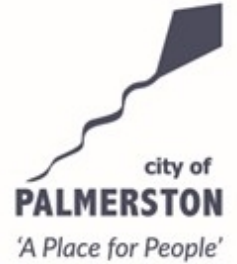


AGENDA



2nd ORDINARY COUNCIL MEETING

TUESDAY 15 APRIL 2025

The Ordinary Meeting of City of Palmerston will be held in the Community Hall, Gray Community Hall, Corner Essington Avenue and Victoria Drive, Gray commencing at 5:30 PM.

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

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

ANDREW WALSH
CHIEF EXECUTIVE OFFICER



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6 CONFIRMATION OF MINUTES

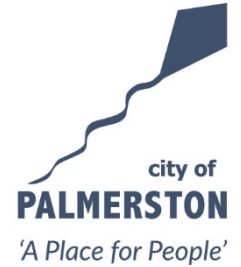
6.1 Confirmation of minutes

THAT the Minutes of the Council Meeting held on 1 April 2025 pages 11666 to 11676 be confirmed.

6.2 Business arising from previous meeting

7 MAYORAL REPORT

MAYORAL REPORT



2nd Ordinary Council Meeting

| | |
|----------------------|------------------------------------|
| Agenda Item: | 7.1 |
| Report Title: | Mayoral Update Report - March 2025 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Mayor, Athina Pascoe-Bell |

Community plan

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

Purpose

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

Key messages

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

Recommendation

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

Discussion

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

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

- International Woman's Day/Week opening of art exhibition.
- STEPS Group Garden Party.
- TOPROC Meeting 2025.

- Weave the Future.
- STRIVE – International Women’s Day Celebration.
- Arafura Music Collective – Duets of Loss and Hope.
- Regional Capitals Australia Board Meeting.
- City of Kalgoorlie-Boulder Study Project Tour.
- Hellenic Australian Chamber of Commerce and Industry NT (HACCI) International Women’s Day Luncheon.
- Palmerston Development Consent Authority (DCA) Meeting.
- Legacy March 2025 Lunch.
- ABC Head Honcho Radio Interview.
- First Nations Radio Interview.
- Citizenship Ceremony.
- Darwin Major Business Group (DMBG) launch of AEC Over the Horizon Report.
- Multicultural Council of the Northern Territory (MCNT): Citizenship Ceremony and Women’s Day.
- Darwin Symphony Orchestra (DSO) Romance and Revolution.
- Katie Woolf Mix 360 Radio Interview.
- Member for Blain, Mr Matthew Kerle monthly meeting.
- Australian Labor Party Election Commitments Announcement with Minister for Defence (Deputy Prime Minister); Richard Marles, Minister for Indigenous Australians; Senator the Hon Malarndirri McCarthy and Member for Solomon; Mr Luke Gosling OAM MP.
- 25th of March Greek Independence Day Wreath Laying Ceremony.

Citizenship Ceremony 20 March 2025

A City of Palmerston Citizenship Ceremony was held at Gray Community Hall, and we had the pleasure of welcoming conferees from 15 different countries who now choose to call Australia their home. A very warm welcome to the individuals representing the following nations; India, Kenya, Kuwait, Myanmar, Nepal, New Zealand, Nigeria, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Vietnam, Zambia and Zimbabwe. This ceremony made even more special as we also celebrated Harmony Week which recognises our diversity and unites Australians from all backgrounds. A Citizenship Ceremony is the final step in an individual becoming an Australian citizen by making a pledge of commitment to Australia and its people. Local government councils coordinate with the Department of Home Affairs to organize the ceremonies throughout the year. My favourite part of being Mayor is presiding at City of Palmerston Citizenship Ceremonies. Although it is a formal event, I enjoy the atmosphere and the excitement shared by the conferees and their friends and families on the day. It is always a pleasure to welcome new Palmerstonians to our municipality!



City of Palmerston Citizenship Ceremony 20 March 2025

STRIVE International Women's Day Celebration

A lovely Saturday spent with some incredible women at the Palmerston Golf and Country Club. The theme was STRIVE Women Pushing Through Boundaries 2025. The Panel discussion consisted of Hajrah Kamram; President of the CDU Muslim Student Association who spoke about her experience of being a Muslim student at school and university. Jill Emerson-Smith and Jennifer Marquez from Dementia Alliance NT who talked about dementia affecting family members.



STRIVE – International Women's Day Panel L-R Hajrah Kamram; President of the Charles Darwin University Muslim Student Association, Jill Emerson-Smith and Jennifer Marquez; Dementia Alliance Northern Territory.



Policy implications

There are no policy implications for this report.

Budget and resource implications

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

Risk, legal and legislative implications

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

Attachments

Nil

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving confidential items into open

10.2 Moving open items into confidential

10.3 Confidential items

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

| Item | Confidential Category | Confidential Clause |
|--------|---|---|
| 27.1.1 | Appointment of Committee Member | 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. |
| 27.1.2 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <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. |
| 27.1.3 | 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)(iv) of the <i>Local Government (General) Regulations</i> |

| | | |
|--------|---|--|
| | | 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
| 27.1.4 | 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. |
| 27.2.1 | 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. |

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.1 |
| Report Title: | The Christmas Party Darwin |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Community Services Manager, Laura Hardman |
| Approver: | General Manager Community, Konrad Seidl |

Community plan

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

Purpose

This Report seeks Council approval for a sponsorship amount of \$3,000 to support The Christmas Party Darwin 2025 through the Community Funding Program.

Key messages

- Council provides financial support through the Community Funding Program to eligible community groups and organisations to deliver activities, projects, programs and services that benefit the Palmerston Community.
- 1200 children will attend the party from Darwin, Palmerston and Rural Areas.
- 230 Palmerston children have already been invited year to date.
- The Christmas Party aims to provide these children with an opportunity to gather and share the magic of Christmas, allowing them to forget about therapies, treatments, and procedures.

Recommendation

1. THAT Report entitled The Christmas Party Darwin be received and noted.
2. THAT Council approves funding for the Christmas Party Darwin 2025 supporting the event with \$3,000 from the Community Funding Program, with the application being **Attachment 13.1.1.1** contained in this report entitled The Christmas Party Darwin.

Background

Council provides funding through the Community Funding Program (CFP) to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.

Despite the event being held outside of the Palmerston municipality and the applicant being an unincorporated business, it is believed that this event has benefitted and will continue to benefit hundreds of Palmerston children and aligns with the values and objectives of the Inclusive, Diverse and Accessible Framework (IDA), as well as the vision for Palmerston as outlined in the Council's Community Plan.

The children invited are those who may have one or more of the following: serious illness, a physical and/or intellectual disability, and complex needs.

Council supported the event through the Community Benefit Scheme in 2024, noting the positive impact and support this event provides to Palmerston children with additional needs and their families.

Discussion

City of Palmerston (CoP) has received a CFP application (**Attachment 13.1.1.1**) from The Christmas Party Darwin, formerly the Darwin Special Children's Christmas Party, to sponsor the annual event being held in Darwin Convention Centre on 13 December for the \$3,000.

The Christmas Party aims to provide attendees with the chance to gather and share the magic of the festive season in a safe and inclusive environment, in a community larger than their circle of family and carers, allowing them to forget about therapies, procedures, and treatments for a few hours allowing them to have some fun! Attendees are treated to a day of celebrity stage shows, fun rides, interactive games, a variety of delicious food, face painting, and many other fun activities.

Consultation and marketing

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

Policy implications

- City of Palmerston – Sponsorship Policy.

Budget and resource implications

The Community Funding Program (CFP) has expended \$183,100 this financial year, with \$46,900 remaining should this project be supported.



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.

Strategies, framework and plans implications

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

- [Disability Inclusion Access Plan 2022-2025](#)

Council officer conflict of interest declaration

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

Attachments

1. 20250227 - Application - Xmas Party Darwin [13.1.1.1 - 13 pages]

APPLICATION FORM

SPONSORSHIP

REQUESTS OF ANY VALUE



Organisation Name: The Christmas Party Darwin

Contact Name: [REDACTED]

Position of Contact: Project Representative

Telephone: 0879999754 Mobile: [REDACTED]

Email: [REDACTED]

Postal Address: Head Office PO Box 1583 Capalaba Qld 4157

Residential Address: [REDACTED]

Account Name: [REDACTED]

Account Number: [REDACTED] BSB: [REDACTED]

Amount Requested: \$3000 ABN: [REDACTED]

Activity Name: The Christmas Party Darwin Activity Date: Saturday 13th of December

Location of Activity: Darwin Convention Centre, Stokes Hill Road, Darwin

ATTACHED WRITTEN APPLICATION WHICH INCLUDES:

- A copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits to City of Palmerston.

Funding of this proposed activity/event/item will benefit the Palmerston Community, by:

The Christmas Party provides invitations, and the opportunity to request invites, to various schools, organisations, and service providers located within the City of and relates to the following goals and strategies in the City of Palmerston Community Plan:


The Christmas Party certainly fosters the opportunity for diversity and unity. The event is an opportunity for families, especially the children, to gather in a safe

Signed: _____ Date: 26th February 2025

PLEASE RETURN COMPLETED FORM WITH ATTACHED APPLICATION TO THE CITY OF PALMERSTON

 In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

 PO Box 1 Palmerston NT 0831

 8935 9922

 palmerston@palmerston.nt.gov.au

 8935 9900

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on www.palmerston.nt.gov.au.

Benefits to community:

The Christmas Party provides invitations, and the opportunity to request invites, to various schools, organisations, and service providers located within the City of Palmerston. A detailed list has been included with this application.

Alignment to Community Plan:

The Christmas Party certainly fosters the opportunity for diversity and unity. The event is an opportunity for families, especially the children, to gather in a safe and accepting environment, to provide them with the chance to celebrate a magical time of year with a community wider than their immediate circle of family, friends, and carers.

The 
CHRISTMAS PARTY
DARWIN

2025 Proposal





The
Christmas Party
DARWIN

PROPOSAL

After a spectacular event in 2024, featuring a performances from Elmo and the Cookie Monster from Sesame Street, we are excited to host the **2025 Darwin Christmas Party** in December at the **Darwin Convention Centre!**

The Christmas Party is a *free*, invitation only, event for up to 1,200 children from Darwin and the surrounding area. We cater for children from birth to the age of twelve, with disabilities, and those living with complex needs. Working closely with Variety - The Children's Charity NT and over 200 other local charities, community groups, mainstream and specialist schools, and service providers, giving them the opportunity to nominate children to attend.

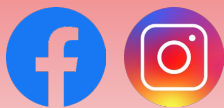
There will be loads of entertainment, activities and interactive displays, rides, a petting zoo, a stage show, plus more! To maintain the energy levels needed to take in the four-hour funfest, there are always lots of yummy treats, including a sausage sizzle, ice cream, chips, fairy floss, lollies, fruit, and drinks just to name a few.

Of course, no Christmas would be complete without a visit from the jolly man in the red suit. A highlight for many is Santa's toy room, filled with thousands of high-quality toys, where each child is gifted 3 carefully selected presents to call their own!

[Click here to view video footage of last year's event.](#)

The aim of the Christmas Party is to provide these children with the chance to gather and share the magic of the Festive Season, in a safe and inclusive environment, with a community larger than their circle of family and carers. Giving them an opportunity to forget about therapies, procedures, and treatments for a few hours, allowing them to just have some fun!

We are proud to submit our proposal for the **2025 Darwin Christmas Party** for consideration. Following are our levels of support. We would be happy to collaborate with you and your budget to tailor a package that satisfies your promotional and public relations objectives. Supporting the **2025 Christmas Party** will enable us to provide these incredibly deserving children with the best day of their lives.



#sccpau



The Christmas Party
DARWIN

PROPOSAL

Certificate of Appreciation

For display in your business or social media.



Radio Spots on Mix 104.9

We will acknowledge your support on Mix 104.9 and encourage the community to support your business. From Corporate levels down, your Company will receive Name Mentions acknowledging your involvement with the party. From Bronze level upwards, you are welcome to supply up to 15 words about your business, services, or involvement with the Party.



[Click here to have a listen to a previous ad](#)

Logo displayed on Screens at Party

We will promote your company logo at the event alongside other major sponsors.



Logo on our website with link

Your Company's logo will be featured prominently on our website at sccpau.com.au/darwin with a link back to your site.



#sccpau



The Christmas Party DARWIN

PROPOSAL

Logo on post Party Report

Your logo included on the post Party Report we send out to all sponsors.

Logo on back of T-Shirt

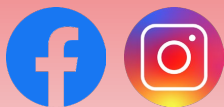
We will have over 100 T-Shirts printed for our volunteers to wear on the day. Your logo will be included on the back of that shirt.

Logo on TV Ads

We will schedule at least 100 x 30 second television commercials on Channel 7 that will air from December – January thanking sponsors. Your logo will be included on this TVC. [This is what was aired at the end of last year and the start of this year.](#)

Corporate Volunteer Opportunity

Grab the team together and join us on a fun, rewarding day! There is a variety of roles available, but most importantly you will be helping create thousands of smiles and Christmas memories to cherish.






#sccpau



**The
Christmas Party
DARWIN**

Sponsorship Levels



#sccpau



| Level | Certificate of Appreciation | Radio Spots Mix 104.9 | Logo Displayed on screens at the Party | Logo on website with link | Logo on Post Party Report | Logo on back of T-Shirt | Logo on Channel 7 TV Ads | Contribution (incl GST) |
|-----------------|-----------------------------|-----------------------|--|---------------------------|---------------------------|-------------------------|--------------------------|-------------------------|
| Platinum | Yes | 200 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$30,000 |
| Diamond | Yes | 140 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$21,000 |
| Emerald | Yes | 120 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$18,000 |
| Sapphire | Yes | 100 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$15,000 |
| Ruby | Yes | 80 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$12,000 |
| Gold | Yes | 60 x 10 - 15 word | Yes | Yes | Yes | Yes | Yes | \$9,000 |
| Silver | Yes | 40 x 10 - 15 word | Yes | Yes | Yes | Yes | | \$6,000 |
| Bronze | Yes | 20 x 10 - 15 word | Yes | Yes | Yes | | | \$3,000 |


To support, either fill in our agreement form or call us on 1300 88 77 36
Please join us in giving these children a magical Christmas they will never forget!



**The
Christmas Party
DARWIN**

Sponsorship Levels



#sccpau

| Level | Certificate of Appreciation | Radio Spots on Mix 104.9 | Logo Displayed on screens at the Party | Logo on website with link | Logo on Post Party Report | Logo on back of T-Shirt | Logo on Channel 7 TV Ads | Contribution (incl GST) |
|--------------------|-----------------------------|--------------------------|--|---------------------------|---------------------------|-------------------------|--------------------------|-------------------------|
| Corporate 3 | Yes | 18 x Name Mentions | Yes | | | | | \$2,700 |
| Corporate 2 | Yes | 16 x Name Mentions | Yes | | | | | \$2,400 |
| Corporate 1 | Yes | 14 x Name Mentions | Yes | | | | | \$2,100 |
| Executive 3 | Yes | 12 x Name Mentions | Yes | | | | | \$1,800 |
| Executive 2 | Yes | 10 x Name Mentions | Yes | | | | | \$1,500 |
| Executive 1 | Yes | 8 x Name Mentions | Yes | | | | | \$1,200 |
| Standard 3 | Yes | 6 x Name Mentions | | | | | | \$900 |
| Standard 2 | Yes | 4 x Name Mentions | | | | | | \$600 |
| Standard 1 | Yes | 2 x Name Mentions | | | | | | \$300 |

To support, either [fill in our agreement form](#) or call us on 1300 88 77 36
Please join us in giving these children a magical Christmas they will never forget!

| Organisation Name | Invites Requested |
|---|--------------------------|
| Autism NT | 0 |
| Bakewell Primary School | 5 |
| Darwin Psychology Services | 50 |
| Driver Primary School | 56 |
| Durack Primary School | 7 |
| Gray Primary School | 15 |
| Kentish Lifelong Learning & Care Inc | 0 |
| Moulden Park Primary SEU | 0 |
| Palmerston Christian College | 12 |
| St Vincent de Paul Holy Family Conference (Karama / Palmerston) | 0 |
| Woodroffe Primary School Special Needs Unit | 85 |
| YWCA Family Crisis Accommodation & Support Service Malak | 0 |



ASIC

Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

The Christmas Party Darwin

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 29 June 2023

Next renewal date: 29 June 2026

Record of registration issued by the Australian Securities and Investments Commission on 29 June 2023

Registry
Officer
Registry Services
On behalf of Australian Securities and Investments Commission

RECORD OF REGISTRATION



ASIC

Australian Securities & Investments Commission

Summary of business name details

Business name: The Christmas Party Darwin

Registration date: 29 June 2023

Status: Registered

Period of registration: 3 Years

Next renewal date: 29 June 2026

Business name holder details

Business name holder: THE TRUSTEE FOR SCCP EVENTS TRUST

Holder type: Unincorporated structure

ABN: 70716787500

Organisational representative: SCCP EVENTS PTY LTD

ABN: 37141350585

Email address: paul@munrocreative.com

Addresses

Address for service of documents

PO BOX 1583

Capalaba QLD 4157

Australia

Principal place of business

1 / 13 Hook St

Capalaba QLD 4157

Australia

Email

paul@munrocreative.com

RECORD OF REGISTRATION



ASIC

Australian Securities & Investments Commission

RECORD OF REGISTRATION

Disclaimer

While every effort has been made to ensure the reliability and accuracy of the information in this record, ASIC does not guarantee or warrant the accuracy or authenticity of the information. ASIC will not be liable for any damage or loss arising from any incorrect or incomplete information provided.



Certificate of Currency

Date of Issue: 24 September 2024

SCCP Events Pty Ltd
PO Box 1583
CAPALABA DC QLD 4157

Contact: John Hayward
t: 02 8623 4297
e: john.hayward@aon.com

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

| | | |
|----------------------------|--|---|
| Policy Type | Entertainment Liability | |
| Insured | SCCP Events Pty Ltd | |
| Period of Insurance | 4:00 PM Local Time 21 September 2024 to 4:00 PM Local Time 21 September 2025 | |
| Insurer | Canopus Australia | |
| Policy Number(s) | CAENT514205LIAB | |
| Situation | Anywhere in Australia and New Zealand | |
| Interested Party | - <i>None advised</i> | |
| Limit of Liability | Public | \$20,000,000 any one occurrence, |
| | Products | \$20,000,000 in the aggregate any one policy period |
| Geographical Limit | Australia and New Zealand | |

Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Clth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
 - represent an insurance contract or confer rights to the recipient; or
 - amend, extend or alter the Policy
 - contain the full policy terms and conditions

Aon Reference: AON PRM 16HJT A953476/006

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141
PO Box 1331 Parramatta NSW 2124

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.2 |
| Report Title: | Reconciliation Action Plan Update |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Acting Executive Manager People and Customer, Becky Saywell |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

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

Purpose

This report provides Council with an update on the progress of the Reconciliation Action Plan seeking endorsement for Community Engagement and approval of amendments to the Terms of Reference.

Key messages

- In September 2023 City of Palmerston registered to develop a Reconciliation Action Plan with Reconciliation Australia.
- The draft Reconciliation Action Plan was sent to Reconciliation Australia for review on 24 December 2024.
- Feedback from Reconciliation Australia has been received and the Reconciliation Action Plan Working Group met on 13 March 2025 to discuss the feedback and another meeting on the 3 April endorsed the draft to go to Council for endorsement.
- A proposed timeline and engagement plan has been presented to support achieving the final Reconciliation Action Plan to go to Council for endorsement for implementation before 30 June 2025.
- Given some difficulties in meeting the requirements of the Terms of Reference for the RAP working group, proposed adjustments have been made seeking approval from Council to amend.

Recommendation

1. THAT Report entitled Reconciliation Action Plan Update be received and noted.
2. THAT Council endorse the commencement of Community Engagement for City of Palmerston's Reconciliation Action Plan provided as **Attachment 13.1.2.1** for a period of 21 days.
3. THAT Council adopt the changes made to the Reconciliation Action Plan Working Group Terms of Reference provided as **Attachment 13.1.2.4** of report entitled Reconciliation Action Plan Update.

Background

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

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

- In September 2023, City of Palmerston Registered with Reconciliation Australia (RA) to develop a RAP;
- City of Palmerston published internal and external expressions of interest to joining City of Palmerston's first Reconciliation Action Plan Working Group (RWG);
- City of Palmerston have developed a Terms of Reference (ToR) to provide the RWG with an outline of their responsibilities in consultation with RA. This ToR can be found on Council's website at <https://palmerston.nt.gov.au/your-council/committees/reconciliation-action-plan-working-group>
- City of Palmerston established the RWG including internal and external community members
- The first City of Palmerston draft RAP was submitted to RA prior on 24 December 2024
- RA provided extensive feedback on the draft which has been accepted by the RWG; and it is now ready for community engagement (see **Attachment 13.1.2.1**)

This report provides Council with an update on actions taken since January 2025, following the receipt of feedback from RA on City of Palmerston's first RAP draft and further meetings had by the RWG. It seeks endorsement of the RAP for the purpose of Community Engagement, and endorsement to amend the Terms of Reference.

Discussion

The RWG have met on two (2) more occasions since the last Council update, with the most recent being 3 April 2025. Both meetings addressed the content of the draft RAP, upon receiving feedback by RA.

RWG items of business 3 April

The RWG discussed a number of items including;

- Artist brief for a design and painting to align with the Reconciliation Action Plan
- Other changes to the draft RAP requested by RWG
- Community engagement plan
- Next steps of the RAP

The RWG made minor changes to the previously circulated draft RAP (**Attachment 13.1.2.1**) and endorsed this to go to Council for formal endorsement for Community Engagement. The following timeline is proposed to achieve the final endorsement of the RAP by 30 June 2025.

| DATE BREAKDOWN | ACTIONS |
|---------------------------|--|
| Week ending 28 March 2025 | Accepted changes and further inclusions of the RAP sent to RWG for further feedback |
| Week ending 4 April 2025 | Next RWG meeting to be scheduled (meeting 4) |
| 15 April 2025 | Draft RAP to Council for endorsement to commence community engagement. |
| 17 April 2025 | Pending Council endorsement, community engagement period for 21 days begins. |
| 17 April - 8 May 2025 | 21-day community engagement |
| Week ending 16 May | Schedule RWG meeting (meeting 5) |
| 3 June 2025 | Final RAP document presented at the 1 st Ordinary Council Meeting of June 2025. |
| Prior 30 June 2025 | RAP published. |

The RAP comprises a number of achievable and meaningful actions that can be undertaken such as build relationships with Aboriginal and Torres Strait Islander stakeholders, promote reconciliation and positive race relations, improve cultural competence, build respect and create opportunities for Aboriginal and Torres Strait people. This first iteration of the RAP will be foundational for future iterations, and will be key in raising awareness and understanding in order to lead to meaningful reconciliation.

The collaborative effort between staff and community members has seen City of Palmerston's first 'Reflect' Reconciliation Action Plan progress well, and the document is an impressive display of the commitment of staff and community to reconciliation. Feedback obtained through community engagement will further ensure the RAP is a true representation of the Palmerston community

RWG Membership Update

Following the last Council update City of Palmerston received two applications for Community member positions and some internal positions have also been replaced due to staff changes. One of the community members has failed to show for meetings, and is therefore considered as having resigned from the RWG. Given the past challenges and

length of time taken to fill community member vacancies, it is recommended to amend the RWG Terms of Reference (**Attachment 13.1.2.2**) to allow for some flexibility.

At the 15 October 2024 Council meeting it was suggested in the Rap Update report that if positions were unable to be filled the ToR would be updated to enable increased flexibility and brought to Council for endorsement.

Currently the TOR allows for up to ten (10) members in the group, with up to 6 staff and three (2) Palmerston Aboriginal and or Torres Strait Islander community members and one (1) Aboriginal and or Torres Strait Islander Palmerston organisation representative.

The requirement to have 3 Aboriginal and or Torres Strait Island community members on the working group has posed some challenges. It is therefore being recommended that we change the TOR to include the words ‘up to’ three (3) Palmerston community members and allow for Indigenous and Non-indigenous community representatives (see **Attachment 13.1.2.3** with recommended changes tracked).

It is also suggested to change TOR 5.2 to include that meetings will be held ‘as deemed required’ while the RAP is being developed. Given the deadlines to achieve the final endorsed RAP, meetings may occur more than once a month at this stage, therefore it is being recommended that we allow for this flexibility in the TOR (see **Attachment 13.1.2.4** as the recommended final version).

City of Palmerston’s first ‘Reflect’ Reconciliation Action Plan is progressing well, and the document is an impressive display of staff’s and community’s commitment to reconciliation.

Consultation and marketing

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

- Executive Assistant to General Manager Community
- Executive Assistant to General Manager People and Place
- City Activation Manager
- General Manager Community

Community Engagement Plan

‘City of Palmerston practices equitable engagement through removing all barriers experienced by under-represented groups in our organisation, our mindsets and our community. Our Community Engagement policy demonstrates our commitment to open, accessible engagement with the community based on meaningful conversations and all-inclusive engagement practices.’ – *City of Palmerston Draft RAP ‘Reflect’ 2025*.

Once the draft ‘Reflect’ RAP is endorsed by Council for Community Engagement, the following actions will occur to engage with the community.

| ACTION | TIMELINE/DEADLINE |
|--|-------------------|
| Contact primary stakeholders to review the RAP | 17 – 20 April |

| ACTION | TIMELINE/DEADLINE |
|--|-------------------|
| Information stall – Library | 17 April – 8 May |
| Mayor radio interviews | 17 April |
| Website update | 17 April |
| Social Media posts – LinkedIn/Facebook x 2 | 17 April – 8 May |
| Media Release | 21 April |
| Mates day (tentative) Community session | 8 May |

The RAP working group will be involved with engaging with their networks and reaching out to relevant stakeholders to provide feedback on the draft RAP.

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

- Reconciliation Action Plan Working Group Members
- Reconciliation Australia

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

- 4. Inclusion, Diversity and Access**
Failure to balance meeting needs of Palmerston’s cultural mosaic.
- 6. Governance**
Failure to effectively govern.

Strategies, framework and plans implications

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

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

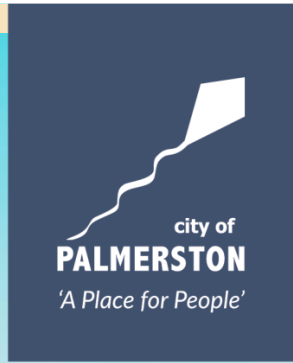
Council officer conflict of interest declaration

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



Attachments

1. 20250403 - City of Palmerston Reconciliation Action Plan ' Reflect' [13.1.2.1 - 19 pages]
2. 20240521 - Reconciliation Action Plan Terms of Reference - CURRENT [13.1.2.2 - 4 pages]
3. 20250403 - Reconciliation Action Plan Working Group Terms of Reference - TRACKED CHANGES [13.1.2.3 - 4 pages]
4. 20250403 - Reconciliation Action Plan Working Group Terms of Reference - FINAL [13.1.2.4 - 4 pages]



RECONCILIATION ACTION PLAN JUN 2025 – DEC 2026
'REFLECT'

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DRAFT

City of Palmerston practices equitable engagement through removing all barriers experienced by under-represented groups in our organisation, our mindsets and our community. Our Community Engagement policy demonstrates our commitment to open, accessible engagement with the community based on meaningful conversations and all-inclusive engagement practices.

ACKNOWLEDGEMENT OF COUNTRY

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

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MAYORS MESSAGE

Reconciliation is an important focus for Council and the community, and I'm delighted to see our first 'Reflect' RAP come to fruition. We acknowledge the deep connection that our Aboriginal and Torres Strait Islander peoples have with this land, and recognise the histories, culture and contributions that have been made.

A RAP is a commitment to real actions, and will identify practical steps towards strengthening partnerships, creating meaningful opportunities, and embedding reconciliation in everything we do. By actively listening, learning and working together we can build an inclusive and connected community for everyone achieving our vision of 'A Place for People'.

We look forward to walking together on this journey of reconciliation.

CEO'S MESSAGE

It is with great pleasure and pride that we deliver City of Palmerston's first Reconciliation Action Plan (RAP), 'Reflect'. This is a positive step towards our continued efforts for reconciliation throughout our community and demonstrates the Organisations' commitment towards a stronger and more connected society.

I am very proud of the work and the ways in which our team already demonstrate reconciliation and understand there is still much to learn from in this space. The Reconciliation Action Plan Working Group have embraced the process of delivering the RAP and all that it stands for and have proven their desire for genuine reconciliation to exist throughout all the operational deliverables.

I'm looking forward to how we can strengthen our relationships and lead change in this space and congratulate the team in achieving this first step.

FIRST NATIONS ARTIST

Insert draft BIO of how the artist/s were engaged to commemorate the first RAP.
Artist to provide their own story.

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OUR BUSINESS

City of Palmerston is a Local Government that is responsible for governing the municipality of Palmerston through providing essential services, maintaining infrastructure and representing the interests of the residents of the community. Key services that are delivered include;

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

Our Council is led by Elected Members (Councillors) who each represent the views and interests of the residents' making decisions on their behalf. Funding for Local Government comes from rates and Government grants (Territory and National).

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

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

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

OUR RAP

City of Palmerston is committed to building meaningful relationships, respect and opportunities with Aboriginal and Torres Strait Island peoples. We recognise the importance of reconciliation and are dedicated to taking meaningful action towards cultural understanding. As a way to formalise our commitment, we are embarking on developing a Reconciliation Action Plan which will guide our actions and raise awareness of reconciliation through everything we deliver.

We currently have an Inclusive, Diverse and Accessible (IDA) Policy Framework which commits to creating a “community where all members enjoy equal access within the public domains, services and programs as outlined in the Community Plan. While inclusion, diversity and accessibility are often referred to in the context of people with lived experience of disability, these principles apply to many different groups within society, including Aboriginal and/or Torres Strait Islander people”

As an organisation, we appreciate that although our IDA identified the need for inclusivity across all diversity groups, Aboriginal and Torres Strait Islander peoples all have their own lived and unique experiences due to systemic barriers and ongoing inequities. By developing a RAP, we are demonstrating our commitment specific to our Aboriginal and Torres Strait Island people, their history and their culture.

As an organisation we already practice the following towards reconciliation;

- Acknowledgement of country at all Council meetings
- Support through funding and in-kind to NAIDOC day events and Reconciliation Day
- Welcome to Country at larger events including Citizenship Ceremonies, Facility openings and Palmerston Youth Festival
- Fly the Aboriginal and Torres Strait Islander flag at the front of our Civic Plaza
- Display the Aboriginal and Torres Strait Island and on the home page of our website
- Conduct regular Cultural Awareness training mandatory for all staff
- Apply zero tolerance towards discriminatory behaviour in our code of conduct

Our RAP champion, Konrad Seidl, joined City of Palmerston as the General Manager Community in May 2024 bringing himself, his family and pets to Darwin all the way from Perth. Konrad's responsibilities include delivering Library services, management of community facilities including SWELL and the Recreation Centre, he also looks after Animal management. Konrad understands the importance of an inclusive community and is in the perfect position to lead our reconciliation efforts across everything that we deliver.

We are committed to progressing our RAP journey through improved relationships with local Aboriginal and Torres Strait Island representatives. Through establishing mutual respectful relationships and providing opportunities with Aboriginal and Torres Strait Island People, our vision of 'A Place for People' and reconciliation will come to life. We acknowledge a deep respect to the history, the good and bad and the culture from across all of Australia, specifically the contributions of our Aboriginal and Torres Strait Island communities bring to Palmerston. As part of this commitment to our Reconciliation action plan, our organisation will be focussed on implementing reconciliation into our values, policies and everyday practices. By doing this, we aim to strengthen

these relationships ensuring we respect and celebrate Aboriginal and Torres Strait Islander culture, histories and perspectives. We look forward to opening up more opportunities throughout our internal organisation and through economic development and community development and events to practice reconciliation. We will also ensure our organisation remains accountable through transparent reporting and adopting a continuous learning approach.

We will work alongside Reconciliation Australia, our employees, our RAP Working group members and the wider community to ensure reconciliation remains a fundamental part of who we are and what we do.

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PARTNERSHIPS AND CURRENT ACTIVITIES

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

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RELATIONSHIPS RESPONSIBILITY AND TIMELINE

| RELATIONSHIPS | | | |
|---|--|---------------|--|
| Action | Deliverable | Timeline | Responsibility |
| Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations. | Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. | June 2025 | <ul style="list-style-type: none"> General Manager People and Place RAP Champion/RWG Chair |
| | Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. | June 2025 | <ul style="list-style-type: none"> Community Development Manager RAP Champion/RWG Chair |
| Build relationships through celebrating National Reconciliation Week (NRW). | Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. | June 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |
| | RAP Working Group members to participate in an external NRW event. | May/June 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |
| | Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. | May/June 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |

| RELATIONSHIPS | | | |
|---|--|--------------------------|--|
| | Communicate our commitment to reconciliation to all staff. | June, 2025 | <ul style="list-style-type: none"> • RAP Champion/RWG Chair • General Manager People and Place |
| Promote reconciliation through our sphere of influence. | Identify external stakeholders that our organisation can engage with on our reconciliation journey. | June, 2025 July, 2026 | <ul style="list-style-type: none"> • Community Development Manager • RAP Champion/RWG Chair |
| | Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. | July 2026 | <ul style="list-style-type: none"> • Community Development Manager • RAP Champion/RWG Chair |
| | Research best practice and policies in areas of race relations and anti-discrimination. | February 2026 | <ul style="list-style-type: none"> • Executive Manager Operational Performance |
| Promote positive race relations through anti-discrimination strategies. | Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. | January 2026 | <ul style="list-style-type: none"> • Executive Manager People and Customer |
| | Mates day - celebrating and strengthening friendships | 8 May | <ul style="list-style-type: none"> • RAP Champion/RWG Chair |

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RESPECT RESPONSIBILITIES AND TIMELINE

| RESPECT | | | |
|---|---|--------------------------------------|--|
| Action | Deliverable | Timeline | Responsibility |
| Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning. | Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. | December 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair Community Development Manager |
| | Conduct a review of cultural learning needs within our organisation. | January 2026 | <ul style="list-style-type: none"> Human Resources Manager |
| Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols. | Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. | December 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair |
| | Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. | Jan, 2026 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |
| Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week. | Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. | June - July 2025 June - July 2026 | <ul style="list-style-type: none"> General Manager People and Place |
| | Introduce our staff to NAIDOC Week by promoting external events in our local area. | June - July 2025 June - July 2026 | <ul style="list-style-type: none"> General Manager People and Place |

| RESPECT | | | |
|---------|--|--------------------------------------|---|
| | RAP Working Group to participate in an external NAIDOC Week event. | June - July 2025 June - July 2026 | <ul style="list-style-type: none">• RAP Champion/RWG Chair• General Manager People and Place |

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OPPORTUNITIES RESPONSIBILITY AND TIMELINE

| OPPORTUNITIES | | | |
|--|---|---------------|---|
| Action | Deliverable | Timeline | Responsibility |
| Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development. | Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. | February 2026 | <ul style="list-style-type: none"> Human Resource Manager |
| | Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. | February 2026 | <ul style="list-style-type: none"> Human Resource Manager |
| Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes. | Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. | April 2026 | <ul style="list-style-type: none"> Executive Manager Operational Performance |
| | Investigate Supply Nation membership. | April 2026 | <ul style="list-style-type: none"> Executive Manager Operational Performance |

GOVERNANCE RESPONSIBILITY AND TIMELINE

| GOVERNANCE | | | |
|---|--|--------------------------------|--|
| Action | Deliverable | Timeline | Responsibility |
| Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP. | Form a RWG to govern RAP implementation. | Oct, 2024 | <ul style="list-style-type: none"> General Manager People and Place |
| | Draft a Terms of Reference for the RWG. | October, 2024 December 2025 | <ul style="list-style-type: none"> Mayor |
| | Establish Aboriginal and Torres Strait Islander representation on the RWG. | June 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair |
| Provide appropriate support for effective implementation of RAP commitments. | Define resource needs for RAP implementation. | July 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair |
| | Engage senior leaders (CoP internal) in the delivery of RAP commitments. | Nov, 2024 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |
| | Appoint a senior leader (CoP internal) to champion our RAP internally. | Oct 2024 | <ul style="list-style-type: none"> RAP Champion/RWG Chair General Manager People and Place |

| GOVERNANCE | | | |
|--|---|----------------------|--|
| | Define appropriate systems and capability to track, measure and report on RAP commitments. | July 2025 | <ul style="list-style-type: none"> RAP Champion/RWG Chair |
| Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally. | Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. | June 2025, June 2026 | <ul style="list-style-type: none"> Human Resource Manager |
| | Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Survey. | 1 August 2026 | <ul style="list-style-type: none"> Human Resource Manager |
| | Complete and submit the annual RAP Impact Measurement Survey to Reconciliation Australia. | 30 September, 2026 | <ul style="list-style-type: none"> Human Resource Manager |
| Continue our reconciliation journey by developing our next RAP. | Register via Reconciliation Australia's website to begin developing our next RAP. | September 2026 | <ul style="list-style-type: none"> Human Resource Manager |

CONTACT

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



TERMS OF REFERENCE

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

1 PURPOSE

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

2 COMMITTEE OBJECTIVES

- 2.1 Develop a RAP within the context of City of Palmerston's core business and in-line with:
 - The City of Palmerston Community and Municipal Plans; and
 - The City of Palmerston Inclusive, Diverse and Accessible Strategy.
- 2.2 Establish a collaborative and consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP; and
 - Feedback on draft versions.
- 2.3 Develop a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- 2.4 Regularly liaise with relevant internal and external stakeholders to review progress of the RAP actions including:
 - Reporting RAP progress to Council as RAP Sponsor quarterly or more frequently as required;
 - Reporting RAP progress to Reconciliation Australia annually;
 - Reporting RAP progress internally;
 - Reporting RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
 - Reflecting on key learnings in the development of a new RAP.
- 2.5 Consider RAP implementation issues and consult with relevant staff to find solutions.
- 2.6 Seek approval from Council for final version of Reconciliation Action Plan.
- 2.7 Liaise with internal or external designers inform the design of the RAP document.
- 2.8 Develop a new RAP when the current plan expires.

3 AUTHORITY/DELEGATION

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



TERMS OF REFERENCE

- 3.2 City of Palmerston staff on the RWG are responsible for liaising with all relevant business units to assist in completion and submission of the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.
- 3.3 Once approved by Council the final document will be signed off by the RAP Champion and Chief Executive Officer.

4 MEMBERSHIP AND STRUCTURE

- 4.1 Membership of the RWG will be limited to ten (10) people.
- 4.2 Nominations will be open to City of Palmerston staff members, Palmerston residents and Palmerston based organisations who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of City of Palmerston.
- 4.3 The RWG will comprise a maximum of six (6) staff members who have been nominated for the group. Aboriginal and Torres Strait Islander staff members will be strongly encouraged to nominate.
- 4.4 The RWG will comprise two (2) Palmerston Aboriginal and or Torres Strait Islander community members and one (1) Aboriginal and or Torres Strait Islander Palmerston organisation representative. These external vacancies will be advertised on the City of Palmerston website and any other media decided by the organisation.
- 4.5 Nominations will be submitted via email to a designated City of Palmerston email address.
- 4.6 Final selection will be made by the Chief Executive Officer.
- 4.7 The RWG will also include a RAP Champion from the Executive Leadership Team.
- 4.8 The roles of RWG membership and other decision makers internal and external to the RWG are defined as follows:

| Member/Decision Maker | Reason for Membership and Role |
|---|--|
| RWG Members | |
| Staff that represent a wide range of departments, locations and levels. | <ul style="list-style-type: none"> To promote a whole-of-organisation approach to the RAP. To ensure the RAP does not sit with a single team. To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments as reconciliation is everyone's responsibility. |
| Aboriginal and Torres Strait Islander | <ul style="list-style-type: none"> To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives. |



A Place for People

TERMS OF REFERENCE

| | |
|---|---|
| representatives (staff or external) | <ul style="list-style-type: none"> To ensure Aboriginal and Torres Strait Islander people are involved in decision-making. To build a culturally appropriate approach to RAP development, implementation and reporting. To assist the RWG and organisation work through areas that can be complex or sensitive. It should be noted that Aboriginal and Torres Strait Islander Staff and RWG members should not be expected to drive the RAP, but rather guide it. |
| RAP Chair/Co-chairs (may be RAP Champion) | <ul style="list-style-type: none"> To coordinate RWG meetings (or their delegate) and take responsibility for holding other members of the group accountable and on track. To provide a primary contact for other staff, community members, organisations and Reconciliation Australia when they have enquiries about the RAP. |
| RAP Champion/s | <ul style="list-style-type: none"> An Executive Leadership Team member to raise the profile of reconciliation as an organisational priority internally and externally. To lead by example by actioning the commitments in the RAP. |
| External to RWG | |
| Council/RAP Sponsor | <ul style="list-style-type: none"> Provide the leadership, guidance and resources to ensure that City of Palmerston's commitment to reconciliation is realised. Approve RWG Terms of Reference Approve final version of the Reconciliation Action Plan |
| CEO/Key decision makers | <ul style="list-style-type: none"> To ensure the RWG can resolve roadblocks to RAP implementation. |

5 TERMS, VACANCIES AND FEES

- 5.1 The membership term of the RWG will be until implementation of the current iteration of the RAP. New members will be invited to join as vacancies arise to ensure the group generates new ideas as well as continuity.
- 5.2 To ensure participation and recognition of contribution, the community members on the RWG will be compensated for their attendance at meetings at the rates identified in the 'Extra Meeting/Activity Allowance' for Elected Members per Determination No. 1 of 2023 as a (noting that these are not Elected Members and meetings will likely be conducted outside normal business hours).



A Place for People

TERMS OF REFERENCE

- 5.3 When meetings are held out of business hours, City of Palmerston staff attendance will be considered as working additional hours and compensated accordingly per the relevant City of Palmerston Enterprise Agreement or Employment Contract.
- 5.4 A member who fails to attend three consecutive meetings without providing an apology is considered to have resigned from their membership.
- 5.5 The Terms of Reference and membership profile will be reviewed by the RWG every two years from commencement, or as required.

6 MEETINGS

- 6.1 The Reconciliation Action Plan Champion (or their delegate) will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 6.2 Meetings will be held monthly while the RAP is being developed, and every two months after launch to monitor progress.
- 6.3 Meetings will require a quorum of half plus one.
- 6.4 In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.
- 6.5 Meeting minutes will be distributed to members within five working days after a meeting.

7 CONDUCT

- 7.1. RWG members must declare any real or perceived conflicts of interest when joining the group and at the start of each meeting before discussion of the relevant agenda items.
- 7.2. Committee members must not speak on behalf of the RWG without the approval of the Chief Executive Officer.

RECONCILIATION ACTION PLAN WORKING GROUP



TERMS OF REFERENCE

PURPOSE

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

1. Committee objectives

- 1.1. Develop a RAP within the context of City of Palmerston's core business and in-line with:
 - The Community and Municipal Plans; and
 - The Inclusive, Diverse and Accessible Policy Framework.
- 1.2. Establish a collaborative and consultative process for engaging staff across the organisation so that they can provide:
 - Ideas for the RAP; and
 - Feedback on draft versions.
- 1.3. Develop a project plan and timeline to develop, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- 1.4. Regularly liaise with relevant internal and external stakeholders to review progress of the RAP actions including:
 - Reporting RAP progress to Council as RAP Sponsor quarterly or more frequently as required;
 - Reporting RAP progress to Reconciliation Australia annually;
 - Reporting RAP progress internally;
 - Reporting RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders; and
 - Reflecting on key learnings in the development of a new RAP.
- 1.5. Consider RAP implementation issues and consult with relevant staff to find solutions.
- 1.6. Seek approval from Council for final version of Reconciliation Action Plan.
- 1.7. Liaise with internal or external designers to inform the design of the RAP document.
- 1.8. Develop a new RAP when the current plan expires

2. Authority/Delegation

- 2.1. The RWG will have no delegation and progress of the RAP development and implementation will be reported directly to the Chief Executive Officer.
- 2.2. City of Palmerston staff on the RWG are responsible for liaising with all relevant business units to assist in completion and submission of the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

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

3. Membership and structure

- 3.1. Membership of the RWG will be limited to ten (10) people.
- 3.2. Nominations will be open to City of Palmerston staff members, Palmerston residents and Palmerston based organisations who are interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of City of Palmerston.
- 3.3. The RWG will comprise a maximum of six (6) staff members who have been nominated for the group. Aboriginal and Torres Strait Islander staff members will be strongly encouraged to nominate.

3.4. ~~The RWG being limited to ten (10) people. That is a maximum of six (6) staff members, the RAP Champion and up to three (3) Palmerston community members that are either Indigenous or Non-Indigenous. The community representatives could be any of the following;~~

- ~~Palmerston Non-Indigenous community member~~
- ~~Palmerston Indigenous community members~~
- ~~Indigenous or non-Indigenous representative from a Palmerston business or organisation~~

- 3.5. ~~These external vacancies will be advertised on the City of Palmerston website and any other media decided by the organisation.~~
- 3.6. Nominations will be submitted via email to a designated City of Palmerston email address.
- 3.7. Final selection will be made by the Chief Executive Officer.
- 3.8. The RWG will also include a RAP Champion from the Executive Leadership Team.
- 3.9. The roles of RWG membership and other decision makers internal and external to the RWG are defined as follows:

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Deleted: <#>The RWG will comprise of three (3) Palmerston Aboriginal and or Torres Strait Islander community members. Any of the above three (3) could be:¶ Palmerston Aboriginal and or Torres Strait Islander community members or¶ Aboriginal and or Torres Strait Islander Palmerston organisation representative.¶

| MEMBER/DECISION MAKER | REASON FOR MEMBERSHIP AND ROLE |
|---|--|
| RWG MEMBER | |
| Staff that represent a wide range of departments, locations and levels. | <ul style="list-style-type: none"> • To promote a whole-of-organisation approach to the RAP. • To ensure the RAP does not sit with a single team. • To ensure the responsibility for implementing the RAP does not fall to Aboriginal and Torres Strait Islander staff or departments as reconciliation is everyone's responsibility. |



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| Aboriginal and Torres Strait Islander representatives (staff or external) | <ul style="list-style-type: none"> To ensure the RAP is guided by Aboriginal and Torres Strait Islander knowledge and perspectives. To ensure Aboriginal and Torres Strait Islander people are involved in decision-making. To build a culturally appropriate approach to RAP development, implementation and reporting. To assist the RWG and organisation work through areas that can be complex or sensitive. It should be noted that Aboriginal and Torres Strait Islander Staff and RWG members should not be expected to drive the RAP but rather guide it. |
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| RAP Champion/s | <ul style="list-style-type: none"> An Executive Leadership Team member to raise the profile of reconciliation as an organisational priority internally and externally. To lead by example by actioning the commitments in the RAP. |
| EXTERNAL TO RWG | |
| Council/RAP Sponsor | <ul style="list-style-type: none"> Provide the leadership, guidance and resources to ensure that City of Palmerston's commitment to reconciliation is realised. Approve RWG Terms of Reference Approve final version of the Reconciliation Action Plan |
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4. Terms, vacancies and fees

- 4.1. The membership term of the RWG will be until implementation of the current iteration of the RAP. New members will be invited to join as vacancies arise to ensure the group generates new ideas as well as continuity.
- 4.2. To ensure participation and recognition of contribution, the community members on the RWG will be compensated for their attendance at meetings at the rates identified in the 'Extra Meeting/Activity Allowance' for Elected Members per Determination No. 1 of 2023 as a (noting that these are not Elected Members and meetings will likely be conducted outside normal business hours).

- 4.3. When meetings are held out of business hours, City of Palmerston staff attendance will be considered as working additional hours and compensated accordingly per the relevant City of Palmerston Enterprise Agreement or Employment Contract.
- 4.4. A member who fails to attend three consecutive meetings without providing an apology is considered to have resigned from their membership.
- 4.5. The Terms of Reference and membership profile will be reviewed by the RWG every two years from commencement, or as required.

5. Meetings

- 5.1. The Reconciliation Action Plan Champion (or their delegate) will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 5.2. Meetings will be held ~~as deemed required~~ while the RAP is being developed, and every two months after launch to monitor progress.
- 5.3. Meeting will require a quorum of half plus one.
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6. Conduct

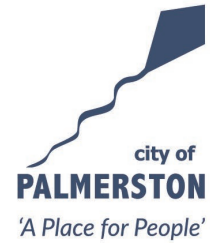
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TERMS OF REFERENCE DETAILS

| | | | |
|---------------|----------------------------------|---------------------|---------------------------------------|
| OWNER | General Manager People and Place | RESPONSIBLE OFFICER | Executive Manager People and Customer |
| APPROVAL DATE | 18 June 2024 | NEXT REVIEW DUE | 18 February 2026 |



RECONCILIATION ACTION PLAN WORKING GROUP



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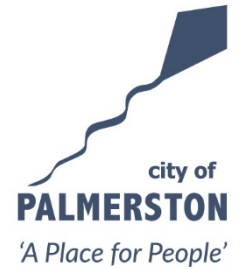
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| APPROVAL DATE | 18 June 2024 | NEXT REVIEW DUE | 18 February 2026 |



COUNCIL REPORT



2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.3 |
| Report Title: | Second Budget Review 2024-25 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Finance Data and Systems Officer, Canet Vas |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

Community plan

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

Purpose

This Report seeks Council approval for the Second Budget Review for the 2024-25 Budget.

Key messages

- Council's 2024-25 Second Budget Review is a consolidation of the council decisions, movement of expenses and newly awarded grants that are not included in the original budget contained in the Municipal Plan and the first budget review.
- The Second Budget Review is compliant with Section 202 of the Local Government Act 2019, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the Local Government (General) Regulations 2021.
- Council continues to deliver a balanced budget at the end of the Second Budget Review by considering unanticipated income, capital projects rolled over into current year and long-term benefits to our community.
- Once the Second Budget Review movements are adopted by the Council, the amended budget and the long-term financial plan will be published on the Council's website and advertised in the NT News.

Recommendation

1. THAT Report entitled Second Budget Review 2024-25 be received and noted.
2. THAT Council adopts the Second Budget Review 2024/25, pursuant to Division 4 (9) of the Local Government (General) Regulations 2021 as presented in **Attachment 13.1.3.1** of report entitled Second Budget Review 2024-25.
3. THAT Council adopts the revised Long Term Financial Plan as presented in **Attachment 13.1.3.3** of report entitled Second Budget Review 2024-25, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021*.

Background

Council adopted the 2024-25 Municipal Plan and Budget at the 2nd Ordinary Council Meeting of 18 June 2024. Council made the following decision:

13.1.1 Adoption of the Municipal Plan and Budget 2024-25

1. *THAT Report entitled Adoption of the Municipal Plan and Budget 2024-25 is received and noted*
2. *THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2024-25 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the Local Government Act 2019 before the 30 June 2024 with a copy also provided to the Minister for Local Government.*
3. *THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2024-25 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the Local Government Act 2019 before the 30 June 2024 with a copy also provided to the Minister for Local Government.*

CARRIED 10/1394 - 18/06/2024

Further Council Decisions that are referred to in this report are found at Table 2 - Prior Council Decisions.

Section 9 Local Government (General) Regulations, require Council to review the budget twice a financial year, once before December 2024 and the second between January and April 2025. City of Palmerston is aiming to undertake three budget reviews this financial year with the third budget review to be presented no later than June 2025.

Budget reviews occur to enable the Council to consider current requirements against the Original Budget to ensure the Council is delivering on the services outlined in the Municipal Plan and Budget 2024-25.

If the council adopts an amended budget as a result of the review, and the amended budget has a material impact on the council's long-term financial plan, the council must, by

resolution, amend the council's long-term financial plan at the same time as adopting the amended budget.

The purpose of this report is to present the Second Budget Review 2024/2025 movements and seek the Council's endorsement to adopt the amended budget.

The First Budget review was presented to Council on 10 December 2024.

Discussion

A thorough review of Councils 2024-25 budget was undertaken as at 28 February 2025. Income and Expenditure for operational and capital and was assessed to ensure Council was utilising funds efficiently for programs, projects and services as outlined in the Municipal Plan and Budget 2024-25.

The outcome of the assessment is summarised below. The budget for employee expenses was not adjusted during the second budget review and will be assessed in the third budget review expected in June 2025.

Council's 2024-25 Second Budget Review is based on the inclusion of the following

- Minor additional and reduction of operational income totalling \$17,354 as described in Table 1: Operational income at **Attachment 13.1.3.1**
- The net reduction of \$469,700 in operational expenditure as described in Table 2: Operational expenditure at **Attachment 13.1.3.1**. This includes:
 - one item that impacts the financial reserves, \$400,000 for mowing and landscaping – to reserves
 - one item where funds were transferred from surplus to operational, \$100,000 for SWELL operational contract
- Removal of significant capital income and reduction in associated capital expense as described in Item 2 below and Table 3&4 at **Attachment 13.1.3.1**
- Assessment of savings from capital projects and reallocation to the reserves (refer to Item 2 below)
- Year-to-date council decisions for use of the financial reserves (refer to Item 3 below).

The movements discussed in this report result in no change to the overall service delivery.

Item 1: Capital grants and associated capital expenditure.

| ITEM | BUDGET IMPACT |
|---|---------------|
| Allocation of \$7.05M Youth Drop-In centre Grant sitting in Liability Account for SWELL Carpark and Entrance upgrade and BBQ & Shade Structure. | \$600,000 |
| Reduction in Public Art as grant not received. | (\$250,000) |
| Reduction in Driver Resource Centre Renewal as grant not received. | (\$1,250,000) |
| Reduction in Park Infrastructure Renewal as grant not received. | (\$250,000) |
| Reduction in New Pathways as grant not received. | (\$250,000) |

| | |
|---|---------------|
| Reduction in Sustainability Programs (Solar Panels & LEDs etc) as grant not received. | (\$250,000) |
| Reduction in Dark Spots as grant not received. | (\$250,000) |
| | (\$1,900,000) |

In the second budget review, the \$2.5 million in anticipated grants that have not been realised were removed due to the lack of clear commitment from the funding source. This adjustment ensures a more accurate representation of the budget, reflecting the actual available funds for the projects impacted by the removal of these uncertain grants.

A portion of the originally allocated \$7.05 million for the Youth Drop-in program, specifically \$600,000 has been approved to be reallocated to SWELL infrastructure and carpark upgrades. These are being used for an additional SWELL carpark shade structure, carpark resurfacing and construction of a new BBQ and Shade Structure internal to SWELL.

Item 2: Capital expenditure transferred to and from the working capital reserves.

| Item | Budget impact |
|--|------------------|
| Transfer from working Capital Reserve to Archer Waste Management Facility. CD 10/1739 | \$334,274 |
| Transfer from Working Capital Reserve to Library Café to facilitate demolition and compliance repairs of the existing café. CD 10/1810 | \$80,000 |
| Transfer from Working Capital Reserve to Library Café to undertake fit-out of the café. CD 10/1810 | \$190,000 |
| SWELL Café | (\$500,000) |
| Driveway Replacements | (\$20,000) |
| Streetlighting Renewal and Upgrade | (\$30,000) |
| Laneway Renewals | (\$20,000) |
| IT Projects | (\$100,000) |
| Building Management System | (\$30,000) |
| Marlow Lagoon Masterplan | (\$150,000) |
| | \$245,726 |

Several adjustments to capital expenditure are expected to impact the Working Capital Reserve. These changes include previous decisions made by the Council to allocate funds from the Reserve for specific initiatives, such as the redevelopment of the Archer Waste Management Facility, the demolition and necessary compliance repairs at the Library Café, and the fit-out of the Library Café.

Additionally, funds for a number of projects and programs are being returned to the Working Capital Reserve. This reallocation is due to shifts in project timelines, changes in funding needs, or adjustments in scope, which necessitate the return of unspent funds to the Reserve for future use. These movements in capital expenditure are crucial for ensuring that resources are optimally managed and available for future priorities.

Item 3: YTD Council decision.

| ITEM | IMPACT TO WORKING CAPITAL |
|--|---------------------------|
| Transfer from working Capital Reserve to Archer Waste Management Facility. CD 10/1739 | \$334,274 |
| Transfer from Working Capital Reserve to Library Café Phase 1 to facilitate demolition and compliance repairs of the existing café. CD 10/1810 | \$80,000 |
| Transfer from Working Capital Reserve to Library Café Phase 2 to undertake fit-out of the café. CD 10/1810 | \$190,000 |
| | \$604,274 |

The revised Statement of Reserves is found at **Attachment 13.1.3.2**

Consultation and marketing

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

- Executive Leadership Team.
- Senior Leadership Team.
- Budget Officers.

Once the Second Budget Review movements are adopted by the Council, the amended budget and the long-term financial plan will be published on the Council's website and advertised in the NT News.

Policy implications

All reserve movements are compliant with the Financial Reserve Policy.

Budget and resource implications

The budget and resource implications are detailed in the body of this Report and the attachments.

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:

- [Municipal Plan](#)
- [Long Term Financial Plan](#)

Council officer conflict of interest declaration

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

Attachments

1. Budget Movements [**13.1.3.1** - 3 pages]
2. Statement of Reserves [**13.1.3.2** - 1 page]
3. Revised Long Term Financial Plan [**13.1.3.3** - 4 pages]

NET BUDGET MOVEMENTS

OPERATIONAL INCOME

| Department | Operational Income | Movement |
|------------|---|--------------------|
| | Reduce the Dog Infringements & Fines income | (70,000.00) |
| | Cat registration income | 7,000.00 |
| | Reduce other user charges income | (2,500.00) |
| | Increase Dog Registrations income | 15,000.00 |
| Governance | Other Sundry Income | 50,000.00 |
| | Aged care reform hub funds | 6,000.00 |
| | Youth Week Grant | 1,500.00 |
| | Reduce rent from Library Café | (24,354.00) |
| | | (17,354.00) |

OPERATIONAL EXPENSE

| Department | Operational Expenditure | Movement |
|----------------------------------|--|---------------------|
| | Community Programs | (13,000.00) |
| | Animal Euthanasia | 18,000.00 |
| | Animal Re-homing subsidy | 3,377.00 |
| Aquatic Centre | Other External Services | 100,000.00 |
| Art & Culture | Program Running Costs | 78,000.00 |
| | Program Running Costs | (78,000.00) |
| | Course Seminar & Conference Registration | (3,000.00) |
| | Program Running Costs | (33,700.00) |
| Diversity & Inclusion Activities | Program Running Costs | (5,000.00) |
| GM People & Place | Consultants | (70,000.00) |
| | Program Running Costs | 1,500.00 |
| | Furniture & Equipment expensed | 6,000.00 |
| Office of the CEO | LGANT Membership | (55,000.00) |
| | Vegetation Management | (400,000.00) |
| | Verge Beautification | (10,000.00) |
| | Other Landscape Maintenance | 10,000.00 |
| | Consultants | (70,000.00) |
| | Advertising | (20,000.00) |
| | Consultants | 20,000.00 |
| | Materials Purchased | 9,500.00 |
| Communications | Advertising | (108,332.00) |
| | Consultants | 83,578.00 |
| Services | Slashing of Long grass | (3,377.00) |
| | Debt Collection Service | (5,000.00) |
| Roads & Transport | Consultants | (40,000.00) |
| Street Lighting | Consultants | 40,000.00 |
| Finance and Governance | Insurance | 77,000.00 |
| | | (467,454.00) |

CAPITAL INCOME

| Department | Capital Income | Movement |
|-------------------------|---|-----------------------|
| SWELL Aquatic Centre | Use of \$7.05M Youth Drop In centre Grant sitting in Liability Account for Carpark and Entrance upgrade and BBQ & Shade Structure | 600,000.00 |
| Art & Culture | Public Art | (250,000.00) |
| Driver Community Centre | Driver Resource Centre Renewal | (1,250,000.00) |
| | Park Infrastructure Renewal | (250,000.00) |
| | Tree Planting and Replacement | - |
| Roads & Transport | New Pathways | (250,000.00) |
| | Sustainability Programs (Solar Panels & LEDs etc) | (250,000.00) |
| | 21/22 PLU Dark Spots | (250,000.00) |
| | | (1,900,000.00) |

CAPITAL EXPENSE

| Project | Capital Expenditure | Movement |
|---|--|-----------------------|
| SWELL BBQ & Shade Structure | Use of \$7.05M Youth Drop In centre Grant sitting in Liability Account | 100,000.00 |
| SWELL Carpark Upgrade | Use of \$7.05M Youth Drop In centre Grant sitting in Liability Account | 300,000.00 |
| SWELL Entrance Upgrade | Use of \$7.05M Youth Drop In centre Grant sitting in Liability Account | 200,000.00 |
| Archer Waste Renewal Project | Increased budget for Archer Waste Renewal Project from Working Capital Reserves. CD 10/1739 | 334,274.00 |
| Various Sites | CCTV - CPTED - reallocation of grants | 150,100.00 |
| Pump Parks/Skate Parks Zuccoli | Reallocate budget from New Pathways and Tree Replacements | 400,000.00 |
| Driver Resource Centre Renewal | Reduce budget from unconfirmed grant funds | (1,250,000.00) |
| Sustainability Programs (Solar Panels & LEDs etc) | Reduce budget from unconfirmed grant funds | (250,000.00) |
| Park Infrastructure Renewal | Reduce budget from unconfirmed grant funds | (250,000.00) |
| Public Art | Reduce budget from unconfirmed grant funds | (250,000.00) |
| 21/22 PLU Dark Spots | Reduce budget from unconfirmed grant funds | (250,000.00) |
| New Pathways | Reduce budget from unconfirmed grant funds \$250,000 and reallocate \$300,000 to Pump Parks/ Skate Parks Zuccoli | (550,000.00) |
| Tree Planting and Replacement | Reallocate budget to Pump Parks/Skate Parks Zuccoli | (100,000.00) |
| SWELL Café | Return funds to Working Capital Reserve | (500,000.00) |
| Driveway Replacements | Return funds to Working Capital Reserve | (20,000.00) |
| Streetlighting Renewal and Upgrade | Return funds to Working Capital Reserve | (30,000.00) |
| Laneway Renewals | Return funds to Working Capital Reserve | (20,000.00) |
| IT Projects | Return funds to Working Capital Reserve | (100,000.00) |
| Building Management System | Return funds to Working Capital Reserve | (30,000.00) |
| Marlow Lagoon Masterplan | Return funds to Working Capital Reserve | (150,000.00) |
| Library Café Phase 1 | Approved budget for the refurbishment of the existing café | 80,000.00 |
| Library Café Phase 2 - Café Design | Approved budget for the fit-out of the café | 190,000.00 |
| | | (1,995,626.00) |

RESERVES

| Project | Reserve movement | Movement |
|--------------------------|---|---------------------|
| er Waste Renewal Project | Transfer from working Capital Reserve to Archer Waste Management Facility. CD 10/1739 | (334,274.00) |
| é | Transfer from Working Capital Reserve to Library Café to facilitate refurbishments of the existing café. CD 10/1810 | (80,000.00) |
| | Transfer from Working Capital Reserve to Library Café to undertake fit-out of the café. CD 10/1810 | (190,000.00) |
| anagement | Transfer savings from vegetaton management to working capital reserve | 400,000.00 |
| | Transfer to working capital Reserve | 850,000.00 |
| | | 645,726.00 |
| Net Budget Impact | | (100,000.00) |

Statement of Reserves - Budget Movements 2024/25

| OTHER RESERVES | Balance as at 30 June 2024 | Surplus Analysis to Reserves \$ | Original Budget 2024/25 to Reserves \$ | Original Budget 2024/25 from Reserves \$ | 1st Review 2024/25 to Reserves \$ | 1st Review 2024/25 from Reserves \$ | 2nd Review 2024/25 to Reserves \$ | 2nd Review 2024/25 from Reserves \$ | Balance at the YTD 2024/25 \$ |
|---|----------------------------|---------------------------------|--|--|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|-------------------------------|
| Externally Restricted Reserves | | | | | | | | | |
| Unexpended Grants Reserve | - | | - | - | - | | - | | - |
| Externally Restricted Reserves | - | | - | - | - | - | - | - | - |
| Internally Restricted Reserves | | | | | | | | | |
| Election Expenses Reserve | 100,000 | 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) | | | 2,572,404 |
| Asset Renewal Reserve | - | | | - | - | | | | - |
| Major Initiatives Reserve | - | | | | | | | | - |
| Internally Restricted Reserves | 9,267,252 | 1,060,930 | 370,231 | (250,000) | (1,099,147) | (4,270,391) | - | - | 5,078,874 |
| Unrestricted Reserves | | | | | | | | | |
| Working Capital Reserve | 5,711,243 | 371,668 | 20,000 | (1,948,888) | 1,099,147 | (520,000) | 1,250,000 | (604,275) | 5,378,895 |
| Unrestricted Reserves | 5,711,243 | 371,668 | 20,000 | (1,948,888) | 1,099,147 | (520,000) | 1,250,000 | (604,275) | 5,378,895 |
| Total Reserves | 14,978,494 | 1,432,598 | 390,231 | (2,198,888) | - | (4,790,391) | 1,250,000 | (604,275) | 10,457,769 |

| Table 1 | | | | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Long Term Financial Plan | | | | | | | | | | | |
| INCOME STATEMENT | | | | | | | | | | | |
| | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-2034 |
| \$'000's | Actual | Revised Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Operating Income | | | | | | | | | | | |
| Rates & annual charges | 33,383 | 35,664 | 37,165 | 38,730 | 40,360 | 42,059 | 43,830 | 45,675 | 47,599 | 49,603 | 51,692 |
| Rates | 25,731 | 27,552 | 28,737 | 29,973 | 31,262 | 32,606 | 34,008 | 35,470 | 36,996 | 38,586 | 40,246 |
| Waste | 7,652 | 8,112 | 8,428 | 8,757 | 9,098 | 9,453 | 9,822 | 10,205 | 10,603 | 11,017 | 11,446 |
| Statutory Charges | 82 | 137 | 141 | 145 | 149 | 154 | 158 | 163 | 167 | 172 | 177 |
| User charges & fees | 923 | 868 | 893 | 919 | 946 | 973 | 1,001 | 1,030 | 1,060 | 1,091 | 1,123 |
| Interest & investment revenue | 1,825 | 1,930 | 1,402 | 1,340 | 1,306 | 1,327 | 1,338 | 1,389 | 1,256 | 1,267 | 1,312 |
| Other revenues | 328 | 63 | 65 | 67 | 69 | 71 | 73 | 75 | 77 | 79 | 81 |
| Grants & contributions for operating purposes | 1,500 | 3,582 | 3,686 | 3,793 | 3,903 | 4,016 | 4,132 | 4,252 | 4,376 | 4,502 | 4,633 |
| TOTAL INCOME | 38,041 | 42,244 | 43,353 | 44,993 | 46,732 | 48,599 | 50,532 | 52,584 | 54,535 | 56,715 | 59,018 |
| Operating Expenditure | | | | | | | | | | | |
| Employee benefits & costs | 10,886 | 13,092 | 13,550 | 13,957 | 14,375 | 14,807 | 15,251 | 15,708 | 16,180 | 16,665 | 17,165 |
| Borrowing costs | 167 | 298 | 309 | 369 | 346 | 328 | 310 | 292 | 273 | 254 | 235 |
| Elected Member Allowances | 394 | 498 | 512 | 527 | 542 | 558 | 574 | 591 | 608 | 626 | 644 |
| Elected Member Expenses | 68 | 91 | 93 | 96 | 99 | 102 | 105 | 108 | 111 | 114 | 117 |
| Materials, contracts and other expenses | 23,613 | 23,047 | 23,981 | 24,677 | 25,492 | 26,129 | 26,886 | 27,666 | 28,571 | 29,297 | 30,044 |
| Depreciation, amortisation & Impairment | 11,215 | 12,000 | 12,306 | 12,638 | 12,952 | 13,277 | 13,571 | 13,841 | 14,116 | 14,392 | 14,680 |
| TOTAL EXPENDITURE | 46,343 | 49,025 | 50,752 | 52,263 | 53,807 | 55,200 | 56,697 | 58,205 | 59,859 | 61,347 | 62,885 |
| BUDGETED OPERATING SURPLUS/(DEFICIT) | (8,302) | (6,781) | (7,399) | (7,270) | (7,074) | (6,600) | (6,165) | (5,621) | (5,324) | (4,632) | (3,867) |
| Add: Amounts received specifically for new or upgraded assets | 8,587 | 4,488 | 7,663 | 3,022 | 4,630 | 3,380 | 3,380 | 2,380 | 1,380 | 1,380 | 1,380 |
| Add: Physical resources received free of charge (non-cash) | 8,668 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Add: Revaluations | (300) | | | | | | | | | | |
| Add: Net Sale /(Loss) of Assets | 121 | | | | | | | | | | |
| BUDGET SURPLUS / (DEFICIT) | 8,774 | 707 | 3,264 | (1,248) | 556 | (220) | 215 | (241) | (944) | (252) | 513 |
| TOTAL COMPREHENSIVE INCOME / (LOSS) | 8,774 | 707 | 3,264 | (1,248) | 556 | (220) | 215 | (241) | (944) | (252) | 513 |
| Add: Depreciation | 11,215 | 12,000 | 12,306 | 12,638 | 12,952 | 13,277 | 13,571 | 13,841 | 14,116 | 14,392 | 14,680 |
| Add: Other non-cash | 1,265 | | | | | | | | | | |
| Less: Resources free of charge | 8,668 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Less: Capital Expenditure | 20,365 | 15,155 | 15,431 | 10,807 | 10,125 | 9,969 | 9,575 | 9,784 | 9,909 | 9,909 | 9,909 |
| Add: Borrowings (Loans advances) | 5,000 | | 1,000 | 1,500 | - | - | - | - | - | - | - |
| Less: Loan Repayments | 435 | 504 | 442 | 529 | 264 | 268 | 273 | 278 | 283 | 288 | 294 |
| Add: Transfer from reserves | 4,646 | 5,953 | 2,304 | 1,446 | (118) | 181 | (939) | (538) | 20 | (942) | (1,990) |
| Less: Changes in Revaluation surplus | | | | | | | | | | | |
| Add: loss on Disposal | | - | | | | | | | | | |
| NET CASH BUDGET SURPLUS/(DEFICIT) | 1,432 | - | - | - | - | - | - | - | - | - | - |

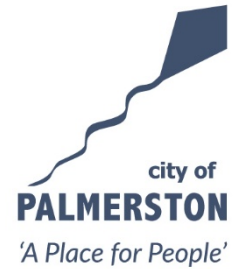
| Table 2 | | | | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Long Term Financial Plan | | | | | | | | | | | |
| STATEMENT OF FINANCIAL POSITION | | | | | | | | | | | |
| | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-2034 |
| | Actual | Revised Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Assets | | | | | | | | | | | |
| Current Assets: | | | | | | | | | | | |
| Cash & cash equivalents | 4,922 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Investments | 17,797 | 23,222 | 21,254 | 20,097 | 20,510 | 20,625 | 21,868 | 22,714 | 23,025 | 24,293 | 26,616 |
| Receivables | 4,284 | 3,379 | 3,468 | 3,599 | 3,739 | 3,888 | 4,043 | 4,207 | 4,363 | 4,537 | 4,721 |
| TOTAL CURRENT ASSETS | 27,003 | 30,601 | 28,722 | 27,697 | 28,248 | 28,513 | 29,911 | 30,921 | 31,387 | 32,830 | 35,338 |
| Non-Current Assets: | | | | | | | | | | | |
| Infrastructure, property, plant & equipment | 554,563 | 560,718 | 566,844 | 568,013 | 568,186 | 567,878 | 566,882 | 565,825 | 564,618 | 563,135 | 561,363 |
| Investment property | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| Work in progress | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL NON-CURRENT ASSETS | 560,063 | 566,218 | 572,344 | 573,513 | 573,686 | 573,378 | 572,382 | 571,325 | 570,118 | 568,635 | 566,863 |
| TOTAL ASSETS | 587,066 | 596,819 | 601,066 | 601,209 | 601,934 | 601,891 | 602,293 | 602,246 | 601,506 | 601,466 | 602,201 |
| Liabilities | | | | | | | | | | | |
| Current Liabilities: | | | | | | | | | | | |
| Payables | 10,174 | 10,469 | 10,772 | 11,084 | 11,405 | 11,736 | 12,077 | 12,427 | 12,787 | 13,158 | 13,540 |
| Borrowings | 505 | 442 | 529 | 264 | 268 | 273 | 278 | 283 | 288 | 294 | 299 |
| Provisions | 1,258 | 1,302 | 1,348 | 1,388 | 1,430 | 1,473 | 1,517 | 1,562 | 1,609 | 1,657 | 1,707 |
| TOTAL CURRENT LIABILITIES | 11,937 | 12,214 | 12,649 | 12,736 | 13,103 | 13,482 | 13,871 | 14,272 | 14,684 | 15,109 | 15,546 |
| Non-Current Liabilities: | | | | | | | | | | | |
| Payables | 2 | - | - | - | - | - | - | - | - | - | - |
| Borrowings | 5,164 | 4,722 | 5,192 | 6,428 | 6,160 | 5,887 | 5,610 | 5,327 | 5,039 | 4,745 | 4,446 |
| Provisions | 2,119 | 2,193 | 2,270 | 2,338 | 2,408 | 2,480 | 2,555 | 2,631 | 2,710 | 2,792 | 2,875 |
| TOTAL NON-CURRENT LIABILITIES | 7,285 | 6,915 | 7,462 | 8,766 | 8,568 | 8,368 | 8,165 | 7,959 | 7,750 | 7,537 | 7,322 |
| TOTAL LIABILITIES | 19,222 | 19,128 | 20,111 | 21,502 | 21,672 | 21,849 | 22,035 | 22,230 | 22,434 | 22,646 | 22,868 |
| NET ASSETS | 567,844 | 577,691 | 580,955 | 579,707 | 580,263 | 580,042 | 580,257 | 580,016 | 579,072 | 578,820 | 579,333 |
| Equity | | | | | | | | | | | |
| Retained earnings/(accumulated deficit) | 227,834 | 242,302 | 246,752 | 245,572 | 244,273 | 244,112 | 242,751 | 242,887 | 242,211 | 240,707 | 239,932 |
| Other Reserves | 14,978 | 10,358 | 9,171 | 9,103 | 10,957 | 10,898 | 12,474 | 12,097 | 11,829 | 13,081 | 14,369 |
| Revaluation reserves | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 | 325,032 |
| Council equity interest | 567,844 | 577,691 | 580,955 | 579,707 | 580,262 | 580,042 | 580,257 | 580,016 | 579,072 | 578,820 | 579,333 |
| TOTAL EQUITY | 567,844 | 577,691 | 580,955 | 579,707 | 580,262 | 580,042 | 580,257 | 580,016 | 579,072 | 578,820 | 579,333 |

| Table 3 | | | | | | | | | | | |
|--|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Long Term Financial Plan | | | | | | | | | | | |
| STATEMENT OF CASH FLOWS | | | | | | | | | | | |
| \$ '000 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-2034 |
| | Actual | Revised Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Cash Flows from Operating Activities | | | | | | | | | | | |
| Receipts: | | | | | | | | | | | |
| Rates & waste charges | 33,312 | 36,570 | 37,076 | 38,599 | 40,221 | 41,910 | 43,675 | 45,511 | 47,443 | 49,428 | 51,507 |
| User charges & fees | 933 | 1,005 | 1,034 | 1,064 | 1,095 | 1,127 | 1,159 | 1,193 | 1,228 | 1,263 | 1,300 |
| Investment & interest revenue received | 1,671 | 1,930 | 1,402 | 1,340 | 1,306 | 1,327 | 1,338 | 1,389 | 1,256 | 1,267 | 1,312 |
| Grants & contributions | 1,551 | 3,582 | 3,686 | 3,793 | 3,903 | 4,016 | 4,132 | 4,252 | 4,376 | 4,502 | 4,633 |
| Other | 16 | 63 | 65 | 67 | 69 | 71 | 73 | 75 | 77 | 79 | 81 |
| Payments: | | | | | | | | | | | |
| Employee benefits & costs | (12,099) | (12,974) | (13,428) | (13,848) | (14,264) | (14,691) | (15,132) | (15,586) | (16,054) | (16,535) | (17,031) |
| Materials, contracts & other expenses | (22,113) | (23,340) | (24,284) | (24,987) | (25,812) | (26,457) | (27,225) | (28,014) | (28,929) | (29,666) | (30,423) |
| Finance Payments | (179) | (298) | (309) | (369) | (346) | (328) | (310) | (292) | (273) | (254) | (235) |
| NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES | 3,092 | 6,538 | 5,242 | 5,658 | 6,172 | 6,973 | 7,711 | 8,528 | 9,122 | 10,085 | 11,146 |
| Cash Flows from Investing Activities | | | | | | | | | | | |
| Receipts: | | | | | | | | | | | |
| Sale of investment securities | - | 4,635 | 1,968 | 1,157 | - | - | - | - | - | - | - |
| Amounts specifically for new or upgraded assets | 21,508 | 4,308 | 7,483 | 2,842 | 4,450 | 3,200 | 3,200 | 2,200 | 1,200 | 1,200 | 1,200 |
| Payments: | | | | | | | | | | | |
| Purchase of investment securities | (13,349) | - | - | - | (413) | (116) | (1,243) | (846) | (310) | (1,268) | (2,323) |
| Purchase of infrastructure, property, plant & equipment | (26,813) | (15,155) | (15,431) | (10,807) | (10,125) | (9,969) | (9,575) | (9,784) | (9,909) | (9,909) | (9,909) |
| NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES | (18,504) | (6,033) | (5,800) | (6,629) | (5,908) | (6,705) | (7,438) | (8,250) | (8,839) | (9,798) | (10,852) |
| Cash Flows from Financing Activities | | | | | | | | | | | |
| Receipts: | | | | | | | | | | | |
| Proceeds from borrowings & advances | 5,000 | - | 1,000 | 1,500 | - | - | - | - | - | - | - |
| Payments: | | | | | | | | | | | |
| Repayment of borrowings & advances | (248) | (505) | (442) | (529) | (264) | (268) | (273) | (278) | (283) | (288) | (294) |
| NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES | 4,752 | (505) | 558 | 971 | (264) | (268) | (273) | (278) | (283) | (288) | (294) |
| plus: CASH & CASH EQUIVALENTS - beginning of year | 14,660 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS | (10,660) | - | - | - | - | - | - | - | - | - | - |
| Total Cash at Bank | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| plus: INVESTMENTS ON HAND - beginning of year | 14,508 | 27,857 | 23,222 | 21,254 | 20,097 | 20,510 | 20,625 | 21,868 | 22,714 | 23,025 | 24,293 |
| NET INCREASE/(DECREASE) IN INVESTMENTS ON HAND | 13,349 | (4,635) | (1,968) | (1,157) | 413 | 116 | 1,243 | 846 | 310 | 1,268 | 2,323 |
| Total Investments on Hand | 27,857 | 23,222 | 21,254 | 20,097 | 20,510 | 20,625 | 21,868 | 22,714 | 23,025 | 24,293 | 26,616 |
| TOTAL CASH & CASH EQUIVALENTS & INVESTMENTS - end of year | 31,857 | 27,222 | 25,254 | 24,097 | 24,510 | 24,625 | 25,868 | 26,714 | 27,025 | 28,293 | 30,616 |
| NET INCREASE/(DECREASE) IN CASH, CASH EQUIVALENTS & INVESTMENTS | 2,689 | (4,635) | (1,968) | (1,157) | 413 | 116 | 1,243 | 846 | 310 | 1,268 | 2,323 |

Table 4

| Long Term Financial Plan | | | | | | | | | | | |
|---|--|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Financial Ratios | | | | | | | | | | | |
| | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-34 |
| | Actual | Revised Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Operating expenditure within operating | 7.81% | 13.06% | 12.03% | 12.75% | 13.32% | 14.41% | 15.27% | 16.19% | 16.62% | 17.66% | 18.72% |
| <i>(operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions</i> | | | | | | | | | | | |
| | 11.05 | 8.89 | 7.95 | 7.37 | 7.26 | 7.10 | 7.25 | 7.27 | 7.13 | 7.27 | 7.66 |
| <i>Current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12</i> | | | | | | | | | | | |
| | | .51 | 2.27 | 2.17 | 2.16 | 2.11 | 2.16 | 2.17 | 2.14 | 2.17 | 2.27 |
| | | | | | | | | | | | |
| | | | | 92% | 92% | 92% | 92% | 92% | 92% | 92% | 92% |
| Benchmark - Greater than 60% < 75% | | | | | | | | | | | |
| Own funding / total operating revenue | <i>Total income less Grants/total income</i> | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | 11.65 | 13.13 | 14.82 | 16.16 | 18.28 | 20.69 |
| | | | | | | ts | | | | | |
| | | | | | | | | 29.17 | 33.19 | 39.39 | 47.01 |
| | | | | | | | | | | | |
| Benchmark -between 90%-110% | | | | | | | | | 70% | 69% | 68% |
| | <i>Capital Expenditure / Depreciation</i> | | | | | | | | | | |

COUNCIL REPORT



2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.4 |
| Report Title: | Local Government Priority Infrastructure Grant Acquittal |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Procurement and Grants Coordinator, Koren Martin |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

Community plan

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

Purpose

This Report seeks Council approval for the acquittal of the 2020-21 Local Government Priority Infrastructure Fund (PIF).

Key messages

- City of Palmerston (CoP) successfully applied for a grant of \$400,000 for the upgrade of the Archer Waste Transfer Facility (AWTF) under the 2020-2021 Local government Priority infrastructure Fund (PIF) administered by the NT Government.
- CoP requested an extension for the grant on 29 October 2021, which was approved on 16 November 2021, by the Northern Territory Government with revised dates for project completion of 31 August 2022 and funding acquittal of 30 September 2022.
- Project progress includes completion of the designs, gatehouse relocation and 30% completion of the recycling area.
- In total \$1,159,621 has been spent on the project so far, including full expenditure of the \$400,000 funding allocated under the PIF grant.

Recommendation

1. THAT Report entitled Local Government Priority Infrastructure Grant Acquittal be received and noted.
2. THAT Council approves the acquittal of the 2020-21 Local Government Priority Infrastructure Fund at **Attachment 13.1.4.1** contained in Report entitled Local Government Priority Infrastructure Grant Acquittal.

Background

City of Palmerston (CoP) successfully applied for a grant for the upgrade of the Archer Waste Transfer Facility (AWTF) under the 2020-2021 Local Government Priority Infrastructure Fund (PIF) administered by the NT Government Department of The Chief Minister and Cabinet.

The project for Stage 1 upgrade of AWTF was estimated at \$1.1 million. The project budget comprised grant funding of \$400,000 and a financial contribution from Council of \$700,000, funded from the Waste Management Reserve. The project scope for Stage 1 includes: design, relocation of gate house, construction of recycling area (no roof), and construction of general waste push-pit area (with roof).

CoP was advised of the successful grant application on 20 April 2021. Acceptance of the grant was signed by CoP on 6 May 2021. Revised grant requirements included a project status report due 31 August 2021 and grant funding to be fully expended by 31 October 2021. Grant guidelines also required that all acquittals must be laid before a Council meeting for formal ratification and that a copy of the minutes must be provided with the acquittal.

CoP sought an extension to the grant which was approved for project completion to 31 August 2022 and the date for funding acquittal to 30 September 2022.

Since award of the PIF grant in 2021, several components of the project have been completed. This includes development of civil designs, the relocation of the gatehouse, and the commencement of the construction of the recycling area.

Approximately \$1,159,621 has been spent on the project so far, including full expenditure of the \$400,000 funding allocated under the PIF grant.

Although the full project works have not been completed, after correspondence with the Department of Housing, Local Government and Community Development, it was considered that the grant could be acquitted as full expenditure of the \$400,000 grant component of the project had occurred, and the overall expenditure exceeded the original estimated project cost of \$1,100,000.

At the 2nd Ordinary Council Meeting of 15 November 2022 Council made the following decision:

13.1.2 Local Government Priority Infrastructure Grant Update – Archer Transfer Station Upgrade

Moved: Councillor Henderson

Seconded: Councillor Eveleigh

1. THAT Report entitled Local Government Priority Infrastructure Grant Update - Archer Transfer Station Upgrade be received and noted.
2. THAT Council approve the partial acquittal report at Attachment 13.1.2.1, for expenditure up to 30 August 2022.

CARRIED 10/620 – 15/11/2022

Discussion

Grant funding of \$400,000 was received, with grant conditions requiring Council to absorb any costs above the \$400,000 funding. The total project costs to date are \$1,159,621, with ongoing expenditure expected to complete the project in full.

This report recommends Council’s approval for the final acquittal of funds as outlined in **Attachment 13.1.4.1**.

Consultation and marketing

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

- Executive Manager Environment.
- Executive Manager Financial Performance.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The current project costs are \$1,159,621, with \$400,000 funded from Grants and the remaining funded by Council.

Risk, legal and legislative implications

There is a reputational and financial risk in that the grant has not been acquitted and that we have not sought an extension of the grant. This may impact future grant applications and opportunities lost due to outstanding actions.



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.

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:

- City of Palmerston Sustainability Strategy, which advocates the increase of waste diversion from landfill.

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. Priority Infrastructure Fund Acquittal [13.1.4.1 - 1 page]

City of Palmerston

Acquittal of Local Government Priority Infrastructure Fund 2020-21

File Number: LGR2014/00187

Purpose of Grant: Towards Stage 1 upgrade of the Archer Waste Management Facility. Works to include: design, relocation of gate house, construction of recycling area (no roof) and construction of general waste push-pit area (with roof).

Application Number: PIF2100028

Purchases were in accordance with the Northern Territory Buy Local Plan: Yes No
(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 OCTOBER 2021

| | |
|--|-----------------------|
| Local Government Priority Infrastructure Fund | \$400 000 (ex GST) |
| Other income/council contribution | \$700,000 |
| Total income | \$1,100,000 |
| Expenditure (Specify accounts and attach copies of ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i> | \$1,159,621 |
| Total Expenditure | \$1,159,621 |
| Surplus/(Deficit) | (\$59,621) |

IS THE PROJECT COMPLETE: Yes No

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Koren Martin 2 / 4 / 2025

Laid before the Council at a meeting held on 15 / 4 / 2025 Copy of minutes attached.

CEO or CFO: Jeffrey Guilas 2 / 4 / 2025

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Expenditure conforms to purpose: Yes No

Capital Works – Bought from Territory Enterprise: Yes No

Minutes checked: Yes No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

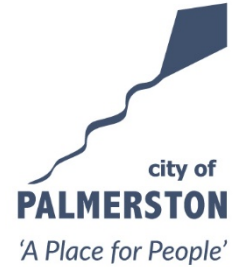
ACQUITTAL ACCEPTED: Yes No

Acquittal checked by: _____ / ____/____/____

Comments:

Donna Hadfield, Manager Grants Program _____ / ____/____/____

COUNCIL REPORT



2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.5 |
| Report Title: | Council Policy Review - Elected Member Casual Vacancies |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Governance Lead, Angie Torr |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

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 amended Elected Member Casual Vacancies policy.

Key messages

- The Elected Member Casual Vacancies policy ensures that casual vacancies on Council are filled in a timely and transparent manner.
- The policy has been reviewed in line with Council’s endorsed policy review schedule.
- Amendments have been made to the policy to reflect the procedural intent of the legislation by updating legislative references to maintain consistency with the *Local Government Act 2019* (NT).
- The definition of ‘Principal Member’ has been included to replace the use of Mayor throughout the policy, maintaining consistency with terminology used in the legislation.
- The ‘Principles’ section has been amended to be succinct and in line with the intention of this being a procedural policy.
- A review of spelling, grammar and structure was undertaken.

Recommendation

1. THAT Report entitled Council Policy Review - Elected Member Casual Vacancies be received and noted.
2. THAT Council adopted the amended Elected Member Casual Vacancies Policy at **Attachment 13.1.5.3** to Report entitled Council Policy Review - Elected Member Casual Vacancies.

Background

A casual vacancy is when an Elected Member or Principal Member leaves their position before the end of their term. This can happen for several reasons and this policy outlines how these vacancies are filled, either through a by-election or an appointment, depending on the timing in relation to the next general election.

The Elected Member Casual Vacancies policy is required in situations where an Elected Member or the Mayor vacates their position before the end of their term due to resignation, death, disqualification, removal, incapacity or election voidance. It ensures that vacancies are filled through by-elections or appointments, depending on the timing relative to the next general election, maintaining governance stability and public trust.

The current policy at **Attachment 13.1.5.1** was adopted on 01/07/2021 and is now due for review in line with Council's endorsed Policy Review Schedule. Council does not anticipate any of the above situations to occur, but the policy is relevant to the upcoming Local Government elections in August 2025 and should be reviewed prior to the commencement of the caretaker period on 31 July.

Discussion

Council is committed to acting in a transparent manner and this includes in situations where an Elected Member position may become vacant. The *Local Government Act 2019* (NT) (the Act) provides the framework, and the Elected Member Casual Vacancies policy provides the procedure for circumstances where a position may become vacant.

Timeframe of filling a casual vacancy for Ordinary Member:

| DATE VACANCY OCCURS | ACTION |
|---|---|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of an ordinary member. |
| Less than 18 months, but not less than 3 months, before the next general election: | Council will appoint a person to fill the vacancy until the next general election in accordance with clause 3 of this policy. |
| 3 months or less before the next general election: | Council will leave the vacancy of ordinary member vacant. |

Timeframe of filling a casual vacancy for Principal Member:

| DATE VACANCY OCCURS | ACTION |
|--|--|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of a Principal Member. |
| Less than 18 months, but not less than 3 months, before the next general election: | <p>Council will appoint an existing Council Member to fill the position of a Principal Member, by Council Decision in accordance with clause 4 of this policy.</p> <p>Council will appoint a person to fill the vacancy of ordinary member in accordance with clause 3 of this policy.</p> |
| 3 months or less before the next general election: | <p>Council will appoint an existing Council Member to fill the position of a Principal Member, by Council Decision in accordance with clause 4 of this policy.</p> <p>Council will leave the office of ordinary member vacant.</p> |

Noting that the Deputy Mayor is appointed from within the Elected Members, a casual vacancy in the Deputy Mayor position would mean that an Elected Member position would be filled and then Council would resolve to appoint a new Deputy Mayor.

A review of the policy determined that the current policy is fit for purpose, however amendments would align terminology with the Act and increase clarity on casual vacancies.

The following amendments have been made to the policy at **Attachment 13.1.5.2**:

- Definition - for 'Principal Member' for consistency with the Act.
- Terminology alignment – replacing 'Mayor' with 'Principal Member' for consistency with the Act.
- Legislative references – strengthens the legal foundations for when a vacancy occurs, reducing ambiguity.
- Principle section – has been amended to align with the intention of the policy.
- General grammar, spelling and structure amendments.

The Elected Member Casual Vacancies policy ensures continuity of governance while maintaining transparency for the community. Adhering to the policy enables Council to operate effectively and uphold public confidence in its processes. The policy changes outlined above improve the policy's clarity, legal alignment and administrative efficiency.

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

Policy amendments have been made in line with the *Local Government Act 2019* (NT).

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance

Failure to effectively govern.

Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

1. Elected Member Casual Vacancies - Current [13.1.5.1 - 3 pages]
2. Elected Member Casual Vacancies Policy - Track changes [13.1.5.2 - 4 pages]
3. Elected Member Casual Vacancies Policy - Amended [13.1.5.3 - 4 pages]



POLICY

| | | | |
|------------------------|---|-------------------|-----------|
| Name: | Elected Member Casual Vacancies | | |
| Type: | Council Policy | | |
| Owner: | Chief Executive Officer | | |
| Responsible Officer: | Governance and Strategy Manager | | |
| Adopted Date: | 1/07/2021 | Next Review Date: | 1/07/2025 |
| Records Number: | 466097 | Council Decision: | 9/1690 |
| Legislation Reference: | Section 54 and 65 of the <i>Local Government Act 2019</i> | | |

1 PURPOSE

This policy outlines how casual vacancies for the position of an Elected Member and Mayor may be filled.

2 PRINCIPLES

Council must be closely connected to its community, working in partnership to deliver what is needed to support people's lives. In doing so, Council is actively pursuing its communities' trust through being open transparent and accountable. Filling casual vacancies will ensure fair representation of members in the Council.

3 DEFINITIONS

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

| Term | Definition |
|------------------|--|
| Elected Member | means a person elected as a member of the Council to make decisions on behalf of the Community. |
| Ordinary Member | means an Elected Member of the Council, excluding the Mayor. |
| Casual Vacancies | means when an Elected Member or Mayor leaves their position during the course of a Council Term. |
| By-election | means an election held outside of the normal general election timetable due to a casual vacancy occurring. |

4 POLICY STATEMENT

4.1. Requirement of a By-Election

A by-election is required if the vacancy falls within the timeframe as determined by the *Local Government Act* for a casual vacancy.

4.1.1. Timeframe of filling a casual vacancy for Ordinary Member

| Date Vacancy Occurs | Action |
|---|---|
| 18 months or more before the next general election | Council will hold a by-election to fill the vacancy of ordinary member. |
| Less than 18 months, but not less than 3 months, before the next general election | Council will appoint a person to fill the vacancy until the next general election in accordance with clause 4.2 of this policy. |
| 3 months or less before the next general election | Council will leave the vacancy of ordinary member vacant. |



POLICY

4.1.2. Timeframe of filling a casual vacancy for Mayor

| Date Vacancy Occurs | Action |
|---|--|
| 18 months or more before the next general election | Council will hold a by-election to fill the vacancy of Mayor. |
| Less than 18 months, but not less than 3 months, before the next general election | Council will appoint an existing Council Member to fill the office of Mayor, by Council Decision in accordance with clause 4.3.2 of this policy. Council will appoint a person to fill the vacancy of ordinary member in accordance with clause 4.2 of this policy. |
| 3 months or less before the next general election | Council will appoint an existing Council Member to fill the office of Mayor, by Council Decision in accordance with clause 4.3.2 of this policy. Council will leave the office of ordinary member vacant. |

4.2. Filling the office of an Ordinary Member

4.2.1. Should a casual vacancy occur for appointment, the Chief Executive Officer (CEO) will advertise by:

- (a) publishing the vacancy in a local newspaper, on the Council website and on Council noticeboards in the community;
- (b) inviting applicants to provide either a one page written statement, or a three minute video submission that outlines why the person wants to be an Elected Member;
- (c) advising that any application received may be made public by the Council;
- (d) closing submissions 14 days from the date of advertisement.

4.2.2. As soon as practicable after the closing date, the CEO will provide copies of all applicant submissions to all Elected Members.

4.2.3. At the next Ordinary Council Meeting following the closing date, include the matter as an agenda item for Council's consideration.

4.2.4. When appointing a person to be an Elected Member, Council will give due consideration to:

- (a) The person's level of community involvement;
- (b) The person's suitability for the role; and
- (c) Any other relevant matters.

4.2.5. Council will decide the appointment by resolution, with official commencement to the office of Elected Member seven days after the date of resolution.

4.2.6. The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken.

4.3. Appointment of Mayor

4.3.1. If a vacancy occurs 18 months or more before the next general election, the matter of appointing an Acting Mayor whilst a by-election takes place, will be considered at the next Ordinary Council Meeting.

4.3.2. If a vacancy occurs less than 18 months before the next general election, Council will by Council decision, appoint an existing ordinary member to the office of Mayor until the next general election at the next Ordinary Council Meeting with appointment to commence immediately.

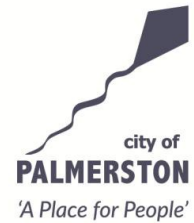
5 ASSOCIATED DOCUMENTS

- 5.1. *Breach of Code of Conduct by Elected Member*
- 5.2. *Register of Declared Conflicts*
- 5.3. *Community Plan*

6 REFERENCES AND RELATED LEGISLATION

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

ELECTED MEMBER CASUAL VACANCIES



COUNCIL POLICY

PURPOSE

This policy outlines how casual vacancies for the position of an Elected Member and Principal Member Mayor may be filled when they become vacant.

PRINCIPLES

Council must be closely connected to its community, working in partnership to deliver what is needed to support people's lives. In doing so, Council is actively pursuing its communities' trust through being open transparent and accountable. Filling casual vacancies will ensure fair representation of members in the Council Council is committed to acting with transparency and accountability. The Elected Member Casual Vacancies policy ensures the process undertaken by Council to fill a casual vacancy complies with the requirements of the Local Government Act 2019 (NT).

DEFINITIONS

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

| TERM | DEFINITION |
|---|---|
| <u>By-election Elected Member</u> | <u>means an election held outside of the normal general election timetable due to a casual vacancy occurring. means a person elected as a member of the Council to make decisions on behalf of the Community.</u> |
| <u>Casual Vacancies Ordinary Member</u> | <u>means when an Elected Member or Principal Member vacates their position during the course of a Council Term. means an Elected Member of the Council, excluding the Mayor.</u> |
| <u>Elected Member</u> | <u>Means an elected member of Council.</u> |
| <u>Ordinary Member Casual Vacancies</u> | <u>means an Elected Member of the Council, excluding Principal Members. means when an Elected Member or Mayor leaves their position during the course of a Council Term.</u> |
| <u>By-election</u> | <u>means an election held outside of the normal general election timetable due to a casual vacancy occurring.</u> |

| TERM | DEFINITION |
|-------------------------|--|
| <u>Principal Member</u> | <u>means an Elected Member who is the Mayor in accordance with the Local Government Act 2019 (NT).</u> |

POLICY STATEMENT

1. Casual vacancies

1.1. Section 50 of the Local Government Act 2019 (NT) (the Act) sets out when a casual vacancy will arise, such as:

- (a) The death of an Elected Member,
- (b) An Elected Member is disqualified from office in line with section 47 of the Act or
- (c) The Elected Member resigns by written notice to the CEO.

1.2. Depending on the position of the Elected Member, whether they are an Ordinary Member or a Principal Member and the length of time until the next general election, will determine whether a by-election is required to fill the vacancy.

1.2. Requirement of a ~~b~~By-~~e~~Election

2.1. Section 54 of the Act provides time frames for the filling of casual vacancies of an Ordinary Member, determined by the length of time until the next general election.

1.1. A by-election is required if the vacancy falls within the timeframe as determined by the Local Government Act for a casual vacancy.

1.2.2.2. Timeframe of filling a casual vacancy for Ordinary Member:

| DATE VACANCY OCCURS | ACTION |
|--|---|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of <u>an</u> ordinary member. |
| Less than 18 months, but not less than 3 months, before the next general election: | Council will appoint a person to fill the vacancy until the next general election in accordance with clause <u>34.2</u> of this policy. |
| 3 months or less before the next general election: | Council will leave the vacancy of ordinary member vacant. |

2.3. Section 65 of the Act provides time frames for the filling of casual vacancies of a Principal Member, determined by the length of time until the next general election.

1.3.2.4. Timeframe of filling a casual vacancy for Principal Member: Mayor

| DATE VACANCY OCCURS | ACTION |
|--|---|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of a <u>Principal Member</u> Mayer . |
| Less than 18 months, but not less than 3 months, before the next general election: | Council will appoint an existing Council Member to fill the position of a Principal Member office of Mayor , by Council Decision in accordance with clause 44.3.2 of policy. Council will appoint a person to fill the vacancy of ordinary member in accordance with clause 34.2 of this policy. |
| 3 months or less before the next general election: | Council will appoint an existing Council Member to fill the position of a Principal Member office of Mayor , by Council Decision in accordance with clause 4.3.2 of this policy. Council will leave the office of ordinary member vacant. |

2.3. Filling the office of an Ordinary Member

2.1.3.1. Should a casual vacancy occur for appointment, the Chief Executive Officer (CEO) will advertise by:

- (a) publishing the vacancy in a local newspaper, on the Council website and on Council noticeboards in the community;
- (b) inviting applicants to provide either a ~~one page~~~~one-page~~ written statement, or a three minute video submission that outlines why the person wants to be an Elected Member;
- (c) advising that any application received may be made public by the Council, ~~and~~;
- (d) closing submissions 14 days from the date of advertisement.

~~2.2.~~ As soon as practicable after the closing date, the CEO will provide copies of all applicant submissions to all Elected Members.

~~3.2.~~

~~2.3.~~ At the next Ordinary Council Meeting following the closing date, ~~the CEO will~~ include the matter as an agenda item for Council's consideration.

~~3.3.~~

2.4.3.4. When appointing a person to be an Elected Member, Council will give due consideration to:

- (a) ~~t~~he person's level of community involvement;
- (b) ~~t~~he person's suitability for the role; and
- (c) ~~a~~Any other relevant matters.

2.5.3.5. Council will decide the appointment by resolution, with official commencement to the office of Elected Member ~~being~~ seven days after the date of resolution.

2.6.3.6. The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken.

3.4. Appointment of ~~Principal Member~~ Mayor

3.1.4.1. If a vacancy occurs 18 months or more before the next general election, the matter of appointing an Acting ~~Mayor~~ Principal Member whilst a by-election takes place, will be considered at the next Ordinary Council Meeting.

3.2.4.2. If a vacancy occurs less than 18 months before the next general election, Council will by Council decision, appoint an existing ordinary member to the office of Principal Member ~~Mayor~~ until the next general election at the next Ordinary Council Meeting with appointment to commence immediately.

ASSOCIATED DOCUMENTS

- Breach of Code of Conduct by Elected Member
- ~~Register of Declared Conflicts~~
- Community Plan
-

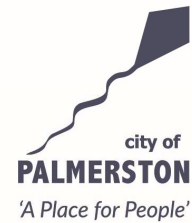
REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019 (NT)
- Local Government Regulations 2020 (NT)

POLICY DETAILS

| | | | |
|----------------|--|---------------------|--|
| OWNER | [Owner] <u>General Manager Finance and Governance</u> | RESPONSIBLE OFFICER | General Manager Finance and Governance |
| APPROVAL DATE | <u>6 May 2025</u> | NEXT REVIEW DUE | <u>6 May 2029</u> |
| RECORDS NUMBER | [Records Number] | COUNCIL DECISION | [Council Decision] |

ELECTED MEMBER CASUAL VACANCIES



COUNCIL POLICY

PURPOSE

This policy outlines how casual vacancies for the position of an Elected Member and Principal Member may be filled when they become vacant.

PRINCIPLES

Council is committed to acting with transparency and accountability. The Elected Member Casual Vacancies policy ensures the process undertaken by Council to fill a casual vacancy complies with the requirements of the *Local Government Act 2019* (NT).

DEFINITIONS

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

| TERM | DEFINITION |
|------------------|--|
| By-election | means an election held outside of the normal general election timetable due to a casual vacancy occurring. |
| Casual Vacancies | means when an Elected Member or Principal Member vacates their position during the course of a Council Term. |
| Elected Member | means an elected member of Council. |
| Ordinary Member | means an Elected Member of the Council, excluding Principal Members. |
| Principal Member | means an Elected Member who is the Mayor in accordance with the <i>Local Government Act 2019</i> (NT). |

POLICY STATEMENT

1. Casual vacancies

1.1. Section 50 of the *Local Government Act 2019* (NT) (the Act) sets out when a casual vacancy will arise, such as:

- (a) The death of an Elected Member,
- (b) An Elected Member is disqualified from office in line with section 47 of the Act or

(c) The Elected Member resigns by written notice to the CEO.

- 1.2. Depending on the position of the Elected Member, whether they are an Ordinary Member or a Principal Member and the length of time until the next general election, will determine whether a by-election is required to fill the vacancy.

2. Requirement of a by-election

- 2.1. Section 54 of the Act provides time frames for the filling of casual vacancies of an Ordinary Member, determined by the length of time until the next general election.
- 2.2. Timeframe of filling a casual vacancy for Ordinary Member:

| DATE VACANCY OCCURS | ACTION |
|--|---|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of an ordinary member. |
| Less than 18 months, but not less than 3 months, before the next general election: | Council will appoint a person to fill the vacancy until the next general election in accordance with clause 3 of this policy. |
| 3 months or less before the next general election: | Council will leave the vacancy of ordinary member vacant. |

- 2.3. Section 65 of the Act provides time frames for the filling of casual vacancies of a Principal Member, determined by the length of time until the next general election.
- 2.4. Timeframe of filling a casual vacancy for Principal Member:

| DATE VACANCY OCCURS | ACTION |
|--|---|
| 18 months or more before the next general election: | Council will hold a by-election to fill the vacancy of a Principal Member. |
| Less than 18 months, but not less than 3 months, before the next general election: | Council will appoint an existing Council Member to fill the position of a Principal Member, by Council Decision in accordance with clause 4 of this policy. Council will appoint a person to fill the vacancy of ordinary member in accordance with clause 3 of this policy. |
| 3 months or less before the next general election: | Council will appoint an existing Council Member to fill the position of a Principal Member, by Council Decision in accordance with clause 4 of this policy. Council will leave the office of ordinary member vacant. |

3. Filling the office of an Ordinary Member

- 3.1. Should a casual vacancy occur for appointment, the Chief Executive Officer (CEO) will advertise by:
- (a) publishing the vacancy in a local newspaper, on the Council website and on Council noticeboards in the community,
 - (b) inviting applicants to provide either a one-page written statement, or a three minute video submission that outlines why the person wants to be an Elected Member,
 - (c) advising that any application received may be made public by the Council, and
 - (d) closing submissions 14 days from the date of advertisement.
- 3.2. As soon as practicable after the closing date, the CEO will provide copies of all applicant submissions to all Elected Members.
- 3.3. At the next Ordinary Council Meeting following the closing date, the CEO will include the matter as an agenda item for Council's consideration.
- 3.4. When appointing a person to be an Elected Member, Council will give due consideration to:
- (a) the person's level of community involvement,
 - (b) the person's suitability for the role, and
 - (c) any other relevant matters.
- 3.5. Council will decide the appointment by resolution, with official commencement to the office of Elected Member being seven days after the date of resolution.
- 3.6. The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken.

4. Appointment of Principal Member

- 4.1. If a vacancy occurs 18 months or more before the next general election, the matter of appointing an Acting Principal Member whilst a by-election takes place, will be considered at the next Ordinary Council Meeting.
- 4.2. If a vacancy occurs less than 18 months before the next general election, Council will by Council decision, appoint an existing ordinary member to the office of Principal Member until the next general election at the next Ordinary Council Meeting with appointment to commence immediately.

ASSOCIATED DOCUMENTS

- Breach of Code of Conduct by Elected Member
- Community Plan

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- *Local Government Regulations 2002* (NT)



POLICY DETAILS

| | | | |
|----------------|--|---------------------|--|
| OWNER | General Manager Finance and Governance | RESPONSIBLE OFFICER | General Manager Finance and Governance |
| APPROVAL DATE | 6 May 2025 | NEXT REVIEW DUE | 6 May 2029 |
| RECORDS NUMBER | [Records Number] | COUNCIL DECISION | [Council Decision] |



COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.1.6 |
| Report Title: | Immediate Priority Grant Acquittal 2021-22 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Procurement and Grants Coordinator, Koren Martin |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

Community plan

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

Purpose

This Report seeks Council approval for the acquittal of the Immediate Priority Grant (IPG) for 2021-22.

Key messages

- City of Palmerston successfully applied for Immediate Priority Grant with Northern Territory Government's Department of the Chief Minister and Cabinet in January 2022 to upgrade of two (2) service vehicles with custom animal holding pens.
- Grant funding of \$110,300 was received.
- The total cost of the project cost was \$90,720.
- The grant requires acquittal of the project by 15 April 2025.
- A condition of the grant is for the grant acquittal to be laid before Council.

Recommendation

1. THAT Report entitled Immediate Priority Grant Acquittal 2021-22 be received and noted.
2. THAT Council approves the acquittal of the Immediate Priority Grant at **Attachment 13.1.6.1** contained in this Report entitled Immediate Priority Grant Acquittal 2021-22.

Background

In January 2022, Council was successful in its Immediate Priority Grant 2021-22 application for the upgrade of two (2) service vehicles with custom animal holding pens. The animal holding pens are to include air vents, shelter from the weather and cage lifting support. Funds of \$110,300 was received, with the grant conditions requiring Council to absorb any costs above the \$110,300.

Due to difficulties in procuring the animal holding pens the Council sought extension of the grant which was granted.

The grant requires acquittal of the project by 15 April 2025. A condition of the grant is for the grant acquittal to be laid before Council.

At the 1st Ordinary Council Meeting of 18 January 2022 Council made the following decisions:

14.2.1 Local Government Immediate Priority Grant Approval

Moved: Councillor Hale
Seconded: Councillor Garden

THAT correspondence from the Minster for Local Government received on 6 January 2021 entitled Local Government Immediate Priority Grant Approval be received and noted.

CARRIED 10/165 – 18/01/2022

At the 2nd Ordinary Council Meeting of 20 August 2024 Council made the following decisions:

13.1.4 Immediate Priority Grant Interim Acquittals

Moved: Councillor Morrison
Seconded: Councillor Hale

1. *THAT Report entitled Immediate Priority Grant Interim Acquittals be received and noted.*
2. *THAT Council approves the interim acquittal of the Immediate Priority Grant 2021-22 at Attachment 13.1.4.1 contained in this Report entitled Immediate Priority Grant Interim Acquittals.*
3. *THAT Council approves the interim acquittal of the Immediate Priority Grant 2022-23 at Attachment 13.1.4.2 contained in this Report entitled Immediate Priority Grant Interim Acquittals.*

CARRIED 10/1477 – 20/08/2024

Discussion

Grant funding of \$110,300 was received, with the grant conditions requiring Council to absorb any costs above the \$110,300. At completion of the project the expenditure was \$90,720.

This report recommends Council's approval for the final acquittal of funds as outlined in **Attachment 13.1.6.1**.

As the acquittal is due on 15 April, an interim acquittal will be provided, with confirmation of its presentation to Council provided after the Ordinary Council Meeting.

Consultation and marketing

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

- Finance & Payroll Supervisor
- Manager Regulatory Services

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The total cost of the project was \$90,720, fully funded from Grants.

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

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

Council officer conflict of interest declaration

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

Attachments

1. Immediate Priority Grant Acquittal [**13.1.6.1** - 2 pages]

City of Palmerston

Acquittal of Local Government Immediate Priority Grant 2021-22

File Number: LGR2014/00187

Purpose of Grant: towards the upgrade of two service vehicles with custom animal holding pens. The upgrade includes: air vents, shelter from the weather and cage lifting support.

Application Number: IPG2100025

Purchases were in accordance with the Northern Territory Buy Local Plan: Yes No

The NT Government's COVID19 Conditions of Contract were met:

Yes No

(If no to either question above please provide a written explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 31 JULY 2024

| | |
|--|------------------|
| Local Government Immediate Priority Grant | <u>\$110,300</u> |
| Other income | <u>\$0.00</u> |
| Total income | <u>\$110,300</u> |
| Expenditure (Specify accounts and attach copies of ledger entries) <i>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</i> | <u>\$90,720</u> |
| Total Expenditure | <u>\$90,720</u> |
| Surplus/(Deficit) | <u>\$19,580</u> |

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: Yes No

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Joedith Gepes

07/04/2025

To be laid before the Council at a meeting held on 15/04/2025. Copy of minutes to be attached following the meeting.

CEO or CFO: _____

07 / 04 / 25

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Expenditure conforms to purpose: Yes No

Procurement – Bought from Territory Enterprise: Yes No

NTG COVID19 Conditions met Yes No

Minutes checked: Yes No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED:

Yes No

Acquittal checked by: _____ / ____/____

Comments:

Donna Hadfield, Manager Grants Program

_____ /_____/_____

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|--|
| Agenda Item: | 13.2.1 |
| Report Title: | Community Funding Program Quarterly Update - January to March 2025 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Community Services Manager, Laura Hardman |
| Approver: | General Manager Community, Konrad Seidl |

Community plan

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

Purpose

This report provides Council with a summary of the Community Funding Program (formerly Community Benefit Scheme) activity from January to March 2025.

Key messages

- At the First Ordinary Council Meeting held on the 4 March 2025, the Community Benefit Scheme was renamed as the Community Funding Program, reporting requirements to Council were also changed to quarterly from monthly.
- This report provides an update for the quarter of 1 January to 31 March, for FY25.
- Three (3) organisations have sent their appreciation and funding outcomes to City of Palmerston.
- The Community Funding Program budget for FY25 is \$250,000.
- In February, an audit was conducted on FY25 spending and commitments, and some discrepancies were identified which have been resolved.

Recommendation

THAT Report entitled Community Funding Program Quarterly Update - January to March 2025 be received and noted.

Background

City of Palmerston provides funding through the Community Funding Program (CFP) 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 CFP supports City of Palmerston's vision to be 'A Place for People'.

The Community Funding Program has a budget of \$250,000 for FY25. This includes \$230,000 for representation support, grants, donations and sponsorship, and \$20,000 for Environmental Initiatives.

Available funding

Representation Support

Council provides financial assistance to individuals, groups, or teams representing Palmerston locally, nationally or internationally.

Annual School Awards

Council provides financial assistance to Palmerston Schools toward student awards.

Graffiti Removal

Council will support graffiti removal by offering financial assistance.

Grants

Council provides financial assistance to organisations that are executing projects or activities that offer benefit to the Palmerston community.

Sponsorship

Council makes financial contributions to support events, initiatives or projects that provide significant recognition, foster economic development and promote growth within City of Palmerston.

Discussions

Funding outcomes

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 with Landcare NT, Territory Native Plants, and Darwin Wildlife Sanctuary. The sessions upskilled future generations to engage with climate change effectively 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 highly scalable, extending beyond a primary school cohort to the broader Palmerston community.

A full report of the outcomes at **Attachment 13.2.11**.



School Students engaging in the program

Palmerston Magpies Football Club (PMFC) AFL

Palmerston Magpies Football Club has received the third instalment of its three (3) year multi-year funding agreement from City of Palmerston. This payment follows the successful achievement of all outcomes outlined in their Memorandum of Understanding (MOU).



Football Club Singlets and Polo Shirts with City of Palmerston Logo



Under 14's Boys and Female Player proudly sponsored by City of Palmerston



Signage around the Cazalys Oval, Palmerston Magpies Football Club Ground

Gujarati Cultural Association of Darwin Inc.

The Gujarati Association was awarded \$2,000 in February 2025 for the Holi Dhuleti Festival of Colour, held at Marlow Lagoon on March 15, 2025. The event was open to the community and drew a crowd of 200 people of all ages and was a colourful celebration.



Families enjoying Holi

This Quarter the following applications have been received:

- 14 applications received.
- 10 applications approved.
- One application rejected.
- One application is pending a decision for the Darwin Christmas Party.
- Two (2) applications are awaiting more information from the applicant one of which is an Environmental initiative.

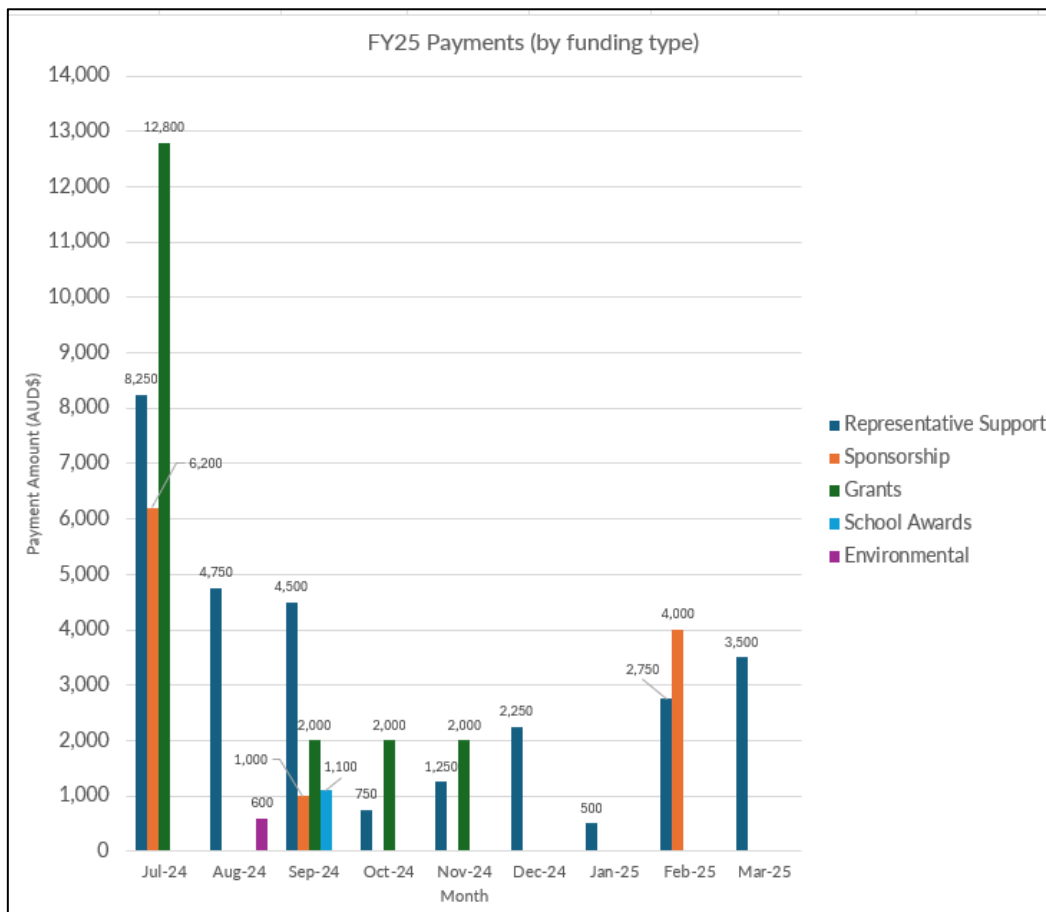
To date, \$117,000 has been paid to successful applicants for FY25, with a further \$50,000 committed and pending payment towards multi-year agreements. There is \$63,000 remaining in the FY25 budget.

The \$20,000 for Environmental Initiatives has not been expended; however, one (1) application has been received and will be presented to Council.

An audit was conducted in February to review spending and commitments for FY25. This identified that:

- Payments of \$12,900 made from the FY24 budget had incorrectly been recorded in the FY25 budget.
- GST had been incorrectly paid during FY25 on five (5) payments totalling \$2,800.
- GST had been incorrectly paid on multi-year agreements from FY23 and FY24, totalling \$8,500.
- The budget and CFP register have been updated to reflect these findings. The decision has been made not to recoup these GST payments from community groups, as this is a City of Palmerston administrative error. In the revised Council Policy - *Community Funding Program*, it has been specified that all payments under the CFP will be GST free to avoid this error in the future.

The following table shows the payments made during FY24/25 by funding type:



Representation Support

- Nine (9) individual representation support requests received. Three (3) pending.
- Two (2) team representation support request received. One pending.
- \$3,500 paid to successful applicants.

Sponsorship

- Three (3) applications for sponsorship were received: two (2) approved.

- One application pending a decision.

Grants

- One grant application was received; it is pending further information from the applicant.

Annual School Awards

- No invitations issued.

Environmental Initiative Grants

- No applications received.

Multiyear Sponsorship Agreements

No new multiyear sponsorship agreements were presented to Council in during the January to March period.

This financial year, a balance of \$126,500 is committed to 10 multiyear agreements. So far, \$76,500 has been paid with a further \$50,000 scheduled for payment across April and May.

| ORGANISATION | FY23 | FY24 | FY25 | FY26 | FY27 |
|--|-----------------|-----------------|------------------|------------------|-----------------|
| Palmerston Rovers Football Club | \$10,000 | \$10,000 | \$10,000 | | |
| Palmerston Saints Hockey Club | \$1,500 | \$1,500 | \$1,500 | | |
| Palmerston Magpies Football Club (AFL) | \$10,000 | \$11,000 | \$10,000 | | |
| Palmerston Golf and Country Club | \$33,000 | \$0 | \$30,000 | \$30,000 | |
| RSPCA Darwin | | \$10,000 | \$10,000 | \$10,000 | |
| Palmerston Rugby Union Football Club | | \$5,500 | \$5,500 | \$5,000 | |
| Riding for the Disabled | | \$22,000 | \$16,500 | \$15,000 | |
| Northern Sharks Rugby League Football Club | | \$11,000 | \$11,000 | \$10,000 | |
| PaRBA | | \$11,000 | \$10,000 | \$10,000 | |
| Palmerston & Litchfield Seniors Association (PLSA) | | | \$22,000 | \$25,000 | \$25,000 |
| TOTAL | \$54,500 | \$82,000 | \$126,500 | \$105,000 | \$25,000 |

Consultation and marketing

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

Policy implications

Council Policies *Community Funding Program* and *Sponsorship* provide governance for the Community Funding Scheme.

Budget and resource implications

The Community Funding Program 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.

Risk, legal and legislative implications

Council is responsible for the efficient and sustainable management of the Community Funding Program 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 Policies *Community Funding Program* and *Sponsorship*.

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. CFP Acquital - Landcare [13.2.1.1 - 14 pages]

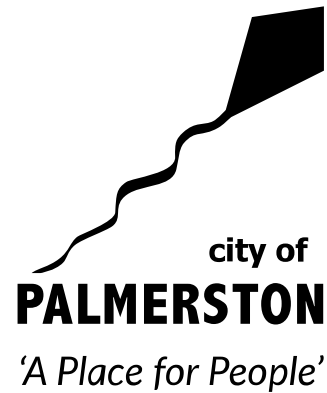


NATIVE FLORA, FAUNA & BIODIVERSITY EDUCATION PROGRAM - PALMERSTON

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.

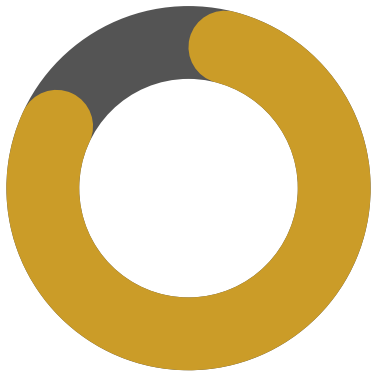




PROGRAM OUTCOMES



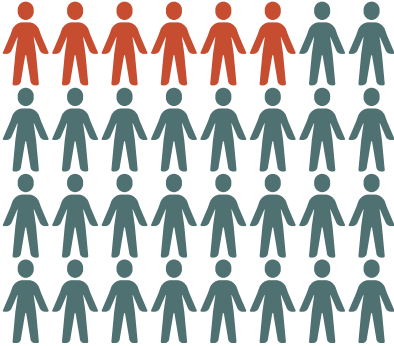
6 OUT OF 6 SCHOOLS WANTED MORE





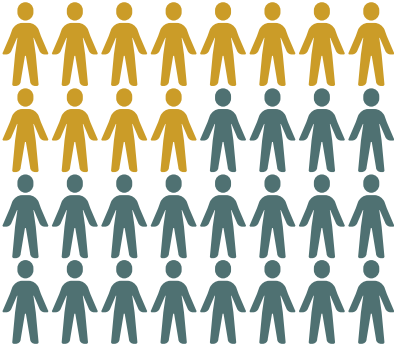
STUDENT SEGMENTATION - FLORA

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



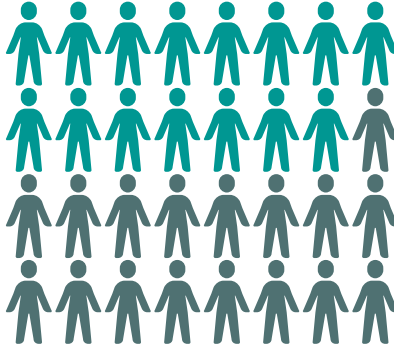
18%

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?

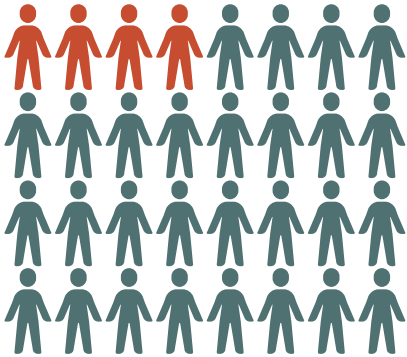
- “When we know which are good plants and which ones are not we can help by getting rid of weeds like Gamba Grass that make the bushfires worse.”





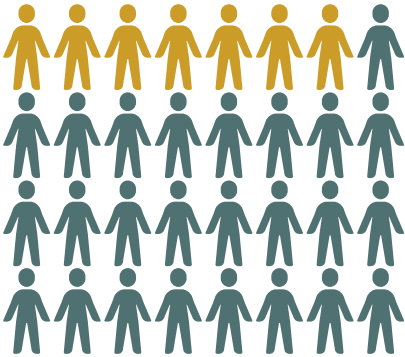
STUDENT SEGMENTATION - FAUNA

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!!"



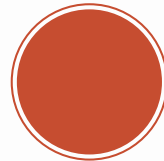
WHY IS THIS LEARNING IMPORTANT?

- "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."





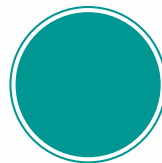
TEACHER RESPONSES



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.

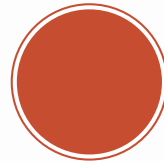


The PowerPoint presentation was really engaging for the students and then it was backed up with an interactive activity that reinforced their learning. This is exactly what we need to have access to so that we can engage our students in science.





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



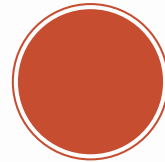
Resources for the classroom including lesson plans with aligned standards and objectives linked to the Australian Curriculum



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



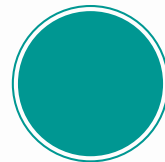
WHAT NEXT?



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

| | |
|----------------------|--|
| Agenda Item: | 13.2.2 |
| Report Title: | People and Place Quarterly Report - January to March 2025 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Executive Assistant to General Manager People & Place, Emily Dehne |
| Approver: | Acting General Manager People and Place, Emma Blight |

Community plan

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

Purpose

This Report presents the key activities undertaken by the People and Place Directorate in the January to March 2025 quarter.

Key messages

- City of Palmerston Australia Day Cocktail Party 2025 brought together the nominees and nominators of the Palmerston Australia Day awards to celebrate their outstanding contributions to the community.
- During the Australia Day Citizenship Ceremony and Awards on Sunday 26 January at Palmerston Recreation Centre, Palmerston Australia Day award winners were announced: Rodney Greenwood, Citizen of the Year; Yolanda Kanyai, Young Citizen of the Year; Palmerston NAIDOC Elders Lunch, Community Group or Event of the Year.
- City of Palmerston attended Welcome to the Top End on Saturday 8 February promoting our services, events and facilities.
- City of Palmerston launched a new Artist Opportunities page the City of Palmerston website where we announced the several art programming initiatives that are sure to brighten up Palmerston and showcase the incredible talent of our local artists.
- City of Palmerston welcomed 104 new citizens at three Citizenship ceremonies this quarter.

- 16 employment opportunities were promoted and 14 new team members were onboarded, including two former staff who have returned.
- 12 training sessions were conducted on topics including De-escalation, Procurement, Positive Duty for Leaders and Psychosocial Hazards with over 200 training attendances by team members
- Over 4,500 interactions were recorded through our Customer Experience team, with over 64% of queries being resolved at the first point of contact
- Seven media releases were published garnering 43 media interactions
- The new website was launched March 2025 showing an increase in engagement rate of 9.94%
- One community engagement was carried out this quarter for the revised Preserving Our Urban Forest revised policy.

Recommendation

THAT Report entitled People and Place Quarterly Report - January to March 2025 be received and noted.

Background

The People and Place Directorate provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes the departments of Marketing and Communications, City Activation, People and Customer (inclusive of Safety and Wellbeing).

This Report presents to Council the key activities undertaken by People and Place in the January to March 2025 quarter, aligned to City of Palmerston's Community Plan outcomes and objectives.

Discussion

Family and Community

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

[Australia Day Cocktail Party, Thursday 23 January, Rydges Palmerston](#)

City of Palmerston Australia Day Cocktail Party 2025 was hosted at Rydges Palmerston on Thursday 23 January. This occasion brought together the nominees and nominators of the Palmerston Australia Day awards to celebrate their outstanding contributions to the community. The evening involved a red-carpet welcome, canapes, refreshments and music by the Applegate String Trio. Formalities began with a Welcome to Country, then the individuals or groups nominated were presented with certificates acknowledging their respective achievements. Several dignitaries attended the occasion which added further importance to the evening, and guests and dignitaries mingled over canapes and beverages to celebrate their achievements together.



Young Citizen on the Year Nominees



Citizen of the Year Nominees

Australia Day Citizenship Ceremony and Awards, Sunday 26 January, Palmerston Recreation Centre

City of Palmerston hosted the Australia Day Citizenship Ceremony and Awards on Australia Day, 26 January 2025 at Palmerton Recreation Centre. With support from the Australia Day Council and the Australia Day Council Northern Territory, 300 guests united to Reflect, Respect and Celebrate.

Formalities began with instrumentals by Orchestra Legato whilst guests were escorted to their seats. Yvonne Odegaard to delivered a Welcome to Country alongside Les Huddleston on the Didgeridoo. The Australian Defence Force delivered the Tri-Service Flag Raising Ceremony and National Anthem.

The Citizenship Ceremony was presided over by the Mayor and saw City of Palmerston welcome 26 new Citizens from 11 countries including Bangladesh, India, Indonesia, Nepal, New Zealand, Nigeria, Pakistan, Philippines, Singapore, Sri Lanka and United Kingdom. Mr Neville Driver, the 2024 Citizen of the Year assisted the Mayor in providing the conferees with their Citizenship Certificates and gift bags.



Tri-Service Flag Raising Ceremony



Citizenship Ceremony Conferees

Performances throughout the ceremony included Orchestra Legato with vocals by Nimila Heys and a traditional Sri Lankan dance performance by Lanken Dance Academy.

The Honourable Lia Finocchiaro, Chief Minister of the Northern Territory joined the Mayor in presenting the Student Citizen of the Year Awards. The 2024 Australia Day Award winners, Community Event of the Year, Mr Eric Chalmers from Eat Up Project, Young

Citizen of the Year, Ms Jessica Porter, and Citizen of the Year, Mr Neville Driver, were called upon to assist the Mayor in presenting the 2025 winners of their category.

The nominations for the 2025 Citizen of the Year Awards saw a large increase of outstanding Palmerston residents being recognised for their achievements, with 19 Community Groups or Events of the Year nominated, 4 Young Citizen of the Year nominees, and 10 Citizen of the Year nominees. The winners for each category of Australia Day Awards 2025 were:

- Community Group or Event of the Year was awarded to Palmerston NAIDOC Committee Elders Lunch;
- Young Citizen of the Year was awarded to Yolanda Kanyai; and
- Citizen of the Year was awarded to Rodney Greenwood.

Formalities concluded with the Australia Day Award winners joining the Mayor on stage for a cake cutting before guests came together for lunch. Kim Koole played Australian themed acoustics, and Anne Lange provided a traditional Indigenous Weaving activity whilst guest mingled.



Australia Day Award Winner 2025



Lankan Dance Academy Performance



Indigenous weaving activity



Lamingtons served with lunch

Welcome to the Top End, Saturday 8 February, Darwin Convention Centre

City of Palmerston attended Welcome to the Top End on Saturday 8 February. The annual defence expo attracts 1,400 defence personnel and their families. The expo provides an opportunity for relocating service men and women to learn about the region and supporting services that they can engage with during their posting.

Due to the large defence community within our municipality, it was a great opportunity to engage, answer questions and promote our council and facilities. Key topic areas included the introduction of the animal bylaws, library services, council facilities such as SWELL and upcoming events.



Staff and attendees at the City of Palmerston expo stall

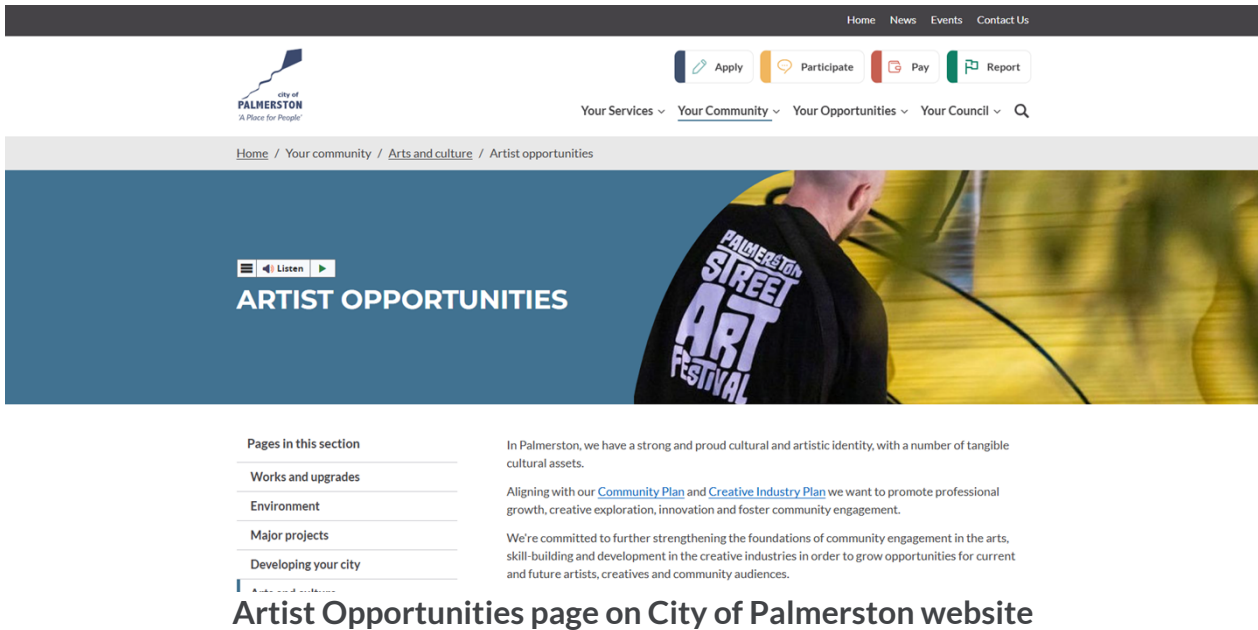
Vibrant Economy

Palmerston is a destination city for employment; it is a place where businesses are encouraged to set up and grow.

[Artist opportunities webpage](#)

New artist opportunities page now live!

We're excited to announce that on Wednesday, 19 March, a brand-new Artist Opportunities landing page went live on the City of Palmerston website! This dedicated page offers easy access to a wealth of arts information and opportunities for all. This webpage can be found on City of Palmerston's website at [Artist Opportunities Webpage](#).



Artist Opportunities page on City of Palmerston website

Economic Development

The Palmerston Business Newsletter was launched in late 2024, with editions sent to our business community in February and March. Supporting our local business, both big and small, is a key element of the Palmerston Local Economic Plan (PLEP) and our newsletter highlights what City of Palmerston is doing towards this. Around 2000 businesses are in receipt of this new newsletter and it will evolve over time based on their feedback.

Marketing and Communications campaigns

City of Palmerston promoted the following events, programs and campaigns during this quarter:

- Animal Management By-Laws – ongoing education including pet registration, microchipping, pet safety during the wet season, and the 2025 pets of Palmerston calendar), social media, printed calendar, radio and TV
- Artist opportunities at Marlow Lagoon basketball half-court, Civic Plaza and Palmerston Library – website landing page and external website listings, social media
- Australia Day Award nominees’ celebration – media release, social media, website
- Australia Day Award winners – media release, social media, printed event booklet, website
- Clean Up Australia Day event – media release, social media, printed flyer, digital display board, electronic direct mail out
- Harmony Day – social media, website
- International Women’s Week – media release, social media, digital display board printed timetable, website
- Palmerston Youth Festival 2025 dates – media release, social media, electronic direct mail out
- Get Active, Palmerston – Social media promotion, digital display board, electronic direct mail out

- Palmerston Business Workshops – electronic and printed flyers, electronic direct mail out, digital display board, social media, website



Promotions and communications on other activities included the new waste calendar fridge magnets, street tree maintenance, croc sightings, mulch at Archer Waste Management Facility, bin collections, Council meeting New Year’s blessing and bookable meeting spaces at the Palmerston Recreation Centre.

Cultural Diversity

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

Citizenship Ceremonies – 26 January, 26 February and 20 March

This quarter, three Citizenship Ceremonies were held, one on Australia Day at Palmerston Recreation Centre and another two at Gray Community Hall on Wednesday 26 February and Thursday 20 March.

Across the three Citizenship Ceremonies, City of Palmerston welcomed 102 new citizens to the community.

Wednesday 26 February saw the attendance dignitaries including the Administrator of the Northern Territory, the Chief Minister, the Attorney General, MLA’s for Blain and Drysdale, and City of Palmerston Elected Members. The Administrator assisted the Mayor in

presenting conferees with their gift bags, adding a special element to support the welcoming of Palmerston's newest citizens.



Palmerston's newest citizens with The Administrator and Mayor



Mayor, The Administrator and Ms Ruth Jones

The ceremony on Thursday 20 March welcomed conferees from 15 countries including; India, Kenya, Kuwait, Myanmar, Nepal, New Zealand, Nigeria, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Vietnam, Zambia and Zimbabwe. City of Palmerston's third Citizenship Ceremony for 2025 fell within Harmony Week, which was a opportunity to celebrate Palmerstons multicultural society and the importance of building a harmonious future where everyone is valued.



Conferee family



Mayoral initial address

Governance

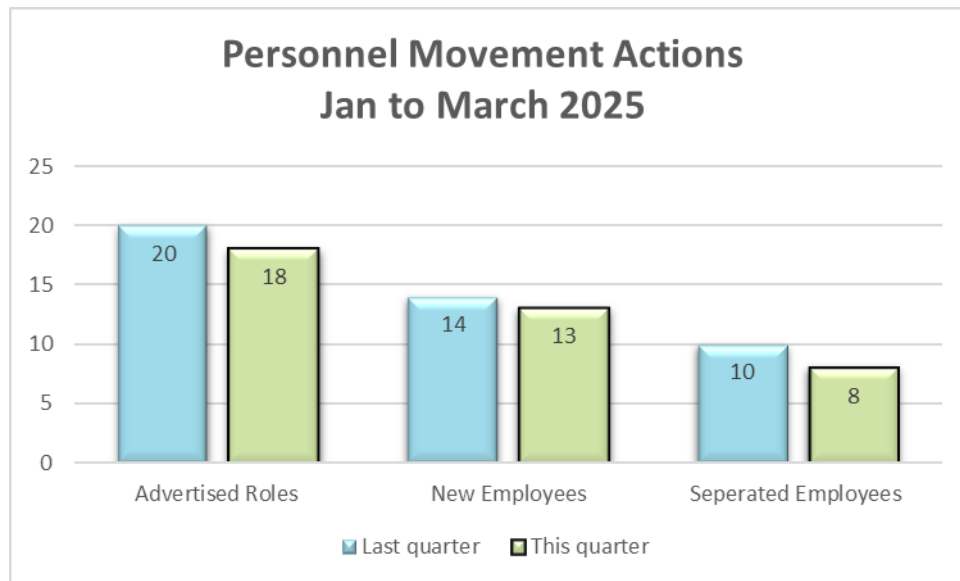
Council is trusted by the community and invests in thins that the public values.

Our People

16 recruitment processes were run over the January to March quarter, and we saw 13 new employees onboarded. We bid farewell to eight employees. All new positions were advertised for a minimum of 2 weeks and were filled at an average rate of 47 days.

City of Palmerston's approved Full Time Equivalent (FTE) was 101.35, with 89.35 FTE employed as of 27 March 2025. City of Palmerston's headcount on 27 March 2025 was 103 employees, comprising 88 full-time, four part-time and 11 casual employees.

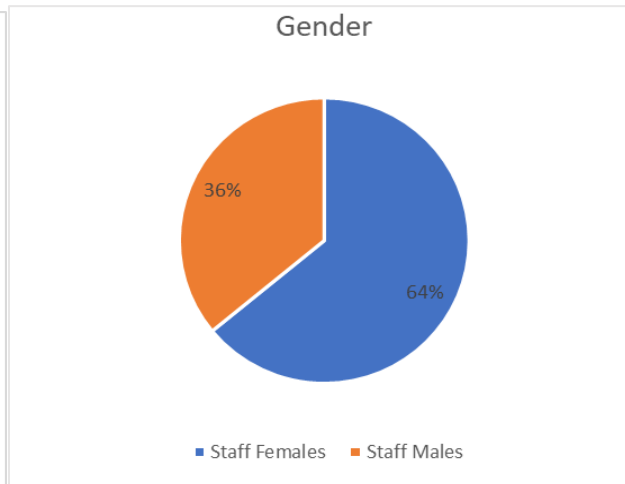
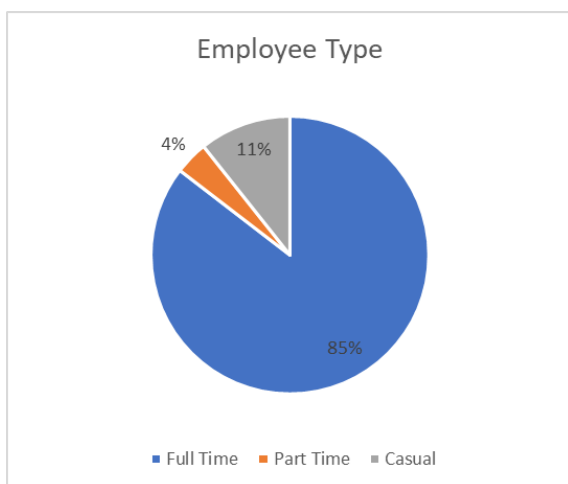
Enterprise Agreement negotiations continued in this quarter and will continue to achieve a mutually beneficial agreement that enhances our ability to attract and retain talent while reinforcing our position as an employer of choice. This will be balanced with a fiscally responsible approach that aligns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

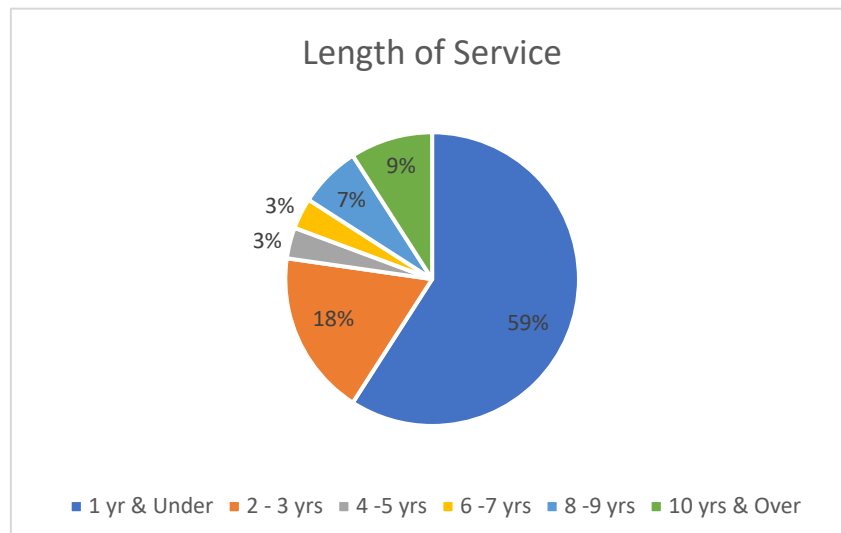


Graph: breakdown of personnel movement across Jan – Mar 2025

Quarterly Workforce Statistics and Diversity

As of 27 March 2025, our staff comprised of people from over 16 nationalities demonstrating a culturally diverse workforce reflective of our community. Our employees comprised 66 females and 37 males and the average age of a staff member was 40 years, a slight decrease from the last quarter. The average length of service with City of Palmerston has increased slightly and is 2.29 years in comparison to 2.28 last quarter, with eight (8) staff completing more than 10 years of service.





Professional Development of Our People

Investing in our workforce is an investment in our community. Over the past quarter, City of Palmerston has reaffirmed its dedication to the professional development of its employees by providing 13 internal and external training and development opportunities. A total of 218 training spots were filled by staff committed to further developing their skills in the below areas. Training included:

- Recruitment and Selection Training
- Local Government Report writing
- De-escalation Techniques
- Procurement
- Employee Self Service and Purchase Orders
- Social Media
- Brand design
- Deaf Awareness Training
- Magiq User Training
- Psychosocial Hazards Workshop
- Working with Cultural Differences
- Regulatory Services Training #2 Offence Investigations - Minor
- Positive Duty for Leaders

Health and Wellbeing

In March, we facilitated de-escalation training to support our front-facing employees, which focussed on addressing psychosocial hazards. Two sessions were organised to enhance the training experience for our employees.

Participants were trained in MARATE skills, which cover strategies for Managing Angry, Rude, Abusive, Threatening, and Emotional Individuals. The training received positive feedback from 35 participants who attended.



Staff taking part in De-Escalation training

As part of our well-being activities, we started the year off with an employee meet-and-greet to reconnect and welcome back all staff with a barbecue event.



BBQ at recreation centre

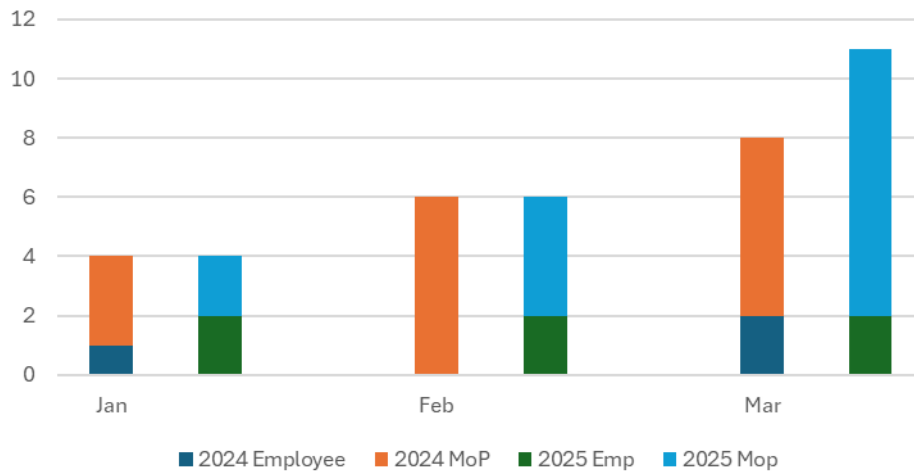
City of Palmerston collaborated with St. John in January to inspect defibrillators and replenish first aid kits throughout all its facilities and vehicles.



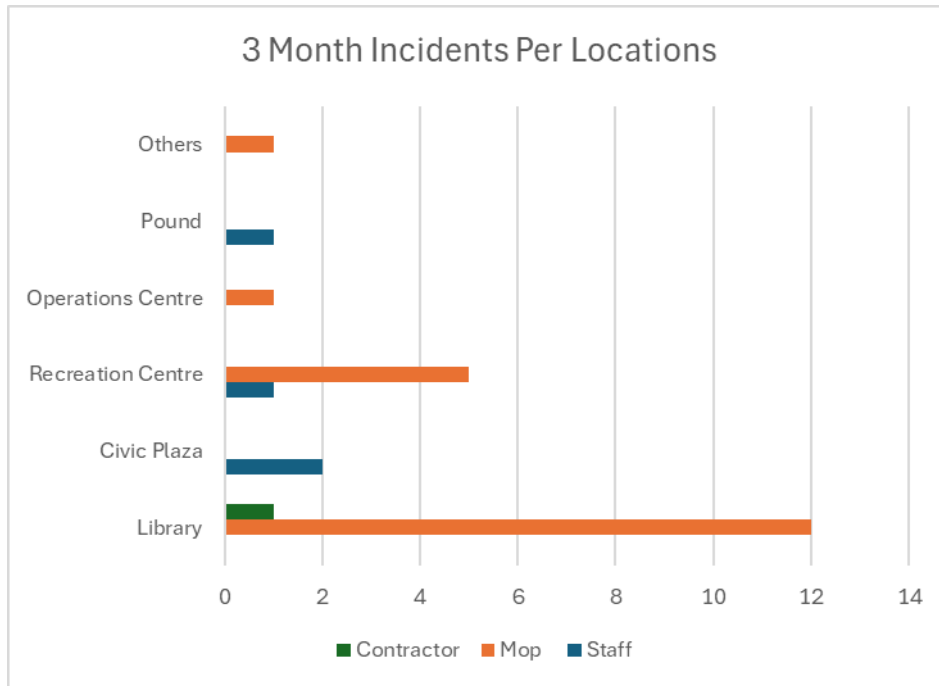
Restocked First Aid Kits

Safety

Jan - Mar 2025 incidents



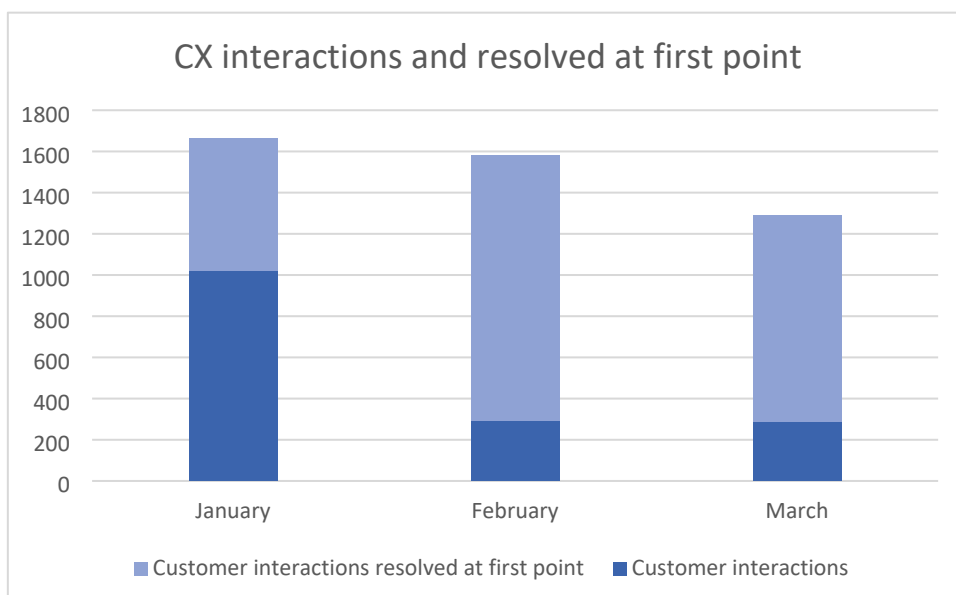
There was an increase in the overall number of anti-social behaviour incidents in March, particularly members of the public. City of Palmerston continues to prioritise safety for its employees and members of the public through initiatives such as offering training and support and working closely with security contractors. The graph below provides a breakdown of incidents by area.



Our Customer Experience

Over the past quarter, more than 4500 interactions took place through walk-in, over the phone, or via email. The month of March saw temporary staff back-fill in customer service due to unexpected staffing impacts. Due to this, some interactions have not been recorded accurately, however call data indicates a total of 4,693 phone calls were answered through to the main number. A total of 1244 calls were transferred through to other departments, which indicates 74% of calls were resolved at first contact. There was a slight increase in phone calls during the end of January start of February which corresponds with the second instalment of Rates. The remaining call data was consistent across the period receiving between 40 and 50 phone calls per day.

Interactions are calculated on actions, ie. paying rates, inquiry of bin collection days etc. Some customers have more than 1 interaction at a time.



Enquiries were received for information across the organisation including registration of dogs and cats, or other animal related issues, overgrown verges, waste collection and bin enquiries as well as rates payments.

Afterhours Calls

There was a total of 203 calls made to Council out of hours, with more than 68% of these calls related to animals, with a total of 94 calls requiring attention from on-call ranger and 15 calls were resolved at the first point.

Payments

A total of 1053 payments were received this quarter contributing of mostly rates, 632 payments, with the 2nd and 3rd rate instalments due during this period, and 312 payments were received for animal related, mostly registrations.

Public Relations/Media

There were seven media releases sent out during the last quarter. These releases covered Palmerston Youth Festival date and format announcement, International Women's Day, Clean Up Australia event, CEO appointment, Palmerston Australia Day awards and new citizens. There was a total of 43 media interactions including Newspaper (18), radio (13) and online (12).

Community Engagement

Community engagement was undertaken on the revised Council Policy, Preserving our Urban Forest, from 30 January – 3 March 2025. To encourage community feedback and to reach as many residents as possible, the community engagement period was promoted through:

- Website homepage promotion
- Website 'join the conversation' page with an online feedback form
- Social media promotion
- Printed A5 flyer
- In-person feedback opportunity at the Clean Up Australia Day event

Social media

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

Facebook

City of Palmerston's Facebook page experienced a follower increase of 0.55%, reflecting steady growth from the previous reporting period. There was a notable decrease in paid reach, posts and stories, mainly due to the continuous publishing and paid advertising for Christmas Wonderland in the previous quarter. Paid reach decreased by 23.94%, posts decreased by 13.21%, and stories saw a significant drop of 137.5%.

Although there was a reduction in content publishing and paid advertising, reach and page visitors increased by 20.14% and 95.42% respectively. This suggests that the community resonated with the content published during this time and that it is being widely seen.

The top-performing organic post for this quarter was the video of the crocodile sighting in Marlow Lagoon. This post achieved the highest reach and impressions metrics for the period. Both crocodile and video content typically perform well, so this outcome is not surprising. The post performed the best due to high engagement, including comments, sharing and saving.

| Metrics | Oct - Dec | Jan - March | % Change |
|-------------|-----------|-------------|----------|
| Followers | 19,029 | 19,134 | 0.55 |
| Reach | 118,488 | 148,377 | 20.14 |
| Paid reach | 84,100 | 67,858 | -23.94 |
| Page visits | 21,904 | 477,910 | 95.42 |
| Posts | 60 | 53 | -13.21 |
| Stories | 38 | 16 | -137.5 |

Top Five Performing Organic Posts

| Content topic | Reach | Impressions | Likes and reactions | Comments | Shares |
|---|--------|-------------|---------------------|----------|--------|
| Crocodile sighting - Marlow Lagoons | 20,244 | 40,686 | 120 | 37 | 55 |
| Palmerston Australia Day Award nominees | 6,709 | 15,549 | 101 | 14 | 10 |
| New Citizens at Australia Day | 4,714 | 11,293 | 59 | 4 | 10 |
| Compost sharing | 4,174 | 6,503 | 23 | 1 | 7 |
| Art opportunity - Basketball half court | 4,188 | 5,873 | 30 | 15 | 11 |

Instagram

The Instagram account for City of Palmerston saw a 2.06% increase in followers this quarter, up from 2.8% the previous quarter. This represents steady growth, indicating continued interest and engagement from the community despite fluctuations in content activity.

Reach decreased significantly this quarter, which is directly correlated with the reduction in published content, including stories and posts. Instagram is primarily a visual platform that thrives on frequent updates through photos, videos and interactive content. The

decline in content sharing was due to fewer events and activities during this period, limiting opportunities for organic engagement and reach.

Additionally, Instagram’s algorithm prioritises accounts that consistently post content, particularly video-based content such as reels and stories. The substantial decrease in posts, stories and reels this quarter contributed to the overall drop in reach and page visits. However, with upcoming events and an increase in content planning, a significant improvement is expected in the next quarter.

| Metrics | October – December | January – March | % Change |
|-------------|--------------------|-----------------|----------|
| Followers | 2,379 | 2,429 | 2.06 |
| Reach | 7,700 | 2,623 | -193.56 |
| Page visits | 587 | 332 | -76.81 |
| Posts | 32 | 15 | -113.33 |
| Stories | 53 | 15 | -253.33 |
| Reels | 2 | 1 | -100 |

LinkedIn

City of Palmerston’s LinkedIn page continued to demonstrate growth, with a 3.66% increase in followers this quarter. The number of posts decreased slightly, dropping from 13 to 10, which contributed to a decline in impressions by 48.62%. However, the engagement rate increased by 8.46%.

This suggests that while the content reached fewer people overall, it resonated more with those who engaged with it. The higher engagement rate indicates a stronger connection between the audience and the content shared, highlighting the effectiveness of quality over quantity in LinkedIn engagement.

| Metrics | October – December | January - March | % Change |
|-----------------|--------------------|-----------------|----------|
| Followers | 2,764 | 2,869 | 3.66 |
| Impressions | 35,869 | 24,134 | -48.62 |
| Posts | 13 | 10 | -30 |
| Engagement rate | 11.9% | 13% | 8.46 |

City of Palmerston Social Media Campaigns (Paid Advertisements)

During the January – March quarter, City of Palmerston spent \$359.32 across three campaigns, all of which targeted residents in Palmerston and surrounding areas. The average cost per result varied from \$0.94 to \$3.60, which indicates a strong return on investment. Reaching 66,876 users and totalling 197,885 impressions.

| Campaign | Impressions | Total reach | Cost |
|-----------------------------------|-------------|-------------|----------|
| February What's On | 64,782 | 43,201 | \$113.87 |
| March What's On | 109,482 | 50,742 | \$182.52 |
| Event response: Business workshop | 24,322 | 8,753 | \$99.95 |

Palmerston Youth Festival Social Media

In the January – March quarter, activity was limited as the event date was only announced in March 2025. Despite this, the three posts published during this period reached 2,324 users. Combined with media coverage, the page experienced a 96.5% increase in reach.

A significant increase in engagement is anticipated in the next quarter as promotional efforts ramp up.

Palmerston Youth Festival Facebook results

| Metrics | October - December | January – March | % change |
|-------------|--------------------|-----------------|----------|
| Followers | 2,920 | 2,922 | 0.07 |
| Reach | 1,048 | 2,324 | 54.9 |
| Paid reach | N/A | N/A | - |
| Page visits | 231 | 6,662 | 96.53 |
| Posts | 2 | 3 | 33.33 |

Website

The redevelopment of the website was launched in March 2025, introducing a refreshed look and feel aligned with the recent brand update. The changes were driven by the goal of improving customer navigation, streamlining content, and ensuring the website reflects who City of Palmerston is.

As a result of these changes, this quarter's website metrics reflect a transitional period. The next quarter may show further shifts in website data, as the team are busy building an enhanced data tracking dashboard, making insights more accessible and actionable.

The number of new users decreased by 5.82% compared to the previous quarter, which may be attributed to the transition period as users adapt to the new structure and content. Engaged sessions remained relatively stable, with only a 0.76% decrease, suggesting that those who visited the site continued to interact effectively with the content. Despite the decrease in overall traffic, the engagement rate increased by 9.94%, indicating that users are engaging more with the content they access. Engagement time also increased by 18.46%, suggesting that users are spending more time interacting with key pages, however this could indicate users not being able to find what they need quickly enough due to the new format. The number of recorded events (downloads/actions) decreased by 10.56%,

which may reflect changes in how users interact with the new website or adjustments to engagement tracking.

| Metrics | October - December | January - March | % change |
|-------------------|--------------------|-----------------|----------|
| New users | 34,994 | 33,070 | -5.82 |
| *Engaged sessions | 31,399 | 31,161 | -0.76 |
| Engagement rate | 51.2 | 56.85 | 9.94 |
| Engagement time | 53 seconds | 65 seconds | 18.46 |
| Event count | 384,382 | 347,675 | -10.56 |

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

Organic search remains the primary driver of engagement, accounting for the majority of engaged sessions and key events. This indicates that users are actively searching for City of Palmerston services and information. Direct traffic also shows strong engagement, suggesting that many users visit the site intentionally rather than discovering it through search or social media. Referral traffic continues to contribute significantly to engagement, highlighting the importance of partnerships and external links in directing visitors to the site. Organic and paid social media generated lower engagement rates, presenting an opportunity to enhance content performance on these platforms to drive more meaningful interactions

| Channel | Engaged session | Engagement rate | Key events |
|----------------|-----------------|-----------------|------------|
| Organic search | 20,163 | 69.32 | 10,831 |
| Direct | 5,935 | 49.15 | 2,057 |
| Referral | 4,405 | 40.84 | 3,086 |
| Organic social | 1,109 | 52.91 | 717 |
| Paid Social | 111 | 11.71 | 6 |

Top 5 visited pages

| Landing pages | Sessions | Active users | Key events |
|----------------------|----------|--------------|------------|
| Pay online | 3,179 | 1,784 | 0 |
| Waste management | 3,150 | 1,971 | 3,181 |
| Library | 3,111 | 1,804 | 709 |
| Council pound | 2,811 | 922 | 1 |
| Career opportunities | 2,556 | 1,429 | 3,207 |

With the website redevelopment now live, future quarters will provide a clearer picture of how users are responding to the new design. The engagement of a consultant to refine data analysis will assist in identifying key trends and areas for improvement. As promotional efforts increase and users become more familiar with the updated platform, an upward trend in traffic and engagement is expected.

Consultation and marketing

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

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

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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



Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.2.3 |
| Report Title: | Financial Report for the Month of March 2025 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Finance Manager, Jeffrey Guilas |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

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 March 2025.

Key messages

- This report presents the March 2025 financial report and is representative of the year-to-date income and expenditure as of 28 March 2025.
- The financial health check ratios indicate that overall Council is in a positive financial position.
- The annual budget is the 2024-25 first budget review, which is the original budget published in the 2024-25 Municipal Plan plus the first budget review adjustments.
- Total operating income is \$41.51 million which is 98% of the annual budget. Council has received 94% of the federal assistance grants. The rates and charges (\$35.72 million) for the 2024-25 financial year have been levied and recognised as income.
- Capital income is at 14% 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 \$3.54 million which is 20% of the \$17.49 million approved Capital budget. \$5.56 million of this was rolled over from the last financial year and \$1.09 million from budget reviews. This also includes \$2.5million in unconfirmed grant funding. There is a further \$4.06 million in commitments where works have commenced or are awaiting payment.

- Operating surplus (excluding depreciation) is at \$16.79 million.
- The total cash and cash investments were \$29.13 million, which includes \$22.25 million in term deposits in various banking institutions with less than 12 months to maturity and \$6.88 million in our general bank account.
- Rates debt receivables is \$4.77 million, which includes:
 - \$3.61 million outstanding for 2024-25
 - There is a further \$612,688 outstanding from 2023-24, and \$542,643 of accumulated unpaid rates from prior years.
 - Total outstanding interest on rates for all years is \$31,334.
- Total payments to creditors in March 2025 amounted to \$4.65 million, of which \$3.68 million (79%) 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 March 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 March 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 for 2024-25 consists of
 - the total budget per the municipal plan for the 2024-25 financial year,
 - the approved capital expenditure roll-over from 2023-24 (refer Decision 10/1476, 2nd Ordinary meeting in August 2024),
 - adjustments from the first budget review (refer Decision 10/1662, 1st Ordinary meeting in December 2024).
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2024 to the current reporting date, 28 March 2025.
- The forecast amount is the YTD budget. The cashflow is based on projected cashflow for the year and on last year trends. Variance is due to timing difference. This report should be read in conjunction with the following:
 - Dashboard report found at **Attachment 13.2.3.1** which is a traffic-light reporting system highlighting the current health status and areas of interest to Council. Further details are then reported in the body of the report.

- Financial reports are included at **Attachment 13.2.3.2** presenting the financial position of Council as at 28 March 2025.

Discussion

Financial Health

- The financial health check ratios provide Council with a quick snapshot of the Council's financial position.
- The March 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 41% 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 March 2025 is 27.00 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 90% of total rates revenue has been collected, to date \$32.10 million of the 2024-25 rates has been collected.
- The current ratio (Current Assets divide by Current Liability) is 5.09 times as at 28 March 2025 which demonstrates that Council has enough resources to meet its short-term obligations.

Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2024-25 as at 28 March 2025. Refer Attachment 13.2.3.1.

Total Operating Income as at 28 March 2025 is \$41.51 million, which is 98% of the Annual Budget of \$42.26 million including of first budget review. Rates and charges were levied in August 2024.

Total Operating Expenditure at 28 March 2025 is \$33.71 million, this mainly consists of the following:

- \$8.95 million Employee Costs.
- \$8.43 million Materials & Contractors.
- \$9 million Depreciation (non-cash).
- \$1.53 million Utilities.
- \$1.42 million Other Expenses such as program running cost and training costs.
- \$1.57 million Professional services such as external consultants and management fee for Odegaard.

Capital Overview

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

Capital Expenditures

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

The pie chart in the dashboard as per **Attachment 13.2.3.1** shows that out of the \$17.49 million capital expenditure budget, the actual capital expenditure is \$3.54 million which is 20% of the budget.

In addition to the \$3.54 million actual expenditure, there is a further \$4.06 million in commitments where works have commenced and/or are awaiting payments. The current expenditure combined with the commitments presents a 26% expenditure against the original capital budget. However, it should be noted that there are a number of projects where contracts are in place and final details are being finalised to enable a financial commitment.

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

Capital Funding

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

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

| CAPITAL PROJECT 24-25 | TOTAL GRANT INCOME FOR 2024-25 (A) | GRANT FUNDS RECEIVED TO DATE (B) | GRANT FUNDS YET TO BE RECEIVED (C) |
|---|---------------------------------------|-------------------------------------|---------------------------------------|
| Driver Community Facility | \$1.25M | | \$1.25M* |
| New Pathway (\$4M Greening and Cooling) | \$0.24M | \$0.24M | |
| Tree Planting and Replacement (\$4M Greening & Cooling) | \$0.25M | \$0.25M | |
| Dark Spot (\$4M Greening and Cooling) | \$0.11M | \$0.11M | |
| New Pathway | \$0.25M | | \$0.25M* |
| Tree Planting and Replacement | \$0.02M | | \$0.02M |
| Dark Spot (24-25) | \$0.25M | | \$0.25M* |

| | | | |
|---|----------------|----------------|----------------|
| Play Space Renewals and Upgrades | \$0.25M | | \$0.25M* |
| Road Safety Program (R2R) | \$0.53M | \$0.53M | |
| Black Spot Program 24/25 | \$0.27M | | \$0.27M |
| Black Spot Program 23/24, 24/25 | \$0.35M | | \$0.35M |
| Sustainability Programs | \$0.25M | | \$0.25M* |
| Hobart Park Exeloo and Park Upgrade | \$0.45M | | \$0.45M |
| LRCI Phase 4 Part A | \$0.41M | \$0.39M | \$0.02M |
| Zuccoli Community Hub IPG (Pump Park/Skates) | \$0.25M | \$0.25M | |
| Water Aquifer Prevention Strategy | \$0.1M | \$0.1M | |
| Palmerston Library Modernisation | \$0.04M | \$0.04M | |
| Artwork – Sculpture | \$0.25M | | \$0.25M* |
| 21/22 Custom Holding Pen | \$0.10M | \$0.10M | |
| Archer Recycling Modernisation Project | \$0.02M | | \$0.02M |
| Mitchell Creek & Escarpment Feasibility Study | \$0.04M | \$0.04M | |
| LRCI Phase4 Part B | \$0.16M | | \$0.16M |
| Lakebed Aerators (Fishing Grant) | \$0.1M | \$0.1M | |
| Total | \$5.94M | \$2.15M | \$3.79M |

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

Grants that have been received are recognised as a grant liability until the assessment of income criteria has been met such as meeting the grant agreement obligations.

As at 28 March 2025, a total of \$1 million of capital grants has been recognised as income as they have met the obligations of the respective grant agreement.

Cash and Investments

Trading Account: \$6.88 million.

Investments: \$22.25 million.

Year to Date interest revenue: \$1.11 million.

| CASH AT BANK AND INVESTMENTS | | | | |
|------------------------------|-----------|----------------------|-------------------------|-------|
| DURATION | NO. | (MILLION)\$ VALUE | % OF TOTAL PORTFOLIO | LIMIT |
| Cash at bank | 1 | \$6.88M | NA | NA |
| <12months | 12 | \$22.25M | 100% | 100% |
| Total | 13 | \$29.13M | 100% | |

The investment portfolio is compliant with the Council Investments Policy.

- As at 28 March 2025 the Council held \$22.25 million in term deposits across three (3) financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 28 March 2025 was \$6.88 million earning 4.20% interest per annum.

- Performance of our investments against our policy and details on our investments are provided in section 2.3 of the Investments Management Report: **Attachment 13.2.3.2**.

Receivables

- Council has \$6.86 million in Receivables, which is made up of the following.
- \$4.77 million in Rates and charge, including rates levied during 2024-2025, further explanation of the breakdown is detailed below is rates and charges.
- \$0.71 million in other charges including statutory charges.
- \$1.38 million in other receivables including, grants, general debtors, GST and accrued interest for Term Deposits.

Rates and charges

- The dashboard at **Attachment 13.2.3.1** highlights the rates levied for the 24/25 financial year are \$35.71 million, of which \$32.10 million has been already collected.
- Item 2.4 Debtors Control at **Attachment 13.2.3.2** provides for the summary of the breakdown of the \$4.77 million rates overdue
 - the actual overdue amount for 2024-25 rates as at March 2025, is \$3.61 million which is 10.1% of the total 2024-25 rates revenue.
 - There is \$0.61 million in overdue rates still to be collected from the 2023-24 financial year, and a further rates debt of \$0.54 million from prior years.
- 442 properties have outstanding rates for previous years.
- 10317 Ratepayers have paid their 2024-25 rate in full
- Total of 581 properties have either direct debit or payment arrangement in place.
- The Local Government Act 2019 allows Council to place an overriding statutory charge on a property where rates have been outstanding for at least six (6) months, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge.
- The Council currently holds overriding statutory charges on 71 properties for debts from 2018/19 and earlier.
- 10 new Financial Hardship applications have been approved for the 2024-25 financial year.
- A balance of \$1.2 million of rates received in advance is accounted for in the balance sheet as a liability as it relates payment of rates for a future period.

Infringements

- Total infringements outstanding is \$164,268 as at 28 March 2025; this consists of Animals (\$143,434), Public Place (\$5,641) and Parking (\$15,192).
- The graph in the dashboard at **Attachment 13.2.3.1** shows the total infringements issued and collected for the month of 28 March 2025.

Sundry Debtors

- Sundry Debtors as at 28 March 2025 is \$132,331 as presented in **Attachment 13.2.3.2**. This balance relates to an amount of \$75,000 is expected to be received from Department of the Chief Minister and Cabinet. The total also includes the amounts to be received relating to long grass and property maintenance. More details are available in section 2.4 Debtor Control Account.

Trade Creditors Paid

- Total payments to creditors in March 2025 amounted to \$4.65 million, of which \$3.68 million (79%) were paid to local suppliers.
- During March 2025, the significant vendor payments consisted of \$0.62 million to City of Darwin for Shoal Weigh charges, \$0.45 million to Programmed Property Services, \$0.44 million to CMA Contracting Pty Ltd, \$0.29 million to JLM Contracting Services, \$0.27 million to ATO for PAYG, \$0.19 million to Belgravia Health, \$0.13 million to Top End Race, \$0.12 million to Veolia Environmental Service, \$0.12 million to Tropical Tree Services and \$0.11million to iWater NT Pty Ltd.

Borrowings

Total external borrowings of \$5.22 million is made up of the following:

- Archer Land Fill Rehabilitation loan: The total amount borrowed from NAB was \$1.96 million with the balance as at 28 March 2025 being \$0.60 million. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis. This loan was for 8 years and is due to conclude on 30 June 2027.
- SWELL loan: The \$5 million approved loan for the SWELL project was drawn down during December 2023 with a current balance of \$4.63 million. This is a 20-year loan with current variable interest rate of 5.57% with the principal being repaid quarterly. This loan is renegotiated every 5 years.

Other Compliance matters

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

- Council has remitted \$1,830,030 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 28 March 2025 has been finalised and lodged in March 2025 as a Goods Services Tax refund of \$173,648 The March 2025 BAS will be finalised and lodged in April 2025. Annual FBT for period ending March 31, will be lodged prior to May 21st.
- Council has the required insurances to manage the current risk exposure.

Contract Variations

| CONTRACT VARIATIONS | NO OF VARIATIONS |
|--|------------------|
| Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100,000 but is less than \$150,000. | Nil |
| Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000. | Nil |
| Varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%. | Nil |

Consultation and marketing

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

- Finance team.
- Governance team.

Policy implications

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

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

2. Financial Sustainability

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

Strategies, framework and plans implications

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

- Long Term Financial Plan.
- Municipal Plan.
- Community Plan.

Council officer conflict of interest declaration

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



Attachments

1. Dashboard [**13.2.3.1** - 1 page]
2. EOM Financial Report March 2025 [**13.2.3.2** - 26 pages]

\$16.79 M ■
 Operating Surplus (excluding Depn)

 Annual Budget is at \$4.77 M

\$1.31 M ■
 Capital Income

 Annual Budget is at \$9.39 M

\$3.54 M ■
 Capital Expenditure

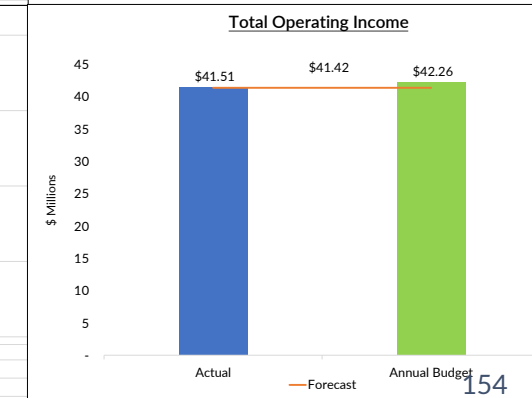
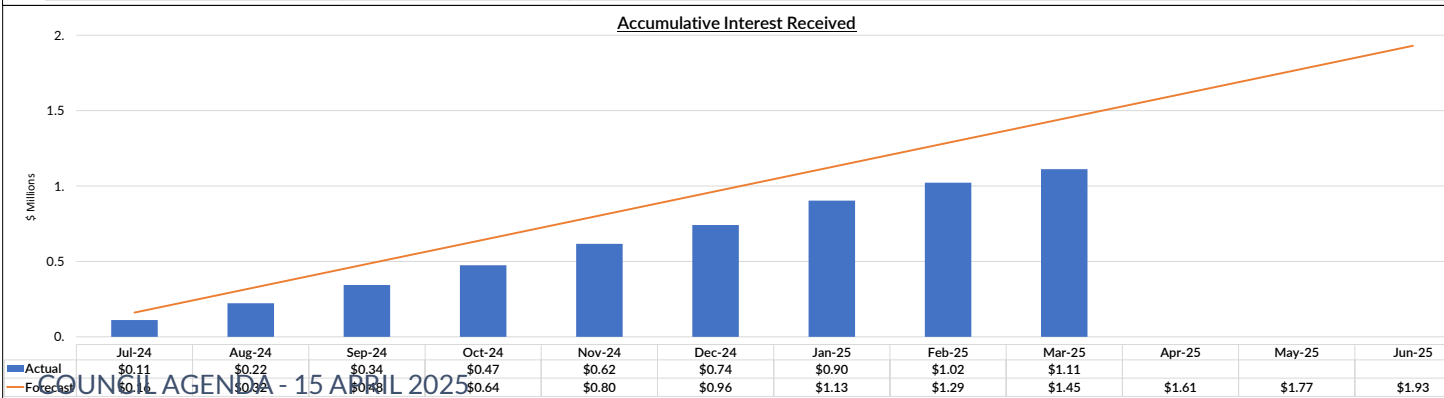
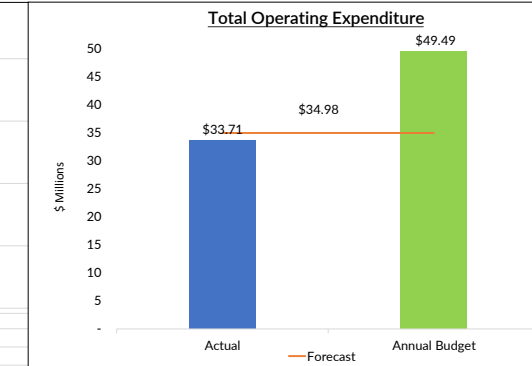
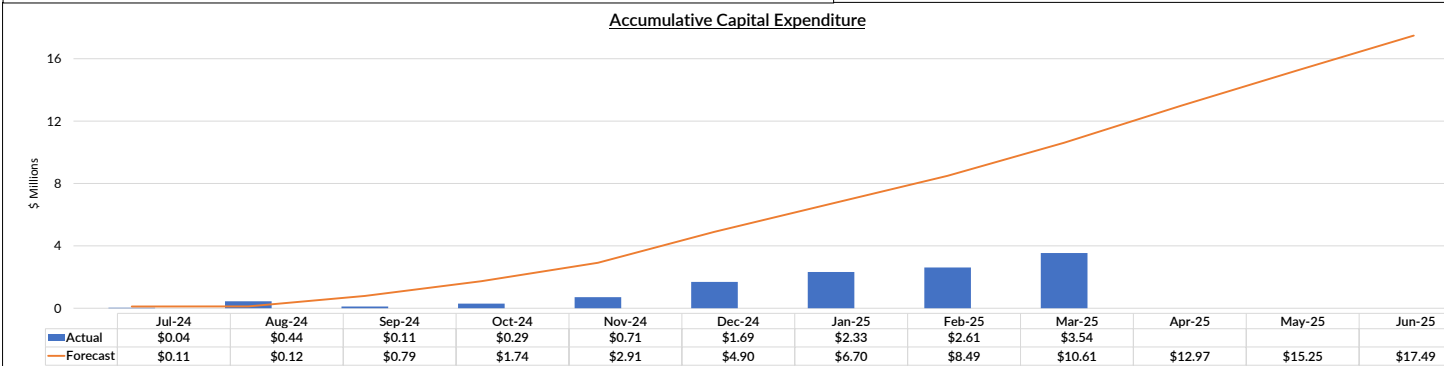
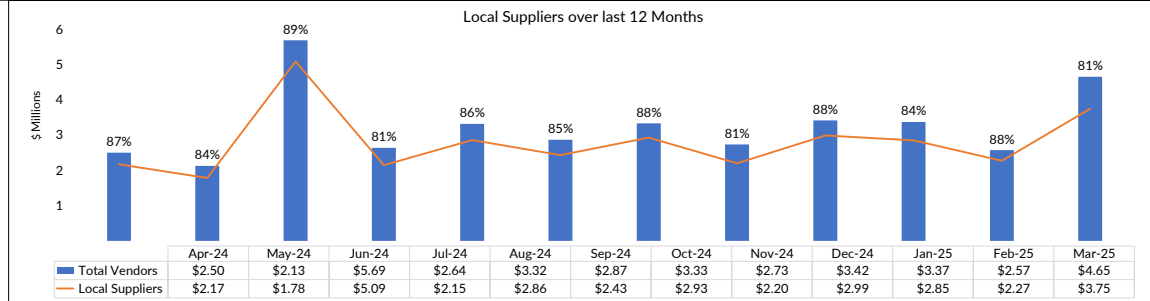
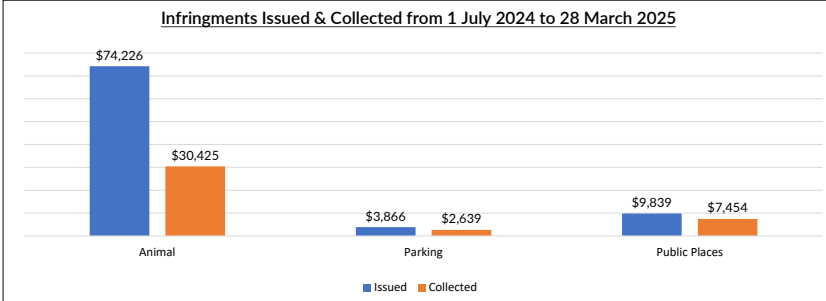
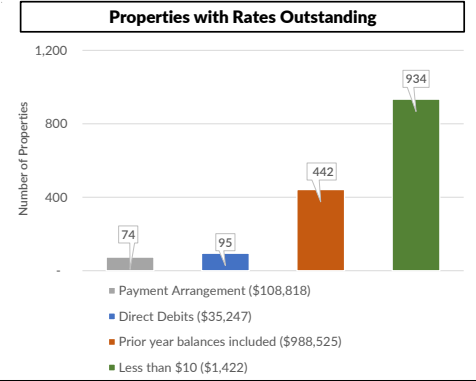
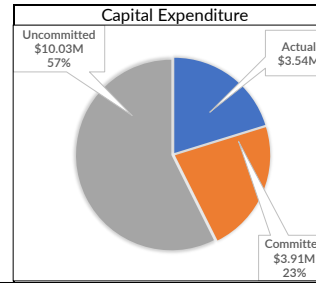
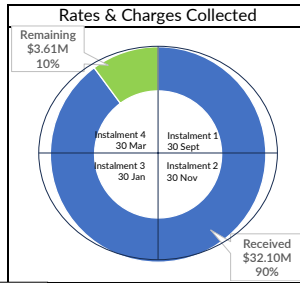
 Annual Budget is at \$17.49 M

\$29.13 M
 Cash Held

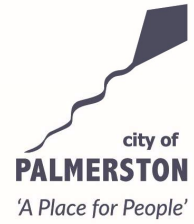
| Financial Health Ratios | MP KPI | As at March 25 | Status |
|-------------------------|--------|----------------|---|
| Operating Surplus Ratio | > 0% | 41% | High as a result of Rates being levied and recognised as income. This will decrease over the coming months. |
| Debt Service Ratio | > 2.0 | 27.00 | High as a result of Rates being levied and recognised as income. This will decrease over the coming months. |
| Rates Collection | >95% | 90% | On Track |
| Current Ratio | > 1.5 | 5.09 | High as a result of Rates being levied and recognised as income. This will decrease over the coming months. |

Legends

■ On Track ■ Explanation Required ■ Off Track



FINANCIAL MANAGEMENT REPORTS



MARCH 2025

- 1. Executive Summary
- 2. Financial Results

FINANCIAL MANAGEMENT REPORTS | MARCH 2025 | 1



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March 2025

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| | 2.7 | Commercial Leases |
| | 2.8 | Council Loans |
| | 2.9 | Elected Member Expenses |
| | 2.10 | CEO Credit Card |

Certification By Chief Executive Officer

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

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



Andrew Walsh
Chief Executive Officer

Executive Summary as at
% of year passed

1.2 - Executive Summary

| Description | Annual Budget \$ | YTD Actual \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Operating Income | | | | | | |
| Rates | 27,609,403 | 27,537,987 | 100% | 27,609,403 | 100% | |
| Charge | 8,111,851 | 8,170,943 | 101% | 8,111,851 | 101% | |
| Fees & Charges | 1,022,895 | 759,422 | 74% | 767,171 | 99% | |
| Grants, Subsidies & Contributions | 3,574,327 | 3,491,663 | 98% | 3,475,824 | 100% | |
| Interest & Investment Revenue | 1,929,865 | 1,458,906 | 76% | 1,447,399 | 101% | |
| Other Income | 13,000 | 87,174 | 671% | 9,750 | 894% | 1 |
| Operating Income | 42,261,341 | 41,506,095 | 98% | 41,421,398 | 100% | |
| Operating Expenditure | | | | | | |
| Employee Costs | -13,091,941 | -8,948,836 | 68% | -9,818,956 | 91% | |
| Materials & Contractors | -13,799,609 | -8,430,399 | 61% | -8,498,811 | 99% | |
| Depreciation, Amortisation & Impairment | -12,000,000 | -9,000,000 | 75% | -9,000,000 | 100% | |
| Elected Members Allowances | -497,676 | -348,723 | 70% | -373,387 | 93% | |
| Elected Members Expenses | -90,617 | -15,209 | 17% | -62,872 | 24% | 2 |
| Professional Services | -2,214,782 | -1,572,811 | 71% | -1,410,196 | 112% | 3 |
| Auditor's Remuneration | -48,537 | -546 | 1% | -35,654 | 2% | 4 |
| Utilities | -2,464,117 | -1,533,835 | 62% | -1,848,088 | 83% | 5 |
| Legal Expenses | -315,700 | -379,831 | 120% | -199,793 | 190% | 6 |
| Telephone & Other Communication Charges | -217,582 | -232,209 | 107% | -212,356 | 109% | 7 |
| Donations, Sponsorships & Grants | -255,000 | -106,841 | 42% | -195,956 | 55% | 8 |
| Software, Hardware, Stationery, Subscriptions | -1,229,837 | -705,794 | 57% | -894,303 | 79% | 9 |
| Insurance | -677,090 | -767,315 | 113% | -677,090 | 113% | 10 |
| Borrowing Costs | -297,781 | -251,124 | 84% | -223,336 | 112% | 11 |
| Other Expenses | -2,291,971 | -1,418,359 | 62% | -1,528,859 | 93% | |
| Operating Expenditure | -49,492,240 | -33,711,832 | 68% | -34,979,655 | 96% | |
| OPERATING SURPLUS/(DEFICIT) | -7,230,899 | 7,794,263 | | 6,441,743 | | |
| Capital Income | | | | | | |
| Net gain (loss) on disposal or revaluation of assets | 180,000 | 77,273 | 43% | 142,500 | 54% | 12 |
| Developer Contributions | 240,000 | 223,601 | 93% | 180,000 | 124% | 13 |
| Asset Income | 3,000,000 | 0 | 0% | 0 | 0% | |
| Grants received | 5,967,537 | 1,007,896 | 17% | 5,942,362 | 17% | 14 |
| Capital Income | 9,387,536 | 1,308,770 | 14% | 6,264,862 | 21% | |
| Net SURPLUS / (DEFICIT) transferred to Equity Statement | 2,156,638 | 9,103,033 | | 12,706,604 | | |
| Asset Purchase | -6,303,884 | -992,902 | 16% | -3,473,047 | 29% | |
| Asset Upgrade | -11,181,418 | -2,543,425 | 23% | -7,141,289 | 36% | |
| Capital Expenditure | -17,485,302 | -3,536,328 | 20% | -10,614,336 | 33% | 15 |

Executive Summary as at
% of year passed

Section 2
Financial Results
28 March 2025
75.00%

1.2 - Executive Summary

| Description | Annual Budget \$ | YTD Actual \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|-------------------|-------------------|--------------------------------|-------------------|-----------------------------|-------|
| Less Non-Cash Expenditure | -12,000,000 | -9,000,000 | 75% | -9,000,000 | 100% | |
| Plus Gifted Assets | 3,000,000 | 0 | 0% | 0 | 0% | 16 |
| NET CAPITAL SURPLUS/(DEFICIT) | -6,328,665 | 14,566,705 | | 11,092,269 | | |
| Less Repayment of Borrowings | -504,000 | -380,100 | 75% | -378,000 | 101% | |
| Reserve Movement | 6,932,665 | 0 | 0% | 6,932,665 | 0% | |
| NET OPERATING SURPLUS/(DEFICIT) | 100,000 | 14,186,606 | | 17,646,933 | | |

Notes

1. Maintenance charges for long grass and bin upgrades were higher than anticipated, also includes insurance refund
2. Expenses relating to election expected towards the end of the year
3. Higher use of professional services such as consultants for the period, but costs remain within the annual budget
4. Auditor remuneration will be paid towards the end of the year
5. The invoices relating to Electricity and water are received but yet to be paid for the month of March
6. Higher use of legal services for the period due to increase in cost related to defending legal fees for a regulatory matter, this overspend will be managed from within existing budget utilising underspends in other areas
7. Most of the subscriptions for the year are paid in the first half and are slightly higher than budgeted
8. The timing of the payment of grants and sponsorships from Community Funding Program is dependent on timing of approved applications
9. Some of the subscriptions are paid towards the end of the year
10. Insurances are paid in full at the beginning of the year. The premiums were higher than expected and the cost of premium is being assessed as a part of second budget review. This overspend will be managed from within existing budget utilising underspends in other areas
11. The variable interest rate for the loan was slightly higher than expected
12. Variance is due to the delay in sale/disposal of vehicles
13. Funds in Lieu of Construction received from the developer are higher than budgeted
14. Capital grants are recognised when the grant obligations have been met, which is when expenditure on capital project has occurred
15. Refer to 1.3 - Capital Expenditure for further explanation on the status of the capital expenditure
16. Gifted assets are recognised at end of year



Approved by: Finance Manager

Section 2
Financial Results
28 March 2025
75.00%

Budget Summary Report By Directorate as at
% of year passed

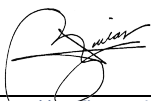
1.3 - Operating Income

| Description | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--------------------------------------|-------------------|-------------------|--------------------------------|-------------------|-----------------------------|-------|
| Office of the Chief Executive | | | | | | |
| Office of the CEO | 1,104,259 | 1,041,417 | 94% | 1,056,450 | 99% | |
| Office of the Chief Executive | 1,104,259 | 1,041,417 | 94% | 1,056,450 | 99% | |
| People and Place | | | | | | |
| City Activation | 17,250 | 17,250 | 100% | 17,250 | 100% | |
| People and Place | 17,250 | 17,250 | 100% | 17,250 | 100% | |
| Finance & Governance | | | | | | |
| Governance | 0 | 51,728 | 0% | 0 | 0% | 1 |
| GM Finance & Governance | 69,205 | 53,258 | 77% | 51,904 | 103% | |
| Financial Services | 1,296,332 | 1,001,755 | 77% | 972,249 | 103% | |
| Rates | 27,816,422 | 27,700,379 | 100% | 27,764,667 | 100% | |
| Finance & Governance | 29,181,959 | 28,807,120 | 99% | 28,788,820 | 100% | |
| Community | | | | | | |
| Diversity and Inclusion Activities | 10,000 | 0 | 0% | 7,000 | 0% | 2 |
| Library Services | 757,994 | 739,310 | 98% | 738,783 | 100% | |
| Senior Citizens | 2,000 | 0 | 0% | 1,400 | 0% | 2 |
| Youth Services | 300,000 | 300,000 | 100% | 300,000 | 100% | |
| Animal Management | 420,000 | 329,549 | 78% | 315,000 | 105% | |
| Parking & Other Ranger Services | 73,850 | 7,368 | 10% | 55,387 | 13% | 3 |
| Community | 1,563,844 | 1,376,227 | 88% | 1,417,571 | 97% | |
| Infrastructure | | | | | | |
| Civic Centre | 151,150 | 124,940 | 83% | 113,362 | 110% | 4 |
| Driver Resource Centre | 1,000 | 182 | 18% | 750 | 24% | 5 |
| Gray Community Hall | 20,000 | 9,727 | 49% | 15,000 | 65% | 5 |
| Private Works | 50,000 | 40,193 | 80% | 37,500 | 107% | |
| Recreation Centre | 25,000 | 12,915 | 52% | 18,750 | 69% | 5 |
| Roads & Transport | 1,359,668 | 1,338,818 | 98% | 1,312,574 | 102% | |
| Subdivisional Works | 105,000 | 78,420 | 75% | 78,750 | 100% | |
| Waste Management | 8,111,851 | 8,208,822 | 101% | 8,111,851 | 101% | |
| Odegaard Drive Investment Property | 466,160 | 347,100 | 74% | 349,620 | 99% | |
| Durack Heights Community Centre | 4,200 | 2,964 | 71% | 3,150 | 94% | 5 |
| Goyder Square | 100,000 | 100,000 | 100% | 100,000 | 100% | |
| Infrastructure | 10,394,029 | 10,264,081 | 99% | 10,141,307 | 101% | |
| OPERATING INCOME | 42,261,341 | 41,506,095 | 98% | 41,421,398 | 100% | |

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

Notes

1. Due to insurance refund
2. Part of unconfirmed Grant from NTG. This is being assessed as a part of second budget review
3. Due to lower infringements and court fines recovery than anticipated
4. Rent for ground floor Civic Centre is slightly higher than budgeted
5. Due to lower bookings and venue hire than expected



Approved by: Finance Manager

Section 2
Financial Results

28 March 2025
75.00%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Operating Expenditure

| Description | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--------------------------------------|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Office of the Chief Executive | | | | | | |
| Councillors | -588,293 | -363,932 | 62% | -436,258 | 83% | |
| Office of the CEO | -1,263,274 | -993,094 | 79% | -919,318 | 108% | |
| Office of the Chief Executive | -1,851,567 | -1,357,025 | 73% | -1,355,576 | 100% | |
| People & Place | | | | | | |
| GM People & Place | -692,591 | -443,837 | 64% | -494,443 | 90% | |
| Customer Experience | -366,522 | -262,648 | 72% | -274,892 | 96% | |
| People and Customer | -1,200,840 | -1,006,211 | 84% | -756,753 | 133% | 1 |
| Public Relations and Communications | -935,292 | -647,599 | 69% | -717,617 | 90% | |
| City Activation | -1,501,083 | -905,411 | 60% | -1,039,687 | 87% | 2 |
| People & Place | -4,696,328 | -3,266,213 | 70% | -3,283,391 | 99% | |
| Finance & Governance | | | | | | |
| GM Finance & Governance | -570,906 | -378,957 | 66% | -409,185 | 93% | |
| Records Management | -301,453 | -208,848 | 69% | -228,729 | 91% | |
| Financial Services | -13,524,778 | -9,985,746 | 74% | -10,153,868 | 98% | |
| Rates | -105,700 | -116,403 | 110% | -50,253 | 232% | 1 |
| Governance | -1,390,270 | -1,228,479 | 88% | -1,221,433 | 101% | |
| Information Technology | -1,920,795 | -1,106,470 | 58% | -1,425,741 | 78% | 2 |
| Fleet | -259,925 | -124,103 | 48% | -190,994 | 65% | 3 |
| Finance & Governance | -18,073,827 | -13,149,006 | 73% | -13,680,203 | 96% | |
| Community | | | | | | |
| Community Development | -646,042 | -546,649 | 85% | -487,507 | 112% | 1 |
| Diversity and Inclusion Activities | -58,568 | -34,471 | 59% | -44,632 | 77% | 4 |
| Families & Children | -29,111 | -17,379 | 60% | -17,875 | 97% | |
| Health and Wellbeing Services | -42,000 | -18,923 | 45% | -30,885 | 61% | 4 |
| Library Services | -1,575,102 | -1,142,759 | 73% | -1,167,269 | 98% | |
| Senior Citizens | -6,656 | -6,812 | 102% | -6,656 | 102% | |
| Youth Services | -417,019 | -239,770 | 57% | -291,158 | 82% | 5 |
| Director Community | -491,185 | -242,905 | 49% | -368,389 | 66% | 2 |
| Safe Communities | -20,000 | -8,568 | 43% | -10,700 | 80% | 4 |
| Animal Management | -72,834 | -52,851 | 73% | -52,650 | 100% | |
| Parking & Other Ranger Services | -930,540 | -729,043 | 78% | -699,837 | 104% | |
| Community | -4,289,057 | -3,040,130 | 71% | -3,177,558 | 96% | |
| Infrastructure | | | | | | |
| Aquatic Centre | -1,030,818 | -823,697 | 80% | -697,336 | 118% | 6 |
| Civic Centre | -275,487 | -143,896 | 52% | -207,537 | 69% | 7 |
| Depot | -75,392 | -56,491 | 75% | -53,970 | 105% | |
| Driver Resource Centre | -31,101 | -28,066 | 90% | -22,461 | 125% | 8 |
| Emergency Operations | -10,557 | -6,496 | 62% | -9,439 | 69% | 9 |
| Gray Community Hall | -71,823 | -62,532 | 87% | -43,921 | 142% | 10 |
| Director Infrastructure | -1,334,859 | -817,140 | 61% | -997,735 | 82% | 2 |
| Open Space | -5,951,479 | -3,243,242 | 54% | -3,614,449 | 90% | 11 |
| Private Works | -108,633 | -77,604 | 71% | -81,475 | 95% | |
| Recreation Centre | -325,716 | -285,185 | 88% | -224,369 | 127% | 12 |

Section 2
Financial Results
28 March 2025
75.00%

Budget Summary Report By Directorate as at
% of year passed

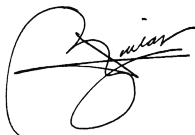
1.3 - Operating Expenditure

| Description | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|------------------------------------|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|-------|
| Roads & Transport | -1,636,652 | -975,994 | 60% | -1,275,925 | 76% | 11 |
| Stormwater Infrastructure | -174,177 | -159,549 | 92% | -134,098 | 119% | 12 |
| Street Lighting | -1,217,408 | -781,186 | 64% | -914,568 | 85% | 14 |
| Subdivisional Works | -25,000 | -8,474 | 34% | -6,228 | 136% | 15 |
| Waste Management | -7,806,644 | -5,119,984 | 66% | -4,870,149 | 105% | |
| Odegaard Drive Investment Property | -131,580 | -71,972 | 55% | -93,686 | 77% | 16 |
| Durack Heights Community Centre | -59,837 | -52,232 | 87% | -32,974 | 158% | 17 |
| CBD Car Parking | -69,727 | -21,902 | 31% | -47,903 | 46% | 18 |
| Goyder Square | -244,571 | -163,816 | 67% | -154,705 | 106% | 19 |
| Infrastructure | -20,581,461 | -12,899,458 | 63% | -13,482,927 | 96% | |
| OPERATING EXPENDITURE | -49,492,240 | -33,711,832 | 68% | -34,979,655 | 96% | |

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

Notes

1. Due to hiring labour hire staff to cover the vacant positions during the period and funded through underspends in other employee expenses
2. Underspends, due to vacant positions during the period offset by an increase cost in labour hire staff
3. Due to timing of vehicle registrations, lower maintenance costs for the period and outstanding invoices
4. Delivery of programmed events are expected in the coming months
5. More events are expected to be conducted later in the year
6. Payment relates to the expense from last financial year
7. Cleaning charges and utilities invoices for the month of March are yet to be processed
8. Higher maintenance cost for airconditioning and cleaning cost than expected.
9. Emergency operation expenses for the period are lower than budgeted
10. Higher cleaning and maintenance cost incurred than expected and will be absorbed in saving elsewhere.
11. Contractor invoices including cleaning for the month of March are yet to be processed
12. Higher Electricity expenses than budgeted
13. Most of the stormwater repair works were completed prior to the wet season, expenses will be within the annual budget
14. Public lighting maintenance invoices for March and utility invoices for the quarter are yet to be received
15. It is anticipated in the coming months for the use of consultants for subdivisional works. Overspend is due to the timing of cashflowing
16. Electricity invoices for the quarter are yet to be received
17. Higher utility and cleaning charges for the period than expected
18. Reduced maintenance cost due to the decommissioning of parking meters
19. Due to extra maintenance costs not expected and will be absorbed in savings elsewhere



Approved by: Finance Manager

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

28 March 2025

75.00%

1.3 - Capital Income

| Description | Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--------------------------------------|------------------|------------------|--------------------------------|------------------|-----------------------------|-------|
| Office of the Chief Executive | | | | | | |
| Office of the Chief Executive | 0 | 0 | 0% | 0 | 0% | |
| People & Place | | | | | | |
| Arts & Culture | 250,000 | 0 | 0% | 250,000 | 0% | 1 |
| People & Place | 250,000 | 0 | 0% | 250,000 | 0% | |
| Finance & Governance | | | | | | |
| Financial Services | 3,000,000 | 0 | 0% | 0 | 0% | 2 |
| Fleet | 180,000 | 77,273 | 43% | 142,500 | 54% | 3 |
| Finance & Governance | 3,180,000 | 77,273 | 2% | 142,500 | 54% | |
| Community & Culture | | | | | | |
| Library Services | 44,219 | 29,000 | 66% | 44,219 | 66% | 4 |
| Animal Management | 100,700 | 25,950 | 26% | 75,525 | 34% | 5 |
| Community & Culture | 144,919 | 54,950 | 38% | 119,744 | 46% | |
| Infrastructure | | | | | | |
| Driver Resource Centre | 1,250,000 | 0 | 0% | 1,250,000 | 0% | 1 |
| Director Infrastructure | 511,889 | 270,904 | 53% | 511,889 | 53% | 6 |
| Open Space | 1,325,173 | 345,202 | 26% | 1,325,173 | 26% | 1 |
| Roads & Transport | 1,845,770 | 223,533 | 12% | 1,845,770 | 12% | 1, 7 |
| Street Lighting | 613,308 | 113,308 | 18% | 613,308 | 18% | 1 |
| Subdivisional Works | 240,000 | 223,601 | 93% | 180,000 | 124% | 8 |
| Waste Management | 26,478 | 0 | 0% | 26,478 | 0% | |
| Infrastructure | 5,812,618 | 1,176,547 | 20% | 5,752,618 | 20% | |
| CAPITAL INCOME | 9,387,537 | 1,308,770 | 14% | 6,264,862 | 21% | |

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

Notes

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



Approved by: Finance Manager

Section 2
Financial ResultsBudget Summary Report By Directorate as at 28 March 2025
% of year passed 75.00%**1.3 - Capital Expenditure**

| | Annual | YTD Actuals \$ | % YTD Actuals of Annual | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--------------------------------------|-------------|----------------|-------------------------|-------------|-----------------------------|-------|
| <i>Office of the Chief Executive</i> | | | | | | |
| Office of the Chief Executive | 0 | 0 | 0% | 0 | 0% | |
| ulture | -500,000 | -35,145 | 7% | -300,000 | 12% | 1 |
| People & Place | -500,000 | -35,145 | 7% | -300,000 | 12% | |
| | | | | | 37% | 2 |
| | -350,000 | 0 | 0% | -250,000 | 0% | |
| Finance & Governance | -1,350,700 | -246,173 | 18% | -915,459 | 27% | |
| | | | | | 70% | 3 |
| Management | -100,700 | -25,950 | 26% | -63,350 | 41% | 4 |
| Community & Culture | -261,919 | -101,271 | 39% | -170,350 | 59% | |
| | | | | | 18% | 5 |
| | | | | | 50% | 6 |
| | | | | | 43% | 6 |
| | | | | | 13% | 1 |
| | | | | | 39% | 7 |
| | | | | | 48% | 1, 8 |
| | | | | | 82% | |
| | | | | | 23% | 1, 9 |
| | | | | | 17% | |
| | | | | | 26% | 1, 10 |
| | | | | | 56% | 11 |
| Heights Community Centre | -9,300 | 0 | 0% | -4,650 | 0% | |
| Infrastructure | -15,372,683 | -3,153,738 | 21% | -9,228,527 | 34% | |
| CAPITAL EXPENDITURE | -17,485,302 | -3,536,328 | 20% | -10,614,336 | 33% | |

Notes

1. These projects include expenditure relating to grant funding not yet confirmed, which total to \$2.5M
2. This relates to the Enterprise Resource Planning project and it's expected to go out to tender next quarter
3. Library Café design completed, civic works to be commenced soon. There is around \$139K in commitments.
4. Waiting for the delivery of the second dog pen
5. Relates to SWELL café, which is postponed to the future years. Budget will be re-allocated to Library Café
6. More expenses are expected in the coming months
7. Zuccoli Hub - preliminary concept design has been approved. Detailed design is underway for Stage 2, tender for the civil earthworks has been advertised and closes mid March
8. This includes a number of projects - Hobart Park, Park Refurbishment, Tree replacement and irrigation
9. There is \$3.3M in commitments, which is expected to be spent towards the end of the FY
10. We have about \$395K in commitments for lighting project to be completed in April 2025. Two other projects are in detailed design stage, which is expected to be completed prior to the end of FY
11. Tender has been awarded and practical completion expected in April 2025



Approved by: Finance Manager

Section 2
Financial ResultsCapital Expenditure & Funding as at 28 March 2025
% of year passed 75.00%**1.4 - Capital Expenditure & Funding**

| CAPITAL EXPENDITURE | Annual Budget | Actuals |
|---|----------------------|------------------|
| Land & Buildings | 5,507,213 | 1,192,807 |
| Infrastructure (including roads, footpaths, park furniture) | 9,242,259 | 1,899,158 |
| Fleet | 350,000 | 0 |
| Other Assets (including furniture & office equip) | 970,700 | 246,173 |
| TOTAL CAPITAL EXPENDITURE | 17,485,302 | 3,536,328 |
| | | |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | Annual Budget | Actuals |
| Operating Income | 4,714,212 | 1,124,604 |
| Capital Grants | 5,967,537 | 1,007,896 |
| Transfers from Cash Reserves | 6,803,554 | 1,403,828 |
| Borrowings | 0 | 0 |
| TOTAL CAPITAL EXPENDITURE FUNDING | 17,485,302 | 3,536,328 |



Approved by: Finance Manager

Section 2
 Financial Results
 Major Capital Works as at 28 March 2025
 % of year passed 75%

1.5 - Major Capital Works

| Project Code | Class of Assets | Total Prior Year(s) Actuals | Revised Budget 2024-25 | Total Planned Budget \$ | YTD Actuals \$ (D) | Total Actuals \$ (E=A+D) | % Spent (F=E/C) | Total Yet to Spend \$ (G=C-E) | Project Status | Expected Project Completion Date |
|--------------|------------------|-----------------------------|-------------------------|-------------------------|------------------------|--------------------------|-----------------|-------------------------------|---------------------------|----------------------------------|
| PRJ10021 | Infrastructure | | | | | \$ 44,339.91 | 14% | \$ 270,471.45 | in progress | Jun-25 |
| PRJ10057 | Land & Buildings | | | | | \$ 128,895.50 | 9% | \$ 1,256,100.30 | Design 95% complete | Apr-25 |
| PRJ10058 | Land & Building | | | | | \$ 208,699.12 | 71% | \$ 85,505.18 | on-going | Future years |
| PRJ10064 | IT (Other Asse | | | | | \$ 142,980.59 | 58% | \$ 103,899.65 | on-going | Jun-25 |
| PRJ10068 | Fleet | | | | | \$ 402,654.85 | 53% | \$ 350,000.00 | on-going | Jun-25 |
| PRJ10117 | Infrastructu | | | | | \$ 568,323.85 | 39% | \$ 896,660.13 | in progress | Future years |
| PRJ10133 | Land & Bui | | | | | \$ 6,090.00 | 1% | \$ 543,910.00 | Design 70% complete | Apr-25 |
| PRJ10167 | Infrastruc | | | | | \$ 10,518.30 | 1% | \$ 692,266.49 | in progress | Jun-25 |
| PRJ10179 | Public Li | | | | | \$ 70,212.65 | 16% | \$ 367,202.00 | in progress | Future years |
| PRJ10218 | Public L | | | | | \$ 56,645.00 | 12% | \$ 402,829.64 | in progress | Jun-25 |
| PRJ10219 | Land & | | | | | \$ 117,439.41 | 20% | \$ 464,854.55 | on-going | Jun-25 |
| PRJ10246 | Infras | | | | | \$ 37,615.50 | 22% | \$ 130,370.17 | in progress | Jun-25 |
| PRJ10280 | IT (O | | | | | \$ 479,373.01 | 44% | \$ 620,627.12 | in progress | Future years |
| PRJ10303 | Lan | | | | | \$ - | 0% | \$ 200,000.00 | Not commenced | Dec-25 |
| PRJ10310 | La | | | | | \$ 862,654.30 | 53% | \$ 774,996.62 | Project on-hold | Jun-25 |
| PRJ10368 | P | | | | | \$ 6,963.64 | 2% | \$ 360,336.36 | In Progress | Apr-25 |
| PRJ10380 | | | | | | \$ 116,383.17 | 14% | \$ 690,780.32 | Tender being assessed | Jun-25 |
| PRJ10468 | | | | | | \$ 270,903.85 | 66% | \$ 140,985.15 | In progress | Jun-25 |
| PRJ10522 | | | | | | \$ 16,134.66 | 4% | \$ 433,865.34 | Tender being assessed | Aug-25 |
| PRJ10526 | | | | | | \$ - | 0% | \$ 500,000.00 | Not commenced | Future years |
| PRJ10533 | | | | | | \$ 8,625.00 | 4% | \$ 200,375.00 | design complete | May-25 |
| PRJ1053 | | | | | | \$ 8,625.00 | 5% | \$ 150,375.00 | design complete | May-25 |
| PRJ105 | | | | | | \$ 8,575.00 | 5% | \$ 176,425.00 | design complete | Jun-25 |
| PRJ10 | | | | | | \$ 179,200.00 | 41% | \$ 255,050.00 | ready to commence on site | May-25 |
| PRJ1 | | | | | | \$ 215,200.00 | 38% | \$ 350,550.00 | in progress | Apr-25 |
| PRJ | | | | | | \$ - | 0% | \$ 223,000.00 | complete | complete |
| PR | | | | | | \$ - | 0% | \$ 297,000.00 | in rogress | Apr-25 |
| P | | | \$ 190,855.41 | \$ 190,855.41 | \$ - | \$ - | 0% | \$ 190,855.41 | Awarded to contractor | Apr-25 |
| TOTAL | | \$ 1,686,056.88 | \$ 13,410,286.31 | \$ 15,096,343.19 | \$ 2,280,995.43 | \$ 3,967,052.31 | 26% | \$ 11,129,290.88 | | |

Notes

1. Revised budget for 2024-25 includes rollovers where relevant
2. Detail regarding projects to be completed in future financial years to be added in future reports


 Approved by: Finance Manager

Balance Sheet as at
% of year passed**2.1 - Balance Sheet**

| Balance Sheet | YTD | |
|---|--------------------|--|
| Assets | | |
| Current Assets: | | |
| Cash & cash equivalents | | |
| <i>Cash on Hand</i> | 1,355 | Petty Cash |
| <i>Tied Funds</i> | 6,879,370 | Tied funds equals restricted reserve and unearned Grant income |
| Investments | | |
| <i>Tied Funds</i> | 4,734,951 | Tied funds equals restricted reserve and unearned Grant income |
| <i>Untied Funds</i> | 17,515,193 | |
| Receivables | | |
| <i>Rates and Charges</i> | 5,475,008 | |
| <i>Other Receivables</i> | 1,381,925 | |
| TOTAL CURRENT ASSETS | 35,987,802 | |
| Non-Current Assets: | | |
| Infrastructure, property, plant & equipment | 538,277,296 | |
| Investment property | 5,500,000 | |
| Work in progress | 7,285,383 | |
| TOTAL NON-CURRENT ASSETS | 551,062,679 | |
| TOTAL ASSETS | 587,050,481 | |
| Liabilities | | |
| Current Liabilities: | | |
| Payables | 2,824,869 | |
| Unearned Grant Income (AASB1058) | 2,347,069 | Unearned grant income |
| Borrowings | 602,846 | |
| Provisions | 1,296,504 | |
| TOTAL CURRENT LIABILITIES | 7,071,288 | |
| Non-Current Liabilities: | | |
| Borrowings | 4,618,402 | |
| Provisions | 1,949,939 | |
| TOTAL NON-CURRENT LIABILITIES | 6,568,341 | |
| TOTAL LIABILITIES | 13,639,629 | |
| NET ASSETS | 573,410,852 | |
| Equity | | |
| Accumulated Surplus | 237,611,486 | |
| Profit & Loss - current Year | 5,566,706 | |
| Net Reserves | 5,197,648 | |
| <i>Working Capital Reserve</i> | 5,711,243 | |
| <i>Net Transfers to & from Reserves</i> | - 9,780,846 | |
| <i>Election Reserve</i> | 100,000 | Internally restricted reserve |
| <i>Disaster reserve</i> | 500,000 | Internally restricted reserve |
| <i>Unexpended Capital works</i> | 4,103,508 | Internally restricted reserve |
| <i>Developer Funded reserve</i> | 989,011 | Internally restricted reserve |
| <i>Waste Reserve</i> | 3,574,733 | Internally restricted reserve |
| Revaluation reserves | 325,035,012 | |
| TOTAL EQUITY | 573,410,852 | |

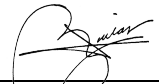


Approved by: Finance Manager

Section 2
Financial Results
Statement of Reserves as at 28 March 2025
75.00%
% of year passed

2.2 - Statement of Reserves - Budget Movements 2024/25

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



 Approved by: Finance Manager

Investments Management Report as at
% of year passed

2.3 - Investment Management Report

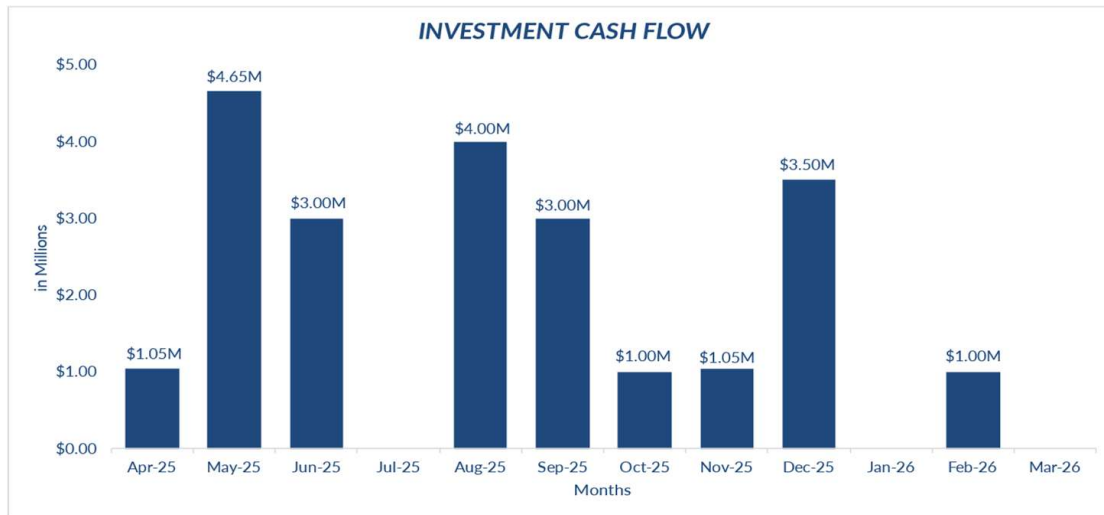
| COUNTERPARTY | RATING | AMOUNT | INTEREST RATE | MATURITY DATE | DAYS TO MATURITY | INSTITUTION TOTALS |
|--------------|---------|---------------|---------------|-------------------|------------------|--------------------|
| AMP | S&P A2 | \$ 2,000,000 | 5.00% | December 20, 2025 | 267 | |
| AMP | S&P A2 | \$ 3,000,000 | 5.10% | September 5, 2025 | 161 | |
| AMP | S&P A2 | \$ 1,051,000 | 4.85% | November 12, 2025 | 229 | \$ 6,051,000.00 |
| CBA | S&P A1+ | \$ 3,149,508 | 4.87% | May 23, 2025 | 56 | \$ 3,149,508.49 |
| NAB | S&P A1+ | \$ 1,049,636 | 5.15% | April 28, 2025 | 31 | |
| NAB | S&P A1+ | \$ 1,500,000 | 5.21% | May 26, 2025 | 59 | |
| NAB | S&P A1+ | \$ 3,000,000 | 5.50% | June 30, 2025 | 94 | |
| NAB | S&P A1+ | \$ 4,000,000 | 5.05% | August 18, 2025 | 143 | |
| NAB | S&P A1+ | \$ 1,000,000 | 4.95% | October 9, 2025 | 195 | |
| NAB | S&P A1+ | \$ 1,500,000 | 5.10% | December 5, 2025 | 252 | |
| NAB | S&P A1+ | \$ 1,000,000 | 4.70% | February 24, 2026 | 333 | \$ 13,049,635.62 |
| | | \$ 22,250,144 | | | 165 | |

| Investment Distribution by Credit Rating | | |
|--|--|--------------------|
| Credit Rating | | Counterparty Limit |
| A1 & A1+ | | 100% |
| A2 | | 60% |
| A3 | | % |

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

| Interest Income Yea | |
|--|---------------------|
| Total Year to Date Interest on Cash at Bank | \$ 258,063 |
| Total Year to Date Investment Earnings | \$ 708,367 |
| Total Year to Date Interest from internal loan | \$ 34,984 |
| Total Year to Date interest penalty income | \$ 110,392 |
| Total YTD Interest Income | \$ 1,111,806 |

| | |
|-----------------------|----------------------|
| Trading Account | \$ 6,879,370 |
| Short Term Investment | \$ 22,250,144 |
| Petty Cash | \$ 1,355 |
| Total Funds | \$ 29,130,869 |



| PROPERTY INVESTMENT | | | | | | |
|-----------------------------|-----------------|--------------|------------|-------------|----------------|---|
| PROPERTY ADDRESS | VALUATION BASIS | VALUE | INCOME YTD | EXPENSE YTD | NET PROFIT YTD | COMPARITIVE YTD YIELD AT CASH RATE OF 4.10% |
| 48 Odegaard Drive, Rosebery | Fair Value | \$ 5,500,000 | \$ 347,100 | \$ 71,972 | \$ 275,129 | \$ 167,426 |


Approved by: Finance Manager

Debtor Control Accounts as at
% of year passed

28 March 2025
75.00%

2.4 Debtor Control Accounts

RATES OVERDUE FOR THE CURRENT YEAR (Including interest)

| Debtor Rates & | Current year Overdue | est | Payments Received in Advance |
|----------------|----------------------|-----|------------------------------|
| | \$3,612,754 | 4 | \$1,239,181 |

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) | \$1,155,330 | \$612,688 | \$286,266 | \$136,576 | \$66,835 | \$30,580 | \$11,982 | \$10,404 |
| | 100% | 53.0% | 24.8% | 11.8% | 5.8% | 2.6% | 1.0% | 0.9% |
| Number Of Properties | 442 | 442 | 183 | 92 | 54 | 26 | 11 | 4 |

INFRINGEMENTS

| Total | 2024-25 | 2023-24 | 2022-23 | 2021-22 | 2020-21 | 2019-18 | 2018-17 | |
|---------------|------------|-----------|-----------|-----------|-----------|-----------|----------|--------|
| Infringements | 143,434.26 | 43,801.00 | 28,375.00 | 25,863.86 | 21,787.40 | 17,243.00 | 5,859.00 | 505.00 |
| | 5,641.00 | 2,385.00 | 139.00 | 1,632.00 | 1,485.00 | | | |
| | 15,192.44 | 1,227.00 | 4,808.00 | 2,169.00 | 3,031.00 | 1,725.00 | 2,232.44 | |
| | 164,267.70 | 47,413.00 | 33,322.00 | 29,664.86 | 26,303.40 | 18,968.00 | 8,091.44 | 505.00 |
| | 100% | 28.9% | 20.3% | 18.1% | 16.0% | 11.5% | 4.9% | 0.3% |
| Infringements | 1,185 | 175 | 314 | 243 | 219 | 154 | 77 | 3 |

SUNDRY DEBTORS:

| Total | Under 30 days | 31 - 60 Days | 61 - 90 Days | Over 90Days |
|--------------|---------------|--------------|--------------|--------------|
| \$132,331.59 | \$1,558.22 | \$0.00 | \$400.00 | \$130,373.37 |
| 100% | 1.2% | 0.0% | 0.3% | 98.5% |


Approved by: Finance Manager

SECTION 2
Financial Results
Creditor Accounts Paid 28 March 2025
% of year passed 75.00%

2.5 - Creditor Accounts Paid

| Vendor Number | Creditor Name | Creditor Payment Type | Amount \$ | Notes |
|---------------|---|--|------------|-------|
| 549 | City of Darwin | General Credit | 2 | |
| | | | 2.60 | |
| | | | 675.57 | |
| | | | 3,792.77 | |
| | | | 287,339.05 | |
| | | | 266,853.32 | |
| | | | 188,712.43 | |
| | | | 126,916.00 | |
| | | | 120,322.32 | |
| | | | 117,609.25 | |
| | | | 113,263.44 | |
| | | | 98,889.82 | |
| | | | 91,583.84 | |
| | | | 89,109.52 | |
| | | | 84,280.70 | |
| | | | 64,891.66 | |
| | | s | 64,239.63 | |
| | | | 58,463.99 | |
| | | ditors | 44,420.20 | |
| | | General Creditors | 44,231.17 | |
| | | General Creditors | 42,949.50 | |
| | | General Creditors | 37,798.20 | |
| | | General Creditors | 33,390.50 | |
| | | General Creditors | 32,000.00 | |
| | | General Creditors | 32,000.00 | |
| | | General Creditors | 28,984.65 | |
| | | General Creditors | 27,929.00 | |
| | | General Creditors | 27,860.00 | |
| | | General Creditors | 24,613.14 | |
| | | General Creditors | 24,000.00 | |
| | | General Creditors | 21,450.00 | |
| | d | General Creditors | 21,421.78 | |
| | | General Creditors | 20,170.42 | |
| | dit Cards | General Creditors | 19,486.71 | |
| | | General Creditors | 19,220.68 | |
| | | Utilities | 19,165.02 | |
| | | General Creditors | 18,482.97 | |
| | | General Creditors | 16,393.20 | |
| | s | General Creditors | 15,889.50 | |
| | y Ltd | General Creditors | 15,448.13 | |
| | arning (CAL Corporate Solutions) | General Creditors | 13,112.00 | |
| | Pty Ltd | General Creditors | 12,100.00 | |
| | y Pty Ltd | General Creditors | 11,035.92 | |
| | Magpies Football Club | Grants, Sponsorships, Donations & Prizes | 11,000.00 | |
| | e Traffic Pty Ltd | General Creditors | 10,560.00 | |
| | te Area Tree Services Pty Ltd | General Creditors | 10,208.00 | |
| | dium Sports Surfaces SA/NT Pty Ltd | General Creditors | 9,564.69 | |
| | CDM Smith Australia Pty Ltd | General Creditors | 9,343.81 | |
| | John Harman | General Creditors | 9,276.50 | |
| | Dept of Territory Families, Housing and Communities | General Creditors | 7,209.91 | |
| | Area9 IT Solutions | General Creditors | 7,084.97 | |
| | Southern Cross Protection Pty Ltd | General Creditors | 6,592.54 | |
| | Local Government Professionals Australia | General Creditors | 6,180.00 | |
| | LG Professionals NSW | General Creditors | 6,180.00 | |
| | 1spatial Australia Pty Limited | General Creditors | 6,138.00 | |
| | Easy Glass Services | General Creditors | 6,066.57 | |
| 98 | Australian Radio Network Pty Limited | General Creditors | 5,632.00 | |
| 4743 | Orikan Australia Pty Ltd | General Creditors | 5,500.00 | |
| V03260 | Northern Irrigation Pty Ltd | General Creditors | 5,335.00 | |

| | | | | |
|--------|---|--|----------|---|
| 3438 | NT Shade & Canvas Pty Ltd | General Creditors | 5,278.24 | |
| 5651 | Minter Ellison Lawyers | General Creditors | 5,205.20 | |
| V03776 | Business Fuel Cards Pty Ltd | General Creditors | 5,135.83 | |
| V01486 | Brainium Labs Pty Ltd | General Creditors | 5,000.00 | |
| 2336 | Flick Anticimex Pty Ltd | General Creditors | 4,975.16 | |
| 53 | Eggins Electrical | General Creditors | 4,835.49 | |
| V00474 | Lane Communications | General Creditors | 4,301.14 | |
| 2977 | Optic Security Group NT | General Creditors | 4,120.62 | |
| V01584 | Salary Packaging Australia | General Creditors | 4,090.88 | |
| V04934 | Fewmore Contracting | General Creditors | 3,993.00 | |
| V04301 | | Refunds & Reimbursements | | |
| V03973 | AANT Salary Packaging | General Creditors | 3,924.54 | |
| V05418 | Beilby Downing Teal Pty Ltd | General Creditors | 3,850.00 | |
| 4120 | EnvisionWare Pty Ltd | General Creditors | 3,771.67 | |
| V02285 | Territory Native Plants | General Creditors | 3,762.20 | |
| V05367 | MEC NT Pty Ltd | General Creditors | 3,584.35 | |
| V01612 | News Pty Limited (News Corp Australia) | General Creditors | 3,446.91 | |
| V03767 | WRM Water & Environment Pty Ltd | General Creditors | 3,272.50 | |
| 123 | Kerry's Automotive Group - KAP Motors Pty Ltd | General Creditors | 3,177.51 | |
| V04812 | RingCentral Australia Pty Ltd | General Creditors | 3,164.59 | |
| V05656 | | Refunds & Reimbursements | 3,046.52 | 1 |
| V05619 | Resource Hub Consulting Pty Ltd | General Creditors | | |
| 161 | Australian Institute of Management | General Creditors | 2,870.00 | |
| V03975 | ArborWork Tree Services Pty Ltd | General Creditors | 2,860.00 | |
| V01549 | We're The Glue Pty Ltd | General Creditors | 2,665.12 | |
| 256 | The Bookshop Darwin | General Creditors | 2,640.58 | |
| V00682 | Leigh Dyson Plumbing | General Creditors | 2,607.00 | |
| V02229 | Studio B Designs | General Creditors | 2,598.75 | |
| V05659 | | Refunds & Reimbursements | | |
| V00443 | Forecast Machinery | General Creditors | | |
| V03685 | Peel Valentine Whitehead Partners Pty Ltd | General Creditors | 2,420.00 | |
| V05304 | Bennett Architecture | General Creditors | 2,376.00 | |
| 5114 | S.E. Rentals Pty Ltd | General Creditors | 2,330.90 | |
| V00694 | Subscribe-Software Pty Ltd | General Creditors | 2,264.52 | |
| 4398 | Quality Indoor Plants Hire | General Creditors | 2,154.80 | |
| V05105 | Litchfield Welding | General Creditors | 2,150.50 | |
| V01203 | Tyreright Palmerston | General Creditors | 2,085.00 | |
| V02036 | Telefonix Technology Group Pty Ltd | General Creditors | 2,019.00 | |
| V05624 | Inferno Magpies Touch Football Club | Grants, Sponsorships, Donations & Prizes | 2,000.00 | |
| V05629 | NT Veteran Golfers Association | Grants, Sponsorships, Donations & Prizes | 2,000.00 | |
| V05576 | ICAM Australia Pty Ltd | General Creditors | 1,980.00 | |
| V03853 | Service Air | General Creditors | 1,963.50 | |
| V04917 | OverDrive Australia | General Creditors | 1,955.45 | |
| V03290 | HR Publications Pty Ltd | General Creditors | 1,729.00 | |
| 4029 | Totally Workwear Palmerston | General Creditors | 1,713.50 | |
| 2199 | SBA Office National | General Creditors | 1,658.94 | |
| V01785 | M&S Mowing Plus | General Creditors | 1,650.00 | |
| 5435 | Access Hardware (NT) Pty Ltd | General Creditors | 1,640.40 | |
| V04426 | Smartsheet Inc. | General Creditors | 1,548.03 | |
| V04428 | ESEL Pty Ltd T/A Mwave | General Creditors | 1,492.90 | |
| V05633 | Place Leaders Asia-Pacific Ltd | General Creditors | 1,490.00 | |
| 30 | Colemans Printing Pty Ltd | General Creditors | 1,465.20 | |
| V02306 | Well Done International Pty Ltd | General Creditors | 1,382.80 | |
| V05597 | Darwin Drafting | General Creditors | 1,320.00 | |
| V05644 | | Refunds & Reimbursements | | |
| 1580 | The Exhibitionist | General Creditors | | |
| V05642 | | Refunds & Reimbursements | | |
| V04624 | Niesha Korman | General Creditors | | |
| V04923 | Garrards Pty Ltd | General Creditors | 1,141.79 | |
| V01420 | CENTRELINK (PAYROLL) | General Creditors | 1,117.30 | |
| V04352 | MH Training Pty Ltd | General Creditors | 1,099.98 | |
| V00193 | Amcom Pty Ltd Acc no CN5439 | General Creditors | 1,085.70 | |
| V00200 | Red Earth Automotive Pty Ltd | General Creditors | 1,078.50 | |
| V04859 | Keegan Group Pty Ltd | General Creditors | 1,078.00 | |
| V03919 | One Diversified (Aust) Pty Ltd | General Creditors | 1,058.20 | |

| | | | |
|--------|---|--|----------|
| 215 | Employee Assistance Services NT Inc (EASA) | General Creditors | 1,051.36 |
| V05635 | Selig Jimmie Ikaika-Koa Park | General Creditors | 1,047.50 |
| V05610 | Edward & Kelli Carroll | General Creditors | 998.70 |
| 5410 | Majestix Media Pty Ltd | General Creditors | 968.00 |
| V03834 | Tabellarius Pty LTd TA Pack & Send | General Creditors | 960.00 |
| 5033 | NT Retail Technology | General Creditors | 950.00 |
| 5387 | Odd Job Bob - Darren John Fillmore | General Creditors | 911.35 |
| V04167 | All About Party Hire | General Creditors | 885.01 |
| 5525 | Easyweb Digital Pty Ltd | General Creditors | 880.00 |
| V05627 | Top End Workfit | General Creditors | 830.00 |
| V03035 | Darwin Mobile Detailers | General Creditors | 825.00 |
| V00271 | NTIT (Fuji Xerox Business Centre NT) | General Creditors | 799.03 |
| V03976 | Luva Cuppa | General Creditors | 755.00 |
| V04216 | Flametree Yoga Studio | General Creditors | 750.00 |
| V05224 | David Cameron Ray | General Creditors | 719.00 |
| V05232 | Craig William Kirby | General Creditors | 719.00 |
| 2064 | Larrakia Nation Aboriginal Corporation | General Creditors | 715.00 |
| V03336 | Jo Robertson Pty Ltd ATF t/a Communicate NT | General Creditors | 700.00 |
| V05606 | Home Grown Lawn Mowing | General Creditors | 700.00 |
| 3428 | Bunnings Group Limited | General Creditors | 687.27 |
| V05622 | Siau L Lih | General Creditors | 679.39 |
| 5640 | Think Water - Winnellie & Virginia | General Creditors | 670.54 |
| V01537 | Ben's Tree Service Pty Ltd | General Creditors | 660.00 |
| 4735 | Palmerston and Rural Party Hire | General Creditors | 652.60 |
| V05636 | Senc Pty Ltd ATF Senc Trust | General Creditors | 647.83 |
| 3313 | Zip Print | General Creditors | 632.50 |
| V00542 | Industry Health Solutions | General Creditors | 627.00 |
| V00730 | Tip Top Circus Entertainment | General Creditors | 627.00 |
| V05618 | Chocolate Events | General Creditors | 622.00 |
| 272 | City Wreckers | General Creditors | 616.00 |
| 35 | WINC Australia Pty Limited | General Creditors | 609.35 |
| V03971 | Darwin Catering Company | General Creditors | 605.00 |
| V03379 | Healthy Living NT | General Creditors | 600.00 |
| V00099 | Palmerston Lions NT | General Creditors | 550.00 |
| V05641 | Fejoking Consulting | General Creditors | 550.00 |
| V05645 | Blacktown City Council | General Creditors | 550.00 |
| 2186 | Optus Billing Services Pty Ltd | General Creditors | 540.00 |
| V03712 | | Refunds & Reimbursements | |
| V00399 | Palmerston & Regional Basketball Assoc (PARBA) | General Creditors | |
| 251 | Territory Party Hire | General Creditors | 485.00 |
| V04876 | Rachael's Designacake | General Creditors | 440.00 |
| V05584 | PolySoft Pty Ltd | General Creditors | 440.00 |
| V02999 | Keep Moving Pty Ltd | General Creditors | 435.00 |
| V02831 | | Refunds & Reimbursements | |
| 3504 | Raeco International Pty Ltd | General Creditors | |
| V03949 | Christie Audio Productions | General Creditors | 400.00 |
| V05611 | Sharon Binns | General Creditors | 400.00 |
| 5508 | Open Systems Technology Pty Ltd - CouncilFirst | General Creditors | 391.20 |
| 399 | St John Ambulance (NT) Incorporated | General Creditors | 378.21 |
| V00939 | Defend Fire Services Pty Ltd | General Creditors | 374.55 |
| 5036 | Dormakaba Aust P/L T/as Territory Door Services | General Creditors | 374.00 |
| V04992 | Nine Network Australia Pty Ltd | General Creditors | 344.30 |
| 5488 | COTA NT | General Creditors | 330.00 |
| V02312 | Harris Kmon Solutions Pty Ltd | General Creditors | 302.50 |
| 3788 | HPA Incorporated | General Creditors | 265.00 |
| V04568 | Benjamin King | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05119 | Milani Downie (Parent: Deanne Kamid) | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05146 | Teo Pellizzeri | General Creditors | 250.00 |
| V05598 | Keeley Scott | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V05612 | Munyaradzi Mutengwa | Grants, Sponsorships, Donations & Prizes | 250.00 |
| V03000 | Jess Cussen Graphic Design | General Creditors | 242.00 |
| 36 | DLK Security Pty Ltd Trading As Darwin Lock & Key | General Creditors | 238.00 |
| V04995 | Andrew & Debra Reid | General Creditors | 232.27 |
| V02316 | Danielle Andrews | General Creditors | 200.00 |
| V05582 | Ana Aitcheson | General Creditors | 200.00 |

| | | | | |
|--------|---|--------------------------|---------------------|---|
| V05615 | | Refunds & Reimbursements | | |
| V05640 | Michelle Connolly | General Creditors | | |
| V05655 | | Refunds & Reimbursements | | |
| V03262 | WOW Wipes | General Creditors | | |
| 4605 | Top End Windscreens and Tinting Pty Ltd | MyPalmerston | 150.00 | |
| V01691 | Blackwoods | General Creditors | 136.59 | |
| 18 | Integrated Land Information System | General Creditors | 134.00 | |
| V03665 | Bilske Investments Pty Ltd T/A Outback Pest Co | General Creditors | 132.00 | |
| V00697 | | Refunds & Reimbursements | 125.00 | 1 |
| V02433 | | Refunds & Reimbursements | | |
| V05613 | | Refunds & Reimbursements | | |
| V05616 | | Refunds & Reimbursements | | |
| V05625 | | Refunds & Reimbursements | | |
| 2294 | Modern Teaching Aids Pty Ltd | General Creditors | 118.47 | |
| V02167 | Sanity Music Stores Pty Ltd | General Creditors | 114.86 | |
| V01810 | Jacana Energy - Payroll Deductions | General Creditors | 100.00 | |
| V00075 | Mercury Group of Companies Pty Ltd (T/A Fit2Work) | General Creditors | 61.60 | |
| V05631 | | Refunds & Reimbursements | | 1 |
| V03132 | | Refunds & Reimbursements | | 1 |
| V05589 | | Refunds & Reimbursements | | 1 |
| V05621 | | Refunds & Reimbursements | | 1 |
| V05628 | | Refunds & Reimbursements | | 1 |
| V05643 | | Refunds & Reimbursements | | 1 |
| V05650 | Michael Biliris | General Creditors | | |
| V05652 | Maria McAlister | General Creditors | 51.55 | |
| V00790 | Rebecca Murnig | General Creditors | 50.00 | |
| V01938 | Windcave Pty Limited | General Creditors | 49.50 | |
| 2915 | Territory Uniforms | General Creditors | 33.48 | |
| V02545 | Amazon Web Services Inc | General Creditors | 31.68 | |
| | | | 4,654,324.54 | |

| | |
|--|---------------------|
| Investments | - |
| Total Creditor Payments (excludes investments placed) | 4,654,324.54 |
| Total Payments made to Local suppliers this month | 3,747,327.84 |
| Percentage of this month's payments made to local suppliers | 80.51% |

Notes

1. Names redacted to de-identify personal details


 Approved by Finance Manager

SECTION 2
Financial Results

Creditor Accounts Outstanding as at 28 March 2025
% of year passed 75.00%

2.6 - Creditor Accounts Outstanding

| Creditor No. | Creditor Name | Amount \$ | Notes |
|--------------|--|------------|-------|
| 4190 | National Australia Bank - Corporate Credit Cards | 19,486.71 | 1 |
| V02563 | Amcom Pty Ltd Acc no 68842 | 105.78 | 2 |
| 256 | The Bookshop Darwin | (330.18) | 3 |
| V00318 | QuickSuper Clearing House | (8,807.42) | 3 |
| | | | |
| | | | |

Notes

1. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliations are completed
2. Please note Amcom is in credit and waiting for a refund from supplier
3. Invoices were paid in April



Approved by: Finance Manager

Section 2
Financial ResultsCommercial Leases as at 28 March 2025
% of year passed 75.00%**2.7 - Commercial Leases**

| Description | Revised Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|-------------------------|--------------------------|----------------|--------------------------------|----------------|-----------------------------|-------|
| Income | | | | | | |
| Library Services | 30,000 | 5,646 | 19% | 22,500 | 25% | 1 |
| GM Finance & Governance | 69,205 | 53,258 | 77% | 51,904 | 103% | |
| Civic Centre | 151,150 | 124,940 | 83% | 113,362 | 110% | |
| Income | 250,355 | 183,845 | 73% | 187,766 | 98% | |
| Expenditure | | | | | | |
| GM Finance & Governance | -12,000 | -12,040 | 100% | -9,000 | 134% | |
| Expenditure | -12,000 | -12,040 | 100% | -9,000 | 134% | 2 |
| Profit/(Loss) | 238,355 | 171,805 | | 178,766 | | |

Notes

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



Approved by: Finance Manager

2.8 - Council Loans

INTERNAL LOANS

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

| Making the Switch (FILOC) | | | | | |
|----------------------------------|--|--------------------------------------|-----------------------------|---------------------|--------------------------------------|
| Principal as of 1/7/2024 | Principal Loan Repayments for 2024-25 | Principal Loan Repayments YTD | Interest for 2024-25 | Interest YTD | Loan balance as of 28/03/2025 |
| 1,833,114 | -347,871 | -259,135 | 44,288 | 35,328 | 1,573,980 |

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

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

| SWELL Loan (FILOC) | | | |
|---------------------------------|--|--------------------------------------|--------------------------------------|
| Principal as of 1/7/2024 | Principal Loan Repayments for 2024-25 | Principal Loan Repayments YTD | Loan balance as of 28/03/2025 |
| 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.

Section 2
Financial ResultsCouncil Loans as at
% of year passed28 March 2025
75.00%**2.8 - Council Loans****EXTERNAL LOANS**

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

| Archer Landfill Rehabilitation (NAB) | | | | | |
|--------------------------------------|---------------------------------------|-------------------------------|----------------------|--------------|-------------------------------|
| Principal as of 1/7/2024 | Principal Loan Repayments for 2024-25 | Principal Loan Repayments YTD | Interest for 2024-25 | Interest YTD | Loan balance as of 28/03/2025 |
| 786,610 | -254,975 | -190,555 | -19,243 | 15,225 | 596,055 |

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

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

| SWELL (NAB) | | | | | |
|--------------------------|---------------------------------------|-------------------------------|----------------------|--------------|-------------------------------|
| Principal as of 1/7/2024 | Principal Loan Repayments for 2024-25 | Principal Loan Repayments YTD | Interest for 2024-25 | Interest YTD | Loan balance as of 28/03/2025 |
| 4,812,500 | -250,000 | -187,500 | -263,362 | 200,571 | 4,625,000 |

The External Loan - SWELL is for a term of 20 years commencing 29 December 2023 and concluding 28 September 2043. The interest rate is variable for the duration of the loan and is paid on a quarterly basis. The current interest for March quarter is 5.57%



Approved by: Finance Manager

Section 2
Financial Results
Elected Member Expenses 28 March 2025
% of year passed 75.00%

2.9 - Elected Member Expenses

| Description | Revised Annual Budget \$ | YTD Actuals \$ | % YTD Actuals of Annual Budget | YTD Budget | % YTD Actuals of YTD Budget | Notes |
|--|--------------------------|-----------------|--------------------------------|-----------------|-----------------------------|-------|
| Operating Expenditure | | | | | | |
| Superannuation | -44,461 | -31,296 | 70% | -33,346 | 94% | |
| Mayoral Allowance | -116,600 | -87,529 | 75% | -87,450 | 100% | |
| Mayor Vehicle Allowance | -25,000 | -18,766 | 75% | -18,750 | 100% | |
| Mayoral Professional Dev Allowance | -4,000 | -4,000 | 100% | -3,000 | 133% | 1 |
| Deputy Mayoral Allowance | -19,289 | -12,691 | 66% | -15,001 | 85% | |
| Elected Members Councillor Allowances | -170,111 | -125,364 | 74% | -127,179 | 99% | |
| Elected Members Professional Dev Allowance | -28,000 | -1,234 | 4% | -21,000 | 6% | |
| Elected Members Meeting Allowance | -70,000 | -54,500 | 78% | -52,500 | 104% | 2 |
| Information Technology Capital Entitlement | -9,600 | -2,000 | 21% | -7,200 | 28% | |
| Acting Mayor Allowance | -10,615 | -11,342 | 107% | -7,961 | 142% | |
| Contractors | -51,450 | 0 | 0% | -38,588 | 0% | |
| Stationery & Office Consumables | 0 | -208 | 0% | 0 | 0% | |
| Printing & Photocopying Costs | -2,000 | -82 | 4% | -1,914 | 4% | |
| Furniture & Equipment expensed | -1,433 | 0 | 0% | -1,075 | 0% | |
| Other Sundry Expenses | -7,857 | -3,058 | 39% | -5,627 | 54% | |
| Food & Catering Costs | -11,085 | -6,409 | 58% | -7,492 | 86% | |
| Course Seminar & Conference Registration | -10,557 | -4,187 | 40% | -6,273 | 67% | 3 |
| Air Travel | -3,093 | -447 | 14% | -919 | 49% | |
| Travel Accommodation | -2,111 | 0 | 0% | -297 | 0% | |
| Travel Related Costs Other | -1,031 | -819 | 79% | -689 | 119% | 4 |
| Operating Expenditure | -588,293 | -363,932 | 62% | -436,258 | 83% | |

Notes

1. Entire budget for the Mayoral professional development for the year has been expended
2. Related to expenses for extra meetings attended by elected members
3. Expenses mainly relate to the APSACC conference attended by the councillors
4. Relates to vehicle expenses of elected members


Approved by: Finance Manager

Section 2
Financial Results

CEO Credit Card Transactions as at 28 March 2025
% of year passed 75.00%

2.10 - CEO Credit Card Transactions

Cardholder Name: Andrew Walsh
Cardholder Position: CEO
Period Mar-25

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|-----------|-------------------------|---------------------------------|
| 24/03/2025 | \$ 5.00 | Dawin Convention Center | Parking fees - event with Mayor |
| | | | |
| | | | |
| Total | \$ | | |

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

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


Approved by: Finance Manager

COUNCIL REPORT

2nd Ordinary Council Meeting

| | |
|----------------------|---|
| Agenda Item: | 13.2.4 |
| Report Title: | Finance and Governance Quarterly Report - January to March 2025 |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Executive Assistant to General Manager Finance & Governance, Alexandra Malady |
| Approver: | Acting General Manager Finance and Governance, Penny Hart |

Community plan

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

Purpose

This Report summarises the key activities undertaken by the Finance and Governance Directorate during the January to March 2025 quarter.

Key messages

- During the quarter, a total of \$10.6 million was paid to vendors, with \$8.87 million (83.67%) paid to local suppliers.
- Of the \$35.59 million rates and charges levied in August 2024, \$31.3 million has been collected with \$4.2 million outstanding.
- The total number of ratepayers now receiving rates notices digitally is 4,886, which reflects 30% of rates notice and improves sustainability.
- A number of governance activities occurred during the quarter which included:
 - a Risk Management and Audit Committee meeting.
 - review of five Council policies.
 - five grant reports finalised.
 - three procurement activities over \$100,000 were undertaken, four are scheduled to be released in the next quarter and two are due to be awarded.
- One Freedom of Information request was received and completed.
- City of Palmerston's quarterly Wi-Fi report highlights a user range of 4,000 to 5,000.

- The 2025-26 Budget and Municipal Plan (MP), along with the 2026-35 Long-Term Financial Plan (LTFP), are being prepared for community consultation in May and June.

Recommendation

THAT Report entitled Finance and Governance Quarterly Report - January to March 2025 be received and noted.

Background

Council is provided with a report on key activities undertaken by the Finance and Governance Directorate on a quarterly basis.

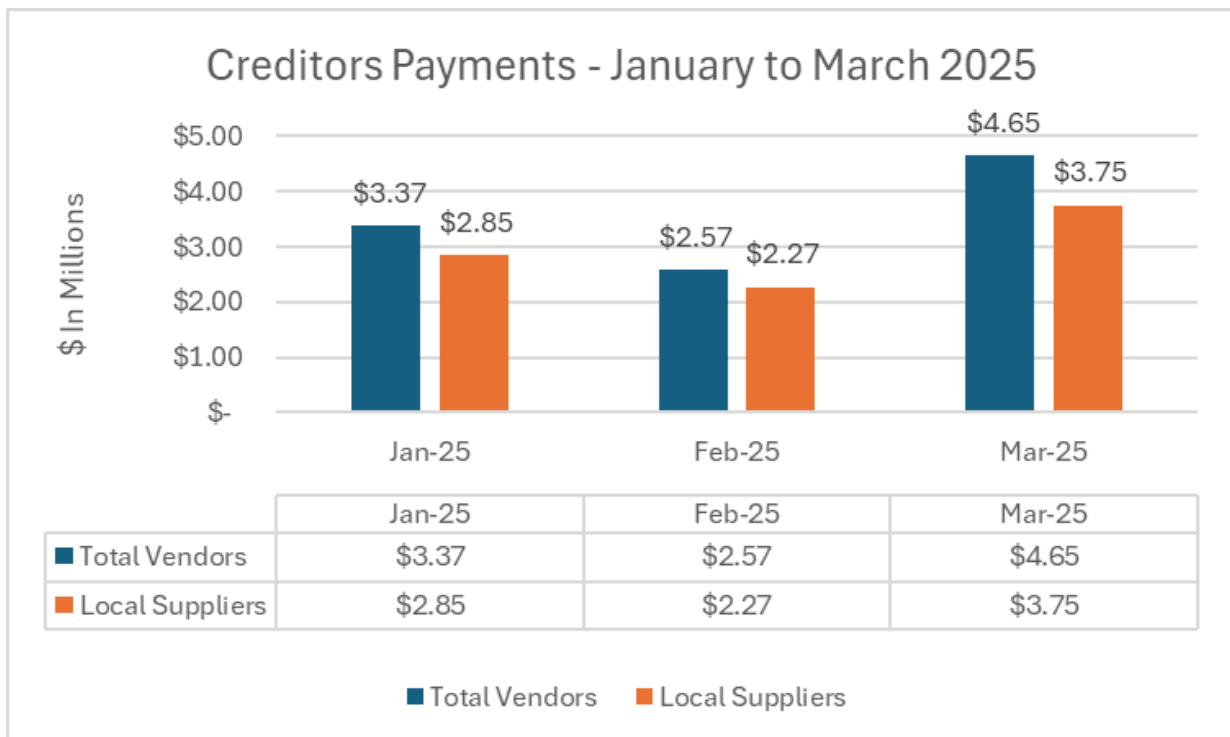
Discussion

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

Objective 2.1: 'We promote 'employ local' and 'buy local' where possible

Support Local

Total paid creditors for the period between 1 January 2025 to 31 March 2025 was \$10.60 million of this 83.67% or \$8.87 million was paid to local suppliers.



Objective 5.1: 'Reduce our footprint on the environment'

Electronic Rate Notices

The January to March 2025 quarter recorded an increase of 956 ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 4886, which reflects 30 % of rates notices.

Objective 6.1 'Be effective – do what we are supposed to do and deliver our community plan' and 'Be accountable – open and transparent and also report back on our progress'

Rates and Charges

Of the \$35.59 million rates and charges levied in August 2024, \$31.3 million has been collected as at March 2025. Rates and Charges can be paid in 4 instalments over the financial year, with the final instalment falling due on the 31 March 2025.

Grants Management

The following grant reporting requirements were finalised for the quarter:

- Australia Day Council NT Acquittal.
- Australia Day council Community Grant.
- Roads to Recovery 2024-29 Oct-Dec quarterly report.
- CPTED Report.
- Investing in our communities (liOC) progress report 2.

Procurement – over \$100,000

The following public procurement processes were undertaken for projects estimated to be over \$100,000 in the January – March quarter:

| PROCUREMENT | AWARDED TO | CONTRACT VALUE | LENGTH OF PERIOD CONTRACT | LOCAL SUPPLIER |
|--|--|--|---------------------------|----------------|
| Library and Recreation Centre Security Patrols | Conigrave Pty Ltd T/As RMI Security | Estimated annual value of \$101,331.09 inc GST | 3 years | Yes |
| Tree Maintenance Panel Contract | Arafura Tree Services & Consulting | Estimated annual value of \$165,000 inc GST | 12 months | Yes |
| | Outback Corp Australia Pty Ltd | Estimated annual value of \$165,000 inc GST | 12 months | Yes |
| | Remote Area Tee Services | Estimated annual value of \$165,000 inc GST | 12 months | Yes |

| | | | | |
|--|---|--|---------|-----|
| Management Services for Archer Waste Management Facility | Veolia Environmental Services (Australia) Pty Ltd | Estimated annual value of \$1,769,193.82 inc GST | 8 years | Yes |
|--|---|--|---------|-----|

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

- Bitumen Reseal and Asphalt Overlay Program.
- Enterprise Resource Planning.
- Zuccoli Pump Track Construction.
- SWELL Carpark Shade.
- Irrigation maintenance and refurbishment.

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

- Zuccoli Hub - Civil Works.
- Hobart Park Toilet Construction.

Freedom of Information

One Freedom of Information request was received and completed in this quarter.

Review of Council Policies

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

- Open Data.
- Shared Services.
- Credit Card for Chief Executive Officer and Elected Members.
- Preserving Our Urban Forest.

The Grants, Donations and Sponsorships Policy was rescinded and replaced with two policies:

- Community Funding Program.
- Sponsorship.

Risk Management

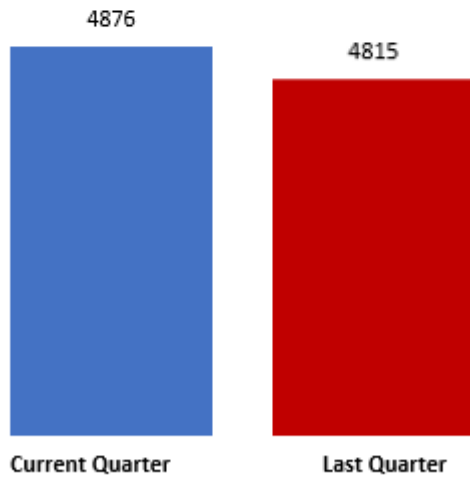
The first Risk Management and Audit Committee meeting for 2025 was held on 25 February 2025.

IT and Assets

Public Wi-Fi

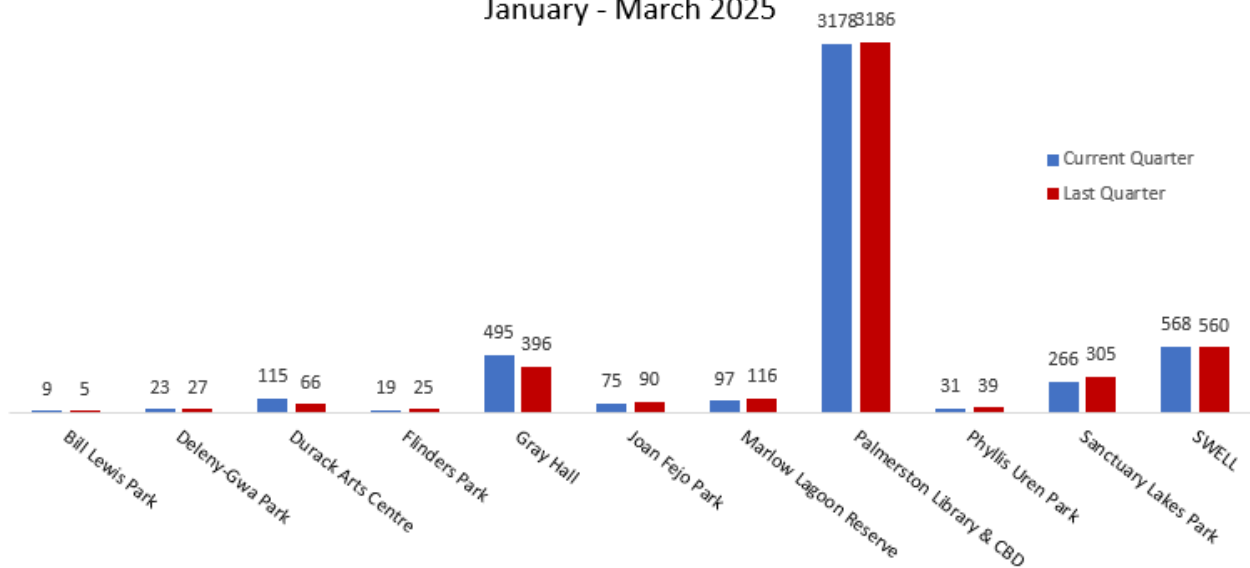
City of Palmerston's (CoP) quarterly Wi-Fi report highlights a user range of 4,000 to 5,000, consistent with the usage experienced in the previous quarter.

Wi-Fi Users by Quarter January - March 2025



Overall, lower utilisation was observed in open space areas than buildings.

Wi-Fi Users by Location January - March 2025



2025-26 Budget & Municipal Plan (MP) and Long-Term Financial Plan (LTFP)

The 2025-26 Budget and Municipal Plan (MP), along with the 2026-35 Long-Term Financial Plan (LTFP), are being prepared for public consultation in May and June.

A series of workshops, held from September 2024 to April 2025, have played a key role in shaping these plans:

- Workshop 1 (26/09/24): Council reviewed the LTFP for financial sustainability and discussed service delivery, expenditure, revenue sources, financial strategies, and asset management. Feedback was collected on these elements.
- Workshop 2 (10/10/24): Council examined LTFP elements in detail, ensuring a detailed and robust budget development process. The session focused on risk assessments, identified critical risks, reviewed potential revenue options, and sought direction on the financial strategies that will underpin the LTFP.
- Workshop 3 (18/02/25): A high-level overview of the 2025-26 operational budget was presented, focusing on maintaining service levels and discussing rates, employee costs, and financial parameters like CPI and wage increases.
- Workshop 4 (18/03/25): An overview of the draft Waste Budget and Consolidated Budget was presented, alongside new initiatives, rates, and the capital works program, aimed at ensuring financial capacity for quality services and community infrastructure.
- Workshop 5 (27/03/25): A revised draft of the 2025-26 consolidated budget, including capital expenditures, was presented, with updates on budget assumptions, revenue models, and funding sources.
- Workshop 6 (02/04/25): The draft 2026-35 LTFP was presented, including key assumptions, financial strategies, and benchmarking. Additional parameters were discussed. Scenarios for the LTFP will be refined and presented in the next Council meeting on 6 May 2025.

Throughout these workshops, an external consultant assisted in reviewing and analysing the specific elements of the budget and long-term financial plan.

Once the 2025-26 MP and 2026-35 LTFP are endorsed they will go to public consultation and come back on 3 June 2025 at the Ordinary Council Meeting for consultation feedback. The MP and the LTFP are scheduled to be adopted at the 17 June 2025 Council Meeting.

Consultation and marketing

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

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

2. Financial Sustainability

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

6. Governance

Failure to effectively govern.

Strategies, framework and plans implications

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

- [Long Term Financial Plan](#)

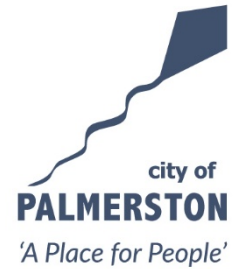
Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT



2nd Ordinary Council Meeting

| | |
|----------------------|--|
| Agenda Item: | 13.2.5 |
| Report Title: | Major Capital Projects Update |
| Meeting Date: | Tuesday 15 April 2025 |
| Author: | Senior Project Manager, Richard Azzopardi |
| Approver: | Deputy Chief Executive Officer, Nadine Nilon |

Community plan

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

Purpose

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

Key messages

- Council has several major capital projects underway that have a planned, or contracted value, greater than \$1 million.
- The following projects have updates included as attachments of this report:
 - Archer Waste Management Facility Upgrade.
 - Zuccoli Community Hub – Stage 2.
 - 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.
 - Driver Community Centre.

- SWELL Barbecue and Carpark Upgrades.

Recommendation

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

Background

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

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

Discussion

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

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

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

Playground Renewals

The Marlow Lagoon Junior Unit Playground was completed on the 4 April 2025 and was officially opened to the community on the 8 April 2025. The playground consists of multi-user equipment and musical elements for sensory play. Pathways have been installed around the playground to ensure access for all with linkages to the existing pathway network.



Marlow Lagoon Junior Unit Playground Upgrades

The Sanctuary Lakes playground is due to be demolished late April 2025, with construction to start shortly after. Handover of the Sanctuary Lakes playground is expected in early June. The approximate cost for these playgrounds is \$972,350.00, with \$639,075 expended to date.

Road Reseal and Reconstruction Programs

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

Following the wet season, works have resumed on an additional 4 km of roads identified for treatment. Notable projects include sections of Essington Avenue (recently completed), Granites Road, Forrest Parade, and Lambrick Avenue. The remaining works are expected to be completed by May 2025 at a cost of approximately \$1.75 million. The total budget for the 2024/25 road program is just over \$2 million.

Footpath Connectivity & Renewal Program

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

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

New connecting footpaths on Darla St, Haydon Park, Rosebery, Mannikan Ct and Bryden Street in Rosebery, on Allcorn St, Farrar are complete at a cost of approximately \$150,000. A significant pathway on Flockhart Drive in Marlow Lagoon is scheduled to be complete by June 2025 for approximately \$200,000.

Tree Replacement Program

This second planting round commenced early March, with approximately 732 trees planted to date.

Plantings as part of the second round have occurred in the following locations:

- Temple Terrace verge and median.
- Pinelands.
- Yarrawonga.
- Hobart Park.
- Bill Lewis Park.
- Haydon Park.
- Marshall Park.

Approximately \$578,793 has been expended on this project to date, inclusive of the periodic watering, fertilising, mulching and pest management that is required as part of the 24-month establishment period.

Dark Spot Lighting Upgrade Program

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

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

Works on Cunningham Crescent and Stockwhip Drive have commenced. Both locations expect to be complete in April, subject to weather.

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

FiberSense

FiberSense uses underground fiber optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that will be able to be used for planning and improvements to the City. The installation is complete, and the Digital Asset system is live, with alerts of disruption (i.e. digging) near the fibre being received to allow the issuing of work permits as required.

The first version (1.0) of the Digital City system has been developed with the final deployment stage underway. Following the traffic system being established, future phases will include pedestrians and parking.

Driver Community Centre

The Driver Community Centre (currently known as the Driver Family Resource Centre), originally built in the mid-1980s as a childcare facility adjacent to Driver Primary School, is nearing the end of its usable life and requires redevelopment to better serve the community. In response, following community consultation a full redesign has been completed and submitted for a Development Application. Consent for shared access has been formally provided by Driver Primary School.

The proposed design features 353 square metres of internal floor space, accommodating up to 100 users across three pods, each with its own adjacent outdoor area. The project is currently costed at \$3.9 million, based on a Quantity Survey of the final design.

Further updates will be provided in relevant reports once funding is secured and construction is ready to proceed.

SWELL Barbecue and Carpark Upgrades

Grant funding previously received of \$668,210.39 has been allocated to entrance upgrades to SWELL and the Youth Drop-In Centre, completion of internal SWELL works, and carpark upgrade works at SWELL.

The entrance upgrades are substantially completed, with a total of \$163,549 spent to date. Works completed include upgrades to the bus parking area, pathways, and landscaping at the front of the SWELL facility.

Internal SWELL works are progressing, and will provide the facility a barbeque, all weather shade structure and seating. Installation is expected to be completed by May 2025.

Carpark upgrade works include re-sealing a portion of the carpark and the installation of an additional shade structure, with a target completion date of 30 June 2025.

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

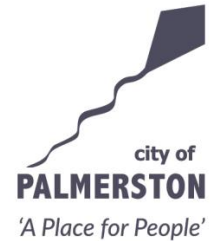
We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

1. Archer Waste Management Facility Upgrade [13.2.5.1 - 3 pages]
2. Zuccoli Community Hub [13.2.5.2 - 3 pages]
3. Enterprise Resource Planning Project (ER P) [13.2.5.3 - 2 pages]

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

APRIL 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 – June 2025 – TBC Pending geotechnical investigation.
- Recycling area – June 2025 – TBC Pending geotechnical investigation.

STATUS UPDATE

Percentage complete:

Design: 100%
Construction: 42%

Value of Works Complete:

\$565,972

Cost to complete:

\$775,074

Works to date summary:

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

The contractor commenced construction in January 2025. Clearing, demolition, disconnection of existing services, and bulk earthworks have been completed.

Unfavourable weather conditions in February caused project delays. Subgrade preparation was completed in early March, and drainage works commenced. However, significant additional rainfall appeared to have raised the water table, causing instability in the material beneath the subgrade. As a result, further progress was not possible without substantial additional earthworks to stabilise the site. All works were ceased on 20 March 2025.

A geotechnical consultant was immediately engaged to undertake an independent geotechnical investigation and identify options for progressing the works, which was received on 7 April 2025, and is currently under evaluation. Works will remain on hold pending the outcome of this assessment. Depending on the extent of works and costs, a further report will be presented to Council.



Subgrade Preparation – 5 March 2025

Upcoming works:

April 2025

- Geotechnical Investigation.
- Evaluation and assessment of Geotechnical Report.
- Preparation of Council Report (if required).

May 2025 (pending final assessment if geotechnical report)

- Installation of drainage & underground services.
- Installation of pavement subbase / basecourse.
- Concrete slab for cardboard compactor.
- Kerbing and asphalt.

June 2025

- Landscaping and irrigation.
- Shade structure.
- Commissioning of services and handover.

Project risks:

The primary risk to the project is ground instability caused by elevated groundwater levels following significant rainfall. This has rendered the subgrade material unsuitable for continued construction without substantial additional earthworks. Mitigation measures and options are under review, including the potential deferral of works until site conditions improve naturally.

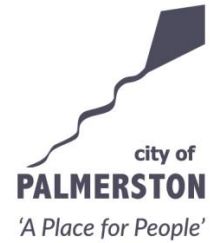
Associated risks include:

- **Additional Delays:** Ongoing adverse weather may prolong unsuitable site conditions, particularly if the option to wait for natural improvement is pursued.
- **Cost Escalation:** Additional stabilisation works, or prolonged delays will result in increased project costs beyond the original budget.
- **Program Impact:** Uncertainty around site conditions may affect the project timeline and resource planning.

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

The AWMF is highly utilised by 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



APRIL 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.

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 pump track and walking trail – 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).
- \$58,293 (Stage 2 landscape and pump track design).
- \$270,904 (walkway construction).

Works to date summary:

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

Progress in the past month:

- Landscape Design is 70% complete for Stage 2 - this includes landscaping around the pump track and other Stage 2 infrastructure. Detailed cost estimates have been provided based on the 70% design.
- Stage 2 Civil Works tenders have been assessed and awarded to Allan King & Sons for \$644,450. Civil earthworks are scheduled to be completed in June 2025.



Figure 1: Stage 2 Walking Trail



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

Upcoming works:

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

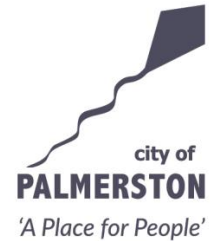
- Commencement of the Civil Works.
- Finalisation of the designs for Stage 2 infrastructure, including the elevated walkway, pump track, BBQ area, skate park, basketball/multi-purpose court, and exercise equipment.
- Development of tender documentation for Pump Track construction.

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

Project risks:

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

ENTERPRISE RESOURCE PLANNING PROJECT



APRIL 2025 UPDATE

PROJECT OVERVIEW

Summary:

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

Project budget:

\$2 million over three (3) financial years

Funding source(s):

City of Palmerston

Completion date:

2026

Contractor:

Project Management Support - Information Professionals Group (IPG).

STATUS UPDATE

Percentage complete:

25%

Actual costs to date (consultancy):

- FY24 - \$282,900.
- FY25 (to January) \$330,001.
- Total to date \$612,901.

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 two-stage tender process has been prepared utilising the engaged professional services for legal support and probity services. The initial stage of Expression of Interest (EOI) was distributed to the market on 9 April. The EOI is scheduled to close on 21 May.

Work has also commenced creating an Information Asset Register (IAR) which will identify and capture all CoP data. When the IAR is completed, planning will commence on data management activities including data migration and data archiving.

Upcoming works:

- Support the EOI process (responding to vendor questions and queries).
- Population of the Information Asset Register (IAR).
- Continued development of a Data Management Framework including guidelines, policies and procedures for data governance, data quality, data integration and data security. Undertaking data management activities is a mitigation strategy to ensure the successful implementation and adoption of the new ERP system.
- Continuation of change management activities including drafting the Change Management Plan, review current documents, identify gaps, plan next step(s).

Project risks:

The project is currently tracking 19 identified risks and 0 issues.

The top three (3) high rated risks are:

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



14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Northern Territory Electoral Commission - City of Palmerston election voting centres

THAT correspondence dated 31 March 2025 14.2.1 entitled Northern Territory Electoral Commission - City of Palmerston election voting centres be received and noted.



**Northern Territory
Electoral Commission**
EVERY vote counts

Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801
T: 08 8999 5000 | F: 08 8999 7630 | E: ntec@nt.gov.au | ABN: 8408 5734 992

Mr Andrew Walsh
Chief Executive Officer
City of Palmerston
PO Box 1
PALMERSTON NT 0831

Delivered via email: andrew.walsh@palmerston.nt.gov.au

Dear Mr Walsh

RE: City of Palmerston election voting centres

Thank you for your correspondence of 10 March 2025 regarding voting centre locations in the City of Palmerston to support early and election day voting for the 2025 Local Government Elections to be held in August 2025.

The Northern Territory Electoral Commission (NTEC) provides election services in accordance with the requirements of the *Local Government Act 2019* and the *Local Government (Electoral) Regulations 2021* with the objective of delivering consistent service standards across the Territory.

The NTEC does not receive budget appropriation to conduct local government elections and is required to recover the costs of conducting elections from councils. The NTEC considers opportunities to identify cost savings where possible while maintaining its objective.

NTEC Operations have been working with City of Palmerston to review the service delivery options considering cost saving options do not compromise service standards provided to the council and the community. As a result, the number of voting centres has been reduced from 5 to 3 utilising Council controlled facilities where suitable.

As you have noted, early voting remains a popular voting option for electors and this trend is likely to continue. At the 2024 Territory Election early voting centres were located at major shopping centres across the Territory offering convenience voting. For information the voting centre statistics for City of Palmerston for the 2021 Local Government Elections are attached to this correspondence.

The Palmerston Recreation Centre will operate as the early voting centre providing electors with a central location to cast their vote including voting services to electors from outside the City of Palmerston area. Through discussions with the City of Palmerston and following venue inspections to assess the suitability of locations, additional election day centres will be located at SWELL and Palmerston College (Rosebery).

A reduction in the number of voting centres will not provide significant cost reduction as additional resourcing of voting centres is required to support the likely increased votes at other voting centres. Additional communications will also be required to ensure electors are aware of the changes to voting locations, particularly where new voting locations are utilised.

On 21 January 2025, prior to your commencement as Chief Executive Officer, the NTEC met with City of Palmerston officers to discuss election services, the draft Service Level Agreement and estimate of costs. During this time, it was noted that employee cost estimates

www.ntec.nt.gov.au



**Northern Territory
Electoral Commission**
EVERY vote counts

Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801
T: 08 8999 5000 | F: 08 8999 7630 | E: ntec@nt.gov.au | ABN: 8408 5734 992

for subject matter experts were still being finalised. Since this time the employee cost estimates have increased with the current election cost estimate for City of Palmerston of \$339,280.

I welcome the opportunity to meet with you to discuss the election services and associated cost estimates for City of Palmerston for the 2025 Local Government Elections. I can be contacted on (08) 8999 7613 or via email at kirsten.kelly@nt.gov.au.

Kind regards

A handwritten signature in black ink, appearing to be 'Kirsten Kelly', written over a horizontal line.

Kirsten Kelly
NT Electoral Commissioner

31 March 2025
Attachment

www.ntec.nt.gov.au



**Northern Territory
Electoral Commission**
EVERY vote counts

Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801
T: 08 8999 5000 | F: 08 8999 7630 | E: ntec@nt.gov.au | ABN: 8408 5734 992

Attachment

City of Palmerston voting statistics – 2021 Local Government Elections

| Voting service | Location | Votes issued |
|---------------------|--------------------------------------|--------------|
| Early voting | Palmerston Shopping Centre | 3,636 |
| Early voting | Gateway Shopping Centre | 3,794 |
| Election day voting | Palmerston Shopping Centre | 1,374 |
| Election day voting | Palmerston College (Rosebery) | 879 |
| Election day voting | Sacred Heart Catholic Primary School | 1,045 |
| Election day voting | Gateway Shopping Centre | 1,483 |
| Election day voting | Zuccoli Primary School | 631 |

City of Palmerston voting locations – 2025 Local Government Elections

| Voting service | Location |
|---------------------|-------------------------------|
| Early voting | Palmerston Recreation Centre |
| Election day voting | Palmerston College (Rosebery) |
| Election day voting | SWELL Palmerston |

www.ntec.nt.gov.au



14.2.2 Chief Minister City of Palmerston Election Commitments

THAT correspondence dated 28 March 2025 14.2.2 entitled Chief Minister City of Palmerston Election Commitments be received and noted.



CHIEF MINISTER

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8999 8700

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

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

Dear Mayor

A handwritten signature in blue ink that reads "Athina".

Thank you for your correspondence and for the recent opportunity to meet and discuss election commitments for the Palmerston area.

I would like to express my appreciation for the City of Palmerston's (the Council) unwavering commitment to fostering a vibrant and well-connected community.

The Council's proactive efforts to create an inclusive environment that promotes health, wellbeing, and social cohesion are clearly aligned with the Northern Territory Government's overarching priority of preserving and restoring the unique lifestyle that defines our Territory. This shared vision will continue to strengthen the foundation for future growth and development in Palmerston, benefiting all residents and contributing to the broader goals of the Government.

The Department of Housing, Local Government and Community Development (the Department) is overseeing the integration of the Council's initiatives into the broader Palmerston Plan (the Plan). The development of the Plan will ensure that both current and future capital projects are aligned with the Council's strategic priorities and long-term vision for the municipality.

The Department will contact you regarding the Plan to progress discussions on how these initiatives can be delivered.

I note in your most recent correspondence a request for additional funding towards the Zuccoli Community Hub and I confirm that this request will be considered in the upcoming budget process.



- 2 -

In the meantime, please don't hesitate to contact Ms Meeta Ramkumar, A/Executive Director, Local Government and Community Development on 08 8999 8573 or at meeta.ramkumar@nt.gov.au, if you have any questions about the Plan.

I look forward to seeing the outcome of the Plan and the benefits it will bring to the Palmerston community.

Thank you again for your ongoing collaboration and commitment to improving the Palmerston community.

Yours sincerely



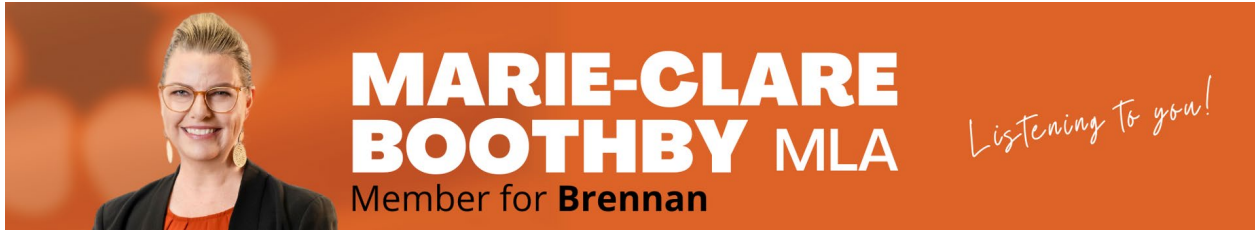
LIA FINOCCHIARO

28 MAR 2025



14.2.3 Electorate of Brennan - Gray Community Hall

THAT correspondence dated 7 April 2025 14.2.3 entitled Electorate of Brennan - Gray Community Hall be received and noted.



7 April 2025

To: Mayor Athina Pascoe-Bell
City of Palmerston
Via email: mayor@palmerston.nt.gov.au

Re: Gray Community Hall

Dear Mayor Pascoe-Bell,

I have been contacted by some members of the community regarding Gray Community Hall.

At night I have been advised it is quite dark around the hall, so much so that people leaving events later evening and night, walking to their cars are fearful.

Therefore, I wish to request that City of Palmerston consider adding lighting on the outside of Gray Community Hall.

Thank you for your consideration of this matter and I look forward to your response.

Sincerely

Marie-Clare Boothby MLA
Member for Brennan

PHONE 8999 5587 **EMAIL** electorate.brennan@nt.gov.au **FACEBOOK** MarieClareBoothby4Brennan
ADDRESS Shop 2, Palmerston Shopping Centre | GPO Box 32 Palmerston NT 0831



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

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

MINUTES



1st ORDINARY COUNCIL MEETING

TUESDAY 1 APRIL 2025

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

Council business papers can be viewed on City of Palmerston's website: palmerston.nt.gov.au

UNCONFIRMED

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

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Deputy Mayor Damian Hale
Councillor Amber Garden
Councillor Benjamin Giesecke
Councillor Danielle Eveleigh
Councillor Lucy Morrison (*Via Audio/Audiovisual*)
Councillor Mark Fraser
Councillor Sarah Henderson

STAFF

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

GALLERY

Nil members of the public
Five members of staff

Initials: _____

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.32pm.

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 Morrison

5 DECLARATION OF INTEREST

5.1 Elected members

Nil

5.2 Staff

Nil

Initials: _____

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

Moved: Councillor Fraser
Seconded: Councillor Garden

THAT the Minutes of the Council Meeting held on 18 March 2025 pages 11651 to 11659 be confirmed.

CARRIED (8/0) - 10/1813 - 1/04/2025

6.2 Business arising from previous meeting

Nil

7 MAYORAL REPORT

Nil

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving confidential items into open

10.1.1 Leave of Absence Requests

Moved: Councillor Hale
Seconded: Councillor Giesecke

1. THAT the leave of absence request received from Councillor Eveleigh for 26 March to 2 April 2025 inclusive, for the reason of holidays, be approved.
2. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (6/0) - 10/1760 - 18/02/2025

Initials: _____

10.1.2 Leave of Absence Requests

Moved: Councillor Giesecke
Seconded: Councillor Eveleigh

2. THAT the leave of absence request received from Councillor Giesecke for 25 March to 26 March 2025 inclusive, for the reason of holidays, be approved.
4. THAT the leave of absence request received from Councillor Eveleigh for 25 March to 1 April 2025 inclusive, for the reason of holidays, be approved.
6. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (8/0) - 10/1785 - 4/03/2025

10.1.3 Leave of Absence Requests

Moved: Councillor Fraser
Seconded: Councillor Morrison

4. THAT the leave of absence request received from Councillor Hale for 26 March to 27 March 2025 inclusive, for the reason of Holiday, be approved.
5. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (8/0) - 10/1806 - 18/03/2025

10.1.4 Zuccoli Community Hub Stage 2 Civil Works Budget

Moved: Councillor Garden
Seconded: Deputy Mayor Hale

1. THAT Report entitled Zuccoli Community Hub Stage 2 Civil Works Budget be received and noted.
2. THAT Council approves the \$300,000 'Where we live matters - Zuccoli Community Hub' funding within the 2024-25 budget to be allocated to the Zuccoli Community Hub Stage 2 works.
3. THAT the Council Decision relating to the Report entitled Zuccoli Community Hub Stage 2 Civil Works Budget be moved to the Open Minutes of the 1 April 2025 meeting.

CARRIED (8/0) - 10/1828 - 1/04/2025

Initials: _____

10.1.5 City of Palmerston Enforceable Undertaking Update - April 2025

Moved: Councillor Eveleigh
Seconded: Councillor Fraser

1. THAT Report entitled City of Palmerston Enforceable Undertaking Update - April 2025 be received and noted.
2. THAT the Council Decisions relating to the Report entitled City of Palmerston Enforceable Undertaking Update - April 2025 be moved to the Open Minutes of the 1 April 2025 meeting.

CARRIED (8/0) - 10/1831 - 1/04/2025

10.1.6 Declaration of Interest - Staff

Moved: Councillor Garden
Seconded: Councillor Fraser

1. THAT the Declaration of Interest received from Chief Executive Officer for Item 27.1.5 - Confidential Restricted be received and noted.
2. THAT this decision be moved to the Open Minutes of the 1 April 2025 meeting.

CARRIED (8/0) - 10/1832 - 1/04/2025

10.2 Moving open items into confidential

Nil

10.3 Confidential items

Moved: Councillor Eveleigh
Seconded: Deputy Mayor Hale

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 |

Initials: _____

| | | |
|--------|---|---|
| | | council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |
| 27.1.2 | Council Performance, Service Delivery and Budget Review | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <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. |
| 27.1.3 | Council Project Initiative | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person. |
| 27.1.4 | Legal Advice | This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(a) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual. This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of |

Initials: _____



| | | |
|--------|-------------------------|--|
| | | <p>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)(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> |
| 27.1.5 | Confidential Restricted | <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)(a) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.</p> |

CARRIED (8/0) - 10/1814 - 1/04/2025

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

Initials: _____

13 OFFICER REPORTS

13.1 Action reports

13.1.1 Community Wellbeing Advisory Committee Minutes - 25 March 2025

Moved: Councillor Eveleigh
Seconded: Councillor Henderson

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - 25 March 2025 be received and noted.
2. THAT the unconfirmed Community Wellbeing Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Community Wellbeing Advisory Committee Minutes - 25 March 2025 be received and noted.
3. THAT Council endorse the proposed recommendation from the Community Wellbeing Advisory Committee meeting held on 25 March 2025, being;
 - a. THAT the Chair send a letter of thanks to Michelle Walker for her time and service on the committee.

CARRIED (8/0) - 10/1815 - 1/04/2025

13.2 Receive and note reports

13.2.1 Community Quarterly Report - January to March 2025

Moved: Councillor Garden
Seconded: Councillor Eveleigh

THAT Report entitled Community Quarterly Report - January to March 2025 be received and noted.

CARRIED (8/0) - 10/1816 - 1/04/2025

13.2.2 Infrastructure Quarterly Report - January to March 2025

Moved: Councillor Fraser
Seconded: Councillor Henderson

THAT Report entitled Infrastructure Quarterly Report - January to March 2025 be received and noted.

CARRIED (8/0) - 10/1817 - 1/04/2025

Initials: _____

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

14.2.1 LGANT - Code of Conduct Panel Lodgement Fee Increase

Moved: Deputy Mayor Hale
Seconded: Councillor Fraser

THAT correspondence dated 24 March 2025 14.2.1 entitled LGANT - Code of Conduct Panel Lodgement Fee Increase be received and noted.

CARRIED (8/0) - 10/1818 - 1/04/2025

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Moved: Councillor Eveleigh
Seconded: Councillor Henderson

1. THAT the question asked by Councillor Henderson regarding City of Palmerston website issue using VPN, City of Palmerston accepting American Express, and access denied on the website, the return of senior's events to the website and the response provided by the Acting General Manager People and Place and General Manager Finance and Governance be taken on notice.
2. THAT the question asked by Councillor Giesecke regarding large potholes within City of Palmerston be taken on notice by the Chief Executive Officer and General Manager Infrastructure.
3. THAT the question asked by Deputy Mayor Hale regarding City of Palmerston's relationship with Tourism Top End to increase tourism within Palmerston and if we could nurture in future and invite Tourism Top End to present at a future ordinary council meeting.
4. THAT Councillor Henderson raised questions regarding bird watching/twitching within the City of Palmerston including Marlow Lagoon and encouraged operations to further investigate.

CARRIED (8/0) - 10/1819 - 1/04/2025

Initials: _____

17 GENERAL BUSINESS

17.1 Northern Territory Government Code of Conduct Panel Lodgement Review Report

Moved: Councillor Giesecke
Seconded: Councillor Fraser

THAT a report be brought to Council on the code of conduct fees and potential recovery in conjunction with the code of conduct review.

CARRIED (8/0) - 10/1820 - 1/04/2025

18 NEXT ORDINARY COUNCIL MEETING

Moved: Deputy Mayor Hale
Seconded: Councillor Fraser

THAT the next Ordinary Meeting of Council be held on Tuesday, 15 April 2025 at 5:30pm in the Gray Community Hall, Corner of Essington Avenue and Victoria Drive, Gray, Palmerston.

CARRIED (8/0) - 10/1821 - 1/04/2025

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Henderson
Seconded: Councillor Eveleigh

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

CARRIED (8/0) - 10/1822 - 1/04/2025

Initials: _____



20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.22pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7.47pm.

Chair

Print Name

Date

UNCONFIRMED

Initials: _____