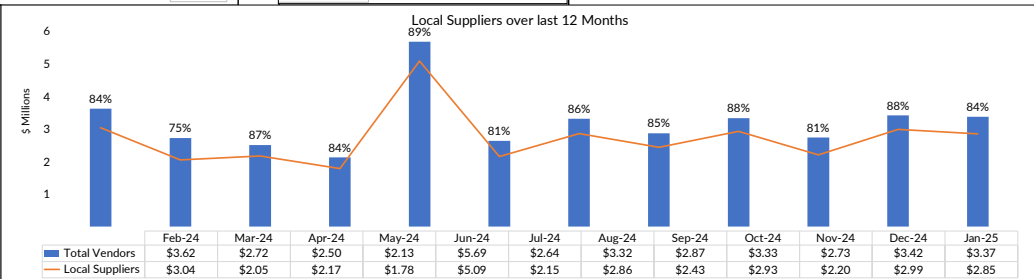
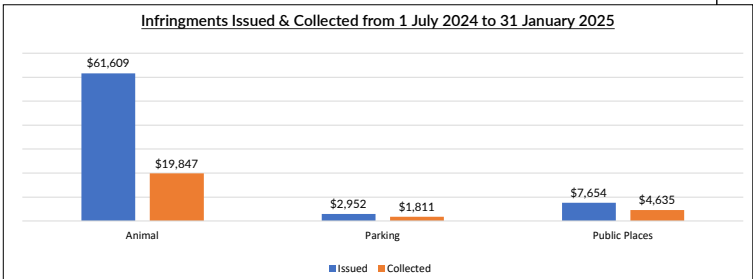


Financial Health Ratios	MP KPI	As at January 25	Status
Operating Surplus Ratio	> 0%	55%	High as a result of rates being levied and recognized as income. This will decrease over the com
Debt Service Ratio	> 2.0		
Rates Collection	>95%		
Current Ratio			

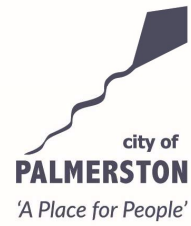


**Legends**

■ On Track    ■ Explanation Required    ■ Off Track



# FINANCIAL MANAGEMENT REPORTS



JANUARY 2025

- ❖ 1. Executive Summary
- ❖ 2. Financial Results

FINANCIAL MANAGEMENT REPORTS | JANUARY 2025 | 1



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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 January 2025 best reflects the financial affairs of the Council.



---

Nadine Nilon  
Chief Executive Officer

Executive Summary as at  
% of year passed

### 1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Operating Income</b>						
Rates	27,609,403	27,535,492	100%	27,609,403	100%	
Charge	8,111,851	8,167,205	101%	8,111,851	101%	
Fees & Charges	1,022,895	660,152	65%	596,689	111%	1
Grants, Subsidies & Contributions	3,574,327	3,387,716	95%	3,378,521	100%	2
Interest & Investment Revenue	1,929,865	1,173,258	61%	1,125,755	104%	
Other Income	13,000	89,157	686%	7,583	1176%	3
<b>Operating Income</b>	<b>42,261,341</b>	<b>41,012,980</b>	<b>97%</b>	<b>40,829,802</b>	<b>100%</b>	
<b>Operating Expenditure</b>						
Employee Costs	-13,091,941	-7,184,682	55%	-7,636,966	94%	
Materials & Contractors	-13,799,609	-5,345,890	39%	-6,692,539	80%	4
Depreciation, Amortisation & Impairment	-12,000,000	-7,000,000	58%	-7,000,000	100%	
Elected Members Allowances	-497,676	-275,125	55%	-291,392	94%	
Elected Members Expenses	-90,617	-11,194	12%	-47,802	23%	
Professional Services	-2,214,782	-1,206,029	54%	-1,071,626	113%	5
Auditor's Remuneration	-48,537	-546	1%	0	0%	
Utilities	-2,464,117	-1,160,636	47%	-1,437,401	81%	4
Legal Expenses	-315,700	-216,274	69%	-150,481	144%	6
Telephone & Other Communication Charges	-217,582	-201,020	92%	-209,179	96%	7
Donations, Sponsorships & Grants	-255,000	-67,584	27%	-148,922	45%	8
Software, Hardware, Stationery, Subscriptions	-1,229,837	-619,686	50%	-606,929	102%	
Insurance	-677,090	-767,315	113%	-677,090	113%	9
Borrowing Costs	-297,781	-197,527	66%	-173,706	114%	10
Other Expenses	-2,291,971	-1,195,633	52%	-1,247,749	96%	
<b>Operating Expenditure</b>	<b>-49,492,240</b>	<b>-25,449,140</b>	<b>51%</b>	<b>-27,391,783</b>	<b>93%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-7,230,899</b>	<b>15,563,840</b>		<b>13,438,019</b>		
<b>Capital Income</b>						
Net gain (loss) on disposal or revaluation of assets	180,000	77,273	43%	105,000	74%	11
Developer Contributions	240,000	223,601	93%	120,000	186%	12
Asset Income	3,000,000	0	0%	0	0%	
Grants received	5,967,537	385,941	6%	5,925,578	7%	13
<b>Capital Income</b>	<b>9,387,536</b>	<b>686,815</b>	<b>7%</b>	<b>6,150,578</b>	<b>11%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>2,156,638</b>	<b>16,250,655</b>		<b>19,588,597</b>		
Asset Purchase	-6,303,884	-661,641	10%	-1,884,312	35%	
Asset Upgrade	-10,847,144	-1,663,675	15%	-4,828,322	34%	
<b>Capital Expenditure</b>	<b>-17,151,028</b>	<b>-2,325,317</b>	<b>14%</b>	<b>-6,712,634</b>	<b>35%</b>	14

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Financial Results

31 January 2025

58.33%

Executive Summary as at  
% of year passed

## 1.2 - Executive Summary

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Less Non-Cash Expenditure	-12,000,000	-7,000,000	58%	-7,000,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-5,994,391</b>	<b>20,925,338</b>		<b>19,875,963</b>		
Less Repayment of Borrowings	-504,000	-295,710	59%	-294,000	101%	
Reserve Movement	6,598,391	0	0	6,598,391	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>100,000</b>	<b>20,629,628</b>		<b>26,180,355</b>		

**Notes**

- Includes approval fee charged for civil works and more rate searches and higher dog registrations
- Income recognised for 2024 Youth Festival, Security Patrol contributions, library grant and FAA Grant received in advance
- Maintenance charges for long grass and bin upgrades were higher than anticipated, also includes insurance refund
- Some of the invoices relating to Electricity and water are yet to be received and paid for January
- Higher use of professional services such as consultants for the period, but costs remain within the annual budget
- Higher use of legal services for the period, but costs remain within the annual budget
- 92% of the annual budget is expended as most of the subscriptions for the year are paid in the first half
- The timing of the payment of grants and sponsorships from Community Benefit Scheme is related to approved applications
- Insurances are paid in full at the beginning of the year. The premiums were higher than expected. This overspend will be managed from within existing budget utilising underspends in other areas.
- The variable interest rate for the loan was slightly higher than expected
- Variance is due to the delay in sale/disposal of vehicles
- Funds in Lieu of Construction received from the developer are higher than budgeted
- Capital grants are recognised when the grant obligations have been met, which is when expenditure on capital project has occurred
- Refer to 1.3 Capital Expenditure for further explanation on the status of the capital expenditure



Approved by: Finance Manager

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

31 January 2025

58.33%

## 1.3 - Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Office of the CEO	1,104,259	1,003,542	91%	1,008,642	99%	
<b>Office of the Chief Executive</b>	<b>1,104,259</b>	<b>1,003,542</b>	<b>91%</b>	<b>1,008,642</b>	<b>99%</b>	
<b>People and Place</b>						
City Activation	17,250	12,000	70%	17,250	70%	
<b>People and Place</b>	<b>17,250</b>	<b>12,000</b>	<b>70%</b>	<b>17,250</b>	<b>70%</b>	
<b>Finance &amp; Governance</b>						
Governance	0	51,728	0%	0	0%	1
GM Finance & Governance	69,205	36,929	53%	40,370	91%	
Financial Services	1,296,332	805,632	62%	756,194	107%	2
Rates	27,816,422	27,674,565	99%	27,730,164	100%	
<b>Finance &amp; Governance</b>	<b>29,181,959</b>	<b>28,568,854</b>	<b>98%</b>	<b>28,526,727</b>	<b>100%</b>	
<b>Community</b>						
Diversity and Inclusion Activities	10,000	0	0%	5,000	0%	
Library Services	757,994	729,907	96%	725,976	101%	
Senior Citizens	2,000	0	0%	1,000	0%	
Youth Services	300,000	300,000	100%	300,000	100%	
Animal Management	420,000	302,100	72%	245,000	123%	3
Parking & Other Ranger Services	73,850	13,198	18%	43,079	31%	4
<b>Community</b>	<b>1,563,844</b>	<b>1,345,205</b>	<b>86%</b>	<b>1,320,055</b>	<b>102%</b>	
<b>Infrastructure</b>						
Civic Centre	151,150	97,176	64%	88,171	110%	5
Driver Resource Centre	1,000	0	0%	583	0%	
Gray Community Hall	20,000	8,500	43%	11,667	73%	6
Private Works	50,000	31,427	63%	29,167	108%	7
Recreation Centre	25,000	12,043	48%	14,583	83%	6
Roads & Transport	1,359,668	1,278,053	94%	1,265,480	101%	8
Subdivisional Works	105,000	78,420	75%	61,250	128%	9
Waste Management	8,111,851	8,204,958	101%	8,111,851	101%	
Odegaard Drive Investment Property	466,160	269,967	58%	271,927	99%	
Durack Heights Community Centre	4,200	2,836	68%	2,450	116%	10
Goyder Square	100,000	100,000	100%	100,000	100%	
<b>Infrastructure</b>	<b>10,394,029</b>	<b>10,083,380</b>	<b>97%</b>	<b>9,957,128</b>	<b>101%</b>	
<b>OPERATING INCOME</b>	<b>42,261,341</b>	<b>41,012,980</b>	<b>97%</b>	<b>40,829,802</b>	<b>100%</b>	

**General Note:**

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

**Notes**

1. Insurance refund received that was not budgeted for
2. The interest rates for the term deposits were higher than budgeted
3. Due to greater number of dog registrations and renewals than expected
4. Due to lower infringements and court fines recovery than anticipated
5. Rent is slightly higher than budgeted
6. Due to lower bookings and venue hire than expected
7. Variance is due to increase in permits issued for work in public places
8. Relates to the Financial Assistance Grant received towards roads
9. Approval fee charged for civil works exceeds the budget
10. Due to higher space bookings for January than expected



Approved by: Finance Manager

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

31 January 2025

58.33%

**1.3 - Operating Expenditure**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Councillors	-588,293	-286,319	49%	-339,194	84%	
Office of the CEO	-1,263,274	-751,598	59%	-715,955	105%	
<b>Office of the Chief Executive</b>	<b>-1,851,567</b>	<b>-1,037,917</b>	<b>56%</b>	<b>-1,055,149</b>	<b>98%</b>	
<b>People and Place</b>						
GM People & Place	-692,591	-411,595	59%	-395,678	104%	
Customer Experience	-366,522	-120,327	33%	-213,805	56%	2
People and Customer	-1,200,840	-1,011,775	84%	-595,778	170%	1
Public Relations and Communications	-935,292	-520,747	56%	-559,868	93%	
City Activation	-1,501,083	-681,938	45%	-839,199	81%	2
<b>People and Place</b>	<b>-4,696,328</b>	<b>-2,746,383</b>	<b>58%</b>	<b>-2,604,327</b>	<b>105%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-570,906	-301,954	53%	-313,132	96%	
Records Management	-301,453	-179,225	59%	-176,685	101%	
Financial Services	-13,524,778	-7,849,736	58%	-7,877,296	100%	
Rates	-105,700	-44,160	42%	-46,010	96%	
Governance	-1,390,270	-1,183,131	85%	-1,097,037	108%	
Information Technology	-1,920,795	-930,645	48%	-1,058,856	88%	2
Fleet	-259,925	-79,750	31%	-153,969	52%	3
<b>Finance &amp; Governance</b>	<b>-18,073,827</b>	<b>-10,568,600</b>	<b>58%</b>	<b>-10,722,986</b>	<b>99%</b>	
<b>Community</b>						
Community Development	-646,042	-436,308	68%	-377,594	116%	1
Diversity and Inclusion Activities	-58,568	-29,801	51%	-40,331	74%	4
Families & Children	-29,111	-17,379	60%	-16,294	107%	
Health and Wellbeing Services	-42,000	-16,846	40%	-24,301	69%	4
Library Services	-1,575,102	-807,191	51%	-889,885	91%	
Senior Citizens	-6,656	-6,454	97%	-6,656	97%	
Youth Services	-417,019	-238,671	57%	-261,019	91%	
Director Community	-491,185	-192,231	39%	-286,525	67%	2
Safe Communities	-20,000	-5,812	29%	-9,571	61%	4
Animal Management	-72,834	-42,391	58%	-30,733	138%	5
Parking & Other Ranger Services	-930,540	-567,338	61%	-536,999	106%	6
<b>Community</b>	<b>-4,289,057</b>	<b>-2,360,422</b>	<b>55%</b>	<b>-2,479,907</b>	<b>95%</b>	
<b>Infrastructure</b>						
Aquatic Centre	-1,030,818	-538,637	52%	-488,779	110%	7
Civic Centre	-275,487	-90,382	33%	-147,380	61%	8
Depot	-75,392	-11,362	15%	-44,174	26%	9
Driver Resource Centre	-31,101	-15,698	50%	-15,613	101%	
Emergency Operations	-10,557	-6,496	62%	-9,439	69%	

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31 January 2025

58.33%

Budget Summary Report By Directorate as at  
% of year passed**1.3 - Operating Expenditure**

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Gray Community Hall	-71,823	-41,670	58%	-37,421	111%	
Director Infrastructure	-1,334,859	-616,833	46%	-782,417	79%	2
Open Space	-5,951,479	-2,213,404	37%	-2,854,609	78%	7
Private Works	-108,633	-61,028	56%	-63,369	96%	
Recreation Centre	-325,716	-235,460	72%	-184,589	128%	10
Roads & Transport	-1,636,652	-748,081	46%	-933,264	80%	7
Stormwater Infrastructure	-174,177	-126,593	73%	-97,187	130%	11
Street Lighting	-1,217,408	-427,865	35%	-655,645	65%	12
Subdivisional Works	-25,000	-5,466	22%	-5,716	96%	13
Waste Management	-7,806,644	-3,341,834	43%	-3,950,210	85%	14
Odegaard Drive Investment Property	-131,580	-55,044	42%	-71,088	77%	15
Durack Heights Community Centre	-59,837	-31,590	53%	-28,148	112%	
CBD Car Parking	-69,727	-21,902	31%	-37,565	58%	16
Goyder Square	-244,571	-146,474	60%	-122,804	119%	17
<b>Infrastructure</b>	<b>-20,581,461</b>	<b>-8,735,818</b>	<b>42%</b>	<b>-10,529,415</b>	<b>83%</b>	
<b>OPERATING EXPENDITURE</b>	<b>-49,492,240</b>	<b>-25,449,140</b>	<b>51%</b>	<b>-27,391,783</b>	<b>93%</b>	

## 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 period
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. More programs are expected in the coming months
5. Increased animal management expenditure due to unregistered dogs, this will be managed from underspends in other areas
6. Due to hiring temp staff to cover the vacancies, these should be within the annual budget as the recruitment is underway
7. Utilities invoices for the months of December and January are yet to be processed
8. Cleaning charges and utilities invoices for the month of January are yet to be processed
9. Invoices have not yet been received or processed for payment, but are anticipated to be received in the coming months
10. Higher Electricity expenses than budgeted
11. Expenses higher than expected for the period, but still within annual budget
12. December quarter electricity invoice is yet to be received.
13. Expenses are anticipated in the coming months for the use of consultants
14. Waste management invoices are received but yet to be processed for the month of December and January
15. Yet to receive maintenance invoices from November 2024
16. Reduced maintenance cost due to the decommissioning of parking meters
17. Due to extra maintenance costs not expected and will be absorbed in savings elsewhere



Approved by: Finance Manager

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

31 January 2025

58.33%

**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						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
<b>People and Place</b>						
Arts & Culture	250,000	0	0%	250,000	0%	
<b>People and Place</b>	<b>250,000</b>	<b>0</b>	<b>0%</b>	<b>250,000</b>	<b>0%</b>	
<b>Finance &amp; Governance</b>						
Financial Services	3,000,000	0	0%	0	0%	
Fleet	180,000	77,273	43%	105,000	74%	
<b>Finance &amp; Governance</b>	<b>3,180,000</b>	<b>77,273</b>	<b>2%</b>	<b>105,000</b>	<b>74%</b>	
<b>Community</b>						
Library Services	44,219	29,000	66%	44,219	66%	
Animal Management	100,700	25,950	26%	58,742	44%	
<b>Community</b>	<b>144,919</b>	<b>54,950</b>	<b>38%</b>	<b>102,961</b>	<b>53%</b>	
<b>Infrastructure</b>						
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	223,601	93%	120,000	186%	1
Waste Management	26,478	0	0%	26,478	0%	
<b>Infrastructure</b>	<b>5,812,618</b>	<b>554,592</b>	<b>10%</b>	<b>5,692,618</b>	<b>10%</b>	
<b>CAPITAL INCOME</b>	<b>9,387,537</b>	<b>686,815</b>	<b>7%</b>	<b>6,150,578</b>	<b>11%</b>	

**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 occurred.

**Notes:**

1. Variance is due to higher funds received for FILOC




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 Approved by: Finance Manager

Section 2  
Financial Results

Budget Summary Report By Directorate as at 31 January 2025  
% of year passed 58.33%

### 1.3 - Capital Expenditure

	Annual	YTD Actuals \$	% YTD Actuals of Annual	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
iture	-500,000	-33,636	7%	-100,000	34%	1
<b>Deputy Chief Executive</b>	<b>-500,000</b>	<b>-33,636</b>	<b>0</b>	<b>-100,000</b>	<b>34%</b>	
					54%	2
	-350,000	0	0%	-205,000	0%	
	<b>-1,350,700</b>	<b>-236,983</b>	<b>0</b>	<b>-646,964</b>	<b>0</b>	
					103%	
anagement	-100,700	-25,950	26%	-44,675	58%	3
<b>Community &amp; Culture</b>	<b>-261,919</b>	<b>-79,626</b>	<b>0</b>	<b>-96,675</b>	<b>82%</b>	
					3%	4
					107%	
					92%	
					30%	1, 4
					1%	5
					55%	1, 5, 6
					101%	
					24%	1, 7
					29%	
					25%	1, 8
					4%	9
ights Community Centre	-9,300	0	0%	-1,550	0%	
<b>Infrastructure</b>	<b>-15,038,409</b>	<b>-1,975,072</b>	<b>13%</b>	<b>-5,868,995</b>	<b>34%</b>	
<b>CAPITAL EXPENDITURE</b>	<b>-17,151,028</b>	<b>-2,325,317</b>	<b>14%</b>	<b>-6,712,634</b>	<b>35%</b>	

Note: Please refer to the Major Capital Projects Update Report for more details on specific projects.

**Notes**

1. These projects include expenditure relating to grant funding not yet confirmed, which total to \$2.5M
2. This relates to the Enterprise Resource Planning project and it's expected to go out to tender this quarter
3. Waiting for the delivery of the dog pen
4. Projects at preliminary design stage
5. Zuccoli Hub - preliminary designs completed for Stage 2, tender for the civil earthworks to be advertised mid February
6. This includes a number of projects - Hobart Park, Park Refurbishment, Tree replacment and irrigation
7. We have \$1.5M in commitments at the moment for road projects which is expected to be completed by end March 2025. The rest will be spent towards the end of the FY
8. We have about \$350k in commitments for lighting project to be completed in April 2025. 2 other projects are in detailed design stage, which is expected to be completed prior to end of FY
9. Tender has been awarded and practical completion expected in April 2025. Council has approved the transfer of \$335K increasing this budget to \$1.34M



Approved by: Finance Manager

Section 2  
Financial Results

Capital Expenditure & Funding as at 31 January 2025  
% of year passed 58.33%

## 1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	5,172,939	450,510
Infrastructure (including roads, footpaths, park furniture)	9,242,259	1,502,776
Fleet	350,000	0
Other Assets (including furniture & office equip)	970,700	236,983
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>17,151,028</b>	<b>2,325,317</b>
TOTAL CAPITAL EXPENDITURE FUNDED BY:	Annual Budget	Actuals
Operating Income	4,714,212	243,278
Capital Grants	5,967,537	871,730
Transfers from Cash Reserves	6,469,279	1,210,309
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>17,151,028</b>	<b>2,325,317</b>



Approved by: Finance Manager

## 2.1 - Balance Sheet

Balance Sheet	YTD	
<b>Assets</b>		
<b>Current Assets:</b>		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	8,915,209	Tied funds equals restricted reserve and unearned Grant income
Investments		
Tied Funds	2,761,035	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	19,489,109	
Receivables		
Rates and Charges	9,806,971	
Other Receivables	1,217,484	
<b>TOTAL CURRENT ASSETS</b>	<b>42,191,163</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	540,277,296	
Investment property	5,500,000	
Work in progress	7,285,383	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>553,062,679</b>	
<b>TOTAL ASSETS</b>	<b>595,253,842</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	2,474,339	
Unearned Grant Income (AASB1058)	2,408,992	Unearned grant income
Borrowings	602,846	
Provisions	1,295,404	
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,781,582</b>	
<b>Non-Current Liabilities:</b>		
Borrowings	4,702,792	
Provisions	1,999,984	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,702,776</b>	
<b>TOTAL LIABILITIES</b>	<b>13,484,357</b>	
<b>NET ASSETS</b>	<b>581,769,484</b>	
<b>Equity</b>		
Accumulated Surplus	237,611,486	
Profit & Loss - current Year	13,925,338	
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	
<b>TOTAL EQUITY</b>	<b>581,769,484</b>	



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Section 2  
 Financial Results  
 Statement of Reserves as at 31 January 2025  
 % of year passed 58.33%

**2.2 - Statement of Reserves - Budget Movements 2024/25**

OTHER RESERVES	Opening Balance \$ 01/07/2024	Surplus Analysis to Reserves \$	Original Budget 2024/25 to Reserves \$	Original Budget 2024/25 from Reserves \$	1st Review 2024/25 to Reserves \$	1st Review 2024/25 from Reserves \$	2nd Review 2024/25 to Reserves \$	2nd Review 2024/25 from Reserves \$	Projected Balance at the YTD 2024/25 \$
<b>Externally Restricted Reserves</b>									
Unexpended Grants Reserve	-								-
<b>Externally Restricted Reserves</b>	-								-
<b>Internally Restricted Reserves</b>									
Election Expenses Reserve	100,000	50,000	50,000	-	-	-			200,000
Disaster Recovery Reserve	500,000		-		-	-			500,000
Unexpended Capital Works Reserve	4,103,508		-		(764,873)	(3,338,635)			(0)
Developer Funds In Lieu Of Construction	989,011	697,459	320,000	(200,000)					1,806,470
Waste Management Reserve	3,574,733	313,471	231	(50,000)	(334,274)	(931,756)			2,572,405
Asset Renewal Reserve	-			-	-				-
Major Initiatives Reserve	-								-
<b>Internally Restricted Reserves</b>	<b>9,267,252</b>	<b>1,060,930</b>	<b>370,231</b>	<b>(250,000)</b>	<b>(1,099,147)</b>	<b>(4,270,391)</b>	-	-	<b>5,078,875</b>
<b>Unrestricted Reserves</b>									
Working Capital Reserve	5,711,243	371,668	20,000	(1,948,888)	1,099,147	(520,000)			4,733,170
<b>Unrestricted Reserves</b>	<b>5,711,243</b>	<b>371,668</b>	<b>20,000</b>	<b>(1,948,888)</b>	<b>1,099,147</b>	<b>(520,000)</b>	-	-	<b>4,733,170</b>
<b>Total Reserves</b>	<b>14,978,495</b>	<b>1,432,598</b>	<b>390,231</b>	<b>(2,198,888)</b>	<b>-</b>	<b>(4,790,391)</b>	-	-	<b>9,812,045</b>



Approved by: Finance Manager

Investments Management Report as at  
% of year passed

2.3 - Investment Management Report

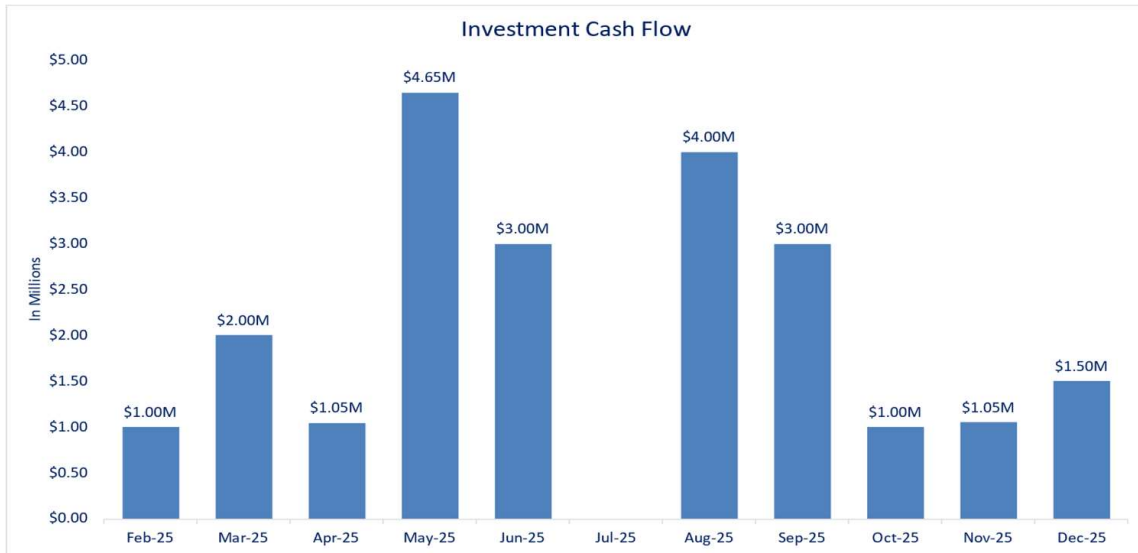
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	\$ 1,051,000	4.85%	November 12, 2025	285	
AMP	S&P A2	\$ 3,000,000	5.10%	September 2, 2025	214	
AMP	S&P A2	\$ 2,000,000	5.00%	May 25, 2025	114	\$ 6,051,000.00
CBA	S&P A1+	\$ 3,149,508	4.87%	May 24, 2025	113	\$ 3,149,508.49
JUDO	S&P A2	\$ 1,000,000	5.18%	February 24, 2025	24	\$ 1,000,000.00
NAB	S&P A1+	\$ 1,000,000	4.95%	October 9, 2025	251	
NAB	S&P A1+	\$ 1,500,000	5.10%	December 5, 2025	308	
NAB	S&P A1+	\$ 4,000,000	5.05%	August 18, 2025	199	
NAB	S&P A1+	\$ 1,500,000	5.21%	May 26, 2025	115	
NAB	S&P A1+	\$ 1,049,636	5.15%	April 26, 2025	85	
NAB	S&P A1+	\$ 3,000,000	5.50%	June 30, 2025	150	\$ 12,049,635.62
<b>TOTAL SHORT TERM INVESTMENT</b>		<b>\$ 22,250,144</b>		<b>Average Days to Maturity</b>	<b>169</b>	

Investment Distribution by Credit Rating		
Credit Rating	% of Portfolio	Counterparty Limit
A1 & A1+	68%	100%
A2	32%	60%
A3	0%	40%

Investment Distribution by Individual Institution		
ADI	% of Total	Max Individual limit
National Australian Bank (NAB)	54%	60%
Commonwealth Bank (CBA)	14%	60%
AMP Bank Limited	27%	40%
Judo Bank	4%	40%

Interest Income Year to Date	Amount
Total Year to Date Interest on Cash at Bank	\$ 230,609
Total Year to Date Investment Earnings	\$ 546,920
Total Year to Date Interest from internal loan	\$ 27,789
Total Year to Date interest penalty income	\$ 97,973
<b>Income</b>	<b>\$ 903,291</b>

Cash at bank & Investments	Amount
Trading Account	\$ 8,915,209
Short Term Investment	\$ 22,250,144
Petty Cash	\$ 1,355
<b>Total Funds</b>	<b>\$ 31,166,708</b>



TMENT						
PROPERTY A		LUE	INCOM		OFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,500,000	\$ 269,967	\$ 55,044	\$ 214,923	\$ 140,928

  
Approved by: Finance Manager

Debtor Control Accounts as at  
% of year passed

**2.4 Debtor Control Accounts**

**RATES OUTSTANDING**

Report Month	Debt Charges	Outstanding	Overdue	Overdue % of CY Rates	Payments Received in Advance
Jan-25	\$8,354,250		815,022	7.9%	\$843,536

**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)	\$1,282,476	\$695,982	\$311,164	\$147,945	\$70,485	\$32,773	\$13,442	\$10,687
	100%	54.3%	24.3%	11.5%	5.5%	2.6%	1.0%	0.8%
Number Of Properties	533	533	197	100	57	28	13	6

**INFRINGEMENTS**

	Total	2024-25	2023-24	2022-23	2021-22	2020-21	2019-18	2018-17
fringements	144,990.26	41,762.00	29,681.00	27,222.86	22,107.40	17,768.00	5,944.00	505.00
	6,275.00	3,019.00	139.00	1,632.00	1,485.00			
	20,059.44	1,141.00	5,126.00	2,589.00	4,206.00	2,265.00	4,692.44	40.00
	50.00	-	50.00	-	-	-	-	-
	<b>171,374.70</b>	<b>45,922.00</b>	<b>34,996.00</b>	<b>31,443.86</b>	<b>27,798.40</b>	<b>20,033.00</b>	<b>10,636.44</b>	<b>545.00</b>
	100%	26.8%	20.4%	18.3%	16.2%	11.7%	6.2%	0.3%
nfringements	1,344	190	331	263	246	171	139	4

**SUNDRY DEBTORS:**

Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
\$296,822.43	\$161,498.76	\$3,904.00	\$300.00	\$131,119.67
100%	54.4%	1.3%	0.1%	44.2%



Approved by: Finance Manager

SECTION 2  
 Financial Results  
 Creditor Accounts Paid 31 January 2025  
 % of year passed 58.33%

2.5 - Creditor Accounts Paid

	Creditor Name	Creditor Payment Type	Amount \$	Notes
2	Australian Taxation Office - PAYG		0	
			0.32	
			840.72	
			88,549.80	
			170,659.23	
			142,666.70	
			141,719.86	
			109,809.08	
			108,976.85	
			106,892.82	
			103,507.72	
			95,557.69	
			81,081.55	
			68,095.29	
			66,306.15	
			66,141.25	
		ors	61,131.84	
		ditors	61,111.75	
		Creditors	52,583.30	
		al Creditors	50,941.00	
		neral Creditors	45,400.00	
		General Creditors	37,478.77	
		General Creditors	33,875.70	
		Refunds & Reimbursements	33,768.29	
		General Creditors	32,716.54	
		General Creditors	31,003.50	
		General Creditors	30,993.33	
		General Creditors	28,907.83	
		General Creditors	28,067.60	
		General Creditors	25,795.88	
		General Creditors	23,457.50	
		General Creditors	22,724.60	
		General Creditors	22,115.61	
		General Creditors	18,480.00	
		General Creditors	15,951.35	
	c) P/L	General Creditors	15,413.14	
		General Creditors	14,005.37	
	td	General Creditors	13,453.54	
		General Creditors	13,379.52	
		General Creditors	12,980.00	
		General Creditors	12,476.31	
		General Creditors	11,770.43	
	umbing	General Creditors	10,384.00	
	rity Pty Ltd	General Creditors	9,611.37	
	t Party Hire	General Creditors	9,435.90	
	stad Pty Ltd	General Creditors	9,417.75	
	rwin Catering Company	General Creditors	9,203.15	
	Crest Performance Pty Ltd	General Creditors	8,510.10	
	Imagine That Face Painting	General Creditors	8,220.00	
	Area9 IT Solutions	General Creditors	7,431.60	
	Eggins Electrical	General Creditors	6,820.77	
	Iron Mountain Australia Pty Ltd	General Creditors	6,760.96	
	Enlocus Pty Ltd	General Creditors	6,699.00	
	L and J Arnott Investments Pty Ltd T/A Power Clean NT	General Creditors	6,656.00	
2	RingCentral Australia Pty Ltd	General Creditors	6,385.06	
5540	Transparent ICT Consulting	General Creditors	6,352.50	
Vo4798	Australian Radio Network Pty Limited	General Creditors	6,156.70	

5651	Minter Ellison Lawyers	General Creditors	5,561.60	
V01118	Wilson Security Pty Ltd	General Creditors	5,517.96	
3936	Arafura Tree Services and Consulting	General Creditors	5,453.00	
2336	Flick Anticimex Pty Ltd	General Creditors	5,075.21	
3880	PAWS Darwin Limited	General Creditors	5,006.50	
V03776	Business Fuel Cards Pty Ltd	General Creditors	4,983.45	
V00474	Lane Communications	General Creditors	4,958	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	4,8	
V00939	Defend Fire Services Pty Ltd	General Creditors		
V03685	Peel Valentine Whitehead Partners Pty Ltd	General Creditors		
V01801	Pumptech NT	General Creditors		
V00443	Forecast Machinery	General Creditors		
V04859	Keegan Group Pty Ltd	General Creditors		
V01192	Easy Glass Services	General Creditors		
V03557	Global Headquarters Pty Ltd	General Creditors		
V03973	AANT Salary Packaging	General Creditors		
3313	Zip Print	General Creditors		
V01612	News Pty Limited (News Corp Australia)	General Creditors		
V03853	Service Air	General Creditors		
V05105	Litchfield Welding	General Creditors		
5387	Odd Job Bob - Darren John Fillmore	General Creditors		
V04917	OverDrive Australia	General Creditors		
4029	Totally Workwear Palmerston	General Creditors		
V02229	Studio B Designs	General Creditors		
V05428	Game Automotive Pty Ltd T/A Bridgestone Service Centre Winnellie	General Creditors		
V04923	Garrards Pty Ltd	General Credito		
V00332	Stacie Selwood T/a Hyper The Clown	General Cred		
V00200	Red Earth Automotive Pty Ltd	General Cr		
V01584	Salary Packaging Australia	General		
2199	SBA Office National	Gene		
161	Australian Institute of Management	Ge		
4065	Southern Cross Protection Pty Ltd			
V00504	Department of The Chief Minister & Cabinet			
V01890	Cathy Applegate			
V02542	Roadside Services and Solutions Pty Ltd			
3428	Bunnings Group Limited			
V02369	Maher Raumteen Solicitors			
V04172	Charlie Bliss Creative			
18	Integrated Land Information System			
V03000	Jess Cussen Graphic Design			
5114	S.E. Rentals Pty Ltd			
V02294		Refunds & Reimbursements	2,200.00	1
256	The Bookshop Darwin	General Creditors	2,177.25	
V05354	Cleaner The Crow Cleaning Service P/L			
V00383	Simon Marston Window Cleaning			
V05470	Keith Halford			
V03665	Bilske Investments Pty Ltd T/A Outback Pe			
V03975	ArborWork Tree Services Pty Ltd			
V04876	Rachael's Designacake			
2009	The Big Mower (NT) Pty Ltd			
V01420	CENTRELINK (PAYROLL)			
V05417	Ev Up Pty Ltd			
353	Otis			
V01567		Refunds & Reimbursements	1,600.00	1
4398	Quality Indoor Plants H	General Creditors	1,585.80	
253	Territory FM 104.1 D			
V04362	St Marys Hockey C			
V05219	Poyzer Consult			
V02306	Well Done In			
V05535	Darwin Pla			
4561	Bendesi			
3569	NT Bu			
V01397	RS			
V04269		Refunds & Reimbursements	1,306.00	1

272	City Wreckers	General Creditors	1,232.00	
V03813	The Strategic Directions Group Pty Ltd	General Creditors	1,155.00	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
V00542	Industry Health Solutions	General Creditors	1,045.00	
V00101	Bellamack Pty Ltd	Refunds & Reimbursements	1,040.00	
238	The Australian Local Government Job Directory	General Creditors	990.00	
V05074	On Point Creative NT	General Creditors	975.00	
V05552	P&O Two Investments Pty Ltd ATF the P&O Two Trust	General Creditors	973.99	
2977	Optic Security Group NT	General Creditors	973.52	
5036	Dormakaba Aust P/L T/as Territory Door Services	General Creditors	973.50	
5410	Majestix Media Pty Ltd	General Creditors	968.00	
V03117	Up Here Photography	General Creditors	900.00	
V05561		Refunds & Reimbursements		
V04992	Nine Network Australia Pty Ltd	General Creditors		
V00270	Janie Andrews (Artist and Designer)	General Creditors	800.00	
V01722	Glennon, Casey Jane	General Creditors	800.00	
V02035	Prayer Corby	General Creditors	800.00	
V02513	The Darwin City Brass Band Association Inc	General Creditors	800.00	
V05199	ByProgress Pty Ltd t/as Giggling Geckos Amusements & Hire	General Creditors	781.00	
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	761.20	
V05146	Teo Pellizzeri	General Creditors	750.00	
V04428	ESEL Pty Ltd T/A Mwave	General Creditors	729.50	
2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00	
V02474	HMG - Heath Motor Group Pty Ltd (Isuzu)	General Creditors	690.09	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	675.18	
617	Barnyard Trading	General Creditors	602.36	
V00692	Yellow Rose Cleaning Service	General Creditors	549.50	
2186	Optus Billing Services Pty Ltd	General Creditors	540.00	
V02750		Refunds & Reimbursements		
2294	Modern Teaching Aids Pty Ltd	General Creditors		
V05533	Kym Ward	Grants, Sponsorships, Donations & Prizes	500.00	
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	496.21	
395	Elders Real Estate Darwin	Refunds & Reimbursements	487.00	
3879	Litchfield Council	General Creditors	482.00	
V05270	Rhino Industrial Pty Ltd	General Creditors	467.50	
V04986	Bridge NT Pty Ltd T/A Bridge Toyota	General Creditors	455.68	
V01785	M&S Mowing Plus	General Creditors	440.00	
4528	Miranda's Armed Security Officers Pty	General Creditors	429.00	
5435	Access Hardware (NT) Pty Ltd	General Creditors	406.35	
V01691	Blackwoods	General Creditors	401.65	
V02115	Elizabeth Abdo (Libby)	General Creditors	400.00	
V03936	Crystal Robins	General Creditors	400.00	
V03951	Kathryn Ezzy Music	General Creditors	400.00	
V01694	NT Advertising and Distribution	General Creditors	385.00	
5417	Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	374.00	
87	Industrial Power Sweeping Services Pty	General Creditors	368.65	
5713	Clean Fun T/A Darwin Outdoor Cinema Hire/Darwin Laundries	General Creditors	352.00	
V00648	Sachiko Hirayama	General Creditors	350.00	
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	329.55	
V05559	Annie Elizabeth Lange	General Creditors	275.00	
V02211	Jacob Rawlings	Grants, Sponsorships, Donations & Prizes	250.00	
V05088	Jodi Holden	General Creditors	250.00	
V05528	Alexis Landers	Grants, Sponsorships, Donations & Prizes	250.00	
V05532	Emily Gillis	Grants, Sponsorships, Donations & Prizes	250.00	
V05562		Refunds & Reimbursements		
V05564	Munashe Matizanadzo	General Creditors		
V05567		Refunds & Reimbursements		
V05570		Refunds & Reimbursements		
V04624	Niesha Korman	General Creditors		
215	Employee Assistance Services NT Inc (EASA)	General Creditors	238.95	
V02228	NT Entertainment Solutions Pty Ltd	General Creditors	222.00	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	214.62	
V03480	Baby Ballet Darwin	General Creditors	200.00	
3235	Records & Information Management Professionals Aus	General Creditors	195.00	

V01599	Budsoar Pty Ltd T/A Koori Mail	General Creditors	175.00	
V03127	Palmerston Quality Meats	General Creditors	164.12	
V05489		Refunds & Reimbursements		
V03262	WOW Wipes	General Creditors		
V01810	Jacana Energy - Payroll Deductions	General Creditors	150.00	
V05521		Refunds & Reimbursements		
3788	HPA Incorporated	General Creditors		
V02167	Sanity Music Stores Pty Ltd	General Creditors	130.91	
V05551	Shannon Mcmillan	General Creditors	128.00	
V02213	Kristel Maria Palos	General Creditors	125.00	
V03765		Refunds & Reimbursements		
V05536		Refunds & Reimbursements		
V05537		Refunds & Reimbursements		
V05542		Refunds & Reimbursements		
V05543	Cyclone Boxing	Refunds & Reimbursements	125.00	
V05544		Refunds & Reimbursements		
V05572	Wilson Parking - Security	Refunds & Reimbursements		
V05579		Refunds & Reimbursements		
V05549		Refunds & Reimbursements		
V05541	Let's Sing	General Creditors		
V05101	Ezyas Car Wash NT	General Creditors	96.00	
399	St John Ambulance (NT) Incorporated	General Creditors	95.00	
V05578		Refunds & Reimbursements		
35	WINC Australia Pty Limited	General Creditors		
V05534		Refunds & Reimbursements		1
V05444	Booktopia Direct Pty Ltd	General Creditors		
V05446		Refunds & Reimbursements		1
V05484		Refunds & Reimbursements		1
V05485		Refunds & Reimbursements		1
V05514		Refunds & Reimbursements		1
V05550		Refunds & Reimbursements		1
V05568		Refunds & Reimbursements		1
V05573		Refunds & Reimbursements		1
V05395	Old Mates Bakery	General Creditors		
V03304		Refunds & Reimbursements		1
V05538		Refunds & Reimbursements		1
V05546		Refunds & Reimbursements		1
V05563		Refunds & Reimbursements		1
V05569		Refunds & Reimbursements		1
V04188	Wanda Gallagher	General Creditors		
V05547		Refunds & Reimbursements		1
V05548	Brad Hewton	General Creditors		
V01938	Windcave Pty Limited	General Creditors	49.50	
30	Colemans Printing Pty Ltd	General Creditors	38.50	
2915	Territory Uniforms	General Creditors	23.10	
V02545	Amazon Web Services Inc	General Creditors	5.21	
			<b>3,374,075.88</b>	

Investments	-
Total Creditor Payments (excludes investments placed)	3,374,075.88
<b>Total Payments made to Local suppliers this month</b>	<b>2,849,893.26</b>

**Percentage of this month's payments made to local suppliers 84.46%**

**Notes**

- 1. Names redacted to de-identify personal details



Approved by: Finance Manager

SECTION 2  
Financial Results

Creditor Accounts Outstanding as at 31 January 2025  
% of year passed 58.33%

## 2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount \$	Notes
4190	National Australia Bank - Corporate Credit Cards	52,604.86	1
V02563	Amcom Pty Ltd Acc no 68842	105.78	2
V05571	Chowdhury Sadaruddin - Islamic Council of NT	(125.00)	3
V03665	Bilske Investments Pty Ltd T/A Outback Pest Co	(132.00)	3
53	Eggins Electrical	(231.00)	4
V02285	Territory Native Plants	(260.24)	4
5640	Think Water - Winnellie & Virginia	(261.61)	4
3438	NT Shade & Canvas Pty Ltd	(275.00)	4
V03746	Kim Koole Music	(350.00)	4
V00582	Ezko Property Services (Aust) Pty Ltd	(385.00)	4
V03971	Darwin Catering Company	(400.00)	4
V05557	Lankan Dance Academy Inc.	(500.00)	4
V05105	Litchfield Welding	(1,815.00)	4
2064	Larrakia Nation Aboriginal Corporation	(1,980.00)	4
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	(2,641.91)	4
3936	Arafura Tree Services and Consulting	(3,454.00)	4
4561	Bendesigns	(3,723.50)	4
V00318	QuickSuper Clearing House	(12,087.18)	4
2161	GHD Pty Ltd	(29,013.60)	3
V00504	Department of The Chief Minister & Cabinet	(32,000.00)	3
V04904	Tropical Tree Services Pty Ltd	(32,945.00)	4

NOTES:

1. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliation are completed
2. Please note Amcom is in credit and waiting for a refund from supplier
3. Awaiting more information from the supplier
4. Invoices not due yet, will be paid in the upcoming payment runs



Approved by: Finance Manager

Section 2  
Financial ResultsCommercial Leases as at  
% of year passed

31 January 2025

58.33%

**2.7 - Commercial Leases**

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Income</b>						
Library Services	30,000	5,646	19%	17,500	32%	1
GM Finance & Governance	69,205	36,929	53%	40,370	91%	
Civic Centre	151,150	97,176	64%	88,171	110%	
<b>Income</b>	<b>250,355</b>	<b>139,751</b>	<b>56%</b>	<b>146,040</b>	<b>96%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,000	-9,820	82%	-7,000	140%	
<b>Expenditure</b>	<b>-12,000</b>	<b>-9,820</b>	<b>82%</b>	<b>-7,000</b>	<b>140%</b>	<b>2</b>
<b>Profit/(Loss)</b>	<b>238,355</b>	<b>129,931</b>		<b>139,040</b>		

**Notes**

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




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 Approved by: Finance Manager

## 2.8 - Council Loans

### INTERNAL LOANS

Making the Switch Balances (FILOC)	
1st Withdrawal June 2019	640,000
2nd Withdrawal June 2020	2,583,849
Public lighting officer June 2020	114,000
<b>Project Cost taken from FILOC</b>	<b>3,337,849</b>
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)
<b>Loan Balance at 1/07/2024</b>	<b>1,833,114</b>
Expected Repayments 2024/25	(347,871)
<b>Expected Loan Balance as at 30/06/2025</b>	<b>1,485,244</b>

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 31/01/2025
1,833,114	-347,871	-200,970	44,288	28,133	1,632,145

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

SWELL Loan (FILOC)			
Principal as of 1/7/2024	Principal Loan Repayments for 2024-25	Principal Loan Repayments YTD	Loan balance as of 31/01/2025
320,000	-80,000	0	320,000

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

## 2.8 - Council Loans

### EXTERNAL LOANS

Archer Landfill Rehabilitation Balances (NAB)	
<b>Total Loan Amount</b>	<b>1,960,000</b>
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)
<b>Loan Balance at 1/07/2024</b>	<b>786,610</b>
Expected Repayments 2024/25	(254,975)
<b>Expected Loan Balance as at 30/06/2025</b>	<b>531,635</b>

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 31/01/2025
786,610	-254,975	-147,832	-19,243	12,219	638,778

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

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 31/01/2025
4,812,500	-250,000	-145,833	-263,362	157,175	4,666,667

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 31 January 2025  
% of year passed 58.33%

## 2.9 - Elected Member Expenses

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Operating Expenditure</b>						
Superannuation	-44,461	-23,942	54%	-25,936	92%	
Mayoral Allowance	-116,600	-68,682	59%	-68,017	101%	
Mayor Vehicle Allowance	-25,000	-14,725	59%	-14,583	101%	
Mayoral Professional Dev Allowance	-4,000	-4,000	100%	-2,333	171%	
Deputy Mayoral Allowance	-19,289	-10,288	53%	-12,221	84%	
Elected Members Councillor Allowances	-170,111	-97,528	57%	-99,344	98%	
Elected Members Professional Dev Allowance	-28,000	-1,234	4%	-16,333	8%	
Elected Members Meeting Allowance	-70,000	-45,400	65%	-40,833	111%	1
Information Technology Capital Entitlement	-9,600	0	0%	-5,600	0%	
Acting Mayor Allowance	-10,615	-9,326	88%	-6,192	151%	
Contractors	-51,450	0	0%	-30,013	0%	
Printing & Photocopying Costs	-2,000	-82	4%	-1,914	4%	
Furniture & Equipment expensed	-1,433	0	0%	-836	0%	
Other Sundry Expenses	-7,857	-1,931	25%	-4,774	40%	
Food & Catering Costs	-11,085	-4,173	38%	-5,885	71%	
Course Seminar & Conference Registration	-10,557	-4,096	39%	-2,477	165%	2
Air Travel	-3,093	-178	6%	-919	19%	
Travel Accommodation	-2,111	0	0%	-297	0%	
Travel Related Costs Other	-1,031	-734	71%	-689	107%	3
<b>Operating Expenditure</b>	<b>-588,293</b>	<b>-286,319</b>	<b>49%</b>	<b>-339,194</b>	<b>84%</b>	

Notes:

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



Approved by: Finance Manager

Section 2  
Financial Results

CEO Credit Card Transactions as at 31 January 2025  
% of year passed 58.33%

**2.10 - CEO Credit Card Transactions**

**Cardholder Name:** Nadine Nilon  
**Cardholder Position:** CEO  
**Period** Jan-25

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
23/01/2025	\$ 9.99	Tesla Inc	Vehicle expenses
<b>Total</b>	\$		

**Cardholder Name:** Amelia Vellar  
**Cardholder Position:** Acting CEO  
**Period** Jan-25

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
		No Transactions	
<b>Total</b>	\$ -		

  
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 March 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

## 19 CLOSURE OF MEETING TO PUBLIC

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

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



# MINUTES

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## 1st ORDINARY COUNCIL MEETING

TUESDAY 4 FEBRUARY 2025

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

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

UNCONFIRMED



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

**PRESENT**

<b>ELECTED MEMBERS</b>	<p>Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Mark Fraser Councillor Amber Garden (<i>Via Audio/Audiovisual</i>) Councillor Benjamin Giesecke Councillor Damian Hale Councillor Danielle Eveleigh Councillor Lucy Morrison Councillor Sarah Henderson</p>
<b>STAFF</b>	<p>Chief Executive Officer, Nadine Nilon Acting General Manager Infrastructure, Katie O'Neill General Manager Finance and Governance, Wati Kerta General Manager Community, Konrad Seidl Acting General Manager People and Place, Emma Blight Minute Secretary, Jodi Holden</p>
<b>GALLERY</b>	<p>Four members of the public Seven members of staff</p>

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

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5.48pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Nil

### 3.2 Leave of absence previously granted

Nil

## 4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

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

*Councillor Garden*

## 5 DECLARATION OF INTEREST

### 5.1 Elected members

Moved: Mayor Pascoe-Bell  
Seconded: Deputy Mayor Fraser

1. THAT the Declaration of Interest received from Councillor Eveleigh for Item 27.1.2 and 27.2.1 be received and noted.
2. THAT the Declaration of Interest received from Mayor Pascoe-Bell for Item 27.1.2 and 27.2.1 be received and noted.

**CARRIED (8/0) - 10/1727 - 4/02/2025**

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

## 5.2 Staff

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of minutes

Moved: Councillor Eveleigh  
Seconded: Councillor Morrison

THAT the Minutes of the Council Meeting held on 21 January 2025 pages 11562 to 11573 be confirmed.

CARRIED (8/0) - 10/1728 - 4/02/2025

### 6.2 Business arising from previous meeting

Nil

## 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

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

CARRIED (8/0) - 10/1729 - 4/02/2025

## 8 DEPUTATIONS AND PRESENTATIONS

Nil

## 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

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

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving confidential items into open

#### 10.1.1 Leave of Absence Requests

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

4. THAT the leave of absence received from Councillor Giesecke for 20 January to 2 February 2025 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Henderson for 25 December to 25 January 2025 inclusive be received and noted.
8. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

**CARRIED (6/0) - 10/1676 - 10/12/2024**

#### 10.1.2 Leave of Absence Requests

**Moved:** Councillor Hale  
**Seconded:** Councillor Garden

5. THAT the leave of absence received from Councillor Hale for 22 January to 23 January 2025 inclusive be received and noted.
7. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

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

#### Basketball NT Proposal

1. THAT Report entitled Basketball NT Proposal be received and noted.
2. THAT Council declines the \$400,000 funding request from Basketball NT and Palmerston and Regional Basketball Association as detailed in Report entitled Basketball NT Proposal.
3. THAT the Mayor writes to Basketball NT and Palmerston and Regional Basketball Association:
  - a. Confirming Council's support of the multi-purpose sports facility in Palmerston;
  - b. informing them that at this time Council will not be financially supporting the project;

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

- c. advising that Council remains willing to consider a proposal to expand the Palmerston Recreation Centre owned and managed by City of Palmerston.

**CARRIED 10/629 – 15/11/2022**

**Risk Management and Audit Committee Confidential Minutes – 28 February 2023**

1. THAT Report entitled Risk Management and Audit Committee Confidential Minutes - 28 February 2023 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided as Attachment 25.1.7.1 to report entitled Risk Management and Audit Committee Confidential Minutes - 28 February 2023 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 28 February 2023:
  - a. THAT the Risk Management and Audit Committee notes that regular updates on the ERP Project will be provided to the Risk Management and Audit Committee through scheduled meetings and Councils monthly Major Capital Projects report.
  - b. THAT Council endorse the eight Strategic Risks and the associated risk tolerance levels as shown in Table 5: Strategic Risk and Tolerance Level contained in the Report titled Strategic Risk Register Review.
  - c. THAT Council notes that the finalised Strategic Risk Register and the 2023-26 Internal Audit Plan will be presented at the next RMAC meeting on 23 May 2023.
  - d. THAT Report entitled 2021-22 External Audit Findings be received and noted.
  - e. THAT Council notes that higher risk recommendations impacting cash and revenue will be prioritised, and work will continue on the remaining recommendations.
  - f. THAT the Chief Executive Officer will provide a written update to the City of Palmerston External Auditor.
  - g. THAT Council adopt the tabled document as replacement for Attachment 16.2.1.1.
  - h. THAT the Auditors management letter from 2021/22 be added to the next RMAC meeting of 23 May 2023.
  - i. THAT the 2021-22 External Audit Findings are risk assessed and prioritised and presented to the RMAC meeting of 23 May 2023.

**CARRIED 10/768 – 21/03/2023**

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

**Risk Management and Audit Committee Confidential Minutes – 23 May 2023**

1. THAT Report entitled Risk Management and Audit Committee Confidential Minutes – 23 May 2023 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided as Attachment 25.1.3.1 to report entitled Risk Management and Audit Committee Confidential Minutes – 23 May 2023 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 23 May 2023:
  - a. THAT the Strategic Risk Register report be laid on the table subject to further information and explanation regarding definition of categories and associated consequences, and a review of impact on the risk register including residual risks.
  - b. THAT a further report on progress and updates on the External Audit findings will be provided at the July 2023 RMAC meeting.
  - c. THAT the Council notes the significant work undertaken in 2022-2023 regarding the Strategic Risk Register.
  - d. THAT the Internal Audit Plan 2023-24 to 2025-26 as shown at Attachment 16.1.3.3. of report entitled Internal Audit Update is endorsed.

**CARRIED 10/875 – 6/06/2023**

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

**25.1.1 Risk Management and Audit Committee Confidential Minutes - 25 July 2023**

1. THAT Report entitled Risk Management and Audit Committee Confidential Minutes - 25 July 2023 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided as Attachment 25.1.1.1 to report entitled Risk Management and Audit Committee Confidential Minutes - 25 July 2023 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 25 July 2023:
  - a. 16.1.1 External Audit Findings
    2. THAT a further report on progress and updates on the External Audit Observations will be provided at the October 2023 Risk Management and Audit Committee meeting and KPMG will be invited to present to the Risk Management and Audit Committee.
  - b. 16.1.2 Strategic Risk Register - Additional Information
    2. THAT Risk Management and Audit Committee take the report entitled Strategic Risk Register off the table and replace the Report Attachment 16.1.1.1 with Attachment 16.1.2.1 of report entitled Strategic Risk Register - Additional Information.
    3. THAT the Recommendation 2. iii) in the Report entitled Strategic Risk Register be changed to:
      - iii) THAT the draft Risk Management Policy and Guidelines will be presented at the next Risk Management and Audit Committee meeting on the 24 October 2023.
  - c. 2. THAT the Risk Management and Audit Committee recommends to Council:
    - i. THAT Council endorse Strategic Risk Register shown at Attachment 16.1.2.1 of report entitled Strategic Risk Register - Additional Information.
    - ii. THAT a six-monthly report will be presented to RMAC on the Strategic Risk Register that addresses any change to the Council Risk Profile; any emerging risks; and progress against treatment plans.
    - iii. THAT the draft Risk Management Policy and Guidelines will be presented at the next RMAC meeting on the 24 October 2023.
  - d. 16.1.3 Internal Audit Update
    2. THAT the Risk Management and Audit Committee recommends to Council:

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

i) THAT the following items from the Internal Audit Action Register are complete and can be removed from the active Register:

- All items from Internal Audit 1: COVID-19 Process Review
  - All items from Internal Audit 2: Asset Management Plan Review
  - CIP1 Review of HR policies to contemporise including recruitment, performance management, learning and development.
  - CIP2 Capability Framework and Development Plan templates to be implemented.
- e. 18.1 Title: Provision of finance and governance advisory or consultancy service.
1. THAT General Business Item 18.1 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) of the Local Government (General) Regulations 2021 as the matter comprises of 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.
  2. THAT the Risk Management and Audit Committee recommend to the Council:
    - a. THAT a report be presented at the next Risk Management and Audit Committee meeting detailing the businesses that have provided significant > \$20,000 advisory or consultancy services in 2022-23 related to risk, financial management and governance, including audit.

**CARRIED 10/953 - 1/08/2023**

**25.1.1 2024 Northern Territory Election Advocacy (Limited Circulation Under Separate Cover)**

1. THAT Report entitled 2024 Northern Territory Election Advocacy be received and noted.
2. THAT Council endorses projects, funding partnerships and priorities, as detailed in Attachment 25.1.1.1, as its Northern Territory Election 2024 major advocacy projects noting a minor amendment to duplicated title of Pathways to Energy and Water.

**CARRIED 10/1290 - 16/04/2024**

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

**25.2.1 Compliance Review 2022-2023 - Update**

THAT Report entitled Compliance Review 2022-2023 - Update be received and noted.

**CARRIED 10/1467 - 6/08/2024**

**26.2.1 Update on Management Transfer of Public Housing Tenancies in Palmerston to Community Housing Providers**

THAT correspondence dated 25 July 2024 received from the Department of Territory Families, Housing and Communities regarding Update on Management Transfer of Public Housing Tenancies in Palmerston to Community Housing Providers be received and noted.

**CARRIED 10/1468 - 6/08/2024**

**25.3 NT Govt DIPL Strategic Directions Planning Policy**

THAT the presentation by Dr David Ritche, Chairman of the NT Planning Commission and Ms Jenna Dixon, Senior Project Officer, Lands Planning, Department of Infrastructure, Planning and Logistics (DIPL) on Strategic Directions Planning Policy be received and noted.

**CARRIED 10/1493 - 20/08/2024**

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

### 25.1.1 Risk Management and Audit Committee Confidential Minutes - 27 August 2024

1. THAT Report entitled Risk Management and Audit Committee Confidential Minutes - 27 August 2024 be received and noted.
2. THAT the unconfirmed confidential Risk Management and Audit Committee minutes provided at Attachment 25.1.1.1 to Report entitled Risk Management and Audit Committee Confidential Minutes - 27 August 2024 be received and noted.
3. THAT Council endorse the recommendations from the Confidential Risk Management and Audit Committee meeting held on 27 August 2024 as follows:
  - a. THAT the Risk Management Audit Committee recommends to Council that the following completed items be removed from the Action Report at Attachment 16.1.1.1:
    - i. Risk Management and Audit Committee Schedule RMA10/103
    - ii. External Audit Observations - RMA10/109
    - iii. Annual Report and Audited Financial Statements - RMA10/ 110
    - iv. Internal Audit Update RMA10/111
    - v. Consultancy services - RMA10/ 98
4. THAT the Risk Management Audit Committee recommends to Council:
  - a. THAT Council note the inclusion of two additional control improvement plans CIP9 Conflict of Interest and CIP10 Fleet Management.
  - b. That the Council notes that the Employee Value Proposition has been developed and is to be implemented.
  - c. THAT the Risk Management and Audit Committee be provided with an update on the progress of the Fraud and Corruption Audit at the October 2024 meeting.
  - d. THAT a report be prepared on Cyber Security Insurance Options for the City of Palmerston for the Risk Management and Audit Committee meeting on the 29 October 2024.

**CARRIED 10/1509 - 3/09/2024**

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

**25.2.1 Landscape and Grounds Maintenance Tender Award**

1. THAT Report entitled Landscape and Grounds Maintenance Tender Award be received and noted.
2. THAT Council approve the immediate transfer of \$520,000 from the Working Capital Reserve to the Open Space budget:
  - a. for the purposes of the award of the landscape maintenance and grounds maintenance tenders, and
  - b. the Long-Term Financial Plan is updated to reflect the immediate and ongoing financial changes; and
  - c. the annual budget and Long Term Financial Plan are updated to recognise this movement at the first budget review of 2024/25.
3. THAT the decision relating to Report entitled Landscape and Grounds Maintenance Tender Award be moved into the open minutes following the award of the contracts for TS2024-05 Landscape Maintenance and TS2024-01 Grounds Maintenance.

**CARRIED 10/1510 - 3/09/2024**

**26 2.1 2022-2023 Compliance Review Report with Interim Findings**

THAT the Correspondence dated 23 August 2024 from Hugh King, Acting Director Sustainability and Compliance, Department of Chief Minister and Cabinet, in relation to the 2022-2023 Compliance Review Report with Interim Findings be received and noted.

**CARRIED 10/1511 - 3/09/2024**

**22. Leave of Absence Request**

4. THAT the leave of absence received from Councillor Morrison for 26 November to 28 December 2024 inclusive be received and noted.
8. THAT the leave of absence received from Councillor Hale for 2 October to 6 October 2024, inclusive be received and noted.
9. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

**CARRIED (7/0) - 10/1535 - 17/09/2024**

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

**23 Request for Audio/Audiovisual Conferencing**

1. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Morrison who will be physically prevented from attending a meeting due to being a greater distance than 100km from the appointed place of meeting for the period 26 November to 28 December 2024.
2. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Hale who will be physically prevented from attending a meeting due to being a greater distance than 100km from the appointed place of meeting for the 1 October 2024 meeting.

**CARRIED (7/0) - 10/1536 - 17/09/2024**

**22 Leave of Absence Request**

5. THAT the leave of absence received from Councillor Hale for 2 October to 4 October 2024 inclusive be received and noted.
6. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

**CARRIED (7/0) - 10/1557 - 1/10/2024**

**23 Request for Audio/Audiovisual Conferencing**

1. THAT Council notes the approved request for Audio/Audiovisual Conferencing received for Councillor Garden who will be physically prevented from attending this meeting due to ill health.
2. THAT Council notes the approved request for Audio/Audiovisual Conferencing received for Deputy Mayor Fraser who will be physically prevented from attending this meeting due to a granted leave of absence, being a greater distance than 100km from the appointed place of meeting.

**CARRIED (7/0) - 10/1558 - 1/10/2024**

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

**27.1.2 CEO Recruitment Consultancy**

1. THAT Report entitled Appointment of CEO Recruitment Consultancy be received and noted.
2. THAT Council approves the engagement of a professional recruitment agency to recruit to the role of CEO.
3. THAT Council appoints Local Government Services Group as the recruiter to undertake the recruitment process for the role of Chief Executive Officer.
4. THAT these decisions be moved to the open minutes of this Ordinary Meeting on acceptance of quote.

**CARRIED (7/0) - 10/1563 - 1/10/2024**

**27.1.3 CEO Recruitment Process, PD and Contract**

1. THAT Report entitled CEO Recruitment Process, PD and Contract be received and noted.
2. THAT Council approves the CEO recruitment process as outlined in this report.
3. THAT Council approves the Chief Executive Officer Position Description as presented in Attachment 27.1.3.1.

**CARRIED (6/0) - 10/1564 - 1/10/2024**

**27.1.4 New Council Policy - Chief Executive Officer Allowances and Other Benefits**

1. THAT Report entitled New Council Policy - Chief Executive Officer Allowances and Other Benefits be received and noted.
2. THAT Council adopts the Chief Executive Officer Allowances and Other Benefits Policy as per Attachment 27.1.4.1 of report entitled New Council Policy - Chief Executive Officer Allowances and Other Benefits with administrative changes to clause 4.3.
3. THAT the values relating to relocation assistance, vehicle allowance and professional development are not included within the Chief Executive Officer Allowances and Other Benefits Policy.
4. THAT Attachment 27.1.4.1 with amendments of report entitled New Council Policy - Chief Executive Officer Allowances and Other Benefits be moved to Open.

**CARRIED (6/0) - 10/1565 - 1/10/2024**

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

**21.0 Resumption of Meeting**

THAT the meeting be reconvened.

**CARRIED (5/0) - 10/1583 - 15/10/2024**

*The meeting reconvened at 6.33 pm.*

**25.1 Remuneration Tribunal Presentation**

THAT the confidential presentation by Michael Martin, Chair; and Gary Higgins, Member; of the Northern Territory Remuneration Tribunal be received and noted.

**CARRIED (5/0) - 10/1586 - 15/10/2024**

**27.2.1 Quarterly Finance Control Update**

THAT Report entitled Quarterly Finance Control Update be received and noted.

**CARRIED (5/0) - 10/1588 - 15/10/2024**

**23 Request for Audio/Audiovisual Conferencing**

1. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Hale during the period of the 12 - 14 November 2024 who will be physically prevented from attending a meeting due to being a greater distance than 100kms from the appointed place of meeting.
2. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Morrison during the period of the 12 - 14 November 2024 who will be physically prevented from attending a meeting due to being a greater distance than 100kms from the appointed place of meeting.

**CARRIED (5/0) - 10/1605 - 5/11/2024**

**27.1.3 Risk Management and Audit Committee Confidential Meeting Minutes - 29 October 2024**

THAT the matter lay on the table pending the Auditors opinion to be presented at a special meeting held prior to 15 November 2024

**CARRIED (5/0) - 10/1609 - 5/11/2024**

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

**27.1.1 Response to Compliance Review**

1. THAT Report entitled Response to Compliance Review be received and noted.
2. THAT Council endorses the letter to the Department at Attachment 27.1.1.3 of Report entitled Response to Compliance Review.

**CARRIED (6/0) - 10/1638 - 19/11/2024**

**27.1.4 Review of Long Term Financial Plan and Budget Development**

1. THAT Report entitled Review of Long Term Financial Plan and Budget Development be received and noted.
2. THAT Council endorses the postponement of the next workshop to early 2025 and will cover a number of scenarios as outlined in this report.

**CARRIED (6/0) - 10/1641 - 19/11/2024**

**21 Resumption of Meeting**

THAT the meeting be reconvened.

**CARRIED (6/0) - 10/1675 - 10/12/2024**

The meeting reconvened at 7.12pm.

**22 Leave of Absence Request**

4. THAT the leave of absence received from Councillor Giesecke for 20 January to 2 February 2025 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Henderson for 25 December to 25 January 2025 inclusive be received and noted.
8. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

**CARRIED (6/0) - 10/1676 - 10/12/2024**

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

**23.0 Request for Audio/Audiovisual Conferencing**

1. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Giesecke for the 21 January 2024 who will be physically prevented from attending a meeting due to being further than 100kms from the place of meeting.
2. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Henderson for the 21 January 2024 who will be physically prevented from attending a meeting due to being further than 100kms from the place of meeting.

**CARRIED (6/0) - 10/1677 - 10/12/2024**

**27.1.1 Australia Day Awards Citizen of Year 2025**

1. THAT Report entitled Australia Day Awards Citizen of Year 2025 be received and noted.
2. THAT Council Awards Rodney Greenwood as Palmerston Council's Citizen of the Year 2025.
3. THAT Council endorse the awarding of a Certificate of Acknowledgement to Natalie La Pira, Citizen of the Year Nominee, residing outside of Palmerston.
4. THAT the Council decision relating to the Report entitled Australia Day Awards Citizen of Year 2025 be moved to open in the 1st Ordinary Meeting in February 2025.

**CARRIED (5/0) - 10/1679 - 10/12/2024**

**27.1.2 Australia Day Awards Community Event or Group of the Year 2025**

1. THAT Report entitled Australia Day Awards Community Event or Group of the Year 2025 be received and noted.
2. THAT Council endorses awarding NAIDOC Organising Committee as Palmerston Council's Community Event of the Year 2025 THAT the Council decision relating to the Report entitled Australia Day Awards Community Event or Group of the Year 2025 be moved to open in the 1st Ordinary Meeting in February 2025.

**CARRIED (6/0) - 10/1680 - 10/12/2024**

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

**27.1.3 Australia Day Awards Young Citizen of the Year 2025**

1. THAT Report entitled Australia Day Awards Young Citizen of the Year 2025 be received and noted.
2. THAT Council Awards Yolanda Kanyai as Palmerston Council's Young Citizen of the Year 2025.
3. THAT Council endorse the awarding of a Certificate of Acknowledgement to Penny Ralph, Young Citizen of the Year Nominee, under the age of 16 years old.
4. THAT the Council Decisions relating to the Report entitled Australia Day Awards Young Citizen of the Year 2025 be moved to open in the 1st Ordinary Council Meeting in February 2025.

**CARRIED (6/0) - 10/1681 - 10/12/2024**

**27.2.2 Capital Works Procurement Update**

THAT Report entitled Capital Works Procurement Update be received and noted.

**CARRIED (6/0) - 10/1688 - 10/12/2024**

**27.2.3 Rates Debt Recovery**

THAT Report entitled Rates Debt Recovery be received and noted.

**CARRIED (6/0) - 10/1689 - 10/12/2024**

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

**27.1.3 Community Safety Advisory Committee Nominations**

1. THAT Report entitled Community Safety Advisory Committee Nominations be received and noted.
2. THAT Council endorse Lisa Palamountain, Executive Director of Greater Darwin Region be appointed as Northern Territory Families Representative to Community Safety Advisory Committee for a period of two years from date of appointment, and they attend their first Advisory Committee Meeting on 11 February 2025.
3. THAT Council (pending formal approval from the Chief Executive Officer Department of Chief Minister and Cabinet) endorse Darren Johnson, Acting Regional Executive Director of Chief Minister and Cabinet be appointed as Department of the Chief Minister and Cabinet Representative to Community Safety Advisory Committee for a period of two years from date of appointment, and they attend their first Advisory Committee Meeting on 11 February 2025.
4. THAT Council endorse Ana Aitcheson be appointed as the Community Member Representative to Community Safety Advisory Committee for a period of two years from date of appointment, and they attend their first Advisory Committee Meeting on 11 February 2025.
5. THAT Council seeks a second round of nominations for remaining vacant positions of the Community Safety Advisory Committee via public call for Expression of Interest, for the remaining vacant positions:
  - a. Business Associations Representative
  - b. Youth Community Member Representative

**CARRIED (7/0) - 10/1720 - 21/01/2025**

**27.2.3 Quarterly Finance Control Update - October to December 2024**

1. THAT Report entitled Quarterly Finance Control Update - October to December 2024 be received and noted.
2. THAT Council endorses that these matters are included in the reports provided to the Risk Management and Audit Committee to ensure oversight and alignment with risk management objectives.

**CARRIED (6/0) - 10/1723 - 21/01/2025**

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

**28.2.1 2022-2023 Compliance Review**

1. THAT Correspondence Item 28.2.1 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021 as the matter comprises the receipt or discussion of, or motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
2. THAT correspondence dated 19 December 2024, entitled 2022-2023 Compliance Review be received and noted.

**CARRIED (6/0) - 10/1724 - 21/01/2025**

**28.2.2 Minister Edgington - Proposed amendments to the Local Government Act 2019**

1. THAT Correspondence Item 28.2.2 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021 as the matter comprises the receipt or discussion of, or motion or both relating to information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
2. THAT correspondence dated 6 January 2025 28.2.2 entitled Minister Edgington - Proposed amendments to the Local Government Act 2019 be received and noted.

**CARRIED (6/0) - 10/1725 - 21/01/2025**

**CEO Vacancy Applications**

1. THAT Report entitled CEO Vacancy Applicants be received and noted.
2. THAT Council notes the 35 applicants for the role of CEO and their applications.
3. THAT Council approves the appointment of Andrew Walsh as Chief Executive Officer subject to the terms and conditions in the approved CEO Employment Contract, and that this offer is made subject to all requirements of the Local Government Act, Regulations and Guidelines being met.
4. *This decision remains 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) and 51(1)(d) of the Local Government (General) Regulations 2021.*
5. THAT Council approves to go back to market and readvertise the role in early 2025 if Andrew Walsh declines the offer of employment.

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

6. THAT Council notes the references obtained for Andrew Walsh's previous three years of employment.
7. THAT decisions 1, 2, 3, 5 and 6 be moved to the open minutes of this Special Meeting after an offer of employment has been accepted by the preferred candidate and announced by City of Palmerston.

**CARRIED (7/0) - 10/1695 - 17/12/2024**

## 10.2 Moving open items into confidential

Nil

## 10.3 Confidential items

**Moved:** Councillor Henderson  
**Seconded:** Councillor Morrison

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 <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
27.1.2	Review of Confidential Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(a) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the

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

	<p>council that could, if publicly disclosed, cause prejudice to the individual.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(ii) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iii) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if</p>
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Initials: \_\_\_\_\_

	<p>publicly disclosed, be likely to prejudice the security of the council, its members or staff.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(d) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(f) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating</p>
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Initials: \_\_\_\_\_

		to information in relation to a complaint of a contravention of the code of conduct.
27.1.3	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
27.2.1	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(f) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.

CARRIED (8/0) - {resolution-number} - 4/02/2025

## 11 PETITIONS

Nil

## 12 NOTICES OF MOTION

Nil

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

## 13 OFFICER REPORTS

### 13.1 Action reports

#### 13.1.1 Australian Local Government Association National General Assembly and Australian Council of Local Government 2025

**Moved:** Councillor Morrison

**Seconded:** Councillor Giesecke

1. THAT Report entitled Australian Local Government Association National General Assembly and Australian Council of Local Government 2025 be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell or her representative, attendance to the 2025 Australian Local Government Association National General Assembly in Canberra being held 24 to 27 June 2025.
3. THAT Council endorse Mayor Pascoe-Bell or her representative attendance to the Australian Council of Local Government being held in Canberra in June 2025.

**CARRIED (8/0) - 10/1731 - 4/02/2025**

#### 13.1.2 Risk Management and Audit Committee - Chairperson

**Moved:** Deputy Mayor Fraser

**Seconded:** Councillor Henderson

1. THAT Report entitled Risk Management and Audit Committee - Chairperson be received and noted.
2. THAT Council endorse the following three Elected Members to form the Risk Management and Audit Committee Chairperson selection panel:
  - a. Chair- Mayor Pascoe-Bell
  - b. Member- Councillor Henderson
  - c. Member- Councillor Garden

**CARRIED (8/0) - 10/1732 - 4/02/2025**

### 13.2 Receive and note reports

Nil

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

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

### 14.2 Correspondence

Nil

## 15 REPORT OF DELEGATES

Nil

## 16 QUESTIONS BY MEMBERS

Nil

## 17 GENERAL BUSINESS

Nil

## 18 NEXT ORDINARY COUNCIL MEETING

Moved: Deputy Mayor Fraser

Seconded: Councillor Henderson

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

CARRIED (8/0) - 10/1733 - 4/02/2025

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

## 19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Eveleigh  
 Seconded: Councillor Hale

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

CARRIED (8/0) - 10/1734 - 4/02/2025

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

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

The closed section of the meeting reopened at 6.03pm.

The Chair declared the meeting closed at 7.27pm.

\_\_\_\_\_  
 Chair

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

\_\_\_\_\_  
 Date

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