AGENDA

1st ORDINARY COUNCIL MEETING

TUESDAY 16 SEPTEMBER 2025

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

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

ANDREW WALSH
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of absence previously granted

4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

5 DECLARATION OF INTEREST

5.1 Elected members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

THAT the Minutes of the Council Meeting held on 2 September 2025 pages 11832 to 11856 be confirmed.

6.2 Business arising from previous meeting

7 MAYORAL REPORT

MAYORAL REPORT

1st Ordinary Council Meeting

Agenda Item:	7.1
Report Title:	Mayoral Update Report - August 2025
Meeting Date:	Tuesday 16 September 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 events the Mayor has attended in August 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 August 2025, the Mayor attended meetings with Ministers, MLA's and Government Departments.
- This report provides context on several events that were attended by the Mayor, on Council's behalf.

Recommendation

THAT Report entitled Mayoral Update Report - August 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 August 2025 are as follows:

- Darwin-Casuarina Lions Club – Seniors High Tea.
- India Food Festival at Goyder Square.

- Palmerston Litchfield Seniors Association – City of Palmerston Opening Ceremony.
- Quarterly meeting with Hon Steve Edgington, Minister for Housing, Local Government and Community Development, Health, Alcohol Policy.
- The Stand – The NO MORE's most ambitious initiative.
- Darwin Festival Opening Night.
- Regional Capitals Australia – Subgroup Meeting .
- Palmerston Litchfield Seniors Association – City of Palmerston Darwin Harbour Cruise.
- Northern Territory Central Intake Service Discussion.
- Annual Commemorative Dinner for the 110th Anniversary of The Battle of Lone Pine.
- Meeting with Member for Blain, Mr Matthew Kerle and resident.
- Pathfinders Darwin Office Grand Opening.
- Regional Capitals Australia Board Meeting.
- City of Palmerston Seniors Day 2025.
- Palmerston College Japanese exchange students visit to Chambers.
- Darwin Festival invitation – Bogan Villea.
- Palmerston Youth Local Action Group – Special PYLAG meeting on Youth Violence and Education.
- Darwin Festival in Palmerston – Family Fiesta.
- Palmerston Litchfield Seniors Association – Arafura Music Ensemble.
- Darwin Festival in Palmerston – Buffalo Country
- Brekkie in the Park.
- Palmerston Litchfield Seniors Association – City of Palmerston Closing Ceremony.
- Monthly meeting with Member for Drysdale, Mr Clinton Howe.
- 2025 Northern Territory Pathways to Politics Session Two.
- Legacy Lunch – Palmerston Golf and Country Club.
- Investiture of the fifth Chancellor of Charles Darwin University.
- ABC Interview.
- Mix 104.9 Katie Woolf Interview.
- Palmerston Golf and Country Club Northern Territory PGA PRO AM.
- Quarterly meeting with Attorney General/Member for Brennan, Hon. Marie-Clare Boothby.
- Monthly meeting with Member for Blain, Mr Matthew Kerle.
- Monthly meeting with Northern Territory Police (NTPOL).
- Mix 104.9 Interview on Northern Territory PGA.
- Palmerston Markets – Elected Members Stall.
- Northern Territory PGA live to air interview.
- Northern Territory PGA Sponsor Dinner.
- Northern Territory PGA – Presentation.

Palmerston Golf and Country Club Northern Territory PGA

City of Palmerston have sponsored the NT PGA Championship since 2016, and it has been rewarding to see it grow in both stature and excitement each year. The PGA Championship attracts visitors, players and supporters from across Australia and beyond, delivers a boost to local businesses and gives local exposure for City of Palmerston. This year is extra exciting as the tournament will be televised for the first time, putting Palmerston on the map and showcasing Palmerston as a vibrant and welcoming destination.

I would like to extend a huge thanks to Palmerston Golf and Country Club for hosting the tournament and to all the sponsors whose support make this event possible. To organisers, officials and volunteers, thank you for your hard work and dedication as this ensures the PGA's ongoing success year after year.



PGA Pro Golfer Benjamin Henderson and City of Palmerston Mayor Athina Pascoe-Bell

Darwin Festival in Palmerston 2025

Once again, the collaboration between the Darwin Festival and City of Palmerston was a huge success. The free event Family Fiesta was held in conjunction with the beloved Palmerston Markets which are held every Friday night between May and October except for Darwin Show Day. It was a perfect opportunity to browse the markets and then grab a meal from one of the many vendors and enjoy the free entertainment. Our dry seasons are just perfect for enjoying outdoor activities and entertainment, and the night did not disappoint with live music, Latin beats, dance performances, Corrugated Iron Youth Arts and a Silent Disco walking tour.

Buffalo Country was a ticketed event held on the following night and featured Shane Nicholson, Sara Storer and David Garnham and the Reasons to Live. The night was a tribute to a Territory Country music icon, Mark A Hunter and I enjoyed the evening along with Councillor Henderson and Councillor Giesecke.



Mayor Athina Pascoe-Bell and her daughter attending the Darwin Festival Family Fiesta in Palmerston

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

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.1
Report Title:	Casting Vote Policy
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council approval to adopt a Casting Vote Policy.

Key messages

- The *Local Government Act 2019* (NT) allows for councils to adopt a policy to provide for the Chairperson of an Ordinary Council Meeting to hold a casting vote.
- A casting vote is used in the event of tied votes to ensure a decision can be made and Council does not remain in a stalemate.
- If it wishes to, Council must adopt a Casting Vote Policy at the first Ordinary Council Meeting following a general election.
- Once adopted, the policy cannot be altered or revoked during the term of the Council and the policy lapses at the next general election.
- The previous casting vote policy for the 10th Council has now lapsed as the general election has concluded

Recommendation

1. THAT Report entitled Casting Vote Policy be received and noted.

2. THAT Council adopt the Casting Vote Policy at **Attachment 13.1.1.3** to Report entitled Casting Vote Policy.

Background

Ordinary Council meetings are formal decision-making forums for Council, where items are presented for consideration. Each Elected Member holds one vote and is required to vote either for or against a motion. Decisions are determined by majority rule and must be respected by all Elected Members as the collective decision of 'The Council.'

Section 95(6) of the Act provides that Councils may adopt a policy which permits the Chairperson of a Council Meeting to hold a casting vote in the event there is equality of votes for a decision. The policy must be established by Council resolution at the first Council Meeting following a local government general election.

The 10th Council comprised of eight Elected Members, increasing the potential for tied votes. At its first Ordinary Council Meeting on 21 September 2021, the 10th Council resolved to allow the Chairperson of a Council Meeting to hold a casting vote:

Casting Vote

1. *THAT Report entitled Casting Vote be received and noted.*

2. *THAT pursuant to section 95 (6) of the Local Government Act it be a policy of the 10th City of Palmerston Council that the Chair of Council Meetings hold a casting vote in the event of an equality of votes.*

3. *THAT Council adopt draft policy Casting Vote being* ***Attachment 13.2.1.1*** *to Report entitled Casting Vote as a policy of Council.*

CARRIED 10/6 – 21/09/2021

The policy has now lapsed as the general election has concluded. The 11th Council must consider the matter and determine if it wishes to implement a casting vote policy.

Discussion

Given the composition of the 11th Council being an even number of members, there is potential for an increased number of tied votes on matters before Council and therefore its recommended that Council adopt a policy which permits the Chairperson of a Council Meeting to hold a casting vote in the event there is equality of votes for a decision.

A casting vote can only be used by the Chairperson when there are equal votes for a decision at a Council meeting. During such occurrence the casting vote will determine the vote. The Chairperson must exercise the vote either for or against the motion.

Once adopted, the policy cannot be altered or revoked during the term of the Council, and lapses at the conclusion of the next general election. Should Council determine not to allow for a casting vote, in the event of equal votes, the vote is lost.

It is recommended that Council adopt the amended policy at **Attachment 13.1.1.3**. allowing the Chairperson to exercise a casting vote at Council Meetings.

Policy review

The previous Casting Vote Policy has been reviewed in accordance with section 95(6) of the Act and is provided at **Attachment 13.1.1.1.** Minor grammatical and language amendments have been made to the policy to ensure consistency across Council policies, presented at **Attachment 13.1.1.2.** to illustrate that that there are only minor amendments.

Consultation and marketing

Community consultation is not required for this policy, as it is a requirement under the Act and must be determined by Council at its first meeting.

Policy implications

The previous casting vote policy for the 10th Council has now lapsed as the general election has concluded. The 11th Council may adopt a policy to allow the Chairperson to exercise a casting vote. Once adopted the policy cannot be altered or revoked for the term of the Council. The policy will remain in place until the next local government general election.

Budget and resource implications

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

Risk, legal and legislative implications

Section 95(5) and (6) of the Act provides the requirements for a casting vote.

There is a risk of increased number of tied votes at Council meetings given the composition of the Council being an equal number of members. If a vote on a question arising has an equality of votes, and no casting vote is available, then Council remains in stalemate or the motion is lost.

The Act determines that a decision of Council by a majority of the votes of the members present at a meeting of Council is a decision of the Council, pursuant to section 95(4).

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. Council Policy Casting Vote - Current [**13.1.1.1** - 2 pages]

2. Council Policy Casting Vote - Marked up [**13.1.1.2** - 2 pages]
3. Council Policy Casting Vote - Clean [**13.1.1.3** - 2 pages]

CASTING VOTE

COUNCIL POLICY

PURPOSE

To allow the Chairperson of a Council Meeting to exercise a casting vote (second vote) for decision at a Council Meeting in the event of an equality of votes.

PRINCIPLES

Council is committed to clear and transparent decision making, actively pursuing the communities trust through being open and accountable.

DEFINITIONS

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

TERM	DEFINITION
Chairperson	Pursuant to section 95(1) of the Local Government Act.
Casting Vote	Means an extra vote given by a Chairperson to decide on a matter when the votes on each side are equal.
Council Meeting	Means Ordinary Council Meeting and Special Council Meeting.

POLICY STATEMENT

1. Chairperson has a Casting Vote

1.1. If there is an equality of votes on a question arising for a decision at a Council Meeting, the Chairperson has a casting vote.

2. Use of a Casting Vote

2.1. A casting vote is to be exercised by the Chairperson when there are equal votes for a decision at a Council Meeting. During such an occurrence, the casting vote will determine the vote.

2.2. The Chairperson must exercise the casting vote either in favour or against the motion.

2.3. If there are unequal votes, the Chairperson cannot exercise a casting vote.

This policy cannot be altered or revoked for the term of the present Council and lapses at the conclusion of the next general election.

ASSOCIATED DOCUMENTS

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

REFERENCES AND RELATED LEGISLATION

- Local Government Act
- Palmerston (Procedures for Meetings) By-Laws

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Governance and Strategy Manager
APPROVAL DATE	21 September 2021	NEXT REVIEW DUE	11th Council Term
RECORDS NUMBER	474230	COUNCIL DECISION	10/6
LEGISLATION REFERENCE	Section 95(6) Local Government Act 2019		

CASTING VOTE

COUNCIL POLICY

PURPOSE

To allow the Chairperson of a Council Meeting to exercise a casting vote (second vote) for decision at a Council Meeting in the event of an equality of votes.

PRINCIPLES

Council is committed to clear and transparent decision making, actively pursuing the community's trust through being open and accountable. Having clear guidelines and expectations for the management of Council Meetings and voting supports good governance outcomes.

DEFINITIONS

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

TERM	DEFINITION
Chairperson	Pursuant to section 95(1) of the ~~Local Government Act~~ *Local Government Act 2019* (NT).
Casting Vote	Means an extra vote given by a Chairperson to decide on a matter when the votes on each side are equal.
Council Meeting	Means Ordinary Council Meeting and Special Council Meeting.

POLICY STATEMENT

1. Chairperson has a Casting Vote

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2.2. The Chairperson must exercise the casting vote either in favour or against the motion.

2.3. If there are unequal votes, the Chairperson cannot exercise a casting vote.

~~This policy cannot be altered or revoked for the term of the present Council and lapses at the conclusion of the next general election.~~

2.4. This policy cannot be altered or revoked for the term of the present Council and lapses at the conclusion of the next general election.

ASSOCIATED DOCUMENTS

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

REFERENCES AND RELATED LEGISLATION

- ~~Local Government Act~~ *Local Government Act 2019* (NT)
- ~~Palmerston (Procedures for Meetings) By-Laws~~ *Palmerston (Procedures for Meetings) By-Laws 2003*

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Executive Manager Operational Performance
APPROVAL DATE	~~16 September 2025~~ 21 September 2021	NEXT REVIEW DUE	~~11th Council Term~~ 12th Council Term
RECORDS NUMBER	~~474230~~	COUNCIL DECISION	[Council Decision]

CASTING VOTE

COUNCIL POLICY

PURPOSE

To allow the Chairperson of a Council Meeting to exercise a casting vote (second vote) for decision at a Council Meeting in the event of an equality of votes.

PRINCIPLES

Council is committed to clear and transparent decision making, actively pursuing the community's trust through being open and accountable. Having clear guidelines and expectations for the management of Council Meetings and voting supports good governance outcomes.

DEFINITIONS

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

TERM	DEFINITION
Chairperson	Pursuant to section 95(1) of the *Local Government Act 2019* (NT).
Casting Vote	Means an extra vote given by a Chairperson to decide on a matter when the votes on each side are equal.
Council Meeting	Means Ordinary Council Meeting and Special Council Meeting.

POLICY STATEMENT

1. Chairperson has a Casting Vote

1.1. If there is an equality of votes on a question arising for a decision at a Council Meeting, the Chairperson has a casting vote.

2. Use of a Casting Vote

2.1. A casting vote is to be exercised by the Chairperson when there are equal votes for a decision at a Council Meeting. During such an occurrence, the casting vote will determine the vote.

2.2. The Chairperson must exercise the casting vote either in favour or against the motion.

2.3. If there are unequal votes, the Chairperson cannot exercise a casting vote.

2.4. This policy cannot be altered or revoked for the term of the present Council and lapses at the conclusion of the next general election.

ASSOCIATED DOCUMENTS

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

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- *Palmerston (Procedures for Meetings) By-Laws 2003*

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Executive Manager Operational Performance
APPROVAL DATE	21 September 2021	NEXT REVIEW DUE	12th Council Term
RECORDS NUMBER	474230	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.2
Report Title:	11th Council Nature and Timing of Council Meetings
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks direction from the 11th Council to determine when it will hold its Ordinary Council Meetings.

Key messages

- Section 90(1) of the *Local Government Act 2019* (the Act) requires that Council must hold an Ordinary Meeting of Council at least once every two months.
- Subject to the Act, Council may deal with business of any kind at an Ordinary Meeting.
- The 10th Council held:
  - Two Ordinary Meetings per month on the first and third Tuesdays commencing at 5.30pm.
  - One Ordinary Meeting in the months of December and January due to the Christmas holiday period.
- Public forums were also held on the same day of an Ordinary Meeting commencing at 5.00pm.
- It is recommended that the 11th Council hold two Ordinary Meetings per month, preceded by a Public Forum, to allow business of the Council to be appropriately transacted in a timely manner.

Recommendation

1. THAT Report entitled 11th Council Nature and Timing of Council Meetings be received and noted.

2. THAT Council, pursuant to Section 90(1) of the *Local Government Act 2019* (NT), for the term of the 11th Council holds:
   a. Two Ordinary Meetings per month, on the first and third Tuesday of each month commencing at 5.30pm.
   b. One Ordinary Council Meeting in December and January, being the second Tuesday of December and the third Tuesday of January, commencing at 5.30pm.
   c. An open Public Forum preceding all Ordinary Council Meetings commencing at 5.00pm.

Background

Pursuant to the Act, one of the first decisions required of a new Council is to set its meeting schedule for the four-year term.

At the Ordinary Council Meeting of 21 September 2021, the 10th Council made the following decisions:

> ***13.2.2 Nature and Timing of Council Meetings***
> ***Moved: Alderman Garden***
> ***Seconded: Alderman Hale***
>
> 1. *THAT Report entitled Nature and Timing of Council Meetings be received and noted.*
> 2. *THAT in accordance with Section 90(1) of the Local Government Act 2019, Council hold two Ordinary Meetings, on the first and third Tuesday of each month commencing at 5.30pm.*
> 3. *THAT Council only hold one Ordinary Council Meeting in December and January, being the Second Tuesday of December and the third Tuesday of January commencing at 5.30pm.*
> 4. *THAT Council hold an Open Public Forum preceding an Ordinary Council Meeting commencing at 5.00pm.*
>
> ***CARRIED 10/7 - 21/09/2021***

This report outlines the considerations that apply to setting the Ordinary Council Meeting schedule for the 11th Council.

Discussion

Pursuant to the Act, Councils are required to hold Ordinary Council Meetings at least once every two months, where they may address any type of business. Following a general election, the first ordinary meeting must occur within 21 days and establish the schedule for future meetings throughout Council's term, though this schedule can be changed later.

City of Palmerston generally conducts its Ordinary Council Meetings on the first and third Tuesday of each month, which has been its practice since 2003. Ordinary Council Meetings are held at 5:30pm to ensure business matters are addressed efficiently and at a practical time, supporting better decision-making and governance. During December and January, the 10th Council reduced these meetings to once a month to accommodate the holiday season and limited availability of members and staff.

Open public forums are currently held prior to each Ordinary Council Meeting at 5.00pm. The community are encouraged to attend and raise issues, ask questions, or simply inform the Council of their views relating to a particular matter. The forum is Chaired by the Mayor and concludes in sufficient time to allow the commencement of the Ordinary Council Meeting.

When determining the appropriate schedule for Ordinary Council Meeting, it is essential to balance statutory obligations with principles of sound governance. Council must first ensure compliance with legislative requirements, such as minimum meeting intervals and scheduling mandates following elections.

Beyond legal adherence, good governance stresses responsiveness to community expectations, ensuring that residents feel heard and that their concerns are addressed in a timely and transparent manner. The timeliness of decisions is also critical as delays in meeting schedules can hinder progress on key initiatives, approvals or urgent local matters.

Equally important is the availability of Elected Members and scheduling should accommodate their other commitments while maintaining consistency and accessibility. The expected volume of business, including reports, motions, and community submissions, should guide whether more frequent meetings are necessary to avoid backlogs and rushed decisions.

Finally, Councils must consider the impact on resources, including staff time, administrative costs and operational capacity. A well-balanced meeting schedule reflects the legal framework and the practical realities of governance, ensuring Council remains accountable and community focused.

In addition, Special Council Meetings are convened as needed to address specific issues. The CEO can schedule such a Special Council Meeting if formally requested in writing by the Mayor or at least three Elected Members, or if Council itself passes a resolution to hold one.

It is recommended that Council hold two Ordinary Meetings per month, with the exception of December and January, preceded by a Public Forum.

Consultation and marketing

Public consultation is not required to set the timing of Council meetings as it is a requirement under the Act. Once the nature and timing of meetings has been resolved, Council Meetings are advertised on the website and notices are made available to the public in accordance with section 93 of the Act.

To enhance community engagement and accessibility, Council may periodically move its meetings from the Chambers to alternative venues across Palmerston. This approach aims to foster greater public participation by bringing Council closer to the community. A report outlining proposed locations and scheduling considerations will be presented to Council in future.

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

- Executive Leadership Team
- Senior Leadership Team

Policy implications

There are no policy implications for this Report.

Budget and resource implications

Should Council determine to continue holding two Ordinary Meetings per month there will be no additional budget or resource implications.

Risk, legal and legislative implications

If Council fails to follow the prescribed rules for meetings, such as not holding them within the required timeframe or neglecting to set a meeting schedule after an election, it can face several consequences, both procedural and reputational:

- Non-compliance with the Act, breaching statutory obligations which may result in formal investigations or administrative penalties.
- Loss of transparency through failure to follow meeting protocols, such as proper scheduling or public access, can erode public trust.
- Irregularities in meeting practices can attract media attention and public criticism.
- Residents may lose confidence in Council's ability to govern effectively and transparently.

Decreasing the number of meetings could also adversely impact on timelines for decision making.

In accordance with section 91 of the Act, meetings of Council are convened by the Chief Executive Officer. Once Council determines when its Ordinary Council Meetings will be held, a forward schedule of meeting dates will be circulated to Elected Members on a regular basis.

In accordance with the Act, the schedule of meetings can be altered at any time.

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

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.3
Report Title:	11th Council Order of Business
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Councils consideration of the Order of Business for its Ordinary Council Meetings.

Key messages

- The *Local Government Act 2019* (NT) (the Act) and the *Palmerston (Procedures for Meetings) By-Laws 2003* guide Council on setting an Order of Business for Ordinary Council Meetings.
- In accordance with the Act, the Chief Executive Officer is responsible for preparing business papers and convening meetings of the Council.
- The existing Order of Business has been developed and refined over time and has been reviewed for presentation to the 11th Council.
- Council's Order of Business can be refined at any time by Council resolution.
- It is recommended that the proposed Order of Business for Open and Confidential Ordinary Council Meetings be adopted.

Recommendation

1. THAT Report entitled 11th Council Order of Business be received and noted.

2. THAT Council approve the 11th City of Palmerston Order of Business for Ordinary Council Meetings as provided at **Attachment 13.1.3.2** to Report entitled 11th Council Order of Business.

Background

Sections 7 and 8 of the *City of Palmerston (Procedures for Meetings) By-Laws 2003* outline the framework for conducting ordinary meetings and preparing associated documentation. Section 7 allows Council or a committee to determine the order of business by resolution, with flexibility to alter it during a meeting through a motion that requires no prior notice.

Section 8 mandates that the Chief Executive Officer prepare a business paper ahead of each meeting, which must be made publicly available at designated locations. This paper may include notified matters and questions, committee referrals, officers' reports and any other items resolved by the council or committee, with deadlines for submissions also set by resolution.

Council's current Order of Business was developed and refined overtime to ensure consistency with Council's practices, as well as legislative and policy changes. The 10th Council Order of Business agreed to on 21 September 2021 is provided at **Attachment 13.1.3.1**.

The order was amended during the 10th Council term to consider requests for leaves of absence and audio/audiovisual attendance in Confidential:

CONFIDENTIAL
21. RESUMPTION OF MEETING
22. LEAVE OF ABSENCE REQUESTS
23. REQUESTS FOR AUDIO/AUDIOVISUAL CONFERENCING
24. CONFIRMATION OF CONFIDENTIAL MINUTES
    24.1. Confirmation of Minutes
    24.2. Business Arising from Minutes
25. CONFIDENTIAL DEPUTATIONS AND PRESENTATIONS
26. CONFIDENTIAL NOTICES OF MOTION
27. CONFIDENTIAL OFFICER REPORTS
    27.1. Action Reports
    27.2. Receive and Note Reports
28. CONFIDENTIAL INFORMATION AND CORRESPONDENCE
29. CONFIDENTIAL QUESTIONS BY MEMBERS
30. CONFIDENTIAL GENERAL BUSINESS
31. CLOSURE OF MEETING

These requests relate to the personal circumstances of Elected Members and could potentially prejudice the security of members by making public their absences from the municipality.

The practice is now that requests are considered in confidential and the decisions are moved into open once the period of absence has passed, ensuring that Elected Members remain transparent about their personal commitments.

Discussion

Council's Order of Business ensures the decision-making process is transparent and efficient. A well-structured agenda assists Elected Members to get the most out of meetings, enabling them to make informed decisions.

Council can refine its Order of Business for Ordinary Council Meetings at any time during the term to ensure continuous improvement. A review of the Order of Business has been undertaken with consideration of the following:

- *Local Government Act 2019 (NT).*
- *Palmerston (Procedures for Meetings) By-Laws 2003.*
- Council polices and guidelines.
- Good governance practices.
- Meeting processes and practices.

The meeting by-laws require a number of items to be included for consideration at Ordinary Council Meetings, including reports of delegates, questions, petitions, deputations and motions. The items allow for Council to consider business and make decisions, but also assist with public engagement with Council processes.

The current Order of Business adopted by the 10th Council includes consideration of requests for leaves of absence and audio/audiovisual attendance in Open and Confidential. As the practice of Council has changed to consider these requests in Confidential, it is recommended that these sections are removed from the Open Order of Business and retained in Confidential as below.

OPEN	**CONFIDENTIAL**
1. ACKNOWLEDGEMENT OF COUNTRY 2. OPENING OF MEETING 3. APOLOGIES 4. DECLARATION OF INTEREST 4.1 Elected Members 4.2 Staff	20. RESUMPTION OF MEETING 21. LEAVE OF ABSENCE REQUESTS 22. REQUESTS FOR AUDIO/AUDIOVISUAL CONFERENCING 23. CONFIRMATION OF CONFIDENTIAL MINUTES

Apologies will remain in the Open Order of Business as they are dealt with at the start of the meeting and recorded in the Open Minutes.

No other amendments to the Order of Business are proposed at this time as the items and order are considered efficient and sufficient for managing Council's business.

It is recommended that the 11th Council Order of Business for Open and Confidential Ordinary Council Meetings provided at **Attachment 13.1.3.2** is adopted.

Consultation and marketing

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

- Executive Support Officer
- Executive Assistant Chief Executive Officer
- Executive Leadership Team

No public consultation is required for the adoption of Council's Order of Business.

The Open Ordinary Council Meeting Agenda is placed on Council's website and available to the community three business days before a meeting. Open Minutes from a Council Meeting will be available at least ten business days after the meeting.

Policy implications

Council Guideline Public Question Time provides guidance on considering formal questions submitted in advance and is available on the City of Palmerston website. These questions are considered as part of the Open Agenda.

Council Policy Audio/Audiovisual Conferencing authorises Elected Member's attendance at a Council Meeting by way of remote conferencing and describes obligations for attending in this manner.

Budget and resource implications

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

Risk, legal and legislative implications

Section 94 of the *Local Government Act 2019* (NT) (the Act) outlines that while Ordinary Council Meetings can address any type of business, Special Meetings are restricted to the specific matters for which they were called. However, this restriction can be lifted if all members are present and unanimously pass a resolution to consider additional business.

The Chief Executive Officer is responsible for preparing business papers and convening meetings of Council in accordance with the Act.

The recommended Order of Business ensures the decision-making process is transparent and efficient. Council's Order of Business can be refined at any time for continuous improvement.

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. 10th Council Order of Business [**13.1.3.1** - 1 page]
2. 11th Council Order of Business [**13.1.3.2** - 1 page]

10TH COUNCIL ORDER OF BUSINESS

city of PALMERSTON
'A Place for People'

OPEN	CONFIDENTIAL
1. ACKNOWLEDGEMENT OF COUNTRY 2. OPENING OF MEETING 3. APOLOGIES AND LEAVE OF ABSENCE 3.1. Apologies 3.2. Leave of Absence Previously Granted 3.3. Leave of Absence Request 4. REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING 5. DECLARATION OF INTEREST 5.1. Elected Members 5.2. Staff 6. CONFIRMATION OF MINUTES 6.1. Confirmation of Minutes 6.2. Business Arising from Previous Meeting 7. MAYORAL REPORT 8. DEPUTATIONS AND PRESENTATIONS 9. PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS) 10. CONFIDENTIAL ITEMS 10.1. Moving Confidential Items into Open 10.2. Moving Open Items into Confidential 10.3. Confidential Items 11. PETITIONS 12. NOTICES OF MOTION 13. OFFICER REPORTS 13.1. Action Reports 13.2. Receive and Note Reports 14. INFORMATION AND CORRESPONDENCE 15. REPORTS OF DELEGATES 16. QUESTIONS BY MEMBERS 17. GENERAL BUSINESS 18. NEXT ORDINARY COUNCIL MEETING 19. CLOSURE OF MEETING TO PUBLIC 20. ADJOURNMENT OF MEETING AND MEDIA LIAISON	21. RESUMPTION OF MEETING 22. CONFIRMATION OF CONFIDENTIAL MINUTES 22.1. Confirmation of Minutes 22.2. Business Arising from Minutes 23. CONFIDENTIAL DEPUTATIONS AND PRESENTATIONS 24. CONFIDENTIAL NOTICES OF MOTION 25. CONFIDENTIAL OFFICER REPORTS 25.1. Action Reports 25.2. Receive and Note Reports 26. CONFIDENTIAL INFORMATION AND CORRESPONDENCE 27. CONFIDENTIAL QUESTIONS BY MEMBERS 28. CONFIDENTIAL GENERAL BUSINESS 29. CLOSURE OF MEETING

11TH COUNCIL ORDER OF BUSINESS

city of PALMERSTON
'A Place for People'

OPEN

1. ACKNOWLEDGEMENT OF COUNTRY
2. OPENING OF MEETING
3. APOLOGIES
4. DECLARATION OF INTEREST
   - 4.1 Elected Members
   - 4.2 Staff
5. CONFIRMATION OF MINUTES
   - 5.1 Confirmation of Minutes
   - 5.2 Business Arising from Previous Meeting
6. MAYORAL REPORT
7. DEPUTATIONS AND PRESENTATIONS
8. PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
9. CONFIDENTIAL ITEMS
   - 9.1 Moving Confidential Items into Open
   - 9.2 Moving Open Items into Confidential
   - 9.3 Confidential Items
10. PETITIONS
11. NOTICES OF MOTION
12. OFFICER REPORTS
    - 12.1 Action Reports
    - 12.2 Receive and Note Reports
13. INFORMATION AND CORRESPONDENCE
14. REPORTS OF DELEGATES
15. QUESTIONS BY MEMBERS
16. GENERAL BUSINESS
17. NEXT ORDINARY COUNCIL MEETING
18. CLOSURE OF MEETING TO PUBLIC
19. ADJOURNMENT OF MEETING AND MEDIA LIAISON

CONFIDENTIAL

20. RESUMPTION OF MEETING
21. LEAVE OF ABSENCE REQUESTS
22. REQUESTS FOR AUDIO/AUDIOVISUAL CONFERENCING
23. CONFIRMATION OF CONFIDENTIAL MINUTES
    - 23.1 Confirmation of Minutes
    - 23.2. Business Arising from Minutes
24. CONFIDENTIAL DEPUTATIONS AND PRESENTATIONS
25. CONFIDENTIAL NOTICES OF MOTION
26. CONFIDENTIAL OFFICER REPORTS
    - 26.1. Action Reports
    - 26.2. Receive and Note Reports
27. CONFIDENTIAL INFORMATION AND CORRESPONDENCE
28. CONFIDENTIAL QUESTIONS BY MEMBERS
29. CONFIDENTIAL GENERAL BUSINESS
30. CLOSURE OF MEETING

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.4
Report Title:	Appointment of Deputy Mayor
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council approval adoption of the 11th Council's policy position in relation to the appointment of Deputy Mayor, and to appoint its first Deputy Mayor.

Key messages

- The *Local Government Act 2019* (NT) (the Act) allows for councils to appoint a Deputy Mayor.
- The length of term of appointment for Deputy Mayor is at Council's discretion.
- To promote good governance and equal opportunities, it is recommended that the term of Deputy Mayor provides every Elected Member with an opportunity to undertake the duties, should they wish to nominate.
- It is recommended that the term of Deputy Mayor for the seven Elected Members of the 11th Council is 207 days per term.
- The Appointment of Deputy Mayor Policy has been reviewed.

Recommendation

1. THAT Report entitled Appointment of Deputy Mayor be received and noted.

2. THAT Council endorses the amended Appointment of Deputy Mayor Policy at **Attachment 13.1.4.3** to Report entitled Appointment of Deputy Mayor.

3. THAT Council appoint Councillor _____as Deputy Mayor in accordance with the Appointment of Deputy Mayor Policy, for a period of 207 days commencing 16 September 2025 to 11 April 2026 inclusive.

Background

Section 61 (3) of the *Local Government Act 2019* (NT) (the Act) allows councils to appoint one of its Elected Members to the position of deputy presiding officer of the Council. The appointed term can be until the conclusion of the next general election, or a lesser term fixed by the Council.

The 10th Council resolved to appoint the position of Deputy Mayor on a rotation of 207 days. This provided each Member with at least one opportunity to undertake the role of Deputy Mayor.

Discussion

Council acknowledges that the Mayor will, at times, not be available to perform their duties. Having a Deputy Mayor is important for ensuring continuity, leadership support and effective governance within council.

In accordance with section 59(2) of the Act, the Deputy Mayor is required to carry out any of the Mayor's functions when the Mayor:

- Delegates the functions to the Deputy; or
- Is absent from official duties because of illness or for some other reason.

The Deputy Mayor steps in when the Mayor is unavailable due to leave, illness or other commitments, ensuring that civic duties and decision-making processes continue without disruption. They may chair meetings, represent Council at official events or sign off on urgent matters, maintaining the momentum of council operations. Having a supporting presiding officer role allows for broader representation of Council's leadership and the Deputy Mayor often attends community events, stakeholder meetings and ceremonial functions, helping to strengthen relationships.

Serving as Deputy Mayor also provides valuable experience in leadership, governance and public engagement for Elected Members, assisting to prepare Councillors for future mayoral responsibilities. It fosters leadership development and ensures that institutional knowledge is shared and sustained.

Council has an expectation that the Deputy Mayor shall:

- Where appropriate be the alternate to represent the Mayor
- Be available to attend to official duties when Acting Mayor.

Term of office

In fixing the term of Deputy Mayor, it is recommended that the appointment be voluntary. This will ensure nominated Elected Members are able and willing to undertake the additional duties. Elected Members may choose not to undertake the role of Deputy Mayor,

or if endorsed may undertake the role on multiple occasions. There are a variety of options available to Council in fixing the Deputy Mayor appointment term.

The current policy states that the appointment will be conducted at an Ordinary Council Meeting, by a show of hands unless otherwise determined by Council. In all options presented it is recommended that the methodology for appointment remain as per Council Policy Appointment of Deputy Mayor.

Option 1 – Equal terms

The 207-day term provides each Elected Member with at least one opportunity to undertake the role of Deputy Mayor, should they wish to nominate. By basing the terms on a daily calculation, this provides equal opportunity and accurate allowance payments whilst Elected Members are in the role.

Based on this length of term, the following seven terms would occur during the 11th Council:

- Term 1 16 September 2025 to 11 April 2026
- Term 2 12 April 2026 to 5 November 2026
- Term 3 6 November 2026 to 1 June 2027
- Term 4 2 June 2027 to 26 December 2027
- Term 5 27 December 2027 to 21 July 2027
- Term 6 22 July 2027 to 14 February 2028
- Term 7 15 February 2028 to 9 September 2028 (pending election declaration date)

It is recommended that the 11th Council continue with the current option as it provides equal opportunity to all Councillors to gain experience in the role.

Option 2 – Full Term

Council appoints a single Elected Member as Deputy Mayor for the whole Council Term. Whilst providing consistent representation, it excludes other Councillors from the position and experience.

Option three – Other timeframes

Council may choose another fixed timeframe, for example calendar or financial year. Whilst providing consistent representation for longer periods, it also excludes some Councillors from the position and experience.

Review of policy

A review the Appointment of Deputy Mayor policy was undertaken and resulted in mainly minor administrative and grammatical amendments that are consistent with other Council policies. The policy has also been reviewed to ensure legislative compliance with the Act.

Attachment 13.1.4.1 is the current policy.
Attachment 13.1.4.2 is the reviewed version of the policy, including tracked changes.
Attachment 13.1.4.3 is the final version recommended for adoption.

It is recommended that Council endorse the amended policy which includes Option 1 presented above, with a 207-day term of appointment for Deputy Mayor for the 11th Council.

Consultation and marketing

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

Policy implications

This report recommends an amended Appointment of Deputy Mayor Policy.

The Elected Member Allowances and Expenses Policy covers allowances, benefits, and support to be provided to Elected Members. This will be reviewed in accordance with the policy review schedule.

Budget and resource implications

The appointment term has been calculated into days to ensure equal opportunity and to ensure accuracy of allowance payment.

The Deputy Mayor receives additional allowances as determined by the Remuneration Tribunal and the Elected Member Allowances and Expenses Policy.

Risk, legal and legislative implications

Should Council not appoint a Deputy Mayor, the Council could be at risk by not being appropriately represented in the case of the Mayor being unavailable due to unforeseen circumstances.

The Mayor holds additional responsibilities in addition to Elected Members in accordance with section 59(1) of the Act:

1. In addition to the role of a member mentioned in section 44, the principal member of a council has the following functions:
    a) to chair meetings of the council;
    b) to speak on behalf of the council as the council's principal representative;
    c) to liaise with the CEO about the performance of the council's and CEO's functions;
    d) to promote behaviour among the members of the council that meets the standards set out in the code of conduct;
    e) to lead the council to undertake regular review of the performance of the CEO.

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. Council Policy Appointment of Deputy Mayor - Current [**13.1.4.1** - 2 pages]
2. Council Policy Appointment of Deputy Mayor - Marked up [**13.1.4.2** - 2 pages]
3. Council Policy Appointment of Deputy Mayor - Clean [**13.1.4.3** - 2 pages]

APPOINTMENT OF DEPUTY MAYOR

COUNCIL POLICY

PURPOSE

The purpose of this policy is to ensure a consistent and transparent approach is followed in appointing a Deputy Mayor of the City of Palmerston.

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, accessible, and accountable.

The City of Palmerston acknowledges that the Mayor will, at various times, be absent from duties and is good governance to appoint a Deputy Mayor to act in the role as required.

DEFINITIONS

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

TERM	DEFINITION
Elected Members	Means the individuals holding the office of a member of the City of Palmerston
Deputy Mayor	Means the Elected Member appointed by the Council to the office of Deputy Mayor
Civic and ceremonial functions	Means official events held such as Citizenship Ceremonies, Australia Day, Community Awards, ANZAC Day Ceremonial events and official Council openings and launches

POLICY STATEMENT

1. Appointment of Deputy Mayor

1.1. Council has resolved to appoint a Deputy Mayor to act in the role as Mayor when the Mayor is absent from duties.

1.2. The term of office for Deputy Mayor is seven terms of 207 days, with the incumbent eligible to renominate.

1.3. The final appointment term will vary pending the date of election declaration set by the Northern Territory Electoral Commission.

1.4. Appointment will be conducted at an Ordinary Council Meeting, prior to the expiry of the current term.

1.5. Nominations for the Deputy Mayor will be sought by a show of hands, unless otherwise determined by Council.

1.6. It is not a conflict of interest for a Member to vote for themselves.

1.7. Any appointment as Deputy Mayor will expire at the end of the Council term.

2. Role of Deputy Mayor

The Local Government Act (the Act) establishes the statutory responsibilities for the position of Deputy Mayor. In addition, Council has an expectation that the Deputy Mayor shall:

- Where appropriate be the alternative to represent the Mayor
- Be available to attend to official duties when Acting Mayor
- Attend civic and ceremonial functions and receptions.

3. Allowance of Deputy Mayor

Allowance will be in accordance with the Remuneration Tribunal and paid in accordance with Council Policy Elected Members Allowances and Expenses.

ASSOCIATED DOCUMENTS

- City of Palmerston Community Plan
- Code of Conduct for Elected Members and Committee Members
- Council Policy - Elected Members Allowances and Expenses
- Council Policy – Breach of Code of Conduct by Elected Member

REFERENCES AND RELATED LEGISLATION

- Local Government Act
- Local Government Guidelines
- Local Government Regulations
- Palmerston By-Laws

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	21 September 2021	NEXT REVIEW DUE	21 September 2025
RECORDS NUMBER	481063	COUNCIL DECISION	10/9
LEGISLATION REFERENCE	Section 59 & 61(3) Local Government Act 2019		

APPOINTMENT OF DEPUTY MAYOR

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City of Palmerston acknowledges that the Mayor will, at various times, be absent from duties and it is good governance to appoint a Deputy Mayor to act in the role ~~as required.~~ when required to ensure continuity of leadership, governance and public engagement.

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1.5. Nominations for the Deputy Mayor will be sought by a show of hands, unless otherwise determined by Council.

1.6. It is not a conflict of interest for an Elected Member to vote for themselves.

1.7. Any appointment as Deputy Mayor will expire at the end of the Council term.

2. Role of Deputy Mayor

2.1. The *Local Government Act 2019 (NT)*~~*Local Government Act 2019 (NT)*~~ (the Act) establishes the statutory responsibilities for the position of Deputy Mayor. In addition, Council has an expectation that the Deputy Mayor shall:

- Where appropriate be the alternative to represent the Mayor;
- Be available to attend to official duties when Acting as Mayor; and
- Attend civic and ceremonial functions and receptions.

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Allowance will be in accordance with the Remuneration Tribunal and paid in accordance with Council Policy Elected Members Allowances and Expenses.

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- Council Policy – Breach of Code of Conduct by Elected Member

REFERENCES AND RELATED LEGISLATION

- ~~*Local Government Act*~~ *Local Government Act 2019 (NT)*
- Local Government Guidelines
- Local Government Regulations
- ~~Palmerston By-Laws~~ Palmerston (Procedures for Meetings) By-Laws 2003

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	~~21 September 2021~~16 September 2025	NEXT REVIEW DUE	~~21 September 2025~~ Q1 2029
RECORDS NUMBER	~~481063~~	COUNCIL DECISION	~~10/9~~

APPOINTMENT OF DEPUTY MAYOR

COUNCIL POLICY

PURPOSE

The purpose of this policy is to ensure a consistent and transparent approach is followed in appointing a Deputy Mayor for the City of Palmerston.

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2. Role of Deputy Mayor

2.1. The *Local Government Act 2019* (NT) (the Act) establishes the statutory responsibilities for the position of Deputy Mayor. In addition, Council has an expectation that the Deputy Mayor shall:

- Where appropriate be the alternative to represent the Mayor;
- Be available to attend to official duties when Acting as Mayor; and
- Attend civic and ceremonial functions and receptions.

3. Allowance of Deputy Mayor

Allowance will be in accordance with the Remuneration Tribunal and paid in accordance with Council Policy Elected Members Allowances and Expenses.

ASSOCIATED DOCUMENTS

- City of Palmerston Community Plan
- Code of Conduct for Elected Members and Committee Members
- Council Policy - Elected Members Allowances and Expenses
- Council Policy – Breach of Code of Conduct by Elected Member

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- Local Government Guidelines
- Local Government Regulations
- Palmerston (Procedures for Meetings) By-Laws 2003

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	16 September 2025	NEXT REVIEW DUE	Q1 2029
RECORDS NUMBER	[Records Number]	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.5
Report Title:	11th Council Committees and Memberships
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This Report seeks Council direction to appoint representatives to Council committees required under the *Local Government Act 2019* (NT) and representations on external bodies for the period 16 September 2025 to 30 June 2026.

Key messages

- Section 82 of the *Local Government Act 2019* (the Act) provides Council with the authority to establish committees.
- The Administrative Review Committee, Chief Executive Officer Performance Appraisal Committee and Risk Management and Audit Committee are required under the Act and appointment of membership is sought at this meeting.
- Council also holds representation on external committees and boards and appointment for these are sought at this meeting.
- The 10th Council established Advisory Committees to support public engagement and consideration of strategic community issues:
  - Palmerston Community Wellbeing Advisory Committee
  - Palmerston Community Safety Advisory Committee
  - Palmerston Vibrant Economy Advisory Committee.
- The Advisory Committees are under review, with a report due to presented to Council in November 2025 and therefore membership for this is not sought at this time.

Recommendation

1. THAT Report entitled 11th Council Committees and Memberships be received and noted.

2. THAT Council make the following appointments to the Administrative Review Committee:
   a. THAT the Mayor, Councillor _____ and Councillor _____ be appointed to the Administrative Review Committee for the period 16 September 2025 to 30 June 2026.
   b. THAT the Mayor be appointed as Chair of the Administrative Review Committee for the Term of the 11th Council.
   c. THAT all other Councillors be appointed as alternative members to the Administrative Review Committee for the period 16 September 2025 to 30 June 2026.

3. THAT Council make the following appointments to the Chief Executive Officer Performance Appraisal Committee:
   a. THAT Councillor _____ and Councillor _____ be appointed to the Chief Executive Officer Performance Appraisal Committee for the period 16 September 2025 to 30 June 2026.
   b. THAT Council note the Mayor is a member of the Chief Executive Officer Performance Appraisal Committee pursuant to section 59(1)(e) of the *Local Government Act 2019* (NT) and holds the position of Chairperson.
   c. THAT all other Councillors be appointed as alternate members to the Chief Executive Officer Performance Appraisal Committee for the period 16 September 2025 to 30 June 2026.

4. THAT Council make the following appointments to the Risk Management and Audit Committee:
   a. THAT the Mayor, Councillor _____ and Councillor _____ be appointed to the Risk Management and Audit Committee for the period 16 September 2025 to 30 June 2026.
   b. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by Council.
   c. THAT all other Councillors be appointed as alternate members to the Risk Management and Audit Committee for the period 16 September 2025 to 30 June 2026.
   d. THAT Council note the current appointed Independent Members of the Risk Management and Audit Committee are:
      i. Chairperson – Ms Clare Milikins
      ii. Independent Member – Mr David Ray
      iii. Independent Member – Mr Craig Kirby

5. THAT Council appoint the following Elected Members to External Organisations and/or Committees:

a. THAT the Mayor be appointed as Council's delegated representative and the Deputy Mayor as alternate member to the Top End Regional Organisation of Council for the 11th Council Term.

b. THAT the Mayor be appointed as Council's delegated representative and the Deputy Mayor as alternate member to Regional Capitals Australia for the 11th Council Term.

c. THAT Councillor _____ be appointed as Council's delegate to the Palmerston Regional Business Association with all other Councillors appointed as alternate members for the period 16 September 2025 to 30 June 2025.

d. THAT Councillor _____ be appointed as Council's representative to Tourism Top End with all other Councillors appointed as alternate members for the period 16 September 2025 to 30 June 2025.

6. THAT Council defers holding Advisory Committee meetings until it has considered the outcome of the advisory committee review to be presented to Council by November 2025 and no appointments are made at this time.

7. THAT Council makes the following appointments for the interim period of 16 September to 30 November 2025, to the following Networks whilst the review of Advisory Committees is underway:

a. Councillor _____ as Chair of the Palmerston Safe Communities Network

b. Councillor _____ as Chair of the Palmerston Seniors Network

c. Councillor _____ as Chair of the Palmerston Animal Management Network

Background

Council committees

Section 82 of the *Local Government Act 2019* provides for councils to establish Council Committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

City of Palmerston Council Committees hold no decision-making authority. They are a group of suitably experienced people appointed to give considered advice and recommendations to Council for its consideration in decision making.

Terms of reference for each committee are available on the City of Palmerston website: https://palmerston.nt.gov.au/your-council/committees

In 2021, the new *Local Government Act 2019* had come into force just prior to the local government elections. As a result of the new legislation, the 10th Council revoked and then resolved on new delegations to the Administrative Review Committee, Chief Executive Officer Performance Appraisal Committee and Risk Management and Audit Committee.

There have been no Act changes since then that affects delegations to committees, therefore the current delegations remain in place until Council resolves to revoke or amend them. A copy of the delegation decision is provided at **Attachment 13.1.5.1**.

External Representation

Council holds representation on the following external committees and boards:

- Top End Regional Organisation of Council (TOPROC)
- Tourism Top End
- Palmerston Regional Business Association (PRBA)
- Palmerston Division of the Development Consent Authority (DCA).

With the exception of the DCA, this report recommends that Council determine its membership to Executive Committees and external representation.

Discussion

Membership held by Elected Members on Council and external bodies is reviewed on an annual basis. The process provides an opportunity to refresh representation, encourage broader participation, and strengthen governance across all areas of Council activity.

All Elected Members are invited to nominate for committee positions, regardless of prior involvement. This inclusive approach fosters a collaborative environment where diverse perspectives and skills can contribute to informed decision-making and effective oversight. Committees play a vital role in shaping policy, guiding service delivery, and engaging with stakeholders, making Elected Member participation meaningful and impactful.

By encouraging open nominations and conducting regular reviews, Council ensures that its committees remain dynamic, responsive, and representative of it as the elected body. This process also supports professional development among Elected Members, allowing them to deepen their understanding of and contribute to areas aligned with their interests and strengths.

Executive Committees

Pursuant to the Act, Council maintains three key committees to support its governance and operational oversight.

Administrative Review Committee

The Administrative Review Committee is convened only when a complaint is received and is responsible for reviewing designated 'reviewable decisions' under sections 322 and 324 of the Act, including corrections to assessment records, regulatory orders and refusals to suppress personal details.

Chief Executive Officer Performance Appraisal Committee

The CEO Performance Appraisal Committee conducts biannual performance reviews of the Chief Executive Officer in accordance with legislative and guideline requirements, facilitated by an independent consultant mutually agreed upon by the Mayor and CEO.

Risk Management and Audit Committee.

The Risk Management and Audit Committee, mandated under section 86 of the Act, provides critical oversight of Council's financial reporting, risk management, compliance and audit functions, meeting at least quarterly and chaired by an independent professional with expertise in risk management and audit. There are two other independent members appointed to the committee through a recruitment process.

Membership across all three committees includes the Mayor and two Elected Members, with all other Councillors appointed as alternative members.

More detailed information on each committee is available via the Council Website: https://palmerston.nt.gov.au/your-council/committees.

The following membership requires appointment:

Administrative Review Committee	2 x Councillors
Chief Executive Officer Performance Appraisal Committee	2 x Councillors
Risk Management and Audit Committee	2 x Councillors

External Committees and Boards

Council maintains active representation on a range of regional and national bodies, recognising the strategic value these relationships bring in advancing the interests of the Palmerston community. Participation in these external organisations enables Council to contribute to broader policy discussions, advocate for local priorities and remain informed of emerging trends, legislative changes and funding opportunities that impact the municipality. These affiliations also foster collaboration with other local governments, industry leaders and government agencies, allowing Council to share best practices, align with regional development initiatives and strengthen its voice on issues of mutual concern.

Top End Regional Organisation of Councils (TOPROC)

TOPROC is a collaboration of the local government councils in the Top End that aims to progress the needs of the Greater Darwin area while providing an opportunity for individual councils to benefit from the broader advocacy platform offered by the Committee. Meetings are generally held quarterly during business hours for approximately two to four hours. The location for meetings is rotated between Councils.

The following membership is recommended for appointment:

Council representative	Mayor
Alternate representative	Deputy Mayor

Regional Capitals Australia

Regional Capitals Australia unites 51 regional capital cities to advocate collectively for their unique social and economic needs, distinct from those of major metropolitan centres like Sydney and Melbourne. Regional Capitals Australia's approach involves strategic advocacy for targeted investment in infrastructure, growth industries, and regional development. Its mission is to bridge the gap between metropolitan and regional cities by securing equitable government attention and resources to enhance connectivity and liveability across regional Australia.

Membership to the Regional Capitals Australia is reviewed annually by Council.

The following membership is recommended for appointment:

Council representative	Mayor
Alternate representative	Deputy Mayor

Tourism Top End

Tourism Top End is an independent, not-for-profit regional tourism organisation that serves as the leading advocate for the Top End's tourism industry at local, regional and national levels. It plays a vital role in delivering government tourism initiatives, industry programs and accreditations through strategic partnerships with government bodies and tourism organisations.

City of Palmerston holds full membership with Tourism Top End which enables a Council representative to attend the monthly general meetings with voting rights. Meetings are generally held on the last Tuesday of each month from 5.30pm and the location of meetings is rotated.

The following membership requires appointment:

Council representative	1 x Councillor

Palmerston Regional Business Association

Established in September 1998, the Palmerston Regional Business Association (PRBA) has grown into a dynamic network representing businesses across Darwin, Palmerston, and surrounding regions. Its core mission is to promote and support local enterprise and community development through active engagement with business leaders, government officials, and community stakeholders. Acting as a central communications hub, PRBA facilitates collaboration, organises meetings with key decision-makers, and hosts monthly events featuring business updates and guest speakers.

Events are typically held on the second Tuesday of each month outside of standard business hours, providing members with regular opportunities to connect, network, and stay informed. In addition to these monthly gatherings, a range of other business-focused events are offered throughout the year. All members are encouraged to attend and, where applicable, may claim the associated costs against their professional development allowance.

The following membership requires appointment:

Council representative	1 x Councillor

Palmerston Division of the Development Consent Authority (DCA)

The Development Consent Authority (DCA), established under section 82 of the Planning Act 1999, is responsible for assessing and determining development applications within designated division areas, which correspond to the Territory's major population centres. Comprising seven divisions, the DCA ensures that planning decisions are made locally and in accordance with legislative requirements. Meetings are held in most months to consider applications and maintain consistent oversight of development activity across the regions.

Upon invitation from the Minister for Infrastructure, Planning and Logistics, Council may nominate to fill three vacancies, consisting of two members and one alternate member. The term of appointment is for a period of two years.

The following appointments of members from the 10th Council Term to the Palmerston Division of the Development Consent Authority continue and will be reviewed by the Development Consent Authority in December 2025:

- Athina Pascoe-Bell
- Sarah Henderson
- Benjamin Giesecke (as alternate member)

Advisory Committees and Networks (under review)

To foster ongoing collaboration with the community on key issues, the 10th Council established a range of committees that residents were encouraged to join. Advisory Committees hold no formal delegation but are appointed to provide informed advice and recommendations to Council.

Three Advisory Committees were established under the 10th Term of Council:

- Palmerston Vibrant Economy Advisory Committee
- Palmerston Community Safety Advisory Committee
- Palmerston Community Wellbeing Advisory Committee

A comprehensive review of each committee's performance during the 10th Council term is currently under way, taking into account legislative requirements, Council policies, established practices and principles of good governance to ensure their continued effectiveness and relevance.

City of Palmerston has strong partnerships in the community which enable it to include diverse views and perspectives in its planning and decision making. The following Community Networks feed into the Advisory Committees and will be incorporated into the review:

- Palmerston Kids Network.
- Palmerston Seniors Network.
- Palmerston Safe Communities Network.
- Palmerston Animal Management Network.
- Palmerston and Rural Youth Services Network.

The Advisory Committee review is due to be presented to Council in November 2025. Given the potential for the findings to inform and reshape Council's strategic direction regarding community engagement and advisory structures, it is recommended that all Advisory Committee meetings be deferred until the review has been formally considered. This approach ensures that any future committee activity is aligned with updated governance frameworks and reflects best practice, allowing Council to make informed decisions about the structure, purpose and membership of its advisory bodies moving forward.

The following Networks remain active, and require the appointment of an Elected Member to the Chair as per the Network Charter:

Palmerston Seniors Network	1 x Councillor as Chair
Palmerston Safe Communities Network	1 x Councillor as Chair
Palmerston Animal Management Network	1 x Councillor as Chair

Consultation and marketing

Internal committees and external bodies serve as conduits for Council to engage meaningfully with the community, government agencies and industry stakeholders. These groups provide structured forums for dialogue, collaboration and shared decision-making, enabling Council to gather diverse perspectives, respond to emerging needs and align its policies with broader social, economic and environmental priorities.

Once Membership has been appointed, a list of Council's Committee representation will be placed onto the Council's website.

Policy implications

The following Council policies apply and are available via the City of Palmerston website:

- Administrative Review Committee Terms of Reference
- Chief Executive Officer Performance Appraisal Committee Terms of Reference
- Code of Conduct for Elected Members and Committee Members
- Elected Members Allowances and Expenses
- Risk Management and Audit Committee Terms of Reference.

Budget and resource implications

Ordinary Elected Members and the Deputy Mayor (excluding the Mayor) are eligible to claim an Extra Meeting Allowance for attending various unpaid meetings, as outlined in the Elected Members Allowances and Expenses policy. These include Council Committee Meetings, Special Council and Committee Meetings, Advisory or Networking Group sessions, workshops or briefings and meetings with external organisations where the member has been formally appointed by Council. Alternate members may only claim the allowance if the appointed member is absent.

Any cost associated with membership or events are accommodated within existing budgets.

Risk, legal and legislative implications

Council committees are established and governed by council resolution pursuant to the Act, with membership that may include councillors, staff, and external individuals. These committees operate under terms and conditions set by the council and may be abolished or created in line with Ministerial guidelines. Their functions, either executive or advisory, are assigned and may be delegated by Council and must be clearly defined in approved terms of reference. While committees have autonomy to set their own procedures, they remain under Council's overarching control and direction.

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

Council is committed to maintaining a leading governance model supported by strong, healthy partnerships across all levels of operation. Key strategies include delivering effectively on the Community Plan, ensuring transparency and accountability, and embracing innovation through measured risk-taking and adaptability. Council aims to influence strategic decisions impacting Palmerston, prioritise the strength of its networks and foster collaborative relationships with staff through open dialogue.

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. Extract - Confirmed Minutes - 5 October 2021 [**13.1.5.1** - 3 pages]

city of PALMERSTON
A Place for People

COUNCIL MINUTES

13.1.1 Council Committee Membership

Moved: Councillor Morrison
Seconded: Councillor Garden

1. THAT Report entitled Council Committee Membership be received and noted.

CARRIED 10/24 – 5/10/2021

Moved: Councillor Eveleigh
Seconded: Councillor Morrison

2. THAT Council revoke all delegations to Administrative Review Committee.

3. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Administrative Review Committee the power to make recommendations to Council and decisions relating to undertaking internal reviews in accordance with Part 18.1 of the *Local Government Act 2019*.

4. THAT Council make the following appointments to the Administrative Review Committee:

   i. THAT the Mayor, Deputy Mayor and Councillor Eveleigh be appointed to the Administrative Review Committee for the period 6 October 2021 to 30 June 2022.
   ii. THAT the Mayor be appointed as Chair of the Administrative Review Committee for the Term of the 10th Council.
   iii. THAT all other Councillors be appointed as alternate members to the Administrative Review Committee for the period 6 October 2021 to 30 June 2022.

CARRIED 10/25 – 5/10/2021

Moved: Deputy Mayor Henderson
Seconded: Councillor Fraser

5. THAT Council revoke all delegations to Chief Executive Officer Performance Appraisal Committee.

6. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Chief Executive Officer Performance Appraisal Committee comprising of the Mayor, Deputy Mayor, Councillor, and independent facilitator appointed by mutual agreement between the Mayor and Chief Executive Officer the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.

7. THAT Council note the Mayor and Deputy Mayor hold permanent positions on the Chief Executive Officer Performance Appraisal Committee pursuant to section 59(e) of the *Local Government Act 2019* and that the Mayor holds the position of Chairperson.

CARRIED 10/26 – 5/10/2021

Initials:

Moved: Deputy Mayor Henderson
Seconded: Councillor Fraser

8. THAT Council make the following appointments to the Chief Executive Officer Performance Appraisal Committee:

   i. THAT Councillor Garden be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 6 October 2021 to 30 June 2022.
   ii. THAT all other Councillors be appointed as alternate members to the Chief Executive Officer Performance Appraisal Committee for the period 6 October 2021 to 30 June 2022.

CARRIED 10/27 – 5/10/2021

Moved: Councillor Garden
Seconded: Deputy Mayor Henderson

9. THAT Council revoke all delegations to Risk Management and Audit Committee.

10. THAT Council pursuant to section 40(2)(b) of the *Local Government Act 2019*, hereby delegate to the Risk Management and Audit Committee the power to make recommendation to Council and decisions relating to Risk Management and Audit matters:
    - Follow up on issues arising from internal and external audits.
    - The management of outstanding and completed audit issues register.
    - The receipt and acceptance of strategic and operational risk assessments.
    - Compliance by Council with proper standards of financial management.
    - Compliance by Council with Local Government Act Compliance Register and accounting standards.

11. THAT Council make the following appointments to the Risk Management and Audit Committee:
    i. THAT the Mayor, Councillor Henderson and Councillor Garden, be appointed to the Risk Management and Audit Committee for the period 6 October 2021 to 30 June 2022.
    ii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.
    iii. THAT all other Councillors be appointed as alternate members to the Risk Management and Audit Committee for the period 6 October 2021 to 30 June 2022.

CARRIED 10/28 – 5/10/2021

Moved: Mayor Pascoe-Bell
Seconded: Councillor Fraser

12. THAT the Mayor be appointed as Council's delegated representative and the Deputy Mayor as alternate member to the Top End Regional Organisation of Council (TOPROC) for the 10th Council term.

CARRIED 10/29 – 5/10/2021

Initials:

Moved: Councillor Giesecke
Seconded: Councillor Garden

13. THAT Councillor Fraser be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) with all other members appointed as alternate members for the period 6 October 2021 to 30 June 2022.

MOTION LOST

Mayor Pascoe-Bell exercised the casting vote and declared the motion lost.

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Henderson

14. THAT Councillor Eveleigh be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) with all other members appointed as alternate members for the period 6 October 2021 to 30 June 2022.

CARRIED 10/30 – 5/10/2021

Moved: Councillor Hale
Seconded: Councillor Garden

15. THAT Councillor Morrison be appointed as Council's representative to Tourism Top End with Councillor Henderson appointed as alternate member for the period 6 October 2021 to 30 June 2022.

CARRIED 10/31 – 5/10/2021

Moved: Councillor Eveleigh
Seconded: Councillor Morrison

16. THAT Council not hold any advisory committee meetings until it has considered the outcome of the Committee review including the IDA framework and Palmerston Local Economic Plan in November 2021.

CARRIED 10/32 – 5/10/2021

13.1.2 Palmerston Division of the Development Consent Authority (DCA) - Representation

Moved: Councillor Morrison
Seconded: Councillor Fraser

1. THAT Report entitled Palmerston Division of the Development Consent Authority (DCA) - Representation be received and noted.

2. THAT Council nominate Mayor Pascoe-Bell, Councillor Henderson, Councillor Giesecke and Councillor Fraser to the Minister for Infrastructure, Planning and Logistics for consideration or appointment to positions of Community Members of the Palmerston Division of the Development Consent Authority.

CARRIED 10/33– 5/10/2021

Initials:

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.6
Report Title:	11th Council Christmas Closures
Meeting Date:	Tuesday 16 September 2025
Author:	General Manager People and Place, Emma Blight
Approver:	General Manager People and Place, Emma Blight

Community plan

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

Purpose

This report seeks to update Council on the closure of Council offices and facilities during the Christmas holiday period, including a recommendation to close offices at 12pm on the last working day prior to Christmas, for the term of the 11th Council.

Key messages

- In previous years, Council has resolved to enact a closure of its facilities and offices from 12:00pm on the final business day before Christmas Day and reopen on the first business day after the New Year's Day public holiday.
- It is recommended that the Council Operations Centre, Civic Plaza, and the City of Palmerston Library will be closed from 12pm on the last working day prior to Christmas Day, reopening on the first business day after the New Year's Day public holiday.
- Given public holidays and weekends during this period, the closure is effectively for three (3) and a half business days.
- Council will continue to provide essential services, including kerbside waste collection and urgent animal management, as well as access to the Swimming, Wellness, Events, Leisure and Lifestyle Centre (SWELL) Centre and Archer Waste Management Facility (both with reduced hours) over these periods.
- For the terms of the previous two (2) Councils the City of Palmerston Library, Recreation Centre and Council venue bookings were closed/not available through the Easter and Christmas periods, however due to requests from regular user groups, these facilities will remain open to pre-approved user groups during the annual closedown.

Recommendation

1. THAT Report entitled 11th Council Christmas Closures be received and noted.

2. THAT Council approves the closure of the Operations Centre, Civic Plaza, and Library from 12:00pm on the final business day before Christmas Day, for the term of the 11th Council.

3. THAT Council notes the closure of the Operations Centre, Civic Plaza and Library from the period from Christmas Day reopening on the first business day after the New Year's Day public holiday, for the term of the 11th Council.

4. THAT Council notes the Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Centre and Archer Waste Management Facility will maintain operating with reduced hours on Christmas Day, and other essential services will continue, including waste collection and urgent animal management over the Christmas closure periods for the term of the 11th Council.

Background

At the 2nd Ordinary Meeting of 21 September 2021, Council made the following decisions:

13.2.6 10th Council Christmas and Easter Closures

Moved: ***Alderman Hale***
Seconded: ***Alderman Morrison***

1. *THAT Report entitled 10th Council Christmas and Easter Closures be received and noted.*

2. *THAT Council approves the closure of the Council Depot, Civic Plaza, Gray Community Hall, Durack Community Arts Centre, Driver Resource Centre, Recreation Centre and Library from 12.00pm on the final business day before Christmas Day, reopening on the first business day after the New Year's Day public holiday for the term of the 10th Council.*

3. *THAT Council approves the closure of Gray Community Hall, Durack Community Arts Centre, Driver Resource Centre, Recreation Centre and the Library on Easter Sunday for the term of the 10th Council.*

4. *THAT Council notes the Palmerston Fitness and Aquatic Centre and Archer Waste Management Facility will maintain normal operating hours and other essential services will continue including waste collection and limited animal management over these periods.*

CARRIED 10/11 – 21/09/2021

These closures were the business arrangements in place for the Christmas and Easter periods through the duration of the 9th and 10th Councils. Easter Sunday was previously not a public holiday and Council facilities were closed, however it became recognised as a public holiday from 2023, therefore this Report does not reference Easter closures.

This report seeks Council endorsement to close staffed sites at 12:00pm on the final working day prior to Christmas Day for the term of the 11th Council.

Discussion

It is being recommended that Council Operations Centre, Civic Plaza, and City of Palmerston Library will close to the public from 12:00pm on the final business day before Christmas Day, reopening on the first business day after the New Year's Day public holiday for the term of the 11th Council. This has been standard practice for at least eight (8) years. The closure between the public holidays is standard practice in many organisations during a period of low customer demand and is also consistent with the recently implemented Enterprise Agreement. The early closure on the last working day before Christmas Day allows time for staff to ensure sites are properly secure and prepared for an emergency weather event. Essential services will continue to be provided through other means, such as after-hours call services.

For the term of the previous two (2) Councils, facilities including the Recreation Centre, Driver Resource Centre, Gray Community Hall and Durack Community Arts Centre have been closed for the Christmas and Easter period. Over the past few years, some community groups have requested access to City of Palmerston facilities to host religious and cultural gatherings on the public holidays, some of which have been consistently utilising Council facilities for many years, demonstrating respectful and reliable partnerships and value to our community. These user groups have a strong track record of independently managing their access, security, and cleanliness. Their use of the facilities during public holidays would require no staff presence or support. Not closing these facilities over the public holiday periods identified in this Report will ensure that any pre-approved user groups may still access our facilities to continue their community-based activities.

The Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Centre will be closed on Christmas Day and New Year's Day, and Archer Waste Management Facility will operate as normal with reduced hours of 8:00am to 12:00pm on Christmas Day. Essential services, including waste collection and urgent animal management will continue over the Christmas closure period. Regulatory Services and urgent operational matters will be dealt with through Council's after-hours call service and on call staff in line with normal public holiday operational standards and the Enterprise Agreement.

Waste collection services will still operate as normal. Pre-approved users of community facilities, such as community halls and the Recreation Centre continue to have access.

Consultation and marketing

The following internal stakeholders were consulted:

- Community Services
- Regulatory Services

The community will be informed of closures by a public notice published on City of Palmerston's website, as well as an awareness campaign including social media posts, email correspondence to regular facilities uses and hardcopy notices at relevant facilities on an annual basis at time of closures.

Policy implications

There are no Policy implications for this Report.

Budget and resource implications

The proposed closure and on call arrangements have been planned for in Council's operational budget.

Risk, legal and legislative implications

The closure between Christmas Day and New Year's Day will ensure City of Palmerston is consistent with what is allowed for within the Enterprise Agreement (2025).

The public holidays observed in this report are consistent with the Public Holidays Act 1981.

Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

Nil

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.1.7
Report Title:	11th Council Policy Schedule
Meeting Date:	Tuesday 16 September 2025
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

This report provides the Council with the recommended Policy Review Schedule for the 11th term of Council.

Key messages

- Council policies support the strategic direction of City of Palmerston.
- Council has a range of policies to provide clear, consistent guidance on how decisions are made, and services are delivered.
- A Policy Review Schedule has been developed for endorsement by the 11th Council which will come into effect after the 2025 Local Government Elections.
- The 11th Council will commence reviewing policies in the second half of 2025 and will continue until the next caretaker period commences in 2029.

Recommendation

1. THAT Report entitled 11th Council Policy Schedule be received and noted.

2. THAT Council endorses the 11th Policy Schedule at **Attachment 13.1.7.1** to Report entitled 11th Council Policy Schedule.

Background

Council Policies are a major component of the governance framework for City of Palmerston. They support the strategic direction of Council and guide the organisation's decision-making processes. Council's policies help ensure transparency, accountability and fairness in Council operations, aligning with legislative requirements and community expectations. They support good governance by setting standards for conduct, resource use, financial management and service provision for Elected Members and staff.

All required policy reviews were completed within the 10th Council term. At the 1st Ordinary Council Meeting of 3 June 2025, Council made the following decision:

> ***13.2.1 10th Council Policy Schedule - Update June 2025***
>
> ***Moved:*** ***Councillor Morrison***
> ***Seconded:*** ***Councillor Henderson***
>
> 1. *THAT Report entitled 10th Council Policy Schedule - Update June 2025 be received and noted.*
>
> 2. *THAT Council notes that Council policies at* ***Attachment 13.2.1.1*** *have been reviewed once this term of Council.*
>
> ***CARRIED (6/0) - 10/1917 – 3/06/2025***

This report presents the policy review schedule for the 11th Council term for consideration.

Discussion

Eleventh Council Policy Schedule

Governance has developed a 11th Council Policy Schedule (the schedule) at **Attachment 13.1.7.1** which sets out the policies due for renewal in the new Council term. The schedule provides a road map of policies for the four years after the election of the 11th Council.

The schedule has been designed with the following key considerations:

- Induction of new Elected Members
- Legislative requirements for the commencement of a new Council
- Distribution of policies by responsible department
- Legislative requirements for frequency of review
- Capacity of Directorates during peak periods such as Budget development
- Council policy themes, for example policies that should be reviewed together.

Elected Members will undergo an induction process on commencement of the 11th Council. A suite of Council policies has been scheduled for review by Council in the first two quarters of their term as part of this induction, for educational purposes and to meet legislative requirements. These policies include:

- Casting Vote
- Appointment of Deputy Mayor
- Political Involvement in Council Events
- Confidential Information
- Fraud and Corruption
- Breach of Code of Conduct by Elected Member
- Code of Conduct of Chief Executive Officer
- Elected Member Allowances and Expenses.

Each year, the development of the Budget for the following financial year commences around December, with several workshops are held between January to April. Budget-related policies such as the Rate Concession, Rating Policy and Elected Members Allowances and Expenses have been scheduled, so they are considered during budget development. Non-Budget but finance related policies have been scheduled later during the calendar year when Budget development has wrapped up.

Certain policies have been grouped together for review when themes are consistent, such as Gifts and Benefits for Elected Members and Gifts and Benefits by Chief Executive Officer. Certain policies have also been scheduled based on legislative requirements such as Procurement and Confidential Information which Council is legislatively required to review within the first 12 months of a new Council.

Some policies are required to be reviewed more than once per term, such as the Risk Management and Audit Committee Terms of Reference and Code of Conduct for Chief Executive Officer requiring two reviews during the 11th term of Council due to legislative or Council requirements.

The policy schedule is a guide on when policies are to be reviewed. Policies may be reviewed earlier or more frequently than scheduled due to legislative and operational changes. For example, Council Policy Elected Member Allowances and Expenses has been amended in the first meeting of the 11th Council to reflect recent legislative changes, it will also go through a second review as its influenced by the annual release of the Remuneration Tribunal Determination that sets local government Council member allowances. The next review of the determination has commenced, and it is expected that the Elected Member Allowances and Expenses Policy will be reviewed for a second time during the 11th Council term in response.

It is recommended that Council endorses the 11th Policy Schedule at **Attachment 13.1.7.1**.

Consultation and marketing

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

- Executive Leadership Team
- Senior Leadership Team.

Policy implications

It is good governance for Council to review all policies at least once within the Council's Term to ensure they are consistent, compliant and reflect the intent of Council

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

It is good governance to review policies at least once per term.

The Council Policy Review Schedule is developed in line with compliance requirements of the *Local Government Act 2019* (NT) (the Act). Failure to review and progress policies may result in non-compliance with the Act.

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. 11th Council Policy Schedule for Elected Members [**13.1.7.1** - 1 page]

Year	Quarter	Report Title	Owner	Adopted Date	Review Due	Review required
		Casting Vote	CEO	21/09/2021	Q4	Once per term, First meeting after a general election.
		Appointment of Deputy Mayor	CEO	21/09/2021	Q4	Required following general election
		Elected Member Casual Vacancies	CEO	15/04/2025	Q4	Required following Act amendments
		Debt Collection	CEO	10/10/2024	Q4	Required following Act amendments
		Elected Member Allowances and Expenses	CEO	20/06/2023	Q4	legislated, once in a term, Required following Act amendments
		City Centre Parking	CEO			New policy under development
		Political Involvement in Council Events	CEO	7/06/2022	Q1	
		Confidential Information	CEO	5/04/2022	Q1	legislated, Council must review within 12 months of commencement
		Procurement	CEO	4/10/2022	Q1	legislated, Council must review within 12 months of commencement
		Alcohol Management	CEO	1/03/2022	Q1	
		Rating	CEO	21/06/2022	Q2	
		Fraud and Corruption	CEO	18/04/2023	Q2	
		Accountable Forms (Members and CEO)	CEO	21/06/2022	Q2	
		Sufficient Interest in the Assessment Record	CEO	7/06/2022	Q2	
		Risk Management and Audit Committee Terms of Reference	CEO	2/07/2024	Q3	Review every two years
		Code of Conduct for Chief Executive Officer	CEO	6/12/2022	Q4	legislated, bi-annually
		Edible Pocket Garden	CEO	19/10/2022	Q4	
		Investments	CEO	6/12/2022	Q4	
		Security Payments	CEO	21/03/2023	Q1	
		Lighting up Palmerston	CEO	7/02/2023	Q1	
		Related Party Disclosure	CEO	21/03/2023	Q1	
		Privacy	CEO	21/03/2023	Q1	legislated, once in a term
20		Lease of Council property	CEO	4/07/2023	Q2	
		Debt Collection	CEO	10/10/2024	Q2	
		Media	CEO	4/04/2023	Q2	
		Breach of Code of Conduct by Elected Member	CEO	17/06/2025	Q3	legislated, once in a term
		Human Resource Management	CEO	4/07/2023	Q3	legislated, once in a term
		Abandoned Personal Effects	CEO	19/11/2024	Q4	
		Social Media	CEO	5/03/2024	Q4	
		Recognition of Service to the Community	CEO	2/04/2024	Q1	
		Audio/Audiovisual Conferencing	CEO	2/04/2024	Q2	legislated, once in a term
		Outdoor Dining	CEO	5/04/2022	Q2	
		Rate Concession	CEO	1/07/2024	Q2	legislated, once in a term
2028		Community Engagement	CEO	1/10/2024	Q3	
		Animal Management - Licence and Registration	CEO	1/07/2024	Q3	
		Risk Management and Audit Committee Terms of Reference	CEO	2/07/2024	Q3	Review every two years
		Financial Reserve	CEO	17/06/2025	Q3	
		Elected Member Absences	CEO	10/12/2024	Q3	
		Chief Executive Officer Allowances and Other Benefits	CEO	1/10/2024	Q4	
		Code of Conduct for Chief Executive Officer	CEO	6/12/2022	Q4	legislated, bi-annually
		Gifts and Benefits by Chief Executive Officer	CEO	21/06/2022	Q4	
		Laneway Management	CEO	15/10/2024	Q4	
		Asset Management	CEO	17/09/2024	Q4	
		Credit Card by CEO and Elected Members	CEO	1/03/2025	Q1	
		Caretaker	CEO	17/07/2024	Q1	
		Borrowing	CEO	21/01/2025	Q1	
		Gifts and Benefits for Elected Members	CEO	6/05/2025	Q1	
		Sponsorship	CEO	4/03/2025	Q2	
		Community Funding	CEO	4/03/2025	Q2	
		Risk Management	CEO	17/06/2025	Q2	
		Open Data	CEO	18/03/2025	Q2	
		Shared services	CEO	18/03/2025	Q2	
2029		Elected Member Casual Vacancies	CEO	15/04/2025	Q2	
		Preserving our Urban Forest	CEO	18/03/2025	Q2	
		CARETAKER PERIOD				

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.1
Report Title:	Financial Report for the Month of August 2025
Meeting Date:	Tuesday 16 September 2025
Author:	Finance Manager, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Wati Kerta

Community plan

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

Purpose

The purpose of the Report is to present to Council the Financial Report for August 2025.

Key messages

- This report presents the August 2025 financial report and is representative of the year-to-date income and expenditure as at 31 August 2025.
- The financial health check ratios indicate that overall Council is in a positive financial position.
- The annual budget is the 2025-26 budget, which is the original budget published in the 2025-26 Municipal Plan plus and the budget rollover.
- Total operating income is $38.55 million or 87% of the annual budget.
- Capital income is at 2% of the $5.76 million budget. Grants income is recognised when grant obligations are met, which is generally when capital expenditure is incurred.
- Capital expenditure is $0.45 million which is 4% of the $11.70 million approved revised Capital budget. There is a further $1.46 million in commitments where works have commenced or are awaiting payment, combined equates to 17% of the budget.
- Operating surplus (excluding depreciation) is at $34.02 million.
- The total cash and cash investments were $16.47 million, which includes $9.85 million in term deposits in various banking institutions with less than 12 months to maturity and $6.62 million in our general bank account.

- Rates debt receivables is $33.98 million, which includes:
  - Outstanding debt for 25/26 $31.33 million which is 82.3% of the rates levied
  - $1.2 million outstanding for 2024-25.
  - A further $863,464 of accumulated unpaid rates from prior years.
- Total payments to creditors in August 2025 amounted to $4.41 million, of which $3.92 million (88.86%) was paid to local suppliers.
- 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 August 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 August 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 2025-26 consists of:

- the total budget per the municipal plan for the 2025-26 financial year,
- the approved capital expenditure roll-over from 2024-25
- Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2025 to the current reporting date, 31 August 2025.

This report should be read in conjunction with the following:

- Dashboard report found at **Attachment 13.2.1.1** 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 13.2.1.2** presenting the financial position of Council as at 31 August 2025, noting that the 2024-25 End of Financial Year adjustments are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit.

Discussion

Financial Health

The financial health check ratios provide Council with a quick snapshot of the Council's financial position.

- The August 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 40% which is in line with the KPI.
- The debt service ratio (net operating income divided by debt repayments plus interest) for August 2025 is 22.07, indicating that the Council has sufficient capacity to meet its loan obligations and is in line with the KPI.
- Rates collection shows that 18% of total rates revenue has been collected, which is low as rates were only levied on 28 July and are not due until 30 September. This will increase as we receive the rates payments.
- The current ratio (Current Assets divide by Current Liability) is 3.04 for August 2025 which demonstrates that Council has enough resources to meet its short-term obligations and is in line with the KPI.

These ratios are calculated on a cash accounting basis to more accurately represent trends:

- Operating Surplus Ratio
- Debt Service Ratio
- Current Ratio

Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2025-26 as at 31 August 2025. Refer to **Attachment 13.2.1.1.**

Total Operating Income as at 31 August 2025 is $38.56 million, which is 87% of the Annual Budget of $44.20 million including the budget review adjustments throughout the year.

Total Operating Expenditure as at 31 August 2025 is $6.59 million, this mainly consists of the following:

- $1.98 million Employee Costs.
- $1.04 million Materials & Contractors.
- $2.05 million Depreciation (non-cash).
- $0.16 million Professional services such as external consultants and management fee for Odegaard.
- $0.51 million Other Expenses such as program running cost and training costs.
- $0.22 million Software, Hardware, Stationery, and Subscription.

The $2.92 million underspend in operating expenditure is largely due invoices that are yet to be received and processed for services received in July and August.

Overview

The dashboard provides an overview of Council's capital expenditure for 2025-2026 as per **Attachment 13.2.1.1.**

Capital Expenditures

The 2025-2026 Capital Expenditure budget is $11.70 million. This includes $5.10 million capital budget from last financial year that was rolled over to the current financial year.

The pie chart in the dashboard as per **Attachment 13.2.1.1** shows that out of the $11.70 million capital expenditure budget, the actual capital expenditure is $0.45 million which is 4% of the budget.

In addition to the $0.45 million actual expenditure, there is a further $1.46 million in commitments where works have commenced and/or are awaiting payments, or for capital budget roll-over. The current expenditure combined with the commitments presents 16% of expenditure against the original capital budget.

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 2025-26 (A), funds that have been received (C) and funds still yet to be received (D).

- 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.

CAPITAL PROJECT 25-26	TOTAL GRANT INCOME FOR 2025-26	GRANT RECOGNISED AS INCOME	GRANT FUNDS RECEIVED TO DATE	GRANT FUNDS YET TO BE RECEIVED
PRJ10380 - Pump Parks/skate parks Zuccoli	$0.33M	0.04M	$0.29M	
PRJ10553-SWELL Carpark Upgrade	$0.05M		$0.05M	
PRJ10580- SWELL Basketball Court Shade Structure	$0.08M		$0.08M	
PRJ10039- Reseal Program	$0.21M		$0.21M	
PRJ10246-Road Reconstruction (R2R)	$0.45M		$0.45M	

CAPITAL PROJECT 25-26	TOTAL GRANT INCOME FOR 2025-26	GRANT RECOGNISED AS INCOME	GRANT FUNDS RECEIVED TO DATE	GRANT FUNDS YET TO BE RECEIVED
PRJ10537- Black Spot - Bonson Terrace	$0.04M	0.03M		$0.01M
PRJ10538-Black Spot - Yarrawonga Road	$0.11M			$0.11M
PRJ10522 -Hobart Park Exeloo and Park Upgrade	$0.37M			$0.37M
PRJ10375-21/22 Custom Animal Holding Pens (LG IP Grant)	$0.02M		$0.02M	
PRJ10303- Water Aquifer Prevention Strategy	$0.10M		$0.10M	
PRJ10394- Archer Recycling Modernisation Project	$0.03M		$0.03M	
PRJ10257 - Lakebed Aerators	$0.03M	0.02M	$0.01M	
PRJ10595- Woodroffe Park Upgrades	$0.60M		0.60M	
Total	**$2.42M**	**0.09M**	**$1.84M**	**$0.49M**

Cash and Investments

Trading Account: $6.62 million.
Investments: $9.85 million.
Year to Date interest revenue: $0.13 million.

CASH AT BANK AND INVESTMENTS				
DURATION	NO.	(MILLION)$ VALUE	% OF TOTAL PORTFOLIO	LIMIT
Cash at bank	1	$6.62M	NA	NA
<12months	6	$9.85M	100%	100%
Total	7	$16.47M	100%	100%

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 August 2025 the Council held $9.85 million in term deposits across three financial institutions.

- Cash held by Council in the National Australia Bank (NAB) Trading account as at 31 August 2025 was $6.62 million earning 3.61% 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 at **Attachment 13.2.1.2.**

Receivables

Council has $36.93 million in Receivables, which is made up of the following.

- $33.98 million in Rates and charge, including rates levied during 2025-2026. Further explanation of the breakdown is detailed below is rates and charges.
- $2.95 million in other receivables including infringements, sundry debtors, grants receivables, GST receivables and accrued interest receivables for Term Deposits.

Rates and charges

- The dashboard at **Attachment 13.2.1.1** highlights the rates levied for the 2025-26 financial year are $38.1 million, of which $6.7 million has been already collected.
- Item 2.4 Debtors Control at **Attachment 13.2.1.2** provides for the summary of the breakdown of the $2.06 million rates overdue:
- The actual overdue amount for 2024-25 rates as at August 2025, is $1.2 million which is 3.3% of the total 2024-25 rates revenue.
- There is $863,464 of overdue rates from prior years.
- 1029 properties have outstanding rates for 2024-25 and prior
- 2108 Ratepayers have paid their 2025-26 rates in full.
- Total of 654 properties have either direct debit or payment arrangement in place.
- *The Local Government Act 2019 (NT)* 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. Council currently holds overriding statutory charges on 96 properties for debts from 2018/19 and earlier.
- 18 Financial Hardship applications have been submitted for the 2025-26 financial year and are waiting for approval. 16 are from the 24/25 financial year and 2 are new applications.
- A balance of $328,830.21 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 for the 25/26 FY to date

Infringements

- Total infringements outstanding is $210,129.56 as at 31 August 2025; this consists of Animals ($184,855.26), Public Place ($6,395) and Parking ($18,879.30).
- The graph in the dashboard at **Attachment 13.2.1.1** shows the total infringements issued and collected for the year until 31 August 2025.
- Total Animal infringements issued for 2025-26 as at 31 August 2025 is $103,404 and collected is $80,052.

- Parking infringements issued for 2025-26 as at 31 August 2025 is $17,407, out of which $17,020 has been collected.
- Total Public Places infringements issued and collected for 2025-26 as at 31 August 2025 is $1,693.

Sundry Debtors

Sundry Debtors as at 31 August 2025 is $989,045.81 as presented in **Attachment 13.2.1.2.** This balance includes $675,000 that 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 August 2025 amounted to $4.41 million, of which $3.92 million (88.86%) were paid to local suppliers.
- During August 2025, the significant vendor payments consisted of $1.07 million to JLT Risk Solutions Pty Ltd, $0.48 million to Cleanaway, $0.38 million to City of Darwin, $0.32 million to Australian Taxation Office - PAYG, $0.19 million to Programmed Property Services, $0.16 million to Power Water Corporation, $0.15 million to CMA Contracting Pty Ltd.

Borrowings

Total external borrowings of $6.96 million is made up of the following:

- Archer Land Fill Rehabilitation loan: The total amount borrowed from NAB was $1.96 million with the balance as at 31 August 2025 being $0.49 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 as at 31 August 2025 of $4.52 million. This is a 20-year loan with current variable interest rate of 4.7537% 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 $533,967 Year-to-Date (YTD) in Pay-As-You-Go (PAYG) tax to the Australian Taxation Office (ATO). The PAYG withholding tax is regularly reported to the Australian Taxation Office on a fortnightly basis by Council.
- The Business Activity Statement (BAS) balance for the month ended 31 July 2025 has been finalised and lodged in August 2025 as a Goods Services Tax refund of $200,963. ATO refund was received in NAB on 27th of August. The August 2025 BAS will be finalised and lodged in September 2025. City of Palmerston received in August the $3,527.49 refund from ATO for the Fringe Benefit Taxes lodged last May 2025.
- 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
- Infrastructure team.

Policy implications

This report is in line with the reporting requirements under the *Local Government Act* and relevant Council Policies, with the exception of the Investment Policy. Currently, the single entity exposure in the A2/A rating category slightly exceeds the policy limit by 7.08%. This is expected to return to compliance following the redemption of the AMP term deposit in September.

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.

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

1. Dashboard [**13.2.1.1** - 1 page]
2. EOM August 2025 [**13.2.1.2** - 25 pages]

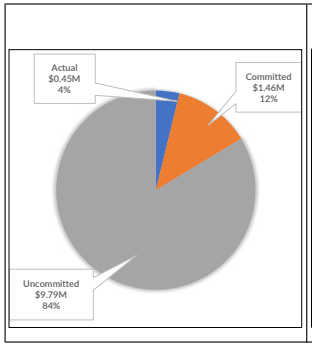
31 August 2025

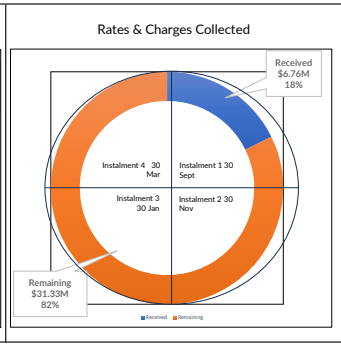
DASHBOARD

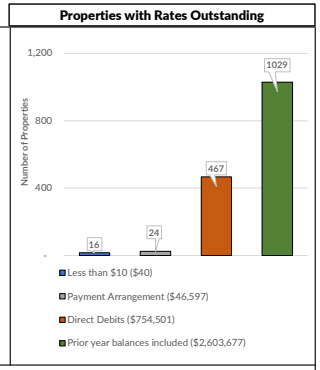
$34.02 M	$0.14 M	$0.45 M	$16.47 M
Operating Surplus (excluding Depn)	Capital Income	Capital Expenditure	Cash Held
Annual Budget is at $4.98 M	Annual Budget is at $5.76 M		

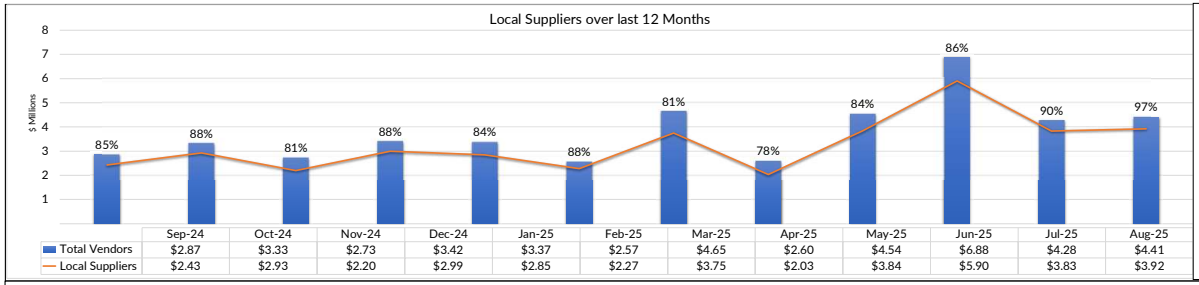
Operating Surplus Ratio			
Debt Service Ratio	> 2.0		
Rates Collection	>95%		
Current Ratio			

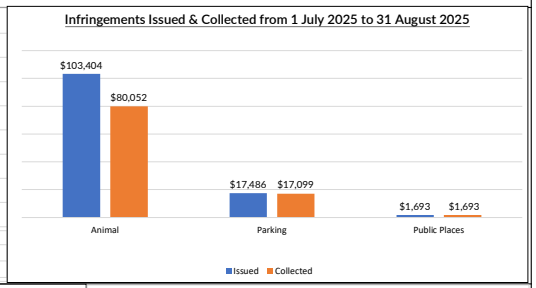
Legends: On Track; Explantion Required; Off Track

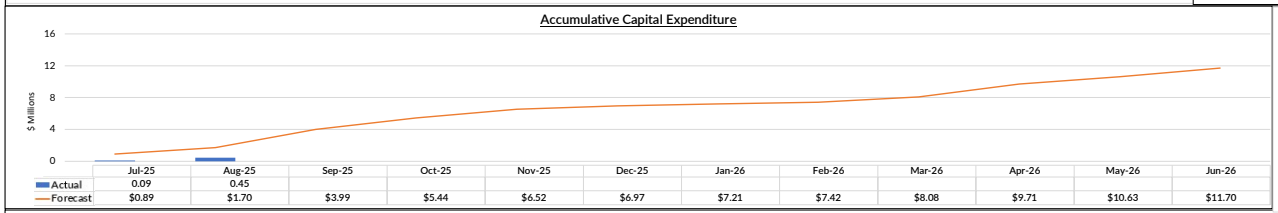


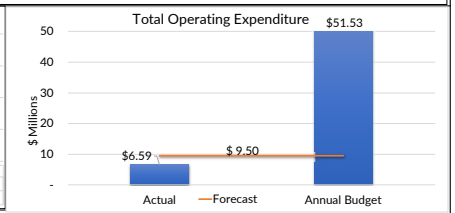


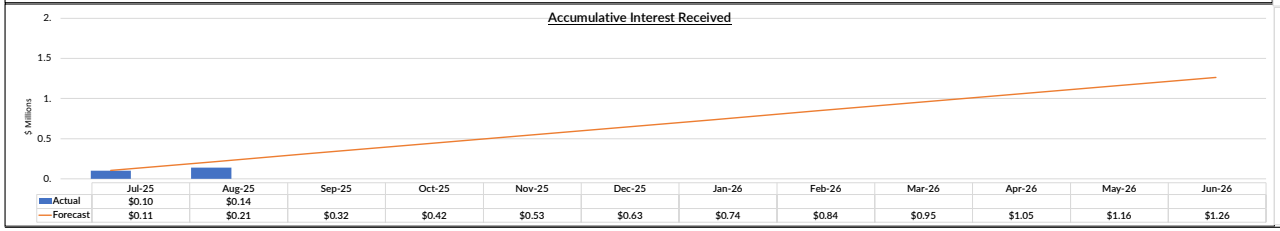


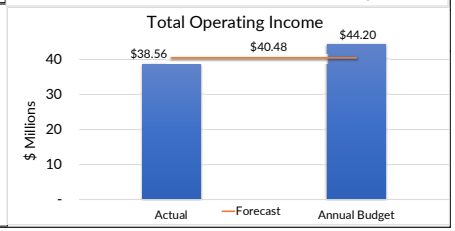












FINANCIAL MANAGEMENT REPORTS

August 2025

- 1. Executive Summary
- 2. Financial Results

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August 2025

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	2.2	Reserve Balance
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	2.4	Debtor Control Accounts
	2.5	Creditor Accounts Paid
	2.6	Creditor Accounts Outstanding
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	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 August 2025 best reflects the financial affairs of the Council.



_____

Andrew Walsh
Chief Executive Officer

Section 2
Financial Results
31 August 2025
16.67%

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	28,976,123	29,065,517	100%	28,929,123	100%	
Charge	8,932,422	9,022,814	101%	8,932,422	101%	
Fees & Charges	964,282	171,281	18%	136,783	125%	1
Grants, Subsidies & Contributions	3,560,023	10,055	0%	2,187,305	0%	2
Interest & Investment Revenue	1,729,151	215,780	12%	288,356	75%	3
Other Income	41,960	69,838	166%	8,783	795%	4
Operating Income	***44,203,961***	***38,555,284***	***87%***	***40,482,772***	***95%***	
Operating Expenditure						
Employee Costs	-13,640,851	-1,977,780	14%	-2,460,077	80%	5
Materials & Contractors	-14,594,804	-1,042,026	7%	-2,352,728	44%	6
Depreciation, Amortisation & Impairment	-12,306,000	-2,051,000	17%	-2,051,000	100%	
Elected Members Allowances	-523,612	-73,590	14%	-94,520	78%	8
Elected Members Expenses	-383,370	-4,202	1%	-4,224	99%	
Professional Services	-2,261,415	-163,607	7%	-358,297	46%	7
Auditor's Remuneration	-55,886	0	0%	0	0%	
Utilities	-2,427,946	-131,200	5%	-451,564	29%	9
Legal Expenses	-315,700	-62,863	20%	-52,583	120%	10
Telephone & Other Communication Charges	-196,678	-84,597	43%	-95,264	89%	11
Donations, Sponsorships & Grants	-255,000	-56,087	22%	-32,200	174%	12
Software, Hardware, Stationery, Subscriptions	-1,216,016	-220,791	18%	-319,218	69%	7
Insurance	-769,519	-156,940	20%	-758,186	21%	13
Borrowing Costs	-309,806	-51,546	17%	-51,634	100%	
Other Expenses	-2,274,641	-511,572	22%	-421,122	121%	14
Operating Expenditure	***-51,531,244***	***-6,587,801***	***13%***	***-9,502,617***	***69%***	
OPERATING SURPLUS/(DEFICIT)	***-7,327,283***	***31,967,483***		***30,980,155***		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	150,000	8,636	6%	0	0%	
Developer Contributions	200,000	43,313	22%	0	0%	15
Asset Income	3,000,000	0	0%	0	0%	
Grants received	2,407,208	83,903	3%	55,016	153%	16
Capital Income	***5,757,208***	***135,852***	***2%***	***55,016***	***247%***	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	***-1,570,075***	***32,103,335***		***31,035,172***		
Asset Purchase	-4,938,512	-202,206	4%	-752,424	27%	17
Asset Upgrade	-6,761,843	-247,819	4%	-950,632	26%	17
Capital Expenditure	***-11,700,355***	***-450,025***	***4%***	***-1,703,056***	***26%***	

Section 2
Financial Results

Executive Summary as at 31 August 2025
% of year passed 16.67%

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	-12,306,000	-2,051,000	17%	-2,051,000	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
NET CAPITAL SURPLUS/(DEFICIT)	***-3,964,430***	***33,704,310***		***31,383,115***		
Less Repayment of Borrowings	-512,201	-84,893	17%	-85,367	99%	
Reserve Movement	4,476,632	0	0%	746,105	0%	18
NET OPERATING SURPLUS/(DEFICIT)	***0***	***33,619,417***		***32,043,854***		

End of Financial Year adjustments for 2024-25 are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to external audit

Notes
1. Due to higher revenue from rate searches and infringements than expected
2. Due to the early receipt of 50% of the 2025–26 financial assistance grants in June rather than July and adjustment will be made at first budget review
3. Variance is due to lower interest income resulting from the early redemption of a term deposit
4. Variance is due to receipt of insurance claims for Tom price park
5. Variance is due to timing of cashflow and some vacant positions during the period, these positions are currently being recruited
6. Variance is due to vegetation, waste management, maintenance, and utility invoices for August services that are yet to be processed
7. Due to invoices for counselling , training, consulting , report design and software licenses yet to be received and processed
8. Variance is due to two vacant position for elected members
9. Utilities invoices yet to be processed for the month of August
10. Due to legal expenses greater than planned
11. Variance is due to invoices for software licenses yet to be processed for month of August
12. Variance is due to grants and sponsorship payments made earlier than budgeted
13. All invoices received and paid for will be reflected in September report
14. Variance is due to invoices for City of Palmerston events being paid earlier than anticipated
15. Funds received for Funds in Lieu of Construction driveway
16. Grant obligations have been met and therefore income has been recognised
17. A number of projects are in initial phase and expenditure yet to be incurred . Refer to 1.3 Capital expenditure for more details
18. Actual Reserves Movement will be recognised as part of end of year process

Approved by: Finance Manager

Section 2
Financial Results

Budget Summary Report By Directorate as at 31 August 2025
% of year passed 16.67%

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	1,094,060	0	0%	958,283	0%	1
Office of the Chief Executive	***1,094,060***	***0***	***0%***	***958,283***	***0%***	
People and Place						
City Activation	300,000	45	0%	0	o%	
People and Place	***300,000***	***45***	***0%***	***0***	***o%***	
Finance & Governance						
Governance	0	52,341	o%	0	o%	2
GM Finance & Governance	70,000	15,279	22%	11,667	131%	3
Financial Services	1,095,618	91,406	8%	182,602	50%	4
Rates	29,193,496	29,147,125	100%	28,965,519	101%	
Finance & Governance	***30,359,114***	***29,306,150***	***97%***	***29,159,787***	***101%***	
Community						
Library Services	758,432	18,146	2%	7,677	236%	5
Senior Citizens	0	2,000	o%	0	o%	6
Animal Management	381,050	80,377	21%	44,783	179%	7
Parking & Other Ranger Services	35,600	10,872	31%	7,723	141%	8
Community	***1,175,082***	***111,395***	***9%***	***60,183***	***185%***	
Infrastructure						
Civic Centre	151,150	27,765	18%	25,190	110%	
Gray Community Hall	15,000	0	0%	2,500	0%	10
Private Works	50,000	9,602	19%	8,333	115%	9
Recreation Centre	18,000	164	1%	3,000	5%	10
Roads & Transport	1,384,813	0	0%	1,229,022	0%	1
Subdivisional Works	115,000	0	0%	19,167	0%	11
Waste Management	8,971,382	9,022,968	101%	8,938,916	101%	
Odegaard Drive Investment Property	466,160	77,133	17%	77,692	99%	
Durack Heights Community Centre	4,200	0	0%	700	0%	10
Goyder Square	100,000	0	0%	0	o%	
Infrastructure	***11,275,705***	***9,137,632***	***81%***	***10,304,519***	***89%***	
OPERATING INCOME	***44,203,961***	***38,555,284***	***87%***	***40,482,772***	***95%***	

Notes
1. Due to the early receipt of 50% of the 2025–26 financial assistance grants in June rather than July and adjustment will be made at first budget review
2. Income from Insurance claim refund for Tom price park
3. Income from rental and lease properties received in advance
4. Variance is due to lower interest income resulting from the early redemption of a term deposit
5. Income from recording studio and printing is higher than expected
6. This grant income was not included in budget and will be assessed as a part of first budget review
7. Variance is due to higher income from Animal infringement and impounding fees
8. Variance is due to payments receipted from Fine Recovery Unit to be offset against accounts receivable
9. Due to higher income from private works permits during the month than budgeted
10. Due to low Hall and Facility hire fees than expected
11. Income to be received when subdivisional work commences

Approved by: Finance Manager

Section 2
Financial Results
31 August 2025
16.67%

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	-906,982	-77,793	9%	-98,744	79%	1
Office of the CEO	-872,177	-197,190	23%	-183,109	108%	
Office of the Chief Executive	***-1,779,159***	***-274,983***	***15%***	***-281,853***	***98%***	
People & Place						
GM People & Place	-640,745	-73,340	11%	-98,020	75%	2
Customer Experience	-370,789	-61,606	17%	-60,508	102%	
People and Customer	-1,036,621	-115,928	11%	-171,028	68%	3
Public Relations and Communications	-898,857	-151,552	17%	-184,555	82%	4
City Activation	-1,732,080	-547,940	32%	-337,569	162%	6
People & Place	***-4,739,091***	***-953,243***	***20%***	***-861,680***	***111%***	
Finance & Governance						
GM Finance & Governance	-598,471	-83,534	14%	-84,279	99%	
Records Management	-330,843	-34,135	10%	-54,466	63%	7
Financial Services	-13,930,369	-2,256,581	16%	-2,284,705	99%	
Rates	-105,700	-4,428	4%	-14,167	31%	7
Governance	-1,540,703	-269,944	18%	-1,133,136	24%	9
Information Technology	-1,945,200	-381,149	20%	-432,261	88%	8
Fleet	-259,925	-14,576	6%	-23,889	61%	10
Finance & Governance	***-18,711,212***	***-3,044,348***	***16%***	***-4,026,903***	***76%***	
Community						
Community Development	-1,134,428	-141,606	12%	-195,497	72%	11
Diversity and Inclusion Activities	-34,000	-164	0%	-8,500	2%	5
Families & Children	-23,500	0	0%	-7,300	0%	5
Health and Wellbeing Services	-12,000	0	0%	0	o%	
Library Services	-1,727,052	-238,078	14%	-303,231	79%	12
Senior Citizens	-10,000	-1,673	17%	0	o%	
Youth Services	-77,000	-916	1%	0	o%	
GM Community	-355,494	-48,323	14%	-56,316	86%	2
Safe Communities	-20,000	-5,326	27%	0	o%	
Animal Management	-80,617	-16,376	20%	-7,281	225%	13
Parking & Other Ranger Services	-883,578	-184,945	21%	-142,509	130%	14
Community	***-4,357,668***	***-637,408***	***15%***	***-720,635***	***88%***	
Infrastructure						
Aquatic Centre	-1,477,736	-96,442	7%	-241,288	40%	15
Civic Centre	-276,356	-22,461	8%	-43,557	52%	15
Depot	-82,093	-6,134	7%	-13,680	45%	15
Driver Resource Centre	-36,894	-2,543	7%	-6,146	41%	15
Emergency Operations	-10,000	0	0%	-3,000	0%	
Gray Community Hall	-80,735	-6,035	7%	-13,453	45%	15

Section 2
Financial Results
31 August 2025
16.67%

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*
GM Infrastructure	-1,455,027	-152,789	11%	-244,552	62%	16
Open Space	-6,070,535	-312,789	5%	-994,199	31%	17
Private Works	-117,438	-17,858	15%	-18,990	94%	
Recreation Centre	-347,299	-35,817	10%	-57,885	62%	17
Roads & Transport	-1,496,614	-230,199	15%	-241,304	95%	
Stormwater Infrastructure	-174,177	-29,218	17%	-45,000	65%	17
Street Lighting	-884,675	-60,784	7%	-193,760	31%	17
Subdivisional Works	-25,000	0	0%	0	o%	
Waste Management	-8,981,150	-669,370	7%	-1,415,626	47%	17
Odegaard Drive Investment Property	-123,003	-16,575	13%	-27,829	60%	17
Durack Heights Community Centre	-65,177	-5,467	8%	-10,852	50%	17
Goyder Square	-240,204	-13,339	6%	-40,427	33%	17
Infrastructure	***-21,944,114***	***-1,677,819***	***8%***	***-3,611,547***	***46%***	
OPERATING EXPENDITURE	***-51,531,244***	***-6,587,801***	***13%***	***-9,502,617***	***69%***	

Notes
1. Variance is due to two vacant elected members position
2. Variance is due to vacant position during the period and are currently being recruited
3. Staff training and recruitment expenses lower than expected for year to date
4. Invoices on advertising and subscriptions for August yet to be processed
5. Expense for community program and events for month of July and August were lower than expected
6. Variance is due to invoices for City of Palmerston events being paid earlier than anticipated
7. Lower than expected office administration expenses for the month of August
8. Variance is due to invoices for software licenses yet to be processed for month of August
9. All invoices received and paid for will be reflected in September report
10. Lower than expected cost on motor vehicle fuel, services and parts
11. Invoices on subscriptions and memberships yet to be processed
12. Utilities and cleaning bills yet to be received for the month August
13. Expenditure on animal euthanasia has exceeded the budgeted amount and may be considered for adjustment as part of the first budget review.
14. Variance is due to the timing of payment, overall cost to remain within the annual budget.
15. Variance is due to awaiting utilities, cleaning and security and external consultant invoices for month of August.
16. Variance is primarily due to lower employee costs resulting from vacant positions and these positions are currently being recruited
17. Utilities bills yet to be received and invoices from contractors yet to be approved and processed

Approved by: Finance Manager

Section 2
Financial Results

Budget Summary Report By Directorate as at
% of year passed

31 August 2025
16.67%

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***	***o%***	***0***	***o%***	
People & Place						
People & Place	***0***	***0***	***o%***	***0***	***o%***	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	o%	
Fleet	150,000	8,636	6%	0	o%	1
Finance & Governance	***3,150,000***	***8,636***	***0%***	***0***	***o%***	
Community & Culture						
Animal Management	19,580	0	0%	0	o%	
Community & Culture	***19,580***	***0***	***0%***	***0***	***o%***	
Infrastructure						
Aquatic Centre	2,892	2,892	100%	2,892	100%	
GM Infrastructure	100,000	0	0%	0	o%	
Open Space	1,449,395	54,763	4%	15,000	365%	2
Roads & Transport	808,864	26,249	3%	37,124	71%	3
Subdivisional Works	200,000	43,313	22%	0	o%	4
Waste Management	26,478	0	0%	0	o%	
Infrastructure	***2,587,628***	***127,216***	***5%***	***55,016***	***231%***	
CAPITAL INCOME	***5,757,208***	***135,852***	***2%***	***55,016***	***247%***	

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

Notes
1. Disposal of a vehicle earlier than expected
2. Recognised Income for expended grant for Lake aerator and pump skate parks Zuccoli
3. Variance is due to unspent grant funds not yet recognised as income
4. Income from Funds in leu of construction received earlier than planned

Approved by: Finance Manager

Section 2
Financial Results
Budget Summary Report By Directorate as at 31 August 2025
% of year passed 16.67%

1.3 - Capital Expenditure

	Annual	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***	***o%***	***0***	***o%***	
	-100,000	-10,870	11%	-9,091	120%	1
People & Place	***-100,000***	***-10,870***	***11%***	***-9,091***	***120%***	
					5%	2
	-417,377	-67,340	16%	-147,377	46%	3
Finance & Governance	***-1,235,344***	***-72,540***	***6%***	***-247,311***	***29%***	
					0%	4
ment	-19,580	0	0%	0	o%	
Community & Culture	***-372,874***	***0***	***0%***	***-50,000***	***0%***	
					24%	5
					o%	
					o%	
					o%	
					8%	6
					122%	7
					0%	4
					18%	8
					o%	
					88%	9
					27%	8
					o%	
Community Centre	-9,267	0	0%	0	o%	
Infrastructure	***-9,992,137***	***-366,615***	***4%***	***-1,396,655***	***26%***	
CAPITAL EXPENDITURE	***-11,700,355***	***-450,025***	***4%***	***-1,703,056***	***26%***	

Notes
1. Variance is due to expenditure on Library Bulkhead Word Art
2. Variance is due to Enterprise resource planning project being on transition phase
3. More Fleet vehicle and trailer has been ordered, invoice yet to be processed
4. Program yet to be developed, no expenditure expected till October
5. Program yet to be developed and Aquatic centre renewal has not started yet
6. Vibrant Zuccoli project yet to commence, variance is due to cashflowing
7. Expenditure in tree replacement exceeded than expected but the overall expenditure will be within the annual budget
8. Variance is due to invoices not yet processed for the services provided in July and August
9. Variance is due to most of the projects being in design phase

Approved by: Finance Manager

Section 2
Financial Results

Capital Expenditure & Funding as at 31 August 2025
% of year passed 16.67%

1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	4,844,837	251,312
Infrastructure (including roads, footpaths, park furniture)	5,028,163	105,852
Fleet	436,957	67,340
Other Assets (including furniture & office equip)	817,967	5,200
TOTAL CAPITAL EXPENDITURE	***11,700,355***	***450,025***
TOTAL CAPITAL EXPENDITURE FUNDED BY:	***Annual Budget***	***Actuals***
Operating Income	4,572,924	70,284
Capital Grants	2,407,208	83,903
Transfers from Cash Reserves	4,720,222	295,838
Borrowings	0	0
TOTAL CAPITAL EXPENDITURE FUNDING	***11,700,355***	***450,025***

Approved by: Finance Manager

Section 2
Financial Results
31 August 2025
16.67%

Balance Sheet as at
% of year passed

2.1 - Balance Sheet

Balance Sheet	YTD	
Assets		
Current Assets:		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	6,617,935	Tied funds equals restricted reserve and unearned Grant income
Investments		
Tied Funds	3,993,163	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	5,860,532	
Receivables		
Rates and Charges	33,980,818	
Other Receivables	2,951,437	
TOTAL CURRENT ASSETS	53,405,240	
Non-Current Assets:		
Infrastructure, property, plant & equipment	537,747,186	
Investment property	6,200,000	
Work in progress	7,285,383	
TOTAL NON-CURRENT ASSETS	551,232,569	
TOTAL ASSETS	***604,637,809***	
Liabilities		
Current Liabilities:		
Payables	1,978,918	
Unearned Grant Income (AASB1058)	1,343,846	Unearned grant income
Borrowings	619,205	
Provisions	1,101,316	
TOTAL CURRENT LIABILITIES	5,043,285	
Non-Current Liabilities:		
Borrowings	4,390,218	
Provisions	2,111,970	
TOTAL NON-CURRENT LIABILITIES	6,502,188	
TOTAL LIABILITIES	***11,545,473***	
NET ASSETS	***593,092,336***	
Equity		
Accumulated Surplus	237,611,486	
Profit & Loss - current Year	25,248,190	
Net Reserves	5,197,648	
Working Capital Reserve	5,711,243	
Net Transfers to & from Reserves	- 9,780,846	
Election Reserve	100,000	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Unexpended Capital works	4,103,508	Internally restricted reserve
Developer Funded reserve	989,011	Internally restricted reserve
Waste Reserve	3,574,733	Internally restricted reserve
Revaluation reserves	325,035,012	
TOTAL EQUITY	***593,092,336***	

Approved by: Finance Manager

Section 2
Financial Results
Statement of Reserves as at 31 August 2025
% of year passed 16.67%

2.2 - Statement of Reserves - Budget Movements 2024/25

OTHER RESERVES	Opening Balance $ 01/07/2025	Surplus Analysis to Reserves $	Original Budget 2025/26 to Reserves $	Original Budget 2025/26 from Reserves $	1st Review 2025/26 to Reserves $	1st Review 2025/26 from Reserves $	2nd Review 2025/26 to Reserves $	2nd Review 2025/26 from Reserves $	Projected Balance at the YTD 2025/26 $
Externally Restricted Reserves									
Unexpended Grants Reserve	141,600								141,600
Externally Restricted Reserves	***141,600***		-	-					***141,600***
Internally Restricted Reserves									
Election Expenses Reserve	200,000			(200,000)					-
Disaster Recovery Reserve	500,000								500,000
Unexpended Capital Works Reserve	-								-
Developer Funds In Lieu Of Construction	1,806,470		627,871	(200,000)					2,234,341
Waste Management Reserve	2,397,404			(284,743)					2,112,660
Asset Renewal Reserve	-								-
Major Initiatives Reserve	-								-
Internally Restricted Reserves	***4,903,874***	-	***627,871***	***(684,743)***	-	-		-	***4,847,001***
Unrestricted Reserves									
Working Capital Reserve	5,378,895		80,462	(1,150,000)					4,309,357
Unrestricted Reserves	***5,378,895***	-	***80,462***	***(1,150,000)***					***4,309,357***
TOTAL RESERVES	***10,424,369***	-	***708,333***	***(1,834,743)***					***9,297,958***

Approved by: Finance Manager

Section 2
Financial Results

Investments Management Report as at 31 August 2025
% of year passed 16.67%

2.3 - Investment Management Report

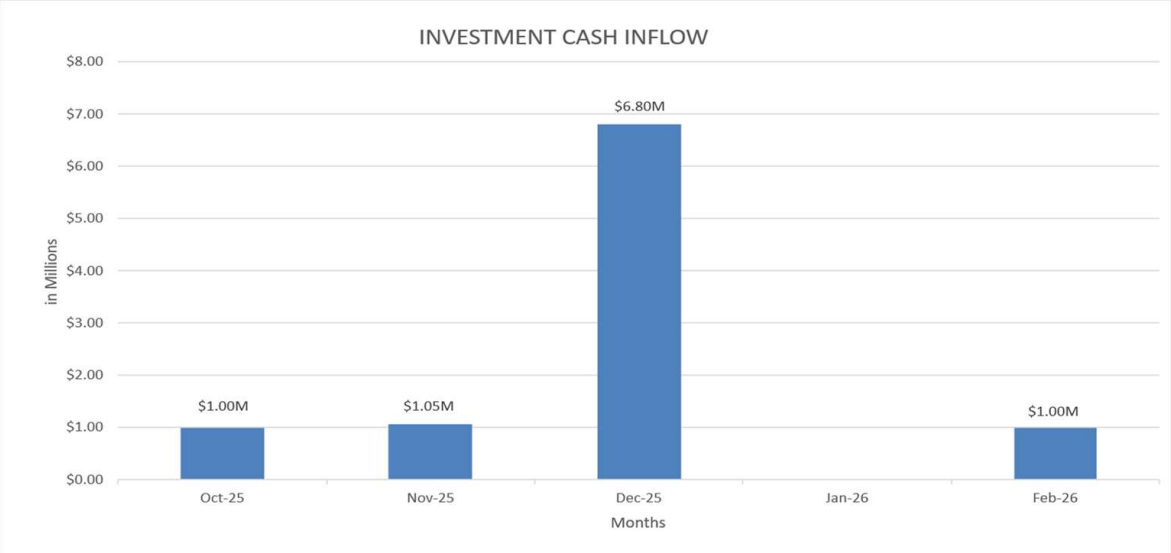
COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
AMP	S&P A2	$ 2,000,000	5.00%	December 20, 2025	111	
AMP	S&P A2	$ 1,051,000	4.85%	November 12, 2025	73	$ 3,051,000.00
CBA	S&P A1+	$ 3,302,696	4.11%	December 1, 2025	92	$ 3,302,695.53
NAB	S&P A1+	$ 1,000,000	4.95%	October 9, 2025	39	
NAB	S&P A1+	$ 1,500,000	5.10%	December 5, 2025	96	
NAB	S&P A1+	$ 1,000,000	4.70%	February 24, 2026	177	$ 3,500,000.00
		$ 9,853,696			*98*	

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)	36%	60%
Commonwealth Bank (CBA)	34%	60%
AMP Bank Limited	31%	40%

Interest Income Yea	
Total Year to Date Interest on Cash at Bank	$ 23,653
Total Year to Date Investment Earnings	$ 43,700
Total Year to Date Interest from internal loan	$ 6,436
Total Year to Date interest penalty income	$ 64,859
Total YTD Interest Income	*$ 138,647*

Trading Account	$ 6,617,935
Short Term Investment	$ 9,853,696
Petty Cash	$ 1,355
Total Funds	*$ 16,472,985*



PROPERTY INVESTMENT						
PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 3.60%
48 Odegaard Drive, Rosebery	Fair Value	$ 6,200,000	$ 77,133	$ 16,575	$ 60,558	$ 37,913

Approved by: Finance Manager

Section 2
Financial Results

Debtor Control Accounts as at 31 August 2025
% of year passed 16.67%

2.4 Debtor Control Accounts

RATES OUTSTANDING FOR THE CURRENT YEAR (Including interest)

Debtor Rates &	Current year Outstanding		for	Payments Received in Advance
	$31,332,311		2	$328,830

RATES OVERDUE BY YEARS

	Total	2024-25	2023-24	2022-23	2021-22	2020-2021	2019-20	2018 & Prior
Rates and Charges Overdue Amount (Incl. Interest)	***$2,065,780***	$1,202,316	$449,729	$222,220	$105,668	$47,919	$20,295	$17,632
	100%	58.2%	21.8%	10.8%	5.1%	2.3%	1.0%	0.9%
Number Of Properties	1614	1029	306	135	69	40	18	17

INFRINGEMENTS

	Total	2026	2025	2024	2023	2022	2021	2020 & Prior
ingements	***184,855.26***	23,352.00	65,242.00	27,526.00	25,068.86	21,312.40	16,160.00	6,194.00
	6,395.00	-	3,139.00	139.00	1,632.00	1,485.00		
	18,879.30	387.00	5,343.00	4,445.86	2,132.00	2,689.00	1,725.00	2,157.44
	210,129.56	23,739.00	73,724.00	32,110.86	28,832.86	25,486.40	17,885.00	8,351.44
	100%	11.3%	35.1%	15.3%	13.7%	12.1%	8.5%	4.0%
Infringments	***1,336.00***	58	297	306	239	211	148	77

SUNDRY DEBTORS:

Total	Under 30 days	31 - 60 Days	61 - 90 Days	Over 90Days
$989,045.81	***$238,739.09***	$291,778.68	$315,855.53	$142,672.51
100%	24.1%	29.5%	31.9%	14.4%

Approved by: Finance Manager

SECTION 2
Financial Results
Creditor Accounts Paid 31 August 2025
% of year passed 16.67%

2.5 - Creditor Accounts Paid

Vendor Number	Creditor Name	Creditor Payment Type	Amount $	Notes
479	JLT Risk Solutions Pty Ltd	General Creditors	1,069,846.45	
639	Cleanaway Pty Ltd.	General Creditors	482,038.81	
549	City of Darwin	General Creditors	376,573.60	
2	Australian Taxation Office - PAYG	General Creditors	322,297.00	
V03073	Programmed Property Services	General Creditors	194,466.07	
54	Powerwater	Utilities	157,233.73	
V05507	CMA Contracting Pty Ltd	General Creditors	149,667.36	
V00318	QuickSuper Clearing House	Superannuation	116,459.21	
V04870	H20 Pty Ltd	General Creditors	114,456.10	
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	109,355.72	
5104	JLM Contracting Services Pty Ltd	General Creditors	79,877.82	
5525	Easyweb Digital Pty Ltd	General Creditors	78,453.58	
V00295	Jacana Energy	Utilities	64,345.49	
1607	Sterling NT Pty Ltd	General Creditors	61,322.68	
V01814	N and M Klidaras Nominees Pty Ltd T/A Vrahos Contr	General Creditors	59,762.38	
V05493	Enlocus Pty Ltd	General Creditors	36,333.00	
87	Industrial Power Sweeping Services Pty	General Creditors	32,519.13	
2587	Top End RACE	General Creditors	32,207.67	
V04317	Randstad Pty Ltd	General Creditors	31,804.40	
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	27,662.03	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	27,017.58	
4190	National Australia Bank - Corporate Credit Cards	General Creditors	25,697.22	
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	25,221.43	
V05657	SPACETOCO PTY LTD	General Creditors	22,440.00	
V05234	[redacted]	General Creditors		
V05894	Top End Conservation Management	General Creditors		
V01118	Wilson Security Pty Ltd	General Creditors	18,091.36	
V04381	Telstra Limited	General Creditors	17,393.34	
V03950	Acquia Inc.	General Creditors	17,314.00	
V04603	Darwin Symphony Orchestra	General Creditors	16,500.00	
V02942	Aerometrex Limited	General Creditors	14,410.00	
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	14,388.11	
V05797	Bel Rose Group	General Creditors	14,366.00	
V04802	AHG Building Contractors Pty Ltd	General Creditors	14,321.19	
V04498	HCS Constructions NT Pty Ltd	General Creditors	14,159.20	
5615	EcOz Environmental Consulting	General Creditors	13,596.00	
V01612	News Pty Limited (Advertising)	General Creditors	12,816.63	
566	Stickers & Stuff	General Creditors	12,649.00	
V00474	Lane Communications	General Creditors	12,347.36	
V05931	BDO Audit (NT)	General Creditors	12,294.92	
V02332	Bellridge Pty Limited	General Creditors	12,072.05	
4730	Sign City (NT) Pty Ltd	General Creditors	11,957.00	
215	Employee Assistance Services NT Inc (EASA)	General Creditors	11,657.01	
V02030	JAC Traders Pty Ltd T/a Brandit NT	General Creditors	11,639.38	
V00250	[redacted]	General Creditors		
V03973	AANT Salary Packaging	General Creditors		
4679	iSentia Pty Ltd	General Creditors	10,991.09	
V01192	Easy Glass Services	General Creditors	10,862.57	
V05739	Assured Resilience Pty Ltd	General Creditors	10,560.00	
V05726	Neptune NT Pty Ltd	General Creditors	9,411.88	
V04072	Atomic Search Pty Ltd	General Creditors	9,081.38	
V04997	Celotti Pty Ltd	General Creditors	8,996.13	
V02369	Maher Raumteen Solicitors	General Creditors	8,662.50	
5640	Think Water - Winnellie & Virginia	General Creditors	8,542.46	
V05893	Redman Solutions Pty Ltd	General Creditors	8,360.00	
53	Eggins Electrical	General Creditors	8,348.89	
2161	GHD Pty Ltd	General Creditors	8,205.17	
V04046	Civiq Pty Ltd	General Creditors	8,018.23	
V02309	Mousellis and Sons Pty Ltd	General Creditors	7,507.50	
V01584	Salary Packaging Australia	General Creditors	7,504.26	
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	7,345.95	
V00228	Outback Tree Service	General Creditors	6,490.00	
V00964	HD Enterprises Pty Ltd T/a HD Pumps	General Creditors	6,252.40	
4065	Southern Cross Protection Pty Ltd	General Creditors	6,064.41	
V04859	Keegan Group Pty Ltd	General Creditors	5,940.00	
V03776	Business Fuel Cards Pty Ltd	General Creditors	5,786.98	
V02854	Captovate Pty Ltd	General Creditors	5,720.00	

V01755	Liquid Blu Pty Ltd	General Creditors	5,502.36	
256	The Bookshop Darwin	General Creditors	5,482.23	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	5,470.65	
V00482	AECOM Australia Pty Ltd	General Creditors	4,812.50	
V00682	Leigh Dyson Plumbing	General Creditors	4,752.00	
V03431	Monsterball Amusements	General Creditors	4,743.00	
4561	Bendesigns	General Creditors	4,650.80	
V04855	Aeroklas Asia Pacific Group Pty Ltd T/A TJM 4x4	General Creditors	4,255.00	
V05191	ATF Services Pty Ltd	General Creditors	4,130.94	
V02328	[redacted]	General Creditors	4,070.00	1
5131	Core Traffic Control Pty Ltd	General Creditors		
V03273	Bundirrik Cultural Services - Trent Lee	General Creditors	3,850.00	
V04798	Australian Radio Network Pty Limited	General Creditors	3,692.48	
V05215	Regional Combined Therapies Pty Ltd	General Creditors	3,685.00	
V04812	RingCentral Australia Pty Ltd	General Creditors	3,536.39	
V05607	Gujarati Cultural Association of Darwin Inc	Grants, Sponsorships, Donations & Prizes	3,500.00	
V05010	The Trustee for Water Technologies Group T/A Aquatic Technologies	General Creditors	3,489.45	
3099	Iron Mountain Australia Pty Ltd	General Creditors	3,380.48	
V02285	Territory Native Plants	General Creditors	3,355.41	
V00407	All Fence & Gates (NT) Pty Ltd	General Creditors	3,300.00	
V04934	Fewmore Contracting	General Creditors	3,254.82	
V04167	All About Party Hire	General Creditors	3,225.80	
2977	Optic Security Group NT	General Creditors	3,215.76	
V04917	OverDrive Australia	General Creditors	3,078.00	
V05742	Val Morgan Retail Media Pty Ltd	General Creditors	2,922.87	
V04829	[redacted]	Refunds & Reimbursements		
V05951		Refunds & Reimbursements		
V00099	Palmerston Lions NT	General Creditors		
V03401	The GG Social Club	General Creditors	2,400.00	
V05606	Home Grown Lawn Mowing	General Creditors	2,370.00	
5114	S.E. Rentals Pty Ltd	General Creditors	2,330.90	
2915	Territory Uniforms	General Creditors	2,315.25	
V05074	On Point Creative NT	General Creditors	2,300.00	
V04756	Herron Todd White (WANT) Pty LTd	General Creditors	2,200.00	
272	City Wreckers	General Creditors	2,156.00	
4735	Palmerston and Rural Party Hire	General Creditors	2,095.00	
2199	SBA Office National	General Creditors	2,086.72	
V05927	Kicking Goals Futsal Club	Grants, Sponsorships, Donations & Prizes	2,000.00	
V05948	[redacted]	Refunds & Reimbursements		
V01397	RSPCA Darwin	Refunds & Reimbursements		
V05835	[redacted]	Refunds & Reimbursements		
5387	Odd Job Bob - Darren John Fillmore	General Creditors		
V00368	iWater NT Pty Ltd	General Creditors	1,920.49	
5713	Clean Fun T/A Darwin Outdoor Cinema Hire/Darwin Laundries	General Creditors	1,887.00	
V00605	Cross Cultural Consultants	General Creditors	1,858.40	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,813.71	
V02306	Well Done International Pty Ltd	General Creditors	1,706.93	
V02314	[redacted]	General Creditors		
3313	Zip Print	General Creditors		
V03990	Ecotreat Solutions NT	General Creditors	1,632.00	
V03794	Dial Before You Dig SA NT Inc	General Creditors	1,608.99	
V04531	Mulga Security Pty Ltd	General Creditors	1,604.20	
V01194	Hire A Hubby Darwin	General Creditors	1,510.00	
V05605	Benchmark Surveys WA t/a Benchmark Consulting WA	General Creditors	1,489.40	
V05928	[redacted]	Refunds & Reimbursements		
V01106	Darwin Toilet Hire	General Creditors		
2064	Larrakia Nation Aboriginal Corporation	General Creditors	1,430.00	
V05943	[redacted]	Refunds & Reimbursements		
V02869	Tamsten Pty Ltd T/A Palmerston Veterinary Hospital	General Creditors		
3428	Bunnings Group Limited	General Creditors	1,360.16	
399	St John Ambulance (NT) Incorporated	General Creditors	1,347.83	
4483	Isubscribe Pty Ltd	General Creditors	1,331.90	
V05199	ByProgress Pty Ltd t/as Giggling Geckos Amusements & Hire	General Creditors	1,303.50	
1469	RTM - Police, Fire and Emergency	General Creditors	1,302.00	
V04455	Tangibilis Physiotherapy	General Creditors	1,290.00	
V02229	Studio B Designs	General Creditors	1,257.58	
V03665	Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	1,243.00	
V03000	[redacted]	General Creditors		
V00555	Rydges Palmerston	General Creditors		
V03556	Belgravia Health & Leisure Group Pty Ltd	General Creditors	1,200.00	
V03746	Kim Koole Music	General Creditors	1,200.00	
V03936	[redacted]	General Creditors		
36	DLK Security Pty Ltd Trading As Darwin Lock & Key	General Creditors		
1580	The Exhibitionist	General Creditors	1,162.70	

18	Integrated Land Information System	General Creditors	1,106.50	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
2186	Optus Billing Services Pty Ltd	General Creditors	1,080.00	
3787	Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	1,067.00	
V03600	CFO Business Associates	General Creditors	1,054.90	
V00971	Go Transit Media Group Pty Limited	General Creditors	1,046.97	
V01144	Palmerston and Rural Swimming Club	General Creditors	1,000.00	
V01976	Walking Off the War Within	Grants, Sponsorships, Donations & Prizes	1,000.00	
V03205	Kaos Horde Historical European Martial Arts Club Inc Darwin Sword Academy	Refunds & Reimbursements	1,000.00	
V05960	Benjamin & Lauren Clark	Refunds & Reimbursements	1,000.00	
V00343	MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	General Creditors	990.00	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	947.52	
V04171	SecurePay Pty Ltd	General Creditors	880.00	
V04920	Maximise Physiotherapy Clinic	General Creditors	880.00	
V03274	Top End Critters	General Creditors	850.00	
V04044	Deaf Connect t/a Deaf Services	General Creditors	841.50	
V05093	Darwin RexYu Photography	General Creditors	800.00	
422	ALIA -Australian Library & Information Association	General Creditors	794.00	
V04876	Rachaels Designacake	General Creditors	741.40	
V05239	Imagine That Face Painting	General Creditors	735.00	
V03976	Luva Cuppa	General Creditors	721.50	
V05950	Department of Health	General Creditors	720.00	
V05224	David Cameron Ray	General Creditors	719.00	
V05232	Craig William Kirby	General Creditors	719.00	
V04710	Sydney Tools Pty Ltd	General Creditors	695.00	
V00475	Outback Batteries Pty Ltd	General Creditors	693.90	
3235	Records & Information Management Professionals Aus	General Creditors	675.00	
V05929	Morrison Fabrication Pty Ltd	General Creditors	653.00	
V05583	FCD Health Pty Ltd t/as Palmerstonb GP Super Clinic	General Creditors	620.00	
4398	Quality Indoor Plants Hire	General Creditors	618.00	
V05814	Wild North Arts	General Creditors	600.00	
237	National Flags	General Creditors	572.00	
V03194	[redacted]	Grants, Sponsorships, Donations		
V04642	Patel Distributors	General Creditors		
V05146	[redacted]	General Creditors		
V05153		Grants, Sponsorships, Donations		
V05246		Grants, Sponsorships, Donations		
V04170	Keylog Pty Ltd	General Creditors		
V05772	CRC NT PTY LTD	General Creditors	451.00	
V00246	Cohera-Tech Pty Ltd	General Creditors	427.77	
V00939	Defend Fire Services Pty Ltd	General Creditors	409.20	
V05183	[redacted]	General Creditors		
V02542	Roadside Services and Solutions Pty Ltd	General Creditors		
V05105	[redacted]	General Creditors		
435	Palmerston Regional Business Association (PRBA)	General Creditors		
V05932	[redacted]	General Creditors		
V00813	Middys - Middendorp Brothers Unit Trust	General Creditors		
4528	Miranda's Armed Security Officers Pty	General Creditors	308.00	
35	WINC Australia Pty Limited	General Creditors	301.32	
V02035	[redacted]	General Creditors		
V03971	Darwin Catering Company	General Creditors		
V04097	[redacted]	Refunds & Reimbursements		
V05393		Refunds & Reimbursements		
V05878		Refunds & Reimbursements		
V05653	Stoddy's Mobile Mechanical	General Creditors		
V02534	Water Dynamics Pty Limited	General Creditors	296.76	
V05400	FIRSTAIDPRO AUSTRALIA PTY. LTD	General Creditors	284.00	
V05109	Fresh Point Cafe	General Creditors	259.00	
3438	NT Shade & Canvas Pty Ltd	General Creditors	253.00	
V03374	[redacted]	Grants, Sponsorships, Donations		
V03910		Grants, Sponsorships, Donations		
V04647		Grants, Sponsorships, Donations		
V05149		Grants, Sponsorships, Donations		
V05181		Grants, Sponsorships, Donations		
V05813		General Creditors		
V05935		Grants, Sponsorships, Donations		
V05936		Grants, Sponsorships, Donations		
V05946		Grants, Sponsorships, Donations		
V05949		Grants, Sponsorships, Donations		
V05953		Grants, Sponsorships, Donations		
V05956		Grants, Sponsorships, Donations		
V04624		General Creditors		
V00542	Industry Health Solutions	General Creditors		
V00187	Governance Institute of Australia Ltd	General Creditors	230.00	

V04904	Tropical Tree Services Pty Ltd	General Creditors	220.00	
285	Australian Communications & Media	General Creditors	215.00	
V05862	"Top Rods" Max & Frank Rodda	General Creditors	200.00	
V05944	[redacted]	Refunds & Reimbursements		
V05957	Telugu Association of Northern Territory	Refunds & Reimbursements		
3788	HPA Incorporated	General Creditors	190.00	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	187.00	
V05416	Good Year Auto Care - Palmerston	General Creditors	185.00	
V02167	Sanity Music Stores Pty Ltd	General Creditors	176.93	
4963	Centratech Systems Pty Ltd	General Creditors	165.00	
V01810	Jacana Energy - Payroll Deductions	General Creditors	150.00	
2238	Hollands Print Solutions Pty Ltd	General Creditors	146.59	
V00022	Officeworks	General Creditors	138.53	
V04735	[redacted]	Refunds & Reimbursements		
V05930		Refunds & Reimbursements		
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors		
V05939	[redacted]	Refunds & Reimbursements		
V05958		Refunds & Reimbursements		
V03778		Refunds & Reimbursements		1
1650	Driver Primary School	Grants, Sponsorships, Donations		
3834	Good Shepherd Lutheran College	Grants, Sponsorships, Donations & Prizes	100.00	
469	Durack School Council Inc	Grants, Sponsorships, Donations & Prizes	100.00	
V05954	[redacted]	Refunds & Reimbursements		1
V05937		Refunds & Reimbursements		1
V05088		Refunds & Reimbursements		1
V05925		Grants, Sponsorships, Donations		1
V05940		Grants, Sponsorships, Donations		1
V05945		Grants, Sponsorships, Donations		1
V01938	Windcave Pty Limited	General Creditors		
V05101	Ezyas Car Wash NT	General Creditors	46.00	
V05857	[redacted]	Refunds & Reimbursements		1
5	Australia Post	General Creditors		
V02545	Amazon Web Services Inc	General Creditors	5.46	
V05924	[redacted]	Refunds & Reimbursements		1
			4,409,339.58	

Investments	-
Total Creditor Payments (excludes investments placed)	4,409,339.58
Total Payments made to Local suppliers this month	***3,918,210.85***
Percentage of this month's payments made to local suppliers	***88.86%***

Notes
1. Names redacted to de-identify personal details

Approved by: Finance Manager

SECTION 2
Financial Results

Creditor Accounts Outstanding as at 31 August 2025
% of year passed 16.67%

2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount $	Notes
V00318	QuickSuper Clearing House	(174,939.41)	1
5104	JLM Contracting Services Pty Ltd	(33,177.94)	1
V02534	Water Dynamics Pty Limited	(4,127.16)	1
V04317	Randstad Pty Ltd	(1,792.16)	1
V00074	Trafficwerx NT Pty Ltd	(1,603.25)	1
V00295	Jacana Energy	(804.87)	1
V04624	[redacted]	(240.00)	1, 2
V03368	Larrikin House Pty Ltd	(238.00)	1
59	City of Palmerston-PLEASE PAY CASH	(79.43)	1
V04917	OverDrive Australia	(74.25)	1
4190	National Australia Bank - Corporate Credit Cards	25,697.22	3

Notes

1. Invoice to be processed and paid in September
2. Names redacted to de-identify personal details
3. Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliation are completed

Approved by: Finance Manager

Section 2
Financial Results
Commercial Leases as at 31 August 2025
% of year passed 16.67%

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	0	0%	0	o%	1
GM Finance & Governance	70,000	15,279	22%	11,667	131%	2
Civic Centre	151,150	27,765	18%	25,192	110%	3
Income	***251,150***	***43,043***	***17%***	***36,858***	***117%***	
Expenditure						
GM Finance & Governance	-12,000	-2,259	19%	-2,000	113%	
Expenditure	***-12,000***	***-2,259***	***19%***	***-2,000***	***113%***	***4***
Profit/(Loss)	***239,150***	***40,784***		***34,858***		

Notes
1. An expression of interest for the library cafe is currently under assessment for tenancy
2. Income from rental and lease properties received in advance
3. Rent for Civic Centre is slightly higher than budgeted due to CPI increase
4. High due to management fee charged for 60 Georgina Crescent

Approved by: Finance Manager

Section 2
Financial Results
Council Loans as at 31 August 2025
% of year passed 16.67%

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)
Repayments 2024/25	(346,950)
Loan Balance at 1/07/2025	***1,833,114***
Expected Repayments 2025/26	(357,004)
Expected Loan Balance as at 30/06/2026	***1,476,111***

Making the Switch (FILOC)					
Principal as of 1/7/2025	*Principal Loan Repayments for 2025-26*	*Principal Loan Repayments YTD*	*Interest for 2025-26*	*Interest YTD*	*Loan balance as of 31/08/2025*
1,833,114	***-357,004***	***-58,924***	***-35,154***	***6,436***	***1,774,191***

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)
Repayments 2024/25	(80,000)
Loan Balance at 1/07/2025	***240,000***
Expected Repayments 2025/26	(80,000)
Expected Loan Balance as at 30/06/2026	***160,000***

SWELL Loan (FILOC)			
Principal as of 1/7/2025	*Principal Loan Repayments for 2025-26*	*Principal Loan Repayments YTD*	*Loan balance as of 31/08/2025*
240,000	***-80,000***	***-6,667***	***233,333***

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

Section 2
Financial Results

Council Loans as at 31 August 2025
% of year passed 16.67%

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)
Repayments 2024/25	(254,986)
Loan Balance at 1/07/2025	***531,624***
Expected Repayments 2025/26	(262,201)
Expected Loan Balance as at 30/06/2026	***269,423***

Archer Landfill Rehabilitation (NAB)					
Principal as of 1/7/2025	*Principal Loan Repayments for 2025-26*	*Principal Loan Repayments YTD*	*Interest for 2025-26*	*Interest YTD*	*Loan balance as of 31/08/2025*
531,624	*-262,201*	*-43,227*	*-12,172*	*2,502*	*488,397*

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***
Repayments 2024/25	***-250,000***
Loan Balance at 01/07/2025	***4,562,500***
Expected Repayments 2025/26	***-250,000***
Expected Loan Balance as at 30/06/2026	***4,312,500***

SWELL (NAB)					
Principal as of 1/7/2025	*Principal Loan Repayments for 2025-26*	*Principal Loan Repayments YTD*	*Interest for 2024-25*	*Interest YTD*	*Loan balance as of 31/08/2025*
4,562,500	*-250,000*	*-41,667*	*-263,362*	*42,608*	*4,520,833*

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 September quarter 2025 quarter is 4.7537%



Approved by: Finance Manager

Section 2
Financial Results
Elected Member Expenses 31 August 2025
% of year passed 16.67%

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	-49,507	-4,225	9%	-8,251	51%	1
Mayoral Allowance	-121,264	-20,598	17%	-20,211	102%	2
Mayor Vehicle Allowance	-25,000	-4,246	17%	-4,167	102%	
Mayoral Professional Dev Allowance	-5,000	0	0%	0	o%	
Deputy Mayoral Allowance	-17,200	-2,544	15%	-2,867	89%	2
Elected Members Councillor Allowances	-179,095	-21,728	12%	-29,849	73%	3
Elected Members Professional Dev Allowance	-30,000	0	0%	0	o%	
Elected Members Meeting Allowance	-70,000	-19,200	27%	-29,176	66%	4
Information Technology Capital Entitlement	-16,000	0	0%	0	o%	
Acting Mayor Allowance	-10,546	-1,049	10%	0	o%	2
Contractors	-350,000	-1,458	0%	-1,794	81%	5
Printing & Photocopying Costs	-1,000	0	0%	-400	0%	
Other Sundry Expenses	-6,578	-310	5%	0	o%	
Food & Catering Costs	-9,000	-908	10%	-1,105	82%	
Course Seminar & Conference Registration	-10,557	0	0%	0	o%	
Air Travel	-3,093	0	0%	0	o%	
Travel Accommodation	-2,111	-1,527	72%	0	o%	
Travel Related Costs Other	-1,031	0	0%	-925	0%	
Operating Expenditure	***-906,982***	***-77,793***	***9%***	***-98,744***	***79%***	

Notes
1. Super is paid in arrears.
2. Variance is due to Deputy Mayor acting as mayor
3. Due to two elected member vacancies
4. Limited Additional Meetings
5. Election expenses to be paid out in the coming months

Approved by: Finance Manager

Section 2
Financial Results
CEO Credit Card Transactions as at 31 August 2025
% of year passed 16.67%

2.10 - CEO Credit Card Transactions

Cardholder Name: Andrew Walsh
Cardholder Position: CEO
Period 11/08/2025 to 31/08/2025

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

Cardholder Name: Nadine Nilon
Cardholder Position: CEO
Period 01/08/2025 to 10/08/2025

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

Approved by: Finance Manager

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.2
Report Title:	Major Capital Projects Update
Meeting Date:	Tuesday 16 September 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:
  - Library Café Refurbishment.
  - Hobart Park Upgrade.
  - Playground renewals
  - Road reseal and renewals

Recommendation

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

Background

Council has a $11.10M Capital Works Program in 2025/26. The Capital Works Program 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 13.2.2.1.**
- Zuccoli Community Hub **Attachment 13.2.2.2.**
- Enterprise Resource Planning Project (ERP) **Attachment 13.2.2.3.**

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

Library Café Refurbishment

Demolition and rectification work to bring building services up to standards was completed in July. Tenders have been sought for the fit-out of the facility which closes late September, while the Expression of Interest (EOI) process for the cafe operation progresses.

Hobart Park Upgrades

A tender was awarded for the design and construction of a new public toilet in May. Off-site manufacturing is ongoing, and installation is expected in October 2025.

A quotation has been accepted for the installation of two (2) shelters and park furniture. Installation is expected in October 2025.

Playground Renewals and Upgrades

A tender has closed and is under assessment for the renewal of play equipment at Joan Fejo Park. President Park tender documentation is currently being prepared for advertising in September.

Ambon Park softfall renewal is programmed for September, with sand softfall to be utilised due to rubber softfall not being a viable option at this time. Stormwater improvement works have been completed and will be monitored when the wet season commences.

A concept design for Woodroffe Park is underway to inform final consultation for late 2025 tender documentation and 2026 works commencement.

Road Reseal and Renewals

A tender has closed and is under assessment for a 3-year contract for road resealing, including bitumen resealing and asphalt overlays. A program of work is being developed with work at priority sites to be completed in late 2025.

Consultation and marketing

Consultation occurs as relevant to each project and its status required during the preparation of this Report.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The projects are being delivered within the 2025/26 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 Council Update [**13.2.2.1** - 4 pages]
2. Zuccoli Community Hub [**13.2.2.2** - 3 pages]
3. Enterprise Resource Planning Project (ER P) [**13.2.2.3** - 2 pages]

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

SEPTEMBER 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:

$1,581,733

Funding source(s):

- City of Palmerston - $1,555,255.
- Northern Territory Government – $26,477 (installation of the cardboard compactor).

Anticipated completion date(s):

- Cardboard Compactor – September 2025.
- Recycling area – September 2025.

STATUS UPDATE

Percentage complete:

Design: 100%
Construction: 71%

Value of Works Complete:

$973,046.25

Cost to complete:

$311,804 (recycle centre)
$ 73,522 (carboard compactor)

$385,326 (total)

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 were 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. All works were ceased on 20 March 2025.

Following a geotechnical investigation, it was recommended to Council that the site be allowed to naturally dry prior to recommencing works. Standdown costs and some re-works were required which has increased the overall costs of the project.

Groundwater monitoring was established in May, which after regular monitoring, works resumed on site 23 June 2025.

Since recommencement, the following works have been completed:

- Drainage culverts and underground service installations,
- Subgrade preparation,
- Kerbing,
- Subbase and basecourse road pavement,
- Cardboard compactor concrete slab, shelter structure and light pole footings,
- Shade structure columns and light pole installation.

Works remaining include:

- Shelter structure roofing elements,
- Demolition of redundant gatehouse island,
- Asphalt and line-marking,
- Drainage Swale final trim and reno mattress installation,
- Irrigation and landscaping,
- Signage.

The cardboard compactor is ready for delivery to site. Council is in communication with the supplier to coordinate delivery with the schedule of works, expected mid-September.



29 August 2025 – Cardboard Compactor Slab installation



03 September 2025 – Shelter Roof Beam Installation

Upcoming works:



03 September 2025 – Shelter Roof Beam Installation

Project risks:

With the installation of the road pavement materials, the risk to the project schedule has significantly reduced. The risk of cost escalation is minimal now works are over 70% complete.

Availability of asphalt subcontractor is a potential risk to the completion timeline.

ZUCCOLI COMMUNITY HUB

SEPTEMBER 2025 UPDATE

PROJECT OVERVIEW

Summary:

The Zuccoli Community Hub 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 Masterplan and Stage 1 are complete, with the Dog Park and Public Toilet open to the public. This report focusses on the current activities the Stage 2 Pump Track, and the design of Stage 3.

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

Total budget and funding:

Stage	Prior Year Costs	Current FY Budget	Total Budget to Date	Current FY Actuals	Current FY Commitment	Remaining Budget
Masterplan	$113,062	$0	$113,062	$0	$0	$0
Stage 1 - Dog Park & Toilet	$1,467,166	$0	$1,467,166	$0	$0	$0
Stage 2 - Design	$147,598	$33,885	$181,483	$33,885	$0	$0
Stage 2 - Civil	$676,905	$123,018	$799,923	$73,870	$0	$49,149
Stage 2 - Walkway, Seating, BBQ	$426,996	$33,718	$460,714	$33,718	$0	$0
Stage 2 - Pump Track	$0	$1,008,978	$1,008,978	$375	$928,623	$79,980
Stage 3 - Design	$0	$450,000	$450,000	$0	$0	$450,000
TOTAL	**$2,718,665**	**$1,649,600**	**$4,368,264**	**$141,848**	**$928,623**	**$579,129**

External Funding Sources (for 2025/26):

- $250,000 Northern Territory Government– Immediate Priority Grant (Pump Track).

Anticipated completion date:

- Stage 2 pump track – opening December 2025.
- Stage 3 design – 2026.

STATUS UPDATE

Current Contracts:

ACTIVITY	STATUS	AWARDED CONTRACT VALUE	APPROVED VARIATIONS	APPROVED CLAIMS	Amount to Claim
Stage 2 Civil Works	Complete	$644,450	$100,351	$744,801	$0
Stage 2 Pump Track Construction	Awarded	$928,623	$0	$0	$928,623
TOTAL		**$1,152,107**	**$1,152,107**	**$196,646**	**$2,107,568**

Works to date summary:

Stage 2 includes the recreational facilities of the Zuccoli Community Hub and is being constructed in smaller stages as funding is available. A component of the walking trails and pathways, a BBQ and shade structure, and civil works were completed by mid-2025 as previously reported. However, there are some elements that may not be fully operational or accessible until the pump track is complete.

Progress in the past month:

- Supply and installation of park furniture including BBQ, shelter, seating and bins is complete. The BBQ will be energised as part of the pump track works.
- Hydroseeding of all Stage 2 area with exception of the pump track and access / staging area required for construction.
- Overall design of all Stage 2 elements has progressed and the 100% design review is complete.
- Tender awarded for the construction of the pump track to local contractor Allan King and Sons, who recently completed the Stage 2 civil works. Construction of the pump track is scheduled for commencement in September and forecast completion is late 2025 for a December opening.



Stage 2 Civil works complete – multi-sports court area ongoing grass establishment



BBQ & Shade Structure Area

Upcoming works:

Work progressing in the next month includes:

- Final Issue of remaining Stage 2 Design documentation.
- Commencement of construction of pump track.
- Preparation of documentation for procurement of Stage 3 design.

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 detailed cost assessment for the remainder of the Stage 2 works will be updated once the design is complete and will be used to inform future staging and budget requirements.

The remaining budget for the pump track is currently insufficient to deliver the lighting for the area. Further work is underway to determine options for preparation for future lighting or alternative funding sources.

Funding for construction of the pump track presents a minor risk, with limited contingency budget remaining.

Weather remains a risk to the completion of the pump track in 2025. Delays in construction or an early wet season may impact the opening of the track.

ENTERPRISE RESOURCE PLANNING PROJECT

SEPTEMBER 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 - $494,784.
- FY26 - $5,200.
- Total to date $782,884.

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 was initiated with legal and probity support. The Expression of Interest (EOI) phase ran from 9 April to 21 May 2025. After evaluation, no submissions were progressed, and the CEO disbanded the tender panel.

A revised procurement process is being established including consideration of a best of breed selection process with focus on solutions for high-risk areas.

Council's procurement staff have contacted the companies that downloaded the ERP EOI package seeking feedback to assist Council in refining its future tender processes to better align with the expectations and capabilities of potential suppliers. Four (4) vendors responded, and they indicated that the opportunity was not aligned with their capabilities or strategic focus.

It is expected that a full tender process will commence in late September/early October 2025, supported by legal and probity advice.

Council is currently reviewing the project support requirements for the next stages of the project.

The Information Asset Register (IAR), user scenarios, high-level test cases, plans and acceptance criteria have been completed for all directorates.

Upcoming works:

- Update of Project Plan to meet revised scope and deliverables.
- Completion of Tender documents enabling Council to release the tender.

Project risks:

The project is currently tracking 19 risks.

The top four (4) high rated risks are:

- Limited CoP staff – as CoP has a limited number of resources, if business resources or SMEs are not available to support project activities, project deliverables, timelines and overall cost may be impacted.
- 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.
- Insufficient funding – while funds have been set aside for the implementation of the new ERP system, if the tender quote is higher and additional funding is not available, there is the risk that scope may need to be cut.
- No suitable vendors submitting tender responses – whilst ERP vendors/products for local governments have been identified, the EOI process has highlighted that there is a risk that they may not submit a tender response. This may be due to environmental issues such as current workload/commitments vs capacity, an unwillingness to enter a new market such as the Northern Territory, or an inability to align with Council's requirements.

COUNCIL REPORT

1st Ordinary Council Meeting

Agenda Item:	13.2.3
Report Title:	Darwin Festival Update
Meeting Date:	Tuesday 16 September 2025
Author:	Events Lead, Sophie Walkington
Approver:	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 overview of 2025 Darwin Festival in Palmerston held on Friday 15 and Saturday 16 August 2025.

Key messages

- At the 1st Ordinary Council Meeting of 6 February 2024, Council endorsed a sponsorship proposal from Darwin Festival at a cost of $150,000 (ex. GST) per annum supporting events in Palmerston for 2024 and 2025.
- City of Palmerston has been recognised as Major Partner and has featured prominently across Darwin Festival's program guide, website, and on-site signage, providing significant exposure.
- The inaugural Darwin Festival in Palmerston in 2024 was a success featuring two events; Family Fiesta and Palmerston Laugh Out Loud; attracting approximately 6,000 attendees.
- The 2025 festival was hosted on Friday 15 and Saturday 16 August 2025 featuring the return of Family Fiesta alongside a new performance Buffalo Country. The 2025 events attracted approximately 6,300 attendees.
- In conclusion of the current partnership, Darwin Festival and Council Officers are exploring partnerships for future consideration of the Council.

Recommendation

THAT Report entitled Darwin Festival Update be received and noted.

Background

At the 1st Ordinary Council Meeting of 6 February 2024, Council made the following decision:

> ***25.1.1 Darwin Festival in Palmerston Proposal***
>
> 1. *THAT Report entitled Darwin Festival in Palmerston Proposal be received and noted.*
>
> 2. *THAT Council approve the sponsorship proposal from Darwin Festival at a cost of $150,000 excluding GST per annum for 2024 and 2025 in Palmerston as per Attachment 25.1.1.1.*
>
> 3. *THAT the Council Decision relating to the Report entitled Darwin Festival in Palmerston Proposal be moved to the Open Minutes following official announcement by Darwin Festival of their calendar of events.*
>
> ***CARRIED 10/1196 – 6/02/2024***

At the 2nd Ordinary Council Meeting of 17 September 2024, Council made the following decision:

> ***13.2.4 Darwin Festival***
>
> *THAT Report entitled Darwin Festival be received and noted.*
>
> ***CARRIED (7/0) - 10/1526 -17/09/2024***

Darwin Festival is the leading arts and cultural event in the Northern Territory. Established in 1978, the festival has grown into a major event on Australia's cultural calendar attracting both local and international audiences.

The 2024 festival saw a record-breaking 177,134 attendances, with 55,259 tickets sold across 645 performances at 40 venues. A notable achievement in 2024 was the successful expansion of the festival to Palmerston with approximately 6,000 attendees marking a new chapter in Darwin Festival's reach and impact.

In 2025, Darwin Festival returned from 7 to 24 August, delivering eighteen days of vibrant celebration featuring music, theatre, visual art, dance, cabaret, comedy, and more. Following the success of its inaugural event, Darwin Festival in Palmerston returned on 15 and 16 August 2025, continuing to grow its connection with new audiences.

Discussion

As a Major Partner of the 2024 and 2025 Darwin Festival, City of Palmerston has proudly supported the delivery of world-class performances and cultural experiences to our local community. This partnership has further positioned Palmerston as a progressive and vibrant city for our residences and encourages visitation to the municipality.

The 2025 Darwin Festival in Palmerston commenced with Family Fiesta on Friday evening, held in conjunction with the Palmerston Markets. The event transformed the CBD into a vibrant celebration of music, dance, food and interactive performances for all ages.

The evening began with La Decarga who energised the crowd with a conga line, limbo competition and infectious mix of Latin Australian tropical beats. Crowd favourite I Like to Movie, Movie had attendees singing along to popular musical hits, while Darwin M3 Dance Group captivated the audience with their blend of global dance styles.

Entertainment extended throughout the markets with hands-on creative experiences from Task Party, circus skill workshops by Corrugated Iron Youth Arts and the playful antics of the Clown Security team delighting audiences throughout the night. The fun continued with DJ Guru Dudu's Silent Disco Walking Tour offering a unique and interactive way to experience the event. A curious and quirky baby ibis also made appearances, adding a touch of surprise and joy.



Photos from Family Fiesta

Saturday's ticketed show, Buffalo Country provided a more relaxed evening of Australian Country music under the stars. David Garnham & the Reasons to Live performed an all-star tribute to Top End country music icon, Mark A Hunter. The evening featured music from his debut album Songs From The Buffalo Country.

The evening featured a stellar line up of musicians who joined the celebration including Choir of Man, Gleny Rae Virus and Sally Balfour to contribute to the heartfelt tribute of this iconic Northern Territory album. The performances continued with appearances from two of Australia's most acclaimed country artists; Sara Storer and Shane Nicholson; both multiple Golden Guitar and ARIA Award winners who brought the night to a memorable close.



Photos from Buffalo Country

The success of the 2025 Darwin Festival in Palmerston highlights the value and impact of this strategic partnership with attendance increasing from 6,000 in 2024 to 6,300 in 2025 demonstrating growing community interest and participation.

A future sponsorship proposal to continue this partnership with the Darwin Festival will be presented to Council for consideration.

Consultation and marketing

As a major sponsor of Darwin Festival, it assisted City of Palmerston in building brand awareness with the logo and acknowledgement consistently featured across festival signage at Festival Park, in the official Darwin Festival guide and on the festival's website and social media platforms.

To support the two (2) Darwin Festival events held in Palmerston, Council worked closely with festival organisers on a marketing campaign designed to maximise visibility and community engagement. This included both print and digital activity as well as on-ground engagement to ensure broad community reach.

The print campaign featured early promotion through City of Palmerston's 2025 Event Booklet, distributed throughout Palmerston in May, as well as a highway banner displayed on Roystonea Avenue, placement in Off the Leash magazine and event details published in NT News for the road closure notice.

Digital engagement was a core element of the campaign. Events were promoted on Council's website, including the homepage, alongside organic and paid placements on social media from July. A targeted advertisement for the Buffalo Concert reached 2,953 people, delivered 5,559 impressions and generated 296 post engagements at a cost of $69.83, equating to $0.24 per result. Darwin Festival events were also included in Council's monthly paid carousel advertising. Promotion extended to Palmerston Library's digital newsletter with more than 8,000 subscribers, digital screens at the Recreation Centre and Library and through an email signature banner featured across all Council staff emails.

Additional promotion included staff (Customer facing) and Elected Members wearing Darwin Festival in Palmerston shirts, ticket giveaways during the Darwin Show and to local businesses through Council's economic development newsletter, helping to generate interest and word-of-mouth promotion. Council also supported the coordination of an on-ground presence with a market stall at the Palmerston Markets.

Less than $1000 was spent on marketing and promoting the Darwin Festival in Palmerston event, which resulted in a high level of community engagement, visibility of our brand, visitation from members of other municipalities, and increased ticket sales for 'Buffalo Country'.

Through a coordinated and community-focused approach, we were proud to support the Darwin Festival in Palmerston and highlight our city as a host destination for arts and culture.



Darwin Festival Program

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

- Events Lead
- Events Officer
- Acting Marketing & Communications Manager
- Acting Marketing & Communications Lead

Policy implications

There are no policy implications for this Report.

Budget and resource implications

At the 1st Ordinary Council Meeting of 6 February 2024, Council approved the sponsorship proposal for $150,000 per annum for the 2024 and 2025 Darwin Festival.

Extension of the partnership will be investigated, and another report will be provided to Council.

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.

Support of the Darwin Festival is imperative to assist in meeting the objectives of the Creative Industries Plan. The collaborative effort between Darwin Festival and City of Palmerston ensures the delivery of a vibrant and engaging event weekend that enriches the cultural fabric of the community.

Strategies, framework and plans implications

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

- Creative Industries Plan 2023-2027

Darwin Festival in Palmerston aligns with City of Palmerston Creative Industries Plan 2023-2027 in the following ways:

Host (Providing Venues and Opportunities)

The event introduced a new creative event to Palmerston which served as a venue or opportunity for artistic, cultural, and creative activity to prosper in Palmerston. By offering this event, the city is actively fulfilling its role as a host for creative endeavours.

Connector (Creating Networks and Partnerships)

This new event created networks and partnerships within the community. It involved collaboration with local artists, musicians, or other stakeholders, fostering creative clusters and strengthening connections among various creative entities in the City.

Partner (Promoting Community Participation)

The proposal emphasises community participation in creative activities. By providing this event, the city is actively working with others to promote artistic and cultural engagement within the community, aligning with the role of a partner outlined in the Creative Industries Plan. This aligns with the Creative Industries Plan's role as an enabler for community cultural development and sector development.

Overall, the event was consistent with the values and objectives of the Creative Industries Plan, as well as the overarching vision of Palmerston as outlined in the Council's Community Plan. It underscored the role of Council in promoting and supporting artistic and cultural activities to create a vibrant and
welcoming city.

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

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Inquiry on Local Government Council and Local Authority members' allowances 2026

THAT correspondence dated 9 September 2025 14.2.1 entitled Inquiry on Local Government Council and Local Authority members' allowances 2026 be received and noted.

NORTHERN TERRITORY OF AUSTRALIA

REMUNERATION TRIBUNAL

GPO BOX 4396
DARWIN NT 0801

Telephone: (08) 8999 6539

Mr Andrew Walsh
Chief Executive Officer
City of Palmerston

Ceo@palmerston.nt.gov.au

Dear Mr Walsh

The Remuneration Tribunal is commencing its inquiry on Local Government Council and Local Authority members' allowances 2026 pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* with Councils.

If completed on or before 1 February 2026, the inquiry will lead to a determination that applies to members' allowances from 1 July 2026. I attach to this letter copies of the latest versions of the Tribunal's Determinations.

The Tribunal is accepting written submissions from Councils for the inquiry by 17 October 2025, which should address only questions or issues that your Council would like to raise. Considerations should be made as to any unique circumstances relating to your Council which you may wish to advise the Tribunal. Individual Councillors may also like to provide their own submissions.

While the Tribunal would like to meet with Councils personally, this is not practicable; however the Tribunal will accommodate video conference calls.

It would be appreciated if you could place this letter on the Council's agenda for its next meeting for your Council to discuss its approach. It would also be appreciated for the CEO receiving this letter to provide it to the appointed Mayor of the Council.

Councils should contact the Tribunal's Secretariat via email NTRemunerationTribunal@nt.gov.au for any further queries or to arrange meetings with the Tribunal.

Yours sincerely,

Gary Higgins
Chair
Northern Territory Remuneration Tribunal
9 September 2025

NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL

Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL AUTHORITIES

REPORT ON DETERMINATION NO. 1 OF 2025

1. INTRODUCTION

On 30 July 2024, pursuant to section 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local authority.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Local Government Councils inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions

In their submissions to the Remuneration Tribunal for the Local Government inquiry, some Councils did mention Local Authorities, but no major items were canvassed.

2. CURRENT SITUATION

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The allowance for members to attend meetings was increased in the 2023 Inquiry.

The Tribunal considers that the existing allowances are appropriate.

Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal

Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL

Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL AUTHORITIES

DETERMINATION NO. 1 OF 2025

Under section 7E of the *Assembly Members and Statutory Officers* (*Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

Financial Year is the period from 1 July to the 30 June.

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	$300
If the meeting is held between 2 to 4 hours	$450
If the meeting is held for more than 4 hours	$600

A Member of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	$200
If the meeting is held between 2 to 4 hours	$300
If the meeting is held for more than 4 hours	$400

3. GENERAL

3.1. Pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal

Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL

Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL COUNCILS

REPORT ON DETERMINATION NO. 1 OF 2025

1. INTRODUCTION

On 30 July 2024, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and two meetings were held with Councils.

The Tribunal received eight submissions from the following Councils as well as Local Government Association of the Northern Territory (LGANT).:

- Three from the City of Darwin Council
- City of Palmerston Council
- Alice Springs Town Council
- Two from the Wagait Shire Council
- Coomalie Shire Council

2. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal received several submissions requesting an increase to Professional Development Allowance. It is noted that the Professional Development Allowance is all inclusive and can include travel and accommodation costs. The Tribunal is aware of significant cost increases for travel especially for Regional areas of the NT and has agreed to increase the Allowance to $5000 per financial year.

3. COUNCILLOR'S ALLOWANCE

The Tribunal has increased all base allowances by 4% in recognition of movements in earnings within Australia as well as the Territory.

At the same time, the Tribunal has determined that Elected Councillors in Wagait and Belyuen Shire Councils will receive the same base allowance as Elected Councillors in Coomalie

4. MAYOR AND PRINCIPAL MEMBER ALLOWANCE

The Tribunal has determined that on the basis of equity, the three Shire Council Mayors should receive the same Total Mayor Allowance which has now been set at $30 462.

The Tribunal has also increased the Mayoral Allowance by 4% to address relativities between Councillor and Mayoral Allowances.

5. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has kept the Allowance at a maximum of $10 000, but has recognised some instances where the extra meeting allowance paid to a Councillor should not be applied to the cap.

The Tribunal has determined that where a Councillor is asked to represent the Mayor or Principal Member at an official Council function, an extra meeting allowance will apply, but it will not be included against the cap. Similarly, where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will apply, but it will not be included against the cap.

The Tribunal has also determined that where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT), an extra meeting allowance will apply, but it will not be included in the cap.

6. FUTURE INQUIRIES

This is the third inquiry into Members of Local Government Council Allowances by the Tribunal and it has been useful for the Tribunal to address some factors that were outstanding from earlier Inquiries.

The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced by further Inquiries on an annual basis. .

The Tribunal appreciates the feedback received from Councils.

7. APPENDIX A

Appendix A provides details of the allowances.

Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal

Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

APPENDIX A to the Report

Comparison of Existing Allowances with New Allowances

Municipal and Regional Councils

ALLOWANCE	COUNCIL	CURRENT	New from 1 July 2025
Councillors			
	Darwin	$31,775	$33,046
	Palmerston	$24,600	$25,584
	Alice Springs	$22,550	$23,452
	Litchfield	$22,550	$23,452
	Katherine & Regional	$20,500	$21,320
Shire Councils			
Councillors	Coomalie	$7,175	$7,462
	Belyuen up to	$5,125	$7,462
	Wagait up to	$5,125	$7,462
Mayor Allowance			
	Darwin	$127,200	$132,288
	Palmerston	$92,000	$95,680
	Alice Springs	$89,000	$92,560
	Litchfield	$83,000	$86,320
	Katherine & Regional	$82,000	$85,280
Total Mayoral Allowance			
	Darwin	$158,975	$165,334
	Palmerston	$116,600	$121,264
	Alice Springs	$111,550	$116,112
	Litchfield	$105 550	$109,772
	Katherine & Regional	$102,000	$106,600
	Shire Councils	$30,175	$30,462
Deputy Mayor Total allowance			
	Darwin	$55,575	$56,846
	Palmerston	$41,800	$42,784
	Alice Springs	$39,050	$39,952
	Litchfield	$38,550	$39,452
	Katherine & Regional	$36,500	$37 320

Shire Councils

Mayor	Coomalie	$30,175		$30 462
	Belyuen to	up to	$25,125	$30 462
	Wagait	up to	$25,125	$30 462

NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL

Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL GOVERNMENT COUNCILS

DETERMINATION NO. 1 OF 2025

Under section 7B of the *Assembly Members and Statutory Officers* (*Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Shire Councils are the following:

- Belyuen;
- Coomalie; and
- Wagait.

New Councils: any other Councils newly constituted by the Minister for Local Government in 2025

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

(1) The Principal Member of a municipal council is to have the title Mayor.

(2) However:

(a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and

(b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.

(3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is a member of a Local Council:

2. ALLOWANCES

The following annual allowances will apply from 1 July 2025 and will be paid fortnightly or monthly:

COUNCILLORS' ALLOWANCE

Darwin	$33,046
Palmerston	$25,584
Alice Springs	$23,452
Litchfield	$23,452
Other Municipal and Regional	$21,320

Shire Councils

Coomalie	$7,462
Belyuen	$7,462
Wagait	$7,462

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	$23,800
Palmerston	$17,200
Alice Springs	$16,500
Litchfield	$16,000
Other Municipal and Regional	$16,000

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	$132,288
Palmerston	$95,680
Alice Springs	$92,560
Litchfield	$86,320
Other Municipal and Regional	$85,280

Shire Councils

Coomalie	$23,000
Belyuen	$23,000
Wagait	$23,000

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
    - Including, but not limited to:
        - donations;
        - organization sponsorship;
        - membership fees;
        - patron expenses; and
        - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

4.1. An Extra Meeting / Activity Allowance of up to $10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of $10 000.

4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:
    - up to 2 hours $200
    - between 2 and 4 hours $300
    - more than 4 hours $500 (maximum payable for any one day)

4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap. Where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will be paid, and that extra meeting allowance will not be applied to the cap.

4.4 Where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT) and receives an extra meeting allowance, that extra meeting allowance will not be applied to the cap.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE

5.1. Professional Development Allowance is $5000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.

5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.

5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.

5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.

5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:

(a) exceeds 50kms from home base 100kms return,
(b) travel does not occur in a Council supplied and maintained vehicle;
(c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
(d) the vehicle allowance is capped at $10,000.

6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office.

6.3. Vehicle Allowance will be available in the following circumstances:

- travel to and from statutory Council meetings;
- travel to and from official Council approved meeting;
- travel to and from approved functions representing the Principal Member;
- travel to and from Local Authority Meetings within the ward the Councillor represents.
- travel to and from all meetings of Council and their committees; and
- travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.

6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.

6.5. The Vehicle Allowance Cap will not include:

- travel to and from Local Authorities Meetings within the Ward that the member represents;
- travel involved with Professional Development activities.

7. PROVISION OF MOTOR VEHICLE

7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.

7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:

- $25,000 per year for Municipal Principal Members; or
- $40,000 per year for Regional Principal Members.

7.3 The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

8. TRAVEL ALLOWANCE

8.1 Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

8.2 The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2024/3 or any subsequent Taxation Determination made in substitution of that Determination.

9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal

Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

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, 7 October 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 2 SEPTEMBER 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 2 September 2025 at 5:30pm.

PRESENT

ELECTED MEMBERS	Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Damian Hale Councillor Benjamin Giesecke Councillor Lucy Morrison Councillor Mark Fraser Councillor Sarah Henderson
STAFF	Chief Executive Officer, Andrew Walsh Minute Secretary, Kate Roberts
GALLERY	Nil

UNCONFIRMED

Initials:

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of absence previously granted

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

Deputy Mayor Hale

4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED

Nil

UNCONFIRMED

Initials: _____

5 DECLARATION OF INTEREST

5.1 Elected members

Moved: **Councillor Morrison**
Seconded: **Councillor Fraser**

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

2. THAT the Declaration of Interest received from Deputy Mayor Hale for Item 27.2.1 be received and noted.

3. THAT the Declaration of Interest received from Councillor Henderson for Item 27.2.1 be received and noted.

4. THAT the Declaration of Interest received from Councillor Fraser for Item 27.2.1 be received and noted.

CARRIED (5/0) - 10/2034 – 2/09/2025

5.2 Staff

Deputy Mayor Hale arrived and joined the meeting at 5:33 pm.

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

THAT the Declaration of Interest received from the Chief Executive Officer, Andrew Walsh for Item 27.1.2 be received and noted.

CARRIED (6/0) - 10/2035 – 2/09/2025

6 CONFIRMATION OF MINUTES

6.1 Confirmation of minutes

Moved: **Councillor Henderson**
Seconded: **Councillor Giesecke**

THAT the Minutes of the Council Meeting held on 19 August 2025 pages 11813 to 11825 be confirmed.

CARRIED (6/0) - 10/2036 – 2/09/2025

UNCONFIRMED

Initials: _____

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

Palmerston and Litchfield Regional Deal

THAT Council receive and note correspondence received from the Assistant Minister for Regional Development and Territories Federal Member for Forrest dated 3 April 2020 being Item 26.2.1 entitled Palmerston and Litchfield Regional Deal.

CARRIED 9/1094 - 21/04/2020

UNCONFIRMED

Initials: _____

Palmerston and Litchfield Regional Recovery Partnership

1. THAT Report entitled Palmerston and Litchfield Regional Recovery Partnership be received and noted.

2. THAT Council reaffirms its commitment to working collaboratively with the Northern Territory Government (NTG) and Litchfield Council in the development and advocacy of a Palmerston and Litchfield Regional Recovery Partnership, formerly being the Palmerston and Litchfield Regional Deal, including funding of preliminary work such as feasibility studies and analysis.

3. THAT Council approve travel for the Mayor accompanied by the Deputy Mayor as required to advocate on behalf of the City of Palmerston for Australian Government partnerships for the Palmerston and Litchfield Regional Recovery Partnership, and other Council endorsed strategic initiatives as required until the 28 August 2021.

CARRIED 9/1572 - 6/04/2021

Request for Purchase of Road Reserve – The Boulevard

1. THAT Report entitled Request for Purchase of Road Reserve – The Boulevard be received and noted.

2. THAT Council notes the commencement of the process for the sale of road reserve adjacent Lot 4537, Palmerston, subject to Carpaolo Nominees Pty Ltd, agreement to pay for relevant costs, with a further report be provided to Council following the land survey and valuation.

CARRIED 10/152 – 14/12/2021

Australian Football League Northern Territory (AFLNT) – Woodroffe Oval Redevelopment Proposal

1. THAT Report entitled Australian Football League Northern Territory (AFLNT) - Woodroffe Oval Redevelopment Proposal be received and noted.

2. THAT the Mayor write a letter to Australian Football League Northern Territory providing in-principal support to:
• assist with their proposal to redevelop Woodroffe Oval to a share multi-sport venue that accommodates premier cricket and Australian football; and
• outline suggestions on how Council could support the project as outlined in Report entitled Australian Football League Northern Territory (AFLNT) - Woodroffe Oval Redevelopment Proposal.

CARRIED 10/630– 15/11/2022

UNCONFIRMED

Initials: _____

25.1.1 External Audit Observations Actions

1. THAT Report entitled External Audit Observations Actions be received and noted.

2. THAT Council endorses the amendment of approved Full Time Equivalents from 93.55 to 96.05 for 2022/2023 and future years, being an additional 2.5 Full Time Equivalents and salaries and associated budget, to address outstanding actions from the external audit which will be completed as part of the 2022-2023 financial statements, noting that the balance of the 2022-2023 year will be funded from savings.

3. THAT Council notes the priorities related to the external audit findings being Attachment 25.1.1.1 to Report entitled External Audit Observations Actions.

CARRIED 10/762 - 21/03/2023

Palmerston Regional Economic Growth Plan - Update

1. THAT Report entitled Palmerston Regional Economic Growth Plan - Update be received and noted.

2. THAT Council notes the Palmerston and Litchfield Regional Economic Growth Plan is now the Palmerston Regional Economic Growth Plan being developed in partnership by the City of Palmerston and the Northern Territory Government.

3. THAT Council endorses an additional financial contribution of $25 000, being matching funding with the Northern Territory Government, to deliver the Palmerston Regional Economic Growth Plan, to be funded from operational expenditure.

4. THAT Council approve travel for the Mayor or their representative as required to advocate on behalf of the City of Palmerston for Commonwealth Government partnerships for the Regional Economic Growth Plan, and other Council endorsed initiatives as required until the 30 July 2025.

CARRIED 10/936 – 18/07/2023

25.1.3 Palmerston Regional Economic Growth Plan - Update 2

1. THAT Report entitled Palmerston Regional Economic Growth Plan - Update 2 be received and noted.

2. THAT Council note Attachment 25.1.3.3 to report entitled Palmerston Regional Economic Growth Plan Update 2 which summarises the outcomes of the workshop held on 29 August 2023 which will be used to inform this work moving forward.

CARRIED 10/1024 - 19/09/2023

Initials: _____

UNCONFIRMED

25.1.3 Workshop 2 & 3 - Budget Development 2024/25

1. THAT Report entitled Workshop 2 & 3 - Budget Development 2024/25 be received and noted.

2. THAT Council approve for the inclusion in the next revised draft the following:
I) Parameters as identified in Attachment 25.1.3.1
II) Additional 5.8 full-time equivalents at a cost of $477,265, plus EBA increase.
III) CPI applied contractors, excluding the waste contractors.
IV) Waste budget as presented at the workshop.
V) Rates Model based on differential rating -with a 3.3%, 3.5%, 4.2% and 4.9% and a $39 increase to the minimum.

CARRIED 10/1265 -19/03/2024

25.1.2 Workshop 4 -Budget Development 2024/25

1. THAT Report entitled Workshop 4 -Budget Development 2024/25 be received and noted.

2. THAT Council endorses the inclusion in the draft 2024-25 Budget the following:
I. Program inclusions of $331k providing for strategic activities, efficiencies and legislative requirements
II. Capital budget of $11.25 million
III. Funding through Reserves of $2.198 million

3. THAT Council endorses staff to continue to refine the draft 2024-25 budget noting further analysis is being prepared on property rating options based on feedback provided at the Council Budget Workshop.

CARRIED 10/1308 -16/04/2024

28 CONFIDENTIAL GENERAL BUSINESS

1. THAT General Business Item 28 is considered confidential pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021 as the matter comprises the receipt or discussion of, or a motion or both relating to information that would, if publicly disclosed, be likely to subject to subregulation (3) prejudice the interests of the council or some other person.

2. THAT Council accepts Mayor Patterson, Vice President of LGANT's offer to present to the Council their views on why City of Palmerston should reconsider joining LGANT.

CARRIED 10/1469 -6/08/2024

Initials: _____

UNCONFIRMED

25.1.1 Review of Long Term Financial Plan

1. THAT Report entitled Review of Long Term Financial Plan be received and noted.

2. THAT Council endorses up to four workshops be conducted for the review of the Long-Term Financial Plan, being tentative dates:
a. Workshop 1 - Thursday 26 Sept 2024
b. Workshop 2 - Thursday 10 Oct 2024
c. Workshop 3 - Thursday 24 Oct 2024
d. Workshop 4 - Monday 18 Nov 2024

3. THAT a report be provided to Council on the outcome of the review of the Long-Term Financial Plan by the December 2024 Ordinary meeting.

CARRIED 10/1491 - 20/08/2024

27 Questions by Members

1. THAT Questions by Members Item 27.1 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iii) of the Local Government (General) Regulations 2021 as the matter comprises the receipt or discussion of, or a motion or both relating to information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

2. THAT the question asked by Mayor Pascoe-Bell regarding Update on the Enforceable Undertaking, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 10/1512 - 3/09/2024

27.1.1 Local Government Association of the Northern Territory (LGANT) - Membership Renewal

THAT item 27.1.1 lay on the table subject to a discussion with Mayor Patterson by Council.

CARRIED (7/0) - 10/1538 - 17/09/2024

UNCONFIRMED

Initials: _____

27.1.4 CEO Recruitment Panel Appointment

1. THAT Report entitled CEO Recruitment Panel Appointment be received and noted.

2. THAT Council establishes a CEO recruitment panel comprising the Mayor (Chair), one independent member, and Councillor Garden, Councillor Henderson and Councillor Eveleigh.

3. THAT Council appoints Mark Blackburn as the independent panel member for the CEO recruitment.

CARRIED (7/0) - 10/1541 - 17/09/2024

27.2.2 Northern Territory Government Election Funding Commitments

1.THAT Report entitled Northern Territory Government Election Funding Commitments be received and noted.

2. THAT the Mayor writes to the Chief Minister and MLA's seeking written confirmation of election commitments and projects they wish to support.

CARRIED (7/0) - 10/1543 - 17/09/2024

24 2 Business Arising from Previous Meeting

RETRIEVE FROM THE TABLE

THAT report 27.1.1 Local Government Association of the Northern Territory (LGANT) - Membership Renewal - 17 September 2024 be retrieved from the table.

CARRIED (7/0) - 10/1560 - 1/10/2024

24.2 Business Arising from Previous Meeting

1. THAT Report entitled Local Government Association of the Northern Territory (LGANT) -Membership Renewal - 17 September 2024 be received and noted.

2. THAT Council does not re-join the Local Government Association of the Northern Territory (LGANT)in 2024/2025 and that this be reviewed annually.

CARRIED (7/0) - 10/1561 - 1/10/2024

UNCONFIRMED

Initials:

27.1.1 Outcomes of Compliance Review

1. THAT Report entitled Outcomes of Compliance Review be received and noted.

2. THAT Council note the response provided by the LG Compliance unit in relation to the CEO responses to the interim Northern Territory Government City of Palmerston 2022-2023 Compliance Review report being Attachment 27.1.1.3 to Report entitled Outcomes of Compliance Review.

3. THAT Council note the actions already underway regarding the Northern Territory Government City of Palmerston 2022-2023 Compliance Review and that all matters will be completed by 30 November 2024 as per Attachment 27.1.1.6 to Report entitled Outcomes of Compliance Review.

4. THAT Council seek further legal advice and provide a response informed by that advice regarding the Northern Territory Government City of Palmerston 2022-2023 Compliance Review, and that a report outlining the advice and suggested response be provided to Council.

5. THAT the Northern Territory Government City of Palmerston 2022-2023 Compliance Review and its status be reported to the Risk Management and Audit Committee.

CARRIED (7/0) - 10/1562 - 1/10/2024

27.1.1 Review of the Long Term Financial Plan 2025-2034

1. THAT Report entitled Review of the Long Term Financial Plan 2025-2034 be received and noted.

2. THAT Council endorses the approach of developing and reviewing the long term financial plan as outlined in the draft guidelines called Review of the long-term financial plan at Attachment 27.1.1.2 contained in Report entitled Review of the Long Term Financial Plan 2025-2034.

3. THAT Council endorses the development of a 10 year Long Term Financial Plan.

CARRIED (5/0) - 10/1587 - 15/10/2024

UNCONFIRMED

Initials: _____

27.1.1 Lease of Part of Lot 4201, 31 Tilston Avenue, Moulden

1. THAT Report entitled Lease of Part of Lot 4201, 31 Tilston Avenue, Moulden be received and noted.

2. THAT Council offer a lease to Northern Territory Government for five (5) years for Part of Lot 4201, 31 Tilston Avenue, Moulden for a youth drop-in centre as detailed within report entitled Lease of Part of Lot 4201, 31 Tilston Avenue, Moulden.

3. THAT Council pursuant to Section 32(2) of the Local Government Act 2019, delegate to the Chief Executive Officer the power to negotiate a lease with the Northern Territory Government for five (5) years for Part of Lot 4201, 31 Tilston Avenue, Moulden.

4. THAT the Council Decisions relating to Report entitled Lease of Part of Lot 4201, 31 Tilston Avenue, Moulden be moved to the Open Minutes at the time of a related announcement by the Northern Territory Government.

CARRIED (5/0) - 10/1607 - 5/11/2024

27.2.1 Alleged Breaches of Code of Conduct – October 2024

THAT the Report entitled Alleged Breaches of Code of Conduct – October 2024 be received and noted.

CARRIED (5/0) - 10/1611 - 5/11/2024

30.2 Confidential General Business - CEO Recruitment Panel Membership

1. THAT General Business Item 30.2 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 as the matter 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 or the council that could, if publicly disclosed, cause prejudice to the individual;

2. THAT the General Manager Infrastructure asks Councillor Eveleigh how long she will be on leave for, and for this to be presented in a report back to Council at the Second Ordinary Meeting in November 2024 to inform Council's consideration of the CEO Recruitment Panel membership.

CARRIED (6/0) - 10/1613 - 5/11/2024

UNCONFIRMED

Initials: _____

27.1.2 RFQ Assessment - External Auditors

1. THAT Report entitled RFQ Assessment - External Auditors be received and noted.

2. THAT Council appoints BDO as City of Palmerston's External Audit firm for a period of three years commencing the 2024-25 financial year, commencing on a renumeration of $55,886 per annum subject to CPI increases.

CARRIED (6/0) - 10/1639 - 19/11/2024

27.2.1 Update on Code of Conduct Complaints – November 2024

THAT Report entitled Update on Code of Conduct Complaints – November 2024 be received and noted.

CARRIED (5/0) - 10/1642 - 19/11/2024

27.2.2 CEO Recruitment Panel Membership

1. THAT Report entitled CEO Recruitment Panel Membership be received and noted.

2. THAT Council notes the resignation of Councillor Eveleigh from the CEO Recruitment Panel.

CARRIED (6/0) - 10/1643 - 19/11/2024

30 General Business

1. THAT General Business Item 30 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021 as the matter comprises the receipt or discussion of, or a motion or both relating to information that would, if publicly disclosed, be likely to, subject to subregulation (3) - prejudice the interests of the council or some other person.

2. THAT the verbal recount of meeting with the CLP Candidate for Soloman from Mayor Pascoe-Bell be received and noted.

CARRIED (6/0) - 10/1644 - 19/11/2024

27.2.1 Update on Code of Conduct Complaints – December 2024

THAT Report entitled Update on Code of Conduct Complaints – December 2024 be received and noted.

CARRIED (5/0) - 10/1687 - 10/12/2024

Initials: _____

UNCONFIRMED

22 Leave of Absence Requests

1. THAT the leave of absence received from Councillor Morrison for 15 February to 1 March 2025 inclusive be received and noted.

2. THAT the leave of absence received from Councillor Morrison for 8 March to 9 March 2025 inclusive be received and noted.

3. THAT the leave of absence received from Councillor Morrison for 25 June to 5 July 2025 inclusive be received and noted.

4. THAT the leave of absence received from Councillor Eveleigh for 8 February to 10 February 2025 inclusive be received and noted.

5. THAT the leave of absence received from Councillor Hale for 22 January to 23 January 2025 inclusive be received and noted.

6. THAT the leave of absence received from Mayor Pascoe-Bell for 5 February to 11 February 2025 inclusive be received and noted.

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

CARRIED (7/0) – 10/1715 – 21/01/2025

23 Request for Audio/Audiovisual Conferencing

THAT Council approves the request for Audio/Audiovisual Conferencing received from Councillor Morrison for 18 February 2025 who will be physically prevented from attending the meeting due to being a greater distance than 100km from the appointed place of meeting.

CARRIED (7/0) - 10/1716 – 21/01/2025

27.2.1 Update on Code of Conduct Complaints – January 2025

THAT Report entitled Update on Code of Conduct Complaints – January 2025 be received and noted.

CARRIED (5/0) - 10/1721 – 21/01/2025

27.1.1 Leases over Part Lot 4153 Marlow Lagoon

THAT Report entitled Leases over Part Lot 4153 Marlow Lagoon be laid on the table until further details are provided to Council in relation to benefits to the community, frequency of site usage, membership numbers and growth, achievements of members and a market valuation.

CARRIED (6/2) - 10/1736 - 4/02/2025

Initials: _____

UNCONFIRMED

27.1.2 Confidentiality Review List - 17 July 2024 to 21 January 2025

1. THAT Report entitled Confidentiality Review List - 17 July 2024 to 21 January 2025 be received and noted.

2. THAT Council endorses for the Decisions listed in Attachment 27.1.2.1 to be moved to the Open Minutes of this meeting, with the exception of Decision Number 10/1240.

3. THAT Council endorses for the Decisions listed in Attachment 27.1.2.2 to be retained on the confidentiality review list to be considered at the next review, with the addition of Decision Number 10/1240.

4. THAT Council endorses for the Decisions listed in Attachment 27.1.2.3 to be retained in confidential indefinitely.

CARRIED (6/0) - 10/1738 - 4/02/2025

29.0 Questions by Members

1. THAT Questions by Members item update is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) of the Local Government (General) Regulations 20214 as the matter comprises the receipt or discussion of, or motion or both relating to information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

2. THAT the question asked by Councillor Eveleigh regarding Mowing and Open Space maintenance, and the response provided by the Chief Executive Officer be received and noted.

CARRIED (8/0) - 10/1741 - 4/02/2025

27.1.1 2025-26 Budget Workshop #3 and LTFP

1. THAT Report entitled 2025-26 Budget Workshop #3 and LTFP be received and noted.

2. THAT Council endorses the following to enable income and budget modelling for the 2025-26 Budget and the Long-Term Financial Plan:
a. The inclusion of the budget assumptions at Attachment 27.1.1.1
b. Calculate a level of rates revenue that would enable Council to fund the operational expense at Attachment 27.1.1.2 and capital projects similar to the level of the 2024-25 Original Budget.
c. Carry out rates modelling with a rate in the dollar and minimum rate increase of 3.3%, 4.2%, 4.9%.

3. THAT the decision be moved into the open after the adoption of the 2025-26 Municipal Plan.

CARRIED (6/0) - 10/1763 - 18/02/2025

Initials: _____

UNCONFIRMED

22.1 Leave of Absence Requests

1. THAT the leave of absence request received from Councillor Garden for 12 April to 11 May 2025 inclusive, for the reason of remote working and holiday, be approved.

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.

3. THAT the leave of absence request received from Councillor Eveleigh for 7 March to 10 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.

5. THAT the leave of absence request received from Councillor Morrison for 6 March to 9 March 2025 inclusive, for the reason of work and 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

23.0 Request for Audio/Audiovisual Conferencing

1. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Garden for 4 March 2025 who will be physically prevented from attending a meeting due to ill health and approval has been granted by the Chief Executive Officer in accordance with the City of Palmerston Audio/Audiovisual Conferencing Policy.

2. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Garden for 15 April 2025 who will be physically prevented from attending a meeting due to being a greater distance than 100km from the appointed place of meeting.

CARRIED (8/0) - 10/1786 - 4/03/2025

25.1 UDIA NT

THAT the presentation by UDIA NT be received and noted and a draft response to the UDIA briefing paper and a draft letter to the Minister for Housing, Local Government and Community Development be presented to Council at the 18 March 2025 Confidential Council Meeting.

CARRIED (8/0) - 10/1788 - 4/03/2025

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Initials: _____

22.1 Leave of Absence Requests

1. *This decision has been moved to the Open Minutes of the 6 May 2025 meeting.*

2. THAT the leave of absence request received from Councillor Eveleigh for 2 June to 9 June 2025 inclusive, for the reason of Holiday, be approved.

3. THAT the leave of absence request received from Councillor Fraser for 3 April to 13 April 2025 inclusive, for the reason of Holiday, be approved.

4. *This decision has been moved to the Open Minutes of the 1 April 2025 meeting.*

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

23.0 Request for Audio/Audiovisual Conferencing

THAT Council approve the request for Audio/Audiovisual Conferencing received from Mayor Pascoe-Bell for 15 April 2025 who will be physically prevented from attending a meeting due to being further than 100kms from the appointed place of meeting.

CARRIED (8/0) - 10/1807 - 18/03/2025

27.1.3 UDIA NT Briefing Paper - Draft Response

1. THAT Report entitled UDIA NT Briefing Paper - Draft Response be received and noted.

2. THAT the amended Attachments 27.1.3.2 and 27.1.3.3 as tabled be received and noted.

3. THAT Council endorses the letter to the UDIA NT Chairperson, provided as Attachment 27.1.3.2 to Report entitled UDIA NT Briefing Paper - Draft Response.

4. THAT Council endorses the letter to the Minister for Housing, Local Government and Community Development, provided as Attachment 27.1.3.3 to Report entitled UDIA NT Briefing Paper - Draft Response.

5. THAT these decisions remain in confidential for review at the next periodical review of confidential decisions.

CARRIED (8/0) - 10/1811 - 18/03/2025

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22. Leave of Absence Requests

1. THAT the leave of absence request received from Councillor Garden for 12 May to 31 May 2025 inclusive, for the reason of working remotely be approved.

2. *This decision has been moved to the Open Minutes of the 15 April 2025 meeting.*

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

CARRIED (8/0) - 10/1823 - 1/04/2025

23.0 Request for Audio/Audiovisual Conferencing

THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Garden for the 15 April 2025 who will be physically prevented from attending a meeting due to being a greater distance greater than 100km from the appointed place of meeting.

CARRIED (8/0) - 10/1824 - 1/04/2025

27.1.1 Leases over Part Lot 4153 Marlow Lagoon - Additional Information

1. THAT Report entitled Leases over Part Lot 4153 Marlow Lagoon - Additional Information be received and noted.

2. THAT Council notes the additional information provided in relation to the Satellite City BMX Club and Top End Remote Control Car Association, and their leases over Part Lot 4153 Marlow Lagoon.

3. THAT Report entitled Leases over Part Lot 4153 Marlow Lagoon be taken off the table and considered as the next item of business.

CARRIED (8/0) - 10/1826 - 1/04/2025

27.1.1 Leases over Part Lot 4153 Marlow Lagoon - Additional Information

1. THAT Report entitled Leases over Part Lot 4153 Marlow Lagoon - Additional Information be received and noted.

2. THAT Council endorses direct negotiation of a new Lease with Top End Remote Control Car Association up to a period of five years.

3. THAT Council endorses direct negotiation of a new Lease with Satellite City BMX Club up to a period of ten years.

4. THAT Council, in accordance with Section 40(4)(a) of the Local Government Act delegates the power to the Chief Executive Officer to negotiate and enter into lease arrangements with Top End Remote Control Car Association and

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Satellite City BMX Club on behalf of Council for the same purpose currently used on the site in relation to part Lot 4153 Marlow Lagoon.

CARRIED (7/1) - 10/1827 - 1/04/2025

Councillor Giesecke called a division - as a consequence the result of the above motion was set aside.

Upon dividing, 7 members voted in the affirmative, 1 member voted in the negative.

Members Voting in the Affirmative: Councillor Eveleigh, Councillor Fraser, Councillor Garden, Councillor Henderson, Councillor Morrison, Deputy Mayor Hale and Mayor Pascoe-Bell

Members Voting in the Negative: Councillor Giesecke.

The Chair declared the motion CARRIED.

22.1 Leave of Absence Requests

1. THAT the leave of absence request received from Councillor Giesecke for 17 April to 28 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 (7/0) - 10/1855 - 15/04/2025

27.1.1 Community Safety and Wellbeing Advisory Committees - Nominations Second Round

1. THAT Report entitled Community Safety and Wellbeing Advisory Committees - Nominations Second Round be received and noted.

2. THAT Council endorse Susan Lowry be appointed as the Business Associations Representative to Community Safety with the first Advisory Committee Meeting being the 13 May 2025.

3. THAT Council endorse to not readvertise for the remaining vacant positions in Community Safety Advisory Committee and Community Wellbeing Advisory Committee until after the Local Government Elections.

CARRIED (7/0) - 10/1857 - 15/04/2025

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27.1.2 Workshop 6 - Draft Long Term Financial Plan 2026-35

1. THAT Report entitled Workshop 6 - Draft Long Term Financial Plan 2026-35 be received and noted.

2. THAT Council endorse the general, income, and expense forecast assumptions of the draft 2026-35 LTFP contained in Table 1: General Assumptions, Table 2: Income assumptions and Table 3: Expense assumptions contained in the Report entitled Workshop 6 - Draft Long Term Financial Plan 2026-35.

3. THAT Council endorse the financial strategies for scenarios 1 and 2 Table 6: Analysis of Financial Strategy in the Report entitled Workshop 6 - Draft Long Term Financial Plan 2026-35 with the exception of replacing a grant of $300,000 with own-source funding in Scenario 2.

4. THAT Council endorse the benchmarks for the financial strategy being:
- Operating Ratio - >0%
- Cash Expense Ratio - >3 months
- Current Ratio - >1.5
- Own Source Revenue - 60%-75%
- Debt Service Cover Ratio - >2
- Interest Cover Ratio - >4
- Asset Sustainability Ratio - 90%-110%
- Working Capital Reserves minimum level - $5 million.

5. THAT Council endorse the planned $3 million borrowing to fund Zuccoli Community Hub in 2026-27.

6. THAT Council endorse the modelling of the next draft 2026-35 LTFP with the following parameters:
a. 3.9% rates revenue increase from 2026-27 to 2034-35 to be applied to minimum rates and rates in the dollar.
b. Maintain a healthy Working Capital Reserve at approximately $5 million, increasing to up to $10 million by 2034-35.
c. Provide options for enhancing asset renewals and introducing new programs when the estimated Working Capital Reserve exceeds $5 million.
d. Provide options for reallocating the Working Capital Reserve to the Disaster Recovery Reserve, Asset Renewal Reserve, and Major Initiative Reserve when it exceeds $5 million.
e. Include specific waste management assumptions, and forecasts of income and expenditure where relevant.
f. Provide a separate model at 3.9%-4.9% rates revenue increase from 2026-27 to 2034-35 to be applied to minimum rates and rates in the dollar using the same modelling assumptions identified in 6(a) to (e).

7. THAT Council endorses the long-term financial plan to be presented to Council at the 6 May Ordinary Council Meeting for endorsement for a two-week public consultation period.

CARRIED (7/0) - 10/1858 - 15/04/2025

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29 Questions by Members

1. THAT Questions by Members Item 29.1 is considered 'confidential' pursuant to 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) of the Local Government (General) Regulations 20214 as the matter comprises the receipt or discussion of, or 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.

2. THAT the question asked by Councillor Fraser regarding antisocial behavior in the CBD and the response provided by the Chief Executive Officer be received and noted.

CARRIED (6/0) - 10/1910 - 20/05/2025

25.1 NBN Co - General Update on network and services

THAT the presentation by Tim Nicol, Manager, Regional Development and Engagement and Hayley Hardy, Community Engagement Specialist, NBN be received and noted.

CARRIED (6/0) - 10/2029 – 19/08/2025

10.2 Moving open items into confidential

Nil

10.3 Confidential items

Moved: **Councillor Henderson**
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	Review of Confidential Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a

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

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

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		the *Local Government Act 2019* and section 51(1)(f) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.
27.1.2	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
27.2.1	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(f) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information in relation to a complaint of a contravention of the code of conduct.

CARRIED (6/0) - 10/2037 – 2/09/2025

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

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13 OFFICER REPORTS

13.1 Action reports

Nil

13.2 Receive and note reports

Nil

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

Moved: **Councillor Giesecke**
Seconded: **Councillor Fraser**

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

CARRIED (6/0) - 10/2038 – 2/09/2025

16 QUESTIONS BY MEMBERS

Moved: **Councillor Fraser**
Seconded: **Councillor Morrison**

THAT the question asked by Councillor Fraser regarding the condition of the road entering into Truck City, be taken on notice by the Chief Executive Officer.

CARRIED (6/0) - 10/2039 – 2/09/2025

17 GENERAL BUSINESS

Nil

Initials: _____

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18 NEXT ORDINARY COUNCIL MEETING

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

THAT the next Ordinary Meeting of Council be held on Tuesday, 16 September 2025 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (6/0) - 10/2040 – 2/09/2025

19 CLOSURE OF MEETING TO PUBLIC

Moved: **Councillor Henderson**
Seconded: **Mayor Pascoe-Bell**

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

CARRIED (6/0) - 10/2041 – 2/09/2025

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

Chief Executive Officer left the meeting at 5.41pm.

The open section of the meeting closed at 5.42pm, for the discussion of confidential matters.

Chief Executive Officer returned to the meeting at 5.42pm.

The Chair declared the meeting closed at 5.57 pm.

Chair

Print Name

Date

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