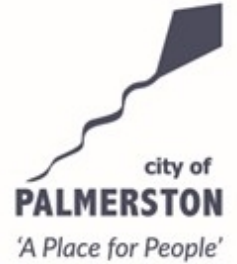


# AGENDA

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## 1st ORDINARY COUNCIL MEETING

TUESDAY 5 MAY 2026

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

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

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

ANDREW WALSH  
CHIEF EXECUTIVE OFFICER



# CONTENTS

1	ACKNOWLEDGEMENT OF COUNTRY .....	4
2	OPENING OF MEETING.....	4
3	APOLOGIES .....	4
4	DECLARATION OF INTEREST .....	4
4.1	Elected members .....	4
4.2	Staff .....	4
5	CONFIRMATION OF MINUTES.....	4
5.1	Confirmation of minutes.....	4
5.2	Business arising from previous meeting .....	4
6	MAYORAL REPORT .....	4
7	DEPUTATIONS AND PRESENTATIONS.....	4
8	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS) .....	4
9	CONFIDENTIAL ITEMS .....	4
9.1	Moving confidential items into open.....	4
9.2	Moving open items into confidential.....	4
9.3	Confidential items .....	5
10	PETITIONS.....	5
11	NOTICES OF MOTION .....	5
12	OFFICER REPORTS.....	5

12.1 Action reports .....	6
12.1.1 Zuccoli Community Hub - Stage 3 Concept Design .....	6
12.1.2 Animal Management Plan Review Consultation .....	21
12.1.3 Mobile Food and Dignity Services.....	40
12.1.4 Vibrant Economy Advisory Committee Updated Terms of Reference.....	61
12.1.5 Council Policy Review - Sufficient Interest in the Assessment Record.....	77
12.2 Receive and note reports .....	90
12.2.1 Social Media Strategy Annual Update 2025-2026.....	90
13 INFORMATION AND CORRESPONDENCE.....	97
13.1 Information.....	97
13.2 Correspondence .....	97
13.2.1 Reply from the Electoral Commission - 2025 Local Government Elections feedback .....	97
14 REPORT OF DELEGATES .....	104
15 QUESTIONS BY MEMBERS.....	104
16 GENERAL BUSINESS.....	104
17 NEXT ORDINARY COUNCIL MEETING.....	104
18 CLOSURE OF MEETING TO PUBLIC .....	104
19 ADJOURNMENT OF MEETING AND MEDIA LIAISON.....	104



# 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

THAT the Minutes of the Council Meeting held on 21 April 2026 pages 12116 to 12127 be confirmed.

## 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

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
26.1.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(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.
26.2.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(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.

## 10 PETITIONS

## 11 NOTICES OF MOTION

## 12 OFFICER REPORTS

# COUNCIL REPORT

1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.1.1
<b>Report Title:</b>	Zuccoli Community Hub - Stage 3 Concept Design
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Executive Manager Projects & Civil Operations, Michael Williams
<b>Approver:</b>	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

This Report seeks Council endorsement of the concept design for Stage 3 of the Zuccoli Community Hub for a period of community engagement.

## Key messages

- Zuccoli Community Hub is Council's largest strategic project in planning and delivery stages. The project is broadly split into three (3) stages, with a total anticipated cost of \$30 million.
- Stage 1 (\$1.5 million) - Dog park and public toilet – complete.
- Stage 2 (\$6.5million) – Pump track (complete), skate park, landscaping, multi-purpose court, seating, exercise equipment, pathways – design completed with elements not commenced awaiting funding.
- Stage 3 (\$22 million) – Playground, community centre, library, entrance, events spaces, formal gardens, carparking. - design complete.
- Council confirmed its requirements for the scope of the buildings and other stage 3 elements of the Zuccoli Community Hub in July 2025.
- A consultant has been engaged to design stage 3 of the Zuccoli Community Hub.
- Minor changes to the site plan are proposed to improve functionality and to align with Council's staged construction approach.

- Consultation resources, including 3D visualisations, site plans and floor plans, have been prepared for the community engagement phase.
- It is recommended that the plans are endorsed for community engagement in May 2026.

## Recommendation

1. THAT Report entitled Zuccoli Community Hub - Stage 3 Concept Design be received and noted.
2. THAT Council endorse the concept design for Stage 3 of the Zuccoli Community Hub, which includes the updated site layout shown in **Attachment 12.1.1.1** and the occupancy plan for the buildings shown in **Attachment 12.1.1.2** for a community engagement commencing in May 2026.
3. THAT Council receive a report on the outcomes of the community engagement phase by the second ordinary meeting in June 2026.

## Background

Council undertook a Masterplan process for the Zuccoli Community Hub that was endorsed in 2022 and have been delivering elements of the site with stages 1 and 2 as budget has become available.

The current status of stage 1 and 2 is as follows:

- Stage 1 – Dog Park and public toilet – complete, total cost \$1.5m, partially funded by NTG grant for \$250k towards public toilet.
- Stage 2 – Recreation elements, total cost estimated to be \$6.5m.
- Pump track – complete.
- Walking trail – partially complete.
- Seating and BBQ areas – partially complete.
- Skate Park – design and earthworks complete.
- Exercise area, including outdoor gym and multi-sport court – design and earthworks complete.

At the Ordinary Council Meeting of 15 July 2025 Council made the following decisions relating to stage 3:

### **13.1.2 Zuccoli Community Hub Community Centre and Library Design Scope**

1. *THAT Report entitled Zuccoli Community Hub Community Centre and Library Design Scope be received and noted.*
2. *THAT Council endorses the scope of the design of Stage 3 of Zuccoli Community Hub to include;*
  - a. *General alignment to the 2022 approved Masterplan and integration with the Stage 2 design;*

- b. *Community hall building with a focus on event and creative performance activities, including connectivity to the outdoor events area and consideration of event seating options and audio-visual requirements;*
  - c. *Technology and community programs building with a versatile building that can support the delivery of library services, vocational training and bookable spaces for small business and other users;*
  - d. *Covered entrance area priorities accessibility and connectivity to key elements, including provision for small pop-up markets and bookable spaces;*
  - e. *Incorporate public toilets and change facilities;*
  - f. *Incorporate artwork within the design of landscaping and building architecture;*
  - g. *Low-maintenance, unfenced community garden with orchard-style planting and future flexibility;*
  - h. *Shaded, bespoke playground space that caters for a variety of age groups, including nature play;*
  - i. *Relocates the garden of reflection to the Stage 2 area;*
  - j. *Prioritises accessibility for all users; and*
  - k. *Considers contemporary sustainability outcomes.*
3. *THAT a workshop is held with Council following the engagement of a consultant for the design of Stage 3 of the Zuccoli Community Hub.*

**CARRIED (6/0) - 10/1983 - 15/07/2025**

Council has allocated \$450,000 in its 2025/26 Capital Works Program to the design of stage 3 of the Zuccoli Community Hub in accordance with the endorsed scope.

Council has engaged MODE DESIGN Corp. Pty Ltd (MODE) for the design of stage 3, with the concept presented to Council at a workshop in April 2026.

This report presents the final concept plans and materials to enable community engagement to commence.

## Discussion

### Site layout/Masterplan

As part of the development of the concept design, adjustments have been made to the site layout for stage 3 to provide optimum use of the site. Important considerations for the site layout at this stage of the design, including some that have arisen since the Masterplan was developed include:

- Council's staged approach to construction, requiring a functional and suitably sized car park to be provided with the buildings.
- Updated scope of stage 3 elements endorsed by Council in July 2025.
- Civil earthworks concept design for the entire site prepared in 2025.
- Efficiencies derived from buildings sharing common elements.
- Development of the neighbouring property (6 Tuckeroo Boulevard).
- Keeping critical infrastructure clear of the sewer easement.

The updated site plan is shown as **Attachment 12.1.1.1**.

## Community Hall

The community hall includes a stage for performances and a kitchen suitable for staging and serving food prepared off site. The hall shares a foyer, managers office and end of trip facilities with the Technology and Community Programs Building.

Indicatively the hall has a capacity for up to 400 people, providing a venue for artistic, social and cultural activities that can't be accommodated at Gray Hall. This size facility provides an alternative to the Palmerston Recreation Centre for activities with a larger attendance and allows that facility to maintain its sports focus.

As well as the required amenities for users, the hall also contains public toilets accessible from outside, which support all the outdoor elements of the site.

## Community Programs Building

The Community Programs Building is designed as a flexible space that can cater for the needs of individuals and groups of up to 60 people and facilitate the delivery of community programs by Council and other providers, as well as being directly available to the community.

The floor plan includes a large board room, catering for up to 60 people, two (2) medium meeting rooms, three (3) small booths and a computer lounge. The rooms are supported by shared toilets, kitchen and a storage room.

The facility manager's office is located within this building and supports both the programs spaces and the community hall. The level of staffing required for this office is yet to be determined, as there is potential for most tasks to be completed remotely in non-peak periods.

Work is ongoing to determine the operating model of this building. However, it will provide for a range of uses by Council, other public sector, not-for profit, business and community use through its range of available room sizes.


The occupancy plan, including room capacities for the two (2) building spaces is shown as **Attachment 12.1.1.2**.

## Covered Entrance Area

The design and location of the two (2) buildings as a conjoined structure with a shared foyer has changed the arrangement for the covered entrance area.

The design of the covered entrance area has been adapted to suit the layout of the buildings. The buildings open to the northwest, facing the event zone, so the provision of an awning in this area supports movement between the buildings and the event zone.

The awning connects to the covered entrance area over the entry boulevard, which is the main site access from Tuckeroo Boulevard. This area creates a strong arrival and guides



movement into the site. The design features shaded canopies, varied paving, seating and level transitions.

The design of this element and the building location enhances the prominence of the street frontage.

## Artwork

Provision has been made in the concept design for artwork to be included as the project progresses. Traditional and modern media are being given consideration.

## Community Garden

The community garden has been repositioned on the southwest corner of the site, allowing for the car park to expand in its current location. This location allows for better passive surveillance from nearby residents and users of other elements of the site.

The use of the area has been updated to provide three (3) sub-elements in this area:

- A community backyard, featuring edible plants and fruiting trees in garden beds and borders.
- A picnic lawn, providing a grassed space for relaxation and recreation.
- A BBQ area with multiple BBQs and sheltered seats and tables. This sub-element supports the backyard and picnic sub elements as well as the nearby playground and the wider site.

## Playground

The location of the playground on the west side of the site is consistent with the original masterplan but has been repositioned and reshaped slightly to be clear of the sewer easement.

The playground is intended to have strong visual identity and will be one of the key attractors for young families. The footprint of the playground is small, and so height will be an attribute. The playground will be on multiple levels to suit the topography, which provides a natural divide between play areas.

The design of the playground will take inspiration from local flora and fauna. Shade remains an important feature.

## Reflection Garden

The location of the reflection garden has been confirmed as toward the north of the site, providing the best opportunity for quiet reflection on a site that is otherwise intended to be vibrant and active.

The concept design of the reflection garden provides a quiet, enclosed space with paths, seating and sensory planting. The garden will be screened for retreat while maintaining passive surveillance and will offer shaded and contemplative views.

## Car park

The location of the car park was previously shown on the Tuckeroo Boulevard frontage of the site. The concept design now shows the car park on the eastern boundary of the site.

This location allows for retention and upgrade of the existing car park, constructed to support the dog park. This option aligns with the staged approach to construction, as well as the development process, which requires a car park to be operational to support the buildings.

The updated car park location creates a buffer to the adjacent development to the east (6 Tuckeroo Boulevard) and provides improved active transport access to the site frontage. It removes some of the potential pedestrian and vehicle conflicts on the Tuckeroo Boulevard frontage and enhances the street presence of the buildings.

The car park has an indicative capacity of 70. This capacity meets the planning scheme requirements and will be suitable for normal use. For larger events, and concurrent peak use periods at various elements of the site, there will be a reliance on on-street parking in the surrounding streets, active transport options and public transport/rideshare. Provision of more on-site parking would be at the expense of other site elements, both in terms of space and cost.

## Next steps and timeframes

Following endorsement of the concept design, community engagement will commence in May 2026. Renders of the design have also been provided at **Attachment 12.1.1.3**.

Following the consultation and any amendments, the concept design will be finalised for the entirety of stage 3, with the building design completed to preliminary design stage. This will enable tender documentation and detailed cost estimates to be prepared.

The key upcoming milestones for the project, as they relate to stage 3 are:

- May 2026:
  - Concept design community consultation.
- June 2026:
  - Design endorsement following consultation.
- July-December 2026:
  - Cost estimates complete.
  - Preliminary design completion for buildings.
  - Construction tender (relating to buildings, subject to funding).

Construction of the buildings is likely to commence in 2027, with more precise timing dependant on tender submission and weather conditions.

## Consultation and marketing

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

- Executive Manager Environment.
- Senior Project Manager.

Following Council endorsement of the concept design, a period of community engagement is planned in May. An engagement plan is being finalised and includes the following activities:

- Localised pop-ups on site.
- Engaging with schools and Charles Darwin University.
- Re-engaging with community members who have provided feedback throughout the previous and current stages, including the master plan.
- Through Council's website and social media.

## 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.

Stage 3 of the Zuccoli Community Hub is estimated to cost \$22M. Funding for the construction of the buildings (\$13M in total) is anticipated but has not been finalised at this time and will be reported to Council as relevant.

## 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](#)

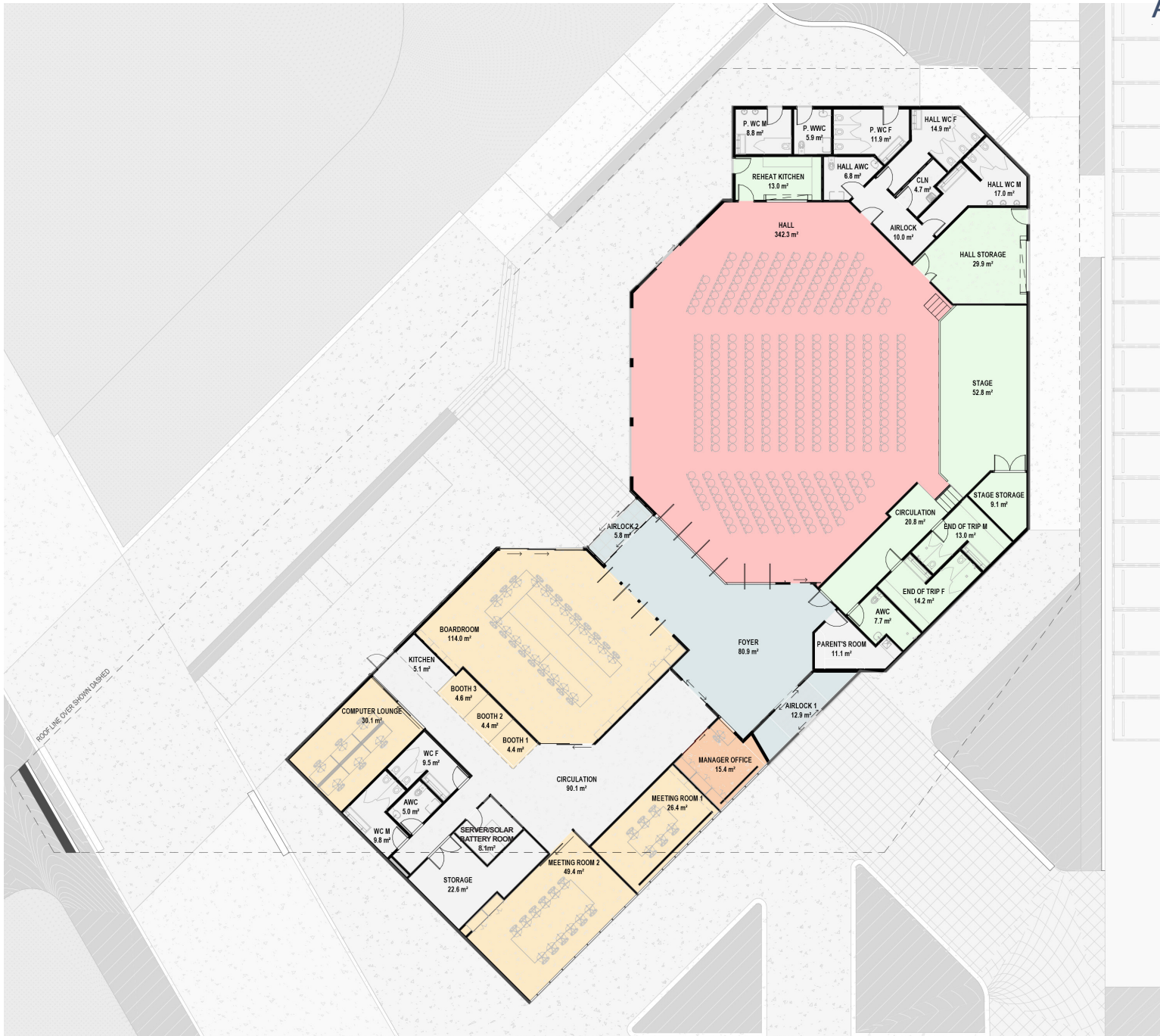
## Council officer conflict of interest declaration

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

## Attachments

1. 26056 Zuccoli Community Hub Council Workshop - masterplan [12.1.1.1 - 1 page]
2. 26056 Zuccoli Community Hub Council Workshop - occupancy plan [12.1.1.2 - 1 page]
3. Zuccoli Community Hub Renders [12.1.1.3 - 6 pages]





- USER GROUPS - HALL**
- COMMUNITY EVENT
  - EVENING EVENTS
  - CITIZENSHIP CEREMONY
  - COMMUNITY GROUP
  - DANCE EVENT
  - MUSIC EVENT
  - SCHOOL EVENTS
  - GOVERNMENTAL EVENT
  - CORPORATE EVENT

- USER GROUPS - PROGRAMS**
- NO SINGLE USER GROUP TO "OWN" ITS SPACE
  - YOUTH & OLDER AGE GROUPS
  - E-SPORTS
  - COP STAFF
  - HOT DESKING OR SEMI-LONGER TERM TENANTS
  - STARTUP BUSINESSES
  - SOCIAL SERVICES
  - PRIVATE CONSULTATION ROOMS
  - GRANT SUPPORTED WORKSHOPS
  - COMMUNITY BASED EDUCATION PROGRAMS
  - TEACHING / TRAINING TECH FOCUSED
  - TRAINING LABS
  - HOBBYISTS
  - ENTREPRENEURS
  - SMALL BUSINESS SUPPORT
  - VIDEO EDITING

- HALL
- HALL BOH
- ADMIN
- FOYER
- LEASABLE SPACE
- FACILITY CORE

FOYER	
FOYER	81

COMMUNITY HALL	
HALL	342 (SEATED)
STAGE	27

COMMUNITY PROGRAMS	
BOARDROOM	57
BOOTH 1	2
BOOTH 2	2
BOOTH 3	2
COMPUTER LOUNGE	15
MANAGER OFFICE	2
MEETING ROOM 1	13
MEETING ROOM 2	25



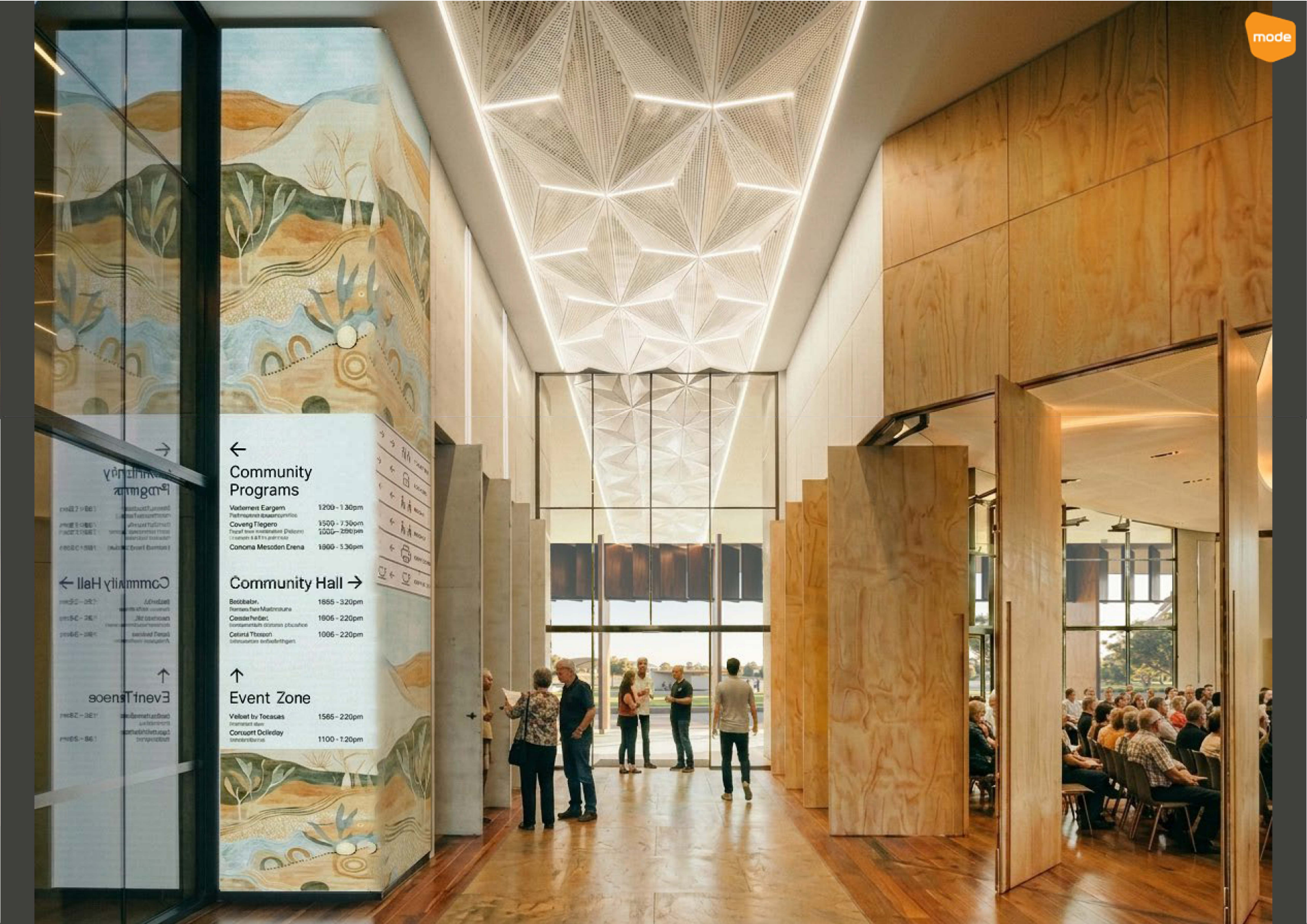
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.



ZUCCOLI COMMUNITY HUB



ZUCCOLI COMMUNITY HUB





ZUCCOLI COMMUNITY HUB

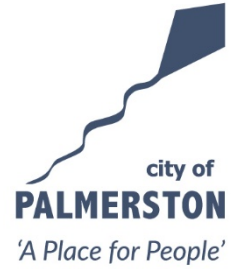


ZUCCOLI COMMUNITY HUB



ZUCCOLI COMMUNITY HUB

# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.1.2
<b>Report Title:</b>	Animal Management Plan Review Consultation
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Regulatory Services Manager, Danny Hughes
<b>Approver:</b>	General Manager Community, Konrad Seidl

## Community plan

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

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

## Purpose

The purpose of this report is to present the draft Animal Management Plan (AMP) 2026-2030 to Council for endorsement to proceed to public consultation.

## Key messages

- The previous Companion Animal Management Plan (AMP) was due for review.
- The AMP aligns with the Palmerston (Animal Management) By-Laws 2024 and the consultation received during that process.
- The Plan establishes a modern, proactive education and regulatory framework where the community and council work collectively to achieve outcomes.
- The draft AMP was presented to the recent Community Safety and Wellbeing Advisory Committee.
- Council endorsement is sought to commence community consultation

## Recommendation

1. THAT Report entitled Animal Management Plan Review Consultation be received and noted.

2. THAT Council endorse **Attachment 12.1.2.1** Draft Animal Management Plan 2026-2030 for the purpose of public consultation.
3. THAT following public consultation, a further report be presented to Council for final adoption of the Animal Management Plan.

## Background

The previous Animal Management Plan for the City of Palmerston was for review. Since its adoption, there have been substantial changes in legislative settings, community expectations, Council Branding and urban growth.

Notably, Council adopted the City of Palmerston (Animal Management) By-Laws 2024, which came into effect on 1 July 2024. These By-Laws provide a contemporary regulatory framework and necessitate a supporting strategic plan to guide implementation.

The development of a new Animal Management Plan ensures Council's approach to animal management is aligned, contemporary, and responsive to current and future community needs.

At the Community Safety and Wellness Advisory committee Meeting of 24 March 2026, the draft AMP at **Attachment 12.1.2.1** was well received and suggestions made by members have been considered and reflected in this draft presented to Council.

## Discussion

The draft AMP aligns with City of Palmerston's Community plan outcomes, particularly:

- Outcome 1 Family and Community – Supporting a safe, family-friendly municipality.
- Outcome 2 Future Focused – Ensuring sustainable and contemporary service delivery.
- Outcome 6 Governance – Healthy Working Partnerships.

The AMP will provide Council's strategic direction for animal management, balancing community safety, animal welfare, education/voluntary compliance, and proportionate enforcement. The plan reflects a modern regulatory model that prioritises prevention, engagement, and capability alongside enforcement.

The draft AMP available at **Attachment 12.1.2.1** articulates a clear vision to foster a community where animal safety, wellbeing, and responsible behaviour enable a safe and harmonious environment for people within the municipality and pet animals.

The overarching purpose of the plan is to do the following:

- Promote responsible pet ownership.
- Encourage voluntary compliance with the Animal Management By-Laws.
- Solidifying education and community engagement.
- Supporting consistent and lawful enforcement.
- Enhancing organisational capability.

The Plan reinforces Council's position of transitioning from a reactive compliance model toward a more collaborative, proactive and strategic approach.

## Performance Monitoring and Reporting

To ensure accountability, transparency, and continuous improvement, the AMP will be supported by performance monitoring measures.

Key Performance Indicators (KPIs) will be aligned to each focus area and include, but not limited to:

### *Compliance Metrics*

- Percentage of registered and microchipped animals. Comparing year on year numbers.
- Reduction in animal-related complaints (E.g. Roaming, nuisance animals, serious attacks).

### *Community Metrics*

- Participation rate in education programs and events.
- Community satisfaction levels.

### *Operational Performance*

- Response times to service requests.
- Number of investigations completed within timeframes.

### *Animal Welfare Outcomes*

- Reduction in impoundments.
- Increase in reunification rates.
- Increase in desexing and microchipping uptake.

### *Reporting to Council*

Council will be provided with regular updates on AMP implementation through quarterly performance reports (included in the Community Directorate Quarterly Report) and annual reporting on the AMP to Council, summarising key achievements, KPI performance, and areas of improvement.

## Consultation and marketing

Subject to Council endorsement, the draft AMP will be released for public consultation.

Consultation will include online engagement via City of Palmerston's official website, community feedback opportunities, and targeted stakeholder engagement (e.g. Safety Network, Veterinarians, rehoming groups).

All feedback will be considered and incorporated into the final AMP prior to adoption.

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

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

## Risk, legal and legislative implications

This report supports mitigation of the following strategic risks:

### 6. Governance

Failure to effectively govern.

## Strategies, framework and plans implications

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

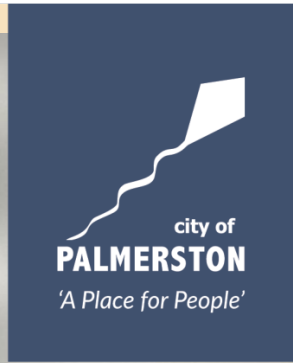
- [Companion Animal Management Plan](#)

## 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. Animal Management Plan 2026-2030 Final [**12.1.2.1** - 15 pages]



**CITY OF PALMERSTON ANIMAL  
MANAGEMENT PLAN  
2026 - 2030**

# CONTENTS

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<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>1</b>
<b>INTRODUCTION.....</b>	<b>2</b>
<b>OUR PRIORITIES.....</b>	<b>3</b>
<b>ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
Council .....	4
Pet Owners & Community.....	4
Animal welfare .....	4
<b>BUILDING BLOCKS.....</b>	<b>5</b>
City of Palmerston Animal Management By-Laws .....	5
City of Palmerston Animal Management Policy.....	5
<b>PRIORITY ONE - RESPONSIBLE OWNERSHIP.....</b>	<b>6</b>
Strategies.....	6
Actions .....	6
Measures of Success.....	7
Timeframe .....	7
<b>PRIORTIY TWO - EDUCATION AND ENGAGEMENT .....</b>	<b>8</b>
Measures of Success.....	8
Timeframe .....	9
<b>PRIORTIY THREE - COMMITMENT AND CAPABILITY.....</b>	<b>10</b>
Strategies.....	10
Actions .....	10
Measures of Success.....	11
Timeframe .....	11
<b>PRIORITY FOUR- ADVOCACY AND PARTNERSHIPS.....</b>	<b>12</b>
Strategies.....	12
Actions .....	12
Measures of Success.....	12
Timeframe .....	12

## ACKNOWLEDGEMENT OF COUNTRY

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City of Palmerston acknowledges the Larrakia People as the traditional custodians of the Palmerston Region. We pay our respects to Elders past, present and future leaders and extend that respect to all Aboriginal and Torres Strait Islander People.

DRAFT

## INTRODUCTION

City of Palmerston is a growing and diverse community where pets are valued members of many households. As our city continues to grow, so too does the need for clear expectations, responsible pet ownership, and effective animal management practices to support a safe and family-friendly environment.

Animal management plays an important role in maintaining community safety, protecting animal welfare, and promoting respectful neighbourhoods. While most pet owners act responsibly, issues such as roaming animals, nuisance behaviours, animal attacks, and inadequate care can impact both people and pets.



City of Palmerston Animal Management Plan 2026–2030 provides a clear, strategic framework to guide the delivery of animal management services over the next four years. Building on the introduction of the City of Palmerston (Animal Management) By-Laws 2024, the Plan outlines Council's commitment to responsible pet ownership, animal welfare, and community safety through education, engagement, compliance, and strong partnerships. The Plan strongly aligns with the outcome areas of Family and Community, A Future Focus and Governance from the City of Palmerston Community Plan. It reflects community expectations, aligns with relevant legislation and Council priorities, and sets out practical actions to ensure people and pets can live safely and harmoniously in a growing and diverse municipality.

In 2021, City of Palmerston began the process of updating its Animal Management By-Laws in the effort to improve animal management, align with more contemporary regulations, and ensure a safe community for both pet owners and non-pet owners.

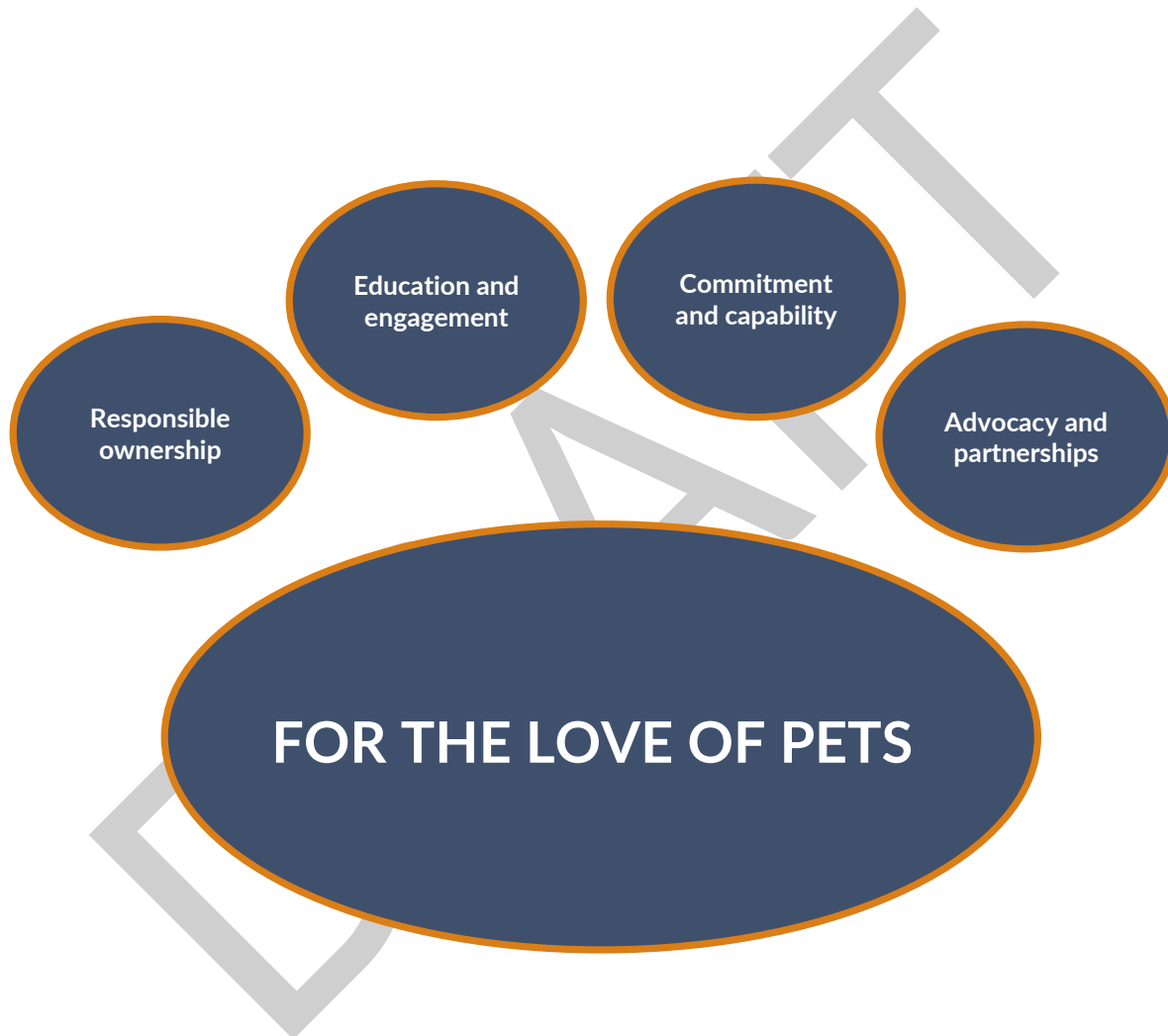
Two comprehensive community engagements took place over 3 years of the development of the By-Laws. Much of the community feedback informed the current Animal Management By-Laws which were officially put in place 1 July 2024.

The Animal Management Plan provides the framework for supporting responsible pet ownership, improving compliance building a safe, harmonious community.

## OUR PRIORITIES

---

“For the Love of Pets” is the core focus for our activities in animal management and the priorities focus on creating a safe, healthy, and connected community through responsible pet ownership, education and engagement, commitment and capability, and advocacy and partnerships. By promoting responsible ownership, Council encourages pet owners to meet their obligations and provide proper care for their animals.



## ROLES AND RESPONSIBILITIES

---

### Council

To provide high-quality services to respond to resident requests, investigations, and complaints efficiently.

- Develop and enforce local laws for animal management
- Ensure pet registration, identification, and compliance requirements are met
- Respond to complaints (e.g. barking, roaming animals, attacks)
- Investigate and manage nuisance or dangerous animals
- Promote community safety and reduce animal safety risks to residents
- Provide education on responsible pet ownership
- Manage animal control services (impounding, lost and found, rehoming)
- Maintain and plan pet-friendly public spaces (e.g. dog parks, off-leash areas)
- Work with stakeholders and the community to improve outcomes in line with this plan

### Pet Owners & Community

Every pet owner has a responsibility to care for their animals in a way that protects both the animal's wellbeing and the broader community. This includes taking reasonable steps to prevent any negative impacts that may arise from neglect or poor management.

Responsible pet ownership means providing adequate nutrition, safe and comfortable shelter, regular exercise, and meaningful interaction. These elements are essential to supporting the physical health and mental wellbeing of animals, ensuring they live happy, healthy, and well-adjusted lives.

It is important that the community takes the opportunity to engage with Council Rangers and build awareness of responsible ownership. Council has developed a range of animal management-related education and resources to assist pet owners which can all be found on our [website](#).

Community members play an important role in supporting animal welfare by reporting concerns when they arise. If an animal appears neglected, mistreated, or at risk, residents are encouraged to notify Animal Welfare Branch so the situation can be assessed and addressed.

### Animal welfare

All animals in the Northern Territory (NT) are entitled to a standard level of care for their welfare under the [Animal Protection and Related Legislation Amendment Act 2025](#).

If you're in charge of any animal – wild, farmed or a family pet, you must make sure they:

- have the right kind of food, water and living conditions
- get proper treatment if they're sick or injured
- are allowed to exercise and are handled appropriately
- will not be harmed by any confinement or restraint
- are worked, ridden or used only in ways that are appropriate and not in an organised animal fight
- are not abandoned

## BUILDING BLOCKS

### City of Palmerston Animal Management By-Laws



The purpose of City of Palmerston (Animal Management) By-Laws is to 'provide for the keeping of animals within the municipality in a manner compatible with the enjoyment by residents of a congenial living environment.'

The [City of Palmerston \(Animal Management\) By-Laws 2024](#) came into effect on 1 July 2024 and enabled Council to continue to deliver effective animal management services tailored to the evolving needs of the community, by addressing:

- Responsible ownership of cats and dogs.
- Menacing, attacking and dangerous dogs.
- Seizure and impounding of dogs and cats.
- Livestock and Poultry.
- Administrative matters.
- Infringement notices for offences.
- Repeal and transitional matters.

### City of Palmerston Animal Management Policy



All animals in the Northern Territory (NT) are entitled to a standard level of care for their welfare, health and safety under the *Animal Protection Act 2018* and *Animal Protection Regulations 2022*.

The [Animal Management Policy](#) provides direction and guidance in relation to the application and enforcement of City of Palmerston (Animal Management) By-Laws 2024 and applies to City of Palmerston Local Government Area.

- Dog and Cat Registration & Licensing.
- Seizing and Impounding.
- Dog Exercise Areas.
- Education, Compliance and Enforcement.
- Domestic Livestock and Poultry.

### City of Palmerston Community Plan



The Animal Management Plan aligns to the following Community Plan objectives:

- Objective 1.2: The wellbeing of our community is a focus for all of our work
- Objective 4.1: We support and foster innovation
- Objective 6.1: Ensure we have a leading governance model
- Objective 6.3: Healthy working partnerships

## PRIORITY ONE - RESPONSIBLE OWNERSHIP

Responsible pet ownership refers to the commitment and actions taken by pet owners to ensure the well-being, health and happiness of their pets throughout their lives. It involves providing appropriate care, understanding the specific needs of their pet, training and controlling them, fostering a community where both people and pets can thrive together.

RSPCA Australia adopted the Five Freedoms as part of its policy, and these continue to play a crucial role in consideration of animal welfare by Council today.

1. Freedom from Hunger and Thirst.
2. Freedom from Discomfort.
3. Freedom from Pain, Injury, or Disease.
4. Freedom to Express Normal Behaviour.
5. Freedom from Fear and Distress.

Animal Care	Provide appropriate nutrition, shelter, exercise, and engagement to enhance the physical and mental well-being
Registration	Ensure your cat or dog is registered
Identification	Ensure your cat or dog is microchipped for prompt identification/reunification
Licensing	Apply for a licence if you have more than 2 animals of the same species. i.e. 2 dogs or 2 cats at your property
Compliance	Walk dogs on a lead unless in off leash areas Contain dogs within your property/garden Ensure cats are kept indoors or in outdoor enclosures Ensure your pet does not bark excessively
Property Identification Code	Livestock and Poultry require a PIC (Property Identification Code)

### Strategies

- Educate the community about the Five Freedoms and animal welfare standards.
- Support pet owners to meet Animal Management By-Laws and relevant legislative requirements (licensing, microchipping, PICs).
- Reduce nuisance behaviours caused by pets through education on training, enrichment, and responsible ownership.
- Provide accessible education, facilities, and support services for pet care.
- Encourage proactive reporting of welfare concerns in collaboration with relevant agencies (e.g. RSPCA, Animal Welfare Branch).
- Incentives for responsible pet owners.

### Actions

- Develop and distribute education resources on the Five Freedoms and responsible pet care (social media, website content, flyers, fact sheets, council events).

- Deliver community workshops and school programs focused on welfare, training, and enrichment, including ranger-led presentations.
- Implement awareness campaigns on microchipping, licensing, and legislative compliance.
- Operate pop-up stalls in shopping centres to engage directly with the community.
- Attend community events (e.g. Brekkie in the Park) alongside external stakeholders.
- Provide seasonal awareness campaigns (e.g. fireworks safety, storm preparation, heat safety).
- Establish temporary information booths in shopping centres, parks, and libraries for education and resource distribution.
- Incentivise early registration through a prize draw.

### Measures of Success

- The number of registered and microchipped pets in Palmerston.
- The number of residents attending education workshops or accessing resources.
- Reduction in reported animal incidences (barking, animal attacks, uncontained animals, etc).
- The number of welfare issues reported and resolved in collaboration with the Animal Welfare Branch.
- Community satisfaction ratings.

### Timeframe

TIMEFRAME	KEY ACTIONS
2026-28	Launch social media and digital campaigns; commence community events and pop-up stalls; introduce free microchipping days; begin stakeholder partnerships; deliver initial seasonal campaigns (heat, storms, fireworks). Expand engagement activities and ranger-led programs; increase frequency of events and campaigns; strengthen partnerships with organisations and local vets; review campaign effectiveness.
	Implement an incentive scheme for early registration.
	Continue delivery of established programs; refine messaging based on data and feedback; maintain seasonal and compliance campaigns; increase targeted outreach.
2028-29	Evaluate program impact; adjust delivery methods to improve engagement; maintain strong community and stakeholder involvement.
2030	Review outcomes and overall effectiveness; update approach for next Animal Management Plan cycle; ensure sustainability of education and engagement initiatives.

## PRIORTIY TWO - EDUCATION AND ENGAGEMENT

We are committed to engaging with the community in positive, educational settings to build rapport and bridge the gap between community education and enforcement.

While we work toward this, we also want to recognise the members of our community that do the right thing and as such we will be introducing recognition incentives.

Educational activities include one-off events, seasonal promotion of elements relating to responsible pet ownership (e.g. desexing, wet-season storm or fireworks management of your dog), or ongoing animal management campaigns.

City of Palmerston's animal registration campaign conducted prior to 1 September every year, provides an opportunity for pet owners and Rangers to work together to ensure microchip details are accurately recorded and ownership details are kept up to date.

Our Ranger team is responsible for enforcing the Animal Management By-Laws and providing direction in matters relating to animal management. This is critical in the effective management of pets in Palmerston and is integral to achieving a harmonious and safe co-existence within our community.

City of Palmerston will bridge the gap between education and enforcement, fostering community rapport and compliance.

### Strategies

- Deliver educational campaigns through a range of marketing channels.
- Introduce incentives for animal owners who continue to do the right thing.
- Provide meaningful community engagement opportunities through events and activities.
- Facilitate ranger-led education and engagement initiatives.
- Ensure access to free resources and educational materials to support responsible pet ownership.

### Actions

- Deliver social media campaigns, email newsletters, local media engagement, flyers and fact sheets, and maintain up-to-date information on Council's digital platforms.
- Host and attend community events, including pop-up stalls, to engage directly with residents.
- Coordinate ranger-led initiatives such as free microchipping days and community education sessions.
- Collaborate with external stakeholders including the RSPCA, AMRRIC, and local veterinary clinics to promote responsible pet ownership.
- Deliver seasonal campaigns relevant to the Northern Territory, including heat safety during the build-up, fireworks safety around Northern Territory Day (1 July), and wet season storm preparation for pets.

### Measures of Success

- Increase in reach and engagement across social media, newsletters, and digital platforms (e.g. views, shares, click-through rates).

- Number of community events, pop-up stalls, and engagement activities delivered annually.
- Number of residents engaged through events, workshops, and ranger-led initiatives.
- Participation rates in free microchipping days and education sessions.
- Number of partnership activities delivered with external stakeholders (e.g. RSPCA, AMRRIC, local vets).
- Increase in pet registration and microchipping compliance rates.
- Reduction in animal-related complaints and incidents.
- Increase in community awareness and understanding of responsible pet ownership (survey results).
- Distribution numbers of educational resources (flyers, fact sheets, online materials).

### Timeframe

TIMEFRAME	KEY ACTIONS
2026-28	Establish baseline data, launch pilot education campaigns, and distribute resources.
	Expand workshops and school programs, deliver microchipping and licensing campaigns, and evaluate engagement.
	Continue program delivery, refine campaigns based on data, and strengthen community engagement.
2028-29	Review education outcomes and adjust strategies to improve effectiveness.
2030	Update the strategy for the next Animal Management Plan cycle and ensure long-term sustainability of responsible pet ownership initiatives.

## PRIORTIY THREE - COMMITMENT AND CAPABILITY

By delivering an effective and professional animal management service through skilled staff, strong leadership, sound governance, and continuous improvement.

Council's Regulatory Services team plays a critical operational role. Our team is equipped with the necessary skills, knowledge, and experience. The team is devoted to providing a high standard of care and animal management. Key operational roles for our Regulatory Services Team are:

Patrols	Conduct proactive and targeted patrols to monitor compliance and identify emerging issues.
Response	Responding promptly and professionally to community complaints and service requests.
Investigate	Undertake through investigations into animal-related incidents.
Engage	Engage constructively with residents to educate, inform, and encourage compliance.
Care	Provide humane care for lost, seized, or surrendered animals.
Reunite	Facilitate timely reunification of animals with their owners wherever possible.

Beyond operational delivery, ensuring Rangers are supported through training via practical and accredited qualifications, systems, resourcing, and policy frameworks that enable high-quality service delivery.

### Strategies

- Strengthen workforce capability through structured training and professional development.
- Ensure adequate resourcing to meet service demand and community growth.
- Embed continuous improvement practices into service delivery.
- Ensure comprehensive and effective policies and procedures are established and maintained.

### Actions

- Develop and implement an annual Ranger training and professional development plan aligned with performance reviews.
- Provide training in legislation, conflict resolution, animal behaviour, investigation techniques, and animal welfare standards.
- Support Rangers to achieve relevant accredited qualifications in Certificate IV Government Investigations or equivalent.
- Review staffing levels and operational capacity against population growth and service demand.
- Conduct periodic audits of investigations and compliance practices to ensure adherence to legislation, policies, and procedures.
- Analyse customer complaints and feedback to identify strengths, gaps, and opportunities for continuous improvement.

## Measures of Success

- Number of Rangers completing annual professional development and training requirements.
- Improved average response times to service requests.
- Number of investigations completed within target timeframes.
- Staff retention rates and employee engagement levels.
- Reduction in repeat complaints due to improved service quality and best practice approaches.

## Timeframe

TIMEFRAME	KEY ACTIONS
2026-28	Establish baseline performance data, develop training framework, and set service benchmarks; review and update policies and procedures.
	Implement structured professional development programs
2028-29	Continue training delivery, monitor performance metrics, and review workforce capacity against growth trends
	Conduct a comprehensive capability review of the Animal Management Service and assess service delivery effectiveness.
2030	Align workforce planning with future needs and inform the next Animal Management Plan cycle.

## PRIORITY FOUR- ADVOCACY AND PARTNERSHIPS

Council's advocacy and partnerships focus on building strong collaborations to enhance animal welfare, community safety, and regulatory effectiveness. This will create a unified approach to responsible pet ownership and management. Additionally, it will raise awareness, influence legislation and policy, and driving change by working with our community and networks to improve the lives of pets.

### Strategies

- Strengthen animal welfare outcomes across the community.
- Improve accountability and transparency in animal management practices.
- Support consistent and clear messaging to the community.
- Enhance coordination during complex or high-risk animal welfare cases.

### Actions

- Formalise partnerships through agreements or Memorandums of Understanding (MOUs).
- Collaborate with stakeholders on joint animal welfare initiatives.
- Partner with animal welfare organisations and veterinary clinics to deliver targeted desexing programs in low socio-economic areas.
- Promote desexing as a preventative animal welfare measure.
- Coordinate community awareness campaigns focused on responsible breeding.

### Measures of Success

- Reduction in impounded animals.
- Increased desexing and microchipping rates.
- Reduced repeat nuisance complaints.
- Increase in the number of lost animals returned to their owners.
- Positive Community Satisfaction Survey Feedback.

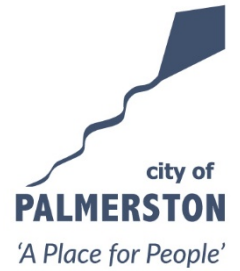
### Timeframe

TIMEFRAME	KEY ACTIONS
2026-28	Identify priority stakeholders; develop standard agreements/MOUs; commence discussions with key animal welfare organisations; pilot at least one joint initiative (e.g. microchipping or desexing event); develop a joint communications framework.
	Execute agreements/MOUs; establish referral and escalation pathways; deliver coordinated annual welfare campaigns; evaluate participation and outcomes.

TIMEFRAME	KEY ACTIONS
2029/30	Formalise collaboration with neighbouring councils, including City of Darwin and Litchfield Council, to address cross-boundary issues; review partnership effectiveness; expand targeted outreach to high-risk areas; strengthen referral pathways for vulnerable pet owners.
	Review and refine agreements/MOUs; conduct formal partnership reviews and renewals; analyse trends in impoundments, reunifications, and nuisance complaints to inform future planning.

DRAFT

# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.1.3
<b>Report Title:</b>	Mobile Food and Dignity Services
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Community Services Manager, Laura Hardman
<b>Approver:</b>	General Manager Community, Konrad Seidl

## Community plan

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

## Purpose

This Report seeks Council approval for outreach services to operate across the Palmerston municipality.

## Key messages

- Orange Sky have been operating a laundry and shower service for the community on Tuesdays at the Palmerston Recreation since November 2020.
- The Orange Sky vehicle utilises Council water supply and drainage for wastewater.
- A recent inspection identified drainage issues at the site, that must be addressed to enable the continuation of Orange Sky's Tuesday service.
- Yilli Housing have applied to operate a pilot program across the municipality.
- YISSA Outreach Services Pilot is a mobile outreach initiative designed to provide essential food and hygiene services to individuals and families experiencing homelessness across the Greater Darwin region, including Palmerston.
- The pilot program is funded by the Northern Territory Government Department of Children and Families for the period 2025–2029 and forms part of a broader response to homelessness and housing insecurity in the region.
- Requested hours of operation are Monday- Friday 9am-3pm with a dignity bus operating from the Palmerston Recreation Centre from 10am -2pm offering shower and food services on a Thursday.
- The program has minimum targets of support for 12 individuals per day and 60 engagements per week.

## Recommendation

1. THAT Report entitled Mobile Food and Dignity Services be received and noted.
2. THAT Council approve option one (1), four (4) and five (5) of this report entitled Mobile Food and Dignity Services for the provision of services.

## Background

At the 1st Ordinary Council Meeting 5 July 2022 Council made the following decision:

### **13.1.5 Orange Sky CBD Service**

1. *THAT Report entitled Orange Sky CBD Service be received and noted.*
2. *THAT Council approve Orange Sky to continue to offer their laundry and shower service outside of the Palmerston Recreation Centre on an ongoing basis, managed as part of Council's operational community service program.*

**CARRIED 10/430 - 5/07/2022**

## Discussion

Palmerston is currently experiencing an increase in visible homelessness, along with instances of antisocial behaviour. This reflects broader and complex social challenges, including housing insecurity and health-related issues.

The Northern Territory had the highest rate of homelessness at 564 people per 10,000 in 2021. (Source: *Census of Population and Housing 2021*).

### Orange Sky

Orange Sky are a successful volunteer organisation and have been operating a laundry and shower service for the community on Tuesdays 8am- 10am at the Palmerston Recreation Centre since November 2020 from their dignity bus. During these times the use of showers in the Recreation Centre is also higher with the dignity bus only able to support two patrons at a time.

From April 1, 2025, to 31 March 2026 the volunteer led organisation attended the Recreation Centre to provide Services to people experiencing homelessness. During that time 216 loads of washing were completed along with 192 showers provided. This equates to approximately 4 loads per week and 3 showers. During this 13-month period only 24 people were turned away, usually as they arrive toward the end of the service.

Yilli Housing and Orange Sky are working together to support the homeless community in Darwin and Palmerston.

Yilli Housing has proposed expanding Orange Sky Australia services by introducing an additional Thursday service at the Recreation Centre. This would utilise Orange Sky's dignity bus and be delivered alongside a food service for homeless people around the CBD.

Following the existing Tuesday service, City of Palmerston requested an inspection of a drainage pit after odours were reported at the site. The inspection identified underlying drainage issues that must be resolved to allow the continued operation of the Tuesday service. The cost to Council to undertake the required works is between estimated to between \$4,000 and \$10,000.

### Yissa Outreach Services Pilot

The pilot program is funded by the Northern Territory Government Department of Children and Families for the period 2025–2029 and forms part of a broader response to homelessness and housing insecurity in the region.

The YISSA Outreach Services Pilot would like to increase their presence in Palmerston by offering a food delivery service to people experiencing homelessness in the following suburbs.

Further information can be found at **Attachment 12.1.3.1**.

#### *Requested areas for operation*

- Goyder Square and Palmerston CBD
- Sanctuary Lakes
- Driver community areas
- Bakewell local parks
- Zuccoli community areas
- Gray local parks
- Back block area of Bunnings
- Moulden Community area
- Woodroffe community area.

#### *Requested Hours of Operation*

- Monday – Friday 9:00am – 3:00pm – Mobile food distribution.
- Thursdays - 10am -2pm at the Palmerston Recreation Centre shower, laundry Service and food distribution.

Thursdays are the busiest day at the Palmerston Recreation Centre, with three large user groups operating in the morning with users ranging from toddlers to seniors. An increase of approximately 80 people at the rear of the centre (anticipated numbers supplied by Yilli) could impact users of the Recreation Centre and increase the number of people using showers in the centre between 8am and 9am.

While it is important to provide appropriate support services for vulnerable individuals, these circumstances can also affect perceptions of safety, amenity, and the overall use of public spaces. A coordinated and balanced approach is required, focusing on linking people

with ongoing support and wrap-around services that can address underlying causes and support long-term stability, whilst maintaining a safe, accessible, and welcoming environment for the wider community.

Outdoor security personnel have reported that managing incidents, including those involving violence, is becoming increasingly demanding within the CBD. As a result, guards are regularly required to seek support and are contacting the Police Assistance Line on an almost daily basis to help respond to and manage these situations.

The Northern Territory Government *Homelessness Strategy 2025–2030 Background Paper* highlights a range of challenges, including insufficient integration and coordination between homelessness services, broader support services, and government agencies. It is important to ensure that any proposed service provides meaningful, longer-term support to people experiencing homelessness, extending beyond immediate food relief to include pathways to health, housing, and social support services. It is advised that Council seek further information from NTG on the long-term objective of this pilot program.

In assessing the appropriateness of outreach activities across different parts of the municipality, it is important to identify potential impacts on nearby residents, particularly in suburban and residential areas not currently associated with outreach service delivery.

## Support for housing and food insecurity in Palmerston & Surrounds

### *Aunty's Free feeds*

Free food service at SWELL Palmerston Carpark Moulden each Sunday evening at 5pm.

### *Foodbank NT*

Provides material aid in the form of low-cost grocery items for individuals and families in financial distress. Free fresh fruit, vegetables and bread are also available. Monday – Friday 9am-2pm.

### *Salvation Army Doorways Palmerston*

Emergency relief is available for individuals and families experiencing disadvantage. Aid may include food parcels, food vouchers, clothing vouchers, furniture vouchers and financial assistance for paying household bills and other expenses. Referral to other support services is also provided. Open Mondays and Wednesdays 9am-12pm

### *Food For Life, Howard Springs- Mobile Food Pantry*

Provides material aid in the form of low-cost food parcels for individuals and families experiencing disadvantage. Food items include bread, milk, canned goods, frozen food and fresh fruit & vegetables when available. Free morning tea is provided. Tuesdays 9am-11am.

### *St Vincent de Paul Society (NT), Palmerston Emergency Relief*

Emergency relief is available for individuals and families experiencing disadvantage. Aid includes food vouchers, second-hand furniture & whitegoods and financial assistance for paying household bills. Information and referral to welfare and support services are also provided. Tuesdays 9am -12pm

### *Catholic Care NT Palmerston*

Emergency relief is available for individuals and families experiencing disadvantage. Aid includes food parcels and Foodbank vouchers. Referral to assistance with payment plans for outstanding energy bills is provided. Referral to financial advocacy services is also provided. Tuesdays and Thursdays 8.30am- 11:30am.

### *Anglicare NT, Palmerston*

Emergency relief is available for children and young people 12 to 25 years old experiencing disadvantage. Aid includes food vouchers, bus tickets and baby essentials (depending on availability). Referral is also provided.

## Factors for considerations

- Post-service clean-up some litter may not be collected by the service provider.
- Impact on security, open spaces and regulatory service employees.
- Monitoring and response arrangements if complaints arise.
- Road Traffic and pedestrian safety
- Potential for increased congregation in residential and business areas.
- Increasing reliance on food service at locations, entrenching localised rough sleeping and impacting work to transition individuals out of homelessness or return to country pathways.

## Option 1- Recommended

Council support the continuation of Orange Sky's Tuesday shower and laundry service at the Palmerston Recreation Centre. Council complete the required drainage works at an estimated cost of \$4,000 - \$10,000 to be taken from the 2025/26 operational budget (adjusted at the third budget review).

## Option 2 – Not Recommended

Council discontinues the approval of Orange Sky's Service delivery due to the associated cost of drainage upgrades.

## Option 3 – Not Recommended

Council supports the Yilli's operation of shower services. Laundry and food distribution service at the Palmerston Recreation Centre on Thursday's form 10am -2pm on a month's trial to determine if there is any impact to Recreation Centre users and outdoor staff.

## Option 4 – Recommended

Council does not support the Yilli's operation of shower services. Laundry and food distribution service at the Palmerston Recreation Centre on Thursday's form 10am -2pm as the service operated by Orange Sky once per week is deemed sufficient based on the current number of patrons using the Tuesday service. Council must also consider the impact of large numbers of patrons congregating at the Recreation Centre during busy periods.

## Option 5 – Recommended

Council does not support the full operation of the YISSA Outreach Service Pilot in its current form, due to site selection and coordination considerations. However, Council remains open to working collaboratively with stakeholders to explore alternative approaches that align with broader service integration, community safety, and sustainable support outcomes. It is also recommended that the Mayor writes a letter to the Chief Minister to open discussions on the NTG's strategy and inclusion of wrap around services.

This may include bringing all homeless and food insecurity stakeholders together to ensure service duplication is minimised and the outcomes of programs are in the best interests of the Palmerston Community.

## Consultation and marketing

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

- Regulatory Services

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

- Northern Territory Police

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

- Estimated - \$ 4,424.91 operational budget spend to upgrade infrastructure.

## Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

- 1. Community Safety**

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

## Strategies, framework and plans implications

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

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

## Council officer conflict of interest declaration

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

## Attachments

- 1. PCC proposal [12.1.3.1 - 15 pages]**



## **YISSA Outreach Services Pilot**

### **Mobile Food and Dignity Services Proposal**

Submitted to: **Palmerston City Council**

#### **Executive Summary**

The **YISSA Outreach Services Pilot** is a mobile outreach initiative designed to support individuals and families experiencing homelessness across the Greater Darwin region, including Palmerston.

The program delivers essential services such as hot meals, showers, and laundry facilities through a mobile outreach model that prioritises culturally safe and trauma-informed engagement with Aboriginal people experiencing homelessness.

The pilot seeks to address both immediate needs and longer-term pathways to stability by connecting individuals with housing services, health support, and case management programs.

The initiative is funded by the **Northern Territory Government Department of Children and Families** for the period **2025–2029** and operates five days per week from a base located in Marrara.

Key service targets include:

- Up to **80 meals per day**
- Up to **18 shower services per day**
- Up to **10 laundry services per day**
- A minimum of **60 support engagements per week**

The outreach service is designed not only to provide practical support but also to build relationships that enable individuals to transition into longer-term housing and support services.

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 www.yillihousing.com.au



Through collaboration with local government and community organisations, the program aims to improve wellbeing, dignity, and housing outcomes for vulnerable members of the community.

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## 1. Introduction

The YISSA Outreach Services Pilot provides mobile food and hygiene services to individuals experiencing homelessness throughout the Greater Darwin region.

By combining culturally safe outreach with trauma-informed service delivery, the program seeks to build trust and establish meaningful connections with individuals who may not otherwise engage with mainstream services.

The initiative recognises that access to basic needs such as food, hygiene, and respectful engagement is a critical first step toward improving health, wellbeing, and long-term housing outcomes.

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## 2. Program Objectives

The key objectives of the program are to:

- Provide immediate access to food and hygiene services for people experiencing homelessness.
  - Deliver culturally safe outreach tailored to Aboriginal communities.
  - Build trust and engagement with individuals who may be disconnected from services.
  - Facilitate referrals and connections to housing, health, and support services.
  - Support pathways out of homelessness through coordinated service engagement.
- 

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### 3. Target Groups

The program primarily supports Aboriginal individuals experiencing homelessness or housing instability.

#### Primary Target Group

- Aboriginal Adults

#### Secondary Target Group

- Aboriginal Families

#### Tertiary Target Group

- Aboriginal Young People

### 4. Geographic Coverage

Services are delivered across the Greater Darwin region including:

- Darwin City (SA3 – 70101)
- Darwin Suburbs (SA3 – 70102)
- Palmerston (SA3 – 70104)

Service delivery includes outreach within areas governed by **Palmerston City Council**.

#### Palmerston Outreach Hotspots

The YISSA Outreach Services Pilot utilises a mobile service model that enables outreach teams to engage with individuals experiencing homelessness in locations where they are known to gather or access public amenities.

Indicative outreach locations within the Palmerston area may include:

- **Goyder Square and Palmerston CBD**
- **Sanctuary Lakes precinct**

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- **Driver community areas**
- **Bakewell local parks**
- **Zuccoli community areas**
- **Gray local parks**
- **Back block area of Bunnings**
- **Moulden Community area**
- **Woodroffe community area.**

These locations represent areas where community members may access public space, transport links, or local services. Outreach routes originate from the program's operational base in Marrara and are adjusted based on service demand, community need, and coordination with other support services.

The flexible mobile model ensures the outreach team can respond dynamically while maintaining consistent engagement across key locations in the Palmerston municipality.

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## **5. Program Activities**

### **Mobile Food Outreach**

Meals are prepared in a certified commercial kitchen and distributed through mobile outreach services.

### **Service Capacity**

- Up to 80 meals per day
- Minimum weekly target: 320 meals

### **Dignity Services**

### **Showers**

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- Up to 18 people per day
- Minimum weekly target: 72 uses

#### **Laundry**

- Up to 10 services per day
- Minimum weekly target: 40 uses

#### **Outreach Support**

Staff provide brief interventions and support including:

- Welfare checks
- Needs assessments
- Information and referrals
- Service navigation

Minimum targets include:

- 12 individuals receiving support per day
- 60 support engagements per week

Average support engagement: **up to 30 minutes.**

**The Food van will operate 5 days a week, but the Dignity Bus service is only planned for 1 day a week on Thursdays initially.**

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## **6. Referral Pathways**

Participants may be referred to a range of services including:

- YISSA Case Management
- IHSAP Homelessness Program
- Social and Affordable Housing through Yilli Rreung

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- Health and community services

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## 7. Operations

### Hours of Operation

Monday – Friday

9:00a.m – 3: 00p.m – Food Van

Thursdays

10:00a.m – 2: 00p.m– Dignity Bus

### Vehicles

The program utilises mobile service vehicles including:

- Ford Ranger for food delivery
- Two Mercedes Sprinter vehicles equipped with shower and laundry services (currently being finalised and branded)
- Orange Sky Dignity Bus

### Staff Identification

All outreach staff wear **Yilli Rreung uniforms** for identification during service delivery.

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## 8. Food Safety and Compliance

All meals are prepared in a compliant commercial kitchen at YISSA and operated by BearPep Services in accordance with food safety and health regulations.

The program also maintains **public liability insurance** for all service activities.

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## 9. Partnerships

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The program collaborates with community organisations delivering complementary services.

Linkages have been established with **Orange Sky Australia**, which also provides mobile hygiene services.

Collaboration ensures coordinated service delivery and avoids duplication of services.

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### **10. Community Responsibility**

Outreach staff remain on site during service delivery to ensure respectful engagement and maintain cleanliness of public areas.

This includes ensuring that food packaging and other materials are appropriately disposed of.

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### **11. Community Impact**

The YISSA Outreach Services Pilot is expected to contribute to:

- Improved dignity and wellbeing for people experiencing homelessness
- Greater access to essential hygiene and food services
- Increased engagement with support programs
- Improved pathways into housing and stability
- Strengthened collaboration between community organisations and local government

### **12. Risk Management**

The YISSA Outreach Services Pilot has established operational procedures to ensure that all outreach activities are conducted safely, responsibly, and in a manner that minimises risks to staff, service users, and the wider community.

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A proactive risk management approach is applied to all service delivery activities, including vehicle operations, food handling, engagement with vulnerable individuals, and the use of public spaces.

### **12.1 Public Safety**

All outreach activities are delivered by trained staff who follow established safety protocols when engaging with service users in public spaces.

Key measures include:

- Staff remaining present during service delivery to monitor activities and ensure respectful behavior.
- Maintaining safe and orderly service queues when distributing meals or providing access to hygiene services.
- Ensuring service areas are kept clean and free from waste, including the collection and disposal of food containers or packaging.
- Delivering services in well-lit areas where possible and always maintaining visibility of staff.

These measures help ensure that service delivery does not negatively impact surrounding businesses, residents, or public spaces.

### **12.2 Staff Safety**

Staff working within the outreach program receive appropriate training and supervision to manage risks associated with community outreach.

Safety measures include:

- Working in teams rather than alone during outreach activities.
- Use clearly identifiable uniforms to ensure visibility and accountability.
- Communication procedures between outreach staff and organisational management.
- Training in trauma-informed engagement and de-escalation techniques.

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- Incident reporting processes to address any safety concerns.

### 12.3 Vehicle and Safety Equipment

Vehicles used in the program are maintained in accordance with safety and operational requirements.

Risk management measures include:

- Regular vehicle maintenance and servicing.
- Safe food storage and transportation procedures.
- Proper installation and maintenance of equipment used for shower and laundry services.
- Adequate lighting and safety features for delivery areas.

### 12.4 Food Safety

All meals distributed through the outreach program are prepared in a certified commercial kitchen operated by BearPep Services.

Food preparation and handling comply with applicable health regulations and food safety standards, including:

- Safe storage and transportation of prepared meals.
- Compliance with hygiene requirements for food preparation staff.
- Monitoring food temperatures during transport and distribution.

### 12.5 Engagement with Vulnerable Individuals

Outreach services are delivered using a culturally safe and trauma-informed approach, recognising that individuals experiencing homelessness may face complex personal circumstances.

Staff are trained to:

- Engage respectfully and non-judgmentally with service users.

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- Identify individuals who may require additional support or referral to specialised services.
- De-escalate potentially challenging situations through calm and supportive engagement.

Where appropriate, individuals may be referred to housing services, health services, or case management support.

### **12.6 Insurance and Compliance**

The program maintains appropriate insurance coverage, including public liability insurance, to support all operational activities.

The organisation also maintains internal governance and compliance procedures to ensure that services are delivered in accordance with relevant regulations and funding requirements.

## **13. Program Management, Community Engagement and Operational Controls**

### **13.1 Program Objective and Measurement of Outcomes**

The objective of the YISSA Outreach Services Pilot is to provide immediate access to essential food and hygiene services for individuals experiencing homelessness while building trust and facilitating pathways into longer-term housing, health, and support services.

The program prioritises culturally safe, trauma-informed engagement with Aboriginal individuals and families experiencing homelessness across the Greater Darwin region, including Palmerston.

Program outcomes are measured through a combination of service delivery targets and engagement indicators.

### **Service Delivery Outputs**

- Number of meals distributed through outreach services

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- Number of shower services provided
- Number of laundry services delivered
- Number of individuals engaging with outreach services

#### **Engagement and Support Outcomes**

- Number of support interactions with participants
- Number of individuals receiving welfare checks or needs assessments
- Repeat engagement with individuals across multiple outreach visits

#### **Referral and Pathway Outcomes**

- Number of referrals to housing services
- Number of referrals to health or wellbeing services
- Connections to case management and homelessness programs

Program performance is monitored through internal reporting systems and reported to the **Northern Territory Government Department of Children and Families**, which funds the program.

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### **13.2 Consultation with Businesses in Service Areas**

The outreach program recognises the importance of maintaining positive relationships with local businesses and community members in areas where services are delivered.

Where services operate near commercial areas, the outreach team will:

- Engage respectfully with nearby businesses when establishing outreach locations.
- Ensure service delivery does not obstruct access to businesses, parking areas, or pedestrian pathways.
- Maintain orderly service delivery to minimise disruption.

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- Respond appropriately to feedback or concerns raised by businesses or community members.

This approach supports positive relationships between outreach services and the broader community.

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### 13.3 Information Provided to Participants

Participants accessing the outreach service are provided with information about available housing, health, and social support services within the Greater Darwin region.

Information provided may include:

- Homelessness support programs
- Housing assistance and accommodation options
- Health and wellbeing services
- Alcohol and other drug support programs
- Financial and social support services

Outreach staff may also assist individuals to connect directly with relevant services through referral pathways.

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### 13.4 Coordination with Homelessness and Support Services

The outreach service operates as part of the broader regional homelessness response and actively coordinates with other support organisations.

Participants may be referred to:

- YISSA Case Management Services
- IHSAP Homelessness Program
- Social and Affordable Housing programs delivered by Yilli Rreung

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- Local health and community services

The program also maintains service linkages with **Orange Sky Australia**, which provides mobile laundry and shower services, to support coordinated service delivery and minimise duplication of services.

### 13.5 Traffic and Pedestrian Safety Management

Service delivery locations are selected with consideration for public safety and accessibility.

Operational measures include:

- Ensuring outreach vehicles are parked safely and in accordance with local traffic regulations.
- Maintaining clear access to pedestrian walkways and public spaces.
- Managing service queues to prevent congestion on footpaths.
- Monitoring pedestrian movement around service areas during food or service distribution.

These practices ensure that outreach activities do not create safety risks for pedestrians, motorists, or surrounding businesses.

### 13.6 Safe Food Handling and Temperature Control

All meals distributed through the outreach program are prepared in a compliant commercial kitchen located at YISSA and operated by BearPep Services.

Food safety practices include:

- Compliance with relevant food safety regulations and standards.
- Safe storage and transportation of prepared meals.
- Use of insulated food transport containers to maintain safe temperatures.

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- Staff adherence to food handling and hygiene protocols.

These measures ensure that food distributed during outreach activities remains safe for consumption.

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### 13.7 Cleaning and Waste Management After Distribution

Outreach staff remain on site during service delivery to maintain cleanliness and ensure public spaces are left in an appropriate condition.

Waste management practices include:

- Encouraging participants to dispose of food packaging responsibly.
- Providing rubbish bags or access to nearby bins where possible.
- Collecting and removing waste generated during service distribution.
- Ensuring service areas are left clean following outreach activities.

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### 13.8 Avoiding Duplication of Services

The YISSA Outreach Services Pilot is designed to complement existing services rather than duplicate them. For example we are partnering with Orange Sky to complement their existing Dignity Bus service rather than duplicate them.

Coordination with other outreach and community services helps ensure:

- Efficient use of resources
- Targeted support for individuals experiencing homelessness
- Collaboration between service providers

Through established partnerships and service linkages, the program contributes to a coordinated regional response to homelessness across the Greater Darwin and Palmerston areas.

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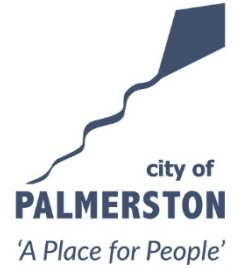
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# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.1.4
<b>Report Title:</b>	Vibrant Economy Advisory Committee Updated Terms of Reference
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Economic Development Lead, Caroline Villaflor
<b>Approver:</b>	General Manager People and Place, Emma Blight

## Community plan

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

## Purpose

This Report presents the reviewed Vibrant Economy Advisory Committee Terms of Reference.

## Key messages

- At its 1st Ordinary Meeting on 9 December 2025, Council endorsed the remuneration of Council Committee Members at \$200 per meeting attended, establishing a consistent approach across committees.
- Following this decision, the Terms of Reference were reviewed to ensure alignment with the updated remuneration framework. Under the previous Terms of Reference, Business or Property Association Representatives were not remunerated, based on the assumption that they participated in a paid capacity through their association.
- The suggested changes to Terms of Reference have now been updated to clarify that where a Business or Property Association Representative is acting in a volunteer capacity within their association, they are eligible to receive \$200 per meeting attended. This amendment ensures equitable treatment of volunteer representatives and removes barriers to participation.

## Recommendation

1. THAT Report entitled Vibrant Economy Advisory Committee Updated Terms of Reference be received and noted.

2. THAT Council endorse the reviewed Terms of Reference for the Vibrant Economy Advisory Committee as **Attachment 12.1.4.2**.
3. THAT Council endorse the back payment of remuneration to members affected by the change to the first meeting of the new Committee held on Tuesday, 28 April 2026.

## Background

The Vibrant Economy Advisory Committee (VEAC) was established at the 2nd Ordinary Council Meeting of 15 March 2022 as an advisory body to Council providing advice relating to the actions and priorities to the Palmerston Local Economic Plan. The Advisory Committees have no delegation of authority and are intended to inform Council on Committee related issues.

At the 1st Ordinary Council Meeting of Tuesday 9 December 2025 Council made the following decisions:

### **12.1.1 Council Advisory Committee Review and Membership**

2. *THAT Council retains the Vibrant Economy Advisory Committee, with amendments to remuneration in the existing Terms of Reference.*

**CARRIED (7/0) - 11/0146 - 9/12/2025**

This report seeks to present a review of the current Terms of Reference (ToR), provided as Attachment 12.1.4.1, following the Council's decision to remunerate Committee Members.

## Discussion

At its 1st Ordinary Meeting on 9 December 2025, Council endorsed a standard remuneration rate of \$200 per meeting attended for Council Committee Members. This decision established a consistent and transparent remuneration framework across all committees and prompted a review of existing ToR to ensure alignment with the updated approach.

During this review, it became evident that the previous ToR did not provide equitable treatment for Business or Property Association Representatives. Historically, these representatives were not remunerated, based on the fact that they participated as part of a paid role within their association. However, many local business and property associations rely heavily on volunteers who contribute their time without financial compensation from their organisation.

To address this gap, the ToR has been updated to clarify that where a Business or Property Association Representative is acting in a volunteer capacity, they are to now receive \$200 per meeting attended. This amendment ensures that volunteer representatives are not disadvantaged compared to other committee members and recognises the value of their time, expertise, and contribution to VEAC strategic advice.

In line with this updated approach, Council endorses the subsequent back pay of members affected by the change to the first meeting of 2026 (28 April 2026), ensuring that volunteer representatives who have already contributed under the previous arrangements are remunerated equitably and in accordance with the revised policy intent.

The recommended changes are detailed in **Attachment 12.1.4.2**, with the updated policy presented in **Attachment 12.1.4.3** for Council's consideration.

## Consultation and marketing

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

- Acting City Activation Manager.

## Policy implications

This report pertains to the Vibrant Economy Advisory Committee Terms of Reference.

It outlines recommended changes to ensure the Terms of Reference reflect the Council's recent decision to introduce remuneration for Advisory Committee Community members. These updates align with Council's governance framework and the objectives of the Inclusive, Diverse and Accessible Policy.

## 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.

Clear and equitable processes minimise procedural and reputational risks by aligning committee operations with Council's broader policy and accountability expectations.

## Strategies, framework and plans implications

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


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

## Council officer conflict of interest declaration

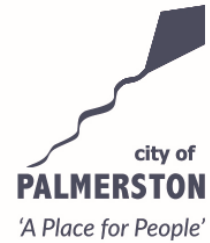
We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## Attachments

1. 20251209 - Terms of Reference - Vibrant Economy Advisory Committee 2026  
[12.1.4.1 - 4 pages]
2. Updated Terms of Reference - Vibrant Economy Advisory Committee 2026 TC  
[12.1.4.2 - 4 pages]

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3. Updated Terms of Reference - Vibrant Economy Advisory Committee 2026 [**12.1.4.3**  
- 4 pages]

# TERMS OF REFERENCE



## VIBRANT ECONOMY ADVISORY COMMITTEE

### 1. PURPOSE

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

### 2. COMMUNITY OBJECTIVES

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

### 3. AUTHORITY/DELEGATION

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

## 4. MEMBERSHIP

- 4.1. Members are appointed by the Council.
- 4.2. Council shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
  - Two Councillors as members and one Councillor as alternate member
  - Maximum two Community Members
  - Maximum two members of relevant business or property associations
  - Maximum three members being local business owners from varying sectors
  - One Representative from the Department of the Chief Minister and Cabinet
- 4.3. The Chairperson will be a Councillor holding membership to the committee.
- 4.4. The Mayor will be an ex-officio non-member.
- 4.5. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

## 5. TERMS AND VACANCIES

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

## 6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1. In considering expressions of interest, applicants are expected to:
  - Hold a special interest in the development of the Palmerston economy.
  - Contribute positively to the work of the Committee by actively participating in meetings.
  - Represent community interest as a whole and not as individual interest.
  - Be respectful of diverse views and work collaboratively
  - Be a Palmerston resident or owner of a Palmerston local business, or a representative of a business or property association that represents the needs of Palmerston.
- 6.2. Community and local business representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

## 7. MEETINGS

- 7.1. Notice of Meetings and Business Papers
  - 7.1.1. The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2. Meeting Schedule
  - 7.2.1. Meetings will be held quarterly, or more frequently as required.
  - 7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the calendar year and submitted to the next Ordinary Council Meeting for endorsement.
- 7.3. Attendance
  - 7.3.1. Meetings are open to the public unless confidential business is being considered.
  - 7.3.2. Guests or Business Representatives may be invited to attend meetings to provide advice or update on relevant matters by approval of the committee chairperson and responsible officer.
- 7.4. Quorum
  - 7.4.1. Quorum consists of a majority of its committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.
- 7.5. Chairperson Responsibilities
  - 7.5.1. To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws* and according to the agenda.
  - 7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.
  - 7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.
- 7.6. Voting
  - 7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by a show of hands.
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- 7.7. Minutes
  - 7.7.1. Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

## 8. REMUNERATION

- 8.1. Entitlement
  - 8.1.1. Community Members of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
  - 8.1.2. Local business owners of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
  - 8.1.3. Government and business or property association representatives will not be remunerated for attendance at meetings.
- 8.2. Applicable Meetings
  - 8.2.1. Remuneration is applicable for attendance at formally convened committee meetings.
- 8.3. Exclusions
  - 8.3.1. Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

- 8.4. Payment Process
  - 8.4.1. Payment will be processed by City of Palmerston’s finance department following confirmation of attendance in the meeting minutes.

## 9. CONDUCT

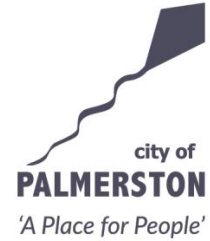
- 9.1. Conflicts of interest
  - 9.1.1. Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda.
- 9.2. Code of Conduct
  - 9.2.1. All Committee Members are required to abide by Schedule 1 of the Local Government Act 2019, the Code of Conduct for Elected Members and Committee Members.
- 9.3. Committee Representation
  - 9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

## 10. PERFORMANCE REVIEW

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

COMMITTEE NAME	Vibrant Economy Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager People and Place
APPROVAL DATE	09/12/2025	NEXT REVIEW DATE	09/12/2027
RECORDS NUMBER	496740	COUNCIL DECISION	11/0146

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- 2.3 Provide business perspective and advise on economic development issues or opportunities and Council's relevant plans and strategies.
- 2.4 Establish productive working relationships and ongoing communication between Council and the business community.
- 2.5 Increase partnerships in place between Council and other levels of government to build a vibrant economy and community in Palmerston.
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  - Maximum three members being local business owners from varying sectors
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- 5.5. A Member who fails to attend three consecutive meetings without providing an apology is considered to have resigned their membership.
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- 5.7. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee's term, or as required.

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  - Be respectful of diverse views and work collaboratively
  - Be a Palmerston resident or owner of a Palmerston local business, or a representative of a business or property association that represents the needs of Palmerston.
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- 8.1.3. Government and business or property association representatives will not be remunerated for attendance at meetings, unless the business or property association representative acts in a volunteer capacity in the business or property association, then a remuneration of \$200 per meeting attended shall be received.
- 8.2. Applicable Meetings
- 8.2.1. Remuneration is applicable for attendance at formally convened committee meetings.
- 8.3. Exclusions
- 8.3.1. Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.
- 8.4. Payment Process
- 8.4.1. Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

## 9. CONDUCT

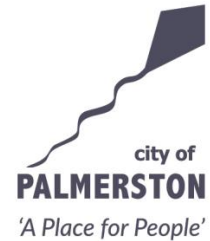
- 9.1. Conflicts of interest  
9.1.1. Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda.
- 9.2. Code of Conduct  
9.2.1. All Committee Members are required to abide by Schedule 1 of the Local Government Act 2019, the Code of Conduct for Elected Members and Committee Members.
- 9.3. Committee Representation  
9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

## 10. PERFORMANCE REVIEW

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

COMMITTEE NAME	Vibrant Economy Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager People and Place
APPROVAL DATE	<a href="#">09/12/2025-15/04/2026</a>	NEXT REVIEW DATE	09/12/2027
RECORDS NUMBER	<a href="#">684209496740</a>	COUNCIL DELEGATION	11/0146

# TERMS OF REFERENCE



## VIBRANT ECONOMY ADVISORY COMMITTEE

### 1. PURPOSE

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

### 2. COMMUNITY OBJECTIVES

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

### 3. AUTHORITY/DELEGATION

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

### 4. MEMBERSHIP

- 4.1. Members are appointed by the Council.
- 4.2. Council shall appoint suitably qualified or experienced individuals to be members of the Committee based on its purpose, being:
  - Two Councillors as members and one Councillor as alternate member
  - Maximum two Community Members
  - Maximum two members of relevant business or property associations
  - Maximum three members being local business owners from varying sectors
  - One Representative from the Department of the Chief Minister and Cabinet

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

## 5. TERMS AND VACANCIES

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

## 6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1. In considering expressions of interest, applicants are expected to:
  - Hold a special interest in the development of the Palmerston economy.
  - Contribute positively to the work of the Committee by actively participating in meetings.
  - Represent community interest as a whole and not as individual interest.
  - Be respectful of diverse views and work collaboratively
  - Be a Palmerston resident or owner of a Palmerston local business, or a representative of a business or property association that represents the needs of Palmerston.
- 6.2. Community and local business representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

## 7. MEETINGS

- 7.1. Notice of Meetings and Business Papers
  - 7.1.1. The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.
- 7.2. Meeting Schedule
  - 7.2.1. Meetings will be held quarterly, or more frequently as required.

- 7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the calendar year and submitted to the next Ordinary Council Meeting for endorsement.
- 7.3. Attendance
- 7.3.1. Meetings are open to the public unless confidential business is being considered.
- 7.3.2. Guests or Business Representatives may be invited to attend meetings to provide advice or update on relevant matters by approval of the committee chairperson and responsible officer.
- 7.4. Quorum
- 7.4.1. Quorum consists of a majority of its committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.
- 7.5. Chairperson Responsibilities
- 7.5.1. To ensure meetings are conducted in accordance with the Palmerston (Procedure for Meeting) By-Laws and according to the agenda.
- 7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.
- 7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.
- 7.6. Voting
- 7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by a show of hands.
- 7.6.2. A Committee decision is by majority vote of voting Members present at a meeting.
- 7.7. Minutes
- 7.7.1. Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

## 8. REMUNERATION

- 8.1. Entitlement
- 8.1.1. Community Members of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
- 8.1.2. Local business owners of the Vibrant Economy Advisory Committee shall receive remuneration of \$200 per meeting attended.
- 8.1.3. Government and business or property association representatives will not be remunerated for attendance at meetings, unless the business or property association representative acts in a volunteer capacity in the business or property association, then a remuneration of \$200 per meeting attended shall be received.
- 8.2. Applicable Meetings
- 8.2.1. Remuneration is applicable for attendance at formally convened committee meetings.
- 8.3. Exclusions
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- 8.4. Payment Process
- 8.4.1. Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

## 9. CONDUCT

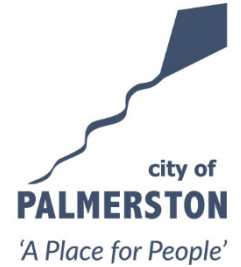
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 9.3.1. Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

## 10. PERFORMANCE REVIEW

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

COMMITTEE NAME	Vibrant Economy Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager People and Place
APPROVAL DATE	15/04/2026	NEXT REVIEW DATE	09/12/2027
RECORDS NUMBER	684209	COUNCIL DELEGATION	11/0146

# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.1.5
<b>Report Title:</b>	Council Policy Review - Sufficient Interest in the Assessment Record
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Records Coordinator, Jacob Gillespie
<b>Approver:</b>	Acting General Manager Finance and Governance, Penny Hart

## Community plan

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

## Purpose

This Report seeks Council endorsement of the amended Sufficient Interest in the Rates Assessment Policy.

## Key messages

- Council’s Sufficient Interest in the Assessment Record Policy outlines the criteria for a person to be considered as sufficient interest in the rates assessment and provision of this information to them.
- The policy commenced on 7 June 2022 and is due for review before 7 June 2026.
- Amendments are proposed to better explain the sufficient interest process and strengthen the governance around decision making.
- Definitions have been updated and new ones inserted to support the amendments to the policy.
- Grammatical and administrative amendments have been made to the policy to improve its clarity and consistency.
- This report recommends that the amended policy is endorsed by Council.

## Recommendation

1. THAT Report entitled Council Policy Review - Sufficient Interest in the Assessment Record be received and noted.

2. THAT Council endorse the amended Sufficient Interest in the Rates Assessment Record policy at **Attachment 12.1.5.3** to Report entitled Council Policy Review - Sufficient Interest in the Assessment Record.

## Background

Section 230 of the Act states that councils in the Northern Territory must maintain an electronic assessment record for rates purposes. The assessment record must contain information about the land such as assessed value, rate amount on the basis of its use and the name and address of the owner of the land.

Sufficient interest in an assessment record, under the Act, refers to a legitimate, non-commercial reason (unless for property sale) justifying access to personal information within council records. It requires a validated, reasonable personal or professional explanation, often via statutory declaration, to ensure data privacy.

Council's current Sufficient Interest in the Assessment Record Policy outlines the criteria for a person to be considered as having sufficient interest in the rates assessment for provision of this information to them. This policy commenced on 7 June 2022 and is due for review before 7 June 2026.

The policy has been updated to provide further clarity around what the assessment record is, who can apply and what information we are available to provide from this process pursuant to Section 230 of the Act.

## Discussion

Section 230 of the Act outlines the requirements for Council's responsibility to maintain an electronic assessment record, which was formerly known as the rates book, that could be viewed in person at Council Chambers.

The Act also provides an opportunity for Council to adopt a policy for what constitutes a sufficient interest in the assessment record and the requirements for who can apply. The primary aim of the policy is to remove any confusion around who can apply and further define what the assessment record is and what information council can provide.

It is proposed that the title of the policy is updated to 'Sufficient Interest in the Rates Assessment Record' to better define what the policy is and align with legislation.

Whilst the Act states that if any person that provides sufficient reasoning in the assessment record may view it, the legislation is unclear what sufficient reasoning is. This is a risk to privacy and has been limited in the policy to an owner, occupier or lessee of the land or the adjoining land. Some examples of sufficient interest in these cases are:

- Overhanging tree or roots impacting adjoining land.
- Installation of a fence or damaged fenceline.
- Planning or development that may affect adjoining land.

The current policy already contains this intent, but amendments are proposed to improve clarity. Section 2.4 has also been inserted in line with section 230(7) to confirm that the CEO

must, at the request of a person to whom an entry in the assessment record relates, suppress the person's contact details from the publicly accessible copy of the record.

Definitions have been updated and new ones inserted to support changes to the policy:

- Adjoining Land.
- Allotment.
- Assessment Record.

The Criteria section has been updated as the Act states that a Chief Executive Officer of a Commonwealth, State or Territory Government Agency may request access to the assessment record.

The Determination section has been updated to state that it is not considered sufficient interest if the request is commercial in nature, and that Council must at the request of a ratepayer suppress a person's contact details from the publicly accessible copy of the record. This section has also had administrative and grammatical updates to improve readability.

It is recommended that Council endorse the amended policy.

## Consultation and marketing

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

- Executive Leadership Team
- Executive Manager Organisational Performance.
- Governance Lead.

## Policy implications

This policy review is being undertaken in accordance with the adopted 11<sup>th</sup> Council Policy review Schedule.

The amended policy will replace the existing version and become effective from the date of adoption.

## Budget and resource implications

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

## Risk, legal and legislative implications

Unauthorised disclosure of sensitive information: Failure to check for sufficient interest can lead to disclosing confidential ratepayer details, such as names and addresses to unauthorised parties.

Privacy Breaches and Legal Liability: Releasing personal information without proper authority can violate privacy legislation and local government acts exposing council to legal action.

Misuse of Information: without a sufficient interest check, information may be used for unauthorised purposes.



Operational Failures: Without a formal policy staff will have no clear guide, leading to inconsistent or risky disclosures.

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.

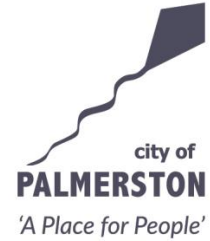
## Council officer conflict of interest declaration

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

## Attachments

1. Current policy [12.1.5.1 - 3 pages]
2. Tracked changes [12.1.5.2 - 3 pages]
3. Amended policy [12.1.5.3 - 3 pages]

# SUFFICIENT INTEREST IN THE ASSESSMENT RECORD



## COUNCIL POLICY

### PURPOSE

Section 230 of the Local Government Act provides a person with a sufficient interest to inspect or copy an assessment record held by Council.

This Policy outlines the criteria for a person to be considered as having sufficient interest to have access to the council assessment record in relation to an allotment.

### PRINCIPLES

Council is committed to facilitate access to the assessment record in relation to an allotment if the person requesting access has a sufficient interest.

### DEFINITIONS

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

TERM	DEFINITION
Allotment	An allotment is a parcel of land or part of a parcel of land.
Assessment Record	Brief description of each allotment and Unimproved Capital Value, including name and postal address of owner(s), principal ratepayer (if not the owners) and rating category.
Copy	To inspect and write down information. No photo or photocopying of the rate assessment is allowed.
CEO of the Agency	The Chief Executive Officer of a Commonwealth, State or Territory Government Agency
Rates Search	Information as per the Assessment Record plus the rates and charges for the current financial year, including payments received and balance remaining.
Sufficient Interest	Interest that is not for a commercial purpose, other than the request for rates search in relation to sale of property.

TERM	DEFINITION
Adjoining land	An adjoining property. However, a property separated by a road reserve or other narrow parcel, like a laneway or stream, is not considered an adjoining property.
Privacy Principles	Principles contained in the Information Act to protect personal information

## POLICY STATEMENT

### 1. Criteria

City of Palmerston will use the below criteria to determine whether a person has a sufficient interest in the assessment record in relation to an allotment:

- 1.1. The person is an owner, occupier, lessee or agent of the owner;
- 1.2. The person is an owner, occupier, lessee or agent of the owner of the adjoining land;
- 1.3. The person is a legal practitioner or a licensed conveyancer requesting a rates search on the behalf of purchaser of an allotment;
- 1.4. The CEO of an Agency.

### 2. Determination

Notwithstanding 4.1, the CEO will take into account the public interest and the risk of detriment to the owner or principal ratepayers in granting access to the assessment record.

- 2.1. All persons requesting information must complete a council form that provides the following:
  - 2.1.1. A reasonable explanation, whether personal or professional in nature, for making a request to inspect the assessment record and what the information will be used for. It is not considered to be sufficient interest if the interest is commercial in nature.
  - 2.1.2. That the information inspected and/or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 2.1.1.
- 2.2. If deemed necessary, the CEO reserves the right to seek approval from the owner/ratepayer prior to releasing access to the assessment record.
- 2.3. The application of this policy may be varied in exceptional circumstances by the CEO.
- 2.4. The CEO will take into account any considerations prescribed by regulation or required by the relevant legislation that requires the application of the Privacy Principles

## ASSOCIATED DOCUMENTS

- Sufficient Interest Form



## REFERENCES AND RELATED LEGISLATION

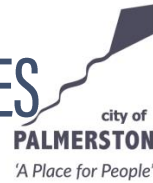
- Local Government Act
- Information Act

## POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	Director of Finance & Governance
APPROVAL DATE	7 June 2022	NEXT REVIEW DUE	7 June 2026
RECORDS NUMBER	513759	COUNCIL DECISION	10/371



# SUFFICIENT INTEREST IN THE RATES ASSESSMENT RECORD



## COUNCIL POLICY

### PURPOSE

This Policy outlines the criteria for a person to be considered as having sufficient interest to have access to the council assessment record in relation to an allotment. This policy outlines the guidelines that apply to a person seeking to access information on a property within City of Palmerston pursuant to section 230, Rate Assessment, of the Local Government Act 2019 (NT).

### PRINCIPLES

Section 230 of the Local Government Act 2019 (NT) provides a person with a sufficient interest in a property the ability to inspect or copy a rate assessment record held by Council.

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Council is committed to facilitating appropriate access in line with this policy and the Local Government Act 2019 (NT) to the assessment record, in relation to an allotment if the person requesting access has a sufficient interest.

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### DEFINITIONS

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

TERM	DEFINITION
Adjoining land	<del>Any parcel of land that directly touches or shares a common boundary line. A property not separated by a road reserve or laneway is not considered an adjoining property.</del>
Allotment	An allotment is a parcel of land or part of a parcel of land.
Assessment Record	<del>Brief</del> Description of each allotment and Unimproved Capital Value, including name and postal address of owner(s), principal ratepayer (if not the owners) and rating category. <del>Recorded in Council's rate system</del>
Copy	<del>To inspect and write down information. No photo or photocopying of the rate assessment is allowed.</del>

TERM	DEFINITION
Sufficient Interest	Personal or professional justification for accessing private property details of adjoining properties.
Rates Search	Information as per the Assessment Record plus the rates and charges for the current financial year, including payments received and balance remaining.
Sufficient Interest	Interest that is not for a commercial purpose, other than the request for rates search in relation to sale of property.
Adjoining land	An adjoining property. However, a property separated by a road reserve or other narrow parcel, like a laneway or stream, is not considered an adjoining property.
Privacy Principles	Principles contained in the Information Act to protect personal information

## POLICY STATEMENT

### 1. Criteria

City of Palmerston will use the below criteria to determine whether a person has a sufficient interest in the assessment record in relation to an allotment:

- 1.1. The person is an owner, occupier, lessee or agent of the owner;
- 1.2. The person is an owner, occupier, lessee or agent of the owner of the adjoining land;
- 1.3. The person is a legal practitioner or a licensed conveyancer requesting a rates search on the behalf of a purchaser of an allotment;
- 1.4. The requester is the CEO of an Agency, the Chief Executive Officer of a Commonwealth, State or Territory Government Agency.

### 2. Determination

- 2.1. City of Palmerston will take into account the public interest and the risk of detriment to the owner or principal ratepayers in granting access to the assessment record.
- 2.2. All persons requesting information must apply in writing to Council.
  - 2.2.1. A reasonable explanation, whether personal or professional in nature, for making a request to inspect the assessment record and what the information will be used for must be provided. It is not considered to be sufficient interest if the interest is commercial in nature.
  - 2.2.2. It is not considered to be sufficient interest if the interest is commercial in nature.
    - 2.1.1. That the information inspected and/or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 2.1.1.
    - 2.2.3. That the information inspected and/or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under 2.1.1.
- 2.3. If deemed necessary, City of Palmerston the CEO reserves the right to seek approval from the owner/ratepayer prior to releasing access to the assessment record.

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2.2.2.4. ~~The CEO City of Palmerston must, at the request of a person to whom an entry in the assessment record relates, suppress the persons contact details from the publicly accessible copy of the record.~~

~~2.3. The application of this policy may be varied in exceptional circumstances by the CEO.~~

2.4.2.5. The CEO City of Palmerston will take into account any considerations prescribed by regulation or required by the relevant legislation that requires the application of the Privacy Principles.

### ASSOCIATED DOCUMENTS

- Sufficient Interest [in Assessment](#) Form

### REFERENCES AND RELATED LEGISLATION

- [Local Government Act 2019 \(NT\) \(Section 230\)](#)
- [Information Act 2002 \(NT\)](#)
- [Privacy Act 1988 \(Commonwealth\)](#)

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### POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	[Next Review Due]
RECORDS NUMBER	513759	COUNCIL DECISION	[Council Decision]

# SUFFICIENT INTEREST IN THE RATES ASSESSMENT RECORD



## COUNCIL POLICY

### PURPOSE

This policy outlines the guidelines that apply to a person seeking to access information on a property within City of Palmerston pursuant to section 230, Rate Assessment, of the *Local Government Act 2019* (NT).

### PRINCIPLES

Section 230 of the *Local Government Act 2019* (NT) provides a person with a sufficient interest in a property the ability to inspect or copy a rate assessment record held by Council.

Council is committed to facilitating appropriate access in line with this policy and the *Local Government Act 2019* (NT) to an assessment record.

### DEFINITIONS

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

TERM	DEFINITION
Adjoining land	Any parcel of land that directly touches or shares a common boundary line A property separated by a road reserve or laneway is not considered an adjoining property.
Allotment	A parcel of land or part of a parcel of land.
Assessment Record	Description of each allotment and Unimproved Capital Value, including name and postal address of owner(s), principal ratepayer (if not the owners) and rating category recorded in Council's rate system
Sufficient Interest	Personal or professional justification for accessing private property details of adjoining properties.
Rates search	Information as per the Assessment Record plus the rates and charges for the current financial year, including payments received and balance remaining.

## POLICY STATEMENT

### 1. Criteria

- 1.1. City of Palmerston will use the below criteria to determine whether a person has a sufficient interest in the assessment record in relation to an allotment:
  - 1.1.1. The person is an owner, occupier, lessee or agent of the owner.
  - 1.1.2. The person is an owner, occupier, lessee or agent of the owner of the adjoining land.
  - 1.1.3. The person is a legal practitioner or a licensed conveyancer requesting a rates search on behalf of a purchaser of an allotment.
  - 1.1.4. The requester is the Chief Executive Officer of a Commonwealth, State or Territory government agency.

### 2. Determination

- 2.1. City of Palmerston will take into account the public interest and the risk of detriment to the owner or principal ratepayers in granting access to the assessment record.
- 2.2. All persons requesting information must apply in writing to Council.
  - 2.2.1. A reasonable explanation, whether personal or professional in nature, for making a request to inspect the assessment record and what the information will be used for must be provided.
  - 2.2.2. It is not considered to be sufficient interest if the interest is commercial in nature.
  - 2.2.3. The information inspected and/or copied from the assessment record must not be used for any other purpose that has not been identified in the reasons provided under 2.2.1.
- 2.3. If deemed necessary, City of Palmerston reserves the right to seek approval from the owner/ratepayer prior to releasing access to the assessment record.
- 2.4. City of Palmerston must, at the request of a person to whom an entry in the assessment record relates, suppress the persons contact details from the publicly accessible copy of the record.
- 2.5. City of Palmerston will take into account any considerations prescribed by regulation or required by the relevant legislation that requires the application of the Privacy Principles.

## ASSOCIATED DOCUMENTS

- Sufficient Interest in Assessment Form

## REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT) (Section 230)
- *Information Act 2002* (NT)
- *Privacy Act 1988* (Commonwealth)

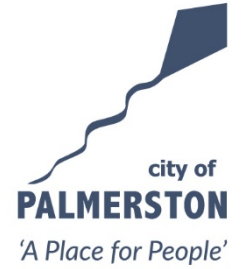


## POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	[Next Review Due]
RECORDS NUMBER	513759	COUNCIL DECISION	[Council Decision]



# COUNCIL REPORT



1st Ordinary Council Meeting

<b>Agenda Item:</b>	12.2.1
<b>Report Title:</b>	Social Media Strategy Annual Update 2025-2026
<b>Meeting Date:</b>	Tuesday 5 May 2026
<b>Author:</b>	Marketing & Communications Manager, Taylor Revitt
<b>Approver:</b>	General Manager People and Place, Emma Blight

## Community plan

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

## Purpose

This Report provides Council with an update on the performance and implementation of the Social Media Strategy over the past 12 months and outlines key focus areas as it transitions into the Communications and Engagement Strategy.

## Key messages

- Social media remains the preferred communication channel of our community, increasing by 6 percentage points to 52% in 2025.
- Followers across existing platforms increased by 9.7% over the past 12 months.
- Content performance has remained strong, with increased reach and interactions across key platforms.
- Social media will transition into the broader Communications and Engagement Strategy to strengthen integration across all communication channels.

## Recommendation

THAT Report entitled Social Media Strategy Annual Update 2025-2026 be received and noted.

## Background

City of Palmerston's Social Media Strategy aligns with the Communications Strategy, which is underpinned by the Community Plan and supports City of Palmerston's vision of 'A Place

for People'. Social media remains a key communication tool, providing an accessible and engaging way for Council to connect with the community.

The 2025 Community Survey identified that social media was the preferred communications channel to obtain information, with 52% of respondents selecting this option, an increase of 6 percentage points from 2024.

The survey showed that 38% of respondents currently go to social media to obtain information, highlighting the importance of maintaining and improving this communication channel to meet community expectations.

City of Palmerston manages six (6) social media accounts, which are used to communicate with various community groups and stakeholders:

- City of Palmerston: Facebook, Instagram, LinkedIn
- Palmerston Youth Festival: Facebook, Instagram
- City of Palmerston Library: Facebook

These accounts adhere to Council's Social Media Policy and Strategy, ensuring a consistent, professional and community-focused approach.

At the 1<sup>st</sup> Ordinary Council Meeting of 6 May 2026 Council made the following decisions:

**13.2.1** Social Media Strategy Update 2024-2025

*THAT Report Number 8/1395 entitled Financial Report for the Month of December be received and noted.*

**CARRIED 8/3001 - 30/01/2018**

## Discussion

Over the past 12 months, social media performance has remained strong, with steady growth across all established platforms. Growth has been consistent rather than driven by single campaigns, indicating sustained audience interest and relevance. While some metrics are not directly comparable due to platform reporting changes, overall trends show increased reach and interaction.

Followers increased by 9.7% across all existing City of Palmerston platforms, demonstrating consistent audience growth.

Growth was strongest on LinkedIn (15.7%) and Instagram (12.5%). Facebook continues to maintain the largest audience and remains the primary platform for community updates.

PLATFORM	2 APRIL 2025	23 APRIL 2026	% DIFFERENCE
City of Palmerston Facebook	19,137	20,816	8.8%

PLATFORM	2 APRIL 2025	23 APRIL 2026	% DIFFERENCE
City of Palmerston Instagram	2,435	2,740	12.5%
City of Palmerston LinkedIn	2,873	3,323	15.7%
City of Palmerston Library Facebook	3,930	4,189	6.6%
Palmerston Youth Festival Facebook	2,950 (1 May 2025)	3,337	13.1%
Palmerston Youth Festival Instagram	907 (1 May 2025)	953	5.1%

Over the past 12 months, Meta has updated its reporting metrics, including how views and engagement are measured.

Due to these changes, some data is not directly comparable year on year. This includes the introduction of new metrics such as views, changes to engagement definitions and limited historical data for Instagram content interactions and LinkedIn impressions.

These results are consistent with the previous reporting period, which also identified growth in followers alongside limitations in direct metric comparison due to platform changes.

#### City of Palmerston Facebook

PLATFORM	1 MARCH 2024 - 1 APRIL 2025	2 APRIL 2025 - 23 APRIL 2026	% DIFFERENCE
Content interactions	16,582	20,623	24.4%
Visits	79,258	103,791	31.0%
Views		3,932,967	

#### City of Palmerston Instagram

PLATFORM	1 MARCH 2024 - 1 APRIL 2025	2 APRIL 2025 - 23 APRIL 2026	% DIFFERENCE
Content interactions		1,468	
Visits	2,206	1,755	-20.4%
Views		100,062	
Reach	27,390	87,234	218.5%

While visits to Instagram have decreased by 20.4%, reach has increased significantly by 218.5%. This indicates content is being seen by a broader audience, however fewer users

are navigating to the profile page. This aligns with platform behaviour, where content is increasingly consumed within feeds rather than through profile visits. This shift reflects broader platform trends, where users engage with content directly in-feed rather than visiting profiles.

### City of Palmerston LinkedIn

PLATFORM	7 MAY 2024 - 1 APRIL 2025	2 APRIL 2025 - 23 APRIL 2026	% DIFFERENCE
Impressions		198,875	
Page view		2,339	

While performance trends remain positive, limitations in historical data and changes to platform reporting should be considered when interpreting year-on-year comparisons.

Social media is closely monitored and regularly reported on in the People and Place quarterly report.

The actions identified in the 2025–26 Social Media Strategy have been progressed over the past 12 months, with outcomes detailed in **Attachment 12.2.1.1**.

As Council progresses the development of the Communications and Engagement Strategy, the standalone Social Media Strategy will be integrated into a broader, coordinated approach. This will ensure social media is aligned with marketing, engagement and communications activities, providing a more consistent and effective experience for the community.

## Consultation and marketing

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

## Policy implications

There are no policy implications for this Report.

## Budget and resource implications

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

## Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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



## Strategies, framework and plans implications

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

- [Social Media Strategy 2022-2023](#)
- [Communication Strategy](#)

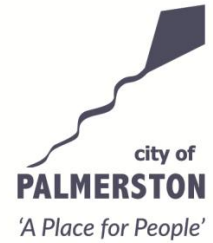
## Council officer conflict of interest declaration

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

## Attachments

1. Social Media Strategy Attachment [**12.2.1.1** - 2 pages]

# SOCIAL MEDIA ACTION PLAN



BUSINESS OBJECTIVES	ACTIONS FROM 2025/26	IMPLEMENTATION
Create content that is engaging, informative and has purpose	<p>Increase video content, to boost engagement. Develop themed content series e.g. a day in the life.</p> <p>Ensure accessibility by including subtitles and alternative text in all visual content.</p> <p>Continue to use real imagery and to deliver consistent content.</p> <p>Regularly review analytics to optimise content strategies. Ensure the brand guidelines, including its tone of voice is adhered to.</p> <p>Leverage emerging trends in social media to keep content fresh and engaging.</p>	<p>Content formats expanded across platforms, including use of video and event-based content where appropriate.</p> <p>Subtitles and captions are regularly used to support accessibility.</p> <p>Real imagery from Palmerston is consistently used across platforms. Content aligns with Council's brand and tone of voice.</p> <p>Performance is monitored and informs content decisions.</p> <p>Trends are reviewed and applied where appropriate, particularly for campaign-based channels like Palmerston Youth Festival.</p>

BUSINESS OBJECTIVES	ACTIONS FROM 2025/26	IMPLEMENTATION
<p>Frequent posting and engagement across all channels</p>	<p>Publish on 'City of Palmerston's' Facebook and Instagram a minimum of 3 times a week.</p> <p>Continue to aim for followers to increase by an additional 5% across all 'City of Palmerston's' social channels.</p> <p>Utilise collaborative content with other businesses, artists, community groups and organisations e.g. Street Art Festival, PaRBA Trial social takeovers on Palmerston Youth Festival Channel.</p> <p>Expand reach through targeted ad campaigns.</p>	<p>Posting frequency was guided by content availability and relevance rather than a fixed minimum. Facebook maintained consistent activity, with increased posting during peak periods such as the dry season when there is a higher volume of events and community updates.</p> <p>Followers increased by 9.7% across existing platforms</p> <p>Collaborative content was implemented across campaigns and events/ Social media takeovers were not implemented and may be reconsidered.</p> <p>Paid and organic content were used to support campaigns and event promotion.</p>
<p>Actively respond to direct messages within 2 business days</p>	<p>Aim to maintain a 50%+ response rate within 24 hours.</p>	<p>Average response time is 7 hours and 11 minutes. Response rate is 33.3%, noting impacts from after-hours and weekend enquiries.</p>



## 13 INFORMATION AND CORRESPONDENCE

### 13.1 Information

### 13.2 Correspondence

#### 13.2.1 Reply from the Electoral Commission - 2025 Local Government Elections feedback

THAT correspondence dated 15 April 2026 entitled Reply from the Electoral Commission - 2025 Local Government Elections feedback be received and noted.



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T: 08 8999 5000 | E: [ntec@nt.gov.au](mailto:ntec@nt.gov.au) | ABN: 8408 5734 992 | NTEC REF: 48-D26-282

Mr Andrew Walsh  
Chief Executive Officer  
City of Palmerston  
Civic Plaza, 1 Chung Wah Terrace,  
Palmerston NT 0830

Delivered via email: [Andrew.walsh@palmerston.nt.gov.au](mailto:Andrew.walsh@palmerston.nt.gov.au)

Dear Andrew

**Re: Feedback on the 2025 Local Government Elections**

Thank you for your letter dated 6 January 2026 providing feedback on the 2025 Local Government Elections (2025 LG Elections) from the City of Palmerston (Council) and elected members.

The NT Electoral Commission (NTEC) has reviewed the correspondence and provides the following response.

***Service plan and other information***

The Service Plan for the 2025 LG Elections was developed to support stakeholders and NTEC staff providing early advice on matters relating to the election, the NTEC appreciates the Council's positive feedback on the usefulness of this resource in assisting the Council to plan and respond to enquiries. The NTEC reviews its election resources to ensure continued relevance and currency.

***Voting centres and early voting***

Early voting remains a convenient and popular option for electors with more than 8,000 City of Palmerston electors casting their votes at an early voting centre during the 2025 LG Elections.

Any reduction to the early voting period would require careful consideration of impacts beyond cost including access to voting services, potential effects on voter participation, and the logistical requirements of delivering services within a shorter timeframe.

South Australia recently implemented a one-week early voting period (urban areas) in their state election, and the NTEC will liaise with the Electoral Commission of SA to assess the costs and broader impacts of this approach. By-elections provide an opportunity to trial a shorter early voting period, given their smaller scale.

It is also important to note that while reducing the early voting period shortens the number of voting days, the overall number of voters requiring the service does not change. A compressed voting period may therefore require increased staffing and an increase in the number of voting centres to ensure service levels are maintained.

***Significant increase of cost to councils***

For the 2021 Local Government Elections, the City of Palmerston was invoiced \$261,679.69 (excl. GST). This invoice was issued early, prior to the NTEC's completion of the final election expenditure review and was based on the initial cost estimate plus a \$10,000 COVID

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contribution of \$10,000. The final cost (actual) to deliver the City of Palmerston's 2021 election was \$304,450.93 (excl. GST) which was not invoiced.

To support NTEC cash flow, the City of Darwin and City of Palmerston were invoiced in September 2021 using estimated costs ahead of the full expenditure review. After applying the COVID contributions from municipal councils, a shortfall of \$113,000 remained, which was managed through a Treasurer's Advance. This was reported in both the 2021 council election reports and the consolidated election report.

For the 2025 LG Elections, City of Palmerston was invoiced \$302,298.28 (excl. GST), reflecting the actual cost of delivering the election. While this represents a 13.4% increase on the amount invoiced in 2021, it is lower when compared with the actual cost of conducting the 2021 election.

The NTEC does not receive an appropriation to conduct local government elections; councils are responsible for the reasonable costs incurred in delivering their elections. Cost estimates for periodic general elections include both direct and apportioned costs, based on fully contested elections with councils only invoiced for the actual costs.

The NTEC actively seeks cost efficiencies including leveraging from Territory elections held in the preceding 12 months. However, rising election delivery costs are being experienced across all electoral commissions. The NTEC provided early advice to councils of anticipated costs pressures identified during preparations for the 2024 Territory Election. Key cost drivers include staffing, transport and accommodation, all of which are affected by inflation and wage growth over the 4-year election cycle.

Reducing the number of voting centres does not result in proportional cost savings. Suitable council venues are generally provided at minimal or nil cost with staffing levels driven by voter demand rather than by the number of voting centres.

Cost variations between election events are also influenced by the number of participating councils and the level of contestability. In 2025, there were 54 elections to fill 144 vacancies across 16 participating councils, with 34 contested, 14 uncontested and 6 partly failed elections. In 2021, there were 60 elections to fill 159 vacancies across 17 councils participating councils, with 45 contested, 13 uncontested, one partly failed and one failed election. Councils are invoiced separately for any supplementary elections.

#### ***Candidate acting as her own scrutineer***

Candidates cannot act as their own scrutineer and are able to appoint a scrutineer to act on their behalf at a voting centre during the voting period or during the count period.

The allegation of a candidate acting as their own scrutineer is a serious matter. The NTEC has undertaken an internal review and can confirm no candidate acted as a scrutineer for themselves during the 2025 LG Elections. A scrutineer appointment form was received by a candidate appointing themselves to scrutineer, this was rejected by the voting centre manager, and the candidate did not act as a scrutineer.

#### ***Campaign materials***

A review of the complaint records from the 2025 LG Elections identified 4 complaints relating to campaign material that did not meet authorisation requirements for City of Palmerston candidates. Two of these complaints were raised by a voting centre manager.

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The majority of the complaints related to printed campaign material, including authorisations on one side only, incomplete authorisations, or no authorisation statement. In each case, the material was clearly produced and distributed by the candidate, and the candidate was readily identifiable and contactable, which is the primary purpose of the authorisation requirements.

In each instance, the NTEC contacted the relevant candidate directly, advised them of the non-compliance, and directed them to ensure that all future materials met the authorisation requirements. This constructive compliance approach seeks to educate, guide and support compliance in instances where there is unintentional non-compliance, the attitude to compliance is cooperative and there is a low level of harm.

#### ***Unauthorised placement of election material inside the Darwin Early Voting Centre***

Campaign material is prohibited in a voting centre and within the prohibition zone outside the entrance to the voting centre. Voting centre managers are aware of this requirement and are trained to manage any incidents should they arise.

The NTEC is not aware of any such incident occurring. The NTEC was made aware that campaign material of a candidate contesting the City of Palmerston elections was placed on a table outside the prohibition zone which included campaign material for City of Darwin candidates. The City of Darwin was responsible for managing the table within its requirements.

#### ***Misleading claims***

All campaign material must comply with authorisation requirements under the *Local Government Act 2019* and *Local Government (Electoral) Regulations 2021*.

The NTEC does not have a legislative role in regulating the truth or accuracy of political advertising in the NT. Responsibility rests with electors to assess the claims made by candidates, and the NTEC supports this through initiatives that raise awareness about the importance of checking the facts and considering the source of the information.

Under the current legislative framework, a statement is only considered misleading or deceptive where it is related to the administration or conduct of the electoral process itself. Matters such as campaign rhetoric, candidate claims, or political characteristics fall outside the NTEC's jurisdiction.

While the NTEC encourages all electoral participants to engage respectfully and, in a manner consistent with community expectations, this is not always observed. Where concerns relate to potentially defamatory or otherwise unlawful conduct outside electoral legislation, individuals may wish to seek independent legal advice.

#### ***Declaration of eligibility***

Candidates are required to sign a statutory declaration confirming they meet eligibility requirements under Regulation 7(4)(a) of the *Local Government (Electoral) Regulations 2021*, including the residency requirement set out in Section 47 of the *Local Government Act 2019*.

The NTEC verifies a candidate's principal place of residence by checking the electoral roll before accepting a nomination. This process places the legal obligation on candidates to truthfully declare their eligibility, supported by roll-based verification.

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The NTEC must rely on the declaration of eligibility accompanying the nomination of a candidate in assessing the candidate's eligibility to stand for election, unless there is evidence contrary to the candidate's declaration of eligibility.

It is an offence to provide misleading information to an authorised officer in connection with an election. A person with a proper interest in the result of an election may by application to the Northern Territory Civil and Administrative Appeals Tribunal dispute the results of an election.

#### ***Voter experience***

The NTEC has no records of incidents regarding harassment or misinformation at the Palmerston early voting centre. Voting centre managers can report incidents electronically via a dedicated and monitored headquarters and/or via phone direct to NTEC operations staff.

For local government elections, the NTEC has statutory responsibility for activities within voting centres and the 10-metre prohibition boundary. Within these areas, NTEC staff ensure that campaigning does not occur and that access remains unobstructed. Activities outside this boundary are not regulated by the NTEC, although it is acknowledged that election related activities extend beyond these limits.

Candidates and their supporters are provided behaviour and conduct guidance through candidate information sessions and supporting material published on the NTEC website.

#### ***Direction and rules at voting centres***

Voting centre signage produced by the NTEC is tailored to the layout of each voting centre and feedback is welcomed to improve accessibility.

The NTEC provides early guidance on campaign material requirements through the candidate handbook and fact sheets. A scrutineer handbook is also available which outlines the role and responsibilities of scrutineers during elections.

Councils offer candidate information sessions to provide early information, raise awareness and support compliance, including around rules about election signage. Further information is communicated directly to candidates following the declaration of nominations.

The NTEC encourages electoral participants and councils to seek clarification early and acknowledges that during the 2025 LG Elections, this approach by councils supported the consistent provision of accurate information.

#### ***Removal of ballot papers from voting centres***

NTEC appoints ballot-box guards at early voting centres to assist voters in placing their ballot papers in the correct box and to help prevent ballot papers being taken from the voting centre.

Despite these measures, it may be possible for a voter to remove a ballot paper issued to them from the voting centre or discard a ballot paper while in the voting centre. While these occurrences are rare, they are often intentional.

The NTEC applies assurance processes to manage discarded ballot papers and the number of ballot papers issued is reconciled against the number of votes received to identify any irregularities. Voting centre managers report such incidents where observed.

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While NTEC does not report specifically on instances where ballot papers are removed, data on votes issued and votes counted is published on the NTEC website.

#### ***Advice to candidates and scrutineers***

Daily summaries were published on the NTEC website throughout the early voting and count periods from 11 August to 5 September 2025 providing a central source of up-to-date information. The scrutiny timetable for the 2025 LG Elections was published on 21 August 2025. Updates confirming important information were also provided directly to candidates by email, including 3 direct emails relating to the count issued prior to and on election day (21, 22 and 23 August 2025).

In total, 20 daily summaries were published during the election period.

Key resources, including a scrutineer handbook, the candidate handbook and 2025 LG Election Service Plan, were made available on the election event page when it launched in the months prior to the election. A dedicated candidate information page consolidated these materials along with additional guidance for scrutineers. Further information is also provided within the scrutineer appointment form under 'Scrutineer rights, responsibilities and rules.'

Briefings for scrutineers are conducted by voting centre managers and count supervisors prior to the commencement of scrutiny duties, consistent with the information outlined in the scrutineer handbook.

The email sent at 5.39 pm on the Friday before election day reiterated previously provided information including scrutineer arrival and briefing times ahead of the count.

#### ***Voting tally***

Count software is used for multi-vacancy elections. Initial counts are conducted manually and published on the NTEC website to provide an early indication of results. During the fresh scrutiny (check count) each ballot paper is entered in count software (Easy Count) and verified through manual data entry. All counts are conducted under scrutiny, and each ballot paper reviewed a minimum of 3 times.

The results of the fresh scrutiny are published alongside the distribution of preferences. Where candidates seek clarification on the published results, the NTEC provides explanations of ballot paper movements.

Differences between the formal vote total published on Friday 5 September 2025 and the figures used in the final distribution of preferences reflects the normal fresh scrutiny process. It is typical for results to change during this stage as ballot papers are re-examined, including through challenges, determinations or administrative adjustments (for example where a ballot paper has been incorrectly sorted). Ballot papers initially assessed as formal may be reclassified as informal upon further review.

All counting processes, including data entry and verification using Easy Count, are conducted under scrutiny. For the 2025 LG Elections, changes across most elections reflected determinations made during scrutiny rather than discrepancies in the count.

All processes were open to scrutineers, with methodologies explained throughout and opportunities provided to challenge decisions.

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The NTEC appreciates the feedback provided by the Council and values the continued support given to the NTEC in delivering accessible and transparent local government elections in the Northern Territory. The feedback and insights will inform future improvements.

The NTEC would like to again acknowledge the commitment of the Council staff in supporting the 2025 LG Elections and participating in the evaluation process.

Yours sincerely,

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

Kirsten Kelly  
NT Electoral Commissioner

15 April 2026

Copy: [wati.kerta@palmerston.nt.gov.au](mailto:wati.kerta@palmerston.nt.gov.au)

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## 14 REPORT OF DELEGATES

## 15 QUESTIONS BY MEMBERS

## 16 GENERAL BUSINESS

## 17 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 May 2026 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

## 18 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.

## 19 ADJOURNMENT OF MEETING AND MEDIA LIAISON

# MINUTES

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## 2nd ORDINARY COUNCIL MEETING

TUESDAY 21 APRIL 2026

The Ordinary Meeting of City of Palmerston held in the Community Hall, Gray Community Hall, Corner Essington Avenue and Victoria Drive, Gray.

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

UNCONFIRMED



Minutes of Council Meeting  
held in Community Hall, Gray Community Hall  
Corner Essington Avenue and Victoria Drive  
on Tuesday 21 April 2026 at 5:30pm.

**PRESENT**

**ELECTED MEMBERS**

Mayor Athina Pascoe-Bell (Chair)  
Deputy Mayor Wayne Bayliss  
Councillor Damian Hale  
Councillor Lucy Morrison  
Councillor Mark Fraser  
Councillor Rob Waters  
Councillor Sarah Henderson  
Councillor Yolanda Kanyai

**STAFF**

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

**GALLERY**

3 members of the public  
6 members of staff

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

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5.31pm.

## 3 APOLOGIES

Nil

## 4 DECLARATION OF INTEREST

### 4.1 Elected members

Nil

### 4.2 Staff

Nil

## 5 CONFIRMATION OF MINUTES

### 5.1 Confirmation of minutes

Moved: Councillor Kanyai  
Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 7 April 2026 pages 12100 to 12108 be confirmed.

CARRIED (8/0) - 11/0334 - 21/04/2026

### 5.2 Business arising from previous meeting

Nil

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

## 6 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
 Seconded: Councillor Hale

THAT Report entitled Mayoral Update Report - March 2026 be received and noted.

CARRIED (8/0) - 11/0335 - 21/04/2026

## 7 DEPUTATIONS AND PRESENTATIONS

Nil

## 8 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

## 9 CONFIDENTIAL ITEMS

### 9.1 Moving confidential items into open

#### 9.1.1 Leave of Absence Requests

Moved: Councillor Waters  
 Seconded: Councillor Bayliss

1. THAT the leave of absence request received from Mayor Pascoe-Bell for 11 April to 20 April 2026 inclusive, for the reason of family holiday, be approved.
5. THAT the leave of absence request received from Councillor Waters for 13 April to 17 April 2026 inclusive, for the reason of personal travelling, be approved.
6. THAT each decision be moved to the Open Minutes at expiry of the leave of absence.

CARRIED (7/0) - 11/0253 - 17/02/2026

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

**9.1.2 Draft 2026-27 Municipal Plan and Budget**

**Moved:** Councillor Bayliss  
**Seconded:** Councillor Kanyai

1. THAT Report entitled Draft 2026-27 Municipal Plan and Budget be received and noted.
2. THAT Council endorse the draft 2026-27 Municipal Plan and Budget Attachment 26.1.4.1 to report entitled Draft 2026-27 Municipal Plan and Budget for public consultation.
3. THAT feedback from the public consultation on the draft 2026-27 Municipal Plan be presented to Council at the 1st Ordinary Council Meeting on 2 June 2026.
4. THAT the decisions relating to Report entitled Draft 2026-27 Municipal Plan and Budget be moved into open following the draft 2026-27 Municipal Plan media release.

**CARRIED (7/0) - 11/0329 - 7/04/2026**

**9.1.3 Draft Long Term Financial Plan 2027-36**

**Moved:** Councillor Waters  
**Seconded:** Councillor Kanyai

1. THAT Report entitled Draft Long Term Financial Plan 2027-36 be received and noted.
2. THAT Council endorse the draft 2027-36 Long-Term Financial Plan at Attachment 26.1.5.1 to report entitled Draft Long Term Financial Plan 2027-36 for public consultation.
3. THAT feedback from the public consultation on the draft 2027-36 Long-Term Financial Plan be presented to Council at the 1st Ordinary Council Meeting on 2 June 2026.
4. THAT the decisions relating to Report entitled Draft Long Term Financial Plan 2027-36 be moved into open following the media release for the public consultation on the draft 2026-27 Municipal Plan and draft 2027-36 Long-Term Financial Plan.

**CARRIED (7/0) - 11/0330 - 7/04/2026**

**9.2 Moving open items into confidential**

Nil

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

### 9.3 Confidential items

**Moved:** Deputy Mayor Bayliss

**Seconded:** Councillor Fraser

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

Item	Confidential Category	Confidential Clause
26.1.1	Council Property Agreements and Contracts	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iii) 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 security of the council, its members or staff.
26.2.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

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

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

CARRIED (8/0) - 11/0336 - 21/04/2026

## 10 PETITIONS

Nil

## 11 NOTICES OF MOTION

Nil

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

## 12 OFFICER REPORTS

### 12.1 Action reports

#### 12.1.1 Australia Day Celebrations

Moved: Councillor Fraser  
Seconded: Deputy Mayor Bayliss

1. THAT Report entitled Australia Day Celebrations be received and noted.
2. THAT Council endorse the Australia Day Ceremony to be hosted in the morning on 26 January 2027.

**CARRIED (8/0) - 11/0337 - 21/04/2026**

#### 12.1.2 Council Policy Review – Accountable Forms (Members and CEO) Policy

Moved: Councillor Waters  
Seconded: Councillor Kanyai

1. THAT Report entitled Council Policy Review – Accountable Forms (Members and CEO) Policy be received and noted.
2. THAT Council adopt the Accountable Forms (Members and CEO) Policy at **Attachment 12.1.2.3** to Report entitled Council Policy Review – Accountable Forms (Members and CEO) Policy.

**CARRIED (8/0) - 11/0338 - 21/04/2026**

#### 12.1.3 Immediate Priority Grant Acquittal 2021-22

Moved: Councillor Waters  
Seconded: Councillor Morrison

1. THAT Report entitled Immediate Priority Grant Acquittal 2021-22 be received and noted.
2. THAT Council approves the acquittal of the Immediate Priority Grant at **Attachment 12.1.3.1** contained in this Report entitled Immediate Priority Grant Acquittal 2021-22.

**CARRIED (8/0) - 11/0339 - 21/04/2026**

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

**12.1.4 Palmerston City Centre Parking Policy**

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

1. THAT Report entitled Palmerston City Centre Parking Policy be received and noted.
2. THAT Council adopts the City Centre Parking Policy provided at **Attachment 12.1.4.1**.
3. THAT Council rescinds the 2019 Palmerston City Centre Parking Strategy and Implementation Plan.

**CARRIED (8/0) - 11/0340 - 21/04/2026**

**12.1.5 New Council Policy - Elected Member Attendance at Events, Forums and Conferences**

**Moved:** Councillor Waters  
**Seconded:** Deputy Mayor Bayliss

1. THAT Report entitled New Council Policy - Elected Member Attendance at Events, Forums and Conferences be received and noted.
2. THAT Council adopt the Elected Member Attendance at Events, Forums and Conferences Policy at **Attachment 12.1.5.1** to Report entitled New Council Policy - Elected Member Attendance at Events, Forums and Conferences as amended to remove section 3.3.1.

**CARRIED (8/0) - 11/0341 - 21/04/2026**

**12.2 Receive and note reports****12.2.1 Finance and Governance Quarterly Report - January to March 2026**

**Moved:** Councillor Morrison  
**Seconded:** Councillor Hale

THAT Report entitled Finance and Governance Quarterly Report - January to March 2026 be received and noted.

**CARRIED (8/0) - 11/0342 - 21/04/2026**

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

**12.2.2 Community Funding Program Quarterly Update - January to March 2026**

Moved: Deputy Mayor Bayliss  
 Seconded: Councillor Henderson

THAT Report entitled Community Funding Program Quarterly Update - January to March 2026 be received and noted.

**CARRIED (8/0) - 11/0343 - 21/04/2026**

**12.2.3 Financial Report for the Month of March 2026**

Moved: Councillor Henderson  
 Seconded: Councillor Morrison

THAT Report entitled Financial Report for the Month of March 2026 be received and noted.

**CARRIED (8/0) - 11/0344 - 21/04/2026**

**12.2.4 Community Quarterly Report - January to March 2026**

Moved: Councillor Fraser  
 Seconded: Deputy Mayor Bayliss

THAT Report entitled Community Quarterly Report - January to March 2026 be received and noted.

**CARRIED (8/0) - 11/0345 - 21/04/2026**

**12.2.5 Major Capital Projects Update**

Moved: Councillor Morrison  
 Seconded: Councillor Hale

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

**CARRIED (8/0) - 11/0346 - 21/04/2026**

**12.2.6 People and Place Quarterly Report - January to March 2026**

Moved: Councillor Hale  
 Seconded: Councillor Kanyai

THAT Report entitled People and Place Quarterly Report - January to March 2026 be received and noted.

**CARRIED (8/0) - 11/0347 - 21/04/2026**

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

**12.2.7 Library Cafe Update Report**

Moved: Councillor Waters  
 Seconded: Deputy Mayor Bayliss

THAT Report entitled Library Cafe Update Report be received and noted.

CARRIED (8/0) - 11/0348 - 21/04/2026

**13 INFORMATION AND CORRESPONDENCE****13.1 Information**

Nil

**13.2 Correspondence****13.2.1 LGANT Board meeting communique 25 March 2026**

Moved: Councillor Fraser  
 Seconded: Deputy Mayor Bayliss

THAT correspondence dated 7 April 2026 entitled LGANT Board meeting communique 25 March 2026 be received and noted.

CARRIED (8/0) - 11/0349 - 21/04/2026

**14 REPORT OF DELEGATES**

Nil

**15 QUESTIONS BY MEMBERS**

Nil

**16 GENERAL BUSINESS**

Nil

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

## 17 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Waters  
 Seconded: Deputy Mayor Bayliss

THAT the next Ordinary Meeting of Council be held on Tuesday, 5 May 2026 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (8/0) - 11/0350 - 21/04/2026

## 18 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Kanyai  
 Seconded: Councillor Henderson

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

CARRIED (8/0) - 11/0351 - 21/04/2026

## 19 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Mayor Pascoe-Bell  
 Seconded: Councillor Morrison

THAT the meeting be adjourned for 10 minutes for a break.

CARRIED (8/0) - 11/0352 - 21/04/2026

The meeting adjourned at 6.16pm.

The open section of the meeting closed at 6.16pm for the discussion of confidential matters.

The closed section of the meeting reopened at 6.27pm.

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



The Chair declared the meeting closed at 7.20pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

UNCONFIRMED

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