

AGENDA

2nd Ordinary Council Meeting

Tuesday 21 March 2023

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



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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PALMERSTON

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

3.3 Leave of Absence Request

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 7 March 2023 pages 10964 to 10971 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.2 Moving Open Items into Confidential

10.3 Confidential Items

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

Item	Confidential Category	Confidential Clause
25.1.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the

		receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.1.2	Appointment of Committee Member	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
25.1.3	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.1.4	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.1.5	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.1.6	Review of Confidential Matters	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(ii) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.
25.1.7	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to,



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		information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
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- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Domestic Tyre Storage at Archer Waste Transfer Facility
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Environment Officer, Jelise Camilleri
APPROVER:	City Sustainability Manager, Peter Lander

COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

PURPOSE

This Report seeks to identify and review the options relevant to the potential waste tyre disposal at Archer Waste Management Facility (AWMF) and provides a recommendation to Council on the preferred option.

KEY MESSAGES

- Council has received enquiries from the community regarding the non-acceptance of tyres at the AWMF. These enquiries stemmed from residents seeking a local point of disposal for waste tyres and in one instance noticing illegally dumped tyres in the vicinity of AWMF.
- There are currently limited options for disposing of waste tyres in the Northern Territory. These options include disposal at Shoal Bay Waste Management Facility (SBWMF), or transport interstate for recycling.
- Tyres are a Listed Waste specified in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations 1998 and AWMF is not currently licenced to accept tyres.
- To store tyres at AWMF, Council would need to apply to the NT Environmental Protection Agency for a variation to the current licence to include waste tyre storage. Such an application would be accompanied by a new Listed Waste Management Plan including appropriate operational controls.
- Storage of tyres at AWMF would change the risk profile of the facility. If ignited, tyres are notoriously difficult to extinguish. Burning tyres release toxic smoke and contaminants that may pose harm to both the environment and community.
- Four options have been identified for improving the situation of waste tyre management after undergoing an extensive review of the relevant aspects in the Northern Territory. These options are:
 - 1) retain the current state while advocating and pursuing alternative options to improve situation;
 - 2) actively pursue tyre storage at AWMF with CoP accepting the charge;
 - 3) actively pursue tyre storage at AWMF where the charge is passed on to residents;
 - 4) to continue the current state.
- Option one (1) is recommended as this is likely to result in the greatest community benefit having regard to sustainability outcomes and cost effectiveness.

- Given the significant environmental and financial implications of Council accepting tyres, if Option two (2) or Option (3) is the will of the Council, then officers recommend significant community consultation is undertaken.

RECOMMENDATION

1. THAT Report entitled Domestic Tyre Disposal be received and noted.
2. THAT Council proceed with Option One as outlined within this report entitled Domestic Tyre Storage at Archer Waste Transfer Facility which is to continue with the current state of managing waste tyres within the City of Palmerston, while actively advocating for and pursuing alternative options to improve the situation.

BACKGROUND

Council operates the AWMF to consolidate and manage residential recyclables and waste prior to transporting to appropriate facilities. AWMF operates under Environmental Protection Licence EPL233-02. This licence stipulates the types of Listed Waste and associated activity authorised at the site.

As a Transfer Station, AWMF is only licenced for the following, as per Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations 1998;

ENVIRONMENT PROTECTION LICENCE 233 - 02

Table 1 - Listed Wastes Authorised to be Handled

Listed Waste	Collection	Transport	Storage	Treatment	Recycling	Disposal
Lead, lead compounds	✗	✗	✓	✗	✗	✗
Acidic solutions or acids in solid form	✗	✗	✓	✗	✗	✗
Waste from the production, formulation and use of inks, dyes, pigments, paints, lacquers and varnish	✗	✗	✓	✗	✗	✗
Waste mineral oils unfit for their original intended use	✗	✗	✓	✗	✗	✗
Waste mixtures, or waste emulsions, of oil and water or hydrocarbon and water	✗	✗	✓	✗	✗	✗

✓ Activity authorised by this licence

✗ Activity not authorised by this licence

Council's Environmental Management Plan includes specific details around the management of the storage of the listed wastes identified.

Tyres are a Listed Waste specified in Schedule 2 of the Waste Management and Pollution Control (Administration) Regulations 1998 and AWMF is not currently licenced to accept tyres.

As AWMF does not accept residential or commercial waste tyres, individuals and commercial operators with waste tyres have options to either leave them with tyre service centres or arrange disposal themselves. Tyre service centres either make commercial drop-offs at Shoal Bay Waste Management Facility (SBWMF) or have waste tyres collected and transported interstate for recycling.

While disposal in landfills is not ideal, interstate transport and recycling is costly and comes with its own issues (i.e., increased carbon emissions from long distance transportation). Shipping recyclables interstate for processing also does not address the need for a local end market for that product.

With both above options, the associated costs are passed on to the customer. Palmerston residents who elect to take waste tyres to Shoal Bay Waste Management Facility (SBWMF), are charged a fee for disposal. It is noted that SBWMF will take up to four waste tyres from City of Darwin residents free of charge.

Location	Disposal	Residential/ Commercial	Cost
Shoal Bay Waste Management Facility	Buried in landfill on site, or stored for processing/transport	Both	Commercial: \$1180 per tonne. Residents: \$50 per passenger tyre (inc. rims). Rates are anticipated to increase in March 2023 (price increase unknown).
Tyrecycle	Shipped to South Australia for recycling	Commercial Only	Approximately \$1180 per tonne.
Humpty Doo Transfer Facility	Transported to SBWMF for disposal	Residential Only	Fees are from \$8.50 for a rimless passenger tyre - \$205 for a tractor tyre with rim.
Beaurepairs Palmerston ¹ , Bridge Toyota Palmerston ¹ Mycar Palmerston ¹	Collected by Tyrecycle and recycled interstate	Both	Cost incorporated into service fees.
Other Tyre service centres	Transported to Shoal Bay Landfill for disposal	Both	Cost incorporated into service fees.

Note: 1 Indicates Council Officers have been able to verify with Tyrecycle that these local businesses utilise Tyrecycle for waste tyres.

Council has recently received two enquiries from residents and one from a local business around the potential to store waste tyres at AWMF. These enquiries generally stemmed from concerns regarding the cost of tyre disposal for Palmerston residents and commercial businesses, and in one instance the desire to minimise illegal dumping of waste tyres in the bushland areas surrounding AWMF.

With consideration to enquiries around preventing illegal dumping of tyres in the bushland area surrounding AWMF an inspection of the area was undertaken by staff. Amongst an array of other illegally dumped items (the majority of which are accepted at AWMF – mattresses, general waste, furniture, etc), 21 tyres were noted in the immediate vicinity.

Reasons for illegal dumping of waste tyres may include:

- The inability to travel to SBWMF for disposal;
- The costs associated with tyre disposal;

- A lack of understanding and education around appropriate disposal options, locations and the potential hazards associated with illegally dumping tyres; and
- Constraints arising from opening hours at both AWMF and SBWMF (with potential for illegal dumping occurring outside of opening hours).



Illegally dumped tyres found adjacent to AWMF on Crown Land.

At the 1st Ordinary Council Meeting of 4 October 2022 Council made the following decision:

17.1 Domestic Tyre Disposal within Palmerston

THAT a Report be prepared into the feasibility and viability of domestic quantities of tyres disposal/collection occurring within Palmerston by the Second Ordinary Council Meeting in March 2023.

CARRIED 10/553 – 4/10/2022

This report reviews the current management of tyres at City of Palmerston for residents and presents options for Council's consideration.

DISCUSSION

To identify options relevant to the receiving and storing of waste tyres at AWMF, Council has reviewed a broad range of relevant aspects including but not limited to:

- Review of environmental licensing including consultation with the Northern Territory Environment Protection Agency (NTEPA).
- Visual audit for illegally dumped waste tyres in the vicinity of ATWF, this includes identification and notification of landowners where illegal dumping has occurred.
- Review of current and future tyre disposal options in the NT.
- Review of available NT local Government and industry information and data relevant to waste tyre management.
- Consultation with a range of external and internal stakeholders.
- Engagement with the leading organisation nationally for tyre stewardship (Tyre Stewardship Australia), including the undertaking of an application for accreditation and a review of Council's internal management processes for waste tyres.
- A review of waste and recycling community education and engagement throughout the Palmerston region.

It is assumed that the barriers to appropriate disposal of waste tyres predominately apply to the public. It is also noted there are residents that will store tyres that have been accumulated.

The potential acceptance and storage of tyres at AWMF has been considered as part of this review. A Council Officer has contacted NTEPA for initial advice on the potential of storing waste tyres at AWMF. It was advised that tyre storage at AWMF will be supported if there is a demonstrated community need. However, the NTEPA's stated preference is that operations continue in the current state where tyres are not received and stored on site. It was also noted that there is a significant risk of fire for tyre stockpiles, both in them occurring and also the impact of the fire on the environment.

Aside from compliance requirements, storing tyres is a costly exercise as it requires appropriate infrastructure, equipment, and training of staff to manage the storage facilities. A key risk to be managed with the storage of tyres is the fire hazard. When tyres are ignited, they burn intensely and are not readily extinguished. Tyre fires generate emissions and pollutants that impact the surrounding environment and community. Other operational considerations are the space required to store and the risk of tyres holding water, causing further issues such as proving a breeding ground for disease-carrying pests.

Most significantly, for tyres to be stored, a plan for the disposal or processing of the tyres is required. Currently, the only option is to transfer to tyres to another facility, being SBWMF for landfill, or Tyrecycle.

Based on the review, the following options have been identified for Council for the management of waste tyres, these include:

1. Continue in current state, while actively advocating and pursuing alternative options to improve the situation. Here future changes in industry-based solutions may trigger operational changes.
2. To continue in the current state where waste tyres can be disposed of by residents and commercial operators at tyre service centres or SBWMF.
3. Accept domestic quantities of waste tyres at AWMF where Council accepts the associated charges in order to mitigate barriers to appropriate waste tyre disposal and recycling.
4. Accept domestic quantities of waste tyres at AWMF and pass the costs on to rate payers or residential users of the service.

These options are explored further within this report.

Option One – Continue no acceptance at AWMF, focus on advocating, and pursuing alternative options

This option is recommended.

This option is to continue the current operation at AWMF and not seeking to amend the Licence to collect or store tyres. However, there are a number of opportunities available to Council to explore to advocate and pursue the appropriate disposal (or reuse) of tyres.

What Council can do:

- Become accredited with Tyre Stewardship Australia (TSA). This accreditation may assist Council in improving oversight of the end-of-life processes for tyres used by Council (i.e., fleet tyres). This involves investigating the potential of procuring recycled tyres for Council's fleet and disposing of fleet tyres only at TSA accredited service where such waste tyres are recycled.
- Investigate where Council can improve public education around waste and recycling. This includes increased messaging about what is accepted at AWMF, community programs around waste and recycling, etc.
- Work towards gathering more useable data in waste and recycling to inform and direct future programs in this area.
- Investigate opportunities to invest in recycled waste tyre products, becoming part of a circular economy. This will be pertinent when the Katherine Tyre Recycling Facility is open, as there will be an increased need for an end market.
- Continue to monitor and report illegally dumped tyres and other waste to appropriate landowners.

Benefits:

- Low resources and negligible cost
- Increased oversight of waste management within the municipality.
- Improved custody and recycling of waste tyres arising from Council's operations.
- A focus on community education in waste and recycling will potentially lead to increased diversion rates, more community awareness of disposal options available, and a decrease in instances of illegal dumping.
- No risks or other requirements relating to the acceptance and storage of tyres at AWMF.

Disadvantages:

- Community change in behaviour in response to these actions may be slow and only seen in the long term as education increases and develops.
- Resources, although considered low impact, required to proactively investigate and advocate for options relating to tyre disposal

Option Two – Continue Current State – Not Recommended

This option is consistent with the first option, however the investigation of the alternatives and the advocacy would not be proactively sought.

Benefits:

- No additional cost or resource requirements
- No risks or other requirements relating to the acceptance and storage of tyres at AWMF.

Disadvantages:

- Unlikely to see a change in behaviour, resulting in ongoing illegal dumping and the associated risks.

- Opportunities to advocate and educate are not realised in the short term.

Option Three - Pursue tyre storage at Archer with no direct charge to users – Not Recommended

Storage of waste tyres at AWMF may potentially reduce illegal dumping of waste tyres by helping to bridge the gap of accessibility. This option would involve Council stockpiling tyres and then transporting the tyres to SBWMF for disposal, or collection and interstate transport by Tyrecycle for recycling.

To begin storing tyres, Council would need to apply to the NT Environmental Protection Agency (NTEPA) for a variation to the current licence. This would involve a new Listed Waste Management Plan implementing a range of operational measures to ensure compliance with relevant legislation.

Under this option, this additional service at AWMF would be extended to residents only, aligning with current practice. Emerging solutions in this space may trigger a future change in practice.

An assessment of the Litchfield Council tyre volumes has been used for reference. In the 2016-2017 period, Litchfield Council collected an estimated 23 tonnes of waste tyres (Waste Strategy 2018-2023, Litchfield Council). Based on population size, City of Palmerston may reasonably expect to receive in the order of 50 tonnes of waste tyres per year.

An integral facet of understanding this option is to have an insight into the increased risk and corresponding increase in operational controls that will be required. Tyre stockpiles at transfer stations pose a significant fire and environmental risk. Tyres easily absorb and retain heat, they are comprised of highly combustible and water repellent materials, and their shape, especially in stockpiles, enables a continued supply of oxygen to fuel fires. These factors combined result in tyre fires being notoriously difficult to extinguish. When burned, tyres release toxic smoke and contaminants into the environment. Environmental impacts to soil, watercourses, stormwater, and air quality from such fires are likely, and clean-up costs can be extremely high.

Given the proximity of AWMF to native bushland, watercourses, and the closed landfill, this is a significant risk.

There are many storage and stockpile management controls that need to be planned for and implemented as a minimum to reduce risks relating to stockpiled tyres. These include:

- Assessments conducted of flood and fire risk to inform best practice management plans are put in place.
- Hardstand storage areas built to support emergency vehicle weights and avoid the leaching of contaminated water in the event of a fire.
- Stockpile planning. The size of the area should be large enough to accommodate for stockpiles, separation space from other combustible materials, and access for emergency vehicles is a necessity. Size, location, shape and length of time tyres can sit prior to transfer must be planned prior to implementation.
- Fire prevention controls and plans: This includes undertaking a fire risk assessment, preparing emergency management plans and information booklets, the provision and maintenance of fire protection equipment (this for example may include provision of a suitably competent fire truck), sufficient water supply availability and training of staff.

- Arson prevention controls, this may necessitate material change in security controls, such as improved fencing, CCTV and security controls.
- The current Environmental Management Plan for the site will need to be updated to reflect the increased risks and controls.
- A variation of the AWMF Operations contract would need to be undertaken to include tyre receiving and storing.
- A new waste contract will need to be established for a licenced waste transport operator to transfer tyres from AWMF to SBWMF.
- Storage of tyres at AWMF will require amendments to the Waste contract for AWMF. The contractor would be expected to provide updated procedures and training to staff, to ensure CoP has oversight of their Workplace Health and Safety risks and precautions taken.

Applying for a variation to the Environmental Protection Licence can be made online through the EPA website. Operational procedures and management plans need to be provided at the time of application. In consultation with the EPA, it was advised that approval timeframes can be between three and six months, sometimes longer.

A high level estimate of the set-up costs for stockpiling tyres is \$350,500. The operational costs of managing, transporting and disposing of tyres is estimated to be in the order of \$100,000 per year.

Benefits:

- Local access for waste tyre disposal.
- Free access for residents may assist to clean up known dumping areas and Palmerston residences.

Disadvantages:

- Environmental and operational risks associated with stockpiling tyres.
- Significant cost of set up.
- Increased yearly operational costs for Council which would need to be passed on to residents.
- Up to 12-month timeframe for implementation (risk assessments, management and operational plan and procedure updates, contract amendments, RFQ for transport of tyres to SBWMF).
- Does not address potential illegal dumping from commercial operators.
- There is a risk that AWMF will receive additional tyre quantities than planned for.

Option Four - Pursue tyre storage at Archer with charge to users – Not recommended

This option is similar to Option 3 with the establishment of acceptance and storage of tyres at AWMF, except for it being an option to charge residents to drop off waste tyres. This would enable a user-pays style approach.

A new charge would be required within Council's fees and charges, and the establishment of money handling (cash and/or electronic) for Council. Currently, the operator manages the acceptance of payment for the mulch and there are no other charges relating to disposal or any other operations on site.

Fees charged to users would be higher than those charged directly by SBWMF. This is due to the added cost of transporting tyres from AWMF to SBWMF by a listed waste transport operator; as well as the operational cost of managing the tyres on site. Based on cost estimates, and assuming a 3 year payback period for the set-up, this would be in the order of \$50-\$100 per tyre (dependent on tyre size).

Benefits:

- The set-up and/or operational costs are recouped in fees charged to those utilising the service.
- Local access for waste tyre disposal.

Disadvantages:

- Environmental and operational risks associated with stockpiling tyres.
- Significant cost of set up.
- Increased yearly operational costs for Council which to be recovered.
- This option does not benefit residents experiencing financial barriers to appropriate disposal of waste tyres.
- Up to 12-month timeframe for implementation (risk assessments, management and operational plan and procedure updates, contract amendments, RFQ for transport of tyres to SBWMF).
- Does not address potential illegal dumping from commercial operators.

Summary

A review of potential tyre storage and disposal has occurred, with four waste tyre management options have been identified and reviewed for Council's consideration. As tyres are a listed waste, there are some complexities in how tyre waste is managed.

It is recommended that Council proceed with Option One, where the current state is retained, and Council actively advocates for and pursues alternative options to improve the situation. This option is preferred as it is likely to have the greatest community benefit overall. This takes into consideration the current lack of feasible alternatives to local waste tyre disposal, and that enhancing community education and engagement in waste management is a necessary foundation for overall improvement.

There may be an opportunity in the future to consider storage and/or processing on site, however with the current processing and market options it is not viable for Council to be a part of this process.

CONSULTATION PROCESS

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

- City Sustainability Manager
- Regulatory Services Ranger
- Outdoor Workforce Supervisor
- Open Space Team

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

- NT Environmental Protection Agency
- City of Darwin Manager – Operations Staff
- Humpty Doo Waste Transfer Facility - Operations Staff
- Katherine Town Council - Operations Staff
- Veolia NT

Given the significant environmental and financial implications of Council accepting tyres, if Option two (2) or Option (3) is the will of the Council, then officers recommend significant community consultation is undertaken.

POLICY IMPLICATIONS

This report relates to the Sustainability Strategy 2022. The recommended option aligns with the following themes of the strategy:

- Theme 1 – Protecting our urban ecology and natural environment. By avoiding the increased environmental risks associated with storing waste tyres at AWMF, CoP is protecting natural ecosystems and reducing threats to biodiversity.
- Theme 2 – Empowering and connecting community, CoP aims to achieve community wide sustainability through focusing on waste education, awareness, and engagement.
- Theme 3 – Future focused on efficiencies. Becoming accredited with Tyre Stewardship Australia (TSA) will result in reduced waste from Council activities.
- Theme 4 – Lead with purpose. By disposing of fleet tyres with TSA accredited service centres and following the development of the Tyre Recycling Facility in Katherine, CoP is supporting local industry and innovations.

BUDGET AND RESOURCE IMPLICATIONS

Estimated costs for each of the four identified options are estimated below.

Option	Actions	Estimated Cost \$
Option One – Continue no acceptance at AWMF, focus on advocating, and pursuing alternative options	Tyre Stewardship Australia Accreditation	No cost to Council
	Increased community education and engagement on waste and recycling (including waste tyre disposal and recycling).	Allowance of \$50,000 in current budget
	Total Annual Cost	Nil impact on budget
Option Two – Continue Current State	No activities	N/A
	Total Annual Cost	Nil impact on budget
Option Three - Pursue tyre storage at Archer with no direct charge to users	Assessments conducted of flood and fire risk of tyre storage (including recommended operation controls).	\$30,000
	Review and update of the Environmental Management Plan.	\$10,000
	Review and update risk management processes.	\$10,000
	Fire and security prevention controls and plans developed and implemented	\$100,000
	Hardstand storage area designed and constructed with controls built in for fire water leachate management and access for emergency vehicles.	\$200,000
	Variation of Environmental Protection Licence Fee.	\$500
	Subtotal	\$350,500
	Operational management of the acceptance of tyres and stockpile area	\$30,000

	Tyre disposal via SBWMF or recycling via Tyrecycle (includes waste tyre transfer costs and assumes 50 tonnes)	\$70,000
	Subtotal (annual)	\$100,000
	Total Annual Cost (Year 1)	\$450,500
Option Four - Pursue tyre storage at Archer with charge to users	As per option 3	\$450,500
	Set up and administration costs of accepting fees for disposal	\$20,000
	Cost to users to recover costs	\$50 - \$100 / tyre

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

2 Fails to be sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the City.

Illegal dumping of waste tyres in bushland can be hazardous to the natural environment. Tyres are made of materials that can leach toxic chemicals into the environment, especially in the event of a fire. Notwithstanding the above, these same risks are applied to tyres stored in stockpiles at Transfer Stations. This risk is proportionate to the size of stockpiles, increasing with greater quantities of waste tyres. Given the location of AWMF and the quantities likely to be stored, the risk of environmental harm is high.

Having regard to legal requirements relevant to the receiving and storage of tyres, tyres are a listed waste under the Waste Management and Pollution Control Act 1998, requiring an Environmental Protection Licence to store, transport and dispose of. These activities need to be aligned with Australian best practice.

It is noted that any decision to receive and store waste tyres at the AWMF will materially change the risk profile of the site due to the risk of tyre stockpile fire. Such a change would necessitate a material change in operation controls relating to fire prevention controls and planning and potentially security.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The potential for significant environmental and community impacts arising from tyre fires have been identified and discussed in the report.

The review also found that limited or no environmental or sustainability benefits that will arise from storing tyres at AWMF at this time. However, industry or innovation in this area may trigger future change.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM: 13.1.2
REPORT TITLE: Review of Council Policy - Privacy
MEETING DATE: Tuesday 21 March 2023
AUTHOR: Governance Manager, Sheree Jeeves
APPROVER: Director Finance and Governance, Wati Kerta

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council endorsement of the updated Privacy Policy.

KEY MESSAGES

- Council policies are reviewed at least once in each term of Council to ensure they are consistent, compliant and reflect the Council's interest.
- The Privacy Policy outlines the steps Council will take to protect the privacy of the community and comply with the Information Privacy Principles outlined in the *Information Act* and the *Local Government Act 2019*.
- The updated Privacy Policy was reviewed by Local Government, Department of the Chief Minister and Cabinet, and Minter Ellison lawyers.
- Amendments have been made to the policy shown in track changes at **Attachment 13.1.2.2**.

RECOMMENDATION

1. THAT Report entitled Review of Council Policy - Privacy be received and noted.
2. THAT Council endorse the amended Privacy Policy being **Attachment 13.1.2.3** to report entitled Review of Council Policy - Privacy.

BACKGROUND

Policies serve to ensure decisions are consistent, and in accordance with legislation and the Council's strategic goals. Council is required to review policies at least once during the Council's term to ensure they are consistent, compliant and reflect the Council's interest.

At the 2nd Ordinary Council Meeting of 19 February 2019 Council made the following decision:

13.2.3 Adoption of Council Policy AD01 Privacy

1. THAT Report Number 9/0164 entitled Adoption of Council Policy AD01 Privacy be received and noted.
2. THAT Council adopt Council Policy AD01 Privacy at **Attachment B** to Report Number 9/0164 entitled Adoption of Council Policy AD01 Privacy.

CARRIED 9/0487 - 19/02/2019

DISCUSSION

In accordance with the *Local Government Act 2019* section 206 (3), Council must, by resolution, adopt a privacy policy protecting members and staff of the council from undue intrusion into their private affairs. The *Information Act*, Privacy Principle 5, requires Council to have a public document available that clearly expresses its policies for the management of personal information it holds.

Council considers the protection of all personal information to be an integral part of its commitment towards accountable management of information. The Privacy Policy provides Council's commitment to comply with the provisions of the *Information Act*, the *Local Government Act 2019* and Information Privacy Principles when collecting and handling personal information.

The Privacy Policy was reviewed by Minter Ellison lawyers, with the following advice provided:

ADVICE	RESPONSE
Information Act	
In our view, Council's Privacy Policy complies with the legislative requirements of the <i>Information Act 2002</i> (NT). This permits the collection of personal information necessary for one or more of Council's functions.	Noted.
We note in relation to clause 4.2.1 that the Information Act reflecting Information Privacy Principle in Schedule 2 provides for wider disclosure of personal information which we have included in the Policy.	Changes accepted.
In relation to clause 4.2.3 we note that this places a requirement on third parties in relation to awareness of obligations and being bound by the privacy principles under this Act and the IPPs. We would recommend that a undertaking or agreement is reached with such third parties who collect, use or disclose information to perform Council functions.	Council's procurement and contract documentation reviewed to comply.
In relation to section 4.3.2 of the policy, we consider the collection of such information is within Council's functions and confirm the wording in the policy is appropriate as IPP 1.3 requires notification at the time of collection of the information that Council take reasonable steps to ensure the individual is aware of: <ul style="list-style-type: none"> the identity of the organisation and how to contact it; the fact the individual is able to have access to the information; the purpose for which information is collected; the persons or bodies or classes or such to which the organisation usually discloses information of the same kind; any law that requires the particular information to be collect; and any consequences for the individual if all or part of the information is not collect. 	Noted.
Local Government Act 2019	
In our view, Council's Privacy Policy complies with the legislative requirements of the <i>Local Government Act 2019</i> (NT). We note that the <i>Local Government Act 2019</i> (NT) contains offences in relation to the use of Confidential Information section 118 which is not considered in the Privacy Policy. In our experience such policies do not usually refer to section 118 of this Act.	Noted.

We have amended Policy the clause in relation to suppression of certain information and regulation of public access to information to reflect sections 292 and 293 of this Act.	Changes accepted.
Recommended to include a complaints mechanism in the Policy.	Complaints section added.

The additional minor amendments have been made:

- In Section 4.2.4 the wording has been changed to include 'and provide access to' to better capture Information Privacy Policy 6 – Access and Protection.
- The Library section has amendments to reflect name changes and the addition of information about the cloud-based database shared by libraries throughout the Northern Territory.

The updated policy was reviewed by Local Government, Department of the Chief Minister and Cabinet, who were satisfied that the policy meets Council's legislative requirements under the *Local Government Act 2019 (NT)* and the *Information Act*.

CONSULTATION PROCESS

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

- Senior Leadership Team
- Executive Leadership Team

The following external parties were consulting in preparing this Report:

- Minter Ellison Lawyers
- Local Government, Department of the Chief Minister and Cabinet

POLICY IMPLICATIONS

If the Policy at **Attachment 13.1.2.3** is endorsed this will provide Council with a compliant and up-to-date Privacy Policy to guide the management of personal information.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In accordance with the *Local Government Act 2019 section 206 (3)*, Council must, by resolution, adopt a privacy policy protecting members and staff of the council from undue intrusion into their private affairs. The *Information Act*, Privacy Principle 5, requires Council to have a public document available that clearly expresses its policies for the management of personal information it holds.

This Report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the City and Administration to account.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability 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. 20190219 Council Policy Privacy - current [**13.1.2.1** - 3 pages]
2. 20230321 Council Policy Privacy with track changes (1) [**13.1.2.2** - 4 pages]
3. 20230321 Council Policy Privacy updated [**13.1.2.3** - 4 pages]



POLICY

Name:	Privacy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	19/02/2019	Next Review Date:	1/01/2023
Records Number:	372233	Council Decision:	9/0487

1 PURPOSE

The purpose of this policy is to set out Council's commitment to comply with the provisions of the *Information Act* (NT) (the Act), the *Local Government Act* and Information Privacy Principles (IPP's) when collecting and handling personal information.

2 PRINCIPLES

Council considers the protection of all personal information to be an integral part of its commitment towards accountable management of information. It is part of a framework put in place by Council to protect the privacy of personal information in accordance with the IPPs set out in the Act. Council has an obligation to protect Elected Members and staff of Council from undue intrusion into their private affairs.

3 DEFINITIONS

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

Term	Definition
Personal Information	Council information from which an individual's identity is apparent or can reasonably be ascertained. It includes information about a deceased person within the first five years after their death. It can include numbers and things like photos of a person or their property.
Sensitive Information	Personal information about an individual's racial or ethnic origin, political opinions, membership of professional, trade, political association or trade union, philosophical or religious beliefs, sexual preferences or practices, criminal record or health information.

4 POLICY STATEMENT

4.1 Collection

- 4.1.1 Council will only collect personal information that it needs to carry out its functions and activities, including its statutory functions under the *Local Government Act*. This may include personal information of Elected Members and staff.
- 4.1.2 When Council collects personal information, reasonable steps will be taken to ensure customers are aware of what information Council wants, for what purpose, whether any law requires Council to collect it, and the consequences, if any, of not providing the information.
- 4.1.3 Council may also collate statistical information from the personal information it collects. This information may be used by Council and other government bodies to assist in reporting, and the provision of appropriate services and facilities including open data. Once this kind of information is collected, it will be anonymised so that any compilation or publication of those statistics will not reveal your identity.



POLICY

- 4.1.4 Council may collect personal information in a number of ways, including:
- directly in documents such as application forms, statutory declarations or from verbal or written correspondence; and
 - from third parties such as government bodies
- 4.1.5 Generally, Council will only collect sensitive information with consent or if it is required by law.
- 4.2 Use and Disclosure
- 4.2.1 Council will not use or disclose personal information which has been collected for a particular purpose ("the primary purpose") for another purpose ("the secondary purpose") unless:
- the secondary purpose is directly related to the primary purpose and one which the individual would reasonably expect;
 - the individual consents; or
 - to lessen or prevent serious harm or where disclosure is authorised by law.
- Council may use personal information in a number of ways, including:
- to carry out Council's functions;
 - to provide customers with information about Council services;
 - to determine and provide appropriate facilities;
 - to administer and manage processes such as applications for permits, animal ownership, billing and collection of rates and charges, parking controls and development proposals; and
 - to administer and make enquiries on personnel and recruitment matters.
- 4.2.2 In situations where Council requires a third party to collect, use or disclose information to perform Council functions, the third party will be bound by, and fully aware of their obligations to, the provisions of the Act and IPP's.
- 4.2.3 Where lawful and practical, Council may give customers the option of not identifying themselves when supplying information or entering into transactions with Council and will advise of any consequences of remaining anonymous.
- 4.2.4 If requested by an individual, Council will take reasonable steps to inform that individual of the kind of personal information it holds, why it holds the information and how it collects, holds, uses and discloses the information.
- 4.2.5 Upon request, Council will take reasonable steps to suppress personal details from publicly available material in accordance with Section 201 of the *Local Government Act*.
- 4.2.6 Council will only provide contact details of Elected Members with their consent.
- 4.2.7 Staff who are provided with a mobile phone and/or email account by Council to enable fulfilment of the requirements of their roles will have the mobile phone number and email address disclosed. No private contact details will be disclosed.
- 4.3 City of Palmerston Library
- 4.3.1 The City of Palmerston Library may collect information in order to provide an all-inclusive public library service, including lending and in-house services and to advise members on all facilities, services, programs, collections, special events and activities so that individual needs are met. The only information collected is provided by members when joining the library.
- 4.3.2 By applying to become a member of the Library, members are consenting to personal information being disclosed to the Northern Territory Government for the sole purpose of addition to and maintenance of a shared database.
- 4.3.3 This database is shared by libraries throughout the Northern Territory (LINNet) and provided by Northern Territory Library and Information Services (NTLIS). NTLIS allows



POLICY

authorised access to this information to authorised staff in all libraries in LINNet. This information sharing helps Council to provide services such as interlibrary loans to patrons throughout the Territory.

- 4.3.4 City of Palmerston Library will only use or disclose the personal information collected for the purposes stated above, unless use or disclosure is authorised by law.

4.4 Security

- 4.4.1 Council will use reasonable measures to maintain a secure system for storing personal information and restrict access to staff who require personal information for purposes directly related to their responsibilities. Technological and operational policies and procedures are in place to protect personal information from misuse and loss and from unauthorised modification or disclosure. This includes physical security measures in Council facilities to protect Elected Members and staff.

- 4.4.2 Council will dispose of or de-identify personal information where it is no longer necessary to fulfil the purposes for which the information was collected or as required by law.

4.5 Data Quality

Council will take all reasonable measures to ensure the information it collects is accurate, complete and up to date.

4.6 Data Transfer

Council will not transfer personal information unless:

- the information is being transferred to the individual concerned;
- the transfer is required or authorised by law;
- the recipient is subject to laws substantially similar to the IPP's;
- the individual has consented, or the transfer is required for performance of a contract with the individual or that benefits the individual; or
- Council has taken reasonable steps to ensure that the information will not be held, used or disclosed by the person to whom it is transferred in a manner that is inconsistent with this policy.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Information Act*
6.2 *Local Government Act*

Name:	Privacy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services <u>Director Finance and Governance</u>		
Approval Date:	19/02/2019 <u>21/03/2023</u>	Next Review Date:	1/01/2023 <u>21/03/2027</u>
Records Number:	372233	Council Decision:	9/0487

1 PURPOSE

The purpose of this policy is to set out Council's commitment to comply with the provisions of the *Information Act 2002* (NT) (the Act), the *Local Government Act 2019* (NT) and Information Privacy Principles (IPP's) when collecting and handling Personal Information.

2 PRINCIPLES

Council considers the protection of all Personal Information to be an integral part of its commitment towards accountable management of information. It is part of a framework put in place by Council to protect the privacy of personal information in accordance with the IPPs set out in the Act. Council has an obligation to protect Elected Members and staff of Council from undue intrusion into their private affairs.

3 DEFINITIONS

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

Term	Definition
Personal Information	Information from which an individual's identity is apparent or can reasonably be ascertained. It includes information about a deceased person within the first five years after their death. It can include numbers and things like photos of a person or their property.
Sensitive Information	Personal Information about an individual's racial or ethnic origin, political opinions, membership of professional, trade, political association or trade union, philosophical or religious beliefs, religious affiliations, sexual preferences or practices, criminal record or health information.

4 POLICY STATEMENT

4.1 Collection

- 4.1.1 Council will only collect Personal Information that it needs to carry out its functions and activities, including its statutory functions under the [Act and the Local Government Act 2019](#) (NT). This may include Personal Information of Elected Members and staff.
- 4.1.2 When Council collects Personal Information, reasonable steps will be taken to ensure customers are aware of what information Council wants, for what purpose, whether any law requires Council to collect it, and the consequences, if any, of not providing the information.

- 4.1.3 Council may also collate statistical information from the Personal Information it collects. This information may be used by Council and other government bodies to assist in reporting, and the provision of appropriate services and facilities including open data. Once this kind of information is collected, it will be anonymised so that any compilation or publication of those statistics will not reveal ~~your personal~~ identity.
- 4.1.4 Council may collect Personal Information in a number of ways, including:
- directly in documents such as application forms, statutory declarations or from verbal or written correspondence; and
 - from third parties such as government bodies
- 4.1.5 Council will only collect Sensitive Information with consent or if it is required by law.
- 4.2 Use and Disclosure
- 4.2.1 Council will not use or disclose Personal Information which has been collected for a particular purpose ("the primary purpose") for another purpose ("the secondary purpose") unless:
- the secondary purpose is directly related to the primary purpose and one which the individual would reasonably expect;
 - the individual consents;
 - [the use or disclosure is necessary for research, or compilation or analysis of statistics in the public interest;](#) or
 - to lessen or prevent:
 - [a serious or imminent threat to an individual's or another individual's life, health or safety;](#)
 - [a serious or imminent threat of harm to or exploitation of a child; or](#)
 - [serious threat to public health or public safety harm or where disclosure is authorised by law;](#)
 - [there is a suspicious of unlawful activity requiring disclosure as part of an investigation;](#)
 - [use or disclosure is required by law; or](#)
 - [the use or disclosure is reasonably necessary for a law enforcement agency, the Australian Security Intelligence Organisation or the Australian Secret Intelligence Service.](#)
- 4.2.2 Council may use Personal Information in a number of ways including:
- to carry out Council's functions;
 - to provide customers with information about Council services;
 - to determine and provide appropriate facilities;
 - to administer and manage processes such as applications for permits, animal ownership, billing and collection of rates and charges, parking controls and development proposals; and
 - to administer and make enquiries in personnel and recruitment matters.
- 4.2.3 In situations where Council requires a third party to collect, use or disclose information to perform Council functions, the third party will be bound by, and fully aware of their obligations to, the provisions of the Act and IPP's.
- 4.2.4 Where lawful and practical, Council may give customers the option of not identifying themselves when supplying information or entering into transactions with Council and will advise of any consequences of remaining anonymous.
- 4.2.5 If requested by an individual, Council will take reasonable steps to inform ~~and provide access to~~ that individual ~~of the kind of the~~ Personal Information it holds, why it holds the information and how it collects, holds, uses and discloses the information.

- 4.2.6 [Council must suppress from publicly available material in accordance with Section 293 of the Local Government Act 2019 \(NT\) information prescribed as confidential. This includes in response to a written request for suppression made to the Chief Executive Officer and may include:](#)
- [\(a\) a person's name;](#)
 - [\(b\) the person's address;](#)
 - [\(c\) the person's telephone number;](#)
 - [\(d\) the person's email address; or](#)
 - [\(e\) any other personal details.](#)
- 4.2.7 Council will only provide contact details of Elected Members with their consent.
- 4.2.8 Staff who are provided with a mobile phone and/or email account by Council to enable fulfilment of the requirements of their roles will have the mobile phone number and email address disclosed. No private contact details will be disclosed.
- 4.3 City of Palmerston Library
- 4.3.1 The City of Palmerston Library may collect information in order to provide an all-inclusive public library service, including lending and in-house services and to advise members on all facilities, services, programs, collections, special events and activities so that individual needs are met. The only information collected is provided by members when joining the library.
- 4.3.2 By applying to become a member of the Library, members are consenting to Personal Information being disclosed to the Northern Territory Government for the sole purpose of addition to and maintenance of a shared [cloud-based](#) database [which may be stored outside the Northern Territory](#).
- 4.3.4 This database is shared by libraries throughout the Northern Territory ([LibrariesNTINNet](#)) and provided by [Library & Archives NT-Northern Territory Library and Information Services \(LANTNTLIS\)](#). [NTLIS LANT](#) allows authorised access to this information to authorised staff in all libraries in [LibrariesNTLINNet](#). This information sharing helps Council to provide services such as interlibrary loans to patrons throughout the Territory.
- 4.3.5 City of Palmerston Library will only use or disclose the Personal Information collected for the purposes stated above, unless use or disclosure is authorised by law.
- 4.4 Security
- 4.4.1 Council will use reasonable measures to maintain a secure system for storing Personal Information and restrict access to staff who require Personal Information for purposes directly related to their responsibilities. Technological and operational policies and procedures are in place to protect Personal Information from misuse and loss and from unauthorised modification or disclosure. This includes physical security measures in Council facilities to protect Elected Members and staff.
- 4.4.2 Council will dispose of or de-identify Personal Information where it is no longer necessary to fulfil the purposes for which the information was collected or as required by law.
- 4.4.35 Data Quality
- Council will take all reasonable measures to ensure the information it collects, uses or discloses is accurate, complete and up to date.
- 4.4.46 Data Transfer

Council will not transfer Personal Information unless:

- the information is being transferred to the individual concerned;
- the transfer is required or authorised by law;
- the recipient is subject to laws substantially similar to the IPP's;
- the individual has consented, or the transfer is required for performance of a contract with the individual or that benefits the individual; or
- Council has taken reasonable steps to ensure that the information will not be held, used or disclosed by the person to whom it is transferred in a manner that is inconsistent with this policy.

5 [Complaints](#)

To make a complaint regarding City of Palmerston's handing of personal information, contact City of Palmerston on governance@palmerston.nt.gov.au detailing your concern.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Information Act 2002 (NT)*
- 6.2 *Local Government Act 2019 (NT)*

Name:	Privacy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Finance and Governance		
Approval Date:	21/03/2023	Next Review Date:	21/03/2027
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to set out Council's commitment to comply with the provisions of the *Information Act 2002 (NT)* (the Act), the *Local Government Act 2019 (NT)* and Information Privacy Principles (IPP's) when collecting and handling Personal Information.

2 PRINCIPLES

Council considers the protection of all Personal Information to be an integral part of its commitment towards accountable management of information. It is part of a framework put in place by Council to protect the privacy of personal information in accordance with the IPPs set out in the Act. Council has an obligation to protect Elected Members and staff of Council from undue intrusion into their private affairs.

3 DEFINITIONS

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

Term	Definition
Personal Information	Information from which an individual's identity is apparent or can reasonably be ascertained. It includes information about a deceased person within the first five years after their death. It can include numbers and things like photos of a person or their property.
Sensitive Information	Personal Information about an individual's racial or ethnic origin, political opinions, membership of professional, trade, political association or trade union, philosophical or religious beliefs, religious affiliations, sexual preferences or practices, criminal record or health information.

4 POLICY STATEMENT

- 4.1 **Collection**
 - 4.1.1 Council will only collect Personal Information that it needs to carry out its functions and activities, including its statutory functions under the Act and the *Local Government Act 2019 (NT)*. This may include Personal Information of Elected Members and staff.
 - 4.1.2 When Council collects Personal Information, reasonable steps will be taken to ensure customers are aware of what information Council wants, for what purpose, whether any law requires Council to collect it, and the consequences, if any, of not providing the information.
 - 4.1.3 Council may also collate statistical information from the Personal Information it collects. This information may be used by Council and other government bodies to assist in reporting, and the provision of appropriate services and facilities including open data.

- Once this kind of information is collected, it will be anonymised so that any compilation or publication of those statistics will not reveal personal identity.
- 4.1.4 Council may collect Personal Information in a number of ways, including:
- directly in documents such as application forms, statutory declarations or from verbal or written correspondence; and
 - from third parties such as government bodies
- 4.1.5 Council will only collect Sensitive Information with consent or if it is required by law.
- 4.2 Use and Disclosure
- 4.2.1 Council will not use or disclose Personal Information which has been collected for a particular purpose ("the primary purpose") for another purpose ("the secondary purpose") unless:
- the secondary purpose is directly related to the primary purpose and one which the individual would reasonably expect;
 - the individual consents;
 - the use or disclosure is necessary for research, or compilation or analysis of statistics in the public interest; or
 - to lessen or prevent:
 - a serious or imminent threat to an individual's or another individual's life, health or safety;
 - a serious or imminent threat of harm to or exploitation of a child; or
 - serious threat to public health or public safety;
 - there is a suspicion of unlawful activity requiring disclosure as part of an investigation;
 - use or disclosure is required by law; or
 - the use or disclosure is reasonably necessary for a law enforcement agency, the Australian Security Intelligence Organisation or the Australian Secret Intelligence Service.
- 4.2.2 Council may use Personal Information in a number of ways including:
- to carry out Council's functions;
 - to provide customers with information about Council services;
 - to determine and provide appropriate facilities;
 - to administer and manage processes such as applications for permits, animal ownership, billing and collection of rates and charges, parking controls and development proposals; and
 - to administer and make enquiries in personnel and recruitment matters.
- 4.2.3 In situations where Council requires a third party to collect, use or disclose information to perform Council functions, the third party will be bound by, and fully aware of their obligations to, the provisions of the Act and IPP's.
- 4.2.4 Where lawful and practical, Council may give customers the option of not identifying themselves when supplying information or entering into transactions with Council and will advise of any consequences of remaining anonymous.
- 4.2.5 If requested by an individual, Council will take reasonable steps to inform and provide access to that individual the Personal Information it holds, why it holds the information and how it collects, holds, uses and discloses the information.
- 4.2.6 Council must suppress from publicly available material in accordance with Section 293 of the *Local Government Act 2019* (NT) information prescribed as confidential. This includes in response to a written request for suppression made to the Chief Executive Officer and may include:
- (a) a person's name;

- (b) the person's address;
- (c) the person's telephone number;
- (d) the person's email address; or
- (e) any other personal details.
- 4.2.7 Council will only provide contact details of Elected Members with their consent.
- 4.2.8 Staff who are provided with a mobile phone and/or email account by Council to enable fulfilment of the requirements of their roles will have the mobile phone number and email address disclosed. No private contact details will be disclosed.
- 4.3 **City of Palmerston Library**
- 4.3.1 The City of Palmerston Library may collect information in order to provide an all-inclusive public library service, including lending and in-house services and to advise members on all facilities, services, programs, collections, special events and activities so that individual needs are met. The only information collected is provided by members when joining the library.
- 4.3.2 By applying to become a member of the Library, members are consenting to Personal Information being disclosed to the Northern Territory Government for the sole purpose of addition to and maintenance of a shared cloud-based database which may be stored outside the Northern Territory.
- 4.3.4 This database is shared by libraries throughout the Northern Territory (LibrariesNT) and provided by Library & Archives NT (LANT). LANT allows authorised access to this information to authorised staff in all libraries in LibrariesNT. This information sharing helps Council to provide services such as interlibrary loans to patrons throughout the Territory.
- 4.3.5 City of Palmerston Library will only use or disclose the Personal Information collected for the purposes stated above, unless use or disclosure is authorised by law.
- 4.4 **Security**
- 4.4.1 Council will use reasonable measures to maintain a secure system for storing Personal Information and restrict access to staff who require Personal Information for purposes directly related to their responsibilities. Technological and operational policies and procedures are in place to protect Personal Information from misuse and loss and from unauthorised modification or disclosure. This includes physical security measures in Council facilities to protect Elected Members and staff.
- 4.4.2 Council will dispose of or de-identify Personal Information where it is no longer necessary to fulfil the purposes for which the information was collected or as required by law.
- 4.4.3 **Data Quality**
Council will take all reasonable measures to ensure the information it collects, uses or discloses is accurate, complete and up to date.
- 4.4.4 **Data Transfer**
Council will not transfer Personal Information unless:
 - the information is being transferred to the individual concerned;
 - the transfer is required or authorised by law;
 - the recipient is subject to laws substantially similar to the IPP's;
 - the individual has consented, or the transfer is required for performance of a contract with the individual or that benefits the individual; or

- Council has taken reasonable steps to ensure that the information will not be held, used or disclosed by the person to whom it is transferred in a manner that is inconsistent with this policy.
5. **Complaints**
To make a complaint regarding City of Palmerston's handling of personal information, contact City of Palmerston on governance@palmerston.nt.gov.au detailing your concern.

5 REFERENCES AND RELATED LEGISLATION

- 6.1 *Information Act 2002 (NT)*
- 6.2 *Local Government Act 2019 (NT)*

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.3
REPORT TITLE:	Risk Management and Audit Committee Minutes - 28 February 2023
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Executive Assistant to CEO, Kate Roberts
APPROVER:	Director Finance and Governance, Wati Kerta

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval of the recommendations from the Risk Management and Audit Committee meeting held on 28 February 2023.

KEY MESSAGES

- The Risk Management and Audit Committee met on Tuesday 28 February 2023.
- The Risk Management and Audit Committee agenda and unconfirmed minutes from this meeting are available for viewing on Council's website.
- The Committee reviewed the Receive and Note Report – Action Update Report.
- Council approval is sought to endorse the recommendations from the Risk Management Committee meeting on 28 February 2023.

RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Minutes - 28 February 2023 be received and noted.
2. THAT the unconfirmed Risk Management and Audit Committee minutes provided as **Attachment 13.1.3.1** to report entitled Risk Management and Audit Committee Minutes - 28 February 2023 be received and noted.
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee meeting held on 28 February 2023, being:
 - a) THAT the RMAC recommend to the Council that an internal audit recommendations action register is provided to future RMAC agendas.

BACKGROUND

The Risk Management and Audit Committee (Committee) is responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure and assets of the Council.

As per the *Northern Territory Local Government Act 2019 (the Act)* and the *Local Government (Accounting) Regulations*, the Committee make recommendations to the council about any matters as a result of the committee's functions to monitor and review the integrity of the council's financial management and to monitor and review internal controls.

As per the Terms of Reference of the Committee, the Committee is advisory by nature and can only recommend matters, falling within its function and role, to the Council.

DISCUSSION

The Committee meeting was held on 28 February 2023 with the unconfirmed minutes provided at **Attachment 13.1.3.1**. The agenda and unconfirmed minutes from this meeting are available for viewing on Council's website.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the City and Administration to account.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability 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. 20230228 UNCONFIRMED MINUTES Risk Management and Audit Committee Meeting 28 February 2023 [**13.1.3.1** - 6 pages]



MINUTES

Risk Management and Audit Committee **Tuesday 28 February 2023**

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

'A Place for People'



COMMITTEE MINUTES

Minutes of the Risk Management and Audit Committee Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 28 February 2023 at 5:00pm.

PRESENT

COMMITTEE MEMBERS	Clare Milikins, Independent Member (Chair) Steve Bartlett, Independent Member Mayor Athina Pascoe-Bell Councillor Amber Garden Councillor Sarah Henderson
STAFF	General Manager of Infrastructure, Nadine Nilon General Manager of Community and Culture, Anna Ingram Director of Finance and Governance, Wati Kerta Minute Secretary, Jodi Holden
GALLERY	Four members of staff

Initials:



A Place for People

COMMITTEE MINUTES

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 5.01pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

5 DECLARATION OF INTEREST

5.1 Committee Members

Nil

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Garden
Seconded: Steve Bartlett

THAT the Minutes of the Risk Management and Audit Committee Meeting held on 25 October 2023 pages 204 to 209 be confirmed.

CARRIED RMA10/58 – 28/02/2023

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 28 FEBRUARY 2023

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COMMITTEE MINUTES

6.2 Business Arising from Previous Meeting

Nil

7 DEPUTATIONS AND PRESENTATIONS

Nil

8 CONFIDENTIAL ITEMS

8.1 Moving Confidential Items into Open

Nil

8.2 Moving Open Items into Confidential

Nil

8.3 Confidential Items

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

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
16.1.1	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)(e) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
16.1.2	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.
16.2.1	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

Initials: _____



COMMITTEE MINUTES

		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.
16.2.2	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.

CARRIED RMA10/59 – 28/02/2023

9 OFFICER REPORTS

9.1 Action Reports

Nil

9.2 Receive and Note Reports

9.2.1 Action Update Report

Moved: Steve Bartlett
Seconded: Councillor Garden

1. THAT Report entitled Action Update Report be received and noted.
2. THAT the RMAC recommend to the Council that an internal audit recommendations action register is provided to future RMAC agendas.

CARRIED RMA10/60 – 28/02/2023

10 INFORMATION AND CORRESPONDENCE

10.1 Information

Nil

10.2 Correspondence

Nil

Initials: _____

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 28 FEBRUARY 2023

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A Place for People

COMMITTEE MINUTES

11 GENERAL BUSINESS

Nil

12 NEXT COMMITTEE MEETING

Moved: Councillor Garden
Seconded: Mayor Pascoe-Bell

THAT the next Risk Management and Audit Committee Meeting be held on Tuesday, 23 May 2023 at 5:00pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED RMA10/61 – 28/02/2023

13 CLOSURE OF MEETING TO PUBLIC

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett

THAT pursuant to section 99(2) and 293(3)(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 RMA10/62 – 28/02/2023

The Chair declared the meeting closed at 7.33pm.

Chair

Print Name

Date

Initials:

MINUTES RISK MANAGEMENT AND AUDIT COMMITTEE MEETING - 28 FEBRUARY 2023

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COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.4
REPORT TITLE:	Second Quarterly Budget Review 2022-23
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Director Finance & Governance, Wati Kerta
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council approval for the Second Quarter Budget Review for the 2022-23 Budget.

KEY MESSAGES

- Council's Second Quarter Budget Review is based on year-to-date results to 28 February 2022 and the movements result in no change to the overall service delivery.
- The Second Quarter Budget Review is compliant with Section 202 of the *Local Government Act 2019*, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the *Local Government (General) Regulations 2021*.
- Council continues to deliver a balanced budget at the end of the Second Quarter Budget Review by considering unanticipated income, cost savings and long-term benefits to our community.
- The Second Budget Review movements results in no changes to the bottom line, as the overall result remains unchanged and is therefore a balanced budget.
- Once the Second Budget Review movements are adopted by Council, the amended budget will be published on Council's website, sent to the Department, and advertised in the NT News.

RECOMMENDATION

1. THAT Report entitled Second Quarterly Budget Review 2022-23 be received and noted.
2. THAT Council adopts the Second Quarter Budget Review 2022-23, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021* as presented in *Table 1: Summary of Budget Movements* contained in the Report entitled Second Quarterly Budget Review 2022-23.

BACKGROUND

Council adopted the 2022-23 Municipal Plan and Budget on 21 June 2022 (decision 10/401 – 21/06/2022). Budget reviews occur to enable Council to consider current requirements against the Original Budget to ensure Council are delivering on the services outlined in the Municipal Plan and Budget 2022-23 and grant commitments made to funding bodies. Section 9 *Local Government (General) Regulations*, require Council's 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 Second Budget Review 2022/2023 movements and seek Council's endorsement to adopt the amended budget.

DISCUSSION

Council's Second Quarter Budget Review is based on year-to-date results to 28 February 2022 and the movements discussed in this report result in no change to the overall service delivery. The movements will not result in any increase or decrease to the overall operating surplus or deficit.

The movements of the budget are related to the following items;

- NT Government operational grant to support security operations - \$90,000 income
- Northern Territory Government Recycling Modernisation Grant – successful application and grant of \$100,000 with an additional \$100,000 co-contribution funded by the Waste Management Reserve
- Fibersense variation of additional works, with corresponding income of \$122,980
- Blackspot income from NT Government for Emery Avenue traffic management works for \$125,000
- Transfer of operational employee cost savings to SWELL Project Management (capital) of \$400,000

The above budget movements are summarised in Table 1 below

Table 1: Summary of Budget Movements

OPERATIONAL INCOME

Department	Operational Income	Movement
Infrastructure	Contribution for 2022-23 for Goyder Security	\$90,000.00
		\$90,000.00

OPERATIONAL EXPENSE

Department	Operational Expenditure	Movement
Infrastructure	Goyder Security	\$90,000.00
Across all Directorates	Employee Expenses	-\$400,000.00
		-\$310,000.00

CAPITAL INCOME

Funding body	Capital Income	Movement
NTG Grants	NTG Variation for Fibersense	\$122,980.00
NTG Grants	Black Spot 2022-2023- Emery Ave - Grant Funding	\$125,000.00
NTG Grants	Recycling Modernisation Grant	\$100,000.00
		\$347,980.00

CAPITAL EXPENSE

Department	Project	Movement
Roads & Transport	NTG Variation for Fibersense	\$122,980.00
Infrastructure	Recycling Modernisation Grant	\$200,000.00
Infrastructure	Project Management	\$400,000.00
Infrastructure	Black Spot 2022-2023- Emery Ave - Grant Funding	\$125,000.00
		\$847,980.00

RESERVES

Reserve	Reserve movement	Movement
Waste Management Reserve	Recycling Modernisation Grant	-\$100,000.00
		-\$100,000.00

TOTAL Net Impact on Budget	Nil
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The impact of the above to the budget is summarised below at Table 2.

Table 2: Original Budget compared to the Revised Budget for 2022/23

Description	Original Budget \$000	1 st Revised Budget \$000	2nd Revised Budget \$000	Second Budget Review Movement
Operating Income	35,991	36,393	36,483	90K increase n Grant income
Operating Expenditure	(42,770)	(43,172)	(42,862)	90K Increase in expense related infrastructure. 400K decrease in employee cost.
Operating Surplus/(Deficit)	(6,779)	(6,779)	(6,378)	Decrease by 400K
Add: Capital Income	19,446	22,154	22,502	347K Increase in Grant income
Less: Capital Expenditure	(27,069)	(39,593)	(40,440)	847K Increase Expense related to infrastructure
Add: Noncash Expenditure	10,793	10,793	10,793	No Changes
Plus Gifted Assets	1,879	1,879	1,879	No Changes
Net Capital Surplus/(deficit)	(10,902)	(15,303)	(15,403)	100K net change
Borrowings	3,500	6,000	6,000	No Changes
Repayment of Borrowings	-375	-375	-375	No Changes
Reserve Movements	2,362	9,677	9,777	100K from Waste Management Reserve
Net Operating Surplus/(Deficit)	0	0	0	

Revised Statement of Comprehensive Income and Reserve Balances are found at **Attachment 13.1.4.1**

This report includes previously adopted council decisions that have taken effect after the Municipal Plan and Budget 2022-23 was adopted and decisions made prior to 28 February 2022.

Listed below are the individual council decision included as part of the Second Budget Review:

Table 3: Summary of Movements as per Council Decisions

Item	Decision	Impact
Northern Territory Government Recycling Modernisation Grant	<p>Council Decision 10/374 - 7/06/2022</p> <p>1. THAT Council approve the submission of an application for a \$100,000 (excl GST) grant under the Northern Territory Government Recycling Modernisation Grant to co-fund the purchase and installation of a single cardboard compactor with City of Palmerston's co-contribution of \$100,000 (excl GST) to be funded from the Waste Management Reserve.</p> <p>3. THAT Council approve the movement of \$100,000 (excl GST) from the Waste Management Reserve, subject to a successful City of Palmerston NT Recycling Modernisation Fund application.</p>	<ul style="list-style-type: none"> - Recognise Capital Grant Income of \$100,000 - Recognise Capital Expenditure of \$200,000 - Transfer \$100,000 from Waste Management Reserve

CONSULTATION PROCESS

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

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

POLICY IMPLICATIONS

There are no policy implications for this Report.

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

In accordance with Section 203 of the *Local Government Act*, the Budget amendments will be published on Council's website, notified to the Agency and an advertisement will be placed in the NT News.

This Report addresses the following City of Palmerston Strategic Risks:

- 2 Fails to be sustainable into the long term
Context: Optimising the financial, social and environmental sustainability of the City.
- 6 Fails to deliver the strategic vision for the City

Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability 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. Second Quarterly Budget review 2022-2023 Supporting doc [**13.1.4.1** - 2 pages]

COUNCIL AGENDA

Attachment 13.1.4.1

STATEMENT OF COMPREHENSIVE INCOME

28-Feb-23

Description	Original Budget \$	1st Review Increase/ (Decrease) \$	2nd Review Increase/ (Decrease) \$	Revised Annual Budget \$
Operating Income				
Rates	24,291,464	24,291,464		24,291,464
Charge	6,818,686	6,818,686		6,818,686
Fees & Charges	926,773	926,773		926,773
Grants, Subsidies & Contributions	3,106,704	3,509,204	90,000	3,599,204
Interest & Investment Revenue	713,580	713,580		713,580
Other Income	133,730	133,730		133,730
Operating Income	35,990,937	36,393,437	90,000	36,483,437
Operating Expenditure				
Employee Costs	11,243,215	11,228,215	-400,000	10,828,215
Materials & Contractors	10,992,461	11,045,461	90,000	11,135,461
Depreciation, Amortisation & Impairment	10,792,916	10,792,916		10,792,916
Elected Members Allowances	393,511	393,511		393,511
Elected Members Expenses	38,550	38,550		38,550
Professional Services	1,472,205	1,434,205		1,434,205
Auditor's Remuneration	46,080	46,080		46,080
Bad and Doubtful Debts	0	0	0	0
Utilities	2,510,190	2,510,190		2,510,190
Legal Expenses	235,700	235,700		235,700
Telephone & Other Communication Charges	255,360	255,360		255,360
Donations, Sponsorships & Grants	260,000	260,000		260,000
Software, Hardware, Stationery, Subscriptions	1,288,984	1,290,784		1,290,784
Insurance	568,318	568,318	0	568,318
Borrowing Costs	518,733	518,733		518,733
Other Expenses	2,153,586	2,554,286		2,554,286
Operating Expenditure	42,769,809	43,172,310	-310,000	42,862,310
OPERATING SURPLUS/(DEFICIT)	-6,778,872	-6,778,872	400,000	-6,378,872
Capital Income				
Net gain (loss) on disposal or revaluation of assets	120,000	120,000		120,000
Developer Contributions	200,000	200,000		200,000
Asset Income	1,879,000	1,879,000		1,879,000
Grants received	17,246,768	19,955,917	347,980	20,303,897
Capital Income	19,445,768	22,154,917	347,980	22,502,897
Net SURPLUS / (DEFICIT) transferred to Equity Statement	12,666,896	15,376,045	747,980	16,124,025
Capital Expenditure				
Land Purchase	0	0		0
Asset Purchase	12,184,851	15,324,087		15,324,087
Asset Upgrade	14,883,778	24,268,544	847,980	25,116,524
Capital Expenditure	27,068,629	39,592,631	847,980	40,440,611
Less NonCash Expenditure	10,792,916	10,792,916		10,792,916
Plus Gifted Assets	1,879,000	1,879,000		1,879,000
NET CAPITAL SURPLUS/(DEFICIT)	-5,487,817	-15,302,670	-100,000	-15,402,670
Borrowings	3,500,000	6,000,000		6,000,000
Less Repayment of Borrowings	-374,943	-374,943		-374,943
Reserve Movement	2,362,760	9,677,614	100,000	9,777,614
NET OPERATING SURPLUS/(DEFICIT)	0	0	0	0

COUNCIL AGENDA

Attachment 13.1.4.1

Reserve Balance -Second Quarterly Budget review 2022-2023
28/02/2023

Description	Balance	TO RESERVES							FROM RESERVES							Balance
	as at	Original	Carry Forwards &	Budget Reviews			Adopted	Original	Carry Forwards &	Budget Review			Adopted			as at
	1/07/2022	Budget \$	Rollovers\$	1st Review \$	2nd Review \$	3rd Review \$	Budget \$	Budget \$	Rollovers \$	1st Review \$	2nd Review \$	3rd Review \$	Budget \$			30/06/2023
Externally Restricted Reserves																
Unexpended Grants Reserve	779,817	0	0	0	0	0	0	0	0	0	0	0	0			779817
	779,817	0	0	0	0	0	0	0	0	0	0	0	0			779817
Internally Restricted Reserves																
Election Expenses Reserve	50,000	0	0	0	0	0	0	0	0	0	0	0	0			50000
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	0	0	0	0			500000
Strategic Initiatives Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Unexpended Capital Works Reserve	5,414,854	0	0	0	0	0	0	0	5,414,854	0	0	0	0			0
Property Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Plant & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Infrastructure Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Developer Funds In Lieu Of Constructio	2,103,711	0	0	0	0	0	0	375,000	0	900,000	0	0	1,275,000			828711
Community Grants Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Waste Management Reserve	2,923,899	0	0	0	0	0	0	500,000	0	100,000	0	0	600,000			2323899
Street Light Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
City Centre Improvement Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Asset Renewal Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0			0
Major Initiatives Reserve	1,414,865	0	0	0	0	0	0	0	0	500,000	0	0	500,000			914865
	12,407,329	0	0	0	0	0	0	875,000	5,414,854	1,400,000	100,000	0	7,789,854			4,617,475
Unrestricted Reserves																
Working Capital Reserve																
	7,196,361	0	0	0	0	0	0	1,487,760	0	500,000	0	0	1,987,760			5,208,601
	7,196,361	0	0	0	0	0	0	1,487,760	0	500,000	0	0	1,987,760			5,208,601
Total Reserve Funds*																
	20,383,507	0	0	0	0	0	0	2,362,760	5,414,854	1,900,000	100,000		9,777,614			10,605,893

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM: 13.2.1
REPORT TITLE: Lake Management Plan Update
MEETING DATE: Tuesday 21 March 2023
AUTHOR: Land Conservation Officer, Russel O'Regan
APPROVER: City Sustainability Manager, Peter Lander

COMMUNITY PLAN

Environmental Sustainability: Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

PURPOSE

This Report provides an update on Council's Palmerston Lake Management Plan including progress against key actions over the past 12 months.

KEY MESSAGES

- City of Palmerston maintains a Palmerston Lakes Management Plan to document lake management, monitoring and actions to improve lake water quality.
- Strategies and actions continue to be progressed relevant to the Palmerston Lakes Management Plan and the objective to improve water quality.
- Council's integrated approach to Salvinia weed management, comprising mechanical weed harvesting, biocontrol's (weevils) and selective herbicides has been effective in cleaning and maintaining open lakes.
- Bulk cleaning of Salvinia weed from all lakes was achieved in February 2023.
- As the lakes have been cleaned of Salvinia, a corresponding improvement in lake water quality has been observed.
- Community satisfaction regarding the Palmerston lakes has also improved as clean open lakes have been achieved and maintained.
- Harvesting of aquatic plants is necessary to remove and prevent nutrients from recycling within the lake system and some selective harvesting of Typha is planned.
- The Lake Management Plan will be reviewed to ensure that it reflects current operational practices (e.g. herbicide application) and current state of knowledge.

RECOMMENDATION

THAT Report entitled Lake Management Plan Update be received and noted.

BACKGROUND

At the Ordinary Council Meeting of Tuesday 15 March 2022, Council was provided with an update on progress and implementation of the Lake Management Plan. This Report provides further update on the progress achieved in implementing the Palmerston Lake Management Plan over the past 12 months.

DISCUSSION

The Palmerston Lakes Management Plan provides operational and strategic guidance for lake management, monitoring and actions to improve lake water quality.

The Palmerston Lakes comprise a combination of constructed lakes (Durack, Durack Heights, and Sanctuary Lakes) and natural freshwater at Marlow Lagoon. Council requirements and community expectations of the lakes are many and varied and include:

- Stormwater retention and water quality treatment.
- Water source for irrigation of the Palmerston Golf Course and Council managed parklands surrounding the lakes.
- Amenity, recreation, and aesthetic values for residents living near the lakes.
- Habitat for wildlife including fish, birds, and reptiles.
- Recreational fishing.

Progress against the maintenance and management practices documented in the Palmerston Lakes Management Plan is summarised below.

Water Quality Monitoring (Lakes and Bores).

Water quality monitoring of the lakes continues to be undertaken at quarterly intervals in accordance with the Palmerston Lakes Management Plan. The Program focus includes, but is not limited to, measuring parameters indicative of eutrophication (for example rich in nutrients favourable to support a dense plant and algae population) and measurement of dissolved oxygen which is identified as a key indicator for lake function and health.

The Palmerston Lakes Report Card rates Lake Condition as either Good, Fair, Poor or Very Poor based on established criteria. Historically, it has been observed that lakes that are assigned a Good or Fair rating are dominated by macrophytes (rooted plants growing on lakebed) and are well oxygenated. Lakes that are assigned a Poor or Very Poor rating have historically been dominated by floating plants such as *Salvinia* and dissolved oxygen concentrations are recorded as low.

Long-term monitoring results show that the Palmerston Lakes are eutrophic (contain high nutrient loads), and this is expected given catchment land uses (comprising residential, golf course and parkland). Eutrophic environmental conditions favour aggressive and dense plant (*Salvinia*) and algae growth.

Importantly, it is noted that since the introduction of selective herbicide (Clipper) to control *Salvinia* and the operation of the second and more powerful Truxor mechanical weed harvester, the lakes have progressively been cleared despite the ongoing presence of *Salvinia* weed.

Bulk cleaning of *Salvinia* weed infested lakes was achieved in February 2023. It is noted that lake water monitoring undertaken in December 2022 has demonstrated improvement in quality where such lakes have been cleared of *Salvinia*, such that all lakes except for lake 7C, achieved a Good or Fair rating. At the time of water sampling lake 7C had extensive *Salvinia* weed infestation and recorded low dissolved oxygen however cleaning of lake 7C has since been completed.

Lake water quality monitoring was most recently undertaken in December 2022 and the Palmerston Lakes Report card for that monitoring event has been published on CoP's website. A Palmerston Lakes Water Quality Report Card Q4 2022 is available at:

<https://palmerston.nt.gov.au/sites/default/files/uploads/files/2023/Q4%202022%20Report%20Card%20%28ID%20222823%29.pdf>

Sampling and water quality monitoring of production bores are undertaken at six monthly intervals and was most recently undertaken in December 2022.

Groundwater production bore monitoring includes:

- Crowson Bore (Palmerston Dolostone Aquifer) uses include lake fill and irrigation around Durack lakes 6, 7, 8 and 9.
- Sabal Bore (Palmerston Dolostone Aquifer) is used for lake fill in the Dry season and irrigation needs around Durack lakes 1,3,4,5 and 10.
- Marlow Lagoon Bore (Palmerston Dolostone Aquifer) is used for irrigation through the parklands however it is not used for lake fill.
- Sanctuary Bore (Mount Partridge Group, Wildman Siltstone, fractured rock aquifer) is used for lake fill and irrigation in park at Sanctuary lakes.

Long-term groundwater monitoring results for the Palmerston Dolostone Aquifer indicate a long-term trend of increasing salinity at the Sabal and Marlow Lagoon bores and in-particular the Crowson Bore, likely related to long-term groundwater extraction rates leading to saline water intrusion.

The NT Government Department of Environment, Parks and Water Security has commenced studies to improve the understanding of the Palmerston Dolostone aquifer including groundwater quality and quantity to inform improved future groundwater resource management. Also relevant, the NT Government is developing a Territory Water Plan which aims to deliver water security for all Territorians, now and into the future.

Groundwater monitoring in the fractured rock aquifer which the Sanctuary Bore intercepts, continues to remain within historical ranges.

Regular and Maintained Weed Harvesting (Including Sustained Salvinia Management)

The presence of dense Salvinia weed adversely impacts Council requirements and community expectations of the lakes including but not limited to amenity and aesthetic values for residents living near the lakes, habitat for wildlife and recreational fishing. Hence the management of Salvinia weed has been of the highest lake management priority for Council over the past 12 plus months.

Council operates two Truxor mechanical weed harvesters to remove Salvinia from the Palmerston lakes. The new second weed harvester commenced weed removal on the 2 August 2022 and effectively doubled Council's weed harvesting capacity.

To optimise mechanical weed harvesting, additional boat ramps have been constructed in the southern ends of lakes 5 and 6 and the western end of lake 9. The new boat ramps have effectively reduced the distances the weed harvesters must traverse to access Salvinia weed resulting in much faster cleaning.



New boat ramp - Lake 5.



New boat ramp - Lake 9



New boat ramp – Lake 6

Salvinia weevils, (*Cryptobagous salviniae*) have been used throughout the lakes of Palmerston to control the aggressive nature and growth of the weed in the past, however this method, whilst formulating a critical part of overall Integrated Pest Management (IPM) does not provide for an effective level of control on its own. Whilst evidence of growth suppression and visual damage to salvinia (Browning) did occur, the aggressive growth habits of salvinia are observed to outcompete damage and control inflicted by the weevils.

Anecdotal observation is however that weevils may be relatively more effective in large lakes compared to smaller lakes. It is suspected that the presence of weevils in lake 8 for example may have slowed the growth of Salvinia in this lake compared to other lakes in 2022. It is known that Salvinia weevils require significant open water to thrive and will probably not reproduce when dissolved oxygen is low. The NSW Department of Primary Industries reference. Salvinia – Biological Control Field Guide (2012). notes that the best chances for success for Salvinia biocontrol are where the site is a reasonably large water body, has Salvinia cover less than 70% and little risk of experiencing temperature extremes among other issues.







Unfortunately, due to weevil supply issues, no additional salvinia weevils have been available for purchase and release into the Palmerston lakes since April 2022. However, where such Salvinia weevils are available for purchase, priority will be given to release in larger lakes such as lakes 5,6,8 and 9.

In addition to mechanical weed harvesting and biocontrol (Salvinia weevils), Council commenced trialling foliar spraying of Salvinia weed with herbicide in June 2022. The trial involved first mechanically cleaning a lake and then spraying of residual Salvinia weed with the selective herbicide (Clipper). The trial has been regarded as a success and the use of Clipper has now been incorporated into lake management operations.

Since the implementation of the above improvements, Council has progressively cleared and continued to maintain clear lakes despite the ongoing presence of Salvinia weed. Bulk cleaning of Salvinia weed from all lakes was achieved in February 2023.

The table below summarises mechanical weed harvesting and the current status of each lake regarding open water and salvinia percentages for each lake in Palmerston.

LAKES HARVESTING PROGRESS REPORT

LAKE	SALVINIA HAVESTED SINCE APRIL 2022 TO CURRENT (m3)	SALVINIA STATUS.
LAKE 1A	156	
LAKE 1B	136	
LAKE 3	6	
LAKE 4	148	
LAKE 5	306	
LAKE 6	576	
LAKE 7A	24	
LAKE 7B	66	
LAKE 7C	212	
LAKE 8	569	
LAKE 9	623	
LAKE 10A	48	
LAKE 10B	174	
BASIN LAKE	296	
SANCTUARY LAKE A (TOP)	N/A	
SANCTUARY LAKE B (MIDDLE)	132	
SANCTUARY LAKE C (BOTTOM)	210	
MARLOW LAGOON	N/A	
TOTAL CUBIC METRES REMOVED	3682	All lakes are at least 90% clear of Salvinia

NOTE

Green 90% + Open water

Yellow 70% - 90% Open water

Red 0% - 70% Open water



Residual Salvinia left around lakes edges. "Before and After" herbicide treatment.

Due to the absence of other competing shoreline vegetation that are present in like natural contexts, such as pandanus, freshwater mangrove and melaleuca trees for example, some of the lake edges have become dominated by Typha. While Typha is valued for both providing habitat for wildlife and is aesthetically appealing, increasingly dense stands of Typha may also impede other lake values and uses.

As Typha stands are likely to continue to spread along the lake edges. Lake management includes selective harvesting of Typha, however recent weed harvesting has almost exclusively focused on Salvinia. Now that Salvinia is successfully being controlled, selective harvesting of Typha as part of lake management will recommence (noting that it is not the intent to remove all Typha from the lakes). The harvesting and removal of aquatic plants is necessary to remove and prevent nutrients from being recycling within the system.

Installation of Sediment Load Reducing Measures

A review of the lakes had previously been conducted with a view to installing sediment load reducing measures to augment existing gross pollutant traps (GPT) systems. The review identified that a practical, effective, and lowest cost outcome to reduce sediment load into the Palmerston lakes is to construct and maintain a series of rock check dams above lakes 1A and 1B. The residential development of vacant land,

known as Durack Heights, is located upstream of lakes 1A and 1B work is currently under planning and design.

Development plans and associated sediment control measures are reviewed through the development approval process to mitigate potential sedimentation risks to the lakes. Having regard to the above residential development, it is considered prudent to more fully understand the development and sedimentation risks prior to installing any new sediment load reducing measures. Hence, the proposed construction of rock check dams is on hold to ensure that sediment load reducing measures can consider the context of the upcoming residential development.



Image showing lakes 1a and 1b and adjacent vacant land subject to residential development.

Many lakes already feature GPTs which mitigate lake sedimentation. Cleaning of the GPT's is undertaken annually during the early dry season.

Installation of Aeration devices

Hot weather associated with the build-up is conducive to seasonally high-water temperatures, correspondingly low dissolved oxygen concentrations. Lakebed aerators and fountains have been used in the Palmerston lakes to improve dissolved oxygen and mitigate the risk of fish kills. Lakebed aerators have been identified to be particularly effective in this purpose.

Water fountains are installed in Lakes 1A, 1B, 4, 7B and 7C and lakebed aerators are installed in Lake 9 and lakes 10A and 10B.

A contractor has been engaged to install lakebed aerators into lake 6 with works commencing in the early 2023 dry season.

Community Education Regarding Aquatic Plants and Human Impacts on Lakes

Council undertakes a range of community engagement and education activities including but not limited to the provision of relevant information on Council's webpage that provides access to the Palmerston

Lakes Management Plan, Water Quality Report Card and information on lake maintenance and weed harvesting.

A community engagement and education session was held at Sanctuary Lakes in the suburb of Gunn on 14 August 2022. Marketing for this session included email invitations to all residents who had submitted a lake related customer requests in the previous two years and letter box drop to more than 150 residents local to the Sanctuary lakes however only three residents attended.

Council's community engagement strategy moving forward will focus on school age children. This will include offering lake education sessions to local schools (including display of a Truxor weed harvester).

A recent example of Council's focus on the engagement and education of school age children is the Name the Harvester competition. The competition received more than 40 entries. The top 10 entries, as selected by Elected Members, were subsequently put to the public for selection via voting. More than 240 votes were received, and the winners were Chloe for the name of "MUNCHIE" and Elise for the name of "SCOOPY DOO".



City of Palmerston Mayor Athina Pascoe-Bell with the two winning entrants, Chloe and Elise.



"SCOOPY DOO" and "MUNCHIE".

Algal Management

Algae naturally occurs in water bodies across the Top End and is common in the Palmerston lakes. The presence of algae may be dependent on seasonal factors, water quality and other aspects. From time-to-time algae may adversely impact on lake functions, Council requirements and community expectations.

Algae samples have been collected from the Palmerston lakes and forwarded to the Australian Water Quality Centre (AWQC) in Adelaide and identification results are pending. Algae identification results are expected to be available in April 2023.

It is anticipated that identification of the algae species present will assist in the development of management strategies where algae pose a lake management issue.

Floating Wetland Installations and Nutrient Control (Long Term Plan)

As identified in the Lake Management Plan, the installation of floating wetland(s) is considered to benefit the Palmerston lakes via the uptake and removal of nutrients. To gain a greater appreciation of this, there have been initial conversations with a constructed wetland specialist. They have noted that any floating wetland installations need to be planned in an integrated way with measures that address the root cause of excess nutrients in the lakes. Without sufficient wetland vegetation in and fringing the lakes, lakes may lack the ability to process excess nutrient input adjacent land uses and stormwater runoff. As a result, eutrophic lake conditions can persist which may result in excessive growth of algae and floating and submergent aquatic plants.

Council has previously recognised that the planting of lake edges with appropriate native vegetation would benefit lake function and nutrient removal but notes that such plantings may conflict with the views of some residents who advocate open lake edges to facility lake sight lines for example.

Over the next 12 months, Council will continue to engage with subject matter experts to inform future work and strategies.

Desilting of Lakes (Long Term of Plan)

Lakes are prone to sedimentation over the long-term and may eventually require desilting. Lake desilting is complex, and the process includes:

- Bathymetric survey to compare current state versus as constructed and determine extraction volumes.
- Sediment sampling to characterise the material including potential presence of contaminants.
- Review of disposal options including recommendation of a preferred disposal option considering expected extraction volume and characteristics of the material.
- Review of desilting methods, (e.g., One or a combination of dredging and/or lake drain and desilt via the use of an excavator and truck) including a review of costs and benefits.
- Transfer and disposal of sediments to a suitable disposal site.

Bathymetric surveys have been conducted in lakes 1b, 3, 4, Durack Heights Basin Lake and Sanctuary Lake C. An initial review of the bathymetric surveys, along with lake observations of the balance of lakes, does not indicate that dredging is warranted now or in the near-term future. Additional bathymetric surveys will be undertaken in the oncoming period.

Next Steps

Lake management work focus for the oncoming period includes but is not limited to:

- Ongoing management of Salvinia weed comprising mechanical weed harvesting augmented with herbicide control and Salvinia weevils (when available)
- Community engagement and education focusing on school age children
- Progress installation of lakebed aerators
- Algae identification

- Further investigation of the potential control effectiveness of floating wetlands and other options to reduce lake nutrient levels
- Continue to undertake progress bathymetric surveys of the lakes
- Undertake sediment sampling and analysis in some lakes

Additionally, the Lake Management Plan will be reviewed to ensure that it reflects current operational practices (e.g., Herbicide application) and current state of knowledge.

CONSULTATION PROCESS

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

- City Sustainability Manager
- Environmental Officer
- Land Conservation Officer
- Outdoor Workforce Supervisor
- Maintenance Officers
- Irrigation Officer

Environmental consultancy EcOz and the Northern Territory Weed Management Branch were also consulted in preparation of this report.

Processes for Community engagement and consultation are broad and include Councils Customer Request Management system, community education and engagement days, communications and media releases via Councils website and Facebook page.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

Council currently spends in the vicinity of \$400,000 per year on lake management (including but not limited to: mechanical weed harvester operation and maintenance, weed collection and disposal, Salvinia weevils, herbicides, maintenance and operation of aerators and fountains, and water quality monitoring and reporting.

Since the previous Lake Management Plan Update report, Council has invested \$265,000 in capital to purchase a new second Truxor mechanical weed harvester and in the order of \$60,000 in capital to construct new boat ramps in lakes 5, 6, and 9.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Lakes Management Plan identifies key risks to water quality and identifies opportunities to reduce the risk of poor outcomes for lakes within the City of Palmerston.

This Report addresses the following City of Palmerston Strategic Risks:

- 2 Fails to be sustainable into the long term
Context: Optimising the financial, social, and environmental sustainability of the City.
- 8 Fails to develop effective relationships and manage expectations of relevant parties
Context: Engagement & communication with stakeholders (internal and external to the City).

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The continued management of the Palmerston Lakes under the Lakes Management Plan including the ongoing implementation of identified maintenance and management practices will contribute to maintaining improved water quality and the lakes primary and secondary functions and the Environmental Sustainability core outcome under the Palmerston Community Plan.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Major Capital Projects March 2023 Update
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Executive Manager Projects and Infrastructure Services, Karl Hell
APPROVER:	General Manager of Infrastructure, Nadine Nilon

COMMUNITY PLAN

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

PURPOSE

This purpose of this Report is to update Council on Major Capital Projects currently underway.

KEY MESSAGES

- Council has several capital projects underway that are greater than \$1 million in value.
- Due to the scale of the projects, this report provides an update to the status of Major Projects with a value of over \$1 million.
- The following projects have updates included as attachments to this report.
 - SWELL Construction
 - Zuccoli Community Hub – Dog Park
 - FiberSense
 - Archer Waste Management Facility Upgrade
- Planning for Major Projects additional to those listed are also included within this report with updates.
- Capital projects occurring with a value less than \$1 million are updated within the Infrastructure Directorate quarterly reports, and relevant financial reporting.

RECOMMENDATION

THAT Report entitled Major Capital Projects March 2023 Update be received and noted.

BACKGROUND

Council has a Capital Works Program worth over \$27 million this financial year. This includes a broad range of asset renewal programs along with major capital projects.

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 capital programs and projects are reported through specific project communications with updates provided in the quarterly and financial reports.

As there are several major projects underway, with values of over \$1 million each, a monthly update report is prepared to provide Council with regular updates on these significant projects.

DISCUSSION

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

- SWELL Construction **Attachment 13.2.2.1**
- Zuccoli Community Hub – Dog Park **Attachment 13.2.2.2**
- Fibersense **Attachment 13.2.2.3**
- Archer Waste Management Facility Upgrade **Attachment 13.2.2.4**

Additional sections relating to risk identification and management have been added to each attachment.

Council is also progressing the planning for the future and proposed major capital works, as summarised below.

Driver Community Centre

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

As a summary;

- The building is located on Lot 4196, 19 Driver Avenue Town of Palmerston.
- The lot is 2070 square metres but constrained by significant easements, leaving approximately a 450 square metre area available for construction of a building.
- The lot is zoned for Community Purpose.
- The building, owned by Council, is currently leased.
- The Centre is no longer fit for purpose or meeting the current and projected needs of the community.

The design contract was awarded in to GHD Woodhead in October 2022 to undertake a preliminary design, including a Needs Assessment for the replacement of the Driver Resource Centre with a modern Community Centre. The estimated overall cost of the design and construction is anticipated to be in the order of \$2 million.

The Needs Assessment has been completed and will be presented to Council, with an initial concept design, by May 2023.

Zuccoli Community Hub – Future Stages

The Master Plan for the Zuccoli and surrounds Community Hub incorporates an off-leash dog park (as reported in the attachment), walking trails, a skate park and pump track, a playground, library, community centre and a garden of reflection. The project has an estimate cost of \$20 million and is anticipated to be delivered over a 5-year period, commencing in 2022.

The Community Hub will be delivered in multiple stages, the first stage which is currently underway, being the Dog Park. The second stage will be the Skate Park and Pump Track. Prior to works commencing on Stage 2, the design of the landscaping, open space structures and related infrastructure (excluding the buildings) will occur. This is required to minimise the risks of the final design not being cohesive, especially relating to the civil elements (such as pathway levels and stormwater flows) and the amenity outcomes (such as colour schemes and landscaping). Procurement for the design is anticipated to commence in the second quarter of 2023.

ERP – Enterprise Resource Planning Project

To successfully deliver services to the community, along with the internal corporate needs of the organisation, Council requires an effective system/s capable of delivering a prominent level of service. The need for an Enterprise Resource Planning (ERP) Project has been identified to enable a strategic approach to updating Council's systems.

An Enterprise Resource Planning Project (ERP) aims to manage and integrate the essential parts of the core business in a single software, as much as practical. This also includes mandatory upgrades of the existing council systems for business continuity.

The project has been split into the following stages:

1. Gap Analysis - identifying business requirements through a Gap Analysis.
2. Project Development and Tender Preparation – interpretation of gap analysis, with development and issuing of public tender.
3. Tender Award and Implementation – award of tender(s) for the implementation of system(s), including change management plan development and implementation.

The project overall is expected to cost in the order of \$2 million, including project support (equivalent to 1 additional staff member), tender preparation, contract award and implementation. Council has allocated \$600,000 in 2022/23 for the commencement of the project.

The Gap Analysis was completed in 2022, with gaps determined for each of the core system functions. Key elements to consider were established as software costs, data duplication and reporting limitations.

Recruitment of the required resources to undertake the implementation and establishment of the tender consulting the legal entity are the next steps commencing in the next quarter, prior to an update to the gap analysis and then tender process.

CONSULTATION PROCESS

Consultation with the community and stakeholders is occurring as relevant to each project.

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The projects are being delivered within the 2022-23 Capital Works Program. Individual budget updates are included with the current project summaries.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that failure to deliver on these projects in the time frame specified may result in community dissatisfaction. The following projects are currently impacted by delays: Zuccoli Dog Park, Archer Waste Transfer Facility Upgrade and FiberSense. City of Palmerston is actively working with relevant consultants and contractors to bring these projects to practical completion.

The construction sector is in a rapidly escalating economic phase combined with constrained resources and logistics. This increases the risks associated with costs and delays. These are being managed with anticipated or identified project delays.

This Report addresses the following City of Palmerston Strategic Risks:

6 Fails to deliver the strategic vision for the City

Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The benefits of these projects are numerous, including enhancing the amenity of the local area; providing greater health and lifestyle choices, increasing social diversion and youth engagement, local employment opportunities, improved public safety, increased waste recycling; and reducing the effects of heat and climate.

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. SWELL Construction Council Update [13.2.2.1 - 2 pages]
2. Zuccoli Dog Park Council Update [13.2.2.2 - 2 pages]
3. Fiber Sense Council Update [13.2.2.3 - 2 pages]
4. Archer Waste Management Facility Upgrade Council Update [13.2.2.4 - 2 pages]



A Place for People

SWELL CONSTRUCTION

March 2023 Update

Project Overview

Summary: The SWELL project is Palmerston's largest infrastructure project to date and is set to transform the current aging Palmerston Swimming and Fitness Centre into an aquatic and leisure precinct, including a refurbished 50m pool with improved accessibility, heated program pool, an adventure play zone, warm water pool, half basketball court, events area, upgraded amenities and plenty of shade.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/swell-construction>

Construction Budget: \$19.4 million

Funding Source(s):

- City of Palmerston - \$6.9 million
- Australian Government - \$5 million (Building Better Regions Fund)
- Northern Territory Government - \$7.5 million (grant)

Completion Date: November 2023

Contractor: Jaytex Construction Pty Ltd

Status Update

Percentage Complete: 16%

Actual Costs to Date (claims processed): \$3,186,005 or 16%

Approved Cost Variations: - \$47,970 (negative variation due to identified cost savings)

Works to Date Summary:

Construction works commenced 22 August 2022. The Gym and Youth Centre are remaining operational during construction.

Project works completed to date:

- Site establishment
- Demolition and removal of the pump house plantroom, leisure pool, shade structures and 50m pool edge (where the ramp will be installed)
- Decommissioning and removal of redundant underground services
- Electrical transformer pad construction
- Installation of electrical substation and water main
- Earth works, site leveling and building pad construction
- Formwork, Reinforcing & Concrete to 50m balance tank lid
- Installation of pool underground balance tank
- Installation of sewer pump station
- Excavation and ground works leisure pool
- Commencement of balance tank



A Place for People

SWELL CONSTRUCTION

March 2023 Update



Pool Construction Progress 09/03/2023



Balance tank 09/03/2023

Upcoming Works:

Works are continuing, with key elements underway or nearing completion;

- Installation of underground services
- Installation of pool subsoil drainage and edge footings
- Leisure and program pool detailed excavations and service installations
- 50m Pool concrete works, subsoil drainage and footings
- Adventure play, multipurpose half court and plant room construction of bored piers, footings and slabs
- Balance tank testing
- 50m pool ramp base and stairs construction
- Excavation of bored piers to 50m pool
- Excavation of program pool
- Shop drawings (design to enable manufacturing) for shade structures, adventure play and structural steel

The project remains on track for November 2023 opening, with the program reviewed regularly. Site works will increase over the coming months, which along with the finalisation of shop drawings for the design and construct elements, will enable a detailed review of the program and timing.

Project Risks:

Wet weather is a risk for any project underway in the wet season. Wet weather events can, and do, cause project delays. The contractor has allowed for 25 weather delay days in the program, of which 13.5 have been expended to date. The program has also been designed to mitigate risks of wet weather, with the majority of demolition completed prior to the wet season commencement.

The Myrtha Pool (the 50m pool) and the White Water Adventure Play equipment are manufactured internationally and therefore subject to several risks regarding country of origin design and manufacture constraints, international logistics and transport constraints, resource availability and damage during shipment and replacement. These are being managed by working closely with the contractor and Council's design and project consultants to minimise the risks and impacts.



A Place for People

ZUCCOLI COMMUNITY HUB – DOG PARK

March 2023 Update

Project Overview

Summary: The Master Plan for the Zuccoli and Surrounds Community Hub incorporates an off-leash dog park, walking trails, a skate park and pump track, a playground, children's boutique library, community centre and a garden of reflection.

Stage 1 is under construction and consists of a dog park with two fenced dog play areas with water play, public toilet and temporary car parking.

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

Construction Budget: \$1.29 million (excluding GST)

Funding Source(s):

- City of Palmerston - \$890,000
- Australian Government - \$150,000 (Local Roads and Community Infrastructure Fund, Phase 2)
- Northern Territory Government - \$250,000 (grant for the public toilet)

Completion Date: March 2023 – Park & mid June 2023 – Exeloo

Contractor: Sterling NT

Status Update

Percentage Complete: 95%

Actual Costs to Date (claims processed):

- 2021/22 - \$ 317,614
- 2022/23 - \$ 879,330
- Total = \$ 1,196,944 Excl Gst

Approved Cost Variations: \$83,184 Excl GST or 6.5% of total contract

Works to Date Summary:

The project was launched in June 2022 and construction is nearing completion with the major works outstanding being the temporary carpark surfacing, path connection, and Exeloo installation.

The project will be subject to two stages of opening. Stage 1 will include the Dog Park and Water Play Areas and Stage will include the Exeloo. The application for the occupancy permit and documentation is being compiled for submission and approval.

The following works have been completed;

- Civil and earth works
- Construction of concrete paving, driveway, light poles, and shade structures
- Water main
- Services and concrete footings for Exeloo
- Waterplay electrical works



A Place for People

ZUCCOLI COMMUNITY HUB – DOG PARK

March 2023 Update



Works - February

Upcoming Works:

The following works are in their final stages of completion;

- Shade structure lights to be installed
- Waterplay equipment fit off
- Fencing and landscaping completion
- Grass to be established in passive dog play area and active dog water play area.

The main part of the project not yet completed is the carpark surface sealing, line marking and connecting path to the park. This work is planned for the next week.

The Exeloo public toilet is also not on site, however it has arrived in Darwin and is ready for installation as soon as the site conditions allow.

Over the couple of weeks it is anticipated the works underway will be completed and the establishment of grassing will occur to enable an opening date to be finalised, however, this is dependent on weather events as rain events having been causing delays. The approval process has been initiated and final clearance documents are being complied for submission and approval.

Project Risks:

Wet weather has had an impact on the project, particularly as the park is in a low-lying area adjacent a creek. This has led to delays of works occurring and limiting access. Alternative options have been considered to mitigate risks, however as the project is nearing completion and the site constraints, there are limited viable options.

An update has been provided to the community that an end of March completion is expected. This remains on track, however the risk of ongoing rain and establishment of grass (to prevent topsoil erosion) will be monitored to ensure that the park is not opened prematurely. The focus of this risk management is the safety of users, including dogs.

FIBERSENSE

March 2023 Update



A Place for People

Project Overview

Summary: A total of 60km of fiber optic cable will be laid throughout Palmerston CBD and Tiger Brennan Drive to detect vibrations in real time to understand and capture vehicular and pedestrian movements.

Website Link: <https://palmerston.nt.gov.au/operations/major-projects/fibersense-technology>

Construction Budget: \$2 million (including 5 years of data services)

Funding Source(s):

- City of Palmerston – \$500,000
- Northern Territory Government – \$1.5 million (grant)

Completion Date: November 2022 initial stages, Mid 2023 final stages.

Contractor: FiberSense Pty Ltd

Status Update

Percentage Complete: 95%

Actual Costs to Date (claims processed): \$1,579,882 or 75%

- 2021/22 – \$484,816
- 2022/23 – \$1,095,066

Approved Cost Variations: \$122,980 or 8% (NTG requested and funded variation)

Works to Date Summary:

As of end of February 2023, FiberSense has completed 95% of cable installation and splicing (56Km's of fiber has been laid and activated) for the project, with only the Civic Centre Carpark to be completed.

To enhance the level of sensing and data collection on the pico-trenched network, FiberSense has added a second Distribution Fiber Sensing Unit (DFS). With this, fiber cable installation on City of Palmerston and Northern Territory Government roads have been completed, excluding the Civic Plaza Car Park which is scheduled to be connected in May 2023.

Upcoming Works:

- Fiber to be installed in Civic Centre Carpark May 2023
- Development of Digital City service (Software), including traffic data collection and modelling
- Handover of Digital Asset service for CoP network

FIBERSENSE

March 2023 Update



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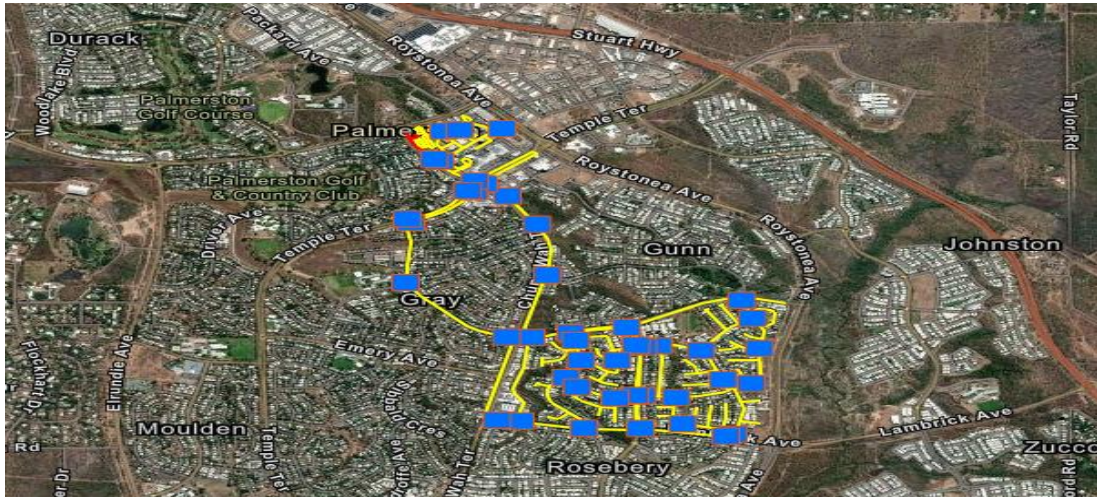


Figure 2 Fibre Sense Pits (Blue) and Fibre Sense Cable (Yellow)

Key Risks:

As this is a trial of a new product and service for Council (and NTG), along with the service being developed by Fibersense for Council specifically, there are risks being managed with the relevant project managers to ensure delivery of the product that is able to be integrated into Council operations.



A Place for People

ARCHER WASTE MANAGEMENT FACILITY

UPGRADE March 2023 Update

Project Overview

Summary: Upgrade of the Archer Waste Management Facility (AWMF) includes design and construction of a new recycling area and general waste push-pit area (with roof).

The new recycling area will intentionally be located near the site's entry (and prior to the general waste push-pit area) and feature a more appealing design to maximise recycling participation in accordance City of Palmerston's Sustainability Strategy.

The general waste area will be re-developed to improve safety, in particular the risk of fall from heights. The general waste area will also feature a push pit (with roof) which will enable separation and recovery of recyclable waste streams including but not limited to scrap metal and timber. Recovery of such recyclable waste streams from general waste is also aligned with the City of Palmerston's Sustainability Strategy and the waste diversion priority.

Project Budget: \$1,800,000

Funding Source(s):

Upgrade Works;

- City of Palmerston - \$1,200,000
- Northern Territory Government - \$400,000 (Priority Infrastructure Fund Grant)

Cardboard Compactor;

- City of Palmerston - \$100,000
- Northern Territory Government - \$100,000 (NT Recycling Modernisation Grant)

Expected Completion Date: November 2023

Contractor: NA (Contract yet to be tendered)

Status Update

Percentage Complete: 70% of Pre-Construction Activities

Actual Costs to Date (as at 13/03/2023): \$290,034.36 relating to design and investigations.

Approved Cost Variations: NA (Construction Contract is yet to be awarded).

Works to Date Summary:

Works undertaken by CoP to date include:

- Relocation of the site compound
- Widening and seal of a section of the access road to enable the gatehouse relocation

Works undertaken by engineering consultant to date include:

- Site Engineering Survey
- Service Locations Survey
- Geotechnical Investigation
- Preliminary Design (Civil and Structural)



A Place for People

ARCHER WASTE MANAGEMENT FACILITY

UPGRADE March 2023 Update

The project continues to remain in detailed design phase, however other project elements continue to be progressed. The design will be used to inform a tender for construction.

Works progressed this month:

- Design option(s) explored through detailed design phase consolidated
- Consultation with AWMF operator to evaluate functional design
- Construction stages determined as follows:
 - Stage 1 – Temporary Facility
 - Stage 2 – Recycling Facility (including accommodation of cardboard compactor)
 - Stage 3 – General Waste Push-Pit
- Development of Communications Strategy is in progress
- Temporary Transfer Station Operation Plan underway

Upcoming Works:

- Finalise Detailed Design
- Confirmation of Quantity Survey costings based on Detailed Design
- Draft, release and award Construction Contract
- Draft, release and award Contract for Operation of the AWMF

A high priority project outcome is the construction of the push pit (with roof) to improve safety and enable improved separation and recovery of recyclable items, along with the construction of the new more appealing recycling area.

Ongoing provision of operation and services during construction is critical and is being prepared for as part of the project. Other proposed scope items include relocation of the gatehouse, re-seal of road surfaces and other miscellaneous site improvements.

Key Risks:

The complexity of the site and availability of design, consultant, and internal resources to progress the project has led to delays. This has been compounded with initial estimates of the project design coming in significantly higher, leading to revaluation and redesign of some aspects of the project.

The key element for the next stage is the tender development and advertising. There is a risk that there is limited market interest in the works, similar to the cancelled tender process in 2022 for the design and construct works that did not have any tenderers.

The AWMF is highly utilised by the City of Palmerston residents, the community engagement and consultation is critical to project implementation and success. It is anticipated that the upgraded AWMF will contribute to improved community satisfaction. However, there is a potential risk of community dissatisfaction during the project construction phase.

The construction phase requires a temporary alternative solution for transfer station operations. A Community Engagement and Consultation Strategy is being prepared to mitigate this risk which includes promotion of project outcomes and communication of temporary change in operations.

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Community Benefit Scheme - February Update 2023
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Community Facilities Officer, Rachel Fosdick
APPROVER:	General Manager of Community and Culture, Anna Ingram

COMMUNITY PLAN

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

PURPOSE

This Report provides Council with a summary of the Community Benefit Scheme 2022/23 applications to date, highlighting requests received since the January 2023 update.

KEY MESSAGES

- City of Palmerston provides funding to eligible individuals and community groups that meet the criteria to assist Council to deliver on City of Palmerston's vision of "A Place for People."
- The Community Benefit Scheme has a budget of \$230,000 for grants, donations, and sponsorships in 2022/23. The Environmental Initiative Grant budget is \$20,000.
- \$120,162 has been expended in the Community Benefit Scheme 2022/23 budget, leaving \$109,838 available for future projects and events.
- To date, City of Palmerston has received 83 Representation Support applications, with nine since the last reporting period.
- One Team Representation application was received from Grassroots Action Palmerston on behalf of the Palmerston Indigenous Network to attend ChangeFest23.
- Palmerston Magpies Football Club were awarded Gold Sponsorship in a three-year agreement through the Community Benefit Scheme to the value of \$10,000 per year for 2023, 2024 and 2025, representing a total value of \$30,000.
- Palmerston and Litchfield Seniors Association have received the second of three \$20,000 payments in their three-year sponsorship agreement with City of Palmerston.

RECOMMENDATION

THAT Report entitled Community Benefit Scheme - February Update 2023 be received and noted.

BACKGROUND

City of Palmerston (CoP) provides funding through the Community Benefit Scheme (CBS) to eligible community groups and organisation to deliver activities, projects and services that benefit the Palmerston community.

CBS funding for organisations includes sponsorships, donations, and grants, with Representation Support also available to individuals. Representation Support assists sportspeople and members of teams who

represent Palmerston while competing or participating in activities, as well as other forms of representation. Council Policy *Grants, Donations and Sponsorships* provides governance for the Community Benefit Scheme. Council's Policy requires all requests over \$2,000 to be referred by the Chief Executive Officer to Council with a recommendation.

At the time of writing this Report, \$109,838 of CBS funding remains available in this financial year for future projects and events that benefit the Palmerston community.

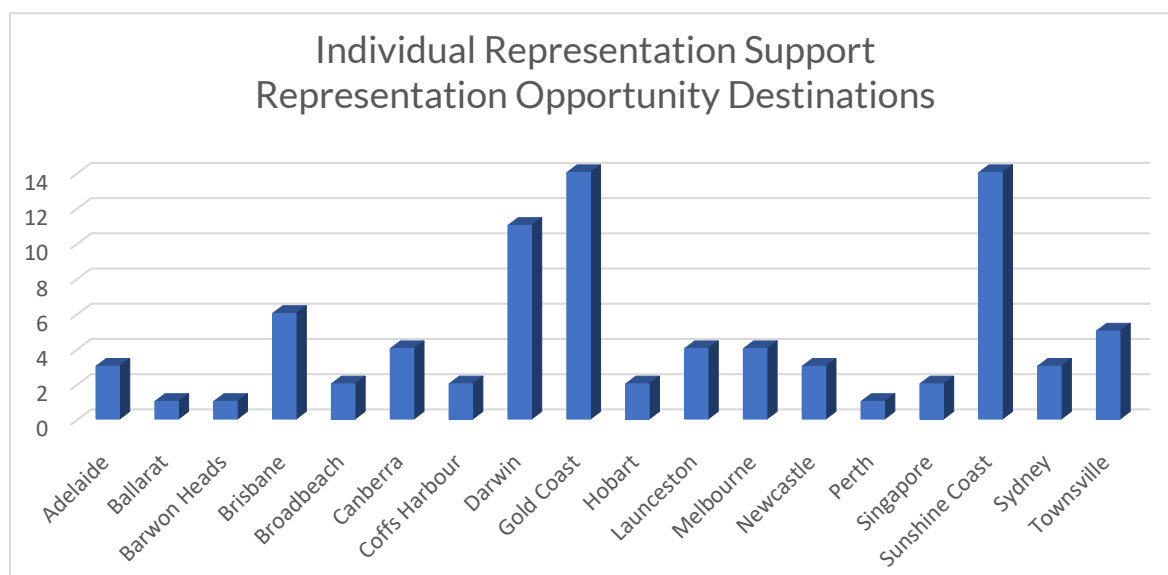
This Report Community Benefit Scheme - February Update 2023 provides Council with a summary of the Community Benefit Scheme 2022/23 applications to date, highlighting requests received since the January 2023 update.

DISCUSSION

Individual Representation Support

To date, City of Palmerston has received 83 Individual Representation Support applications, with nine applications received since the last reporting period. Applications include seven representation opportunities at the Top End School Sport u12 girls and boys AFL, one application for the National Touch Football competition in Coffs Harbour, New South Wales and one application for the Top End School Sport Touch Football competition in Darwin, Northern Territory.

With the lifting of COVID19 restrictions the return to representative opportunities has opened travel across Australia for Palmerston residents. The graph below depicts the many places travelled to across the country by community representatives supported by City of Palmerston.



Individual Representation Support Applications by destination

Team Representation Support

One Team Representation application was received from Grassroots Action Palmerston on behalf of the Palmerston Indigenous Network (PIN), who were awarded \$1,500 for representatives to attend ChangeFest23 in Hobart, Tasmania from 1 to 3 March 2023.

PIN is a network of Indigenous and non-Indigenous members from various community organisations serving community needs of First Nation children, families, and individuals in Palmerston. Council has a strong relationship with PIN through attending network meetings, events, and partnerships.

PIN representatives have been invited to attend ChangeFest 2023 to handover as the hosts of ChangeFest 2021 which was held in Goyder Square, Palmerston. ChangeFest23 is a national movement for place-based change supported by annual events and an ongoing platform for learning. Since 2018 the movement has gathered for three country-wide events with the most recent in 2021 in Palmerston (Larrakia Country). Each gathering has been a gathering for celebration and learning of how communities and collaborators are leading change.

Multi Year Sponsorships

Palmerston Magpies Football Club (PMFC) were awarded Gold Sponsorship, in a three-year agreement through the Community Benefit Scheme to the value of \$10,000 per year for 2023, 2024 and 2025, representing a total value of \$30,000.



Key equipment is required to be replaced and is essential to providing coaches the necessary resources to be professional and effective in delivering community coaching. Sufficient and appropriate equipment also ensures coaches are incentivised and able to draw out and develop the talent of individual players and the team.

In the long term the Club's team members gain positive life-skills through their teaching of and/or participation in group sport and when they feel included and equal to their peers, they are more likely to extend the learnings into their broader lives.

PMFC has a history of creating positive change in the lives of disengaged youth. The provision and use of quality equipment and uniforms fosters a sense of pride and helps to elevate team members from a sense of disadvantage and allows them to focus on achieving positive outcomes. When they take pride in their own success, they are investing in a better future for themselves and the Club.

City of Palmerston Mayor, Athina Pascoe-Bell and Palmerston Magpies Football Club Grants Officer, Carmine Rauseo

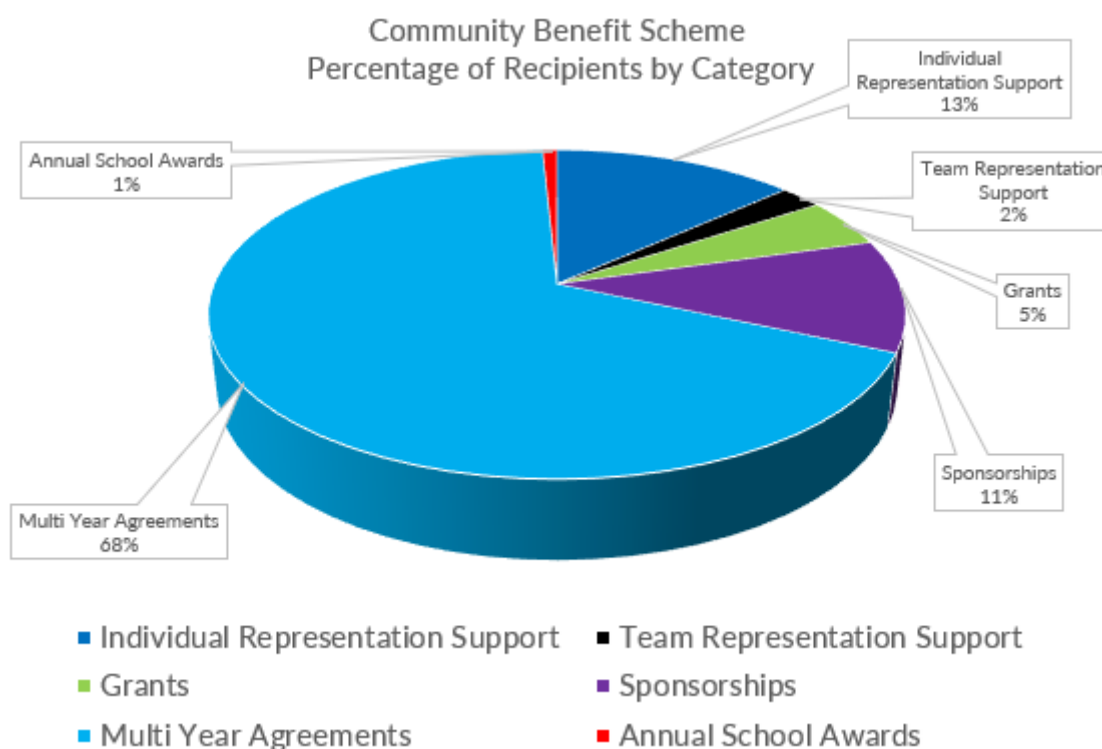
Palmerston and Litchfield Seniors Association have received the second of three payments of their three-year Platinum sponsorship agreement. The agreement is for the provision of community-based activities and events for local seniors to attend throughout the year, including activities such as City of Palmerston Seniors Fortnight during the month of August in 2022, 2023 and 2024.

Funding is used for:

- Delivering the program of COP Seniors Activities 2023 to Palmerston and Rural seniors.
- Cazaly's Seniors Morning Teas - 2nd and 4th Thursday each month.
- Humpty Doo Golf Club Senior's Morning Tea - monthly.
- Taminmin Library Morning Tea - monthly.
- Event Cinemas - bi-monthly Seniors Movies and a light morning tea.
- Seniors Fortnight which comprises of notionally nine events during the two-week period.
- Assist with the City of Palmerston Seniors Day, usually held in Seniors Fortnight.

- Delivery of the Palmerston Volunteer Drivers Program in conjunction with the Brennan Electorate Office.
 - Printing, updating and distribution of Emergency Cards.
- City of Palmerston is acknowledged in the following ways.
- Naming rights for CoP Seniors Fortnight Program.
 - First preference for naming rights to an event in the City of Palmerston Seniors Fortnight Program.
 - Advertisement – CoP logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all copies of marketing materials.
 - Advertisement – CoP logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all new pull-up-banners owned by the PLSA which are utilized at various functions throughout the year.
 - Advertisement materials – CoP pull-up-banner and other promotional material such as additional signs, flyers, posters (if supplied) displayed at any PLSA event throughout the year – banner and other promotional materials supplied by CoP.
 - Advertisement – Acknowledgement at the Opening and Closing Ceremony that the CoP is the Platinum Partner for CoP Seniors Fortnight and Activities.

The graph below shows the percentage of Community Benefit Scheme funds allocated by category.



Promotion of CBS

City of Palmerston Officers have been liaising with a local television news outlet to schedule a story to be featured on the NT evening news broadcast. Officers are in discussions with recent CBS successful applicants to determine the most appropriate representation of CBS.

An email was sent to 14 schools in the Palmerston municipality with a request for inclusion of Individual Representation Support information to be included in upcoming school newsletters.

CONSULTATION PROCESS

In preparing this report the following City of Palmerston staff were consulted

- Communications Officer

POLICY IMPLICATIONS

Council Policy *Grants, Donations, and Sponsorships* provides governance and outlines the support that is available through the Community Benefit Scheme.

BUDGET AND RESOURCE IMPLICATIONS

The CBS budget for the 2022/23 fiscal year for grants, donations, sponsorships, and scholarships is \$230,000.

\$120,162 has been expended for projects which will benefit the Palmerston community. \$109,838 remains in the Community Benefit Scheme 2022/23 budget for future projects and events, as per **Attachment 13.2.3.1**.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Details the risk any decision made from this Report may relate to or explain why there is no risk. What legal information has been sourced to assist with a decision to be made from this Report.

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council
Context: Achieving credibility & trust with majority of those within and external to the City.
- 2 Fails to be sustainable into the long term
Context: Optimising the financial, social, and environmental sustainability of the City.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability 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. Community Benefit Scheme - February Update [**13.2.3.1** - 5 pages]

COUNCIL AGENDA

Attachment 13.2.3.1

Date	Activity	Recipient	Amount Requested	Amount Granted	
Individual Representation Support					
1 Jul 2022	Aust - Rugby League	Individual U18	250.00	250.00	
1 Jul 2022	NT Links Netball	Individual U18	150.00	0.00	
1 Jul 2022	NT Links Netball	Individual U18	150.00	150.00	
1 Jul 2022	u16s Aust Junior Basketball	Individual U18	250.00	250.00	
1 Jul 2022	Aust Rugby League	Individual U18	250.00	250.00	
1 Jul 2022	Showcase National Dance	Individual U18	250.00	250.00	
1 Jul 2022	Southern States Rugby	Individual U18	250.00	250.00	
1 Jul 2022	Southern States Rugby	Individual U18	250.00	250.00	
1 Jul 2022	Southern States Rugby	Individual U18	250.00	250.00	
1 Jul 2022	u15s Aust Team Tennis	Individual U18	250.00	250.00	
6 Jul 2022	Southern States Rugby	Individual U18	250.00	250.00	
13 Jul 2022	u17s Titans Rugby League	Individual U18	250.00	250.00	
14 Jul 2022	Youth Touch Football	Individual U18	250.00	250.00	
15 Jul 2022	AJJC - Aust - Jiu Jitsu	Individual U18	250.00	250.00	
15 Jul 2022	AJJC - Aust Jiu Jitsu	Individual U18	250.00	250.00	
15 Jul 2022	AJJC - Aust - Jiu Jitsu	Individual U18	250.00	250.00	
15 Jul 2022	AJJC - Aust - Jiu Jitsu	Individual U18	250.00	250.00	
15 Jul 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Jul 2022	u12 Top End Region - AFL	Individual U18	250.00	250.00	
29 Jul 2022	Youth Touch Football	Individual U18	250.00	250.00	
4 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
5 Aug 2022	u14s Aust - Basketball	Individual U18	250.00	250.00	
5 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
8 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
8 Aug 2022	Premier Invitational Football	Individual U18	250.00	250.00	
8 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
9 Aug 2022	u14s Aust Junior - Basketball	Individual U18	250.00	250.00	
9 Aug 2022	Premier Invitational Football	Individual U18	250.00	250.00	
10 Aug 2022	Premier Invitational Football	Individual U18	250.00	250.00	
12 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
15 Aug 2022	Premier Invitational Football	Individual U18	250.00	250.00	
22 Aug 2022	u14s Aust Junior Basketball	Individual U18	250.00	250.00	
25 Aug 2022	Showcase National Dance	Individual U18	250.00	250.00	
25 Aug 2022	Premier Invitational Football	Individual U18	250.00	250.00	
26 Aug 2022	Youth Touch Football	Individual U18	250.00	250.00	
22 Aug 2022	Murri Rugby League Cup	Individual U18	250.00	250.00	
22 Aug 2022	Murri Rugby League Cup	Individual U18	250.00	250.00	
1 Sep 2022	Murri Rugby League Cup	Individual U18	250.00	250.00	
1 Sep 2022	Murri Rugby League Cup	Individual U18	250.00	250.00	
1 Sep 2022	Over 60s Lawn Bowls State Titles	Individual 18+	250.00	250.00	
1 Sep 2022	Over 60s Lawn Bowls State	Individual 18+	250.00	250.00	
1 Sep 2022	NQ Athletics Championships	Individual U18	250.00	250.00	
1 Sep 2022	NQ Athletics Championships	Individual U18	250.00	250.00	
1 Sep 2022	NQ Athletics Championships	Individual U18	250.00	250.00	

COUNCIL AGENDA

Attachment 13.2.3.1

5 Sep 2022	NQ Athletics Championships	Individual U18	250.00	250.00	
5 Sep 2022	Premier Invitational Football	Individual U18	250.00	250.00	
10 Sep 2022	Golf	Individual U18	250.00	250.00	
10 Sep 2022	Hardcourt Tennis	Individual U18	250.00	250.00	
10 Sep 2022	u13 Hockey NT	Individual U18	250.00	250.00	
12 Sep 2022	u13 Hockey NT	Individual U18	250.00	250.00	
20 Sep 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Sep 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Sep 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Sep 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Sep 2022	Youth Touch Football	Individual U18	250.00	250.00	
20 Sep 2022	National Gymnastics	Individual U18	250.00	250.00	
20 Sep 2022	Australian National Badminton	Individual U18	250.00	250.00	
20 Sep 2022	Australian Bowls Championship	Individual 18+	250.00	250.00	
21 Sep 2022	Special Olympics Basketball	Individual 18+	250.00	250.00	
21 Sep 2022	Special Olympics Basketball	Individual U18	250.00	250.00	
21 Sep 2022	Special Olympics Basketball	Individual U18	250.00	250.00	
19 Oct 2022	Singa Cup Football	Individual U18	250.00	250.00	
20 Oct 2022	Singa Cup Football	Individual U18	250.00	250.00	
20 Oct 2022	OneHockey - Ice Hockey	Individual U18	250.00	250.00	
25 Oct 2022	OneHockey - Ice Hockey	Individual U18	250.00	250.00	
25 Oct 2022	OneHockey - Ice Hockey	Individual U18	250.00	250.00	
15 Nov2022	National BMX Championships	Individual U18	250.00	250.00	
26 Nov2022	Dance Evolution	Individual U18	250.00	250.00	
27 Nov2022	Australian All Schools Track	Individual 18+	250.00	250.00	
29 Nov2022	Dance Evolution	Individual U18	250.00	250.00	
1 Dec 2022	SA Amateur Golf	Individual U18	250.00	250.00	
8 Dec 2022	Dance Evolution	Individual U18	250.00	250.00	
23 Jan 2023	NT Devils Touch Football	Individual 18+	250.00	250.00	
15 Feb 2023	Touch Football	Individual U18	250.00	250.00	
15 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
15 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
16 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
17 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
17 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
17 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
27 Feb 2023	PARS AFL	Individual U18	250.00	250.00	
28 Feb 2023	PARS Touch Football	individual u18	250.00	250.00	
Total Year to Date (YTD)			20,300.00	20,150.00	
Team Representation Support					
Date	Activity	Recipient	Amount Requested	Amount Granted	
20 Oct 2022	Alice Springs Fight Night	Palmerston Boxing	2,000.00	2,000.00	

COUNCIL AGENDA

Attachment 13.2.3.1

9 Jan 2023	Changefest	Palmerston Indigenous Network	2,000.00	1,500.00	
Total Year to Date (YTD)			4,000.00	3,500.00	
Sponsorships					
Date	Activity	Recipient	Amount Requested	Amount Granted	
1 Jul 2022	Palmerston Mayor's Cup	Palmerston Raiders Football Club	2,750.00	2,750.00	
3 Aug 2022	Membership	Geek Culture Collective	2,000.00	2,000.00	
4 Oct 2022	Rights On Show	Darwin Community Legal Service	500.00	500.00	
26 Oct 2022	Fundraising Lunch	Autism NT	2,000.00	2,000.00	
22 Dec 2022	Film Production	Hijo AJA Ka Kura	2,000.00	0.00	
Total Year to Date (YTD)			9,250.00	7,250.00	
Grants					
Date	Activity	Recipient	Amount Requested	Amount Granted	
1 Jul 2022	Walk to Remember	Amber NT	2,000.00	2,000.00	
1 Jul 2022	Morbid Curiosity	Two Two One Mental Health	2,000.00	2,000.00	
17 Jul 2022	Lit Larvae	Darwin Community Art	2,000.00	1,000.00	
3 Aug 2022	ATSI Children's Day	Save the Children	2,000.00	2,000.00	
3 Aug 2022	Membership	Kaos Horde	2,000.00	2,000.00	
4 Aug 2022	Books For Children	Rotary	2,000.00	0.00	
13 Sep 2022	Cinema Day	Neighbourhood Watch	2,000.00	0.00	
14 Sep 2022	African Cup	Darwin Lions Sports Club	2,000.00	2,000.00	
4 Oct 2022	Equipment purchase	Palmerston Lions	2,000.00	2,000.00	
7 Oct 2022	Jess Hill event	Catholic Care NT	2,000.00	0.00	
4 Nov2022	Children's program	Early Childhood Aust	2,000.00	0.00	
4 Nov2022	DVD conversion	Wildcare Inc	1,870.00	187.00	
4 Dec 2022	Vietnamese New Year Tet	Australian Vietnamese Family Association Inc.	2,000.00	2,000.00	
6 Dec 2022	Taiwanese Lantern Festival	Taiwanese Community	1,984.00	1,375.00	

COUNCIL AGENDA

Attachment 13.2.3.1

7 Dec 2022	Safer Families	YWCA	7,048.00	0.00	
11 Jan 2023	Strive	Vibrant Diverse Cultures	4,355.00	0.00	
Total Year to Date (YTD)			39,257.00	16,562.00	
Multi Year Agreements					
Date	Activity	Recipient	Amount Requested	Amount Granted	
Paid 8 Jul 2022 Due 1 Jun 2023 Due 1 Jun 2024	All abilities come and try sessions May 22, May 23, May 24	Clubhouse Territory	20,000.00	10,000.00	
Paid 1 Jul 2022 Due 28 Jun 2023 Due 28 Jun 2024	Junior Rep Program May 22, May 23, May 24	Palmerston Netball	10,000.00	10,000.00	
Paid 6 May 2022 Due 1 Mar 2023 Due 1 Mar 2023	Seniors Fortnight x 3 years 1 Jan 2022 - 31 Dec 2024	Palmerston & Litchfield Seniors Association	20,000.00	20,000.00	
Paid 16 Sep 2020 Paid 1 Jul 2021 Paid 1 Jul 2022	Tiwi Fishing Program x 3 years 1 Jul 20, 1 Jul 21, 1 Jul 22	Reeling Veterans Inc.	10,000.00	10,000.00	
Paid 10 Aug 2022 Due 10 Aug 2023 Due 10 Aug 2024	Participation program	Palmerston Rovers Football Club	10,000.00	10,000.00	
22 Dec 2022	Participation program	Palmerston Magpies	20,000.00	10,000.00	
Due 1 Dec 2022 Due 1 Dec 2023 Due 1 Dec 2024	Junior programs	Palmerston Saints Hockey Club	1,500.00	1,500.00	
1 Dec 2022	Capacity Building	Riding for the Disabled	30,000.00	0.00	
16 Dec 2022	Million Paws Walk	RSPCA Darwin	30,000.00	0.00	
24 Feb 2023	Palmerston PGA	Palmerston Golf and Country Club	30,000.00	0.00	
Total Year to Date (YTD)			181,500.00	71,500.00	
Annual School Awards					

COUNCIL AGENDA

Attachment 13.2.3.1

Date	Activity	Recipient	Amount Requested	Amount Granted	
	Annual School Awards	Bakewell Primary School	100.00	100.00	
	Annual School Awards	Driver Primary School	100.00	100.00	
	Annual School Awards	Forest Parade Primary School	100.00	100.00	
	Annual School Awards	Good Shepherd Lutheran College	100.00	100.00	
	Annual School Awards	Mother Theresa College	100.00	100.00	
	Annual School Awards	Moulden Park Primary School	100.00	100.00	
	Annual School Awards	Palmerston Christian College	100.00	100.00	
	Annual School Awards	Rosebery Primary School	100.00	100.00	
	Annual School Awards	Woodroffe Primary School	100.00	100.00	
	Annual School Awards	Zuccoli Primary School	100.00	100.00	
	Annual School Awards	Gray Primary School	100.00	100.00	
	Annual School Awards	Sacred Heart Primary School	100.00	100.00	
Total Year to Date (YTD)			1,200.00	1,200.00	
Environmental Initiatives Grants					
Date	Activity		Amount Requested	Amount Granted	Balance
12-Jul-22	Darwin Harbour Clean Up		5,000.00	0.00	
30-Oct-22	Japanese Garden		2,000.00	0.00	
Total YTD Env Grants	20,000.00		7,000.00	0.00	20,000.00
Funds Available					
	Funds Available		Amount Requested	Amount Granted	Balance
Total CBS	230,000.00		255,507.00	120,162.00	109,838.00
Total EIG	20,000.00		7,000.00	0.00	20,000.00
Total	250,000.00		262,507.00	120,162.00	129,838.00

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Finance Report for the Month of February 2023
MEETING DATE:	Tuesday 21 March 2023
AUTHOR:	Financial Accountant, Sanket Shah
APPROVER:	Director Finance and Governance, Wati Kerta

COMMUNITY PLAN

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

PURPOSE

This purpose of the Report is to present to Council the Financial Report for February 2023.

KEY MESSAGES

- The month-end figures for February are presented as at 28 February 2023.
- Councils operating budget is tracking well against the budget with an overall expenditure of 57% (excluding commitments) against a budgeted expenditure of \$43M.
- In the month of February, 73% (\$2.24M) of the \$3.03M creditors' payments were paid to local suppliers.
- Capital Expenditure is currently at (including commitments) 67% on a budget of \$39M primarily due to SWELL commitments.
- Outstanding Infringements have increase by 6% from last month and in line with December 2022.

RECOMMENDATION

THAT Report entitled Finance Report for the Month of February 2023 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 Regulations requires the CEO each month give the council a report setting out the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

In addition report includes the following requirements:

- Capital Expenditure and Funding
- Monthly Balance Sheet
- Details of Cash and Investments Held
- Statement of Trade Debtors
- Statement on Trade Creditors
- Statement on Australian Tax Office, Payroll and Insurance Obligations
- Member and CEO Council Credit Card Transactions for the Month
- Monthly Financial Report Certification
- Quarterly Report on Planned Major Capital Works

- Payment and reporting obligations for insurance, Councillor expenses and
- Chief Executive Officer (CEO) certification.

Regulations 42 require Council to table a report at the next Council meeting for the following variations

- varied contract is entered into after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100 000 but is less than \$150 000
- varied contract is to be entered into after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150 000
- varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%,

This Report should be read in conjunction with **Attachment 13.2.4.1** as it presents the financial position of the Council at the end of January 2023.

DISCUSSION

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

- Revised Annual Budget is the total Budget per the municipal plan for the 2022/23 financial year plus all Budget review movements during the year.
- Year to date (YTD) Actual – is the actual income and expenditure from 1 July to the current reporting date.
- YTD Commitments are the proposed expenditure raised through purchase orders.
- The prorata budget YTD is calculated on a straight-line basis = 8 months / 12 months = 67%

Budget by Directorate

Operating Income

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget
Office of the Chief Executive	1,319,139	208,458	16%
Finance and Governance	24,783,288	23,667,949	95%
Community and Culture	1,474,201	1,282,894	87%
Infrastructure	8,816,809	7,599,436	86%
Total (City of Palmerston)	36,393,437	32,758,737	90%

- Total Operating income is \$32.7M which is 90% of the Revised Annual Budget.
- Office of the Chief Executive funding is below budget as \$779K of Federal Assistance Grant funding was received in advance in 2021-22.
- Finance & Governance is at 95% of the Revised Annual Budget is due to this year's Levied Rates, Financial services income is from Term deposit interest income and bank interest received.
- Community & Culture is at 87% of the Revised Annual Budget. \$300K is grant income received for Youth Festival and \$280K from dog registration.
- Infrastructure is at 86% of the Revised Annual Budget. Majority of the income is from the Waste charge levied at the start of the year.

Operating Expenditure

Description	Revised Annual Budget \$	YTD Actual \$	YTD Commitments \$	% YTD Actual + Committed of Annual budget
Office of the Chief Executive	1,892,283	1,178,890	25,030	69%
Deputy Chief Executive	2,347,149	1,708,492	208,089	82%
Finance and Governance	14,055,873	8,338,461	63,767	60%
Community and Culture	5,538,010	3,264,358	100,940	61%
Infrastructure	19,338,996	10,043,241	1,205,365	58%
Total (City of Palmerston)	43,172,310	24,633,443	1,603,191	61%

- Total Operating Expenditure is at 61% of the Revised Annual Budget, inclusive of commitments.
- Office of the Chief Executive is at 69% of the Revised Annual Budget. \$380K relates to My Palmerston, \$253K for Legal expenses and Elected Members expenditure is currently at \$175K which is 40% of Annual Budget, the details are provided in section **Attachment 13.2.4.1**.
- Expenditure in Finance and Governance largely relates to depreciation expense and insurance for this year.
- Community & Culture is at 61% of the Revised Annual Budget. \$344K for Youth festival & Urban jams.
- Infrastructure expenses are \$10M YTD (Excluding commitments). \$3.6M of Waste Management expenditure and other expenses coming from Waste and open space (Mowing \$417K, Vegetation management \$813K).

Capital Income

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget
Community and Culture	304,519	0	0%
Infrastructure	21,850,398	331,892	1.36%
Total (City of Palmerston)	22,154,917	331,892	1.36%

- Council receives grant income and records this as a liability until the specific performance obligations outlined in the grant agreement are met up. Once the performance obligations are met, the liability is reversed, and income is recognised in accordance with Australian Accounting Standards.
- The capital income relates to grants for various Capital Projects targeted for this year.
- The Revised Annual Budget includes \$2.6M of grant income rolled over from 2021-22 financial year as per Council decision 10/446.
- \$3.9M will likely be recognised as capital income. The recognition has not yet occurred as we are reviewing the grant agreement and accounting standards to ensure that the revenue recognition has been met. \$18.26M of this capital income relates to the following projects that Council is yet to receive and/or recognise as income:

Capital Project	Total Grant Income	Grant income received to date	Grant income yet to be received
SWELL Project	\$12.50M	\$7.5M (NTG)	\$5.0M (AG)
Zuccoli Community Hub	\$2.80M	0	\$2.80M
LRCI Phase 3 funding	\$0.82M	\$0.41M	\$0.41M
FiberSense Technology	\$0.50M	0	\$0.50M
Roads to Recovery Funds 2022/23	\$0.41M	0	\$0.41M
SWELL Secondary Space Upgrade	\$0.33M	0	\$0.33M
Other projects	\$0.90M	\$0.75M	\$0.15M
Total	\$18.26M	\$8.66M	\$9.6M

Capital Expenditure

Description	Revised Annual Budget \$	YTD Actual \$	Commitments \$	% YTD Actual + Committed of Annual budget
Community and Culture	580,713	24,367	384	4%
Infrastructure	39,011,918	8,781,707	17,914,598	68%
Total (City of Palmerston)	39,592,631	8,806,073	17,914,982	67%

- The Revised Annual Budget includes capital projects valued at \$8M rolled over from 2021-22 financial year, as per Council decision 10/446 which increased the overall capital budget for 2022-23 to \$35M.
- Capital expenditure is at 22% YTD and 67% including commitments with vast majority of the commitment relates to SWELL.

Reserves

As per the Financial Reserve Policy, Council holds the following type of reserves:

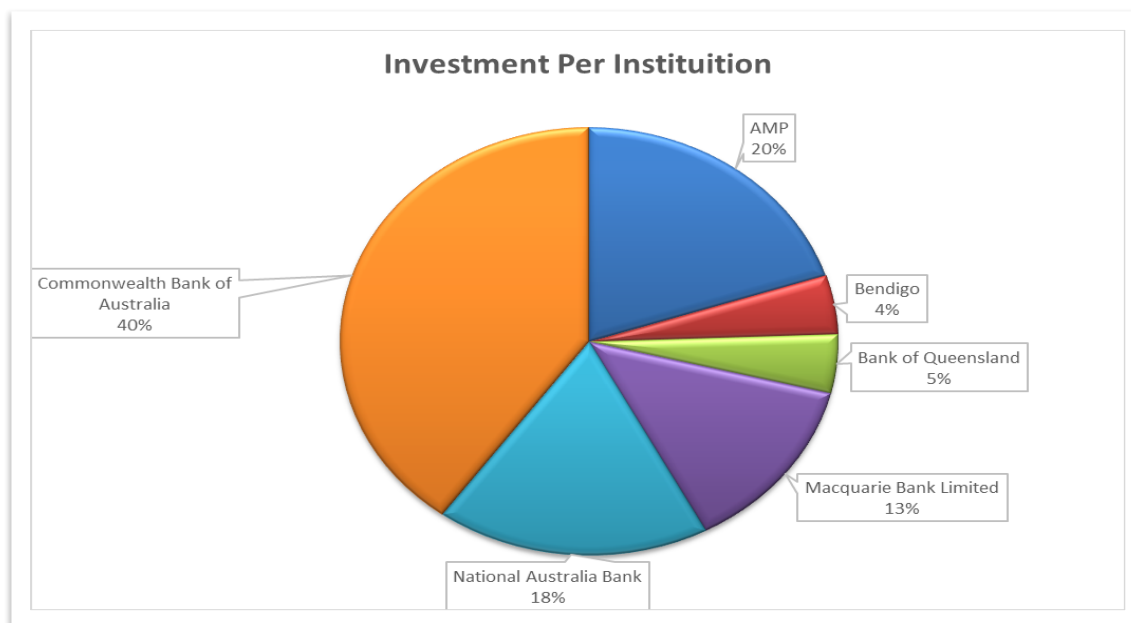
- Externally restricted reserves**- subject to legal requirements that govern the use of the funds. The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exists.
- Internally restricted reserves**- not subject to legal requirements governing the use of the funds. The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes, except for the waste management reserve. Funds in the waste management reserve cannot be used or allocated to any other purpose as it is restricted to waste management expenditure.
- Unrestricted reserve** - not subject to any legal obligations. The funds in this reserve are not currently allocated to a specific purpose.

The Reserve balance as of 28 February 2023 is \$10.7M and includes the actual reserve movements for 2021-22, breakdown of these amounts are below

RESERVES	Actuals as at February 2023	Revised Budget projected for 30 June 2023
1. Externally Restricted Reserves		
Unexpended Grants Reserve	\$779,817	\$779,817
2. Internally Restricted Reserves		
Election Expenses Reserve	\$50,000	\$50,000
Disaster Recovery Reserve	\$500,000	\$500,000
Unexpended Capital Works Reserve	\$5,414,854	Nil
Developer Funds in lieu of construction	\$2,103,712	\$828,712
Waste Management Reserve	\$2,923,900	\$2,423,900
Asset Renewal Reserve	Nil	Nil
Major Initiatives Reserve	\$1,414,866	\$914,866
3. Unrestricted Reserve		
Working Capital Reserve	\$7,196,362	\$5,208,602

2.3 Investments Management Report and Cash Balance

- The investment portfolio is compliant with Council *Investments Policy*.
- As of 28 February 2023, Council held \$22.5M in term deposits across six separate financial institutions.
- Cash held by Council in the bank as of 28 February 2023 was \$12.1M. This balance includes \$5 million of the NT Government Grant for the SWELL project.
- The breakup between institutions is below:



2.4 Debtors

- Section 2.4 – Debtor Control Accounts, as presented at **Attachment 13.2.4.1**, shows both outstanding rates and unpaid infringement notices.

Trade debtors

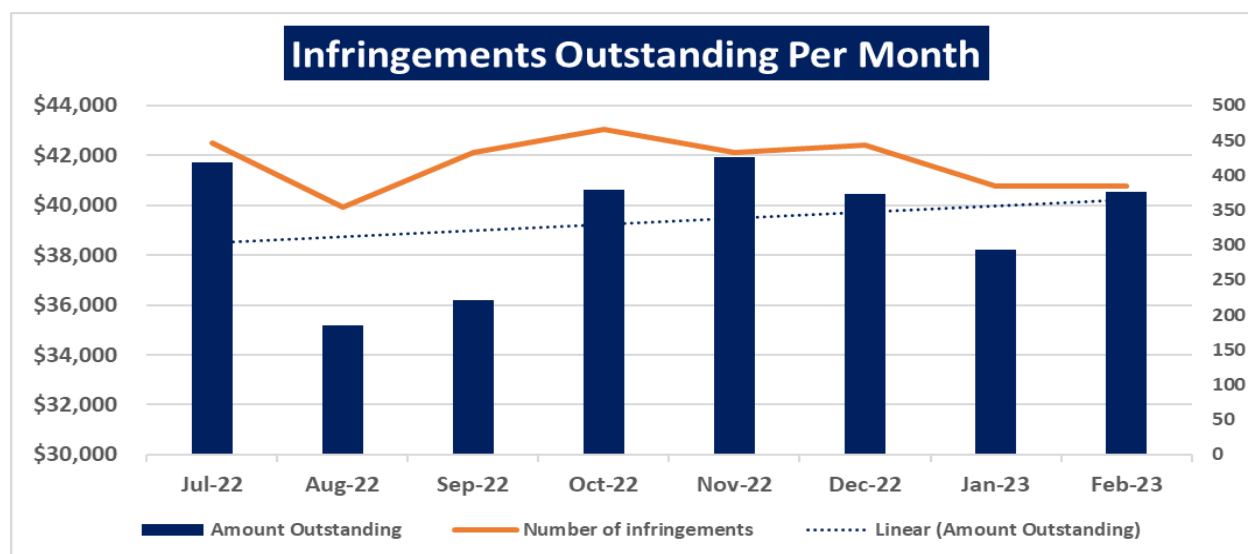
- At the time of report the debtors over 90 days related to an invoice to the Department of Planning and logistics of \$136K (incl GST) for fibersense. Payment for the invoice was received on 01 March 2023.

Rates

- Council may place an overriding statutory charge on the property where there is an outstanding rate debt owing, which gives Council priority over other registered and unregistered mortgages, charges, and encumbrances except for a previously registered overriding statutory charge. Council currently holds overriding statutory charges over all properties with overdue debt rated prior to 2017/18.
- The debtors includes \$6.2M of rates that were levied in July 2022 which remain unpaid, most of this relates to the 4th instalment which is due on 30-03-2023.

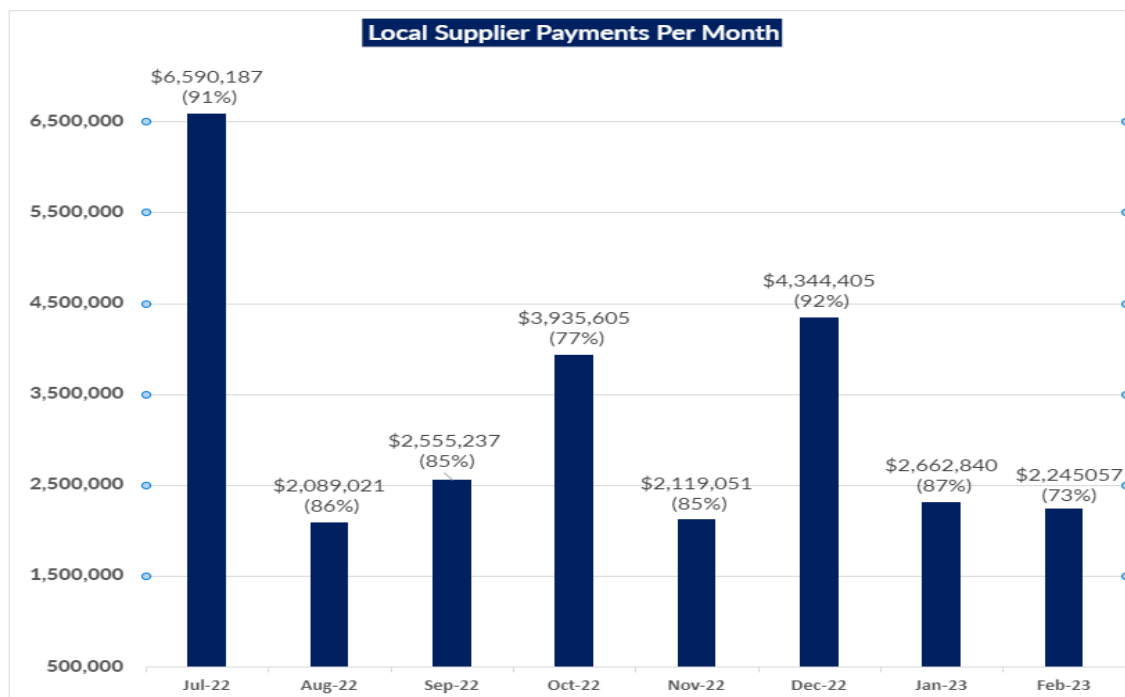
Infringements

- Infringements outstanding have Increased by 6% from January. All infringements have dropped since the last report in January 2023 except Animal Infringement. 2.4 – Debtor Control Accounts, at **Attachment 13.2.4.1** presents to council further information.



2.5 to 2.6 Trade Creditors

Trade Creditors Paid in February amounted to \$3.3M and 73% (\$2.24M) of these creditors' payments were paid to local suppliers. The Council has spent \$26.1M this financial year on local suppliers as it continues to support the growth of the local economy.



2.7 Waste Charges

- The purpose of Section 2.7 - Waste Charges in **Attachment 13.2.4.1**, is to supply a YTD overview of the Council's progress against its budgeted Waste Reserve movement.
- Council has levied \$6.9M in waste charges this year, the due dates for the charge aligns with quarterly instalments and the debtors are incorporated into the rates debts reported at above and Section 2.4 – Debtor Control Accounts
- The YTD expenses (including commitment) for the period ending 28th February 2023 is \$3.6 million which is 54% of the annual budget or 74% of YTD prorate budget.

2.8 Commercial Leases

Sections 2.8 at **Attachment 13.2.4.1** summarises the commercial leases that the council holds and the performance of the commercial leases as of 28 February 2023.

2.9 Council Loans

Council approved an internal loan for \$3.3M to fund Making the Switch in August 2018 (Council decision 9/0243), and an external loan for \$1.96M to fund the final stage of remediation works at the previous Archer Landfill site in 2018/19. The corresponding figures for both loans are shown in Section 2.10 - Council Loans of **Attachment 13.2.4.1**.

2.10 Elected Members Expenses

- Section 2.10 - Elected Member expenses summarise expenses or benefits related to Elected Members under Section 109 of the *Local Government Act 2019*. Elected Members' expenditure is currently at \$202K, of this total \$178K relates to elected members allowances.

2.11 Elected Members & CEO Credit Card Transactions

- The prescribed financial reporting format requires the credit card transactions of the Elected Members and the CEO. Elected members are not issued with corporate credit cards and there were no expenses charged on CEO's credit card for February 2023.

Tax and Insurance

- Council is compliant with payment and reporting of all tax liabilities as outlined below.
- Council has paid \$1.6M YTD in Pay as you go tax. Council pays our PAYG withholding tax to the ATO on a fortnightly basis
- The Business Activity Statement for the month ended 31 January 2023 reported as GST refund was \$241K.
- Council has all required insurances to manage the current risk exposure.

Contract Variations

In accordance with the *Local Government Act 2019* and *Local Government (General) Regulations*, a report on variations to contracts that meet the following criteria is required to be tabled to Council at the next meeting. For the month of February 2023 there were no contract variations that met the following criteria:

- varied contract is entered into after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100 000 but is less than \$150 000
- varied contract is to be entered into after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150 000
- varied contract is entered into after a tender under regulation 36 has been accepted and the total cost of supplies exceeds the original tender cost by more than 10%,

CONSULTATION PROCESS

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

- Finance Team
- Procurement Support Officer

POLICY IMPLICATIONS

Investments are compliant with the Investment Policy and Financial Reserves are compliant with the Financial Reserve Policy.

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 Fails to be sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the City.

Regulation 17(1) of the General Regulations requires the CEO each month give the council a report setting out the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability 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. Financial Management Report Feb 2023 [13.2.4.1 - 28 pages]



Financial Management Reports

February 2023

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

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February 2023

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

Certification By Chief Executive Officer

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

- ❖ The internal controls implemented by Council are appropriate; and
- ❖ The Council's Financial Report for February 2023 best reflects the financial affairs of the Council.



Luccio Franco Cercarelli
Chief Executive Officer

COUNCIL AGENDA Attachment 13.2.4.1

Section 2

Financial Results

1.2 - Executive Summary as at 28 February 2023

% of year passed 67%

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Committed \$	% Committed of Annual Budget	YTD Actual + Committed \$	% YTD Actual + Committed of Annual budget	YTD Budget	% YTD Actuals of YTD Budget
Operating Income									
Rates	24,291,464	22,994,762	95%	0	0%	22,994,762	95%	24,291,464	95%
Charge	6,818,686	6,887,676	101%	0	0%	6,887,676	101%	6,818,686	101%
Fees & Charges	926,773	679,351	73%	0	0%	679,351	73%	737,721	92%
Grants, Subsidies & Contributions	3,509,204	1,304,162	37%	0	0%	1,304,162	37%	2,065,583	63%
Interest & Investment Revenue	713,580	817,070	115%	0	0%	817,070	115%	499,480	164%
Other Income	133,730	75,760	57%	0	0%	75,760	57%	108,730	70%
Operating Income	36,393,437	32,758,781	90%	0	0%	32,758,781	90%	34,521,664	95%
Operating Expenditure									
Employee Costs	-11,228,215	-6,458,096	58%	-62,846	0.6%	-6,520,942	58%	-7,502,558	86%
Materials & Contractors	-11,045,461	-5,795,747	52%	-1,037,934	9%	-6,833,681	62%	-7,441,592	78%
Depreciation, Amortisation & Impairment	-10,792,916	-6,295,868	58%	0	0%	-6,295,868	58%	-7,195,277	88%
Elected Members Allowances	-393,511	-182,398	46%	0	0%	-182,398	46%	-264,530	69%
Elected Members Expenses	-38,550	-20,522	53%	0	0%	-20,522	53%	-27,382	75%
Professional Services	-1,434,205	-826,155	58%	-126,627	9%	-952,782	66%	-1,022,411	81%
Auditor's Remuneration	-46,080	-23,533	51%	0	0%	-23,533	51%	-23,040	102%
Bad and Doubtful Debts	0	0	0%	0	0%	0	0%	0	0%
Utilities	-2,510,190	-956,147	38%	0	0%	-956,147	38%	-1,864,228	51%
Legal Expenses	-235,700	-263,423	112%	-3,400	1%	-266,823	113%	-162,592	162%
Telephone & Other Communication Charges	-255,360	-167,344	66%	-12,390	5%	-179,734	70%	-196,598	85%
Donations, Sponsorships & Grants	-260,000	-54,904	21%	-40,100	15%	-95,004	37%	-173,333	32%
Software, Hardware, Stationery, Subscriptions	-1,290,784	-807,128	63%	-106,215	8%	-913,343	71%	-883,443	91%
Insurance	-568,318	-602,663	106%	0	0%	-602,663	106%	-378,879	159%
Borrowing Costs	-518,733	-213,869	41%	0	0%	-213,869	41%	-278,811	77%
Other Expenses	-2,554,286	-1,965,647	77%	-213,679	8%	-2,179,327	85%	-2,020,738	97%
Operating Expenditure	-43,172,310	-24,633,443	57%	-1,603,191	4%	-26,236,634	61%	-29,435,412	84%
OPERATING SURPLUS/(DEFICIT)	-6,778,872	8,125,338		-1,603,191		6,522,147		5,086,251	
Capital Income									
Net gain (loss) on disposal or revaluation of assets	120,000	73,389	61%	0	0%	73,389	61%	60,000	122%
Developer Contributions	200,000	125,523	63%	0	0%	125,523	63%	0	0%
Asset Income	1,879,000	0	0%	0	0%	0	0%	0	0%
Grants received	19,955,917	132,980	1%	0	0%	132,980	1%	0	0%
Capital Income	22,154,917	331,892	1%	0	0%	331,892	1%	60,000	553%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	15,376,045	8,457,230		-1,603,191		6,854,039		5,146,251	

COUNCIL AGENDA Attachment 13.2.4.1

Section 2

Financial Results

1.2 - Executive Summary as at 28 February 2023
% of year passed 67%

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Committed \$	% Committed of Annual Budget	YTD Actual + Committed \$	% YTD Actual + Committed of Annual budget	YTD Budget	% YTD Actuals of YTD Budget
Capital Expenditure									
Land Purchase	0	0	0%	0	0%	0	0%	0	0%
Asset Purchase	-15,324,087	-2,693,900	18%	-683,203	4%	-3,377,103	22%	0	0%
Asset Upgrade	-24,268,544	-6,112,173	25%	-17,231,780	71%	-23,343,952	96%	0	0%
Capital Expenditure	-39,592,631	-8,806,073	22%	-17,914,982	45%	-26,721,055	67%	0	0%
Less Non-Cash Expenditure	-10,792,916	-6,295,868	58%	0	0%	-6,295,868	58%	-7,195,277	88%
Plus Gifted Assets	1,879,000	0	0%	0	0%	0	0%	0	0%
NET CAPITAL SURPLUS/(DEFICIT)	-15,302,670	5,947,024		-19,518,173		-13,571,149		12,341,529	
Borrowings	6,000,000	0	0%	0	0%	0	0%	0	0%
Less Repayment of Borrowings	-374,943	-119,397	32%	0	0%	0	0%	0	0%
Reserve Movement	9,677,614	0	0%	0	0%	0	0%	0	0%
NET OPERATING SURPLUS/(DEFICIT)	0	5,827,627		-19,518,173		-13,571,149		12,341,529	



Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at

28 February 2023

% of year passed

67%

Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget
Office of the Chief Executive					
Office of the CEO	1,319,139	208,458	16%	674,118	31%
Office of the Chief Executive	1,319,139	208,458	16%	674,118	31%
Deputy Chief Executive					
Deputy Chief Executive	0	0	0%	0	0%
Finance & Governance					
Governance	50,000	0	0%	25,000	0%
Director Finance & Governance	149,205	51,948	35%	99,470	52%
Financial Services	168,420	494,992	294%	103,040	480%
Rates	24,415,664	23,121,009	95%	24,415,664	95%
Finance & Governance	24,783,288	23,667,949	95%	24,643,174	96%
Community & Culture					
Events Promotion	2,000	3,125	156%	2,000	156%
Health and Wellbeing Services	0	2,785	0%	0	0%
Library Services	700,153	648,668	93%	677,893	96%
Senior Citizens	2,048	1,050	51%	2,048	51%
Youth Services	300,000	300,000	100%	300,000	100%
Animal Management	349,000	295,352	85%	310,627	95%
Parking & Other Ranger Services	121,000	31,915	26%	103,000	31%
Community & Culture	1,474,201	1,282,894	87%	1,395,568	92%

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at

28 February 2023

% of year passed

67%

Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget
Infrastructure					
Civic Centre	151,150	106,924	71%	100,766	106%
Driver Resource Centre	3,818	0	0%	1,909	0%
Gray Community Hall	0	10,856	0%	0	0%
Director Infrastructure	100,000	2,204	2%	100,000	2%
Private Works	31,360	31,406	100%	21,301	147%
Recreation Centre	0	8,885	0%	0	0%
Roads & Transport	1,094,905	211,105	19%	322,971	65%
Subdivisional Works	100,000	58,486	58%	75,000	78%
Waste Management	6,889,416	6,946,327	101%	6,889,416	101%
Odegard Drive Investment Property	446,160	223,080	50%	297,440	75%
Durack Heights Community Centre	0	164	0%	0	0%
Infrastructure	8,816,809	7,599,436	86%	7,808,804	97%
	36,393,437	32,758,737	90%	34,521,664	95%

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at 28 February 2023

% of year passed 67%

Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Committed \$	% Committed of Annual Budget	YTD Actual + Committed \$	% YTD Actual + Committed of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget
Office of the Chief Executive									
Councillors	-432,061	-202,920	47%	0	0%	-202,920	47%	-291,912	70%
Office of the CEO	-1,460,222	-1,075,970	74%	-25,030	2%	-1,101,000	75%	-1,136,721	95%
Office of the Chief Executive	-1,892,283	-1,278,890	68%	-25,030	1%	-1,303,920	69%	-1,428,632	90%
Deputy Chief Executive									
Deputy Chief Executive Officer	-236,901	-122,415	52%	-9,091	4%	-131,506	56%	-157,934	78%
Customer Experience	-348,351	-207,297	60%	0	0%	-207,297	60%	-232,234	89%
People and Customer	-987,911	-689,133	70%	-94,813	10%	-783,945	79%	-682,046	101%
Public Relations and Communications	-773,985	-689,647	89%	-104,185	13%	-793,832	103%	-506,745	136%
Deputy Chief Executive	-2,347,149	-1,708,492	73%	-208,089	9%	-1,916,580	82%	-1,578,959	108%
Finance & Governance									
Director Finance & Governance	-530,147	-305,153	58%	-2	0%	-305,155	58%	-360,760	85%
Records Management	-360,791	-142,165	39%	-14,080	4%	-156,245	43%	-240,527	59%
Financial Services	-11,922,105	-7,027,658	59%	-46,235	0%	-7,073,893	59%	-7,936,714	89%
Rates	-75,700	-17,477	23%	-432	1%	-17,909	24%	-56,717	31%
Governance	-1,167,130	-846,008	72%	-3,018	0%	-849,026	73%	-787,253	107%
Finance & Governance	-14,055,873	-8,338,461	59%	-63,767	0%	-8,402,229	60%	-9,381,971	89%
Community & Culture									
Arts & Culture	-77,824	-44,929	58%	-2,500	3%	-47,429	61%	-62,896	71%
Community Development	-999,386	-573,536	57%	-40,100	4%	-613,636	61%	-654,260	88%
Diversity and Inclusion Activities	-38,072	-16,868	44%	-1,202	3%	-18,070	47%	-23,381	72%
Events Promotion	-605,987	-372,203	61%	-8,755	1%	-380,959	63%	-487,197	76%
Families & Children	-47,616	-14,023	29%	-800	2%	-14,823	31%	-28,974	48%
Health and Wellbeing Services	-42,496	-12,535	29%	-2,427	6%	-14,962	35%	-28,535	44%
Library Services	-1,689,908	-974,186	58%	-15,179	1%	-989,366	59%	-1,122,467	87%
Senior Citizens	-6,656	-6,094	92%	0	0%	-6,094	92%	-6,199	98%
Youth Services	-420,280	-347,271	83%	-14,889	4%	-362,160	86%	-352,398	99%
Director Community & Culture	-452,950	-264,335	58%	0	0%	-264,335	58%	-312,293	85%
Safe Communities	-20,480	-5,859	29%	-600	3%	-6,459	32%	-10,000	59%
Animal Management	-168,650	-67,578	40%	-12,363	7%	-79,941	47%	-117,954	57%
Parking & Other Ranger Services	-967,705	-564,941	58%	-2,125	0%	-567,066	59%	-650,326	87%
Community & Culture	-5,538,010	-3,264,358	59%	-100,940	2%	-3,365,298	61%	-3,856,881	85%

Section 2 Financial Results

1.3 - Budget Summary Report By Directorate as at 28 February 2023 % of year passed 67%

Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Committed \$	% Committed of Annual Budget	YTD Actual + Committed \$	% YTD Actual + Committed of Annual budget	YTD Budget	% YTD Actuals of YTD Budget
Infrastructure									
Information Technology	-1,588,218	-789,009	50%	-36,931	2%	-825,940	52%	-1,133,898	70%
Aquatic Centre	-650,927	-332,954	51%	-2,149	0%	-335,103	51%	-448,602	74%
Civic Centre	-402,931	-136,079	34%	-15,488	4%	-151,568	38%	-276,620	49%
Depot	-238,811	-102,139	43%	-2,072	1%	-104,211	44%	-160,966	63%
Driver Resource Centre	-21,292	-12,945	61%	-100	0%	-13,045	61%	-14,408	90%
Emergency Operations	-10,240	-7,548	74%	-400	4%	-7,948	78%	-7,960	95%
Gray Community Hall	-57,067	-19,739	35%	-239	0%	-19,977	35%	-38,971	51%
Director Infrastructure	-760,556	-336,014	44%	-9,800	1%	-345,814	45%	-514,341	65%
Open Space	-5,066,409	-2,931,504	58%	-606,465	12%	-3,537,968	70%	-3,459,212	85%
Private Works	-100,793	-70,880	70%	0	0%	-70,880	70%	-67,196	105%
Recreation Centre	-277,447	-98,574	36%	-16,835	6%	-115,409	42%	-204,597	48%
Roads & Transport	-1,401,570	-1,000,174	71%	-57,149	4%	-1,057,322	75%	-1,006,710	99%
Stormwater Infrastructure	-167,087	-123,491	74%	-8,322	5%	-131,813	79%	-111,391	111%
Street Lighting	-1,183,897	-398,033	34%	-9,400	1%	-407,433	34%	-796,162	50%
Subdivisional Works	-20,000	-232	1%	0	0%	-232	1%	-15,000	2%
Waste Management	-6,736,226	-3,335,661	50%	-324,393	5%	-3,660,054	54%	-4,495,704	74%
Odegaard Drive Investment Property	-131,149	-33,072	25%	-5	0%	-33,077	25%	-87,433	38%
Durack Heights Community Centre	-24,808	-19,918	80%	-2,491	10%	-22,409	90%	-16,968	117%
CBD Car Parking	-62,054	-24,557	40%	0	0%	-24,557	40%	-41,370	59%
Goyder Square	-223,056	-137,801	62%	-108,397	49%	-246,199	110%	-148,491	93%
Fleet	-214,455	-132,918	62%	-4,728	2%	-137,646	64%	-142,970	93%
Infrastructure	-19,338,996	-10,043,241	52%	-1,205,365	6%	-11,248,606	58%	-13,188,970	76%
	-43,172,310	-24,633,443	57%	-1,603,191	4%	-26,236,634	61%	-29,435,412	84%

Section 2 Financial Results

1.4 - Budget Summary Report By Directorate as at 28 February 2023
% of year passed 67%

Capital Income

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget
Office of the Chief Executive			
Office of the Chief Executive	0	0	0%
Deputy Chief Executive			
Deputy Chief Executive	0	0	0%
Finance & Governance			
Finance & Governance	0	0	0%
Community & Culture			
Library Services	194,219	0	0%
Animal Management	110,300	0	0%
Community & Culture	304,519	0	0%
Infrastructure			
Information Technology	500,000	122,980	25%
Aquatic Centre	15,156,079	0	0%
Director Infrastructure	5,485,892	0	0%
Open Space	1,251,248	0	0%
Roads & Transport	962,436	0	0%
Street Lighting	250,000	0	0%
Subdivisional Works	200,000	125,523	63%
Waste Management	274,743	10,000	4%
Durack Heights Community Centre	150,000	0	0%
Fleet	120,000	73,389	61%
Infrastructure	24,350,398	331,892	1.36%
Less Borrowings			
Loan	-2,500,000	0	0.00%
	22,154,917	331,892	1.50%

Section 2
Financial Results

1.4 - Budget Summary Report By Directorate as at 28 February 2023
% of year passed 67%

Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Committed \$	% Committed of Annual Budget	YTD Actual + Committed \$	% YTD Actual + Committed of Annual budget
Office of the Chief Executive							
Office of the Chief Executive	0	0	0.00%	0	0.00%	0	0.00%
Deputy Chief Executive							
Deputy Chief Executive	0	0	0%	0	0%	0	0%
Finance & Governance							
Finance & Governance	0	0	0.00%	0	0.00%	0	0.00%
Community & Culture							
Arts & Culture	-10,000	0	0%	0	0%	0	0
Library Services	-313,812	-3,367	1%	-384	0%	-3,751	1.20%
Director Community & Culture	-146,601	-21,000	14%	0	0%	-21,000	14.32%
Animal Management	-110,300	0	0%	0	0%	0	0
Community & Culture	-580,713	-24,367	4%	-384	0%	-24,751	4%
Infrastructure							
Information Technology	-2,395,184	-1,124,507	47%	0	0%	-1,124,507	47%
Aquatic Centre	-19,706,787	-2,854,990	14%	-17,150,960	87%	-20,005,950	101.52%
Civic Centre	-562,225	-467,483	83%	-1,650	0%	-469,133	83.44%
Depot	-19,400	-4,333	22%	0	0%	-4,333	22.34%
Driver Resource Centre	-160,000	0	0%	0	0%	0	0.00%
Gray Community Hall	-45,591	0	0%	0	0%	0	0.00%
Director Infrastructure	-5,392,760	-896,397	17%	-95,380	2%	-991,777	18.39%
Open Space	-3,113,492	-349,871	11%	-28,358	1%	-378,229	12.15%
Recreation Centre	-153,392	727	0%	0	0%	727	-0.47%
Roads & Transport	-4,295,722	-2,229,171	52%	-64,592	2%	-2,293,763	53.40%
Stormwater Infrastructure	-174,000	-3,361	2%	-57,982	33%	-61,343	35.25%
Street Lighting	-735,000	-320,200	44%	-136,379	19%	-456,579	62.12%
Subdivisional Works	0	-21,148	0%	0	0%	-21,148	0%
Waste Management	-1,474,743	-131,634	9%	-158,401	11%	-290,034	19.67%
Durack Heights Community Centre	-159,050	0	0%	-384	0%	-384	0.24%
Fleet	-624,572	-379,339	61%	-220,512	35%	-599,851	96.04%
Infrastructure	-39,011,918	-8,781,707	23%	-17,914,598	46%	-26,696,304	68%
	-39,592,631	-8,806,073	22%	-17,914,982	45%	-26,721,055	67%

Section 2 Financial Results

1.4 - Capital Expenditure & Funding

28 February 2023

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	\$26,785,660	\$3,415,906
Infrastructure (including roads, footpaths, park furniture)	\$11,355,477	\$4,980,497
Fleet	\$624,572	\$379,339
Other Assets (including furniture & office equip)	\$750,000	\$29,441
TOTAL CAPITAL EXPENDITURE	\$39,515,709	\$8,805,183
TOTAL CAPITAL EXPENDITURE FUNDED BY:		
Operating Income	\$3,969,939	\$2,341,109
Capital Grants	\$19,868,157	\$3,964,688
Transfers from Cash Reserves	\$9,677,614	\$2,499,386
Borrowings	\$6,000,000	\$0
TOTAL CAPITAL EXPENDITURE FUNDING	\$39,515,710	\$8,805,183



Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2 Financial Results

1.5 Quarterly report on Planned Major Capital works - As at 28/02/2023

Project Code	Class of Assets	Capital Project (>\$150,000 threshold)	Total Prior Year(s) Actuals \$ (A)	Revised Budget 2022	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget ** \$ (D)	% Spent	Total Yet to Spend \$ (E = D - C)	Project Status	Expected Project Completion Date
PRJ10388	Buildings	SWELL - Construction	\$ -	\$ 19,104,077	\$ 2,591,292	\$ 2,591,292	\$ 19,104,077	\$ 0	\$ 16,512,785	Commenced	Nov-23
PRJ10133	Buildings	Zuccoli Community Hub - Community Buildings	\$ 113,062	\$ 3,783,333	\$ -	\$ 113,062	\$ 3,896,395	3%	\$ 3,783,333	In Planning	Future Financial Years
PRJ10272	IT	Fiber Sense	\$ 484,816	\$ 1,615,184	\$ 1,095,066	\$ 1,579,882	\$ 2,100,000	75%	\$ 520,118	Commenced	June 2023
PRJ10277	Buildings	Zuccoli Dog Park	\$ 324,055	\$ 1,014,524	\$ 880,741	\$ 1,204,796	\$ 1,338,579	90%	\$ 133,783	Commenced	April 2023
PRJ10310	Land Improvements	Archer Waste Management Facility Upgrade	\$ 125,257	\$ 974,743	\$ 131,634	\$ 256,891	\$ 1,100,000	23%	\$ 843,109	Commenced	Future Financial Years
PRJ10142	Buildings	Dog Pound	\$ 278,291	\$ 441,605	\$ 416,704	\$ 694,995	\$ 719,896	97%	\$ 24,901	Commenced	January 2023
PRJ10280	IT	IT - ERP Review	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000	0%	\$ 600,000	In Planning	June 2023
PRJ10380	Land Improvements	Zuccoli Community Hub Pump Park	\$ -	\$ 500,000	\$ 117,208	\$ 117,208	\$ 500,000	23%	\$ 382,792	In Planning	November 2023
PRJ10385	Buildings	Archer Waste Facility Shade Structure	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000	0%	\$ 500,000	In Planning	Future Financial Years
PRJ10276	Land Improvements	Ninja Warrior Playground	\$ -	\$ 379,647	\$ 118,600	\$ 118,600	\$ 379,647	31%	\$ 261,047	Tender	June 2023
PRJ10378	Buildings	SWELL Community Room Refurbishment	\$ -	\$ 330,000	\$ -	\$ -	\$ 330,000	0%	\$ 330,000	Design	June 2023
PRJ10132	Buildings	Aquatic Centre Renewal	\$ -	\$ 295,535	\$ 19,635	\$ 19,635	\$ 295,535	7%	\$ 275,900	Design	June 2023
PRJ10263	Fleet & Equipment	Weed Harvester	\$ 60,216	\$ 180,720	\$ 180,648	\$ 240,863	\$ 240,936	100%	\$ 73	Complete	July 2022
PRJ10303	Buildings	Water Aquifer Preservation Strategy	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	\$ 200,000	In Planning	June 2023
New	Pathways	New Pathways - Turnstone Park, Bakewell	\$ -	\$ 165,000	\$ 117,208	\$ 117,208	\$ 165,000	71%	\$ 47,792	Commenced	November 2023
PRJ10219	Land Improvements	Artwork - Sculpture	\$ -	\$ 156,601	\$ 21,000	\$ 21,000	\$ 156,601	13%	\$ 135,601	In Planning	June 2023
PRJ10057	Buildings	Driver Resource Centre Upgrade	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	0%	\$ 150,000	Design	Future Financial Years
PRJ10379	Buildings	Library Bathroom Refurbishment	\$ -	\$ 150,000	\$ 3,367	\$ 3,367	\$ 150,000	2%	\$ 146,634	Design	June 2023
PRJ10384	Buildings	Durack Community Arts Centre A/C & Solar	\$ -	\$ 150,000	\$ 3,367	\$ 3,367	\$ 150,000	2%	\$ 146,634	Design	June 2023
				\$ 30,690,969	\$ 5,696,468	\$ 7,082,165	\$ 32,076,666	22%	\$ 24,994,501		

Notes

1. Revised budget for 2022 includes carry forwards where relevant
 2. Detail regarding projects to be completed in future financial years to be added in future reports
- * Completion dates have been revised since last report

Section 2 Financial Results 2.1 Reserves Schedule

	Balance	TO RESERVES						FROM RESERVES						Balance
	as at	Original	Carry Forwards & Rollovers \$	Budget Reviews			Adopted	Original	Carry Forwards & Rollovers \$	Budget Review			Adopted	as at
	1/07/2022	Budget \$		1st Review \$	2nd Review \$	3rd Review \$	Budget \$	Budget \$		1st Review \$	2nd Review \$	3rd Review \$	Budget \$	30/06/2023
Externally Restricted Reserves														
Unexpended Grants Reserve	779,817	0	0	0	0	0	0	0	0	0	0	0	0	779,817
	779,817	0	0	0	0	0	0	0	0	0	0	0	0	779,817
Internally Restricted Reserves														
Election Expenses Reserve	50,000	0	0	0	0	0	0	0	0	0	0	0	0	50,000
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	0	0	0	0	500,000
Unexpended Capital Works Reserve	5,414,854	0	0	0	0	0	0	0	5,414,854	0	0	0	5,414,854	0
Developer Funds In Lieu Of Construction	2,103,711	0	0	0	0	0	0	375,000	0	900,000	0	0	1,275,000	828,711
Waste Management Reserve	2,923,899	0	0	0	0	0	0	500,000	0	0	0	0	500,000	2,423,899
Asset Renewal Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Major Initiatives Reserve	1,414,865	0	0	0	0	0	0	0	0	500,000	0	0	500,000	914,865
	12,407,329	0	0	0	0	0	0	875,000	5,414,854	1,400,000	0	0	7,689,854	4,717,475
Unrestricted Reserves														
Working Capital Reserve	7,196,361	0	0	0	0	0	0	1,487,760	0	500,000	0	0	1,987,760	5,208,601
	7,196,361	0	0	0	0	0	0	1,487,760	0	500,000	0	0	1,987,760	5,208,601
Total Reserve Funds*	20,383,507	0	0	0	0	0	0	2,362,760	5,414,854	1,900,000	0	0	9,677,614	10,705,893


 Approved by:
 Executive Manager - Finance & Economics
 Christopher Kimani

Section 2 Financial Results

2.2 - Balance Sheet

28 February 2023

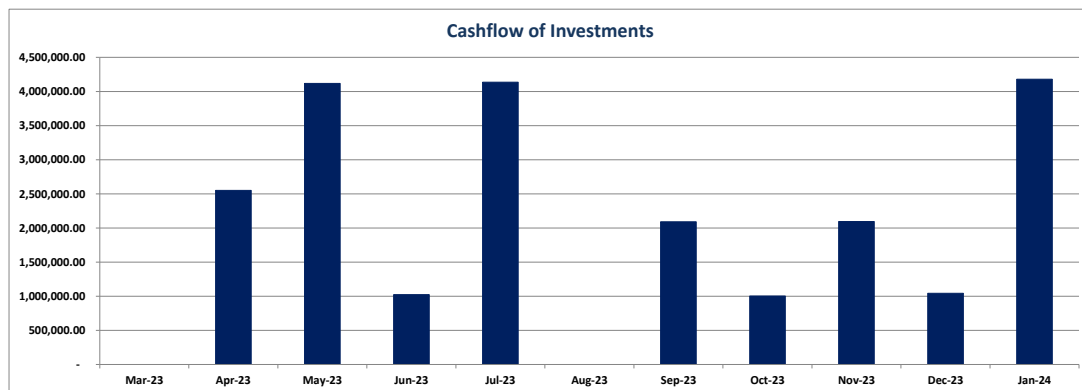
Balance Sheet	YTD	Notes
Assets		
Current Assets:		
Cash & cash equivalents	224,734	Refer to Note (Investment and Cash in report)
Tied Funds	5,000,000	
Untied Funds	6,862,091	
Investments		Refer to Note (Investment and Cash in report)
Tied Funds	17,008,836	
Untied Funds	5,504,229	
Receivables	7,310,751	Refer to Note (Trade Debtors & Creditors in report)
Other	-	
TOTAL CURRENT ASSETS	41,910,641	
Non-Current Assets:		
Infrastructure, property, plant & equipment	565,675,257	
Investment property	5,700,000	
Work in progress	2,207,075	
TOTAL NON-CURRENT ASSETS	573,582,331	
TOTAL ASSETS	615,492,973	
Liabilities		
Current Liabilities:		
Payables	7,448,434	Refer to Note (Trade Debtors & Creditors in report)
Unearned Grant Income (AASB1058)	12,835,729	
Borrowings	1,156,400	
Provisions	1,399,970	
TOTAL CURRENT LIABILITIES	22,840,533	
Non-Current Liabilities:		
Payables	-	
Borrowings	-	
Provisions	1,695,101	
TOTAL NON-CURRENT LIABILITIES	1,695,101	
TOTAL LIABILITIES	24,535,634	
NET ASSETS	590,957,339	
Equity		
Accumulated Surplus	217,442,282	
Net Reserves	5,197,648	
Revaluation reserves	368,317,409	
Council equity interest	590,957,339	
TOTAL EQUITY	590,957,339	

Section 2 Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 28/02/2023

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%			\$ 6.79	0.00%
AMP	S&P A2	\$ 1,000,000.00	4.30%	January 25, 2024	331	\$ 4,504,228.77	20.01%
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	345		
AMP	S&P A2	\$ 1,504,228.77	1.95%	April 5, 2023	36		
AMP	S&P A2	\$ 1,000,000.00	4.60%	November 23, 2023	268		
Bank of Queensland	S&P A2	\$ 1,001,687.67	4.25%	December 6, 2023	281	\$ 1,001,687.67	4.45%
Bendigo	S&P A2	\$ 1,000,000.00	1.95%	April 19, 2023	50	\$1,000,000.00	4.44%
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	3.20%	June 19, 2023	111	\$ 3,003,643.84	13.34%
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	0.40%	October 19, 2023	233		
Macquarie Bank Limited	S&P A1	\$ 1,003,643.84	4.31%	November 9, 2023	254		
National Australia Bank	S&P A1+	\$ 1,500,000.00	4.35%	January 25, 2024	331	\$ 4,003,498.09	17.78%
National Australia Bank	S&P A1+	\$ 1,000,000.00	2.81%	May 31, 2023	92		
National Australia Bank	S&P A1+	\$ 1,503,498.09	4.55%	January 11, 2024	317		
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	2.94%	May 24, 2023	85	\$ 9,000,000.00	39.98%
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.34%	July 5, 2023	127		
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.36%	July 19, 2023	141		
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.56%	September 27, 2023	211		
TOTAL SHORT TERM INVESTMENT		\$ 22,513,065.16	Average Days to Maturity		134	100.00%	
% OF TOTAL INVESTMENT PORTFOLIO	A1 & A1+ (max 100%)	71.1%	A2 (max 60%)	28.9%	A3 (max 40%)	0%	100%
Weighted Average Rate	2.83%	BBSW 90 Day Rate Benchmark			3.2684%		
GENERAL BANK FUNDS		\$ 12,086,824.88	Total Year To Date Budget Investment		-\$ 50,000.00		
TOTAL ALL FUNDS		\$ 34,599,890.04	Total Year to Date Investment Earnings		-\$ 313,458.57		



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 3.1%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,700,000	\$ 223,080	\$ 32,448	\$ 190,632	117,639

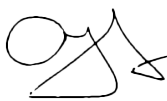
Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2 Financial Results 28 February 2023

2.4 Debtor Control Accounts

SUNDRY DEBTORS:							
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS & Over		
	831,620.71	657,228.45	425.00	320.00	173,647.26		
	100%	79.03%	0.05%	0.04%	21%		
RATES:							
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME				
Feb-23	\$6,205,302	\$960,217	18.24%				
Feb-22	\$2,101,473	\$696,864	6.69%				
TOTAL OVERDUE BY YEAR AND NUMBER OF PROPERTIES	2023	2022	2021	2020	2019	2018	2017
Year	Charged in 2022/2023	Charged in 2021/2022	Charged in 2020/2021	Charged in 2019/2020	Charged in 2018/2019	Charged in 2017/2018	Charged in 2016/2017
Overdue Amount	\$5,250,928	\$571,755	\$225,137	\$99,039	\$43,652	\$7,666	\$3,610
Cumulative Number Of Properties	11192	399	160	56	29	7	3
INFRINGEMENTS:							
			2022/23	2021/22	2020/21	2019/20	2018/19
Animal Infringements		31,619	16,380	11,594	3,645	0	0
Public Places		2,267	1,052	1,215	0	0	0
Parking Infringements		6,647	1,322	2,165	540	2,580	40
Litter Infringements		0	0	0	0	0	0
Signs		0	0	0	0	0	0
Other Law and Order		0	0	0	0	0	0
Net Balance on Infringement Debts			40,533.00	18,754.00	14,974.00	4,185.00	2,580.00
			100%	46%	37%	10%	6%
Nmber of Infringments			384.00	125.00	131.00	55.00	72.00

Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

SECTION 2		
Financial Results		
2.5 Creditor Accounts Outstanding February 2023		
Creditor No.	Creditor Name	Amount \$
2186	Optus Billing Services Pty Ltd	\$ 540.00
2336	Flick Anticimex Pty Ltd	\$ 3,027.30
256	The Bookshop Darwin	\$ 163.75
2977	Optic Security Group NT	\$ 7,516.59
3189	Seek Limited	\$ 412.50
337	Mirrors Robes & Showerscreens Pty Ltd	\$ 1,364.00
4065	Southern Cross Protection Pty Ltd	\$ 3,758.44
5036	Dormakaba Aust P/L T/as Territory Door Services	\$ 253.00
5104	JLM Contracting Services Pty Ltd	\$ 31,664.16
54	Powerwater	\$ 4,947.11
5640	Think Water Winnellie & Virginia	\$ (458.90)
87	Industrial Power Sweeping Services Pty	\$ 990.00
V00228	Outback Tree Service	\$ 2,420.00
V00318	QuickSuper Clearing House	\$ 72,874.93
V00582	Ezko Property Services (Aust) Pty Ltd	\$ 15,780.74
V00773	Akron Group NT Pty Ltd	\$ 15,601.59
V00939	Defend Fire Services Pty Ltd	\$ 330.17
V01009	Australian Parking and Revenue Control Pty Limited	\$ 5,202.46
V01118	Wilson Security Pty Ltd	\$ 5,293.00
V01537	Ben's Tree Service Pty Ltd	\$ 385.00
V01789	Next Energy Lighting Pty Ltd	\$ 47,949.30
V01849	Stadium Sports Surfaces SA/NT Pty Ltd	\$ 8,749.40
V02167	Sanity Music Stores Pty Ltd	\$ 321.89
V02312	Harris Kmon Solutions Pty Ltd	\$ 20,834.00
V02545	Amazon Web Services Inc	\$ 4.99
V02563	Amcom Pty Ltd Acc no 68842	\$ 3,187.33
V02785	Kerrin Knight	\$ 1,790.46
V03073	Programmed Property Services	\$ 54,287.85
V03973	AANT Salary Packaging	\$ 3,071.03
V03992	Booktopia Pty Ltd	\$ 17.50
V04180	Australian Vietnamese Family Association Inc	\$ (2,000.00)
V04349	Peter Kuhn	\$ 3,049.56
V04380	Natalie Bell	\$ 250.00
V04431	Jordan Hobbs	\$ 1,100.00
Total		\$ 314,679.15
<p>1 *Think Water Awaiting credit note to apply to future invoice</p> <p>2 * Australian Vietnames Family Association Inc has been paid now as off 10.03.2023</p>		
 <p>Approved by: Executive Manager - Finance & Economics Christopher Kimani</p>		

SECTION 2

Financial Results

		2.6 - Creditor Accounts Paid	February 2023
	Creditor Name	Creditor Payment Type	Amount \$
2	Australian Taxation Office - PAYG	General Creditors	264,573.58
18	Integrated Land Information System	General Creditors	58.80
35	WINC Australia Pty Limited	General Creditors	428.67
53	Eggins Electrical	General Creditors	1,848.00
54	Powerwater	Utilities	19,685.40
90	Local Government Association of the NT (LGANT)	General Creditors	1,650.00
185	Bridge Toyota	General Creditors	351.73
253	Territory FM 104.1 Darwin - CDU	General Creditors	1,108.80
256	The Bookshop Darwin	General Creditors	572.18
272	City Wreckers	General Creditors	924.00
337	Mirrors Robes & Showerscreens Pty Ltd	General Creditors	580.00
353	Otis	General Creditors	3,272.50
433	Arafura Wind Ensemble Inc.	General Creditors	1,200.00
639	Cleanaway Pty Ltd.	General Creditors	167,471.41
938	Nightcliff Electrical	General Creditors	4,015.01
1470	Local Government Professionals Australia	General Creditors	5,350.00
2064	Larrakia Nation Aboriginal Corporation	General Creditors	3,352.00
2085	Local Government Professionals Australia NT	General Creditors	5,350.00
2103	Australia Day Council NT Inc (Darwin)	General Creditors	370.00
2186	Optus Billing Services Pty Ltd	General Creditors	570.00
2199	SBA Office National	General Creditors	4,564.19
2394	Pola Seal Pty Ltd	General Creditors	220.00
2587	Top End RACE	General Creditors	7,339.53
2915	Territory Uniforms	General Creditors	164.00
2965	KIK FM Pty Ltd	General Creditors	7,700.00
2977	Optic Security Group NT	General Creditors	3,028.01
3189	Seek Limited	General Creditors	3,179.00
3313	Zip Print	General Creditors	286.00
3438	NT Shade & Canvas Pty Ltd	General Creditors	132,484.00
3504	Raeco International Pty Ltd	General Creditors	764.06
3683	Area9 IT Solutions	General Creditors	1,969.00
3936	Arafura Tree Services and Consulting	General Creditors	25,113.00
4007	The Ark Animal Hospital Pty Ltd	General Creditors	3,147.58
4065	Southern Cross Protection Pty Ltd	General Creditors	2,733.06
4398	Quality Indoor Plants Hire	General Creditors	1,105.05
4528	Miranda's Armed Security Officers Pty	General Creditors	1,457.50
4538	Byrne Consultants	General Creditors	94,402.00
4561	Bendesigns	General Creditors	1,195.70
4605	Top End Windscreens and Tinting Pty Ltd	MyPalmerston	30.00
4679	iSentia Pty Ltd	General Creditors	916.30
4731	Yeni Redding	General Creditors	3,690.50
4977	Masterplan	General Creditors	3,597.00
5036	Dormakaba Aust P/L T/as Territory Door Services	General Creditors	1,101.24
5104	JLM Contracting Services Pty Ltd	General Creditors	115,119.55
5163	Lindsay & Linda Masters - Eclipse	General Creditors	600.00
5315	Adamant Property Services Pty Ltd	General Creditors	468.33
5357	Amiable Communications - Amy	General Creditors	880.00
5387	Odd Job Bob - Darren John Fillmore	General Creditors	385.00
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	10,769.18
5525	Easyweb Digital Pty Ltd	General Creditors	32,384.88

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Financial Results

		2.6 - Creditor Accounts Paid	February 2023
Creditor Name	Creditor Payment Type	Amount \$	
5676 Royal Wolf Trading Australia Pty Ltd	General Creditors	1,221.22	
V00122 Exeloo Pty Ltd	General Creditors	209.42	
V00125 Planning Institute Australia	General Creditors	360.00	
V00157 McArthur Management Services (Vic) P/L	General Creditors	16,044.60	
V00164 1spatial Australia Pty Limited	General Creditors	4,818.00	
V00228 Outback Tree Service	General Creditors	33,748.00	
V00246 Cohera-Tech Pty Ltd	General Creditors	415.00	
V00295 Jacana Energy	Utilities	40,405.64	
V00318 QuickSuper Clearing House	Superannuation	69,264.87	
V00368 iWater NT Pty Ltd	General Creditors	9,196.00	
V00443 Forecast Machinery	General Creditors	1,163.81	
V00474 Lane Communications	General Creditors	5,354.70	
V00487 Flowers by Elise	General Creditors	420.00	
V00542 Industry Health Solutions	General Creditors	627.00	
V00555 Rydges Palmerston	General Creditors	300.00	
V00582 Ezko Property Services (Aust) Pty Ltd	General Creditors	605.00	
V00599 Athina Pascoe-Bell	Elected Members	9,401.99	
V00605 Cross Cultural Consultants	General Creditors	3,930.00	
V00682 Leigh Dyson Plumbing	General Creditors	4,378.00	
V00773 Akron Group NT Pty Ltd	General Creditors	1,676.86	
V00939 Defend Fire Services Pty Ltd	General Creditors	1,757.15	
V00971 Go Transit Media Group Pty Limited	General Creditors	471.43	
V00986 Jaclyn Carter and Lucas Patterson	Grants, Sponsorships, Donations & Prizes	250.00	
V00994 Frangipani Farm	General Creditors	120.00	
V01194 Hire A Hubby Darwin	General Creditors	3,119.50	
V01234 Mulga Security	General Creditors	804.32	
V01321 Daniel Driscoll	Refunds & Reimbursements	94.50	
V01397 RSPCA Darwin	General Creditors	1,513.00	
V01420 CENTRELINK (PAYROLL)	General Creditors	1,948.62	
V01486 Brainium Labs Pty Ltd	General Creditors	4,500.00	
V01537 Ben's Tree Service Pty Ltd	General Creditors	1,925.00	
V01569 Benjamin Giesecke	Elected Members	1,895.04	
V01570 Sarah Louise Henderson	Elected Members	2,139.35	
V01572 Lucy Morrison	Elected Members	3,904.77	
V01573 Amber Garden	Elected Members	1,895.04	
V01579 Damian Hale	Elected Members	1,828.38	
V01584 Salary Packaging Australia	General Creditors	4,122.28	
V01585 Creative Accomplice Pty Ltd	General Creditors	1,430.00	
V01643 KPMG	General Creditors	20,057.51	
V01694 NT Advertising and Distribution	General Creditors	7,854.00	
V01732 Forrest PR	General Creditors	2,500.00	
V01748 FE Technologies Pty Ltd	General Creditors	11,924.00	
V01801 Pumptech NT	General Creditors	24,420.00	
V01810 Jacana Energy - Payroll Deductions	General Creditors	420.00	
V01860 Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	20,260.00	
V01904 Veolia Environmental Service (Australia) Pty Ltd	General Creditors	146,702.02	
V01936 Arjays Sales & Services Pty Ltd	General Creditors	12,216.99	
V01958 Ross Kourounis T/A Rossi Architects	General Creditors	4,807.00	
V01980 Vivi Clark	Refunds & Reimbursements	125.00	
V01990 NC Electrical & Air Conditioning Pty Ltd	General Creditors	10,460.99	

SECTION 2

Financial Results

2.6 - Creditor Accounts Paid February 2023		
Creditor Name	Creditor Payment Type	Amount \$
V02068 Admedia Australia Pty Ltd	General Creditors	154.00
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	8,312.74
V02167 Sanity Music Stores Pty Ltd	General Creditors	835.79
V02227 The Landmark	MyPalmerston	3,327.50
V02229 Studio B Designs	General Creditors	2,002.00
V02250 Northern Territory Chamber of Commerce	General Creditors	5,995.00
V02312 Harris Kmon Solutions Pty Ltd	General Creditors	(5,764.00)
V02432 E3 Pro Pty Ltd	General Creditors	16,500.00
V02509 Harbour Software Pty Ltd	General Creditors	20,413.80
V03008 Janine Honner	Refunds & Reimbursements	50.00
V03037 KWPX Pty Ltd	General Creditors	4,782.12
V03048 Origin Kebabs	MyPalmerston	16,142.50
V03073 Programmed Property Services	General Creditors	253,482.95
V03102 Good Times Bar & Grill	MyPalmerston	5,172.50
V03114 Lip's Cafe	MyPalmerston	1,387.50
V03176 FUJIFILM Business Innovation Australia Pty Ltd	General Creditors	4,119.50
V03188 Tabassums Salon	MyPalmerston	685.00
V03222 Matrix on Board Training Pty Ltd	General Creditors	1,760.00
V03223 Solar Energy Management Group Australia Pty Ltd	General Creditors	11,457.16
V03262 WOW Wipes	General Creditors	168.58
V03282 WSP Australia Pty Limited	General Creditors	2,603.15
V03292 Blume Designs	General Creditors	2,640.00
V03298 QEC Distribution (Aust)	General Creditors	1,241.95
V03503 Macondo Colombian Dance Group - Angela Rueda	General Creditors	350.00
V03553 Fiber Sense Operations Pty Ltd	General Creditors	281,103.90
V03556 Belgravia Health & Leisure Group Pty Ltd	General Creditors	97,449.27
V03596 Zesty Productions	General Creditors	655.00
V03614 Sew & Tell NT	General Creditors	42.00
V03648 Mark Fraser	Elected Members	2,055.04
V03651 Danielle Eveleigh: (Main Account - BankSA)	Elected Members	1,495.04
V03652 Danielle Eveleigh (\$400 Only - Bendigo Bank)	Elected Members	400.00
V03685 Peel Valentine Whitehead Partners Pty Ltd	General Creditors	4,950.00
V03698 Dreamtech Audio Visual Pty Ltd	General Creditors	4,008.40
V03776 Business Fuel Cards Pty Ltd	General Creditors	5,574.17
V03834 Tabellarius Pty LTd TA Pack & Send	General Creditors	240.00
V03850 Nutrien Ag Solutions	General Creditors	900.02
V03871 NICE N EC Pty Ltd	MyPalmerston	847.50
V03893 Acacia Land Management Pty Ltd	General Creditors	360.00
V03923 Anna Thomson	General Creditors	317.85
V03971 Darwin Catering Company	General Creditors	1,231.00
V03973 AANT Salary Packaging	General Creditors	6,142.06
V03990 Ecotreat Solutions NT	General Creditors	2,703.88
V03992 Booktopia Pty Ltd	General Creditors	294.10
V03999 Scott Gooding	General Creditors	442.00
V04027 Nicks Cuisine Catering	General Creditors	4,329.60
V04180 Australian Vietnamese Family Association Inc	Refunds & Reimbursements	2,125.00
V04212 Last Minute Productions Pty Ltd	General Creditors	660.00
V04216 Flametree Yoga Studio	General Creditors	500.00
V04243 All in One Maintenance and Repair	General Creditors	1,023.00
V04263 Jinrong Lin	Refunds & Reimbursements	125.00

SECTION 2


Financial Results

2.6 - Creditor Accounts Paid February 2023		
Creditor Name	Creditor Payment Type	Amount \$
V04294 Dream Impact Inspire Youth	General Creditors	1,200.00
V04296 Shane Dighton	Refunds & Reimbursements	50.00
V04300 Morgan Krause	Refunds & Reimbursements	76.00
V04317 Randstad Pty Ltd	General Creditors	11,487.56
V04333 EYEJACK PTY LTD	General Creditors	5,225.00
V04337 GAP Education Services	General Creditors	300.00
V04343 Jaytex Construction	General Creditors	773,284.99
V04349 Peter Kuhn	General Creditors	3,444.00
V04381 Telstra Limited	General Creditors	10,708.57
V04395 Cameron Codell Wilson	Refunds & Reimbursements	150.00
V04396 Apnic Pty Ltd	General Creditors	1,298.00
V04398 Jessica McHardy	Refunds & Reimbursements	63.00
V04399 Priya Wickremasena	Refunds & Reimbursements	125.00
V04400 Fitri Santosa	Refunds & Reimbursements	125.00
V04401 Sarah Hosszu	Refunds & Reimbursements	125.00
V04402 Kevin McMahon	Refunds & Reimbursements	50.00
V04403 Leeanne Perrett	Refunds & Reimbursements	50.00
V04405 Rural Mulching Solutions NT	General Creditors	1,650.00
V04406 Jonathan Howard	Refunds & Reimbursements	50.00
V04409 Russell Adams	Refunds & Reimbursements	50.00
V04410 Marvielyn Martin	Refunds & Reimbursements	125.00
V04411 Melewal Doyle	Refunds & Reimbursements	125.00
V04412 Oroehirie Erhirhie	Refunds & Reimbursements	125.00
V04413 Mayciel Flores	Refunds & Reimbursements	125.00
V04414 Dirk Dunser and Deborah Coulton	Refunds & Reimbursements	700.00
V04415 Tina Creber	Refunds & Reimbursements	28.00
V04416 Sam Perera	Refunds & Reimbursements	50.00
V04417 Ramesh Kambala	Refunds & Reimbursements	125.00
V04418 Mary Wellington	Refunds & Reimbursements	125.00
V04419 Robert Haakmeester	Refunds & Reimbursements	125.00
V04420 Aimee Raye	Refunds & Reimbursements	125.00
V04421 Rachelle Reyes	Refunds & Reimbursements	125.00
V04422 Taiwanese Community of the Northern Territory	Refunds & Reimbursements	1,375.00
V04423 Deborah Hussein	Refunds & Reimbursements	125.00
V04424 Amy Stripling	Grants, Sponsorships, Donations & Prizes	250.00
V04425 Rose Rai Rajbhandari	Grants, Sponsorships, Donations & Prizes	250.00
V04429 Daniel Van Emmerik	Refunds & Reimbursements	60.00
V04430 Gary Flamerty	Refunds & Reimbursements	60.00
		3,033,860.43
Percentage of this month's payments made to local suppliers (excludes investments placed)		73%

SECTION 2

Financial Results

2.6 - Creditor Accounts Paid February 2023

Creditor Name	Creditor Payment Type	Amount \$
 _____ Approved by: Executive Manager - Finance & Economics Christopher Kimani		

Section 2
Financial Results

2.7 - Waste Charges as at 28 February 2023

Waste Management

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	Commitment \$	% Committed of Annual Budget	YTD Actuals + Commitments \$	% YTD Actual + Committed of Annual budget	YTD Budget	% YTD Actuals of YTD Budget
Income									
Rates & Charges	6,818,686	6,887,676	101%	0	0%	6,887,676	101%	6,818,686	101%
Other Revenue	70,730	58,650	83%	0	0%	58,650	83%	70,730	83%
Income	6,889,416	6,946,327	101%	0	0%	6,946,327	101%	6,889,416	101%
Operating Expenditure									
Employee Costs	-640,533	-320,267	50%	0	0%	-320,267	50%	-427,022	75%
Professional Services	-41,480	-1,012	2%	-4,868	12%	-5,880	14%	-27,653	4%
Educational Resources	-50,000	-2,094	4%	-115	0%	-2,209	4%	-33,333	6%
Grants / Donations/Contributions Paid	-30,000	-1,710	6%	0	0%	-1,710	6%	-20,000	9%
Utilities	-12,000	-1,484	12%	0	0%	-1,484	12%	-9,377	16%
Street Sweeping	-332,000	-178,028	54%	-148,500	45%	-326,528	98%	-221,333	80%
Litter Collection	-588,000	-402,758	68%	-156,151	27%	-558,909	95%	-392,725	103%
Domestic Bin Collection	-2,192,668	-989,936	45%	0	0%	-989,936	45%	-1,461,779	68%
Kerb Side Collections	-226,797	-257,590	114%	0	0%	-257,590	114%	-151,198	170%
Tip Recharge Domestic Bin collection	-924,371	-494,922	54%	0	0%	-494,922	54%	-616,247	80%
Transfer Station	-1,299,851	-470,721	36%	-14,759	1%	-485,480	37%	-866,567	54%
Loan Repayments	-33,423	-17,790	53%	0	0%	-17,790	53%	-25,067	71%
Tip Recharge Transfer Station	-365,103	-197,350	54%	0	0%	-197,350	54%	-243,402	81%
Operating Expenditure	-6,736,226	-3,335,661	50%	-324,393	5%	-3,660,054	54%	-4,495,704	74%
Capital Expenditure									
Reserve Funded Capital Works	-274,743	-131,634	48%	-158,401	58%	-290,034	106%	-974,743	13.50%
Capital Expenditure	-274,743	-131,634	48%	-158,401	58%	-290,034	106%	-974,743	14%
Borrowings									
Repayments - Archer Loan Principal	374,943	0	0%	0	0%	0	0%	0	
Borrowings	374,943	0	0%	0	0%	0	0%	0	0.00%
Profit/(Loss)	253,390	3,479,032		-482,793		2,996,239		1,418,969	



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Executive Manager - Finance & Economics
Christopher Kimani

Section 2

Financial Results

2.8 - Commercial Leases as at 28 February 2023

Commercial Leases

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	Commitment \$	% Committed of Annual Budget	Total YTD Actuals + Commitments \$	% YTD Actual + Committed	YTD Budget	% YTD Actuals of YTD Budget
Income									
Library Services	33,388	17,862	53%	0	0%	17,862	53%	25,041	71%
Director Finance & Governance	69,205	51,948	75%	0	0%	51,948	75%	46,136	113%
Civic Centre	151,150	106,924	71%	0	0%	106,924	71%	100,766	106%
Income	253,742	176,733	70%	0	0%	176,733	70%	171,944	103%
Expenditure									
Director Finance & Governance	-12,463	-13,069	105%	0	0%	-13,069	105%	46,136	-28%
Expenditure	-12,463	-13,069	105%	0	0%	-13,069	105%	46,136	-28%
Profit/(Loss)	241,279	163,664		0		163,664		218,080	

Library Services includes lease held by The Nook

Civic Centre includes the lease held by Adult Mental Health

Director Finance & Governance includes the leases held by Peter McGrath and Palmerston Re-Engagement Centre

McGees Management Fees charged to Director Finance & Governance each month



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Section 2 Financial Results

2.9 - Council Loans 28 February 2023

Internal Loan - Making the Switch Balances	
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)
Loan Balance at 1/07/2022	2,502,385

Internal Loan - Making the Switch					
Principal as of 1/7/2022	Principal Loan Repayments for 2022/23	Principal Loan Repayments YTD	Interest for 2022/23	Interest YTD	Loan balance as of 30/06/2023
2,502,385	330,299	164,080	61,859	31,999	2,172,086
	330,299	164,080	61,859	31,999	2,172,086

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	
Loan from NAB	1,960,000
Total Loan Amount	1,960,000
Repayments 2019/20	(221,414)
Repayments 2020/21	(228,285)
Repayments 2021/22	(234,504)
Loan Balance at 1/07/2022	1,275,797

External Loan - Archer Landfill Rehabilitation					
Principal as of 1/7/2022	Principal Loan Repayment For 2022/2023	Principal Loan Repayments YTD	Interest for 2022/2023	Interest YTD	Loan balance as of 30/06/2023
1,275,797	374,943	119,397	25,067	17,790	900,854

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.



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Christopher Kimani

Section 2

Financial Results

2.10 - Elected Member Expenses 28 February 2023

Elected Members

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	Commitment \$	% Committed of Annual Budget	YTD Actuals + Commitments \$	% YTD Actual + Committed of Annual budget	YTD Budget	% YTD Actuals of YTD Budget
Operating Expenditure									
Mayoral Allowance	-87,636	-51,622	58.90%	0	0.00%	-51,622	58.90%	-58,424	88%
Mayoral Electoral Allowance	-23,066	-13,586	58.90%	0	0.00%	-13,586	58.90%	-15,377	88%
Mayoral Professional Dev Allowance	-3,753	-2,578	68.68%	0	0.00%	-2,578	68.68%	-2,502	103%
Deputy Mayoral Allowance	-32,405	-12,518	38.63%	0	0.00%	-12,518	38.63%	-21,603	58%
Deputy Mayoral Electoral Allowance	-5,768	-2,228	38.62%	0	0.00%	-2,228	38.62%	-3,845	58%
Elected Members Allowances	-94,570	-62,493	66.08%	0	0.00%	-62,493	66.08%	-63,047	99%
Elected Members Electoral Allowance	-34,606	-19,703	56.93%	0	0.00%	-19,703	56.93%	-23,071	85%
Elected Members Professional Dev Allowance	-26,272	-2,690	10.24%	0	0.00%	-2,690	10.24%	-19,704	14%
Elected Members Meeting Allowance	-63,049	-5,760	9.14%	0	0.00%	-5,760	9.14%	-42,033	14%
Information Technology Capital Entitlement	-1,986	-1,200	60.42%	0	0.00%	-1,200	60.42%	-1,324	91%
Communications Entitlement	-6,400	-3,169	49.52%	0	0.00%	-3,169	49.52%	-4,267	74%
Acting Mayor Allowance	-11,000	-3,842	34.92%	0	0.00%	-3,842	34.92%	-7,333	52%
Acting Mayor Electoral Allowance	-3,000	-1,011	33.70%	0	0.00%	-1,011	33.70%	-2,000	51%
Advertising	0	-290	0%	0	0%	-290	0%	0	0%
Stationery & Office Consumables	-500	-166	33.12%	0	0.00%	-166	33.12%	-333	50%
Printing & Photocopying Costs	-2,000	-10	0.50%	0	0.00%	-10	0.50%	-1,333	1%
Subscriptions & Memberships	0	-182	0%	0	0%	-182	0%	0	0%
Furniture & Equipment expensed	-1,390	-95	6.87%	0	0.00%	-95	6.87%	-1,043	9%
Other Expenses	-7,620	-2,572	33.76%	0	0.00%	-2,572	33.76%	-5,288	49%
Food & Catering Costs	-10,752	-8,722	81.12%	0	0.00%	-8,722	81.12%	-7,168	122%
Program Running Costs	0	-45	0%	0	0%	-45	0%	0	0%
Course Seminar & Conference Registration	-10,240	-5,199	50.77%	0	0.00%	-5,199	50.77%	-7,680	68%
Air Travel	-3,000	-1,084	36.15%	0	0.00%	-1,084	36.15%	-2,250	48%
Travel Accommodation	-2,048	-790	38.60%	0	0.00%	-790	38.60%	-1,536	51%
Travel Related Costs Other	-1,000	-1,366	136.57%	0	0.00%	-1,366	136.57%	-750	182%
Operating Expenditure	-432,061	-202,920	46.97%	0	0.00%	-202,920	46.97%	-291,912	70%

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Executive Manager - Finance & Economics
Christopher Kimani

Section 2

Financial Results

2.11 - Elected Members and CEO Credit Card Transactions

28 February 2023

Cardholder Name: Luccio Cercareli
Cardholder Position: CEO
Period Feb-22

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
No Transactions for the period.			

* Elected Members are not issued with corporate credit cards .

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

14.2.1 Social Media Information Sheet and Guide for Council Members

THAT correspondence dated 15 March 2023 14.2.1 entitled Social Media Information Sheet and Guide for Council Members be received and noted.

Information sheet

Personal use of social media

Social media is a powerful communication and networking tool that has become part of our everyday life.

This information sheet is designed to assist local government council members understand their obligations when using social media.

Quick tips – think before you post and ask yourself these questions

- Could my comments cause the council, the community, residents, ratepayers or other stakeholders to lose confidence in my ability to perform my role in an impartial and professional manner?
- Are my comments consistent with how the community expects a council member to operate and behave?
- Can I share this information? You cannot share information that is confidential, or share a council decision that hasn't been publicly released by council administration.
- Could my comments damage or undermine the reputation of the council?
- Could my comments break the law? For example, do they comply with anti-discrimination legislation and laws relating to defamation?
- Would I be comfortable if the person am I commenting about read my comments?
- Would I change my comment if it was printed in a newspaper or news page on social media?
- Think and rethink before you post. Sometimes you can unintentionally say something hurtful or upsetting when you do not mean to. Consider how someone else may interpret what you say.

What is social media

Social media consists of tools such as websites and applications that allow users to create and share content and to participate in social networking. Social media may include:

- Social networks such as Yammer, Facebook, Twitter and LinkedIn.
- Media sharing networks such as YouTube, Snapchat, TikTok, Instagram, Pinterest, Vimeo and Soundcloud.
- Bookmarking and content curation networks such as Pinterest.
- Corporate networks such as SharePoint and Skype.
- Blogging networks such as WordPress and Newshub.
- Micro-blogging networks such as Twitter, Mastodon and Tumblr.
- Discussion forums such as Reddit and Whirlpool.

Personal use of social media

- Wikis such as Wikipedia.
- Online gaming networks such as World of Warcraft, Call of Duty and Fortnite.
- Sharing economy websites, such as Gumtree and Uber.

The term “post” in this guide refers to any shared or created content put on social media.

What to do if you become a victim of online bullying

- Keep evidence of the offensive or harmful content (screenshots). This may be needed for an investigation.
- Contact the social media service provider and ask them to block the offensive content.
- You could contact the person who posted the offensive content and ask them to remove it.
- Seek advice and support from someone you trust. A family member, friend, fellow council member, Chief Executive Officer (CEO) of the council or a counselling service may help you to cope with particularly difficult or ongoing concerns.
- Take a stand. If someone is being disrespectful or offensive, let them know that you find their comment / content offensive. Remember, regardless of the severity of the content to which you are responding, an offensive response by you may still constitute a breach of the law.
- If the post is from a council member then you may want to lodge a Code of Conduct complaint. Always be respectful and model behaviours that align with the Code of Conduct for council members yourself.
- Posts which are threatening or imply unlawful activity should be reported to police.

Purpose of personal and professional accounts

You may already have a number of personal social media accounts that allow you to connect with family and friends across the world. Social media can be an excellent way to stay in touch with people you may have lost contact with over the years and share your personal experiences, hobbies, and passions outside of work. Your personal account might use your real name or a nickname and have either a private profile or strict privacy settings.

A professional profile, on the other hand, is like an online resume. It can help give the public an idea of your role, provide a platform to build professional connections, and allow you to engage with the community, raise awareness about what's happening in your area, and share your professional interests or views. Your professional accounts should include your real name, position title, council / ward name, and location.

It's important to keep your personal and professional accounts separate, while treating both spaces as opportunities to present yourself in a positive light and maintain respectful and appropriate behaviour at all times. Remember that the Code of Conduct applies to both accounts and any posts, likes, shares, or interactions.

What is public and what is private

You might mistakenly assume that your social media interactions and comments are private and anonymous, especially if you have set the highest level of privacy or security settings for your accounts. However, there is no guarantee of privacy.

Personal use of social media

It is important to note that the content you create on some third-party sites is the property of the site where it is posted and may be reused in ways that you did not intend. Therefore, before posting anything on a social media site, it is crucial to understand the platform you are using, read the terms of service and user guides, and familiarize yourself with posting etiquette and cultural and behavioural norms associated with the site.

It is also important to remember that what you post online can stay there for a long time and can be shared beyond the intended audience, potentially causing damage to your reputation, another person's reputation, or your council's reputation. As a council member, it is crucial to maintain a clear distinction between your private online identity and your councillor identity.

If inappropriate comments or content become public, you will be accountable under the Code of Conduct and the *Local Government Act 2019*. Additionally, there are risks to your personal well-being, such as harassment and trolling, that you may face as a council member associated with a council or other organisations or issues.

This guide aims to provide you with information that will help you understand your behavioural obligations as a council member and support you in protecting yourself from avoidable risks.

Council members expressing personal opinion

Council members have the right to express their personal opinions in public comments. However, they are prohibited from making any statements that could be interpreted as representing the official stance of their council. To avoid any confusion, it is suggested that council members preface any personal comments regarding matters or activities related to their council with a statement similar to the following: "As a [name of council] Councillor, the views expressed here are solely my own."

It is also worth checking your council media and social media policy to make sure your posts are compliant.

Receiving works requests or community feedback

When council members use social media as part of their role, they may receive posts or comments from community members, such as requests for services, administrative inquiries, complaints, or compliments. It's important to remember that the community sees these communications as equivalent to letters or emails, and they expect a response.

However, council members are not responsible for finding answers or resolving community members' requests. That is the role of the council's administration. Council members should only receive the community member's communication and ensure that it is directed to the council's administration for action.

If council members are using social media to connect with their community, they should discuss and agree with the CEO on how to forward community requests to the council's administration for action. They should regularly review their social media and promptly forward community requests to the administration and provide information of council channels available to ensure requests or complaints are dealt with efficiently.

Council members should inform community members how their communication has been received and actioned. For example, they could say: "Thank you for contacting us. Your request has been forwarded to the [name of council] for response, and you can expect to hear back from us soon. For more information, please contact our Customer Service Team at [phone number] or [email address]."

Personal use of social media

Do's and Don'ts for using photos, videos, images and infographics

Do:

- Use relevant, engaging and high quality images or videos to draw more attention to your post.
- Ask permission from each person before taking their photo and explain the intended use of the photo.
- Ask permission to use an image or video that someone else created, even if you are pictured.
- Consider obtaining written consent to use a photo or video on your social media.
- Credit the person that took the photo or acknowledge the original source.
- Remove an image or video immediately on request.
- Request for photos of yourself to be removed from accounts if you did not give permission or feel it is no longer appropriate. Report the person if your image or video has not been removed after 48 hours.

Don't:

- Use the image or video if you don't know the creator.
- Post stock photos without a caption or giving credit to the owner.
- Use the photo or video if you did not obtain permission from every person pictured.
- Use images from the internet without double checking the terms of use.
- Take or use photos or videos where the site, event or venue explicitly prohibits photo and video.
- Use inappropriate images or videos that may embarrass yourself, another person or your council.
- Use images that go against the platform's terms and conditions, council's policies or governing legislation.

What happens if I have breached the requirements?

If you believe that you have previously posted comments or content that may breach your obligations, it is recommended that you remove (delete) the offending material as soon as possible after you become aware that the material may constitute a breach.

Legislation

Council member behaviour and activity, including when using social media for professional or personal purposes is governed by:

- *Local Government Act 2019*
 - Code of Conduct at Schedule 1
- *Local Government (General) Regulations 2021*
- *Local Government (Electoral) Regulations 2021*
- *Information Act 2002*
- *Anti-Discrimination Act 1992 (NT)*

Personal use of social media

- *Defamation Act 2006.*

Check your council's policies too as there may be specific policies which apply to communications and social media which you must comply with. For example:

- Public Relations / Media
- Election Caretaker Period.

For more information

You will find answers to the most commonly asked questions on the page below. For further queries, please contact your council staff or alternatively you can contact the Local Government Unit, Department of the Chief Minister and Cabinet via LGQuestions.CMC@nt.gov.au.

Frequently asked questions

Why can't I say what I want if I post anonymously?

Are you sure you are anonymous? You may not have identified yourself as a council member but many of us now have a digital footprint that makes it easy to find out who we are. Posting material anonymously or using a pseudonym does not guarantee your identity will stay hidden. Even if you do not identify yourself you can still be identified by someone else.

It is simply common sense to assume that anything you write or post can be linked to you and your council - whether you intend it or not.

What if I have posted after hours?

Your capacity to affect the reputation of your council does not stop when you leave the council chamber. The comments you make at any time can make people question your ability to be impartial, respectful and professional when you are acting as a council member.

The community expects council members to uphold the Code of Conduct behaviours at all times.

What if I posted material from my private computer/tablet/phone?

Posting material from your private equipment means that you do not have to worry about whether or not you've properly used the council information and communication technology (ICT) resources provided to council members. It does not; however, affect whether what you've said is acceptable or not. In the same way that posting material after hours will not always protect you, neither will using your own equipment.

Having said that, remember that any material posted or sent from ICT devices provided by your council may be accessed by the council. This right to access any material received or created by you when performing your duties as a council member is established in law through the council's obligations under the following legislation:

- *Local Government Act 2019*
- *Information Act 2002*
- *Anti-Discrimination Act 1992 (NT)*
- *Defamation Act 2006.*

Use of your council's ICT equipment must be in line with your council's policies and procedures.

What about my right to freedom of speech?

The common law recognises an individual right to freedom of expression and the Australian Constitution contains a right to freedom of political communication. For council members, these rights are subject to limitations imposed by the council's policies.

Why can't I rely on privacy settings on my social media platforms?

It is prudent to restrict the publication of your comments to those people who you actually want to see the comments.

You can set the privacy settings as high as you like. But it is not a complete protection, and it is a bad idea to rely on it. It will not stop another person deciding that something you wrote is particularly funny or insightful, taking a screenshot, and making it available for everyone to see.

Personal use of social media

What about 'liking', sharing and reposting?

If you 'like' something on a social media platform, it will generally be taken to be an endorsement of that material as though you had created that material yourself.

'Sharing' a post has much the same effect. If, however, you are sharing something because you disagree with it and want to draw it to someone else's attention, make sure that you make that clear at the time in a way that does not breach the Code of Conduct. It may not be enough to select the 'angry face' icon, especially if you are one of thousands that have done so.

If my social media pages are locked to friends only but one of my friends reposts one of my posts, could this be a breach?

Yes. The breach occurs at the time you made your post. The fact that one of your friends chose to repost it does not create the breach, it just makes it easier to identify.

Public comment includes anything that you say in public or which ends up in public. This can include something you have said or written to one person. If your comment has an audience, or a recipient, it is a public comment.

Will I breach the Code of Conduct if I send content in a private email to a friend?

Potentially, yes. There is nothing to stop your friend forwarding the email or taking a screenshot of it, including your personal details, and sending it to other people or posting it all over the internet. Again, the breach of the Code of Conduct is not in their subsequent publication of your material, but in your emailing that material in the first place.

Am I responsible for nasty comments made by someone else on my social media pages?

Doing nothing about objectionable material that someone else has posted on your page can be seen in some circumstances as your endorsement of that material. If someone does post material of this kind, it may be sensible to delete it or make it plain that you do not agree with it or support it.

Any breach of the Code of Conduct would not come from the person making the post. It would come from how you reacted to it.

Is it okay to share a petition about a political topic?

It depends. The factors affecting this judgment might include the subject of the petition, or the terms in which it is expressed. The principles set out elsewhere in this guide and in your council's policies may help you come to a view in each case.

In any case, if a council member has been actively involved in a petition or has been a signatory to the petition, the council member will have a conflict of interest to disclose when the petition is presented to the council for consideration.

Is posting to a closed mailing list making a public comment?

Yes. The same principles apply in this case as posting to locked social media pages or sending private emails.

What about just joining a Facebook group (or similar)?

People will draw conclusions about you from a range of factors. This can include the nature of any online communities that you join.

Personal use of social media

Can I post comments about politics, issues and events in other council areas?

Usually, yes, but the same concerns still apply. For example, council members may be seen to be commenting on behalf of their council and need to exercise sensible care in their comments.

You should think carefully before making comments about politics, issues and events in other council areas that might lead others to thinking less of your council.

What about posts or comments I have made in the past prior to becoming a council member?

These principles do not apply to posts made prior to you becoming a council member. However past posts could still affect the council's or your reputation, therefore it would be best to consider the appropriateness of your past posts on any social media accounts and remove any posts that are not appropriate.

If I resign from being a council member, am I free to post anything I want?

Former council members continue to remain bound by a duty of confidentiality in respect of information obtained in confidence during their time as a council member and cannot use the information to gain a benefit or cause harm to another. You should think about whether something you wish to post after leaving your council role might breach this duty.

SOCIAL MEDIA DON'TS



If you are a council member, it is really important to think about what you put on social media or what you say on social media.

- Maybe you do not need to post on social media, every day or week.
- Do not post things, do not comment on things, or do not share information that is gossip or will lie to people.
- Do not post / say bad comments about other people. Do not post / say bad things about people who work or used to work at council.
- Do not post things that maybe will embarrass you, embarrass other people or embarrass your council.
- Do not get involved with requests or feedback from people in the community, unless the CEO says yes first.
- Do not post anything that will make people think it is from the Council.
- Do not post personal / things that are not about work on your work account.
- Do not post anything confidential / secret, even if you don't work for council anymore.
- Stay away from / do not do anything illegal / against the law online. Do not post if you are not sure.

SOCIAL MEDIA DO'S



- Do read the RULES. They are called the Code of Conduct, the council policies and governing legislation (law for councils). These will say what you should do and how you should act online. Make sure the things you do online (actions and behaviour) are the same as what these RULES talk about / say. Check if you are unsure.
- Do keep your work social media account away from your personal social media account.
- Do look for questions and messages from community and tell them that their questions will be sent / passed on to council.
- Do ask your followers for their ideas on how to make the community a better place.
- Do say that you are saying just what YOU think and make sure that you say you are NOT speaking for the council.
- Do check what you are going to say first in your work posts – will community or council be upset by your post?
- Do / always think about the things that you say / put on your personal social media accounts. Your personal social media posts can be mixed up with your work / position as a council member.
- Do delete any posts or comments from your accounts that might cause trouble / harm as soon as possible.
- Do think carefully about what you will say / comment about politics, issues and events in other council areas.
- You must always keep secret council information secret / not talk about it. It is a rule / law called a duty of confidentiality. Even after you leave that job.
- Do report any posts which are bad trouble/ threatening to police.
- Do talk to someone / get advice if you are getting bullied online.



15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday, 4 April 2023 at 5:30pm at Gray Community Hall, corner of Essington Avenue and Victoria Drive, Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



MINUTES

1st Ordinary Council Meeting Tuesday 7 March 2023

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

'A Place for People'



A Place for People

COUNCIL MINUTES

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 7 March 2023 at 5:30pm.

PRESENT

ELECTED MEMBERS

Mayor Athina Pascoe-Bell (Chair)
Councillor Danielle Eveleigh
Councillor Mark Fraser
Councillor Amber Garden
Councillor Ben Giesecke
Councillor Damian Hale
Councillor Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer, Amelia Vellar
General Manager Community and Culture, Anna Ingram
General Manager Infrastructure, Nadine Nilon
Director of Finance and Governance, Wati Kerta
Minute Secretary, Jodi Holden
Executive Assistant to the CEO, Kate Roberts

GALLERY

One member of the public
Five members of staff

Initials: _____



A Place for People

COUNCIL MINUTES

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.32pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Councillor Henderson
Seconded: Councillor Garden

THAT the apology received from Deputy Mayor Morrison for 7 March 2023 be received and noted.

CARRIED 10/720 – 7/03/2023

3.2 Leave of Absence Previously Granted

THAT it be noted Deputy Mayor Morrison will be on leave of absence as previously granted on 7 February 2023, for the period 4 March to 28 March 2023 inclusive.

3.3 Leave of Absence Request

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

1. THAT the leave of absence received from Councillor Hale for 8 March to 10 March 2023 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Garden for 21 March to 23 March 2023 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Garden for 2 June to 5 June 2023 inclusive be received and noted.
4. THAT the leave of absence received from Councillor Garden for 27 July to 29 July 2023 inclusive be received and noted.
5. THAT the leave of absence received from Councillor Garden for 10 October to 15 October 2023 inclusive be received and noted.
6. THAT the leave of absence received from Councillor Giesecke for 24 March to 29 March 2023 inclusive be received and noted.

CARRIED 10/721 – 7/03/2023

Initials: _____



A Place for People

COUNCIL AGENDA Attachment 24.1.1

COUNCIL MINUTES

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Councillor Eveleigh
Seconded: Councillor Fraser

THAT the Declaration of Interest received from Councillor Eveleigh for Item 25.2.1 be received and noted.

CARRIED 10/722 – 7/03/2023

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson
Seconded: Councillor Hale

THAT the Minutes of the Council Meeting held on 21 February 2023 pages 10953 to 10960 be confirmed.

CARRIED 10/723 – 7/03/2023

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell
Seconded: Councillor Garden

THAT Report entitled Mayoral Update Report - February 2023 be received and noted.

CARRIED 10/724 – 7/03/2023

Councillor Giesecke arrived at 5.42pm.

8 DEPUTATIONS AND PRESENTATIONS

Nil

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 MARCH 2023

10966

COUNCIL MINUTES

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Garden

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
25.1.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.2.1	Rate Concession Assessment	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.

CARRIED 10/725 - 7/03/2023

11 PETITIONS

Nil

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 7 MARCH 2023

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A Place for People

COUNCIL AGENDA Attachment 24.1.1

COUNCIL MINUTES

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Australian Local Government Association National General Assembly 2023

Moved: Mayor Pascoe-Bell

Seconded: Councillor Henderson

1. THAT Report entitled Australian Local Government Association National General Assembly 2023 be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell or her representative and Councillor Hale, attendance to the 2023 Australian Local Government Association National General Assembly in Canberra being held 13 to 15 June 2023.

CARRIED 10/726 - 7/03/2023

13.1.2 Asia Pacific Cities Summit (APCS) and Mayors Forum 2023

Moved: Councillor Garden

Seconded: Councillor Fraser

1. THAT Report entitled Asia Pacific Cities Summit (APCS) and Mayors Forum 2023 be received and noted.
2. THAT Council endorse Mayor Pascoe-Bell or her representative, attendance at the Asia Pacific Cities Summit (APCS) and Mayors Forum 2023 in Brisbane, being held 11 to 13 October 2023.

CARRIED 10/727 - 7/03/2023

13.1.3 Laneway Closure Request - Broadarrow Circuit Woodroffe

Moved: Councillor Henderson

Seconded: Councillor Eveleigh

1. THAT Report entitled Laneway Closure Request - Broadarrow Circuit Woodroffe be received and noted.
2. THAT Council notes the commencement of the laneway closure process for Broadarrow Circuit, Woodroffe, with a further report to be provided to Council by April 2023.

CARRIED 10/728 - 7/03/2023

Initials: _____

COUNCIL MINUTES

13.1.4 Adoption of the City of Palmerston Creative Industries Plan 2023 - 2027

Moved: Councillor Henderson
Seconded: Councillor Garden

1. THAT Report entitled Creative Industries Plan 2023-2027 be received and noted.
2. THAT Council adopts the City of Palmerston Creative Industries Plan 2023-2027 being **Attachment 13.1.4.1** to report entitled Adoption of the City of Palmerston Creative Industries Plan 2023 - 2027.
3. THAT Council write to all participants who provided feedback, thanking them for their participation and advising them of adoption of the Creative Industries Plan 2023-2027.

CARRIED 10/729 - 7/03/2023

13.1.5 Rates Concession

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

1. THAT Report entitled Rates Concession be received and noted.
2. THAT Council endorse that no significant changes will be made to the *Rates Concession Policy*, other than minor administrative changes that do not alter the intent of the policy within the CEO delegations.
3. THAT Council notes that the website will be amended to better promote the rate payment assistance options that Council provides the community.
4. THAT Council notes that a review of the administration of the financial hardship applications will be undertaken to alleviate the burden of the process on the applicant.

CARRIED 10/730 - 7/03/2023

13.1.6 Budget and Monthly Financial Reporting

Moved: Councillor Fraser
Seconded: Councillor Hale

1. THAT Report entitled Budget and Monthly Financial Reporting be received and noted.
2. THAT Council notes that dashboard reporting will be implemented in the May 2023 monthly financial report, which will be reported in June second ordinary meeting. This is to incorporate traffic light indicators and ratios that assist Council in monitoring the financial performance of Council's operations.
3. THAT Council notes the Quarterly Report on Planned Major Capital Works as at 28 February 2023 at **Attachment 13.1.6.1**

CARRIED 10/731 - 7/03/2023

Initials: _____

COUNCIL MINUTES

13.2 Receive and Note Reports

13.2.1 Play Space Strategy Update

Moved: Councillor Eveleigh
Seconded: Councillor Henderson

THAT Report entitled Play Space Strategy Update be received and noted.

CARRIED 10/732 – 7/03/2023

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Moved: Councillor Hale
Seconded: Councillor Henderson

1. THAT the question asked by Councillor Henderson regarding City of Palmerston Bin App and International Womens Day use of SWELL facility and the response provided by the Chief Executive Officer be received and noted.
2. THAT the question asked by Councillor Hale regarding Anti social behavior in the city centre and the response provided by the Deputy Chief Executive Officer be received and noted.

CARRIED 10/733 – 7/03/2023

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

THAT the next Ordinary Meeting of Council be held on Tuesday, 21 March 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/734 – 7/03/2023

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 7 MARCH 2023

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A Place for People

COUNCIL AGENDA Attachment 24.1.1

COUNCIL MINUTES

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser
Seconded: Councillor Eveleigh

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

CARRIED 10/735 – 7/03/2023

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

The open section of the meeting closed at 6.14pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7.16pm.

Chair

Print Name

Date

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 MARCH 2023

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