AGENDA

2nd ORDINARY COUNCIL MEETING

TUESDAY 17 NOVEMBER 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 or at the Council Office located:
Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

EMMA BLIGHT
ACTING CHIEF EXECUTIVE OFFICER

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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 3 November 2026 pages 12382 to 12393 be confirmed.

5.2 Business arising from previous meeting

6 MAYORAL REPORT

MAYORAL REPORT

2nd Ordinary Council Meeting

Agenda Item:	6.1
Report Title:	Mayoral Update Report - October 2026
Meeting Date:	Tuesday 17 November 2026
Author:	Mayor, Athina Pascoe-Bell

Community plan

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

Purpose

This Report provides an overview of events the Mayor has attended in October 2026 on behalf of Council.

Key messages

- As the principal member of Council, the Mayor undertakes regular activities and attends events to speak on Council's behalf.
- During the month of October 2026, the Mayor attended meetings with Ministers, MLA's and Government Departments.
- This Report provides context on several events that were attended by the Mayor, on Council's behalf.

Recommendation

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

Discussion

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

An overview of events attended by the Mayor during the month of October 2026 is as follows:

- A Conversation with the Hon David Littleproud MP
- First Nations Radio Interview
- 2026-27 Higher Risk Weather Season Preparedness Briefing - Local Governments

- ABC Radio Interview
- Palmerston and Rural Division and City of Palmerston Monthly Meeting
- 25th Anniversary of Australian Service in Afghanistan (Parliament House)
- Darwin Symphony Orchestra: Palmerston Classics
- Darwin Symphony Orchestra: Palmerston Family Proms
- Nigeria's 66th Independence Day Celebration
- 25th Anniversary of Australian Service in Afghanistan (Palmerston and Rural RSL)
- ALGWA NT Branch Monthly Meeting
- Regional Capital Australia Board Meeting
- Palmerston Business Futures Forum (PBFF) 2026
- Dancing with the Celebrities 2026 Ball
- Purple Bench Photo Opportunity
- Quarterly meeting with CLP Member for Fong Lim

Palmerston Business Futures Forum (PBFF) 2026

On Thursday, 22 October 2026, Mayor Athina Pascoe-Bell attended the 2026 Palmerston Business Futures Forum at the Palm Ballroom, Rydges Palmerston. The annual forum brought together local business owners, industry leaders, government representatives and key stakeholders to discuss opportunities for economic growth, investment and innovation across Palmerston and the wider region. In her opening address, the Mayor reaffirmed Council's commitment to supporting a strong and resilient local economy through strategic planning, infrastructure investment, business advocacy and partnerships that foster sustainable growth. The event highlighted Palmerston's economic potential and reinforced Council's vision for a prosperous, connected and future-focused city.

The Mayor also participated in interactive roundtable discussions with local businesses and industry representatives, gaining valuable insights into the challenges and opportunities shaping the region's future. Discussions explored workforce development, economic diversification, investment attraction and strategies to support local enterprises in a rapidly growing city. The forum provided an important platform for collaboration, knowledge sharing and strengthening relationships between Council, industry and the wider business community.



Mayor Athina Pascoe-Bell addressing attendees at the 2026 Palmerston Business Futures Forum at Rydges Palmerston.

Dancing with the Celebrities 2026 Platinum Anniversary Gala Ball

On Saturday, 24 October 2026, Mayor Athina Pascoe-Bell attended the Dancing with the Celebrities 2026 Platinum Anniversary Gala Ball at the Mindil Beach Casino Resort – Beachside Pavilion. Hosted by Total Recreation, the event celebrated the 20th anniversary of this iconic Northern Territory fundraiser, which promotes inclusion and raises awareness and support for Territorians living with disability. As one of the event's celebrity participants, the Mayor partnered with a Total Recreation member and participated in a series of dance rehearsals leading up to the gala performance.

The evening was a vibrant celebration of community spirit, diversity and inclusion, while recognising the important role Total Recreation plays in delivering programs and services that enhance the lives of people living with disability across the Top End. The event also highlighted the power of community partnerships in creating a more inclusive and supportive Northern Territory.



Mayor Athina Pascoe-Bell participating in the Dancing with the Celebrities 2026 Platinum Anniversary Gala Ball in support of Total Recreation.

Purple Bench Installed in Goyder Square Palmerston

In October, City of Palmerston installed at Goyder Square our second Purple Bench in partnership with the NO MORE Campaign. The Purple Bench serves as a visible symbol of the community's commitment to raising awareness of domestic and family violence, promoting respectful relationships and encouraging conversations about prevention, support and safety. Positioned in a prominent public location, the Purple Bench reflects Council's ongoing commitment to social inclusion, community safety and supporting efforts to prevent domestic and family violence. Through partnerships such as this, Council continues to champion awareness, education and access to support services for those impacted by violence.



Mayor Pascoe-Bell with NO MORE AU founder Charlie King at the newly installed Purple Bench in Goyder Square.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

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

Risk, legal and legislative implications

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

Attachments

Nil

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	Rate Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
26.1.2	Rate Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

26.1.3	Rate Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
26.1.4	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.
26.1.5	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.
26.1.6	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 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.
26.2.2	Contract and Tender Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(i) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

10 PETITIONS

11 NOTICES OF MOTION

12 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.1
Report Title:	Alcohol and Drug Practices and Policies Review
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager People and Customer, Chris Chow
Approver:	Acting Chief Executive Officer, Emma Blight

Community plan

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

Purpose

This Report seeks to update Council on existing alcohol and drugs policies and guidance in place for staff and Elected Members, along with recommendations on contemporary practices for inclusion in future policy.

Key messages

- An administrative Alcohol and Other Drugs Policy is currently in place and applicable to all City of Palmerston employees.
- This policy provides City of Palmerston's position and expectation that all employees are required to present themselves for work and remain, whilst at work, fit and capable of performing their work duties safely.
- A similar policy does not currently exist for Elected Members; however, the legislated Code of Conduct for Members states that a member must not be impaired by alcohol or drugs.
- The policy for employees is under review to ensure it is contemporary and can be practically applied.
- Development of a policy for Elected Members that includes random drug and alcohol testing is being recommended.

Recommendation

1. THAT Report entitled Alcohol and Drug Practices and Policies Review be received and noted.

2. THAT Council notes the existing Alcohol and Other Drugs Policy (**Attachment 12.1.1.1**) in place for all employees.

3. THAT Council notes that the staff Policy will be amended to ensure it is contemporary.

4. THAT Council endorses development of an alcohol and other drugs policy for Elected Members including:
   (a) Explicitly identifying appropriate consumption of alcohol at Council events.
   (b) Position on impairment caused by alcohol or other drugs affecting Elected Member(s).
   (c) Establishing a random drug and alcohol testing program for Elected Members.
   (d) Embedding education and awareness of impairment and testing regime to Council.

5. THAT the updated draft alcohol and other drugs policy for Elected Members is presented to Council in March 2027.

Background

At the 2nd Ordinary Council Meeting of 15 September 2026 Council made the following decision:

> ***16.1 Review of Alcohol and Drug Practices and Policies***
>
> *THAT a report is presented to Council by November 2026 that outlines the existing alcohol and drugs policies in place for staff and Elected Members and makes recommendation on contemporary practices for incorporation into council policy.*
>
> ***CARRIED (7/0) – 11/0618 – 15/09/2026***

This report provides an overview of the Policy that is currently in place for employees and includes recommendations to strengthen and contemporise this policy and establish a policy for Elected Members.

Discussion

Staff

The Alcohol and Other Drugs Policy was published in May 2025 and applies to employees only. It aims to ensure that City of Palmerston is a drug and alcohol-free workplace and

provides a safe working environment that protects employees, contractors and visitors. The policy deals with various aspects including:

- the responsibilities of staff;
- reporting requirements;
- alcohol consumption and drug use (including prescription drugs) in the workplace;
- drug and alcohol treatment programs;
- drug and alcohol testing, specifically:
  - Reasonable cause;
  - Post-incident;
  - Random testing.
- consequences of policy breaches.

The policy is supported by broader expectations around workplace health and safety referenced in the City of Palmerston Code of Conduct (for staff), which describes a duty of care to reduce work health and safety risks and hazards at an organisational level. The Code of Conduct for Chief Executive Officer also references the need to ensure Council complies with its requirements under work health and safety legislation. The employment agreements for executive leadership team members specifically stipulate that attendance at work whilst impaired by drugs or alcohol may lead to disciplinary action. Further, the Work Health and Safety Management Plan updated in 2025 articulates our commitment to eliminating risks associated with the inappropriate use of both alcohol and other drugs in the workplace.

The Alcohol and Other Drugs Policy will benefit from refinement to ensure it is contemporary, specifically considering:

- Explicitly mentioning that it applies to the CEO and Executive Leadership team.
- Removing procedural elements that should not be in a policy.
- Establishing a random drug and alcohol testing regime to enable application of the policy.
- Further adjusting language to focus on fitness for work and wellbeing rather than a prohibitive or punitive approach.
- Including drug and alcohol testing as part of pre-employment medicals for relevant roles.
- Providing education and awareness of impairment and testing regime to all staff once the updated policy is approved internally.

To further support some of the abovementioned items, preliminary research was undertaken through a jurisdictional comparison across most states and the Northern Territory. Findings showed a majority included random testing and separated their policy from procedure.

Elected Members

In relation to Elected Members, the Code of Conduct for Members, as prescribed under section 120 of the *Local Government Act 2019* (NT), specifically states a member must not be

impaired by alcohol or drugs. There is no separate policy in place for Elected Members at City of Palmerston.

It is being recommended that for the purposes of best practice and leading by example, a new Council policy applicable to Elected Members is drafted and will cover at a minimum:

- Consumption of alcohol at Council events.
- Position on impairment caused by alcohol or other drugs affecting Elected Member(s).
- Random drug and alcohol testing.
- Education and awareness of impairment and testing regime.

It is recommended that the draft policy for Elected Members is developed and presented to Council in March 2027 for consideration.

Consultation and marketing

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

Policy implications

This report relates to the Alcohol and Other Drugs Administrative Policy.

Budget and resource implications

Should Council support implementing random drug and alcohol testing, funding would need to be referred to development of the 2027/28 Budget. It is estimated that this cost will be approximately $10,000 per year for random drug and alcohol testing of staff and Elected Members, training and education.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

This Report links to and is supported by the following legislation:

- *Local Government Act 2019 (NT).*
- *Work Health and Safety (National Uniform Legislation) Act 2011*.

Strategies, framework and plans implications

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

- Work Health and Safety Management Plan

This Report impacts the Work Health and Safety Management Plan in that it supports the establishment and maintenance of an effective health and safety management system that provides City of Palmerston a holistic approach to safety structures, processes and procedures.

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. Alcohol and other drugs administrative policy [**12.1.1.1** - 6 pages]

ALCOHOL AND OTHER DRUGS

ADMINISTRATIVE POLICY

1. PURPOSE

This policy aims to ensure that City of Palmerston is a drug and alcohol-free workplace and provides a safe working environment that protects employees, contractors and visitors.

The obligations of City of Palmerston in this document are not legally binding but rather are guidelines which City of Palmerston follows at our discretion, depending on operations requirements and legal obligations from time to time.

2. PRINCIPLES

Workers who affected by alcohol and/or drugs are a risk to themselves and to others in the workplace, as well as to members of the public. Employees are not permitted to be impacted by or consume alcohol (unless at an authorised event) or drugs in the workplace.

City of Palmerston encourages employees who are encountering difficulties dealing with alcohol and/or drugs to identify when they have a problem and seek support through Council's Employee Assistance Program (EAP) or rehabilitation programs.

When dealing with employees affected by drugs or alcohol, City of Palmerston will act in good faith and treat information as confidential insofar as possible, unless required by law to do otherwise.

3. DEFINITIONS

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

TERM	DEFINITION
Alcohol	means any substance or beverage that contains alcohol (including, but not limited to, beer, wine or spirits) and that impairs a person's physical or mental capacity, for example speed, accuracy, judgement, self-control and reflexes

TERM	DEFINITION
Drugs	means a chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescription medication; non-prescription medications (such as codeine, cough syrups and similar); and illicit/recreational drugs (such as heroin, amphetamines, LSD, cocaine, ecstasy or marijuana).
Illicit drugs	means unlawful and recreational drugs, such as heroin, cocaine, marijuana and methamphetamines.
Impairment (at work) due to alcohol and/or other drugs	means the employee 's work performance is impaired to the extent that it may result in an increased risk of endangering the safety of the employee, co-workers, or other people in the workplace, including clients, or an increased risk of damage to property.
Intoxication/intoxicated	means a state in which a person's normal capacity to exercise reasonable care and skill in the practice of their work is impaired or adversely affected as a result of being under the influence of alcohol and/or other drugs.

4. POLICY STATEMENT

4.1. Workers responsibilities

4.1.1. Under the Work Health and Safety (National Uniform Legislation) Act, workers must take reasonable care of their own safety and health and not endanger the safety and health of others in the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.

4.1.2. Employees are required to present themselves for work and remain, while at work, fit and capable of performing their work duties safely.

4.1.3. Where an employee is found to be using, supplying, selling or in possession of illegal drugs at work, or on premises under the control of Council or in a Company vehicle, such actions will be treated as serious misconduct and the employee may face disciplinary action, including termination of employment. The same consequence shall apply regarding the consumption of alcohol, other than at an approved Council function.

4.2. Reporting requirements.

4.2.1. Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

4.3. Drug use in the workplace

4.3.1. Council strictly prohibits all of the following:

- The use, sale, transfer or possession of illegal drugs while on Council premises, or premises under the control of City of Palmerston, or in a Council vehicle whether during the employee's working hours or outside of working hours.
- An employee reporting to work, or being on Council property, after having taken illegal drugs.

4.3.2. Employees who are found to participate in any of the above, may be found to have engaged in serious misconduct resulting in disciplinary action

4.3.3. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their supervisor or manager and disclose any side effects that these medication/drugs may cause.

4.4. Consumption of alcohol on premises

4.4.1. Except in situations where City of Palmerston holds a function (Social events) on the premises and alcohol is provided, employees must not report to work, or be on Council property, under the influence of alcohol.

4.5. Drug and Alcohol Treatments programs

4.5.1. Where an employee acknowledges that they have an alcohol or drug problem and is receiving help and treatment, City of Palmerston will provide support to the employee.

4.5.2. City of Palmerston will:

- allow an employee to access any accrued personal or annual leave if they are undergoing treatment; and
- take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

4.5.3. Where an employee acknowledges that they have an alcohol or drug problem and is receiving help and treatment, the line manager and People and Customer Manager will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

4.6. Drug and Alcohol testing

4.6.1. City of Palmerston has a policy of testing employees for drugs and alcohol in the following circumstances:

4.6.2. Pre-Employment Medical Tests. As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

4.6.3. Post-Accident/Incident Testing. Where an employee has been involved in a workplace incident or accident and there is sufficient cause for Council to believe that drugs or alcohol may have contributed in some way, City of Palmerston may require the employee to undertake a drug and/or alcohol test. In this context, workplace incident/accident means:

- An incident or accident that causes injury to a person and which requires medical attention, whether or not that injury results in lost time to the injured party; or
- An incident or near miss that had the potential to cause serious harm to a person or property; or
- An incident or accident that involves damage to a vehicle, property, plant or equipment, whether or not that property was the property of Council or some other person or organisation.

4.7. Reasonable cause testing

4.7.1. Where Council has reasonable cause to suspect that an employee may be affected by the use of drugs and/or alcohol to the extent it has the potential to negatively impact on the employee's safety or work performance, the employee may be required to undergo a drug and/or alcohol test as appropriate. In this context, reasonable cause' means that the employee is displaying, or has displayed, the following demeanour or behaviour while undertaking their duties:

- The employee's work performance has deteriorated through a continual lack of attention to the performance of the duties.
- The employee has displayed a significant change in their personality or appears to be suffering unexplained mood swings.
- The employee's interaction with other people, whether fellow employees, clients or the public, has deteriorated or gives cause for concern in the circumstances.
- The employee's actions or general appearance are unusual or out of character with that normally expected from the employee.
- The employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.
- The employee suffers inexplicable incidents in relation to the performance of their duties through either poor-quality work or failure to complete tasks as required.
- The employee shows a general lack of attention to the role and their relationship with other employees, clients or others.
- Other employees, clients or other people report having issues in relating to the employee which would suggest the employee is under the influence of drugs and/or alcohol.

4.8. Random testing

4.8.1. Council reserves the right to require an employee to undergo a drug and/or alcohol test (random testing). Council may use random drug and alcohol testing to ensure it is providing a safe workplace for its employees, free of drugs and alcohol.

4.8.2. Drug and Alcohol Testing shall be conducted in accordance with the Australian Standard AS/NZS 4760:2006 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid.

4.8.3. In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, City of Palmerston may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken.

4.8.4. If an employee refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to submit to alcohol and drug testing constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

4.8.5. The following steps are to be taken where an employee who has submitted to a Drug and Alcohol Test returns a non-negative test result for alcohol and/or drugs:

- The employee secondarily tested, and the manager (or respective employer) will be informed of the result.
- A disciplinary discussion may be held.

4.8.6. An employee who returns a non-negative test will be in breach of this policy and a breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

4.9. Education and Training.

4.9.1. Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to present to their line manager so that they can be assisted to the get the appropriate help.

4.9.2. An employee who is affected by alcohol or drugs will not be permitted to work until they can do so in a safe manner.

4.9.3. The decision on an employee's ability to work in a safe manner will be made by their immediate supervisor after consultation with the relevant work area Director.

4.9.4. City of Palmerston engages the services of an external Employee Assistance Provider (EAP) who can provide the staff with free and confidential counselling.

4.10. Consequences of Breaching the Policy

An employee engaged by City of Palmerston who breaches the provisions of this policy may face disciplinary action including termination of employment.

ASSOCIATED DOCUMENTS

- Alcohol and Other Drugs Procedure.
- Local Government Act
- Australian Standard AS/NZS 4760:2006 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid.
- Safe work Australia – Drugs and Alcohol.
- NT WorkSafe – Small business toolkit – safety management.

REFERENCES AND RELATED LEGISLATION

- Work Health and Safety Act
- Work Health and Safety Regulations

POLICY DETAILS

OWNER	General Manager People and Place	RESPONSIBLE OFFICER	Executive Manager People and Customer
APPROVAL DATE	6 May 2025	NEXT REVIEW DUE	5 May 2029
RECORDS NUMBER	715911		

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.2
Report Title:	Council Policy Review - Code of Conduct for Chief Executive Officer
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Chris Fearon

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 reviewed Code of Conduct for Chief Executive Officer Policy.

Key messages

- The Code of Conduct for Chief Executive Officer Policy sets the expected standards of behaviour and conduct for the Chief Executive Officer (CEO) in carrying out their role for City of Palmerston
- The policy was adopted by Council on 6 December 2022 and is due for review in Quarter 4, 2026 in accordance with the adopted 11th Council Policy Review Schedule.
- The Code of Conduct for Chief Executive Officer Policy has undergone its scheduled review to ensure it remains current and aligned with the CEO's responsibilities under the *Local Government Act 2019* (NT).
- The revised policy better aligns expected conduct with the CEO's statutory responsibilities.
- Operational and duplicated content has been removed where matters are already addressed through legislation, policies or other frameworks.
- The policy includes updated guidance on conflicts of interest, confidentiality, workplace culture, work health and safety, financial management and the use of Council resources.

Recommendation

1. THAT Report entitled Council Policy Review - Code of Conduct for Chief Executive Officer be received and noted.

2. THAT Council endorse the amended Code of Conduct for Chief Executive Officer Policy at **Attachment 12.1.2.3.**

Background

The Code of Conduct for CEO Policy establishes the standards of conduct, integrity and ethical behaviour expected of the Chief Executive Officer (CEO) in performing their duties and responsibilities on behalf of the City of Palmerston. A copy of the current policy is available at **Attachment 12.1.2.1.**

As Council's most senior employee, the CEO occupies a position of significant trust and accountability. The CEO is responsible for the day-to-day management of Council's operations and employees, implementation of Council's policies, plans and lawful decisions, provision of information and advice to Council and the appropriate management of Council's financial, physical and organisational resources.

The policy was adopted by Council on 6 December 2022 and is due for review in 2026 in accordance with the adopted 11th Council Policy Review Schedule.

Discussion

The policy has been reviewed to ensure it remains contemporary, appropriately reflects the unique governance and leadership responsibilities of the CEO, and aligns with the CEO's statutory functions and responsibilities under the *Local Government Act 2019 (NT)*.

A copy of the revised policy is provided at **Attachment 12.1.2.2** in tracked changes**.**

The scheduled review of the Code of Conduct for Chief Executive Officer Policy has focused on ensuring the policy clearly distinguishes between the CEO's statutory functions and the standards of conduct expected in performing those functions.

The previous policy combined behavioural expectations, operational responsibilities and governance requirements. The review provided an opportunity to streamline the policy, remove duplication with legislation and other Council frameworks and strengthen its governance focus.

Principles

The revised policy establishes clear principles of integrity, accountability, good governance, lawful conduct, impartiality, respect and responsible stewardship. These principles provide the foundation for the CEO's leadership, decision-making and professional conduct. They include:

- Ethical leadership, integrity and accountability.
- Implementation of Council decisions and provision of impartial advice to Council.
- Management of Council operations and employees.

- Financial management and stewardship of Council resources.
- Management of confidential information.
- Identification and management of conflicts of interest.
- Respectful and inclusive conduct.
- Performance of statutory and delegated responsibilities.

The revised policy also strengthens the distinction between the roles of Council and the administration, reinforcing the CEO's responsibility to provide independent advice, implement lawful Council decisions and maintain professional relationships with Elected Members.

Responsibilities relating to organisational leadership have been strengthened, including promoting a safe, respectful and inclusive workplace and exercising due diligence in relation to work health and safety obligations.

Operational matters that are more appropriately addressed through legislation, human resource policies and work health and safety frameworks have been removed to reduce duplication and maintain the policy's governance focus. Definitions have also been streamlined to improve clarity.

The review identified that the existing policy did not clearly outline how alleged breaches of the Code of Conduct would be managed. A new section has therefore been included to establish that complaints concerning the CEO will be addressed fairly, impartially, confidentially and in accordance with procedural fairness, relevant legislation and the CEO's employment arrangements.

Recommendation

Overall, the revised policy provides a clearer and more contemporary governance framework that defines both the standard of behaviour expected of the CEO and the manner in which the CEO is expected to discharge their statutory, organisational and leadership responsibilities.

It is recommended that Council endorse the amended Code of Conduct for Chief Executive Officer Policy at **Attachment 12.1.2.3**.

Consultation and marketing

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

- Executive Leadership Team
- Senior Leadership Team

The following eternal parties were consulted in preparing this Report:

- Mills Oakley – legal review.

Policy implications

The revised policy does not replace or limit any statutory, contractual or other legal obligations applying to the CEO. Rather, it provides the overarching conduct and governance framework within which those responsibilities are to be exercised.

Budget and resource implications

The revised policy supports sound financial governance by reinforcing the CEO's responsibility for appropriate financial management, internal controls and stewardship of Council assets and resources.

Risk, legal and legislative implications

A legal review was undertaken as part of the policy review process to ensure alignment with relevant legislative requirements.

Failure to maintain an appropriate governance framework for the CEO may result in unclear accountability, inconsistent expectations, reduced organisational integrity and diminished community confidence in Council's administration.

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:

- Community Plan.

Council officer conflict of interest declaration

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

Attachments

1. Current [**12.1.2.1** - 4 pages]
2. Track changes [**12.1.2.2** - 7 pages]
3. Amended [**12.1.2.3** - 5 pages]

CODE OF CONDUCT FOR CHIEF EXECUTIVE OFFICER

COUNCIL POLICY

PURPOSE

To govern, define and outline the expected behaviour of the Chief Executive Officer (CEO) at all levels in performing duties for or acting on behalf of the City of Palmerston.

The Code of Conduct (the Code) is developed in accordance with the Local Government Act and is a statement of commitment to how the CEO will conduct themself in the delivery of service to the Community.

The Code is guided by Council's vision to make Palmerston "A Place for People" and achieve the greatest outcomes for the community through delivering Council's Community Plan.

PRINCIPLES

The Code is structured around governing principles and expected behaviour. The CEO has responsibility to maintain the community's confidence in the integrity of the City of Palmerston, by exhibiting and being seen to exhibit the highest ethical standards in all cases.

The CEO shall:

- Act with honesty, integrity, and accountability.
- Provide full support to the City of Palmerston.
- Comply with the requirements of the Local Government Act and other legislative requirements.
- Not misuse information.
- Maintain the highest levels of confidentiality.
- Declare real or perceived conflicts of interest.
- Not accept gifts or benefits offered.
- Not bully, harass, or discriminate.
- Embrace cultural diversity.

DEFINITIONS

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

TERM	DEFINITION
Elected Member	Means individuals elected to Council, including the Mayor (the Council).
Chief Executive Officer	Means a person who is employed by the Council and receives a salary from the City of Palmerston.
Work Health and Safety	Means a duty of care to provide for the protection to the health, safety and welfare of workers and others within a workplace.
Conflict of interest	Means if a person has a personal or financial interest in a matter in regard to which the person is required or authorised to act or give advice.

POLICY STATEMENT

1. Honesty, Integrity and Accountability

1.1. Must act with honesty and integrity in performing official functions.
1.2. Must act with courtesy and respect towards Council staff, Elected Members, contractors, and members of the community.
1.3. Must responsibly carry out duties in line with the Code's principles and associated policies

2. Support for City of Palmerston

2.1. Must provide full support to the City of Palmerston.
2.2. Must provide accurate, frank, and impartial advice to the Council.
2.3. Must implement Council Policies and decisions.
2.4. Must be familiar with and comply with the requirements of the Local Government Act and other legislative, industrial, or administrative requirements.
2.5. Must take all reasonable steps to ensure that the information based upon which decisions or actions are made, is factually correct and relevant.

3. Management of Staff

3.1. Must ensure appropriate processes and procedures are in place.
3.2. Must ensure selection processes for appointment or promotion are fair, equitable and based on merit.
3.3. Must ensure staff have reasonable access to training and development opportunities for professional development and promotion.
3.4. Must ensure staff are treated fairly, consistently and are not subject to arbitrary or capricious decisions.
3.5. Must take all reasonable steps to ensure work health and safety obligations under legislation, regulations, policies, and procedures are met.
3.6. Never perform deliberate, wilful, or reckless activities that would create a risk to the safety and wellbeing of others.

4. Use of Information

4.1. Must take care to maintain the confidentiality and security of the City of Palmerston's documents and not misuse information gained, including but not limited to:

4.1.1. Seeking to gain personal advantage for self, or for another person on the basis of information held on official records.

4.1.2. Providing a person, or appearing to provide a person, favourable treatment, or access to privileged information.

4.1.3. Must respect the confidentiality of information obtained in confidence and not disclose any information, other than required by the law or where authority has been granted.

5. Use of Council Facilities, Equipment and Resources

5.1. Must not utilise Council equipment, or the skills or working time of Council employees, for personal benefit.

6. Disclosure

6.1. Must avoid any conflict of interest, whether actual or perceived.

6.2. If a conflict of interest exists or arises, the CEO must comply with any statutory requirement or obligations of disclosure.

6.3. Must advise the Council of any charged or convicted offence.

6.4. Must obtain written permission from the Council before engaging in outside employment, volunteer or board roles.

7. Bullying, Harassment and Discrimination

7.1. Must not bully, harass or discriminate against another person.

7.2. Must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background.

7.3. Must act with respect for cultural beliefs and practices in relation to Elected Members, staff and members of the community.

ASSOCIATED DOCUMENTS

- City of Palmerston Policy - Gifts and Benefits by Chief Executive Officer
- City of Palmerston Community Plan

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	6 December 2022	NEXT REVIEW DUE	6 December 2026
RECORDS NUMBER	435435	COUNCIL DECISION	10/641

CODE OF CONDUCT FOR CHIEF EXECUTIVE OFFICER

city of PALMERSTON
'A Place for People'

COUNCIL POLICY

PURPOSE

The purpose of this Code of Conduct (Code) is to establish the standards of conduct, integrity and ethical behaviour expected of the Chief Executive Officer (CEO) in performing their duties and responsibilities on behalf of City of Palmerston. Developed in accordance with the *Local Government Act 2019 (NT)* (the Act), the Code supports accountable, transparent and impartial decision-making, ethical leadership and public confidence in Council's administration, while supporting Council's vision of Palmerston as "A Place for People" and the delivery of positive outcomes for the community.

~~To govern, define and outline the expected behaviour of the Chief Executive Officer (CEO) at all levels in performing duties for or acting on behalf of the City of Palmerston.~~

~~The Code of Conduct (the Code) is developed in accordance with the Local Government Act and is a statement of commitment to how the CEO will conduct themself in the delivery of service to the Community.~~

~~The Code is guided by Council's vision to make Palmerston "A Place for People" and achieve the greatest outcomes for the community through delivering Council's Community Plan.~~

PRINCIPLES

As Council's most senior employee, the CEO holds a position of trust and is expected to demonstrate the highest standards of ethical leadership, integrity and professional conduct. The CEO is responsible for fostering a culture of accountability and good governance and for maintaining community and Council's confidence in the integrity and administration of City of Palmerston.

In performing their duties and exercising their responsibilities, the CEO will demonstrate:

- Integrity and accountability – act honestly, ethically and in the best interests of Council and the community, taking responsibility for their decisions and actions and demonstrating leadership by example.
- Good governance and lawful conduct – exercise sound judgement and support transparent, accountable and lawful decision-making in accordance with the Act and other applicable legislative requirements.

- Independence and impartiality – act objectively and without favour, bias or improper influence and appropriately identify, declare and manage actual, potential or perceived conflicts of interest.
- Respect and fairness – treat Elected Members, employees, stakeholders and the community with dignity, fairness and respect and foster an inclusive workplace that values diversity.
- Responsible stewardship – protect confidential and sensitive information and ensure Council information, assets and resources are used responsibly, appropriately and only for proper purposes.

~~The Code is structured around governing principles and expected behaviour. The CEO has responsibility to maintain the community's confidence in the integrity of the City of Palmerston, by exhibiting and being seen to exhibit the highest ethical standards in all cases.~~

~~The CEO shall:~~
~~- Act with honesty, integrity, and accountability~~
~~- Provide full support to the City of Palmerston~~
~~- Comply with the requirements of the Local Government Act and other legislative requirements~~
~~- Not misuse information~~
~~- Maintain the highest levels of confidentiality~~
~~- Declare real or perceived conflicts of interest~~
~~- Not accept gifts or benefits offered~~
~~- Not bully, harass, or discriminate~~
~~- Embrace cultural diversity~~

DEFINITIONS

For the purposes of this p~~P~~olicy, the following definitions apply:

TERM	DEFINITION
~~Elected Member~~	~~Means individuals elected to Council, including the Mayor (the Council).~~
Chief Executive Officer	~~Means a person who is employed by the Council and receives a salary from the City of Palmerston.~~The person appointed by Council as the Chief Executive Officer of City of Palmerston, under section 165(1) of the Act and includes a person acting in the position of CEO.
Council	The members representing City of Palmerston.
Elected Member	Individuals elected to Council. For the purpose of this policy, Elected Member refers to Mayor, Deputy Mayor and Councillors.
Employee	A person remunerated by City of Palmerston on a full time, part time, casual or contract basis.
~~Work Health and Safety~~	~~Means a duty of care to provide for the protection to the health, safety and welfare of workers and others within a workplace.~~

TERM	DEFINITION
~~Conflict of interest~~	~~Means if a person has a personal or financial interest in a matter in regard to which the person is required or authorised to act or give advice.~~

POLICY STATEMENT

1. ~~Honesty, Integrity and Accountabilit~~Ethical leadership, integrity and accountability

The CEO must:

1.1. Provide full support to Council.

1.2. Act honestly, ethically, impartially and with integrity in performing the functions of the CEO and exercising delegated authority.

1.3. Exercise sound judgement and act in a manner that promotes good governance, accountability and public confidence in the administration of Council.

1.4. Treat Elected Members, employees, contractors, stakeholders and members of the community with courtesy, fairness, dignity and respect.

1.5. Comply with the Act, other applicable legislation, this Code and relevant Council policies.

~~1.1. Must act with honesty and integrity in performing official functions.~~

~~1.2. Must act with courtesy and respect towards Council staff, Elected Members, contractors, and members of the community.~~

~~1.3. Must responsibly carry out duties in line with the Code's principles and associated policies~~

2. ~~Support for City of Palmerston~~Council decisions, policies and advice

The CEO must:

2.1. Ensure Council's policies, plans and lawful decisions are implemented and support their timely review.

2.2. Provide, or obtain for Council, accurate, timely, frank and impartial information, reports and advice reasonably required for Council to effectively perform its functions and make informed decisions.

2.3. Take reasonable steps to ensure information relied upon in providing advice or making decisions is accurate, relevant and appropriately considered.

2.4. Respect the respective roles and responsibilities of the Council, Elected Members and the administration and maintain professional and impartial relationships in carrying out the CEO's functions.

~~2.1. Must provide full support to the City of Palmerston.~~

~~2.2. Must provide accurate, frank, and impartial advice to the Council.~~

~~2.3. Must implement Council Policies and decisions.~~

~~2.4. Must be familiar with and comply with the requirements of the Local Government Act and other legislative, industrial, or administrative requirements.~~

~~2.5. Must take all reasonable steps to ensure that the information based upon which decisions or actions are made, is factually correct and relevant.~~

3. Management of Council operations and employees ~~Staff~~

The CEO must:

3.1. Undertake the day-to-day management of Council's operations and ensure those operations are properly managed within the budget approved by Council.

3.2. Appoint, manage and, where necessary, terminate the appointment of Council employees in accordance with legislative requirements and Council's human resource management framework.

3.3. Ensure staffing expenditure is properly managed within the budget approved by Council.

3.4. Promote a professional, safe, respectful and inclusive organisational culture and exercise due diligence to ensure Council complies with its duties and obligations under applicable legislation.

3.5. Ensure that staff have reasonable access to training, development, advancement and promotion.

4. Financial management, assets and resources

The CEO must:

4.1. Ensure Council's assets and resources are properly managed, maintained and used for legitimate Council purposes.

4.2. Ensure appropriate standards of financial management and internal control are maintained, including controls over Council revenue and expenditure.

4.3. Ensure financial and other corporate records are properly created, maintained and managed in accordance with legislative and organisational requirements.

4.4. Not use Council assets, resources, information or employees for personal benefit or for an improper purpose.

~~3.1. Must ensure appropriate processes and procedures are in place.~~

~~3.2. Must ensure selection processes for appointment or promotion are fair, equitable and based on merit.~~

~~3.3. Must ensure staff have reasonable access to training and development opportunities for professional development and promotion.~~

~~3.4. Must ensure staff are treated fairly, consistently and are not subject to arbitrary or capricious decisions.~~

~~3.5. Must take all reasonable steps to ensure work health and safety obligations under legislation, regulations, policies, and procedures are met.~~

~~3.6. Never perform deliberate, wilful, or reckless activities that would create a risk to the safety and wellbeing of others.~~

~~4.~~ 5. ~~Use of Information~~Information, confidentiality and transparency

The CEO must:

5.1. Protect confidential, sensitive and privileged information obtained through their position and only use or disclose that information for authorised and lawful purposes.

5.2. Not use information obtained through their position to gain, or seek to gain, an advantage for themselves or another person, or to cause detriment to Council or another person.

5.3. Ensure the community is appropriately informed about Council's policies, programs and decisions and that appropriate and timely responses are provided to requests for information, subject to legislative and confidentiality requirements.

~~Must take care to maintain the confidentiality and security of the City of Palmerston's documents and not misuse information gained, including but not limited to:~~

~~4.1. Seeking to gain personal advantage for self, or for another person on the basis of information held on official records.~~

~~4.2. Providing a person, or appearing to provide a person, favourable treatment, or access to privileged information.~~

~~4.3. Must respect the confidentiality of information obtained in confidence and not disclose any information, other than required by the law or where authority has been granted.~~

~~5. Use of Council Facilities, Equipment and Resources~~

~~Must not utilise Council equipment, or the skills or working time of Council employees, for personal benefit.~~

6. Conflicts of interest and disclosure ~~Disclosure~~

The CEO must:

6.1. Identify, disclose and appropriately manage actual, potential or perceived conflicts of interest in accordance with legislative requirements and Council policy.

6.2. Not allow personal or private interests to improperly influence, or reasonably appear to influence, the performance of their duties or decision-making.

6.3. Make any disclosures required by legislation, this Code, their contract of employment or Council policy as soon as the conflict is identified and as required, in accordance with the Act.

6.4. Advise the Council, if the CEO is charged, convicted or acquitted of an offence, regardless of whether the CEO believes the offence directly relates to the CEO's assigned duties.

~~6.1. Must avoid any conflict of interest, whether actual or perceived.~~

~~6.2. If a conflict of interest exists or arises, the CEO must comply with any statutory requirement or obligations of disclosure.~~

~~6.3. Must advise the Council of any charged or convicted offence.~~

~~6.4. Must obtain written permission from the Council before engaging in outside employment, volunteer or board roles.~~

7. ~~Bullying, Harassment and Discrimination~~Respectful and inclusive conduct

The CEO must:

7.1. Not engage in bullying, harassment, discrimination, victimisation or other unreasonable or inappropriate conduct.

7.2. Demonstrate respect for cultural diversity, beliefs and practices and promote an inclusive and respectful workplace.

7.3. Lead by example and promote standards of behaviour consistent with Council's values and this Code and the City of Palmerston staff Code of Conduct.

8. Statutory and delegated responsibilities

The CEO must:

8.1. Perform all functions and responsibilities assigned to the CEO under the *Local Government Act 2019 (NT)* and any other applicable legislation.

8.2. Properly exercise functions and authorities delegated to the CEO by Council and act within the scope of those delegations.

8.3. Remain accountable to Council for the proper performance of the CEO's statutory, delegated and organisational responsibilities.

9. Alleged breach of the Code

9.1. Any allegation that the CEO has breached this Code must be referred to the Mayor and managed in accordance with applicable legislation and any Council policy or procedure for managing complaints concerning the CEO.

9.2. Council will ensure that any alleged breach is managed fairly, impartially, confidentially and in accordance with the principles of procedural fairness.

9.3. Nothing in this Code limits Council's ability to address matters relating to the CEO's conduct or performance in accordance with the CEO's contract of employment, applicable legislation or other lawful processes.

~~7.1. Must not bully, harass or discriminate against another person.~~

~~7.2. Must respect cultural diversity and must not discriminate against others, or the opinions of others, on the ground of their cultural background.~~

~~7.3. Must act with respect for cultural beliefs and practices in relation to Elected Members, staff and members of the community.~~

ASSOCIATED DOCUMENTS

- City of Palmerston Community Plan
- Council ~~City of Palmerston~~ Policy - Gifts and Benefits by Chief Executive Officer
- Register of Delegations by Chief Executive Officer

REFERENCES AND RELATED LEGISLATION

- *Independent Commissioner Against Corruption Act 2017 (NT)*
- *Information Act 2002 (NT)*
- *Local Government Act 2019 (NT)*
- *Local Government (General) Regulations 2021*

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	

RECORDS NUMBER	435435 (Draft 701605)	DECISION NUMBER	

CODE OF CONDUCT FOR CHIEF EXECUTIVE OFFICER

COUNCIL POLICY

PURPOSE

The purpose of this Code of Conduct (Code) is to establish the standards of conduct, integrity and ethical behaviour expected of the Chief Executive Officer (CEO) in performing their duties and responsibilities on behalf of City of Palmerston. Developed in accordance with the *Local Government Act 2019* (NT) (the Act), the Code supports accountable, transparent and impartial decision-making, ethical leadership and public confidence in Council's administration, while supporting Council's vision of Palmerston as 'A Place for People' and the delivery of positive outcomes for the community.

PRINCIPLES

As Council's most senior employee, the CEO holds a position of trust and is expected to demonstrate the highest standards of ethical leadership, integrity and professional conduct. The CEO is responsible for fostering a culture of accountability and good governance and for maintaining community and Council's confidence in the integrity and administration of City of Palmerston.

In performing their duties and exercising their responsibilities, the CEO will demonstrate:

- Integrity and accountability – act honestly, ethically and in the best interests of Council and the community, taking responsibility for their decisions and actions and demonstrating leadership by example.
- Good governance and lawful conduct – exercise sound judgement and support transparent, accountable and lawful decision-making in accordance with the Act and other applicable legislative requirements.
- Independence and impartiality – act objectively and without favour, bias or improper influence and appropriately identify, declare and manage actual, potential or perceived conflicts of interest.
- Respect and fairness – treat Elected Members, employees, stakeholders and the community with dignity, fairness and respect and foster an inclusive workplace that values diversity.
- Responsible stewardship – protect confidential and sensitive information and ensure Council information, assets and resources are used responsibly, appropriately and only for proper purposes.

DEFINITIONS

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

TERM	DEFINITION
Chief Executive Officer	The person appointed by Council as the Chief Executive Officer of City of Palmerston, under section 165(1) of the Act and includes a person acting in the position of CEO.
Council	The members representing City of Palmerston.
Elected Member	Individuals elected to Council. For the purpose of this policy, Elected Member refers to Mayor, Deputy Mayor and Councillors.
Employee	A person remunerated by City of Palmerston on a full time, part time, casual or contract basis.

POLICY STATEMENT

1. Ethical leadership, integrity and accountability

The CEO must:

1.1. Provide full support to Council.

1.2. Act honestly, ethically, impartially and with integrity in performing the functions of the CEO and exercising delegated authority.

1.3. Exercise sound judgement and act in a manner that promotes good governance, accountability and public confidence in the administration of Council.

1.4. Treat Elected Members, employees, contractors, stakeholders and members of the community with courtesy, fairness, dignity and respect.

1.5. Comply with the Act, other applicable legislation, this Code and relevant Council policies.

2. Council decisions, policies and advice

The CEO must:

2.1. Ensure Council's policies, plans and lawful decisions are implemented and support their timely review.

2.2. Provide, or obtain for Council, accurate, timely, frank and impartial information, reports and advice reasonably required for Council to effectively perform its functions and make informed decisions.

2.3. Take reasonable steps to ensure information relied upon in providing advice or making decisions is accurate, relevant and appropriately considered.

2.4. Respect the respective roles and responsibilities of the Council, Elected Members and the administration and maintain professional and impartial relationships in carrying out the CEO's functions.

3. Management of Council operations and employees

The CEO must:

3.1. Undertake the day-to-day management of Council's operations and ensure those operations are properly managed within the budget approved by Council.

3.2. Appoint, manage and, where necessary, terminate the appointment of Council employees in accordance with legislative requirements and Council's human resource management framework.

3.3. Ensure staffing expenditure is properly managed within the budget approved by Council.

3.4. Promote a professional, safe, respectful and inclusive organisational culture and exercise due diligence to ensure Council complies with its duties and obligations under applicable legislation.

3.5. Ensure that staff have reasonable access to training, development, advancement and promotion.

4. Financial management, assets and resources

The CEO must:

4.1. Ensure Council's assets and resources are properly managed, maintained and used for legitimate Council purposes.

4.2. Ensure appropriate standards of financial management and internal control are maintained, including controls over Council revenue and expenditure.

4.3. Ensure financial and other corporate records are properly created, maintained and managed in accordance with legislative and organisational requirements.

4.4. Not use Council assets, resources, information or employees for personal benefit or for an improper purpose.

5. Information. confidentiality and transparency

The CEO must:

5.1. Protect confidential, sensitive and privileged information obtained through their position and only use or disclose that information for authorised and lawful purposes.

5.2. Not use information obtained through their position to gain, or seek to gain, an advantage for themselves or another person, or to cause detriment to Council or another person.

5.3. Ensure the community is appropriately informed about Council's policies, programs and decisions and that appropriate and timely responses are provided to requests for information, subject to legislative and confidentiality requirements.

6. Conflicts of interest and disclosure

The CEO must:

6.1. Identify, disclose and appropriately manage actual, potential or perceived conflicts of interest in accordance with legislative requirements and Council policy.

6.2. Not allow personal or private interests to improperly influence, or reasonably appear to influence, the performance of their duties or decision-making.

6.3. Make any disclosures required by legislation, this Code, their contract of employment or Council policy as soon as the conflict is identified and as required, in accordance with the Act.

6.4. Advise the Council, if the CEO is charged, convicted or acquitted of an offence, regardless of whether the CEO believes the offence directly relates to the CEO's assigned duties.

7. Respectful and inclusive conduct

The CEO must:

7.1. Not engage in bullying, harassment, discrimination, victimisation or other unreasonable or inappropriate conduct.

7.2. Demonstrate respect for cultural diversity, beliefs and practices and promote an inclusive and respectful workplace.

7.3. Lead by example and promote standards of behaviour consistent with Council's values and this Code and the City of Palmerston staff Code of Conduct.

8. Statutory and delegated responsibilities

The CEO must:

8.1. Perform all functions and responsibilities assigned to the CEO under the *Local Government Act 2019* (NT) and any other applicable legislation.

8.2. Properly exercise functions and authorities delegated to the CEO by Council and act within the scope of those delegations.

8.3. Remain accountable to Council for the proper performance of the CEO's statutory, delegated and organisational responsibilities.

9. Alleged breach of the Code

9.1. Any allegation that the CEO has breached this Code must be referred to the Mayor and managed in accordance with applicable legislation and any Council policy or procedure for managing complaints concerning the CEO.

9.2. Council will ensure that any alleged breach is managed fairly, impartially, confidentially and in accordance with the principles of procedural fairness.

9.3. Nothing in this Code limits Council's ability to address matters relating to the CEO's conduct or performance in accordance with the CEO's contract of employment, applicable legislation or other lawful processes.

ASSOCIATED DOCUMENTS

- City of Palmerston Community Plan
- Council Policy - Gifts and Benefits by Chief Executive Officer
- Register of Delegations by Chief Executive Officer
- City of Palmerston staff Code of Conduct

REFERENCES AND RELATED LEGISLATION

- *Independent Commissioner Against Corruption Act 2017* (NT)
- *Information Act 2002* (NT)
- *Local Government Act 2019* (NT)
- *Local Government (General) Regulations 2021* (NT)

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance & Governance
APPROVAL DATE	[Approval Date]	NEXT REVIEW DUE	Term of 12th Council
RECORDS NUMBER	435435	DECISION NUMBER	

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.3
Report Title:	2026-27 First Budget Review
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager Financial Performance, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Chris Fearon

Community plan

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

Purpose

This Report seeks Council approval for the First Budget Review of the current financial year 2026-27 to ensure that the Budget is aligned with operational realities and any changes in financial circumstances.

Key messages

- Council's 2026-27 First Budget Review is a consolidation of the council decisions, adjustment and movements in the budgets to better allocate resources across departments.
- The First Budget Review is compliant with Section 202 of the *Local Government Act 2019*, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the *Local Government (General) Regulations 2021*.
- The items presented in the budget review has a material impact on the Long-Term Financial Plan (LTFP) and has been amended.
- Once the First Budget Review movements are adopted by the Council, the amended Budget and the LTFP will be published on the Council's website.

Recommendation

1. THAT Report entitled 2026-27 First Budget Review be received and noted.

2. THAT Council adopts the 2026-27 First Budget Review, including movements between capital and operational expenditure, and the associated transfers to and from reserves as presented in **Attachment 12.1.3.1** of report entitled 2026-27 First Budget Review.

3. THAT Council adopts the revised Long Term Financial Plan as presented in **Attachment 12.1.3.4** of report entitled 2026-27 First Budget Review, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021*.

Background

Council adopted the 2026-2027 Municipal Plan and Budget at the 2nd Ordinary Council Meeting of 16 June 2026. Council made the following decision:

12.1.8 Adoption of the 2026-27 Municipal Plan and Budget

1. *THAT Report entitled Adoption of 2026-27 Municipal Plan and Budget be received and noted.*

2. *THAT the Chief Executive Officer's Certificate of Assessment in accordance with Section 29(1) of the Local Government (General) Regulations 2021 being Attachment 12.1.8.1 to report entitled Adoption of 2026-27 Municipal Plan and Budget be received and noted.*

3. *THAT in accordance with Section 35(1) of the Local Government Act 2019 (NT) Council adopts the 2026-27 Municipal Plan and Budget at Attachment 12.1.8.2 to report entitled Adoption of 2026-27 Municipal Plan and Budget.*

4. *THAT Council provides the adopted City of Palmerston 2026-27 Municipal Plan and Budget to the Department of Housing, Local Government and Community Development in accordance with Section 35 (2) of the Local Government Act 2019 (NT) before 30 June 2026.*

5. *THAT Council provides a copy of the adopted City of Palmerston 2026-27 Municipal Plan and Budget to the Minister for Local Government.*

6. *THAT Council adopts Attachment 12.1.8.3 to report entitled Adoption of 2026-27 Municipal Plan and Budget as its Declaration of Rates and Charges 2026-27.*

7. *THAT Council notes the Declaration of Rates and Charges 2026-27 will be placed on the website advising residents of the Rates and Charges for 2026-27.*

CARRIED (7/0) - 11/0442 – 16/06/2026

Further Council Decisions that are referred to in this report are found at Tables 1, 2 and 3 - Prior Council Decisions.

Budget reviews occur to enable the Council to consider current requirements against the original Budget to ensure the Council is delivering on the services outlined in the Municipal Plan and Budget 2026-27 and grant commitments made to funding bodies.

Section 9 *Local Government (General) Regulations*, require Council to review the budget twice a financial year, however City of Palmerston currently undertakes three budget reviews per financial year. The purpose of this report is to present the 2026-27 First Budget Review movements and seek the Council's endorsement to adopt the amended budget and the revised long-term financial plan.

Discussion

Council's 2026–27 First Budget Review is based on the inclusion of year-to-date council decision summarised in Table 1 to 3 below. The movements discussed in this report do not affect the overall level of service delivery.

Council Decision	11/0444 – 16/06/2026
2026-27 Budget Impact	• Transfer $1,727,369.77 from Unexpended Capital Works Reserve. • Transfer $48,013.88 from Waste Reserve. • Increase Capital Grant Income of $856,153. • Increase Capital Expenditure of $2,631,536.65.

Table 1: Capital Projects Rollover from 2025-26 to 2026-27

Council Decision	11/0685 – 20/10/2026
2026-27 Budget Impact	**Allocation of funds in the 2026-27 budget from the Working Capital Reserve to fund the following strategic project:** • Gray Community Hall Fencing - $228,000.

Table 2: 2025-26 Surplus Analysis

Council Decision	11/0540 – 04/08/2026
2026-27 Budget Impact	• Bloodwood Park fencing - $300,000 • Widdup Park Softfall replacement - $200,000 • Driver Avenue footpath upgrade - $200,000 • Library pop-up van - $200,000 • Zuccoli Community Hub Stage 2B - $2,000,000 • Mitchell Creek walking trail - $100,000

Table 3: Palmerston Plan Grant Funding

A review of income and expenditure budget was undertaken, and the recommended movements are found in tables 4 to 6 below. Individual details of these movements are provided in **Attachment 12.1.3.1.** Movements between cost centres, income and cash reserves, and between capital and operational expenditure, have been recommended to provide a more accurate reflection of current budget projections and to support improved program management. These adjustments have no net impact on the overall budget position.

Category	Movements
Roads to Recovery Grant	Reduce Roads to Recovery (R2R) grant portion of $157,895 and corresponding capital expense from Road reseal program to match the reduced allocation for the year
Federal Assistance Grants	$2,234,383.00 of the 2026-27 FAA grant was received in 2025-26FY. The 2026-27 grants budget will be reduced with corresponding transfer from Unexpended Grant Reserve. This is related to 11/0685 - 20/10/2026
Management of Graffiti and Abandoned Motor Vehicles Grant	$150,000 Project funded from the grant received from NTG and currently sitting in liability to be moved to operational income
Investment Interest Revenue	The increase budget for interest from investment of $41,700 (Term Deposit) is offset by increased expense budget for the following: Committee member remunerations - $4,000 Recruitment expenses - $37,700

Table 4: Income, expenditure, liability, and reserve movements

Interest from Investment income is currently projected to exceed the original budget due to higher-than-anticipated returns on term deposits. As part of this budget review, an additional $41,700 in interest income recognised in the budget to offset increases in expenditure. The level of investment income will continue to be monitored throughout the year, and any further movements will be considered as part of the next budget review.

Department/ Program	Movements between departments
Community Development and Recreation Centre	$20,000 to be moved from Community Development Subscriptions and membership budget to Recreation Centre building maintenance budget to cover the planned lighting works at the Stadium.
Parking and Other Ranger Services and GM Community	Transfer $10,000 from GM Community Consultants budget to Parking and Other Ranger Services towards the Body Worn Cameras (BWCs) initiative.
Graffiti Management to Road maintenance	Transfer $10,000 each from Open Space and Road and Transport Graffiti Management budget to increase Road maintenance expense budget
Aquatic Centre	Transfer $60,000 from Professional Services budget to Other Structure Maintenance for SWELL sail shade repair

Table 5: Department movements

Category	Movements
Depreciation Expense of various financial asset subclass	Following the completion of the 2025-26 end of year audit and asset capitalisation process, estimated depreciation expenditure has increased by $1,576,586, with a corresponding increase in accumulated depreciation across the relevant asset subclasses.

Table 6: Depreciation

The projected statement of reserves after the first budget review has been updated and presented as **Attachment 12.1.3.2. a**nd the updated budget for 2026-27 has been presented as **Attachment 12.1.3.3** to Report entitled 2026-27 First Budget Review for Council adoption.

Long-Term Financial Plan

The increases to capital and operational income, capital and operational expenditure and reserve movements, including roll-overs, have a material impact on Council's adopted Long-Term Financial Plan, therefore the long-term financial plan for 2027-2036 has been amended and presented as **Attachment 12.1.3.4** to Report entitled 2026-27 First Budget Review for Council adoption.

The following financial statements have been amended in the long-term financial plan and presented as **Attachment 12.1.3.4:**

- Income Statement
- Statement of Financial Position
- Statement of Cash Flow

Consultation and marketing

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

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

Policy implications

All reserve movements are compliant with the Financial Reserve Policy.

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

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

Strategies, framework and plans implications

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

- Long Term Financial Plan

Council officer conflict of interest declaration

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

Attachments

1. 1. 26-27 First Budget Review - Movements Report [**12.1.3.1** - 2 pages]
2. 2. Statement of Reserves - Budget movements [**12.1.3.2** - 1 page]
3. 3. Statement of Comprehensive Income (SC I) [**12.1.3.3** - 2 pages]
4. 4. Updated Long Term Financial Plan [**12.1.3.4** - 5 pages]

NET BUDGET MOVEMENTS		
Table 1	OPERATIONAL INCOME	
Department	Explanation	Movement
Office of the CEO	Transfer from Unexpended Grants Reserves - FAA- General purpose grant income received in advance June 2026 for FY26/27	(971,267)
Roads & Transport	Transfer from Unexpended Grants Reserves - FAA- Roads grant income received in advance June 2026 for FY26/27	(1,263,116)
Financial services	Increase term deposit interest income budget to fund operating expenses	41,700
GM Infrastructure	Add budget for Management of Graffiti and Abandoned Motor Vehicles grant	150,000
	Total Operational Income Adjustment	**(2,042,683)**

Table 2	OPERATIONAL EXPENSE	
Department	Explanation	Movement
Office of the CEO	Committee member remuneration to be budgeted as per council decision meeting 5/11/2024 1st Ordinary Council Meeting	4,000
Community Development	Move budget from Community Development to Rec centre building maintenance for stadium lights	(20,000)
Recreation Centre	Move budget from Community Development to Rec centre building maintenance for stadium lights	20,000
People and Customer	Increase Recruitment budget	37,700
Parking & Other Ranger Services	Body Worn Cameras (BWCs)	10,000
GM Community	Reduce Consultants budget to fund BWCs	(10,000)
GM Infrastructure	Add budget for Management of Graffiti and Abandoned Motor Vehicles grant	150,000
Open Space	Reduce Council contribution to graffiti budget	(10,000)
Roads & Transport	Reduce Council contribution to graffiti budget	(10,000)
Roads and transport	Add roads maintenance budget	20,000
Aquatic Centre	Move budget from Professional services to Other structure maintenance for Shade sail repair	(60,000)
Aquatic Centre	Move budget from Professional services to Other structure maintenance for Shade sail repair	60,000
Financial Services	Increase depreciation expense	1,576,586
	Total Operational Expense Adjustment	**1,768,286**

Table 3	CAPITAL INCOME	
Department	Explanation	Movement
Roads & Transport	Reduce R2R capital income	(157,895)
Open Space	Add Palmerston plan Grant-Blood wood park fencing	300,000
Open Space	Add Palmerston plan Grant-Widdup Park Softfall replacement	200,000
Roads & Transport	Add Palmerston plan Grant-Driver Avenue Footpath	200,000
Fleet	Add Palmerston plan Grant-Library Pop-up van	200,000
Open Space	Add Palmerston plan Grant-Zuccoli Community hub stage 2B	2,000,000
Open Space	Add Palmerston plan Grant-Mitchell creek walking trails	100,000
Street Lighting	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	150,748
Open Space	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	592,690
Roads & Transport	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	112,715
	Total Capital Income Adjustment	**3,698,258**

NET BUDGET MOVEMENTS		
Table 4	CAPITAL EXPENSE	
Project	Explanation	Movement
Road Reseal program	Reduce Reseal program grant budget portion	(157,895)
Bloodwood Park fencing	Add Palmerston plan Grant-Blood wood park fencing	300,000
Widdup Park Softfall replacement	Add Palmerston plan Grant-Widdup Park Softfall replacement	200,000
Driver Avenue footpath upgrade	Add Palmerston plan Grant-Driver Avenue Footpath	200,000
Library pop-up van	Add Palmerston plan Grant-Library Pop-up van	200,000
Zuccoli Community Hub Stage 2B	Add Palmerston plan Grant-Zuccoli Community hub stage 2B	2,000,000
Mitchell Creek walking trail	Add Palmerston plan Grant-Mitchell creek walking trails	100,000
Gray Community Hall	Gray community Hall Fencing from Working Capital Reserve as per Council decision 11/0685-20/10/2026	228,000
IT - ERP Review	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	430,917
Vibrant Zuccoli PR6JECT-5 (Zuccoli Community Hub)	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	272,348
Marlow Lagoon Masterplan	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	34,344
Dark Spots – design 2025/26	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	2,543
Solar PV and Battery Installation - SWELL	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	250,748
Dark spot -Palmerston Circuit	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	75,300
Dark spot - Rosebery park	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	100,000
Dark spot- Sanctuary Lakes	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	50,000
Library Building Capital Works	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	17,803
Dog Pound Project	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	366,082
Woodroffe Park Upgrades	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	592,690
Recreation Centre Renewal	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	115,480
Black Spot - Yarrawonga Road	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	275,269
CCTV System Upgrade - Archer Waste Mgmt. Facility	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	48,014
	Total Capital Expense Adjustment	**5,701,642**

Table 5	NON-CURRENT ASSETS	
Account Name	Explanation	Movement
Accumulated Depreciation	Increaase accumulated depreciation	1,576,586
	Total Capital Expense Adjustment	**1,576,586**

Table 6	RESERVES	
Reserve	Explanation	Movement
Working Capital Reserve	Gray community Hall Fencing from Working Capital Reserve as per Council decision 11/0685-20/10/2026	228,000
Unexpended Grants Reserve	Transfer from Unexpended Grants Reserves - FAA- General purpose grant income received in advance June 2026 for FY26/27	971,267
Unexpended Grants Reserve	Transfer from Unexpended Grants Reserves - FAA- Roads grant income received in advance June 2026 for FY26/27	1,263,116
Unexpended Capital Works Reserve	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	1,727,370
Waste Management Reserve	Transfer from the capital Rollover 2025-2026. Refer to council decision 11/0444	48,014
	Total Reserve Adjustment	**4,237,767**
	Check	-

Statement of Reserves - Budget Movements 2026/27

OTHER RESERVES	Balance as at 01 July 2026 $	Original Budget to Reserves $	Original Budget from Reserves $	Carry-overs	1st Review to Reserves $	1st Review from Reserves $	Projected Balance as at 30 June 2027 $
Externally Restricted Reserves							
Unexpended Grants Reserve	2,234,383	-	-			(2,234,383)	-
Externally Restricted Reserves	2,234,383	-	-	-	-	(2,234,383)	-
Internally Restricted Reserves							
Election Expenses Reserve	-	88,000			-	-	88,000
Disaster Recovery Reserve	500,000	-	-		-	-	500,000
Unexpended Capital Works Reserve	1,727,370	-	-	(1,727,370)	-	-	-
Developer Funds In Lieu Of Construction	2,746,355	521,902	(250,000)	-	-	-	3,018,257
Waste Management Reserve	2,639,181	-	(192,128)	(48,014)	-	-	2,399,039
Asset Renewal Reserve	-	-	-	-	-	-	-
Major Initiatives Reserve	-	-	-				-
Internally Restricted Reserves	7,612,906	609,902	(442,128)	(1,775,384)	-	-	6,005,296
Unrestricted Reserves							
Working Capital Reserve	3,817,648	514,490	(425,000)			(228,000)	3,679,138
Unrestricted Reserves	3,817,648	514,490	(425,000)	-	-	(228,000)	3,679,138
Total Reserves	**13,664,937**	**1,124,392**	**(867,128)**	**(1,775,384)**	**-**	**(2,462,383)**	**9,684,434**

STATEMENT OF COMPREHENSIVE INCOME

Description	Original Budget $	1st Review Increase/ (Decrease) $	2nd Review Increase/ (Decrease) $	3rd Review Increase/ (Decrease) $	Revised Annual Budget $
Operating Income					
Rates	31,173,444	-	-	-	31,173,444
Charge	9,439,365	-	-	-	9,439,365
Fees & Charges	1,128,976	-	-	-	1,128,976
Grants, Subsidies & Contributions	3,857,365	(2,084,383)	-	-	1,772,982
Interest & Investment Revenue	1,192,455	41,700	-	-	1,234,155
Other Income	3,000	-	-	-	3,000
Operating Income	**46,794,604**	**(2,042,683)**	**-**	**-**	**44,751,921**
Operating Expenditure					
Employee Costs	13,775,320	-	-	-	13,775,320
Materials & Contractors	15,468,570	210,000	-	-	15,678,570
Depreciation, Amortisation & Impairment	13,312,000	1,576,586	-	-	14,888,586
Elected Members Allowances	575,703	-	-	-	575,703
Elected Members Expenses	43,370	-	-	-	43,370
Professional Services	2,477,433	(28,300)	-	-	2,449,133
Auditor's Remuneration	59,500	-	-	-	59,500
Bad and Doubtful Debts	-	-	-	-	-
Utilities	2,482,012	-	-	-	2,482,012
Legal Expenses	324,540	-	-	-	324,540
Telephone & Other Communication Charges	228,565	-	-	-	228,565
Donations, Sponsorships & Grants	261,000	-	-	-	261,000
Software, Hardware, Stationery, Subscriptions	1,382,303	(20,000)	-	-	1,362,303
Insurance	955,776	-	-	-	955,776
Borrowing Costs	293,509	-	-	-	293,509
Other Expenses	2,466,909	30,000	-	-	2,496,909
Operating Expenditure	**54,106,509**	**1,768,286**	**-**	**-**	**55,874,795**
OPERATING SURPLUS/(DEFICIT)	**(7,311,905)**	**(3,810,969)**	**-**	**-**	**(11,122,875)**
Capital Income					
Net gain (loss) on disposal or revaluation of assets	150,000	-	-	-	150,000
Developer Contributions	200,000	-	-	-	200,000
Asset Income	3,000,000	-	-	-	3,000,000
Grants received	888,192	3,698,258	-	-	4,586,450
Capital Income	**4,238,192**	**3,698,258**	**-**	**-**	**7,936,450**
Net SURPLUS / (DEFICIT) transferred to Equity Statement	**(3,073,713)**	**(112,711)**	**-**	**-**	**(3,186,424)**
Capital Expenditure					
Land Purchase	-	-	-	-	-
Asset Purchase	4,417,878	4,228,246	-	-	8,646,124
Asset Upgrade	4,998,574	1,473,395	-	-	6,471,970
Capital Expenditure	**9,416,452**	**5,701,642**	**-**	**-**	**15,118,094**
Less Non-Cash Expenditure	13,312,000	1,576,586	-	-	14,888,586
Plus Gifted Assets	3,000,000	-	-	-	3,000,000
NET CAPITAL SURPLUS/(DEFICIT)	**(3,821,835)**	**4,237,767**	**-**	**-**	**415,932**

STATEMENT OF COMPREHENSIVE INCOME

Description	Original Budget $	1st Review Increase/ (Decrease) $	2nd Review Increase/ (Decrease) $	3rd Review Increase/ (Decrease) $	Revised Annual Budget $
Borrowings	3,000,000	-	-	-	3,000,000
Less Repayment of Borrowings	564,571	-	-	-	564,571
Reserve Movement	257,264	(4,237,767)	-	-	(3,980,503)
NET OPERATING SURPLUS/(DEFICIT)	-	-	-	-	-

Table 1				4.9%	3.9%	3.9%	3.9%	3.9%	3.9%	3.9%	3.9%
Long Term Financial Plan											
INCOME STATEMENT											
	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
$'000's	Actuals	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operating Income											
Rates & annual charges	**37,790**	**40,556**	**43,013**	**45,592**	**47,932**	**50,393**	**52,983**	**55,708**	**58,574**	**61,590**	**64,764**
Rates	*28,722*	*31,116*	*33,196*	*35,382*	*37,314*	*39,351*	*41,499*	*43,764*	*46,153*	*48,672*	*51,329*
Waste	*9,068*	*9,439*	*9,817*	*10,210*	*10,618*	*11,043*	*11,484*	*11,944*	*12,422*	*12,918*	*13,435*
Statutory Charges	603	715	737	760	783	807	833	858	885	912	941
User charges & fees	865	414	427	440	454	468	483	498	513	529	545
Interest & investment revenue	2,082	1,234	1,415	1,458	1,508	1,596	1,677	1,763	1,889	2,061	2,305
Other revenues	592	60	62	64	66	68	70	72	74	77	79
Grants & contributions for operating purposes	4,681	1,773	3,977	4,100	4,228	4,359	4,494	4,633	4,777	4,925	5,078
TOTAL INCOME	**46,613**	**44,752**	**49,631**	**52,414**	**54,971**	**57,691**	**60,539**	**63,532**	**66,713**	**70,094**	**73,711**
Operating Expenditure											
Employee benefits & costs	13,523	13,818	14,179	14,604	15,043	15,494	15,960	16,439	16,932	17,441	17,964
Borrowing costs	*234*	*294*	*368*	*340*	*311*	*282*	*252*	*220*	*188*	*155*	*121*
Elected Member Allowances	*490*	*576*	*593*	*612*	*631*	*650*	*671*	*691*	*713*	*735*	*758*
Elected Member Expenses	*378*	*43*	*44*	*46*	*397*	*59*	*61*	*63*	*415*	*78*	*80*
Materials, contracts and other expenses	27,144	26,256	27,617	29,140	30,355	31,574	32,897	34,080	35,421	36,826	38,297
Depreciation	14,257	14,889	15,204	15,529	15,845	16,219	16,649	17,021	17,412	17,803	18,248
TOTAL EXPENDITURE	***56,026***	***55,875***	***58,006***	***60,270***	***62,582***	***64,279***	***66,489***	***68,515***	***71,081***	***73,038***	***75,469***
BUDGETED OPERATING SURPLUS/(DEFICIT)	***(9,413)***	***(11,123)***	***(8,375)***	***(7,857)***	***(7,610)***	***(6,588)***	***(5,950)***	***(4,984)***	***(4,369)***	***(2,944)***	***(1,758)***
Add: Amounts received specifically for new or upgraded assets	*2,102*	*4,936*	*6,174*	*6,174*	*1,122*	*1,122*	*1,122*	*1,122*	*1,122*	*1,122*	*1,122*
Add: Physical resources received free of charge (non-cash)	*4,602*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*	*3,000*
BUDGET SURPLUS / (DEFICIT)	***(2,709)***	***(3,186)***	***799***	***1,317***	***(3,488)***	***(2,465)***	***(1,828)***	***(861)***	***(246)***	***1,178***	***2,365***
TOTAL COMPREHENSIVE INCOME / (LOSS)	***(2,709)***	***(3,186)***	***799***	***1,317***	***(3,488)***	***(2,465)***	***(1,828)***	***(861)***	***(246)***	***1,178***	***2,365***
Add: Depreciation	***14,257***	***14,889***	***15,204***	***15,529***	***15,845***	***16,219***	***16,649***	***17,021***	***17,412***	***17,803***	***18,248***
Less: Resources free of charge	***4,602***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***	***3,000***
Less: Capital Expenditure	***8,580***	***15,118***	***11,979***	***12,661***	***7,172***	***8,739***	***9,711***	***9,889***	***9,634***	***9,387***	***9,647***
Add: Borrowings (Loans advances)		***3,000***		-	-	-	-	-	-	-	-
Less: Loan Repayments	***512***	***565***	***495***	***508***	***523***	***538***	***555***	***572***	***590***	***609***	***629***
Add: Net Reserve Transfers	***(1,462)***	***3,981***	***(529)***	***(676)***	***(1,662)***	***(1,476)***	***(1,555)***	***(2,699)***	***(3,942)***	***(5,986)***	***(7,337)***
NET CASH BUDGET SURPLUS/(DEFICIT)	-	-	-	-	-	-	-	-	-	-	-

Table 2

Long Term Financial Plan

STATEMENT OF FINANCIAL POSITION

	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
	Actuals	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Assets											
Current Assets:											
Cash & cash equivalents	13,665	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Investments	11,870	21,524	22,395	23,537	25,693	27,675	29,750	32,981	37,468	44,011	51,916
Receivables	5,825	2,238	2,482	2,621	2,749	2,885	3,027	3,177	3,336	3,505	3,686
TOTAL CURRENT ASSETS	*31,360*	*27,761*	*28,877*	*30,157*	*32,442*	*34,560*	*36,777*	*40,158*	*44,804*	*51,517*	*59,602*
Non-Current Assets:											
Infrastructure, property, plant & equipment	581,901	585,131	584,905	585,038	579,365	574,885	570,947	566,814	562,035	556,617	551,014
Investment property	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Work in progress		-	-	-	-	-	-	-	-		
TOTAL NON-CURRENT ASSETS	*588,901*	*592,131*	*591,905*	*592,038*	*586,365*	*581,885*	*577,947*	*573,814*	*569,035*	*563,617*	*558,014*
TOTAL ASSETS	*620,261*	*619,892*	*620,782*	*622,195*	*618,806*	*616,445*	*614,724*	*613,972*	*613,839*	*615,133*	*617,616*
Liabilities											
Current Liabilities:											
Payables	14,919	15,381	15,858	16,350	16,857	17,379	17,918	18,474	19,046	19,637	20,245
Borrowings	520	508	508	523	538	555	572	590	609	629	650
Provisions	1,363	1,404	1,446	1,489	1,534	1,580	1,627	1,676	1,727	1,778	1,832
TOTAL CURRENT LIABILITIES	*16,802*	*17,294*	*17,813*	*18,362*	*18,929*	*19,514*	*20,117*	*20,740*	*21,382*	*22,044*	*22,727*
Non-Current Liabilities:											
Payables		-	-	-	-	-	-	-	-		-
Borrowings	4,168	6,429	5,934	5,411	4,873	4,318	3,747	3,157	2,548	1,919	1,268
Provisions	2,168	2,233	2,300	2,369	2,440	2,513	2,589	2,666	2,746	2,829	2,914
TOTAL NON-CURRENT LIABILITIES	*6,336*	*8,662*	*8,234*	*7,780*	*7,313*	*6,832*	*6,335*	*5,823*	*5,294*	*4,747*	*4,182*
TOTAL LIABILITIES	*23,138*	*25,955*	*26,047*	*26,142*	*26,242*	*26,346*	*26,453*	*26,563*	*26,676*	*26,792*	*26,909*
NET ASSETS	**597,123**	**593,937**	**594,735**	**596,052**	**592,564**	**590,099**	**588,271**	**587,410**	**587,163**	**588,342**	**590,707**
Equity											
Retained earnings/(accumulated deficit)	226,819	227,614	227,883	228,524	223,374	219,432	216,049	212,489	208,301	203,494	198,522
Other Reserves	13,665	9,684	10,213	10,889	12,551	14,027	15,583	18,282	22,223	28,209	35,546
Revaluation reserves	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*	*356,639*
TOTAL EQUITY	*597,123*	*593,937*	*594,735*	*596,052*	*592,564*	*590,099*	*588,271*	*587,410*	*587,163*	*588,342*	*590,707*

Table 3

Long Term Financial Plan

STATEMENT OF CASH FLOWS

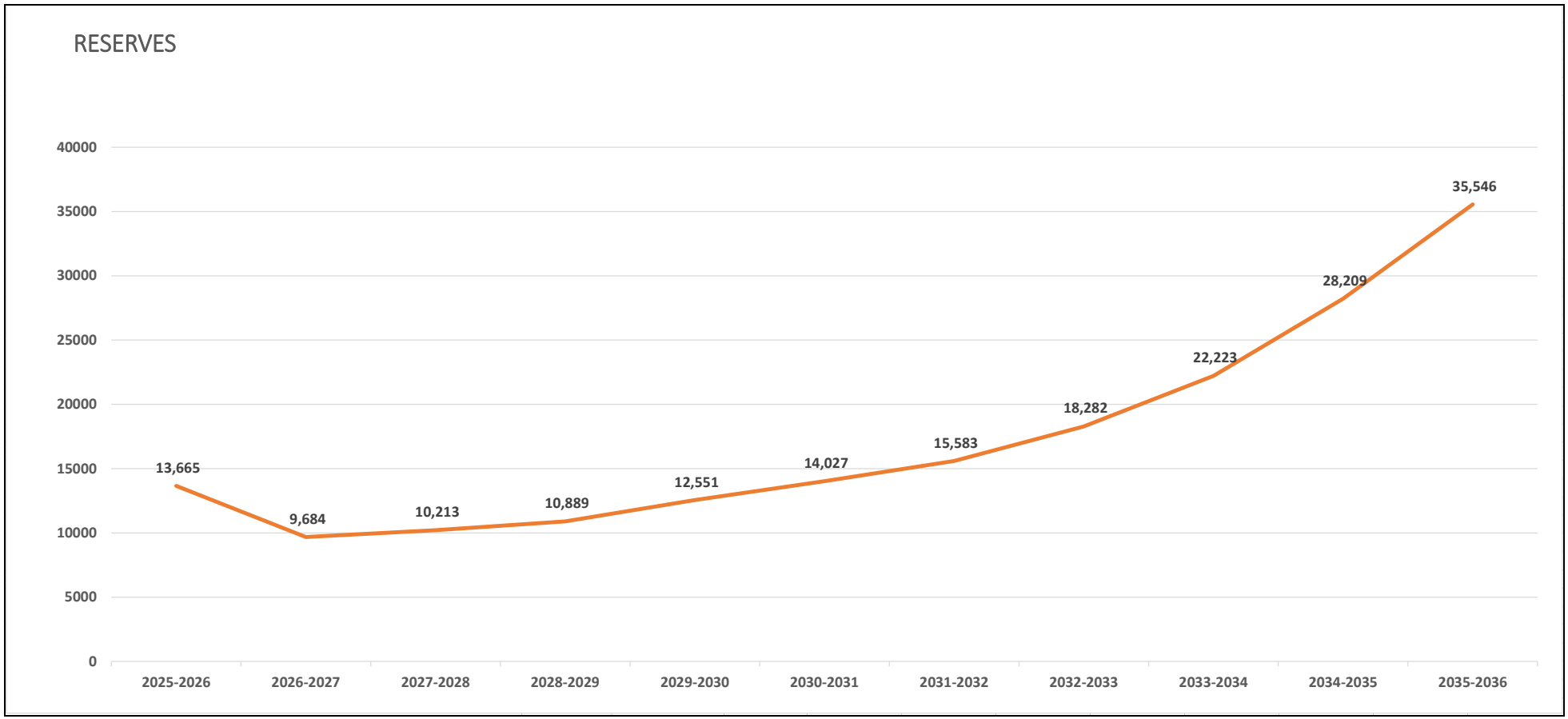
$ '000	2026-2027 Actuals	2026-2027 Revised Budget	2027-2028 Forecast	2028-2029 Forecast	2029-2030 Forecast	2030-2031 Forecast	2031-2032 Forecast	2032-2033 Forecast	2033-2034 Forecast	2034-2035 Forecast	2035-2036 Forecast
Cash Flows from Operating Activities											
Receipts:											
Rates & waste charges	*37,652*	*44,143*	*42,769*	*45,453*	*47,804*	*50,257*	*52,841*	*55,558*	*58,415*	*61,421*	*64,583*
User charges & fees	1,468	1,129	1,164	1,200	1,237	1,276	1,315	1,356	1,398	1,441	1,486
Investment & interest revenue received	2,082	1,234	1,415	1,458	1,508	1,596	1,677	1,763	1,889	2,061	2,305
Grants & contributions	4,681	1,773	3,977	4,100	4,228	4,359	4,494	4,633	4,777	4,925	5,078
Other	6	260	262	264	266	268	270	272	274	277	279
Payments:											
Employee benefits & costs	(13,041)	(13,712)	(14,069)	(14,492)	(14,927)	(15,375)	(15,837)	(16,312)	(16,802)	(17,307)	(17,826)
Materials, contracts & other expenses	(21,965)	(26,412)	(27,778)	(29,306)	(30,876)	(31,761)	(33,090)	(34,279)	(35,976)	(37,048)	(38,526)
Finance Payments	(234)	(294)	(368)	(340)	(311)	(282)	(252)	(220)	(188)	(155)	(121)
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES	**10,649**	**8,122**	**7,371**	**8,337**	**8,929**	**10,337**	**11,418**	**12,770**	**13,788**	**15,617**	**17,259**
Cash Flows from Investing Activities											
Receipts:											
Sale of investment securities		-	-	-	-	-	-	-	-	-	-
Amounts specifically for new or upgraded assets	1,414	4,586	5,824	5,824	772	772	772	772	772	772	772
Payments:											
Net Purchase of investment securities	4,984	(9,654)	(872)	(1,141)	(2,156)	(1,982)	(2,074)	(3,232)	(4,486)	(6,543)	(7,905)
Purchase of infrastructure, property, plant & equipment	(6,575)	(15,118)	(11,979)	(12,661)	(7,172)	(8,739)	(9,711)	(9,889)	(9,634)	(9,387)	(9,647)
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES	***22***	***(20,036)***	***(6,877)***	***(7,829)***	***(8,406)***	***(9,799)***	***(10,863)***	***(12,198)***	***(13,198)***	***(15,008)***	***(16,630)***
Cash Flows from Financing Activities											
Receipts:											
Proceeds from borrowings & advances		3,000	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of Bonds &Deposist	(95)										
Repayment of borrowings & advances	(505)	(751)	(495)	(508)	(523)	(538)	(555)	(572)	(590)	(609)	(629)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES	***(600)***	***2,249***	***(495)***	***(508)***	***(523)***	***(538)***	***(555)***	***(572)***	***(590)***	***(609)***	***(629)***
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	10,071	(9,665)	-	-	-	-	-	-	-	-	-
plus: CASH & CASH EQUIVALENTS - beginning of year	3,594	13,665	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Total Cash at Bank	**13,665**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**	**4,000**
plus: INVESTMENTS ON HAND - beginning of year	11,870	11,870	21,524	22,395	23,537	25,693	27,675	29,750	32,981	37,468	44,011
NET INCREASE/(DECREASE) IN INVESTMENTS ON HAND		9,654	872	1,141	2,156	1,982	2,074	3,232	4,486	6,543	7,905
Total Investments on Hand	***11,870***	***21,524***	***22,395***	***23,537***	***25,693***	***27,675***	***29,750***	***32,981***	***37,468***	***44,011***	***51,916***
TOTAL CASH & CASH EQUIVALENTS & INVESTMENTS - end of year	***25,535***	***25,524***	***26,395***	***27,537***	***29,693***	***31,675***	***33,750***	***36,981***	***41,468***	***48,011***	***55,916***
NET INCREASE/(DECREASE) IN CASH, CASH EQUIVALENTS & INVESTMENTS	***5,087***	***(11)***	***872***	***1,141***	***2,156***	***1,982***	***2,074***	***3,232***	***4,486***	***6,543***	***7,905***

Table 4

Long Term Financial Plan

Financial Ratios

FINANCIAL RATIOS	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-34	2033-35	2033-36
	Actuals	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Operating Ratio											
This ratio measures Council's ability to contain operating expenditure within operating revenue	10.89%	9.07%	14.50%	15.29%	15.55%	17.18%	18.09%	19.29%	19.83%	21.42%	22.54%
Benchmark - Greater than 0%	*Operating expenditure excl. depreciation and borrowings costs / Operating revenue excluding capital grants and contributions*										
Cash Expense Cover Ratio											
This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow	7.38	7.53	7.46	7.44	7.67	7.96	8.17	8.66	9.30	10.46	11.75
Benchmark - Greater than 3.0 months	*(current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12*										
Current Ratio											
This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities	1.87	1.61	1.62	1.64	1.71	1.77	1.83	1.94	2.10	2.34	2.62
Benchmark - Greater than 1.5	*current assets / current liabilities*										
Own Revenue											
This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue	90%	96%	92%	92%	92%	92%	93%	93%	93%	93%	93%
Benchmark - Greater than 60%< 75%											
Own funding / total operating revenue	*Total income less Grants/total income*										
Debt Service Cover Ratio											
This ratio measures the availability of cash to service debt including interest, principal, and lease payments	6.73	5.06	8.21	9.29	10.06	11.85	13.29	15.13	16.59	19.14	21.53
Benchmark - Greater than 2.0	*operating result before interest and depreciation (EBITDA) / principal repayments +borrowing interest costs*										
Interest Cover Ratio											
This ratio indicates the extent to which Council can service its interest bearing debt and take on additional borrowings. It measures the burden of the current interest expense upon Council's operating cash	50.35	40.87	44.51	50.62	40.73	49.83	59.82	74.32	92.14	123.28	170.86
Benchmark - Greater than 4.0	*operating result before interest and depreciation (EBITDA) / interest expense*										
Asset Sustainability Ratio											
This ratio indicates the extent to which Council is replacing its existing asset base with capital renewals of existing asseets	46%	102%	79%	82%	45%	54%	58%	58%	55%	53%	53%
Benchmark -between 90%-110%	*Capital Expenditure / Depreciation*										


RESERVES
40000
35000
30000
25000
20000
15000
10000
5000
0
13,665
9,684
10,213
10,889
12,551
14,027
15,583
18,282
22,223
28,209
35,546
2025-2026
2026-2027
2027-2028
2028-2029
2029-2030
2030-2031
2031-2032
2032-2033
2033-2034
2034-2035
2035-2036

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.4
Report Title:	Potential Restriction of Smart Glasses at Council Facilities
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager People and Customer, Chris Chow
Approver:	Acting Chief Executive Officer, Emma Blight

Community plan

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

Purpose

This Report provides Council with information regarding the emerging use of smart glasses and wearable recording devices in public settings and outlines options available to Council to manage associated privacy, safety and community concerns.

Key messages

- Smart glasses are increasingly accessible consumer devices capable of discreetly recording video, audio and images while appearing similar to ordinary eyewear.
- Their increasing use has generated community concerns regarding privacy, covert recording, child safety and the capture and distribution of images without consent.
- A number of Australian councils have responded by introducing restrictions within their facilities in response to these concerns.
- City of Palmerston's existing Conditions of Entry already prohibit photography and recording without consent at several staffed facilities.
- At the Ordinary Council Meeting held on 6 October 2026, Council resolved that a report be prepared on the potential restriction of smart glasses within Council facilities and playgrounds, including consideration of exemptions for vision-impaired users.
- This report provides options for Council to clearly define expectations, establish consistent operational practices and provide appropriate exemptions for accessibility-related use.

Recommendation

1. THAT Report entitled Potential Restriction of Smart Glasses at Council Facilities be received and noted.

2. THAT Council endorse option:

   a. Council retains its existing regulatory framework and strengthens Conditions of Entry, Standards of Behaviour, Terms and Conditions of Hire and contractor requirements to explicitly restrict the use of smart glasses and wearable recording devices, including exemptions for vision impaired users and other accessibility-related purposes;

   OR

   b. Council develops a standalone policy establishing a consistent organisational position on the restriction of smart glasses and wearable recording devices across Council-managed facilities and public spaces, including exemptions for vision impaired users and other accessibility-related purposes;

   OR

   c. Council retains existing Conditions of Entry, Terms and Conditions of Hire and operational practices across Council facilities.

Background

Smart glasses are wearable devices capable of recording video, audio and photographs while closely resembling ordinary eyewear. As these devices become more affordable and widely available, their use has increased significantly. This has contributed to growing concerns regarding privacy, covert recording, child safety and the potential misuse of recorded content.

In response, a number of local governments across Australia have investigated or implemented restrictions on smart glasses and other wearable recording devices within council-operated facilities.
At the 1st Ordinary Council Meeting held on 6 October 2026, Council considered a Notice of Motion from Councillor Henderson and resolved as follows:

11.1 Smart Glasses Report

1. *THAT the Notice of Motion received from Councillor Henderson, entitled 11.1 Smart Glasses Report be received and noted.*

2. *THAT a report is provided to Council in November 2026 on the potential restriction of smart glasses being used at Council's public facilities and playgrounds, and that this includes the consideration of exemptions for vision impaired users.*

CARRIED (6/0) – 11/0634 - 6/10/2026

Discussion

A number of Australian councils have recently introduced restrictions or bans on smart glasses and other wearable devices in response to privacy and community safety concerns. As examples, Brisbane City Council has prohibited non-consensual filming and photography, including the use of smart glasses, across all municipal public pools. Canterbury-Bankstown Council has prohibited the technology at its leisure and aquatic centres, while the City of Sydney has implemented restrictions across pools, libraries, childcare centres and community centres, with exemptions for accessibility and disability support purposes.

The measures adopted by councils across Australia reflect a growing trend among local governments to regulate wearable camera technology in public and community spaces where privacy, safety and community expectations are significant considerations.

Whilst there have been calls for nationally consistent guidance and legislation to avoid Councils developing different rules and enforcement arrangements across jurisdictions, it is up to individual councils to implement their own policy position.

City of Palmerston staff facilities

'City of Palmerston's Conditions of Entry Standards of Behaviour', provided as **Attachment 12.1.4.1,** explicitly state that people entering our facilities must not "take photos or other imagery without people's consent". This is applied to the following City of Palmerston facilities - Civic Plaza, City of Palmerston Library and Palmerston Recreation Centre. These standards of entry cover the use of Smart Glasses, as guidance on the devices used to record is not specified in the conditions.

In addition to this, City of Palmerston Library has a simplified visual poster of the Library Rules in plain English, provided as **Attachment 12.1.4.2,** with the direction "Don't film others".

To date, staff have not encountered any incidents or complaints relating specifically to smart glasses. From an operational perspective, any inappropriate use of smart glasses would be managed in the same way as any other antisocial behaviour. Existing conditions already provide staff with authority to intervene where recording occurs without consent or where patron behaviour is otherwise inappropriate.

SWELL

Although the SWELL facility is Council owned, it is operated by an external contractor. Currently, SWELL's conditions of entry are publicly displayed and can be found on the SWELL Palmerston website. They state specific to Aquatic Areas that "Cameras and mobile phones are not to be used for photos or videos unless authorised by Centre Management". City of Palmerston staff are presently working with centre management to rephrase this to "Use of recordable devices including Smart Glasses is not permitted unless authorised by Centre Management".

City of Palmerston Bookable Venues and Parks

The Current Community Facilities Terms and Conditions of Hire (**Attachment 12.1.4.3**) places obligations on hirers to ensure activities are conducted lawfully, responsibly and in accordance with Council's conditions of entry, while also acknowledging that CCTV surveillance may operate within and around Council facilities for safety and security purposes.

Should Council consider restrictions on smart glasses or other wearable devices, the provisions within already implemented conditions of entry at Council Facilities provide a foundation for regulating recording activities. Any future requirements could be framed as an extension of existing conditions relating to safety, security privacy and respectful behaviour, requiring hirers and attendees to comply with Council directions regarding photography, filming and recording.

Such measures would support Council's responsibility to provide safe and welcoming facilities while balancing legitimate uses of recording technology, including accessibility related devices and lawful personal use.

Challenges

Introducing a policy or guideline for smart glasses in Council-owned facilities may be difficult to enforce in practice. Smart glasses often look the same as ordinary glasses, making it difficult for staff to identify whether a person is wearing a device capable of recording, photographing or livestreaming. Council officers generally have limited ability to inspect personal devices or confirm whether a device is actively recording.

Enforcement would likely rely on complaints, observed misuse and voluntary compliance rather than proactive monitoring. Consideration would also need to be given to assistive technologies that may have similar features or appearances.

Managing smart glasses in bookable parks and other public spaces presents additional challenges due to the open and public nature of these areas. It can be difficult to identify smart glasses, determine whether they are being used to record, and monitor compliance across large outdoor spaces.

Council officers have limited practical means to enforce restrictions unless they are supported by booking conditions and reports of misuse. As a result, any policy or guideline would likely rely on user education, signage, event conditions and complaint-based enforcement rather than active regulation.

Options for consideration

Option a - Strengthen existing Conditions of Entry

This option would see Council retain its existing regulatory framework and strengthen Conditions of Entry, Standards of Behaviour, Terms and Conditions of Hire and contractor requirements to explicitly address smart glasses and wearable recording devices. This option would not require a standalone Council Policy, and consideration would need to be made for facility users/visitors with vision impairments or other accessibility needs.

This option would mean completing a full review of Conditions of Entry across all Council facilities, introduce specific references to smart glasses and wearable recording devices, updating signage, and requiring contractors eg SWELL operators to incorporate consistent provisions into their Conditions of Entry.

Updating the Conditions of Entry across all sites would need to include appropriate exemptions for vision-impaired users and other accessibility-related uses. Staff would also benefit from training/guidance regarding enforcement and complaints handling in relation to these conditions.

If this approach was to be adopted, council officers would need to undertake legal review, accessibility assessment, and engage relevant disability advocacy groups and the broader community to ensure all relevant feedback is received and taken into account prior to amendments being made to Conditions of Entry.

This approach could be implemented relatively quickly as it leverages existing controls and enforcement mechanisms. It also provides flexibility to update requirements as technology evolves. This option addresses the issue at the point where it needs to be managed. If someone is using smart glasses in a library, pool or community facility, staff are likely to rely on Conditions of Entry regardless of whether a policy exists. It is also faster to implement and easier to update as technology changes.

Option b – Develop a smart glasses and wearable/concealed recording devices policy
This option would involve Council developing a standalone policy establishing a consistent organisational position on the use of smart glasses and wearable/concealed recording devices across Council-managed facilities and public spaces.

In development of such a policy, similar to Option a, council officers would need to undertake legal review, accessibility assessment, and engage relevant disability advocacy groups and the broader community. To support such a policy, staff would require the development of internal procedures and training.

This approach would provide a clear policy position and establish consistent expectations across all Council facilities. The policy would clearly document exemptions and accessibility considerations and would demonstrate Council's commitment to privacy and community safety. Given the ever-evolving changes in technology, it may be beneficial to extend a policy beyond smart glasses to include other wearable and concealed recording devices.

While a standalone policy would provide a clear organisational position and demonstrate Council's commitment to privacy and community safety, it would not significantly improve Council's ability to identify or enforce the use of smart glasses and wearable recording devices. These matters would continue to be managed operationally through Conditions of Entry, hire agreements and staff procedures. As a result, strengthening existing operational controls may achieve many of the same outcomes with less administrative burden and greater flexibility to respond to emerging technologies.

Option c – No additional restrictions (not recommended)

This option would involve Council leaving existing provisions relating to photography, filming and respectful behaviour remain in place, noting that they do not specifically address smart glasses or wearable recording devices.

With this option, smart glasses would continue to be managed using current conditions and staff discretion.

Whilst this option requires no additional policy, signage or enforcement, it does not support community or Council concerns regarding privacy. This option may result in Council being perceived as lagging behind other councils/organisations that have implemented restrictions.

Given the risks associated with this option, it is not being recommended.

Consultation and marketing

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

- General Manager Community;
- Library Services Manager;
- Community Services Manager;
- Community Services Lead;
- Community Facilities Officer;
- Marketing and Communications Manager.

It would be of benefit to gather the community's position on this potential restriction at public facilities. Should Council deem it necessary to gather this information, a community engagement plan would be developed, and a formal campaign would be initiated.

Policy implications

A Policy such as that at Option b, would form a Council Policy once endorsed by Council.

Budget and resource implications

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

Risk, legal and legislative implications

The following legislation and considerations should be considered in the development of a Council Policy restricting the use of smart glasses:

Relevant Legislation	Impact with relation to Smart Glasses
Surveillance Devices Act 2007 (NT)	The *Surveillance Devices Act 2007 (NT)* is the main Territory Law that is impacting Smart Glasses, due to their function as listening devices and optical surveillance devices.
Criminal Code Act 1983 (NT)	The *Criminal Code Act 1983 (NT)* impacts the illicit use of wearable tech. If smart glasses are used to record individuals without their knowledge or consent in situations that violate decency it falls under criminal offenses related to image-based abuse and stalking.
Trespass Act 1987 (NT)	While public places are generally open, private property owners have the legal right under the *Trespass Act 1987 (NT)* to set their own conditions of entry.
Anti-Discrimination Act 1992 (NT)	This legislation provides a shield against prohibitions. This allows for City of Palmerston to consider those with vison-impairments or those who utilise Smart Glasses for personal/medical reasons.
Privacy Act 1988 (Cth)	The *Privacy Act 1988 (Cth)* handles how businesses collect biometric data. Following a major push but the Australian Privacy Commissioner, Federal updates heavily impact data collection risks and workplace bans regarding wearable AI tech.

The Palmerston (Public Places) By-Laws 2001 have provisions for the management of behaviour in Council facilities and public places.

This Report addresses the following City of Palmerston Strategic Risks:

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

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

Strategies, framework and plans implications

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

- Inclusive, Diverse and Accessible Policy Framework
- Digital Strategy
- Disability Inclusion and Access Plan 2026-2028

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. City of Palmerston Council Facilities Standards of Behaviour [**12.1.4.1** - 2 pages]
2. City of Palmerston Library Rules Poster [**12.1.4.2** - 1 page]
3. City of Palmerston Community Facilities - Terms and Conditions of Hire [**12.1.4.3** - 5 pages]

city of PALMERSTON
'A Place for People'

CONDITIONS OF ENTRY
STANDARDS OF BEHAVIOUR

City of Palmerston Council Facilities - Standards of Behaviour

City of Palmerston Council staff strive for interactions with the community to be positive and welcoming, fostering an inclusive environment where community members feel valued and safe. To ensure safe and welcoming facilities for all, visitors are required to maintain expected behaviours and abide by Conditions of Entry.

Conditions of Entry to the following City of Palmerston facilities:

- Civic Centre
- Library
- Recreation Centre

Pursuant to the *Local Government Act 2019*, City of Palmerston may do all things necessary or convenient to be done for, or in relation to, the performance of the council's functions. In conjunction with the *Palmerston (Public Places) By-Laws 2001*, City of Palmerston has established policies, guidelines and procedures regarding the operation and use of the above facilities.

Anybody entering these premises agree to follow these conditions of entry.

Conditions of Entry:

City of Palmerston welcomes all people and asks that visitors to the facilities follow standards of behaviour that ensure that:

- The security and safety of people and property is respected
- Due regard is shown for the needs, interests and rights of others

Those entering the facilities:

Must:

- Act in a courteous and respectful manner
- Make any bags, folders, property or equipment available for inspection by staff
- Maintain community dress and hygiene standards
- Conduct yourself in a manner which does not disrupt, interfere, offend, or obstruct other persons or operations
- Take responsibility for all personal property
- Abide by all reasonable directions given by staff
- Only enter during opening hours and stay in allocated areas unless otherwise authorised
- Supervise children under the age of 10
- Only use sports equipment in designated areas
- Respect the facilities and use all equipment, resources and technology in the way they were intended.

Must not:

- Cause distress or fear towards staff and customers. This includes antisocial behaviour, harassment of others, using offensive language or displaying offensive signs, posters or symbols
- Assault, threaten or intimidate staff or visitors

(08) 8935 9922
palmerston@palmerston.nt.gov.au
Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830
PO Box 1, Palmerston NT 0831
ABN 42 050 176 900
PALMERSTON.NT.GOV.AU

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- Use, or be under the influence of, alcohol or illegal drugs or substances
- Smoke tobacco or use vaping devices
- Solicit for businesses, charity, or personal use
- Use audio and visual recordings without written approval
- Take photos or other imagery without people's consent
- Display offensive or objectionable material such as pornography, expressions of hatred and representations of violence
- Sleep or lie on a chair, table or the floor
- Make excessive noise
- Bring a non-service dog or animal into the facilities without permission
- Ride a bicycle, skateboard or other vehicle not used for mobility

City of Palmerston Council reserves the right to:

- Remove a person from its facilities who is in breach of these conditions
- Resort to public prosecution if the need arises

Response to Breaching the Conditions of Entry

The initial response to breaching the conditions will be to alert the offending person to the fact their behaviour/action is contrary to the conditions. A warning or direction (or both) may be given.

Failure to comply with any reasonable direction by staff to rectify a breach or repeated breaches of the conditions may result in the offender being banned from entry and use of City of Palmerston Council facilities and resources. Facility security and/or the police will be contacted when necessary.

Except in the event of dangerous or unlawful behaviour at which time police will be called and an immediate eviction from the facility will be imposed, a written notice of intention to ban will be issued to persons in breach of the conditions together with the opportunity to respond. To ensure that the nature of the breach is fully understood, specific details of the breach will be provided with the notice of intention to ban. The delegated council officer will properly consider any response received to the proposed ban before making any decision.

A person who enters any Council premise while they are under a ban is trespassing and may be removed by City of Palmerston Council staff security or police.

LIBRARY RULES

1



KEEP NOISE LOW AND BE RESPECTFUL

Use quiet voices.
No shouting, swearing, or rude behaviour.

2



BE SOBER

Do not enter if you are under the influence of alcohol or drugs.

3



SUPERVISE CHILDREN

Children under 10 must be with a responsible adult.

4



LOOK AFTER YOUR ITEMS

Please always keep your items with you.

5



USE DEVICES QUIETLY AND RESPECTFULLY

No speakerphone.
Don't film others.
No explicit content.

6



KEEP THE LIBRARY CLEAN

Maintain good personal hygiene. Clean up after yourself. No food or drink at computers.

7



MOVE SAFELY IN THE LIBRARY

No running, climbing, ball games, or rough play. *(Unless otherwise directed as part of a Library activity or program.)*

8



WHEELS: WHAT'S WELCOME?

Wheelchairs, prams and mobility aids are welcome. Please leave bikes, scooters, and trolleys outside.



Any questions or concerns, please speak to a library team member.

city of PALMERSTON
LIBRARIES

TERMS & CONDITIONS OF HIRE – COUNCIL FACILITIES

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These Terms and Conditions govern the hire and use of Council facilities and form part of every booking agreement. Council provides facilities for community use to support participation in recreational, cultural, educational and community activities. Compliance with these Terms and Conditions is required to ensure the safe and responsible use of facilities, protect Council assets, and preserve the quality, accessibility, and availability of facilities for the benefit of current and future users.

Acceptance and agreement

By confirming a booking with the City of Palmerston, the Hirer expressly acknowledges that they have read, understood, and accept these Terms and Conditions and agree to be bound by them. The Hirer further acknowledges that these Terms and Conditions form a legally binding agreement between the Hirer and the City of Palmerston and that compliance with all requirements contained herein is a condition of the booking.

Failure to comply with these terms and conditions may result in additional charges, cancellation of the booking, immediate termination of access to the facility and/or refusal of future bookings.

Definitions

TERM	MEANING
Council	means City of Palmerston.
Facility	means any Council-managed building, room, venue, outdoor space, or associated infrastructure available for hire.
Hirer	means an individual, group, organisation, or business responsible for the booking.

Eligibility and booking responsibility

1. The Hirer must be 18 years of age or over.
2. The person making the booking is responsible for ensuring all participants, attendees, contractors, and guests comply with the terms and conditions.
3. Confirmed bookings are not transferable without the prior written approval of City of Palmerston.

Venue access and induction

4. Hirers may be required to complete a venue induction before accessing the facility.

5. The Hirer is responsible for ensuring that all persons attending and participating in an activity are familiar with emergency procedures, venue requirements, and facility operating conditions.
6. Where keys, fobs, access cards, or after-hours access is required, arrangements must be made with City of Palmerston prior to the booking.
7. Lost or unreturned keys, fobs or access cards may incur replacement charges.
8. The Hirer must comply with any facility-specific user guides, induction materials, operating instructions, or directions provided by City of Palmerston.

Booking confirmation and payment

9. Bookings are not confirmed until approved in writing by City of Palmerston and all applicable fees have been paid.
10. City of Palmerston reserves the right to refuse any booking request at its discretion.
11. Bookings are subject to SpaceProtect requirements and/or a valid debit or credit card linked to the booking account. The Hirer authorises City of Palmerston to recover any fees, charges or costs payable under these Terms and Conditions and City of Palmerston's published Fees and Charges.
12. The Hirer must provide accurate and complete information when making a booking. City of Palmerston reserves the right to cancel a booking where false, misleading, or incomplete information has been provided.

Cancellations

13. Hirers must cancel bookings through City of Palmerston's booking platform at least 72 hours before the booking commencement time to be eligible for a refund of any applicable booking fees. Where cancellation through the booking platform is not possible, cancellations must be submitted in writing to bookings@palmerston.nt.gov.au.
14. Where a paid booking is cancelled with less than 72 hours' notice, or the Hirer fails to attend a booking without prior notification, the full booking fee will be charged.
15. Where a facility has been booked free of charge, failure to attend the booking without prior notification will result in a no-show fee being charged in accordance with City of Palmerston's published Fees and Charges and may result in future bookings not being accepted.
16. City of Palmerston reserves the right to cancel or relocate bookings due to maintenance requirements, emergencies, operational requirements, public safety concerns, or Council events.
17. Where City of Palmerston cancels a booking, any fees paid will be refunded unless the cancellation results from a breach of these Terms and Conditions by the Hirer.
18. City of Palmerston will not be liable for any loss, damage, cost or expense incurred by the Hirer arising from the cancellation, postponement or disruption of a booking due to circumstances beyond Council's reasonable control, including but not limited to severe weather, power outages, natural disasters, emergencies, public safety concerns or directions issued by government authorities or emergency services.

Set up, pack down and cleaning

19. Set up and pack down must occur within the approved booking times.
20. Additional time required for set up or pack down must be booked and paid for in advance.
21. The facility must be left clean, tidy and in the same condition in which it was found.

22. All furniture, equipment and fixtures must be returned to their original locations unless otherwise approved.
23. All rubbish generated during the booking must be removed or disposed of appropriately.
24. All equipment, decorations, signage, and other items brought into the facility by the Hirer must be removed at the conclusion of the booking unless otherwise approved by City of Palmerston.
25. Any additional cleaning required following a booking may be charged to the Hirer.
26. Hirers will be charged for user error call outs as per published fees and charges.
27. Hirers are responsible for the entry and exit of attendees.

Damage and cost recovery

28. The Hirer is responsible for any loss, damage, theft, vandalism, or additional cleaning arising from their use of the facility.
29. The Hirer authorises City of Palmerston to recover costs associated with damage, loss, missing equipment, additional cleaning, staff call-outs, contractor costs or breaches of these Terms and Conditions.
30. The Hirer remains responsible for any repair, replacement or other recoverable costs not otherwise recovered.
31. The Hirer must immediately report any damage or faults identified during the booking.

Safety and emergency procedures

32. The Hirer is responsible for the safety and supervision of all participants attending the booking.
33. The Hirer must ensure emergency exits, evacuation routes and fire safety equipment always remain accessible.
34. In the event of an emergency, the Hirer must follow emergency procedures and any directions provided by emergency services or City of Palmerston staff.
35. The Hirer is responsible for providing appropriate first aid arrangements for their activity.
36. The Hirer must notify City of Palmerston as soon as practicable of any injury, incident, accident, emergency service attendance, or damage occurring during the booking.

Fire alarms and prohibited items

37. Smoke machines, fog machines, candles, fireworks, naked flames, or related items must not be used within a facility.
38. The Hirer is responsible for all costs associated with false fire alarm activations caused by the Hirer, their guests, contractors or invitees, including Fire and Rescue Service call-out fees, security responses and building system reset costs.

Insurance

39. Organisations, incorporated associations, businesses, and commercial operators must provide a current Certificate of Currency for Public Liability Insurance with a minimum cover of $20 million.
40. City of Palmerston may request evidence of insurance at any time.
41. Individual community hirers may be exempt from this requirement at the discretion of City of Palmerston.

Alcohol and food service

42. Alcohol must not be consumed, supplied, or sold at a facility without prior written approval from City of Palmerston.
43. The Hirer is responsible for obtaining any permits, approvals or licences required under Northern Territory legislation.
44. Food prepared, supplied, or sold during the booking must comply with all relevant food safety requirements.

Use of facilities

45. The facility must only be used for the approved purpose stated in the booking.
46. The Hirer must not undertake any unlawful activity within the facility.
47. No fixtures, fittings, decorations, signage, or equipment may be attached to any part of the building without prior approval.
48. City of Palmerston reserves the right to inspect the facility during any booking.
49. Parking must comply with all applicable traffic and parking regulations.
50. The Hirer must ensure that all attendees behave in a respectful manner and do not cause nuisance, damage, excessive noise, disruption or safety concerns for other users, neighbouring properties, or the broader community.
51. Children under 18 years of age must be appropriately supervised at all times by a responsible adult.
52. A nominated person aged 18 years or over must remain present for the duration of the booking and is responsible for ensuring compliance with these Terms and Conditions.
53. The Hirer must comply with all applicable legislation, regulations, permits, approvals, and lawful directions relevant to the activity being conducted.
54. The Hirer must not exceed the maximum occupancy or capacity limit advised by City of Palmerston for the facility.
55. City of Palmerston Conditions of entry must be followed at all times.
56. The Hirer must comply with any reasonable direction provided by City of Palmerston staff, contractors or authorised representatives relating to safety, security, facility operations or compliance with these Terms and Conditions.
57. The Hirer will be charged per hour or part there of if they enter venues before their booking start time or overstay.

Security

58. The Hirer is responsible for ensuring the facility is secured during and after the booking.
59. At the conclusion of the booking, the Hirer must ensure all doors, windows and gates are secured and all lights, appliances and equipment are turned off where required.
60. The Hirer must immediately notify City of Palmerston of any security incidents, break-ins, vandalism, suspicious activity, or failure to secure the facility.
61. The Hirer must not provide access codes, keys, fobs, access cards or booking details to any unauthorised person.
62. The Hirer acknowledges that closed-circuit television (CCTV) surveillance may operate within and around City of Palmerston facilities for the purposes of safety, security, asset protection, and incident investigation.
63. CCTV footage remains the property of City of Palmerston and will be managed in accordance with applicable legislation and Council policies.

Liability and indemnity

64. The Hirer uses the facility at their own risk.
65. To the extent permitted by law, City of Palmerston accepts no responsibility for loss, theft or damage to individual property brought into the facility.
66. The Hirer indemnifies and holds harmless City of Palmerston, its employees and agents against all claims, actions, losses, damages, and expenses arising from the Hirer's use of the facility, except to the extent caused by the negligence of City of Palmerston.

General Conditions:

67. City of Palmerston may amend these Terms and Conditions from time to time.
68. The Hirer is responsible for ensuring they are familiar with the current version of the Terms and Conditions.
69. City of Palmerston's Privacy Statement is available on the City of Palmerston website.
70. Any concerns regarding the condition of the facility or maintenance issues must be reported to City of Palmerston as soon as practicable.
71. For booking enquiries, maintenance issues or urgent facility matters, please contact City of Palmerston on (08) 8935 9922 or bookings@palmerston.nt.gov.au.

Related documents

Fees and charges

Privacy statement

Alcohol management

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.5
Report Title:	Casual Vacancy November 2026
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager Organisational Performance, Penny Hart
Approver:	General Manager Finance and Governance, Chris Fearon

Community plan

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

Purpose

This Report provides Council with information on a casual vacancy in the office of Elected Member on the City of Palmerston Council.

Key messages

- A casual vacancy refers to when an Elected Member vacates their position during a Council term.
- Councillor Yolanda Kanyai submitted her resignation on 3 November 2026, which results in a casual vacancy on the City of Palmerston Council.
- The *Local Government Act 2019* (NT) (the Act) and Council's Elected Member Casual Vacancies Policy provide guidelines for managing casual vacancies when they arise.
- In accordance with the Act and policy, as the vacancy arose more than 18 months before the next local government general election, a by-election is required.
- Council should consider appointment of a returning officer for the by-election and the option for a postal voting-only election.
- In addition, Councillor Kanyai was a member of Council committees and an external delegate; these positions must be filled.

Recommendation

1. THAT Report entitled Casual Vacancy November 2026 be received and noted.

2. THAT Council acknowledges Councillor Yolanda Kanyai for her dedication and service to the Palmerston community.

3. THAT pursuant to Section 54 of the *Local Government Act 2019* (NT) and Council's Elected Member Casual Vacancies Policy, Council hold a by-election to fill the casual vacancy in the office of Elected Member on the City of Palmerston Council.

4. THAT Council note pursuant to Section 136(6) of the *Local Government Act 2019* (NT) the by-election will be conducted by the Northern Territory Electoral Commission.

5. THAT Council request the Northern Territory Electoral Commission consider the following for the by-election:
   a. One week of early voting.
   b. Reduction of election day voting centres.

OR

5. THAT pursuant to Section 137 *Local Government Act 2019* (NT) Council resolve to conduct the by-election by mandatory postal voting to reduce election delivery costs and improve accessibility for Palmerston residents.

AND

6. THAT Council makes the following appointments until 30 June 2027, to the now vacant positions below:
   a. Councillor _____ is appointed as Committee Member to the Community Safety and Wellness Advisory Committee.
   b. Councillor _____ is appointed as Chair to the Palmerston Child and Youth Network.
   c. Councillor _____ is appointed as alternate member to Tourism Top End.

Background

A casual vacancy refers to when an Elected Member vacates their position during a Council term. Pursuant to section 50 of the Act a person ceases to hold office as a member of a council if the person:

(a) dies

(b) is disqualified from office as a member of the council under section 47 of the Act

(c) resigns by written notice given to the CEO.

Councillor Kanyai notified the CEO in writing of her effective resignation date of 3 November 2026.

Council's Elected Member Casual Vacancies Policy outlines how casual vacancies for the position of Elected Member may be filled when they become vacant. Depending on the position of the Elected Member, whether they are an Ordinary Member or a Principal Member, and the length of time until the next general election will determine whether a by-election is required to fill the vacancy.

In addition, Councillor Kanyai represented Council on several committees, and their resignation has resulted in vacancies. This report also seeks nominations for the relevant committees.

Discussion

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

Council's Elected Member Casual Vacancies Policy, which is based on the Act, provides:

DATE VACANCY OCCURS	ACTION
18 months or more before the next general election:	Council will hold a by-election to fill the vacancy of an ordinary member.
Less than 18 months, but not less than 6 months, before the next general election:	Council may, by vote of existing members, appoint a person to fill the vacancy until the next general election.
6 months or less before the next general election:	Council may, by vote of existing members: 1. Appoint a person to fill the vacancy until the next general election; or 2. May leave the office vacant.

Table 1 – Vacancy requirements

As the next General Election is scheduled for August 2029, the resignation falls within the 18 months or more before the next general election period. Therefore, Council must hold a by-election to fill the vacancy of an Ordinary Member.

By-election

Part 8.2 of the Act governs the requirements for by-elections. The excerpt has been provided at **Attachment 12.1.5.1**.

In summary:

- As Palmerston does not have wards, the by-election is conducted for the entire municipality.
- The by-election will be held on the date fixed by the returning officer.
- The date must be within 4 months of the Northern Territory Electoral Commissioner being notified of the vacancy.
- The Northern Territory Electoral Commissioner was notified of the resignation on 4 November 2026.

Council has the option under the Act to appoint its own returning officer to undertake the election. That could be the CEO or another person. However, the Northern Territory Electoral Commission is resourced to and practiced in delivering elections and by-elections. Appointing the CEO or engaging a third party could result in additional resource requirements for Council, and costs. It is in Council's interest for the Northern Territory Electoral Commission (NTEC) to run the by-election.

Voting Centres

Two types of voting centres are provided for local government by-elections in Palmerston:

Early voting	• typically in central locations with high foot traffic • located in easily accessed areas with parking
Election day	• voting centres that are open only on election day • evenly spread throughout Palmerston • located in easily accessed areas with parking

Table 2 – Voting centres

In the 2025 general election there was one early voting centre, being the City of Palmerton Recreation Centre, with two more centres added on election day at SWELL and Rosebery Middle School. It is likely that venues used in previous elections would be proposed for this by-election as it assists voters to return to the same locations.

The number of enrolled electors in Palmerston in 2025 was 25,914, with 13,887 votes cast. Of these, 6,279 voters (55.8%) voted during the early voting period in Palmerston.

As the by-election is for a single councillor vacancy, Council could request that NTEC consider reducing the early voting period from two weeks to one week, reflecting the smaller scale of the election and the potential to reduce election delivery costs and resource requirements.

Council could also request consideration of a reduction in the number of election day voting centres. The number of centres has already reduced from five to three in recent elections. However, based on 2025 voting patterns, approximately 4,965 voters cast their vote on election day in Palmerston with a further 531 voting at other centres in the Greater Darwin region. Any further reduction in voting centres may increase demand at the remaining locations and could result in longer waiting times for voters.

Mandatory postal vote election

Section 137 of the Act provides that municipal councils may decide that the only way to vote in a by-election is by postal vote, which would be mandatory.

Postal voting may reduce election delivery costs by lowering venue hire and staffing requirements, which represented more than 50% of costs in the by-election example outlined in this report. It may also improve accessibility for some residents, particularly older people, people with disability, carers, those with temporary mobility issues, and residents who are away from Palmerston during the voting period.

However, postal voting can increase postage and administration costs and may reduce voter participation and engagement. Ballot papers may be delayed, lost, misplaced or not returned before the close of voting. Voters also have less access to assistance from election officials, and candidates have fewer opportunities to engage directly with voters at polling places. Overall, any cost savings need to be balanced against these potential impacts.

It is recommended Council consider postal voting for the by-election. A decision on postal voting must be made within 2 months from the date the Electoral Commissioner was notified of a casual vacancy. However, due to the timing of end of year public holidays affecting planning for the by-election it is presented to Council for consideration now.

Committee appointments

Councillor Kanyai was a member of several Council committees, networks and external committees. To ensure those committees can retain quorum and operate, it is recommended that Council fill the positions for the remainder of the current committee term to 30 June 2027.

The positions vacant are:

- Community Safety and Wellness Advisory Committee – 1x Member
- Palmerston Child and Youth Network - Chair
- Tourism Top End – 1x alternate Member

Dates for upcoming meetings of these committees / network are as follows:

COMMITTEE / NETWORK	MEETING DATE
Community Safety and Wellness Advisory Committee	1 December 2026 **2027 dates to be discussed at the next committee meeting.*
Palmerston Child and Youth Network	Meetings have concluded for 2026. The 2027 meeting schedule will be confirmed in December and circulated to Network members.
Tourism Top End	Ad hoc external events as required when appointment member is unavailable.

Table 3 – Upcoming meeting dates

Consultation and marketing

The Northern Territory Electoral Commissioner must be notified when a local government council member resigns. The Chief Executive Officer made the required notification for Councillor Kanyai to ensure compliance with the Act.

Policy implications

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

Budget and resource implications

The Northern Territory Electoral Commission undertakes by-elections on a service basis. Council enters into a service level agreement with the agency to plan the by-election in conjunction with Council and then deliver it.

City of Palmerston has not held a by-election since 2015. As a result, the most recent available reporting for a municipal council by-election was reviewed to gain an idea of potential costs to Council. The 2023 City of Darwin Lyons Ward by-election report is available on the Northern Territory Electoral Commission website.

Of 12,890 enrolled voters in Lyons Ward, 6,554 votes were counted. The total cost of the by-election was $81,512 ex GST.

For the 2025 local government elections in Palmerston, it was reported that of 25,914 enrolled voters, 13,887 voted. With double the amount of enrolled voters from the Lyons Ward by-election and known increases in costs since 2023 this means Council could reasonably expect the cost of its own by-election, conducted through physical voting centres, to exceed $90,000 ex GST.

Table 4 below shows the breakdown of costs for the Lyons Ward by-election, from the public report.

EXPENSE CATEGORY	EARLY VOTING CENTRE	ELECTION DAY VOTING CENTRES	NTEC OPERATIONS	POSTAL VOTING	MOBILE VOTING TEAM	TOTAL
Advertising			$10,186			$10,186
Information Technology			$4,767			$4,767
Materials			$3,654			$3,654
Postage				$3,207		$3,207
Premises	$3,520	$2,531	$1,024			$7,075
Staff Wages	$15,442	$10,599	$14,737		$1,104	$41,882
Vehicle Hire			$109			$109
Sub-total	**$18,962**	**$13,130**	**$34,477**	**$3,207**	**$1,104**	**$70,880**
Corporate Overhead (15%)						$10,632
Sub-total						**$81,512**
GST 10%						$8,151
TOTAL						**$89,663**

Table 4 – Lyons Ward By-election costs 2023

Risk, legal and legislative implications

By-elections are undertaken in accordance with the Act and the *Local Government (Electoral) Regulations 2021* (NT).

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

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

Council officer conflict of interest declaration

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

Attachments

1. By elections [**12.1.5.1** - 2 pages]

BY-ELECTIONS

Except from the *Local Government Act 2019* (NT)

Part 8.2 By-elections

136 By-elections

(1) This section applies to a by-election that is to be held under the following:

(a) section 54(2)(a) or (b)(ii), 65(3) or 134(3);

(b) a provision prescribed by regulation.

(2) If the member whose seat has become vacant represented a ward, the by-election is confined to the ward.

(3) A by-election is to be held on a date fixed by the returning officer.

(4) If a by-election is to be held under section 54(2)(a) or (b)(ii), the date for the by-election must fall within 4 months after the Electoral Commissioner:

(a) is notified of the casual vacancy:

(i) by the CEO under section 51(3) or (4) or 53(2); or

(ii) by NTCAT under section 56(7) or 133(6); or

(b) confirms the casual vacancy under section 52(3).

(5) If the by-election mentioned in subsection (4) is because a member of a council has resigned under section 50(c), the nomination date for the by-election must be after the date that the member's resignation takes effect.

(6) Unless a person is appointed under subsection (7) to be the returning officer for a by-election, the by-election (including nomination of candidates and other related processes) is to be conducted as decided by the Electoral Commissioner.

Note for subsection (6)

See section 141 for the requirements in relation to the conduct of an election or poll of electors.

(7) The council may appoint the CEO or another person (other than the Electoral Commissioner) to be the returning officer for the by-election, by doing the

following within 2 months after the Electoral Commissioner is notified of the casual vacancy under section 51(3) or (4), 53(2), 56(7) or 133(6) or confirms the casual vacancy under section 52(2):

(a) passing a resolution appointing the person;

(b) if the person is not the CEO – entering into a contract with the person for the performance of the functions of returning officer.

(8) As soon as practicable after the council appoints a person to be the returning officer for a by-election under subsection (7), and in any event not later than 5 days after the appointment, the council must notify the Electoral Commissioner of the identity of the returning officer.

(9) However, failure to notify the Electoral Commissioner under subsection (8) does not affect the validity of the appointment.

(10) In this section:

returning officer, for a by-election, means:

(a) if a resolution is passed under subsection (7) in relation to the by-election – the person appointed by the resolution; or

(b) otherwise – the Electoral Commissioner.

137 Resolution for mandatory postal vote election

(1) A council for a municipality may decide that the only way to vote in a by-election (a ***mandatory postal vote election***) is by postal vote.

(2) If the council does so, the council must, within 2 months after the Electoral Commissioner is notified of a casual vacancy under section 51(3) or (4), 53(2), 56(7) or 133(6) or confirms the casual vacancy under section 52(3), pass a resolution declaring the by-election to be a mandatory postal vote election.

(3) As soon as practicable after the council passes the resolution, and in any event not later than 5 days after the passage of the resolution, the council must notify the following persons that the resolution has been passed:

(a) if the returning officer is the Electoral Commissioner – the Electoral Commissioner;

(b) otherwise – the Electoral Commissioner and the returning officer.

(4) Failure to notify a person as required by subsection (3) does not affect the validity of the resolution.

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.1.6
Report Title:	Council Policy Review - Investment
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager Financial Performance, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Chris Fearon

Community plan

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

Purpose

This Report seeks Council approval to continue the current Council Policy – Investment due to a review of policy, in line with the Council policy review schedule with no amendments except minor administrative changes.

Key messages

- As part of the policy review schedule – Investment Policy has been reviewed.
- The Policy provides a framework for the investment of surplus funds and is required by the *Local Government Act 2019* (NT).
- No amendments are recommended for this policy, except for minor administrative changes to update the dates, the decision number and minor grammatical errors.

Recommendation

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

2. THAT Council Policy – Investment as per **Attachment 12.1.6.3** of Report entitled Council Policy Review - Investment be adopted which includes the minor administrative changes.

Background

Council Policy – Investment outlines the requirements and frameworks that Council officers must operate within when undertaking financial investment as well as the type of investment that can be undertaken.

Section 194 of the *Local Government Act 2019* (The Act) provides for Council to adopt a policy which sets out the objectives of Council for the investment of money. This policy must also be passed by resolution of Council.

Council Policy – Investment was last reviewed in December 2022 and is now due for review per policy review schedule.

At the 1st Ordinary Council Meeting of 6 December 2022 Council made the following decision:

> ***13.1.2 Review of Council Policy - Investment***
>
> 1. *THAT Report entitled Review of Council Policy - Investment be received and noted.*
>
> 2. *THAT Council adopt Attachment 13.1.2.2 to report entitled Review of Council Policy – Investment as its investment policy*
>
> ***CARRIED 10/642 – 06/12/2022***

It is considered good governance for Council to review policies at least once during the Council's term to ensure they are consistent, compliant and reflect the Council's interest. Council Policy – Investment is due for review on 6 December 2026. A few administrative changes have been made that do not change the context of the policy and are discussed in this report.

Discussion

The Policy adopted in December 2022 is a robust policy that is still relevant at this point in time. This policy can be seen at **Attachment 12.1.6**.1.

A review was undertaken by Council and found that the Principles and the Risk Management Guidelines adequately provide guidance on the preservation of capital, liquidity, and the return of investment, whilst managing credit and interest rate risk within identified thresholds and parameters. It is therefore recommended that no changes will be made to the policy other than minor administrative items. The Policy intent is not recommended to change.

The following administrative changes have been made to the policy:

- Approval Date (which will become the date of this meeting, if approved),
- Next Review Date (to the next review date required),
- Council Decision Number (to decide to make no changes, except for minor administrative changes),
- In section 1.1, replaced 'principle' with 'principal',
- In section 5.1 bullet point 2, replaced 'Authorised Deposit-talking Institution' with 'Authorised Deposit-taking Institution',
- In section 5.2, replaced 'are be sought' with 'are to be sought'.

Consultation and marketing

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

- Budget Team

Policy implications

If adopted, the Council Policy Investment remains the policy of Council without any changes, except for minor administrative changes as mentioned within this report.

Budget and resource implications

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

Risk, legal and legislative implications

Section 194 of the Local Government Act (2019) requires Council to comply with any investment guidelines that may be issued from time to time. The guidelines state the minimum requirements that must be included in a Council's Investment policy as well as providing a sample policy.

Although not all risk can be eliminated, the risk frameworks within the policy help mitigate Council's risk when investing excess funds and thereby meet the objectives of the policy to preserve capital as the principal objective.

This Report addresses the following City of Palmerston Strategic Risks:

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

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

Strategies, framework and plans implications

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

- Long Term Financial Plan

Council officer conflict of interest declaration

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

Attachments

1. Council Policy - Investment 20221206 [**12.1.6.1** - 5 pages]
2. Council Policy - Investment with tracked changes [**12.1.6.2** - 5 pages]
3. Council Policy - Investment updated [**12.1.6.3** - 5 pages]

INVESTMENT POLICY

COUNCIL POLICY

PURPOSE

The purpose of this policy is to enable Council to invest surplus funds, with consideration of risk and at the most favourable rate of interest available at the time, for that investment type, while ensuring that council's liquidity requirements are being met. While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio must ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Council's risk tolerance.

PRINCIPLES

Council is committed to maximising appropriate investment returns whilst maintaining a conservative risk/return portfolio. All activities regarding Council's investments are exercised with the care, diligence and skill of a prudent person, and not undertaken for speculative purposes.

DEFINITIONS

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

TERM	DEFINITION
Credit Risk	Credit risk is the risk of loss to an investor due to counterparty's failure to pay the interest and/or repay principal of an investment.
Liquidity Risk	Liquidity risk is the risk that an investor is unable to realise the investment at a fair price within a timely period resulting in a loss upon realisation.
Market Risk	Market risk is the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices.

POLICY STATEMENT

1. Risk Management

The risk of all assets included in the investment portfolio must be known, measurable and acceptable to Council.

1.1. As the principle objective of the Council is to preserve capital, the Council has a low tolerance to investment risk and a conservative, risk adverse investment strategy is required.

1.2. Risk Management Guidelines: To manage risk the following frameworks have been established and investments must comply with these frameworks. If any of Council's investments are downgraded such that they no longer fall within the investment policy requirements, they will be divested as soon as practicable but in a manner that does not give rise to an unnecessary loss to Council.

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Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Max. Limit – % of Total Investment Portfolio	100%	60%	40%	10%	100%	60%	30%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

1.2.2 Counterparty Credit Framework: The Portfolio Credit Framework limits exposure to individual counterparties/institutions by its credit rating so that single entity exposure is limited, as detailed below.

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Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit – as % of total Investment Portfolio	60 %	40%	30%	5%	60%	40%	25%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

1.2.3 Term to Maturity Framework: The Term to Maturity Framework limits based upon maturity of securities. All investments have to be invested within the maturity constraints identified in the table below.

% OF TOTAL INVESTMENT PORTFOLIO		
Duration	**Minimum**	**Maximum**
≤ 12 months	50%	100%
> 1 year ≤ 3 years	0%	50%
> 3 years ≤ 5 years	0%	25%
> 5 years	0%	10%

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The investments of Council will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this policy and not for speculative purposes.

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All staff involved in the investment process must refrain from activities, personal or otherwise, that would conflict with the proper execution and management of Council's Investment Portfolio. This policy requires all staff involved in the investment process to:

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- Avoid any actual, apparent or potential conflict of interest; and
- Control any actual, apparent or potential conflict of interest.

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- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Share in an unlisted company or contribute capital to an unlisted trust.
- The use of leveraging (borrow to invest) of an investment.
- Complex financial instruments that are not in line with the conservative risk appetite of Council; and
- Any kind of investments with counterparties without a credit rating.

5. Approved Investments

All investments with comply with the following:

5.1. Authorised Investments will be limited to:

- State or Commonwealth Government Bonds;
- Interest bearing deposits with an Authorised Deposit-talking Institution (ADI) (as defined under the Banking Act 1959 (Commonwealth)).
- Bank accepted/endorsed bank bills;
- Bank negotiable Certificate of Deposits; and
- Managed funds with a minimum long-term Standard and Poor rating of A and short-term rating of A2;

5.2. Three competitive quotations are be sought to ensure Council receives the best rate of return whilst complying with this policy.

5.3. All investment must be in the name of the City of Palmerston. Additionally, the City of Palmerston must be the beneficial owner of all investments.

5.4. All investments must be denominated in Australian Dollars.

5.5. Documentary evidence must be held for each investment and details thereof must be maintained in an Investment Register.

6. Benchmarking

Performance benchmarks must be established for all investments held or intended to be held. The benchmarks included in the following table are to be complied with for the relevant instruments.

INVESTMENT	PERFORMANCE BENCHMARK
Cash	Cash Rate
Enhanced/Direct Investments	BBSW 90-day rate
Diversified	CPI + appropriate margin over rolling 3-year periods (depending upon composition of funds)
Property Investment Portfolio	Review of performance, assess property's value and usefulness, compare to current cash rates

ASSOCIATED DOCUMENTS

- Register of Delegations

REFERENCES AND RELATED LEGISLATION

- Australian Accounting Standards
- *Local Government Act 2019*

POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	Executive Manager Financial Performance
APPROVAL DATE	6 December 2022	NEXT REVIEW DUE	6 December 2026
RECORDS NUMBER	641431	COUNCIL DECISION	10/642

INVESTMENT POLICY

COUNCIL POLICY

PURPOSE

The purpose of this policy is to enable Council to invest surplus funds, with consideration of risk and at the most favourable rate of interest available at the time, for that investment type, while ensuring that council's liquidity requirements are being met. While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio must ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Council's risk tolerance.

PRINCIPLES

Council is committed to maximising appropriate investment returns whilst maintaining a conservative risk/return portfolio. All activities regarding Council's investments are exercised with the care, diligence and skill of a prudent person, and not undertaken for speculative purposes.

DEFINITIONS

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

TERM	*DEFINITION*
Credit Risk	Credit risk is the risk of loss to an investor due to counterparty's failure to pay the interest and/or repay principal of an investment.
Liquidity Risk	Liquidity risk is the risk that an investor is unable to realise the investment at a fair price within a timely period resulting in a loss upon realisation.
Market Risk	Market risk is the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices.

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OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	Executive Manager Financial Performance
APPROVAL DATE	~~6 December 2022~~ 17 November 2026	REVIEW DUE	~~6 December 2026~~17 November 2030
RECORDS NUMBER	~~641431~~	COUNCIL DECISION	~~10/642~~

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POLICY DETAILS

OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	Executive Manager Financial Performance
DATE	17 November 2026	NEXT REVIEW DUE	17 November 2030
RECORDS NUMBER	[Records Number]	COUNCIL DECISION	[Council Decision]

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.2.1
Report Title:	Financial Report for the Month of October 2026
Meeting Date:	Tuesday 17 November 2026
Author:	Executive Manager Financial Performance, Jeffrey Guilas
Approver:	General Manager Finance and Governance, Chris Fearon

Community plan

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

Purpose

The purpose of the Report is to present to Council the Financial Report for October 2026.

Key messages

- The financial health check ratios indicate that overall Council is in a positive financial position largely due to rates and charges levied in July.
- Operating income is $41.95 million or 90% of the annual budget of $46.79 million and 96% of the year-to-date budget of $43.61 million.
- Operating expenditure is $16.86 million or 31% of the annual budget of $54.11 million and 89% of year-to-date budget of $19.01 million.
- Operating surplus (excluding depreciation) is at $29.52 million.
- Capital income is $0.83 million or 16% of the annual capital income budget of $5.09 million and 55% of year-to-date budget of $1.49 million.
- Capital expenditure is $2.32 million or 19% of the annual budget of $12.05 million and 61% of year-to-date budget of $3.84 million. There is a further $1.36 million in commitments where works have commenced or are awaiting payment.
- Total cash and cash investments as at 31 October amounted to $28.28 million, comprising $20.50 million held in term deposits with various authorised deposit-taking institutions with maturities of less than 12 months, and $7.78 million held in the general trading account.
- The 2026-27 Rates and Charges totalling $40.05 million have been levied. As at 31 October 2026, the outstanding rates receivable balance was $20.38 million.

- Total payments to creditors as at October 2026 amounted to $4.84 million, of which $4.32 million was paid to local suppliers.
- Council is compliant with its statutory obligations such as Pay-as-You-Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There were no contract variations during October 2026 that met the criteria under Regulation 42 of the *Local Government (General) Regulations 2021*.

Recommendation

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

Background

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

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

Annual Budget for 2026-27 consists of:
- The total budget per the municipal plan for the 2026-27 financial year.
- The approved capital budget roll-over from 2025-26.

Year-to-date actuals (YTD Actuals) is the actual income and expenditure from 1 July 2026 to the current reporting date, 31 October 2026.

This report should be read in conjunction with the following:
- Dashboard report found at **Attachment 12.2.1.1** which is a traffic-light reporting system highlighting the current health status and areas of interest to Council. Further details are then reported in the body of the report.
- Financial reports included at **Attachment 12.2.1.2** presenting the financial position of Council as at 31 October 2026.

Comments are only added to variances that have an actual balance that is over or under the year-to-date budget by 10%.

Discussion

Financial Health

The financial health check ratios provide Council with a quick snapshot of its financial position. The ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, an explanation is provided.

- The operating surplus ratio is 72%, well above the Key Performance Indicator (KPI) target of "Greater than 0%", mainly because 2026-27 rates and charges were levied and recognised as income in July. The ratio is expected to decrease throughout the year as expenditure is incurred.
- The debt service ratio (net operating income divided by debt repayments plus interest) for October 2026 is 96 indicating that the Council has sufficient capacity to meet its loan obligations and is well above the KPI ratio of "Greater than 2 times". This ratio is high because the 2026-27 rates revenue has been recognised at the start of the financial year. The ratio is expected to decrease throughout the year as expenditure is incurred and recognised.
- Rates collection is currently 49% of total annual rates revenue, below the KPI of 95%, as not all rates instalments have fallen due at this stage of the financial year. Rates collection will improve as outstanding rates payments are received.
- The current ratio (Current Assets divided by Current Liability) is 5.05 for October 2026 which demonstrates that Council has enough resources to meet its short-term obligations. This is high due to rates being levied and recognised as income and recorded as debtors. It is expected to decrease progressively over the coming months as expenditure is incurred and receivables are collected.

Operating Overview

This report should be read in conjunction with the following:

- Dashboard report which provides an overview of Council's operating income and expenditure for 2026-27 as at 31 October 2026. Refer to **Attachment 12.2.1.1.**
- Financial report presenting the financial position of Council as at 31 October 2026. Refer to **Attachment 12.2.1.2.**

Total operating income as at 31 October 2026 is $41.95 million, which is 90% of the annual budget of $46.79 million and 96% of the year-to-date budget of $43.61million. A portion of the Financial Assistance Grant for 2026–27 was received in June rather than July causing variance in budget and actuals in the current financial year.

Total operating expenditure as at 31 October 2026 is $16.86 million or 31% of the annual budget of $54.11 million and 89% of year-to-date budget of $19.01 million, this mainly consists of the following:

- $4.59 million employee costs.
- $3.69 million materials and contractors.
- $4.44 million depreciation (non-cash).
- $0.94 million other expenses such as program running cost and training costs.
- $0.71 million in utilities.
- $0.94 million in insurance expenses.
- $0.37 million professional services.
- $0.66 million software, hardware, stationery and subscriptions.

The $2.14 million underspend in operating expenditure is largely due to invoices that are yet to be received and some invoices yet to be approved for services received in October.

Capital Overview

Capital Income

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

Total budgeted capital income of $5.09 million includes grant funding of $1.74 million, non-cash gifted assets of $3 million, developer contributions of $0.20 million, and $0.15 million sale of fleet.

Capital income is at 16% of the annual budget and 55% of the year-to-date budget. This is due to income from grants and gifted assets that are yet to be recognised as income, as well as income from developer contributions and the disposal of assets are yet to be received as budgeted.

Table 1 provides a breakdown of the budgeted capital grants income for 2026–27 (A), including an overview of grants received (B), grants yet to be received (C), and grants recognised as income (D).

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

CAPITAL PROJECT 2026-27	TOTAL BUDGETED GRANT INCOME FOR 26-27 (A)	GRANT FUNDS RECEIVED TO DATE (B)	GRANT FUNDS YET TO BE RECEIVED (C = A-B)	GRANT RECOGNISED AS INCOME (D)
Reseal Program	$332,592	$0	$332,592	$0
Black Spot – Yarrawonga Road	$112,715	$0	$112,715	$ 112,715
Road Reconstruction	$450,000	$0	$450,000	$0
Woodroffe Park Upgrades	$592,690	$592,690	$0	$ 247,133
Solar Panel and battery Installation-SWELL	$256,348	$158,400	$97,948	$256,348
Total	**$1,744,345**	**$751,090**	**$993,255**	**$616,196**

Table 1: 2026-27 Budgeted Capital Grants

Capital Expenditure

The dashboard provides an overview of Council's capital expenditure for 2026-27 as per **Attachment 12.2.1.1.**

The 2026-27 capital expenditure annual budget is $12.05 million. This includes the original budget of $9.42 million and $2.63 million capital budget rolled over from 2025-26.

The pie chart in the dashboard as per **Attachment 12.2.1.1** shows that out of the $12.05 million capital expenditure budget, the actual capital expenditure is $2.32 million which is 19% of the annual budget and 61% of year-to-date budget.

In addition to the $2.32 million actual expenditure, there is a further $1.36 million in commitments where works have commenced and are awaiting invoices to be received for payment. The current expenditure combined with the commitments presents 28% of expenditure against the revised annual budget.

Cash and Investments

Trading Account: $7.78 million.
Investments: $20.50 million.
Annual Budgeted interest revenue: $0.71million.
Year to Date interest revenue: $0.64 million.

CASH AT BANK AND INVESTMENTS					
DURATION	NO.	VALUE ($) (In millions)	% OF TOTAL PORTFOLIO	LIMIT	
				Minimum	Maximum
Cash at bank	1	$7.78			
<12 months	7	$20.50	100%	50%	100%
>1 – 3 years	0	NIL	0%	0%	50%
>3 - 5 years	0	NIL	0%	0%	25%
>5 years	0	NIL	0%	0%	10%
Total	8	$28.28	100%		

Table 2: Cast at bank and Investments

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 October 2026, the Council held $20.50 million in term deposits across three financial institutions.
- Cash held by Council in the National Australia Bank (NAB) trading account as of 31 October 2026 was $7.78 million earning 4.70% interest per annum.

Performance of investments and details on investments are provided in section 2.3 of the Investments Management Report at **Attachment 12.2.1.2.**

Receivables

Council has $25.04 million in Receivables, which is made up of the following:

- $22.16 million in Rates and charges including rates levied during 2026-27. Further explanation of the breakdown is detailed below in rates and charges.
- $0.28 million from receivables from infringements. Further explanation of the breakdown is detailed below in 2.4 Debtor Control Accounts.
- $0.75 million sundry debtors less provision for doubtful debt.
- $0.60 million grants receivable.
- $0.33 million GST.
- $0.83 million accrued income.

- $0.08 prepayments.

Rates and charges

The dashboard at **Attachment 12.2.1.1** highlights the rates levied for the 2026-27 financial year are $40.05 million, of which $19.67 million (49%) has been collected so far.

Item 2.4 Debtors Control at **Attachment 12.2.1.2** provides for the summary of the breakdown of outstanding rates.

The 2026-27 Rates and Charges have been levied generating $40.05 million of revenue of which $20.38 million remains outstanding for 2026-27.

- 4,709 Ratepayers have paid their 2026-27 rates in full.
- $0.51 million of rates received in advance is accounted for in the balance sheet as a liability as it relates to a payment of rates due in a future period.

The total rates overdue as at October 2026 relating to 2025-26 and prior years is $1.8 million:

- $1.06 million is overdue for 2025-26 rates.
- $0.38 million overdue rates from 2024-25 which is 1% of the total 2024-25 rates revenue.
- $0.36 million overdue rates from 2023-24 and prior years.
- 802 properties have outstanding rates for 2025-26 and prior.
- 587 properties have either direct debit or payment arrangement in place.

Council currently holds overriding statutory charges on 158 properties for debts from 2024-25 and earlier.

Infringements

Total infringements outstanding from prior years is $249,997 as of 31 October 2026, this consists of:

- Animals $227,942.
- Public Places $6,969.
- Parking $15,086.

Infringements follow a statutory process and while the amount outstanding to date is high, the repayment schedule for the majority of these infringements is managed by the Fines Recovery Unit (FRU). Council receives regular payments from FRU in relation to these debts.

The graph in the dashboard at **Attachment 12.2.1.1** shows the total infringements issued, payment received, amount sent to the Fines Recovery Unit for collection and any outstanding infringements from 1 July 2026 to 31 October 2026. Refer to section 2.4 - Debtor Control Accounts, for a further breakdown.

- Total Animal infringements issued after adjusting the withdrawn infringements is $39,827. Of this, $14,426 was escalated to FRU and $9,345 has been collected. Remaining $16,056 is outstanding with the Council.

- Total Parking infringement notices issued after adjusting the withdrawn infringements amounted to $6,287. Of this, $3,797 has been collected, $1,680 is escalated to FRU with the remainder being followed with Council.
- Total Public Places notice issued amounted to $768. Of this, $426 is escalated to FRU and the remainder are being overseen by Council.

Sundry Debtors

Sundry Debtors as at 31 October 2026 is $0.85 million as presented in **Attachment 12.2.1.2**. This balance mainly includes:

- $375,000 that is expected to be received from Department of the Chief Minister and Cabinet for Palmerston Youth Festival ($300,000) and Palmerston Regional Economic Plan ($75,000),
- $126,841 from Belgravia for the profit share in SWELL operations and
- $207,916 from Costojic Pty Ltd for FILOC and tree omission bond.
- The total also includes the amounts to be received relating to long grass and property maintenance.

The ageing of debts is provided in section 2.4 Debtor Control Account.

Trade Creditors Paid

Total payments to creditors in October 2026 amounted to $4.84 million, of which $4.68 million was paid to all suppliers, $4.25 million (90.91%) was paid to local suppliers. **Attachment 12.2.1.2**. Section 2.5 Creditor Accounts Paid shows the breakdown of the payments made.

Borrowings

Total external borrowings balance as at 31 October 2026 of $4.40 million is made up of the following:

- Archer Land Fill Rehabilitation loan: The $1.96 million approved loan has a balance as at 31 October 2026 being $0.18 million. The interest rate is fixed at 2.78% for the duration of the 8-year loan with principal and interest repayments made quarterly. The loan term concludes on 30 June 2027.
- SWELL loan: The $5 million approved loan was drawn down December 2023 and has a balance of $4.23 million as at 31 October 2026. This is a 20-year loan with current variable interest rate of 5.92% with principal and interest repayments made quarterly. This loan is renegotiated every 5 years.

The $3 million borrowing for Zuccoli Hub has been endorsed by the Council following the approval from the Minister. Finalisation of loan terms and conditions is currently underway. The value of this loan will not be included in total borrowings until it is drawn down.

Other Compliance matters

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

- Council has remitted $1.12 million Year-to-Date (YTD) in Pay-As-You-Go (PAYG) tax to the Australian Taxation Office (ATO). The PAYG withholding tax is reported to the Australian Taxation Office on a fortnightly basis by Council.

- The Business Activity Statement (BAS) balance for the month ended 30 September 2026 has been finalised and lodged on 21 October 2026 as a Goods and Services Tax refund of $313,552.00. The ATO refund was received in NAB on 22 October.
- Council has the required insurances to manage the current risk exposure.

Contract Variations

There were no contract variations during October 2026 that met the criteria under Regulation 42 of the *Local Government (General) Regulations 2021*.

Consultation and marketing

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

- Finance & Governance team.
- Infrastructure team.
- Community team.
- People and Place team.

Policy implications

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

Budget and resource implications

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

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

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

Strategies, framework and plans implications

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

- Long Term Financial Plan

Council officer conflict of interest declaration

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

Attachments

1. Dashboard [**12.2.1.1** - 2 pages]
2. EOM OCT 2026 [**12.2.1.2** - 25 pages]

As at 31 October 2026

DASHBOARD

Financial Health Ratios	MP KPI	As at October 26	Status
Operating Surplus Ratio	> 0%	72%	High due to rates being levied and recognised as income. This balance will reduce as the year progresses
Debt Service Ratio	> 2.0	96	High due to rates being levied and recognised as income. This balance will reduce as the year progresses
Rates Collection	>95%	49%	Low due to all rates not being due yet. This will increase as we receive the rates payments
Current Ratio	> 1.5	4.82	

$29.52 M
Operating Surplus (excluding Depn)
Annual Budget is at $6 M

$28.28 M
Cash at bank and Investmemt

$2.32 M
Capital Expenditure
Annual Budget is at $12.05 M

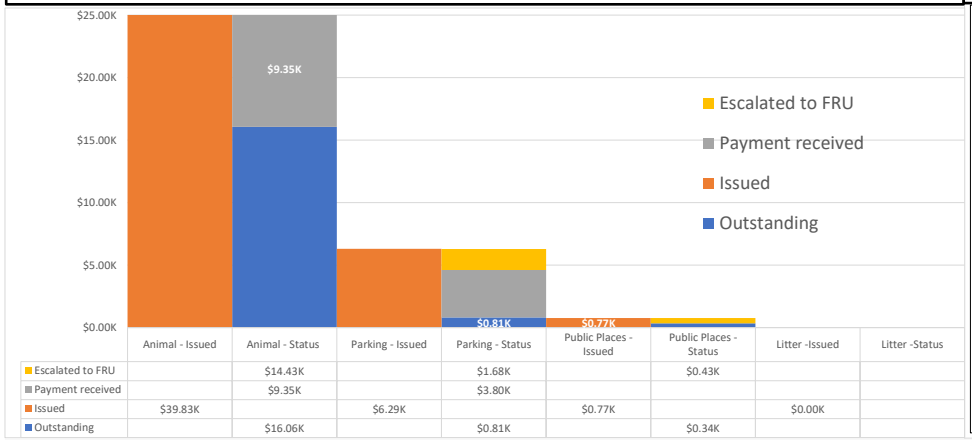
$0.83 M
Capital Income
Annual Budget is at $5.09 M

$16.86 M
Operating Expenditure
Annual Budget is at $54.11 M

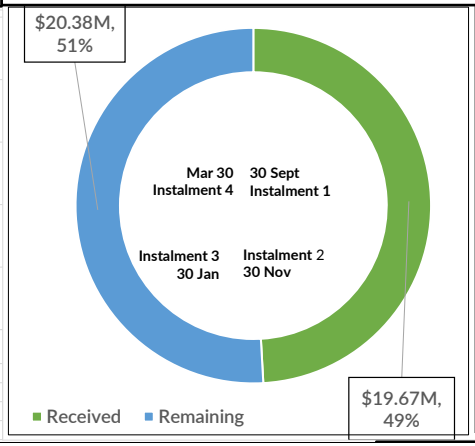
$41.95 M
Operating Income
Annual Budget is at $46.79 M

Legend
On Track | Explanation required | Off Track

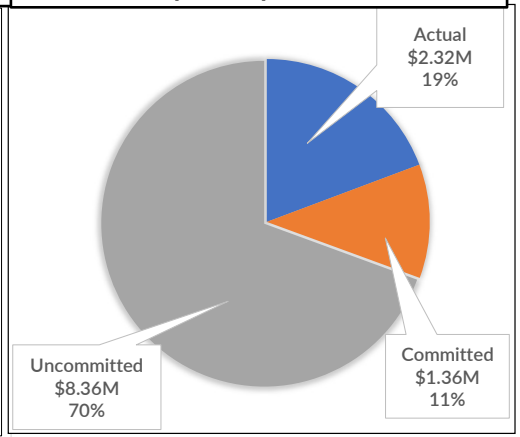
Infringements Issued from 1 July 2026 to 31 October 2026 and status



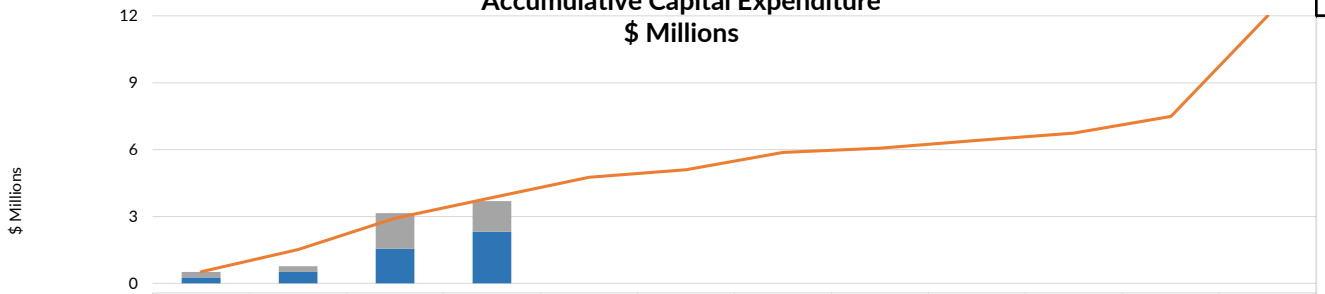
Rates & Charges Collected



Capital Expenditure

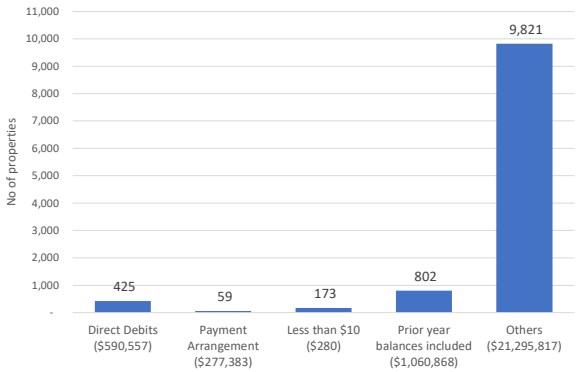


Accumulative Capital Expenditure
$ Millions

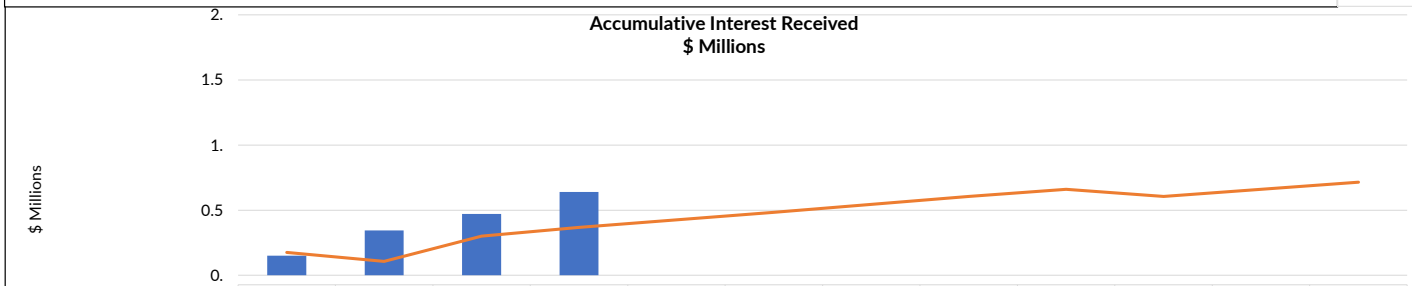


	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
cumulative commitment	$0.25	$0.26	$1.60	$1.36								
Actual	$0.27	$0.51	$1.56	$2.32								
Forecast	$0.52	$1.52	$2.93	$3.84	$4.76	$5.10	$5.87	$6.07	$6.41	$6.74	$7.49	$12.00

Properties with Rates Outstanding

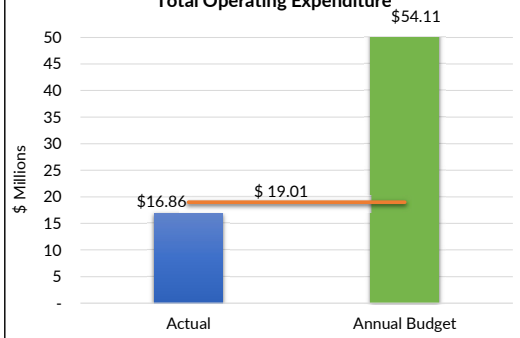


Accumulative Interest Received
$ Millions

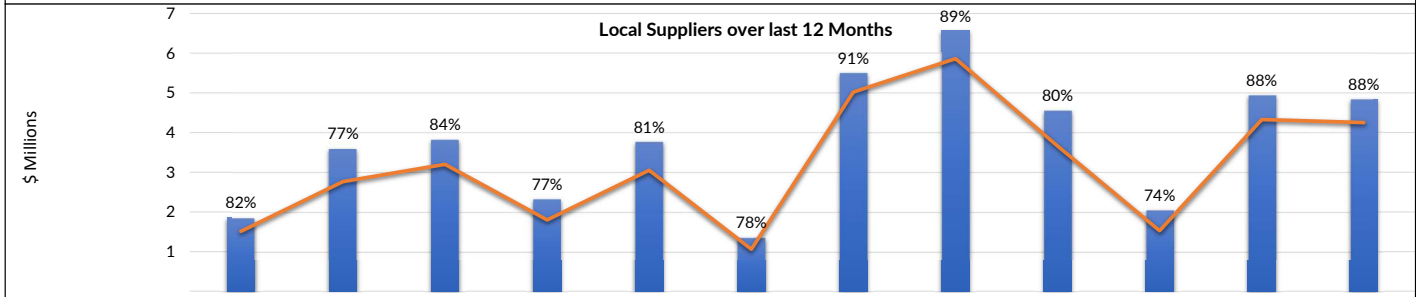


	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
Actual	$0.15	$0.34	$0.47	$0.64								
Forecast	$0.18	$0.11	$0.30	$0.37	$0.42	$0.48	$0.54	$0.61	$0.66	$0.61	$0.66	$0.71

Total Operating Expenditure

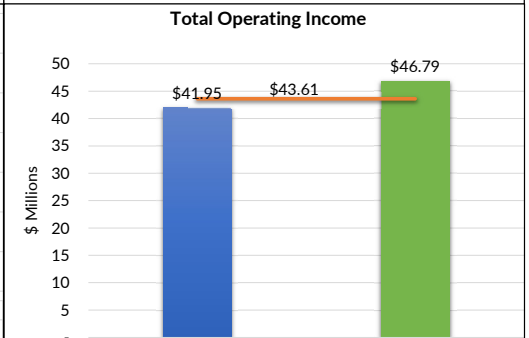


Local Suppliers over last 12 Months



	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26
Total Creditors	$1.85	$3.59	$3.82	$2.33	$3.77	$1.36	$5.50	$6.57	$4.55	$2.05	$4.94	$4.84
Local Suppliers	$1.51	$2.76	$3.20	$1.80	$3.05	$1.06	$5.02	$5.86	$3.66	$1.53	$4.33	$4.25

Total Operating Income



FINANCIAL MANAGEMENT REPORTS

OCTOBER 2026

- 1. Executive Summary
- 2. Financial Results

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	2.4	Debtor Control Accounts
	2.5	Creditor Accounts Paid
	2.6	Creditor Accounts Outstanding
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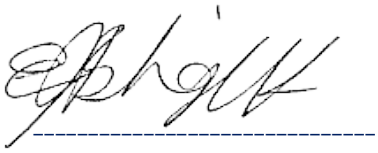
	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	CEO Credit Card

Certification By Chief Executive Officer

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

- The internal controls implemented by Council are appropriate; and
- The Council's Financial Report for October 2026 best reflects the financial affairs of the Council.



Emma Blight
Acting Chief Executive Officer

Section 2
Financial Results
31 October 2026
33.33%

Executive Summary as at
% of year passed

1.2 - Executive Summary

Description	Annual Budget $	YTD Actual $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Income						
Rates	31,173,444	30,723,123	99%	31,133,444	99%	
Charge	9,439,365	9,389,369	99%	9,439,365	99%	
Fees & Charges	1,128,976	453,833	40%	422,089	108%	
Grants, Subsidies & Contributions	3,857,365	559,314	14%	2,217,759	25%	1
Interest & Investment Revenue	1,192,455	818,354	69%	399,761	205%	2
Other Income	3,000	3,757	125%	2,000	188%	3
Operating Income	**46,794,604**	**41,947,749**	**90%**	**43,614,418**	**96%**	
Operating Expenditure						
Employee Costs	-13,775,320	-4,593,411	33%	-4,708,433	98%	
Materials & Contractors	-15,468,570	-3,693,559	24%	-5,305,790	70%	4
Depreciation, Amortisation & Impairment	-13,312,000	-4,437,333	33%	-4,437,333	100%	
Elected Members Allowances	-575,703	-178,951	31%	-193,820	92%	
Elected Members Expenses	-43,370	-21,178	49%	-6,419	330%	5
Professional Services	-2,477,433	-372,114	15%	-727,209	51%	6
Auditor's Remuneration	-59,500	15,166	-25%	0	0%	
Utilities	-2,482,012	-707,869	29%	-756,520	94%	
Legal Expenses	-324,540	-87,455	27%	-137,570	64%	7
Telephone & Other Communication Charges	-228,565	-106,385	47%	-114,567	93%	
Donations, Sponsorships & Grants	-261,000	-51,310	20%	-90,167	57%	8
Software, Hardware, Stationery, Subscriptions	-1,382,303	-661,885	48%	-548,158	121%	9
Insurance	-955,776	-939,399	98%	-946,710	99%	
Borrowing Costs	-293,509	-91,503	31%	-98,646	93%	
Other Expenses	-2,466,909	-937,629	38%	-936,721	100%	
Operating Expenditure	**-54,106,509**	**-16,864,815**	**31%**	**-19,008,062**	**89%**	
OPERATING SURPLUS/(DEFICIT)	**-7,311,905**	**25,082,934**		**24,606,356**		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	150,000	80,682	54%	150,000	54%	10
Developer Contributions	200,000	129,051	65%	50,000	258%	11
Asset Income	3,000,000	0	0%	0	0%	
Grants Income	1,744,345	616,196	35%	1,288,745	20%	12
Capital Income	**5,094,345**	**825,929**	**16%**	**1,488,745**	**55%**	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	**-2,217,560**	**25,908,863**		**26,095,101**		

Section 2
Financial Results
31 October 2026
33.33%

Executive Summary as at
% of year passed

1.2 - Executive Summary

Description	Annual Budget $	YTD Actual $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Asset Purchase	-5,976,019	-766,623	13%	-924,139	83%	13
Asset Upgrade	-6,071,970	-1,557,303	26%	-2,915,075	53%	13
Capital Expenditure	**-12,047,989**	**-2,323,927**	**19%**	**-3,839,214**	**61%**	
Less Non-Cash Expenditure	-13,312,000	-4,437,333	33%	-4,437,333	100%	
Plus Gifted Assets	-3,000,000	0	0%	0	0%	
NET CAPITAL SURPLUS/(DEFICIT)	**2,046,451**	**28,022,270**	**0**	**26,693,221**		
Borrowings	-3,000,000	0	0%	0	0%	
Less Repayment of Borrowings	-564,571	-172,395	31%	-188,190	92%	
Reserve Movement	1,518,120	0	0%	0	0%	
NET SURPLUS/(DEFICIT)	**-**	**27,849,874**		**26,505,030**		

Notes
The variance is due to the following:
1. A portion of the Financial Assistance Grant for 2026–27 was received in June rather than July.This timing difference will be adjusted in the first budget review.
2. Investment interest income is tracking above budget, reflecting higher than anticipated returns on investments.
3. Bin charges are more than anticipated during the period.
4. Contractor invoices relating to building maintenance,waste, cleaning, mowing, landscaping and other services are yet to be received and processed.
5. Higher than expected Elected Members expense primarily due to the timing and frequency of seminars/conferences attended and associated travel requirements.
6. Invoices for the playground audit, traffic assessment and other consultants fees are yet to be received and processed.
7. Legal and debt collection expenditure is currently below budget, with costs expected to be incurred as and when required.
8. Donations, sponsorships and grants expense are lower than expected as it is dependent on the timing and approval of applications throughout the year.
9. Software, hardware, stationery and subscriptions are higher than expected due to the timing of licenses renewals and payments.
10. Planned asset disposals have not yet occurred and are expected in future months.
11. Income from Funds in Lieu of Construction is above budget which is due to the timing of receipts.
12. Grant income is recognised as the related expenditure is incurred. Lower than anticipated works completed during the period with correlating portion of expenditure being recognised as Grant income.
13. Several projects are currently in their commencement or delivery phase. Works are progressing, with expenditure expected to be recognised as invoices are received and processed.

Approved by: Exec Manager Financial Performance

Section 2
Financial Results

Budget Summary Report By Directorate as at 31 October 2026
% of year passed 33.33%

1.3 - Operating Income

Description	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the CEO	1,217,932	64,466	5%	1,032,933	6%	1
Office of the Chief Executive	**1,217,932**	**64,466**	**5%**	**1,032,933**	**6%**	
People and Place						
City Activation	300,800	312,025	104%	300,000	104%	
People and Place	**300,800**	**312,025**	**104%**	**300,000**	**104%**	
Finance & Governance						
GM Finance & Governance	80,062	29,200	36%	26,687	109%	
Financial Services	547,419	552,834	101%	184,749	299%	2
Rates	31,395,877	30,833,776	98%	31,207,568	99%	
Finance & Governance	**32,023,358**	**31,415,809**	**98%**	**31,419,004**	**100%**	
Community						
Community Development	7,000	2,000	29%	2,000	100%	
Library Services	793,942	31,926	4%	31,543	101%	
Animal Management	436,677	212,360	49%	202,226	105%	
Parking & Other Ranger Services	53,400	12,866	24%	16,800	77%	3
Community	**1,291,019**	**259,151**	**20%**	**252,569**	**103%**	
Infrastructure						
Aquatic Centre	0	19,622	o%	0	o%	
Civic Centre	166,587	56,061	34%	55,529	101%	
Gray Community Hall	22,755	6,591	29%	7,585	87%	4
Private Works	50,100	22,250	44%	16,700	133%	5
Recreation Centre	40,960	4,139	10%	13,653	30%	4
Roads & Transport	1,527,121	80,787	5%	880,826	9%	1
Subdivisional Works	127,390	29,268	23%	31,848	92%	
Waste Management	9,439,365	9,393,089	100%	9,439,365	100%	
Odegaard Drive Investment Property	477,662	178,757	37%	159,221	112%	6
Durack Heights Community Centre	9,555	5,732	60%	3,185	180%	7
Goyder Square	100,000	100,000	100%	0	o%	
Infrastructure	**11,961,496**	**9,896,297**	**83%**	**10,607,912**	**93%**	
OPERATING INCOME	**46,794,604**	**41,947,749**	**90%**	**43,612,418**	**96%**	

Notes
The variance is due to following:
1. A portion of the Financial Assistance Grant for 2026–27 was received in June rather than July.This timing difference will be adjusted in the first budget review.
2. Investment interest income is tracking above budget, reflecting higher-than-anticipated returns on investments.
3. Revenue from parking infringements and other infringement recoveries are irregular and received on ad hoc basis.
4. Hire income is slightly lower than expected due to lower number of commercial bookings.
5. Income from private works is higher than expected
6. Rental income from Odegaard drive is higher than expected due to rental review.
7. Facility hire income from Durack community centre is higher than expected due to higher number of commercial bookings.

Approved by: Exec Manager Financial Performance

Section 2
Financial Results
31 October 2026
33.33%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Operating Expenditure

Description	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Councillors	-619,073	-200,302	32%	-200,239	100%	
Office of the CEO	-930,163	-394,073	42%	-389,694	101%	
Office of the Chief Executive	**-1,549,236**	**-594,375**	**38%**	**-589,933**	**101%**	
People & Place						
GM People & Place	-407,590	-114,428	28%	-142,761	80%	1
Customer Experience	-433,727	-172,451	40%	-141,837	122%	2
People and Customer	-1,199,272	-322,929	27%	-384,246	84%	3
Public Relations and Communications	-909,356	-283,069	31%	-264,068	107%	
Arts & Culture	-61,860	-11,880	19%	-14,000	85%	4
City Activation	-1,813,175	-761,978	42%	-735,095	104%	
People & Place	**-4,824,981**	**-1,666,734**	**35%**	**-1,682,007**	**99%**	
Finance & Governance						
GM Finance & Governance	-582,454	-141,181	24%	-192,396	73%	5
Records Management	-344,077	-103,107	30%	-114,855	90%	
Financial Services	-14,893,143	-4,968,379	33%	-4,924,875	101%	
Rates	-176,200	-40,228	23%	-31,533	128%	6
Governance	-1,730,717	-1,312,908	76%	-1,414,525	93%	
Information Technology	-2,105,843	-887,783	42%	-786,424	113%	7
Fleet	-257,617	-75,585	29%	-54,085	140%	8
Finance & Governance	**-20,090,051**	**-7,529,171**	**37%**	**-7,518,692**	**100%**	
Community						
Community Services	-1,076,618	-270,432	25%	-340,381	79%	9
Library Services	-1,841,498	-547,577	30%	-613,322	89%	10
GM Community	-259,774	-107,968	42%	-86,006	126%	11
Animal Management	-114,750	-13,722	12%	-30,083	46%	12
Parking & Other Ranger Services	-1,208,149	-364,484	30%	-397,365	92%	
Community	**-4,500,790**	**-1,304,182**	**29%**	**-1,467,158**	**89%**	
Infrastructure						
Aquatic Centre	-1,742,319	-327,915	19%	-583,551	56%	13
Civic Centre	-292,181	-76,033	26%	-99,965	76%	14
Depot	-103,302	-31,551	31%	-32,925	96%	
Driver Resource Centre	-38,238	-9,922	26%	-12,228	81%	14
Emergency Operations	-10,000	-24,620	246%	-2,000	1231%	14
Gray Community Hall	-124,272	-25,158	20%	-41,424	61%	14
GM Infrastructure	-1,574,068	-467,154	30%	-506,612	92%	

Section 2
Financial Results
31 October 2026
33.33%

Budget Summary Report By Directorate as at
% of year passed

1.3 - Operating Expenditure

Description	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Open Space	-6,180,183	-1,406,389	23%	-1,888,694	74%	14
Private Works	-121,326	-37,950	31%	-39,718	96%	
Recreation Centre	-434,727	-75,141	17%	-131,270	57%	14
Roads & Transport	-1,566,466	-496,600	32%	-504,661	98%	
Stormwater Infrastructure	-179,576	-11,930	7%	-56,000	21%	15
Street Lighting	-921,298	-193,526	21%	-253,197	76%	16
Subdivisional Works	-25,000	-1,500	6%	-6,250	24%	16
Waste Management	-9,341,958	-2,456,066	26%	-3,432,381	72%	14
Odegaard Drive Investment Property	-128,848	-38,761	30%	-40,770	95%	
Durack Heights Community Centre	-91,976	-22,921	25%	-30,055	76%	14
CBD Car Parking	0	-7	o%	0	o%	
Goyder Square	-265,713	-67,207	25%	-88,571	76%	14
Infrastructure	**-23,141,451**	**-5,770,352**	**25%**	**-7,750,273**	**74%**	
OPERATING EXPENDITURE	**-54,106,509**	**-16,864,815**	**31%**	**-19,008,062**	**89%**	

Notes
The variance is due to following:
1. Employee expense lower than expected due to vacancy which has now been filled.
2. Employee expenses were higher than anticipated mainly due to additional coverage requirements.
3. Employee expenses were lower than anticipated as awaiting invoices for recruitment and consultants, with most expenditure items incurred on an ad hoc/as required.
4. Variance is due to delays in Palmy Sound delivery pending confirmation of grant funding
5. Due to cash flow timing of employee expenses.
6. Timing of debt collection varies and expenditure is incurred as required.
7. Software license fees are higher than expected due to the timing of licenses renewals and payments.
8. Cashflow timing of consultant fee and motor vehicle repair for the period is higher than anticipated.
9. Community Grants and Sponsorships expenses are dependent on the timing and approval of applications. Employee expenses are below budget due to vacant position, with recruitment currently underway.
10. Outstanding utility and cleaning invoices yet to be received, while other costs are being incurred in line with operational requirements.Employee expenses are below budget due to a vacant position, with recruitment currently underway.
11. Cash flow timing of employee expense budget.
12. Animal management invoices yet to be received.
13. Awaiting Management service invoice for September and October, and other utilities and contractor invoices are yet to be received.
14. Invoices relating to external professional services, utilities, security, and contractor services have not yet been processed. In addition, some expenditure items are reactive in nature and occurs in line with operational requirements
15. Stormwater infrastructure maintenance works are being planned, with expenditure expected to occur over the coming months as the wet season approaches.
16. Invoices for completed works are yet to be received and processed.

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1.3 - Capital Income

Description	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	**0**	**0**	**o%**	**0**	**o%**	
People & Place						
People & Place	**0**	**0**	**o%**	**0**	**o%**	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	o%	
Fleet	150,000	80,682	54%	150,000	54%	1
Finance & Governance	**3,150,000**	**80,682**	**3%**	**150,000**	**54%**	
Community & Culture						
Community & Culture	**0**	**0**	**o%**	**0**	**o%**	
Infrastructure						
Aquatic Centre	105,600	138,346	131%	0	o%	
Open Space	592,690	365,136	62%	592,690	62%	2
Roads & Transport	895,307	112,715	13%	545,307	21%	2
Street Lighting	150,748	0	0%	150,748	0%	2
Subdivisional Works	200,000	129,051	65%	50,000	258%	3
Infrastructure	**1,944,345**	**745,247**	**38%**	**1,338,745**	**56%**	
CAPITAL INCOME	**5,094,345**	**825,929**	**16%**	**1,488,745**	**55%**	

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

Notes

1. Sale of vehicle delayed due to short term operational needs, to be disposed by end of year.
2. Variance is due to less work carried out than what was expected, therefore only a portion of the months grant funds can be recognised.
3. Income from Funds in Lieu of Construction is above budget which is due to the timing of receipts.

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Section 2
Financial Results
Budget Summary Report By Directorate as at 31 October 2026
% of year passed 33.33%

1.3 - Capital Expenditure

	Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the Chief Executive	**0**	**0**	**o%**	**0**	**o%**	
People & Place						
Arts & Culture	-51,400	-1,498	3%	-1,500	100%	
People & Place	**-51,400**	**-1,498**	**3%**	**-1,500**	**100%**	
Finance & Governance						
Information Technology	-938,818	-1,800	0%	0	o%	
Fleet	-411,200	-107,630	26%	-261,200	41%	1
Finance & Governance	**-1,350,018**	**-109,430**	**8%**	**-261,200**	**42%**	
Community & Culture						
Library Services	-126,754	-23,463	19%	-57,803	41%	2
Community & Culture	**-126,754**	**-23,463**	**19%**	**-57,803**	**41%**	
Infrastructure						
Aquatic Centre	-418,850	-16,201	4%	-30,000	54%	3
Civic Centre	-184,958	-8,398	5%	0	o%	
Depot	-441,767	-373,309	85%	-416,082	90%	
Driver Resource Centre	-10,527	0	0%	0	o%	
Gray Community Hall	-20,480	0	0%	0	o%	
GM Infrastructure	-3,298,348	-197,776	6%	-283,348	70%	4
Open Space	-1,540,594	-283,505	18%	-771,890	37%	5
Recreation Centre	-724,432	-115,480	16%	-115,480	100%	
Roads & Transport	-2,884,411	-773,091	27%	-1,424,253	54%	6
Stormwater Infrastructure	-210,534	0	0%	0	o%	
Street Lighting	-670,251	-362,090	54%	-423,291	86%	7
Waste Management	-68,014	-59,687	88%	-58,967	101%	
Odegaard Drive Investment Property	-37,125	0	0%	0	o%	
Durack Heights Community Centre	-9,527	0	0%	0	o%	
Infrastructure	**-10,519,817**	**-2,189,536**	**21%**	**-3,523,311**	**62%**	
CAPITAL EXPENDITURE	**-12,047,989**	**-2,323,927**	**19%**	**-3,839,214**	**61%**	

Notes
The variance is due to the following:
1. Purchase of vehicles delayed due to short term operational needs.
2. Project brief has been completed, with carpet renewal works scheduled for completion by the end of the year.
3. Aquatic Centre renewal program is yet to be developed, with fence repair works expected to commence shortly.
4. Design of Zuccoli Community Hub underway with preliminary design near completion with associated invoices received.
5. Expenditure on parks upgrades and tree replacement program underway, second planing to commence in March 27. Invoices for completed works are yet to be received and processed.
6. Invoices for completed works are yet to be received and processed.
7. Works on Rosebery park, Santuary lakes and Palmerston Circuit are underway and invoices for works completed are yet to be processed. Roof solar installation underway for solar panel and battery installation for SWELL and expected to complete by December.

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Section 2
Financial Results
Capital Expenditure & Funding as at 31 October 2026
% of year passed 33.33%

1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	6,733,852	1,353,638
Infrastructure (including roads, footpaths, park furniture)	3,434,249	797,711
Fleet	411,200	107,630
Other Assets (including furniture & office equip)	938,818	1,800
TOTAL CAPITAL EXPENDITURE	**12,047,989**	**2,323,927**
TOTAL CAPITAL EXPENDITURE FUNDED BY:	**Annual Budget**	**Actuals**
Operating Income	4,833,260	790,271
Capital Grants	1,744,345	616,196
Transfers from Cash Reserves	2,470,384	917,459
Borrowings	3,000,000	0
TOTAL CAPITAL EXPENDITURE FUNDING	**12,047,989**	**2,323,927**

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Section 2
Financial Results

Balance Sheet as at 31 October 2026
% of year passed 33.33%

2.1 - Balance Sheet

Balance Sheet	YTD	
Assets		
Current Assets:		
Cash & cash equivalents		
Cash on Hand	1,355	Petty Cash
Tied Funds	7,775,554	Tied funds equals restricted reserve and unearned Grant income
Investments		
Tied Funds	9,262,055	Tied funds equals restricted reserve and unearned Grant income
Untied Funds	11,237,945	
Receivables		
Rates and Charges	22,448,163	
Other Receivables	2,508,354	
Prepayments	83,846	
TOTAL CURRENT ASSETS	53,317,272	
Non-Current Assets:		
Infrastructure, property, plant & equipment	576,181,233	
Investment property	7,000,000	
Work in progress	1,282,823	
TOTAL NON-CURRENT ASSETS	584,464,056	
TOTAL ASSETS	637,781,328	
Liabilities		
Current Liabilities:		
Payables	**1,955,391**	
Unearned Grant Income (AASB1058)	7,190,321	Unearned grant income
Borrowings	519,615	
Provisions	1,398,859	
TOTAL CURRENT LIABILITIES	11,064,186	
Non-Current Liabilities:		
Borrowings	3,890,105	
Provisions	2,129,528	
TOTAL NON-CURRENT LIABILITIES	6,019,633	
TOTAL LIABILITIES	17,083,819	
NET ASSETS	**620,697,510**	
Accumulated Surplus	237,994,770	
Profit & Loss - current Year	20,863,123	
Net Reserves	5,197,648	
Working Capital Reserve	3,817,648	
Net Transfers to & from Reserves	- 8,467,288	
Unexpended Grant reserve	2,234,383	Externally restricted reserve
Election Reserve	-	Internally restricted reserve
Disaster reserve	500,000	Internally restricted reserve
Unexpended Capital works	1,727,370	Internally restricted reserve
Developer Funded reserve	2,746,355	Internally restricted reserve
Waste Reserve	2,639,181	Internally restricted reserve
Revaluation reserves	356,641,968	
TOTAL EQUITY	**620,697,510**	

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Section 2
Financial Results
Statement of Reserves as at 31 October 2026
% of year passed 33.33%

2.2 - Statement of Reserves - Budget Movements 2026/27

OTHER RESERVES	Opening Balance $ 01/07/2026	Original Budget 2026/27 to Reserves $	Original Budget 2026/27 from Reserves $	Carry-overs	1st Review 2026/27 to Reserves $	1st Review 2026/27 from Reserves $	Projected Balance at YTD 2026/27 $
Externally Restricted Reserves							
Unexpended Grants Reserve	2,234,383	-	-	-		-	2,234,383
Externally Restricted Reserves	**2,234,383**	**-**	**-**	**-**	**-**	**-**	**2,234,383**
Internally Restricted Reserves							
Election Expenses Reserve	-	88,000		-	-	-	88,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	500,000
Unexpended Capital Works Reserve	1,727,370	-	-	(1,727,370)	-		-
Developer Funds In Lieu Of Construction	2,746,355	521,902	(250,000)	-	-	-	3,018,257
Waste Management Reserve	2,639,181	-	(192,128)	(48,014)	-		2,399,039
Asset Renewal Reserve	-	-	-	-	-	-	-
Major Initiatives Reserve	-	-	-	-	-	-	-
Internally Restricted Reserves	**7,612,906**	**609,902**	**(442,128)**	**(1,775,384)**	**-**	**-**	**6,005,296**
Unrestricted Reserves							
Working Capital Reserve	3,817,648	514,490	(425,000)	-	-		3,907,138
Unrestricted Reserves	**3,817,648**	**514,490**	**(425,000)**	**-**	**-**	**-**	**3,907,138**
TOTAL RESERVES	**13,664,937**	**1,124,392**	**(867,128)**	**(1,775,384)**	**-**	**-**	**12,146,817**

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Section 2
Financial Results

Investments Management Report as at 31 October 2026
% of year passed 33.33%

2.3 - Investment Management Report

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS
NAB	S&P A1+	$ 1,000,000	5.55%	June 7, 2027	219	
NAB	S&P A1+	$ 1,000,000	5.40%	July 26, 2027	268	
NAB	S&P A1+	$ 1,000,000	4.50%	December 24, 2026	54	
NAB	S&P A1+	$ 2,000,000	5.25%	June 7, 2027	219	
NAB	S&P A1+	$ 1,000,000	5.35%	March 24, 2027	144	
NAB	S&P A1+	$ 3,000,000	5.30%	August 25, 2027	298	
NAB	S&P A1+	$ 2,000,000	5.65%	October 12, 2027	346	$ 11,000,000.00
CBA	S&P A1+	$ 2,000,000	5.48%	July 9, 2027	251	$ 2,000,000.00
AMP	BBB+	$ 3,500,000	5.35%	May 3, 2027	184	$ 3,500,000.00
JUDO	BBB	$ 4,000,000	5.40%	July 6, 2027	365	$ 4,000,000.00
		$ 20,500,000			**235**	**$ 20,500,000.00**

Investment Distribution by Credit Rating		
Credit Rating	**% of Portfolio**	**Counterparty Limit**
A1 & A1+	54%	100%
BBB+	37%	60%
A3	0%	40%

Interest Income Year to Date	Amount
Total Year to Date Interest on Cash at Bank	$ 79,750
Total Year to Date Investment Earnings	$ 463,580
Total Year to Date Interest from internal loan	$ 9,467
Total Year to Date interest penalty income	$ 86,799
Total YTD Interest Income	**$ 639,596**

Investment Distribution by Individual institution		
ADI	**% of Total**	**Max Individual limit**
National Australian Bank (NAB)	54%	60%
Commonwealth Bank (CBA)	10%	60%
AMP Bank Limited	17%	40%
Judo Bank	20%	40%

Cash at bank & Investments	Amount
Trading Account	$ 7,775,554
Short Term Investment	$ 20,500,000
Petty Cash	$ 1,355
Total Funds	**$ 28,276,909**



PROPERTY ADDRESS						
PROPERTY ADDRESS	**VALUATION BASIS**	**VALUE**	**INCOME YTD**	**EXPENSE YTD**	**NET PROFIT YTD**	**COMPARITIVE YTD YIELD AT CASH RATE OF 4.60%**
48 Odegaard Drive, Rosebery	Fair Value	$ 7,000,000	$ 178,757	$ 38,761	$ 139,996	$ 108,510

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Section 2
Financial Results
31 October 2026
33.33%

Debtor Control Accounts as at
% of year passed

2.4 Debtor Control Accounts

RATES OUTSTANDING FOR THE CURRENT YEAR (including interest)

Report Month	Debtor Rates & Charges	Current year Outstanding	Current year overdue	Total outstanding interest for all years	Payments Received in Advance
Oct-26	***$22,164,038***	*$20,384,363*	*51%*	*$0*	$515,246
Oct-25	***$18,364,427***	*$18,364,427*	*54%*		$527,042

RATES AND CHARGES OVERDUE AMOUNT (including interest)

	Total	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2020 & Prior
Rates and Charges Overdue Amount (Incl. Interest)	**$1,798,763**	$1,060,868	$375,352	$195,989	$97,973	$40,657	$11,749	$16,175
	100.0%	59.0%	20.9%	10.9%	5.4%	2.3%	0.7%	0.9%
Number Of Properties (Cumulative)	**1232**	802	205	123	52	27	9	14

INFRINGEMENTS DUE BY YEARS

	Total	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2020 & Prior
Animal Infringements	**$227,942**	$86,043	$56,455	$23,572	$23,198	$19,708	$13,943	$5,023
Public Places	**$6,969**	$994	$2,719	$139	$1,632	$1,485		
Parking Infringements	**$15,086**	$904	$3,170	$3,717	$1,676	$2,112	$1,575	$1,932
Net Balance on Infringement Debts	**$249,997**	$87,941	$62,344	$27,428	$26,506	$23,305	$15,518	$6,955
	$1	$0	$0	$0	$0	$0	$0	$0
Number of Infringments								

SUMMARY OF INFRINGEMENTS AS PER CATEGORY
From 1/07/26 to 31/10/2026

From 1/07/2026 to 31/10/2026	Issued (A)	Variation (B)	Withdrawn (C)	Total Issued after adjustment (D=A+B-C)	Payment Received (E)	Escaled to FRU (F)	Outstanding with COP (G)	Total Outstanding (H=F+G)
Animal Infringements	$40,158	$2,688	($3,019)	**$39,827**	$9,345	$14,426	$16,056	**$30,482**
Parking Infringements	$4,800	$1,932	($445)	**$6,287**	$3,797	$1,680	$810	**$2,490**
Public Places	$600	$168	$0	**$768**	$0	$426	$342	**$768**
Litter	$100	$0	($100)	**$0**	$0	$0	$0	**$0**
TOTAL	**$45,658**	**$4,788**	**($3,564)**	**$46,882**	**$13,142**	**$16,532**	**$17,208**	**$33,740**

SUNDRY DEBTORS:

Total	30 days	30-60 days	60-90 days	90 days and over
$847,398	$225,142	$12,577	$324,409	$285,271

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SECTION 2
Financial Results
Creditor Accounts Paid 31 October 2026
% of year passed 33.33%

2.5 - Creditor Accounts Paid

Vendor Number	Creditor Name	Creditor Payment Type	Amount $	Notes
V03475	Commonwealth Bank of Australia	Investment	2,000,000.00	
549	City of Darwin	General Creditors	722,330.82	
639	Cleanaway Pty Ltd.	General Creditors	549,900.53	
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	442,426.39	
V06471	Eco Tech Electrical	General Creditors	393,250.00	
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	362,422.50	
2	Australian Taxation Office - PAYG	General Creditors	240,936.87	
V03073	Programmed Property Services	General Creditors	227,002.55	
V04498	HCS Constructions NT Pty Ltd	General Creditors	178,089.60	
5104	JLM Contracting Services Pty Ltd	General Creditors	137,859.57	
V00318	QuickSuper Clearing House	Superannuation	131,351.42	
54	Powerwater	Utilities	123,594.64	
V06156	Mode Design Corp. Pty Ltd	General Creditors	84,652.66	
1607	Sterling NT Pty Ltd	General Creditors	82,244.44	
V00228	Outback Tree Service	General Creditors	67,259.92	
V00295	Jacana Energy	Utilities	62,280.19	
V00200	Red Earth Automotive Pty Ltd	General Creditors	55,208.65	
V04789	ACECOM NT PTY LTD T/A ACECOM FIRE & SECURITY	General Creditors	51,223.61	
2587	Top End RACE	General Creditors	51,053.70	
V01814	N and M Klidaras Nominees Pty Ltd T/A Vrahos Contr	General Creditors	45,859.47	
3936	Arafura Tree Services and Consulting	General Creditors	42,155.00	
V00582	Ezko Commercial Services Pty Ltd	General Creditors	36,043.17	
4190	National Australia Bank - Corporate Credit Cards	General Creditors	35,590.30	
V02534	Water Dynamics Pty Limited	General Creditors	33,267.63	
V01134	Territory Technology Solutions Pty Ltd	General Creditors	30,097.10	
4660	Brightly Software Australia Pty Ltd	General Creditors	28,716.60	
5031	All Aspects Recruitment & HR Services	General Creditors	27,780.49	
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	27,172.56	
87	Industrial Power Sweeping Services Pty	General Creditors	26,259.37	
V04069	Quantum Library Supplies	General Creditors	25,809.00	
V06498	Bulmeka Contracting	General Creditors	23,261.42	
V04904	Tropical Tree Services Pty Ltd	General Creditors	22,745.00	
V05234	Mills Oakley	General Creditors	21,787.20	
V04381	Telstra Limited	General Creditors	18,663.72	
V04603	Darwin Symphony Orchestra	General Creditors	17,050.00	
V06234	Cussen Co Pty Ltd.	General Creditors	14,619.00	
V06554	Robert Walters Pty Ltd	General Creditors	14,520.00	
2199	SBA Office National	General Creditors	14,432.42	
V06339	JKJ Constructions Pty Ltd	General Creditors	13,492.25	
53	Eggins Electrical	General Creditors	13,104.36	
4679	iSentia Pty Ltd	General Creditors	11,375.80	
V06483	AKW Builders Pty Ltd	General Creditors	10,513.25	
V00443	Forecast Machinery	General Creditors	10,207.24	
V04830	Arafura Music Collective	Grants, Sponsorships, Donations & Prizes	9,150.00	
V03776	Business Fuel Cards Pty Ltd	General Creditors	9,063.49	
V00250	Ward Keller	General Creditors	8,634.52	
5387	Odd Job Bob - Darren John Fillmore	General Creditors	7,647.04	
V03959	Serrata Landscape Architects	General Creditors	7,524.00	
5131	Core Traffic Control Pty Ltd	General Creditors	7,480.00	
V02605	QIT Plus Pty Ltd	General Creditors	7,480.00	
V03973	AANT Salary Packaging	General Creditors	7,405.08	
V04802	AHG Building Contractors Pty Ltd	General Creditors	7,194.27	
V02814	Agon Environmental Pty Ltd	General Creditors	7,191.26	
V01936	Arjays Sales & Services Pty Ltd	General Creditors	7,053.57	
V00407	All Fence & Gates (NT) Pty Ltd	General Creditors	6,743.00	
V01584	Salary Packaging Australia	General Creditors	6,503.02	
V05191	ATF Services Pty Ltd	General Creditors	6,299.54	
V04809	Palmerston Rugby Union Club	General Creditors	6,000.00	

V05606	Home Grown Lawn Mowing	General Creditors	5,800.00	
V00962	Dept of Territory Families, Housing and Communities	General Creditors	5,727.71	
V06196	Top End Garage Doors & Gates	General Creditors	5,470.30	
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	5,429.80	
566	Stickers & Stuff	General Creditors	4,609.00	
V03214	Russell Kennedy	General Creditors	4,228.40	
V04798	Australian Radio Network Pty Limited	General Creditors	4,060.76	
V04812	RingCentral Australia Pty Ltd	General Creditors	3,786.01	
V06562	[redacted]	Refunds & Reimbursements	3,768.19	1
V04917	OverDrive Australia	General Creditors	3,691.39	
V06486	Prenax Pty Ltd	General Creditors	3,575.24	
215	Employee Assistance Services NT Inc (EASA)	General Creditors	3,504.44	
5640	Think Water - Winnellie & Virginia	General Creditors	3,460.30	
3099	Iron Mountain Australia Pty Ltd	General Creditors	3,380.47	
V00682	Leigh Dyson Plumbing	General Creditors	3,316.50	
272	City Wreckers	General Creditors	3,080.00	
5	Australia Post	General Creditors	3,075.36	
V05426	Vanguard Wireless Pty Ltd T/A ORISENT	General Creditors	3,036.00	
V06030	Waste and Recycling Industry Association (NT)	General Creditors	3,025.00	
5525	Easyweb Digital Pty Ltd	General Creditors	3,008.50	
V06041	Agentur Pty Ltd	General Creditors	2,900.00	
V00555	Rydges Palmerston	General Creditors	2,805.00	
V06570	[redacted]	Refunds & Reimbursements	2,800.00	1
V06059	Australian Environmental Auditors Pty Ltd	General Creditors	2,774.75	
V02369	Maher Raumteen Solicitors	General Creditors	2,750.00	
V04561	Pete's Glass and Aluminium	General Creditors	2,641.00	
V04871	[redacted]	Refunds & Reimbursements	2,500.00	1
V02854	Captovate Pty Ltd	General Creditors	2,420.00	
V01194	Hire A Hubby Darwin	General Creditors	2,388.00	
5114	S.E. Rentals Pty Ltd	General Creditors	2,330.90	
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	2,286.00	
V00873	Australia Day Council of SA	General Creditors	2,215.00	
V01397	RSPCA Darwin	General Creditors	2,036.00	
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	1,980.00	
V06543	Australian Institute of Management Education and Training Pty Limited	General Creditors	1,880.00	
V02229	Studio B Designs	General Creditors	1,815.00	
2977	Optic Security Group NT	General Creditors	1,796.49	
4482	Harvey Norman AV/IT Superstore Darwin	General Creditors	1,788.00	
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	1,769.85	
4007	Ark Animal Hospital	General Creditors	1,760.00	
V05689	Department of Corporate and Digital Development	General Creditors	1,716.00	
337	Mirrors Robes & Showerscreens Pty Ltd	General Creditors	1,610.00	
V06508	Tintin Decoration	General Creditors	1,572.50	
V00730	Tip Top Circus Entertainment	General Creditors	1,540.00	
V05376	[redacted]	Refunds & Reimbursements	1,500.00	1
V06582	[redacted]	Refunds & Reimbursements	1,500.00	1
V06583	[redacted]	Refunds & Reimbursements	1,500.00	1
3313	Zip Print	General Creditors	1,490.50	
V02285	Territory Native Plants	General Creditors	1,486.65	
V01691	Blackwoods	General Creditors	1,474.70	
3438	NT Shade & Canvas Pty Ltd	General Creditors	1,461.72	
V05772	CRC NT PTY LTD	General Creditors	1,458.27	
V04352	MH Training Pty Ltd	General Creditors	1,452.00	
V05232	Craig William Kirby	General Creditors	1,438.00	
V02306	Well Done International Pty Ltd	General Creditors	1,399.70	
36	DLK Security Pty Ltd Trading As Darwin Lock & Key	General Creditors	1,375.00	
V01420	CENTRELINK (PAYROLL)	General Creditors	1,369.56	
V00474	Lane Communications	General Creditors	1,343.82	
V06526	AXSA Group NT Pty Ltd	General Creditors	1,318.90	
3189	Seek Limited	General Creditors	1,302.46	
V06559	[redacted]	Refunds & Reimbursements	1,300.00	1
256	The Bookshop Darwin	General Creditors	1,267.67	
V06485	Northern Window Tinting	General Creditors	1,265.00	
2915	Territory Uniforms	General Creditors	1,112.76	

4398	Quality Indoor Plants Hire	General Creditors	1,102.65	
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	1,085.70	
V04923	Garrards Pty Ltd	General Creditors	1,075.36	
V06546	Sanketkumar Shah	Refunds & Reimbursements	1,061.00	
V06527	Insourced CFO Pty Ltd	General Creditors	1,054.90	
V03431	Monsterball Amusements	General Creditors	975.00	
V03834	Tabellarius Pty LTd TA Pack & Send	General Creditors	975.00	
2186	Optus Billing Services Pty Ltd	General Creditors	960.00	
V02232	Xavier Beaubois - Amazing Drumming Monkeys	General Creditors	935.00	
18	Integrated Land Information System	General Creditors	931.50	
2238	Hollands Print Solutions Pty Ltd	General Creditors	908.20	
3569	NT Build	General Creditors	895.00	
V06458	Jim's Test & Tag	General Creditors	856.90	
V00694	Subscribe-Software Pty Ltd	General Creditors	842.39	
V05733	National Windscreens Group	General Creditors	821.00	
V05444	Booktopia Direct Pty Ltd	General Creditors	779.56	
V06082	All Global Training	General Creditors	761.20	
V06555	Nipun Singal	Refunds & Reimbursements	750.00	
V06459	MELIA BARRIE	General Creditors	719.00	
2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00	
V00099	Palmerston Lions NT	General Creditors	660.00	
V05720	T&E Group Pty Ltd T/As Tin Car Detailing	General Creditors	660.00	
V04604	Stone Monkey Australia	General Creditors	638.00	
3788	HPA Incorporated	General Creditors	627.00	
V02035	Prayer Corby	General Creditors	600.00	
V06575	MAGABO, BJORN KIRBY	General Creditors	590.00	
V04044	Deaf Connect t/a Deaf Services	General Creditors	580.80	
V05400	FIRSTAIDPRO AUSTRALIA PTY. LTD	General Creditors	568.00	
V04624	Niesha Korman	General Creditors	560.00	
5204	Voyager Trailers	General Creditors	555.00	
V06569	[redacted]	Refunds & Reimbursements	541.66	1
V02768	[redacted]	Refunds & Reimbursements	535.97	1
4777	Territory Natural Resource Management Inc.	General Creditors	525.00	
V05354	Cleaner The Crow Cleaning Service P/L	General Creditors	522.50	
3504	Raeco International Pty Ltd	General Creditors	522.23	
4029	Totally Workwear Palmerston	General Creditors	513.00	
35	WINC Australia Pty Limited	General Creditors	489.64	
V00542	Industry Health Solutions	General Creditors	484.00	
4528	Miranda's Armed Security Officers Pty	General Creditors	462.00	
V00351	Charles Darwin University	General Creditors	462.00	
V05711	Rightpeople Pty Ltd	General Creditors	458.70	
2103	Australia Day Council NT Inc (Darwin)	General Creditors	440.00	
V06294	Rentokil Initial Pty Ltd T/A Outback Pest Co	General Creditors	440.00	
V06145	By Ash Brand Studio	General Creditors	418.00	
V05968	CleverPatch Pty Ltd	General Creditors	370.96	
V00022	Officeworks	General Creditors	369.30	
V06157	Club Assist	General Creditors	356.00	
V05074	On Point Creative NT	General Creditors	330.00	
4561	Bendesigns	General Creditors	328.90	
V01722	Glennon, Casey Jane	General Creditors	300.00	
V02861	PETstock Berrimah	General Creditors	300.00	
V01703	Cazalys Brassierie - Jobize Pty Ltd	General Creditors	275.00	
V02316	Danielle Andrews	General Creditors	250.00	
V05056	Kade Kimlin	Grants, Sponsorships, Donations & Prizes	250.00	
V05313	Charlotte Sanders	Grants, Sponsorships, Donations & Prizes	250.00	
V05818	Jarred de Graaff	Grants, Sponsorships, Donations & Prizes	250.00	
V06036	Daniel Baker	Refunds & Reimbursements	250.00	
V06128	Mammas Kitchen	General Creditors	250.00	
V06550	Karen Brown	Grants, Sponsorships, Donations & Prizes	250.00	
V06551	Rian Ballesteros	Grants, Sponsorships, Donations & Prizes	250.00	
V06552	Taij Stapleton	Grants, Sponsorships, Donations & Prizes	250.00	
V06566	Madeleine Kirk	Grants, Sponsorships, Donations & Prizes	250.00	
V06576	Sarah Fowler	Grants, Sponsorships, Donations & Prizes	250.00	
2294	Modern Teaching Aids Pty Ltd	General Creditors	242.19	

V06560	JEC Transport Pty Ltd	General Creditors	242.00	
3428	Bunnings Group Limited	General Creditors	225.95	
V00402	Sheryl Anne Sephton	General Creditors	200.00	
V06253	Chowdhury Md Sadaruddin	General Creditors	200.00	
V06260	All Things Diesel NT Pty Ltd	General Creditors	200.00	
V06282	Lay Properties Pty Ltd	General Creditors	200.00	
V06577	InfoTrack Pty Ltd	Refunds & Reimbursements	200.00	
V05929	Morrison Fabrication Pty Ltd	General Creditors	197.00	
V01118	Wilson Security Pty Ltd	General Creditors	192.50	
V02542	Roadside Services and Solutions Pty Ltd	General Creditors	191.40	
V02167	Sanity Music Stores Pty Ltd	General Creditors	164.94	
41	Harvey Distributors	General Creditors	159.98	
V06571	Nikki Aylett	Refunds & Reimbursements	130.00	
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	129.80	
469	Durack School Council Inc	Grants, Sponsorships, Donations & Prizes	100.00	
5471	Palmerston Christian College	Grants, Sponsorships, Donations & Prizes	100.00	
853	Woodroffe Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
V01844	Mother Teresa Catholic Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
V06578	Zuccoli School	Grants, Sponsorships, Donations & Prizes	100.00	
V06557	Melina Lee	Refunds & Reimbursements	60.00	
V01203	Tyreright Palmerston	General Creditors	55.00	
V02193	Paige Setter	Refunds & Reimbursements	55.00	
V06548	Ivan Mardero	Refunds & Reimbursements	55.00	
V06572	Amelia Clarke	Refunds & Reimbursements	55.00	
V06573	Lolita Lamberto	Refunds & Reimbursements	55.00	
V06584	Christine Roper	Refunds & Reimbursements	55.00	
V04097	Cynthia Forteza	Refunds & Reimbursements	50.00	
V04242	Sarah Ingrames	Refunds & Reimbursements	50.00	
V06540	Matthew Osborne	Refunds & Reimbursements	50.00	
V06545	Renae Smith	Refunds & Reimbursements	50.00	
V06564	Chloe Gage-Pearson	Refunds & Reimbursements	50.00	
V01938	Windcave Pty Limited	General Creditors	49.50	
V06585	Matthew Suton	Refunds & Reimbursements	19.00	
V05911	The Trustee for Spotlight Stores Trading Trust	General Creditors	11.20	
V05705	Central Animal Records	General Creditors	9.95	
V02545	Amazon Web Services Inc	General Creditors	4.95	
			6,838,452.15	

Investments	**2,000,000.00**
Total Creditor Payments (excludes investments placed)	4,838,452.15
Total Payments made to all suppliers this month	**4,676,509.91**
Total Payments made to Local suppliers this month	**4,251,534.73**
Percentage of this month's payments made to local suppliers	90.91%

Notes

1. Redacted names relate to rates refunds to individuals or where the name of an entity may identify individuals.

Approved by: Exec Manager Financial Performance

SECTION 2
Financial Results

Creditor Accounts Outstanding as at 31 October 2026
% of year passed 33.33%

2.6 - Creditor Accounts Outstanding

Creditor No.	Creditor Name	Amount $	Notes
4190	National Australia Bank -	$ 35,590.30	1

Total	30 days	30-60 days	60-90 days	90 days and over
$ 35,590.30	$ 35,590.30			

Notes

1. This is an autopayment, awaiting Credit card reconciliation

Approved by: Exec Manager Financial Performance

Section 2
Financial Results
Commercial Leases as at 31 October 2026
% of year passed 33.33%

2.7 - Commercial Leases

Description	Revised Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Income						
Library Services	30,000	11,379	38%	11,379	100%	
GM Finance & Governance	80,062	29,200	36%	26,687	109%	
Civic Centre	166,587	56,061	34%	55,529	101%	
Income	**276,649**	**96,640**	**35%**	**93,595**	**103%**	
Expenditure						
GM Finance & Governance	-12,000	-5,220	44%	-4,000	131%	1
Expenditure	**-12,000**	**-5,220**	**44%**	**-4,000**	**131%**	
Profit/(Loss)	**264,649**	**91,420**	**35%**	**89,595**		

Notes
1. Variance is due to timing of expenses being deducted from rental income generated by leased properties.

Approved by: Exec Manager Financial Performance

Council Loans as at 31 October 2026
% of year passed 33.33%

2.8 - Council Loans

INTERNAL LOANS

Making the Switch Balances (FILOC)	
1st Withdrawal June 2019	640,000
2nd Withdrawal June 2020	2,583,849
Public lighting officer June 2020	114,000
Project Cost taken from FILOC	**3,337,849**
Repayments 2019/20	(200,000)
Repayments 2020/21	(313,615)
Repayments 2021/22	(321,849)
Repayments 2022/23	(330,299)
Repayments 2023/24	(338,971)
Repayments 2024/25	(346,950)
Repayments 2025/26	(357,004)
Loan Balance at 1/07/2026	**1,129,161**
Expected Repayments 2026/27	(281,902)
Expected Loan Balance as at 30/06/2027	**847,259**

Making the Switch (FILOC)					
Principal as of 1/7/2026	**Principal Loan Repayments for 2026-27**	**Principal Loan Repayments YTD**	**Interest for 2026-27**	**Interest YTD**	**Loan balance as of 31/10/2026**
1,129,161	**-281,902**	**-93,967**	**-25,958**	**9,467**	**1,035,194**

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

SWELL Loan (FILOC)	
Project Cost taken from FILOC	
Project Cost taken from FILOC	**400,000**
Repayments 2023/24	(80,000)
Repayments 2024/25	(80,000)
Repayments 2025/26	(80,000)
Loan Balance at 1/07/2026	**160,000**
Expected Repayments 2026/27	(80,000)
Expected Loan Balance as at 30/06/2027	**80,000**

SWELL Loan (FILOC)			
Principal as of 1/7/2026	**Principal Loan Repayments for 2026-27**	**Principal Loan Repayments YTD**	**Loan balance as of 31/10/2026**
160,000	**-80,000**	**-26,667**	**133,333**

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

Section 2
Financial Results

Council Loans as at 31 October 2026
% of year passed 33.33%

2.8 - Council Loans

EXTERNAL LOANS

Archer Landfill Rehabilitation Balances (NAB)	
Total Loan Amount	**1,960,000**
Repayments 2019/20	(221,647)
Repayments 2020/21	(228,052)
Repayments 2021/22	(234,504)
Repayments 2022/23	(240,950)
Repayments 2023/24	(248,044)
Repayments 2024/25	(254,986)
Repayments 2025/26	(262,201)
Loan Balance at 1/07/2026	**269,615**
Expected Repayments 2026/27	(269,615)
Expected Loan Balance as at 30/06/2027	**0**

Archer Landfill Rehabilitation (NAB)					
Principal as of 1/7/2026	**Principal Loan Repayments for 2026-27**	**Principal Loan Repayments YTD**	**Interest for 2026-27**	**Interest YTD**	**Loan balance as of 31/10/2026**
269,615	**-269,615**	**-89,062**	**-676,473**	**2,396**	**180,553**

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

SWELL (NAB)	
Total Loan Amount	**5,000,000**
Repayments 2023/24	**-187,500**
Repayments 2024/25	**-250,000**
Repayments 2025/26	**-250,000**
Loan Balance at 01/07/2026	**4,312,500**
Expected Repayments 2025/26	**-250,000**
Expected Loan Balance as at 30/06/2027	**4,062,500**

SWELL (NAB)					
Principal as of 1/7/2026	**Principal Loan Repayments for 2026-27**	**Principal Loan Repayments YTD**	**Approx Interest for 2026-27**	**Interest YTD**	**Loan balance as of 31/10/2026**
4,312,500	**-250,000**	**-83,333**	**-236,740**	**79,640**	**4,229,167**

The External Loan - SWELL is for a term of 20 years commencing 29 December 2023 and concluding 28 September 2043. The interest rate is variable for the duration of the loan and is paid on a quarterly basis. The current interest for Deember quarter 2026 quarter is 5.92%

Approved by: Exec Manager Financial Performance

Section 2
Financial Results
Elected Member Expenses 31 October 2026
% of year passed 33.33%

2.9 - Elected Member Expenses

Description	Revised Annual Budget $	YTD Actuals $	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Superannuation	-59,812	-18,908	32%	-19,937	95%	
Mayoral Allowance	-124,032	-41,458	33%	-41,344	100%	
Mayor Vehicle Allowance	-25,000	-8,356	33%	-9,104	92%	
Mayoral Professional Dev Allowance	-7,500	-2,676	36%	0	o%	
Deputy Mayoral Allowance	-17,200	-5,183	30%	-5,733	90%	
Elected Members Councillor Allowances	-184,464	-61,659	33%	-61,488	100%	
Elected Members Professional Dev Allowance	-52,500	-800	2%	0	o%	
Elected Members Meeting Allowance	-84,000	-36,700	44%	-48,559	76%	1
Information Technology Capital Entitlement	-9,955	0	0%	-7,030	0%	
Acting Mayor Allowance	-11,240	-3,211	29%	-624	514%	2
Advertising and promotion	0	-173	o%	0	o%	
Printing & Photocopying Costs	-1,000	0	0%	0	o%	
Other Sundry Expenses	-6,578	0	0%	-1,918	0%	
Food & Catering Costs	-9,000	-2,085	23%	-1,714	122%	3
Course Seminar & Conference Registration	-20,557	-7,238	35%	-1,603	452%	3
Air Travel	-3,093	-7,948	257%	0	o%	3
Travel Accommodation	-2,111	-1,655	78%	-1,185	140%	3
Travel Related Costs Other	-1,031	-2,079	202%	0	o%	3
Operating Expenditure	**-619,073**	**-200,129**	**32%**	**-200,239**	**100%**	

Notes
The variance is due to following:
1. Meeting allowance expenditure is dependent on the number and timing of meetings attended during the period.
2. Deputy Mayor acting on Mayor's role.
3. Expenditure for these budget lines is dependent on the timing of seminars/conferences attended and travel undertaken.

Approved by: Exec Manager Financial Performance

Section 2
Financial Results
CEO Credit Card Transactions as at 31 October 2026
% of year passed 33.33%

2.10 - CEO Credit Card Transactions

Cardholder Name: Nadine Nilon
Cardholder Position: Chief Executive Officer
Period 01/10/2026-30/10/26

Transaction Date	Amount $	Supplier's Name	Reason for the Transaction
8/10/2026	10	Pay Stay	Parking Fees

Approved by: Exec Manager Financial Performance

COUNCIL REPORT

2nd Ordinary Council Meeting

Agenda Item:	12.2.2
Report Title:	Major Capital Projects Update
Meeting Date:	Tuesday 17 November 2026
Author:	Acting Executive Manager Projects and Civil Operations, Jenna Maloney
Approver:	Acting General Manager Infrastructure, Michael Williams

Community plan

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

Purpose

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

Key messages

- Council has major capital projects underway that have a planned, or contracted value, greater than $1 million.
- The following projects have updates included as attachments of this report:
  - Zuccoli Community Hub.
  - Enterprise Resource Planning Project (ERP).
- Updates on additional relevant projects are also provided within this report, these include:
  - Woodroffe Park upgrade.
  - SWELL solar and battery project.
  - Animal Management Facility.
  - Palmerston Plan projects.

Recommendation

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

Background

Council has a $12.05M Capital Works Program in 2026/27. The Capital Works Program includes a broad range of asset renewal programs along with major capital projects from planning and development stages to delivery.

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

Discussion

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

- Zuccoli Community Hub **Attachment 12.2.2.1**.
- Enterprise Resource Planning Project (ERP) **Attachment 12.2.2.2**.

Council is also progressing additional capital projects and programs, with recent progress on key projects summarised below.

SWELL solar and battery project

Installation of the solar and battery system has commenced and is expected to be operational by December. The project is part funded by a $264,000 grant from the Australian Government's Community Energy Upgrades Fund Round 2. Works are underway and progress is tracking well against the program.



Figure 1: Solar Cell Installation, 23 October 2026

Woodroffe Park upgrade

Installation of the shelter, park furniture, bike path upgrade and shade sails is now complete. Installation of the rubber soft fall is underway, scheduled for the first week of November, with artwork installation planned for mid-November. The project remains on track for completion by end of November.

The project has a total budget of $600,000 and is 100% funded by the Northern Territory Government.



Figure 2: Woodroffe Park upgrade, 23 October 2026

Animal Management Facility

Construction works are now complete, with Practical Completion issued. The completed works include the construction of 16 new dog pens. Use of the facility can commence when an Occupancy Permit is granted.

Palmerston Plan Projects

Council has secured $6.8M from the Northern Territory Government for the City of Palmerston Infrastructure Support Package. The status of each project is described below:

Project A - Bloodwood Park Fencing

The contract has been awarded to the successful contractor, with an anticipated construction program of eight (8) weeks, commencing in December. The project involves installation of approximately 200m of fencing around the playground area, including a concrete mowing strip, gates and servicing access.



Figure 3: Bloodwood Park Fencing

Project B – Playground softfall

The Widdup Park project implementation plan has been approved, with the replacement of existing playground sand softfall with rubber identified as the first priority project for Gray and Driver this financial year. This work forms part of stage 1 of the Master Plan, endorsed this month. A tender will be released in November.

Project C – Driver Community Centre redevelopment: Yet to commence

Council is investigating external funding opportunities to secure the remaining $2.5M required to deliver this project in 2027/28.

Project D – Path upgrades

Driver Avenue has been identified as the first priority project for pathway upgrades in Gray and Driver this financial year. The project will extend the existing wider shared pathway from the school (just beyond the bridge) through to the President Park crossing. Design development is currently underway.



Figure 4: Driver Avenue Path Upgrade

Project E – Library Pop-up Outreach Van

A project implementation plan has been approved. Procurement of the van has commenced, with commencement of the service planned for 2027.

Project F – Zuccoli Community Hub

A project implementation plan for the skate park and surrounds has been approved, and tender documentation is being prepared.

Project G – Mitchell Creek Trail Network

The project implementation plan for the proposed pathway linking Zuccoli Community Hub to Dawun Dirra Park has been conditionally approved. Progression of the project is currently on hold pending the finalisation of the Crown land lease arrangements. The land has not yet been formally handed back by the developer, preventing Council from progressing the next stages of the project.



Figure 5: Mitchell Creek trail network

Consultation and marketing

Consultation occurs as relevant to each project and its status.

Policy implications

There are no policy implications for this Report.

Budget and resource implications

The projects are being delivered within the 2026/27 Capital Works Program. Individual budget updates are included with the current project summaries.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

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

Strategies, framework and plans implications

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

- Community Infrastructure Plan

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. Zuccoli Community Hub [**12.2.2.1** - 3 pages]
2. Enterprise Resource Planning Project (ER P) [**12.2.2.2** - 2 pages]

ZUCCOLI COMMUNITY HUB

NOVEMBER 2026 UPDATE

PROJECT OVERVIEW

Summary:

The Zuccoli Community Hub aims to provide an integrated multi-purpose precinct to meet open space, recreation and community needs for the rapidly growing Zuccoli and wider City of Palmerston communities. The Masterplan and Stages 1 and 2A are complete, with the Dog Park, Public Toilet and Pump Track open to the public. This report focuses on the following elements:

- Stage 2B: construction of the skate park and surrounds.
- Stage 3A: design and construction of the Community Buildings.

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

Total budget and funding:

Stage	Prior Year Costs	Current FY* Budget	Total Budget to Date	Current FY* Actuals	Current FY* Commitment	Remaining Budget
Masterplan	$116,062	$0	$116,062	$0	$0	$0
Stage 1 - Dog Park	$1,467,166	$0	$1,467,166	$0	$0	$0
Stage 2 - Design	$202,588	$0	$202,588	$0	$0	$0
Stage 2 - Civil	$809,974	$0	$809,974	$0	$0	$0
Stage 2 - Walkway, Seating, BBQ	$459,886	$0	$459,886	$0	$0	$0
Stage 2 - Pump Track	$1,174,408	$0	$1,174,408	$0	$0	$0
Stage 2B – Skate Park and surrounds	$0	$0	$0	$0	$0	$0
Stage 3A - Design	$178,026	$272,348	$450,374	$195,391	$76,957	$0
Stage 3A - Building	$0	$3,000,000	$3,000,000	$0	$0	$3,000,000**
TOTAL	**$4,408,110**	**$3,272,348**	**$7,680,458**	**$195,391**	**$76,957**	**$3,000,000**

*Current financial year is 2026/27.
** Council borrowing

Table 1: Total project budget and funding, 4 November 2026

External Funding Sources:

- $250,000 Northern Territory Government– Immediate Priority Grant (Pump Track).
- $411,889 LRCI Phase IV (Walkway, BBQ).

- $10,000,000 Federal Government (Stage 3 Building – Commitment announced).
- $2,000,000 Northern Territory Government – Palmerston Plan (Stage 2B – Grant executed, income yet to be recognised).

Anticipated completion date:

- Stage 2B construction – 2027.
- Stage 3 concept design and preliminary building design for tender – late 2026.
- Stage 3 building construction – 2027-2028.

STATUS UPDATE

Current Contracts:

Activity	Status	Awarded contract value	Approved variations	Approved claims	Amount to claim
Stage 3 Design	Awarded	$450,000	-	$373,043	$76,957
TOTAL		**$450,000**	**-**	**$373,043**	**$76,957**

Table 2: Current contracts, 4 November 2026

Works to date summary:

Stage 2

Stage 2 includes the recreational facilities of the Zuccoli Community Hub and is being constructed in smaller stages as funding is available. A component of the walking trails and pathways, shade structure, and civil works were completed by mid-2025. The track was formally opened to the public on 4 March 2026, with lighting installed and operational in May 2026.

An allocation of $2,000,000 is available from the Northern Territory Government's Palmerston Plan. The available funds will be added to the budget in the 1st budget review and have been allocated to the construction of skate park, shade, pathways, and landscaping. The design of these elements was completed in 2025.

There is currently no funding available for the remaining Stage 2 works, including the multi-purpose court and exercise equipment.

Progress in the past month:

- Approval of the Project Implementation Plan for the skate park
- Commencement of preparation of tender documents

Stage 3

Stage 3 incorporates all remaining elements of the site, with a focus on the community facilities, including the community hall and programs building, multi-purpose entrance and events space, playground, gardens and carpark. The current activities are focussed on the design of these elements and preparation for tender documents for the building.

Progress in the past month:

- Progression of preliminary design for the hall and programs building.

- Completion of concept design for outdoor areas



Figure 1: Zuccoli Community hub - concept image

Upcoming works:

Stage 2:

- Release of construction tender for the skate park

Stage 3:

- Completion of preliminary design phase of building elements.
- Finalise funding.
- Preparation of tender documents for building design and construction

ENTERPRISE RESOURCE PLANNING PROJECT

NOVEMBER 2026 UPDATE

PROJECT OVERVIEW

Summary:

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

Project budget:

$2 million over three (3) financial years

Funding source(s):

City of Palmerston

Completion date:

2026

Contractor:

Project/Procurement Management Support – Corporate Strategic Systems (CSS)

STATUS UPDATE

Percentage complete:

25%

Actual costs to date (consultancy):

- FY24 - $282,900.
- FY25 - $502,734.
- FY26 - $217,450.
- FY27 - $1,800.

- Total to date $1,004,884.

Works to date summary:

CoP currently uses several software systems to meet its core operational requirements, some of which have partial integration, and most operate independently. To mitigate these issues, CoP has made the decision to invest in an Enterprise Resource Planning (ERP) project. CoP have engaged Corporate Strategic Systems (CSS) for the procurement stage of the project. An internal Project Control Group (PCG) has been established to provide direction and governance for the project.

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

In conjunction with CSS, a revised procurement process is now underway including consideration of a best of breed selection process with focus on solutions for high-risk areas.

The full tender process commenced on 5 November 2025, supported by legal and probity advice, with submissions closing 8 December 2025.

Responses to the Tender were received and are now being evaluated by the Tender Assessment Panel. The assessment process consists of three (3) stages, and assessment is currently underway.

Completed activities:

- Tender submissions closed 8 December 2025.

Upcoming activities:

- Finalise tender assessment.

Project risks:

The project is currently tracking 19 risks.

The top three (3) high rated risks are:

- Limited CoP staff – as CoP has a limited number of resources, if business resources or SMEs are not available to support project activities, project deliverables, timelines and overall cost may be impacted. Changes of significance also have a greater impact.
- Impact of change and training activities - if change management and training activities are not timely and appropriately managed, there is a risk that staff may not use the system.
- Insufficient funding – while funds have been set aside for the implementation of the new ERP system, if the tender quote is higher and additional funding is not available, there is the risk that scope may need to be cut.

13 INFORMATION AND CORRESPONDENCE

13.1 Information

13.2 Correspondence

13.2.1 Activation of Crown Land - Roystonea Avenue and Packard Avenue

THAT correspondence dated 27 August 2026 entitled Activation of Crown Land - Roystonea Avenue and Packard Avenue be received and noted.

MINISTER FOR LANDS, PLANNING AND ENVIRONMENT

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8999 8624

Ms Athina Pascoe-Bell
Mayor
City of Palmerston

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

Dear Mayor

Thank you for your correspondence dated 10 August 2026 regarding the activation of vacant Crown land at the intersection of Roystonea Avenue and Packard Avenue, Palmerston (part Lot 8405, Town of Palmerston).

I acknowledge the concerns raised by the City of Palmerston (CoP) including long-standing antisocial behaviour and associated impacts on local amenity. I agree that facilitating development of this land is a priority and presents an important opportunity to address these issues while supporting positive community outcomes.

I am pleased to advise that part Lot 8405 is slated for public release in the near future. The Department of Lands, Planning and Environment will keep CoP and other interested parties informed as further information regarding timing and process becomes available.

The Government looks forward to continuing to work collaboratively with you to address behaviours of concern, enhance community safety and support economic growth and development within the Palmerston region.

Thank you for raising this important matter with me.

Yours sincerely

JOSHUA BURGOYNE

27 - 8 - 2026

NORTHERN TERRITORY GOVERNMENT

13.2.2 LGANT Board meeting communique - 21 October 2026

THAT correspondence dated 10 November 2026 entitled LGANT Board meeting communique - 21 October 2026 be received and noted.

From: LGANT CEO
Sent: Tue, 10 Nov 2026 02:07:07 +0000
To: **Mayors and Presidents; **Council CEOs
Cc: LGANT CEO; **Council CEO EAs; **Mayors and Presidents EAs; **LGANT Board; **LGANTStaff
Subject: Correspondence - 21 October 2026 LGANT Board meeting communique
Attachments: LGANT Board meeting Communique - 21 October 2026.pdf, 24 September 2026 ALGA Communique.pdf

[EXTERNAL EMAIL] Caution: Do not click links or open attachments unless you recognise the sender. Report suspicious emails to helpdesk@palmerston.nt.gov.au

Good morning members,

On behalf of our CEO, please find enclosed the LGANT Board meeting communique from 21 October 2026. We kindly request that you table this document at your next Ordinary Council Meeting (OCM). This will ensure ongoing and effective communication with our members regarding LGANT's recent activities.

Kind regards,

Ellen Worsfold | Executive Officer
Local Government Association of the Northern Territory
t: (08) 8944 9688 | **m:** 0406 223 454
e: ellen.worsfold@lgant.asn.au | **w:** www.lgant.asn.au
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804

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We are local. We connect.

In the spirit of reconciliation, the Local Government Association of the Northern Territory acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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21 OCTOBER 2026 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met on Wednesday 21 October at the LGANT office and online.

The Board received presentations from Shaneen Tilmouth, the Senior Executive Director at Department of the Chief Minister and Cabinet's Aboriginal Partnerships and Reform, on Closing the Gap, and Alice Springs Town Council's Councillor Cherisse Buzzacott, LGANT's representative on the NT Strategic Tobacco Action Committee (NTSTAC), who provided an update on the NTSTAC and current community issues.

The Board approved the latest financial summary, and continued their annual review of LGANT policies, approving the final tranche. The Board also approved the 2027 Board and General Meeting dates for 2027 and business arising from previous General Meetings. The Board discussed and endorsed both the draft proposal to develop a 'Next Step Framework' for a future Partnership Agreement with the NT Government, LGANT's proposed Pre NT Government Budget Submission for the 2027-28 NT Budget, and the CEO's performance review.

Ahead of LGANT's Annual General Meeting, the Board approved the audited financial statements, directors report and annual report content for presentation to members. The Board also reviewed and endorsed the council motions and approved in principle eight proposed amendments to the LGANT Constitution for putting to members..

The LGANT President provided an update on his activities since the last Board Meeting including the 24 September 2026 ALGA Board meeting (refer Communique at Attachment 1) and recent NTECAA meeting, meetings with Minister Edgington, Senator Price, the Tiwi Land Council and the Northern Land Council, visits to Litchfield Council, Coomalie Community Government Council, and City of Darwin, and making representations for the Inquiry into Local Government Funding and Fiscal Sustainability.

The Board noted the CEOs report including a summary of her meetings, and updates on council CEO turnover, implementation of the code of conduct reforms, the Local Government Representation Review, and advocacy priorities. The report highlighted the successful Procurement Symposium and preparations for the November conference, as well as the RAP working group's activity. All 2026/27 membership invoices have been paid, most councils support a sector-wide electricity procurement initiative, and the Discretionary Trust is sponsoring a new WHS staff network.

The Board also noted the risk register and dashboard, the 2026 LGANT awards nominations, the results of the 2026 LGANT annual member engagement survey, Public Skills Australia's local government skills audit report for 2025-26, the WALGA quarterly usage report, the forward Board calendar, recent submissions lodged, and incoming and outgoing correspondence.

The Board will next meet on 24 February 2027.

Attachments:

1. 24 September 2026 ALGA Board Meeting Communique

P (08) 8944 9697
E info@lgant.asn.au
W lgant.asn.au
A 21 Parap Rd, Parap NT 0820
PO Box 2075, Parap NT 0804
ABN: 35 662 805 503

We are local. We connect.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at mary.watson@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	0419 858 636
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	abitar@alicesprings.nt.gov.au	0491 055 224
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	0429 341 336
Municipal Director - City of Darwin nominated representative: Cr Sam Weston	City of Darwin	sam.weston@darwin.nt.gov.au	0499 389 462
Municipal Director: Mayor Joanna Holden	Katherine Town Council	joanna.holden@ktc.nt.gov.au	0428 717 044
Municipal Director: Cr Mark Fraser	City of Palmerston	councillor.fraser@palmerston.nt.gov.au	0411 224 670
Regional and Shires Director: Cr Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	0418 894 404
Regional and Shires Director Mayor Lynette De Santis	Tiwi Islands Regional Council	lynettejane.desantis@tiwiislands.nt.gov.au	0419 033 821
Regional and Shire Director: Mayor James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	0497 919 225

ALGA
Australian Local Government Association

24 September 2026 ALGA Board Meeting Communique

The Australian Local Government Association (ALGA) Board met in Canberra on 24 September 2026.

Regular governance, risk, compliance and financial reports highlighted ALGA's continued commitment to strong governance practices, effective risk management and sound financial oversight. Directors also considered ALGA's audited financial statements and received advice from the external auditors.

Directors welcomed the success of the 2026 National General Assembly, which brought councils together for constructive national policy debate, strong sector engagement and a united voice on local government priorities. They also discussed planning priorities for the 2027 NGA to build on this momentum and ensure the event remains the peak national forum for local government advocacy.

Proposed improvements to the NGA motions governance process were considered, with directors discussing options to ensure it remains transparent, strategically focused and fit-for-purpose while maintaining councils' ability to raise matters of national importance.

The Board held an initial discussion on the Australian Governments' proposed Federation Compact and how this could drive improvements for local government funding over the next five years. Discussion highlighted the importance of stronger intergovernmental partnerships that recognise local government as an essential sphere of government and delivery partner.

The Board also discussed ALGA's 2027-28 Federal Budget Submission priorities, identifying key funding and policy areas for further development.

Directors also considered the next phase of ALGA's national financial sustainability advocacy campaign. This campaign is proposed to create a consistent message to the federal politicians on why national funding is essential to the success of the communities that local governments serve. The Board reaffirmed the importance of securing long-term, sustainable funding arrangements for councils to enable communities to receive the infrastructure, services and local solutions they rely upon.

Reports from the Chief Executive Officer, ALGA President, State and Territory Association Presidents, and representatives serving on Ministerial Councils and other committees provided updates on current advocacy activities, engagement with the Australian Government and emerging issues affecting local governments across the country.

Building Better Communities.

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, 8 December 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) 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

1st ORDINARY COUNCIL MEETING

TUESDAY 3 NOVEMBER 2026

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

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

UNCONFIRMED

Minutes of Council Meeting held in Council Chambers Civic Plaza, 1 Chung Wah Terrace, Palmerston on Tuesday 3 November 2026 at 5:30pm.

PRESENT

ELECTED MEMBERS	Mayor Athina Pascoe-Bell (Chair) Deputy Mayor Wayne Bayliss Councillor Mark Fraser Councillor Damian Hale Councillor Sarah Henderson Councillor Lucy Morrison *(via Audio/ Audiovisual)* Councillor Rob Waters
STAFF	Interim Chief Executive Officer, Nadine Nilon Acting General Manager Infrastructure, Michael Williams General Manager Finance and Governance, Chris Fearon General Manager Community, Konrad Seidl General Manager People and Place, Emma Blight Minute Secretary, Pania Withnall
GALLERY	Nil members of the public Four (4) members of staff

UNCONFIRMED

Initials:

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5:34pm.

3 APOLOGIES

Nil

4 DECLARATION OF INTEREST

4.1 Elected members

Moved: **Councillor Fraser**
Seconded: **Councillor Henderson**

THAT the Declaration of Interest received from Councillor Kanyai for Item 26.1.4 be received and noted.

CARRIED (7/0) - 11/0690 – 3/11/2026

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of minutes

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

THAT the Minutes of the Council Meeting held on 20 October 2026 pages 12361 to 12372 be confirmed.

CARRIED (7/0) - 11/0691 – 3/11/2026

UNCONFIRMED

Initials:

5.2 Business arising from previous meeting

Nil

6 MAYORAL REPORT

Nil

7 DEPUTATIONS AND PRESENTATIONS

Nil

8 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

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

THAT the following public question from Mike Clark of Zuccoli NT and response as tabled regarding West Farrar Development be received and noted.

CARRIED (7/0) - 11/0692 – 3/11/2026

Question 1: RE: West Farrar Development:
1. Why is the new development being built over a tributary of Mitchell Creek, the same tributary that feeds the largest wetland in the Mitchell Creek catchment.
Response 1:
Council is a referral authority during development assessments. In this role, the basis of Council's submission will be relating to existing and proposed public assets and infrastructure, with consideration of alignment to the Palmerston Eastern Suburbs Area Plan and the Northern Territory Subdivision Development Guidelines. Questions about why areas have been identified for development should be directed to the Department of Lands Planning and Environment.

UNCONFIRMED

Initials:

Question 2: RE: West Farrar Development:
2. Can City organise an independent hydrology study to determine whether stormwater from the new development can be integrated into the natural tributary wetland in a similar way to the Hawker corridor in Zuccoli.
Response 2:
Council is Council is currently reviewing all development application materials, including those related to stormwater management, with consideration of alignment to the Palmerston Eastern Suburbs Area Plan and the Northern Territory Subdivision Development Guidelines. Past developments offer insights into effective stormwater management, and these are considered when assessing new developments, noting that each site presents different challenges and constraints that require site-specific solutions.

9 CONFIDENTIAL ITEMS

9.1 Moving confidential items into open

9.1.1 Leave of Absence Requests

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

3. THAT the leave of absence request received from Deputy Mayor Bayliss for 21 to 25 October 2026 inclusive, for the reason of Holiday, be approved.

4. THAT the leave of absence request received from Councillor Hale for 11 to 24 October 2026 inclusive, for the reason of Holiday, be approved.

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

CARRIED (6/0) - 11/0651 – 6/10/2026

UNCONFIRMED

Initials: _____

9.1.2 Request for Audio/Audiovisual Conferencing

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

3. THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Hale who will be physically prevented from attending a meeting on 20 October 2026, due to a granted leave of absence, being a greater distance than 100km from the appointed place of meeting.

4. THAT this decision be moved to the open minutes following the Audio/Audiovisual Conferencing.

CARRIED (6/0) - 11/0652 – 6/10/2026

9.1.3 Request for Audio/Audiovisual Conferencing

Moved: **Councillor Waters**
Seconded: **Councillor Hale**

1. THAT Council notes Councillor Morrison's attendance via audio/audiovisual conferencing at the meeting of 3 November 2026, as they are prevented from attending in person due to ill health, and that this attendance was approved by the Chief Executive Officer in accordance with the Audio/Audiovisual Conferencing Policy.

2. THAT this decision be moved to the open minutes following the Audio/Audiovisual Conferencing.

CARRIED (7/0) - 11/0704 – 3/11/2026

UNCONFIRMED

Initials:

9.1.4 Land Valuation for 40 Farrar Boulevard, Farrar

Moved: **Councillor Hale**
Seconded: **Councillor Henderson**

1. THAT Report entitled Land Valuation for 40 Farrar Boulevard, Farrar be received and noted.

2. THAT Council decline the request to transfer Lot 8096 (40) Farrar Boulevard, Farrar to HPA Incorporated.

3. THAT Council endorse supporting HPA Incorporated in the use of Lot 8096 (40) Farrar Boulevard, Farrar should a suitable activity be determined that retains the site being available as public open space for the community.

4. THAT this decision be moved to the Open Minutes of the 3 November 2026 meeting.

CARRIED (7/0) - 11/0707 – 3/11/2026

9.2 Moving open items into confidential

Nil

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 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.

UNCONFIRMED

Initials: _____

26.1.2	Council Property, Agreements and Contracts	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
26.1.3	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(iv) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
26.1.4	Confidential Restricted	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
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)(b) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

CARRIED (7/0) - 11/0693 – 3/11/2026

10 PETITIONS

Nil

Initials: _____

UNCONFIRMED

11 NOTICES OF MOTION

Nil

12 OFFICER REPORTS

12.1 Action reports

12.1.1 Adoption of Annual Report 2025/26

Moved: **Councillor Waters**
Seconded: **Councillor Henderson**

1. THAT Report entitled Adoption of Annual Report 2025/26 be received and noted.

2. THAT Council adopts the Annual Report 2025/26, including the 2025/26 audited financial statements at **Attachment 12.1.1.1** to Report entitled Adoption of Annual Report 2025/26, as amended to include additional text regarding survey methodology and correction of typographical errors.

3. THAT Council notes that a copy of the Annual Report 2025/26 will be provided to the Minister for Housing, Local Government and Community Development before 15 November 2026.

CARRIED (7/0) - 11/0694 – 3/11/2026

12.1.2 Widdup Park Redevelopment Public Consultation and Concept Plan

Moved: **Councillor Fraser**
Seconded: **Councillor Henderson**

1. THAT Report entitled Widdup Park Redevelopment Public Consultation and Concept Plan be received and noted.

2. THAT Council endorses the draft Widdup Park – Preliminary Landscape Concept **Attachment 12.1.2.1.**

3. THAT Council endorses the commencement of Stage 1 for Widdup Park, comprising upgraded play equipment, shade shelter, irrigation reinstatement and tree planting.

CARRIED (7/0) - 11/0695 – 3/11/2026

UNCONFIRMED

Initials: _____

12.1.3 Vibrant Economy Advisory Committee Meeting - 27 October 2026

Moved: Councillor Hale
Seconded: Councillor Fraser

1. THAT Report entitled Vibrant Economy Advisory Committee Meeting - 27 October 2026 be received and noted.

2. THAT the unconfirmed Vibrant Economy Advisory Committee Minutes provided as **Attachment 12.1.3.1** be received and noted.

3. THAT Council adopts the recommendations from the Vibrant Economy Advisory Committee meeting held 27 October 2026, as follows:
   a. THAT the Vibrant Economy Advisory Committee endorses the Draft Pop-Up Dining Policy as **Attachment 9.1.1.1** for Council to consider at the 1st Ordinary Council Meeting in November 2026.
   b. THAT the Vibrant Economy Advisory Committee meetings for 2027 be scheduled as follows:
      i. Tuesday, 9 March 2027 at 5:30PM in Council Chambers.
      ii. Tuesday, 22 June 2027 at 5:30PM in Council Chambers.
      iii. Tuesday, 14 September 2027 at 5:30PM in Council Chambers.
      iv. Tuesday, 30 November 2027 at 5:30PM in Council Chambers.
   c. THAT the Vibrant Economy Advisory Committee Meeting of 10 December 2026 be cancelled.

CARRIED (7/0) - 11/0696 – 3/11/2026

12.1.4 New Council Policy - Pop Up Dining

Moved: Councillor Waters
Seconded: Councillor Morrison

1. THAT Report entitled New Council Policy - Pop Up Dining be received and noted.

2. THAT Council adopt the Pop-Up Dining Policy provided as **Attachment 12.1.4.1** of report entitled New Council Policy - Pop Up Dining.

CARRIED (7/0) - 11/0697 – 3/11/2026

UNCONFIRMED

Initials: _____

12.2 Receive and note reports

Nil

13 INFORMATION AND CORRESPONDENCE

13.1 Information

Nil

13.2 Correspondence

Nil

14 REPORT OF DELEGATES

Nil

15 QUESTIONS BY MEMBERS

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

1. THAT the question asked by Councillor Henderson regarding the gym floor at SWELL, be taken on notice by the Acting General Manager Infrastructure.

2. THAT the question asked by Councillor Fraser regarding investigating the update on the Joan Fejo Park public toilet repairs, be taken on notice by the Acting General Manager Infrastructure.

3. THAT the question asked by Councillor Fraser regarding wet season major drain inspections, and the response provided by the Acting General Manager Infrastructure be received and noted.

CARRIED (7/0) - 11/0698 – 3/11/2026

UNCONFIRMED

Initials:

16 GENERAL BUSINESS

16.1 Nomination Withdrawal - LGANT Board

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

THAT Council notes Councillor Kanyai's withdrawal of her nomination for the position of Vice President – Municipal on the LGANT Board.

CARRIED (7/0) - 11/0699 – 3/11/2026

16.2 Paintwork at Joan Fejo Park Basketball Court

Moved: **Councillor Fraser**
Seconded: **Councillor Henderson**

THAT an inspection of the paintwork on the basketball court at Joan Fejo Park take place to determine why it is fading and review options for appropriate paint products.

CARRIED (7/0) - 11/0700 – 3/11/2026

17 NEXT ORDINARY COUNCIL MEETING

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

THAT the next Ordinary Meeting of Council be held on Tuesday, 17 November 2026 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED (7/0) - 11/0701 – 3/11/2026

18 CLOSURE OF MEETING TO PUBLIC

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

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

CARRIED (7/0) - 11/0702 – 3/11/2026

UNCONFIRMED

Initials: _____

19 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6:24pm for the discussion of confidential matters.

Councillor Waters left at 6:24pm.

General Manager Community and General Manager People and Place left Chambers at 6.24pm.

Councillor Waters returned to Chambers at 6:26pm.

General Manager Community and General Manager People and Place returned to Chambers at 6.26pm.

The Chair declared the meeting closed at 7:09pm.

UNCONFIRMED

Chair

Print Name

Date

Initials: