

AGENDA

2nd Ordinary Council Meeting

Tuesday 18 July 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.

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



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

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 4 July 2023 pages 11068 to 11075 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)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the

		public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.1.2	Council Project Initiative	<p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(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.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.</p>

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Community Wellbeing Advisory Committee Minutes - June 2023
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	EA to General Manager of Community, Tree Gillam
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 of the recommendations from the Palmerston Community Wellbeing Advisory Committee meeting held on 29 June 2023.

KEY MESSAGES

- The Palmerston Community Wellbeing Advisory Committee met on Thursday 29 June 2023.
- The Advisory Committee agenda is available for viewing on Council's website.
- The minutes of the Committee are provided to Council.
- Council approval is sought to endorse the recommendations from the Palmerston Wellbeing Advisory Committee meeting held on 29 June 2023.

RECOMMENDATION

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - June 2023 be received and noted.
2. THAT Council receive and note the unconfirmed minutes from Community Wellbeing Advisory Committee meeting **Attachment 13.1.1.1** to report entitled Community Wellbeing Advisory Committee Minutes - June 2023:
3. THAT Council endorses the recommendations within the respective minutes from the Palmerston Community Wellbeing Advisory Committee minutes being **Attachment 13.1.1.1** as follows:
 - *Major Projects June 2023 Update*
THAT Report entitled Major Capital Projects March 2023 Update be received and noted.
 - *City of Palmerston 2023 Events Calendar*
THAT Report entitled City of Palmerston 2023 Events Calendar be received and noted.
 - *Network Group Updates - Palmerston and Rural Youth Services Network*

THAT Report entitled Network Update - Palmerston and Rural Youth Services Network be received and noted.

- *Network Group Updates – Palmerston Kids Network*
 1. THAT Report entitled Network Update - Palmerston and Kids Network be received and noted.
 2. THAT the Committee request that the Council write to the Minister of Education regarding free meal programs in Palmerston schools and financial support for the reinstatement of this program.
- *Network Group Updates – Palmerston Seniors Network*

THAT Report entitled Network Committee Update - Palmerston Seniors Network be received and noted.
- **GENERAL BUSINESS**

THAT the Committee requests Council invite Woodroffe Care Community Group to attend the next Seniors Network Group Meeting.

BACKGROUND

The Community Advisory Committees have been established to provide strategic advice to council on a range of community, social and animal wellbeing issues that may influence the Palmerston By-Laws, Council services and program development. The Committees will assist Council to identify, articulate and respond appropriately to new and emerging issues.

As per the *Northern Territory Local Government Act 2019 (the Act)* and the *Local Government (Accounting) Regulations*, the Committee make recommendations to Council about any matters because of the Committee's functions.

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

DISCUSSION

Palmerston Wellbeing Advisory Committee (Committee) meeting was held on 29 June 2023 with the unconfirmed minutes provided at **Attachment 13.1.1.1**.

The agenda from this meeting is available for viewing on Council's website [here](#).

The Committee discussed a point raised at the last Palmerston Kids Network regarding the issues within the community around access to and rising costs of food and the impact to families to provide consistent nutrition. The Committee considers such programs as important and having a positive impact on school children. The Committee is recommending that Council write to the Minister of Education regarding free meal programs in Palmerston schools and financial support for the reinstatement of this program.

The Committee is further recommending that a recently identified community group being the Woodroffe Care Community Group be invited to attend the next Seniors Network Group Meeting.

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. 20230629 - Unconfirmed Community Wellbeing Committee Meeting Minutes [13.1.1.1 - 6 pages]



MINUTES

Community Wellbeing Advisory Committee Meeting

Thursday 29 June 2023

The Advisory 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'



A Place for People

COMMITTEE MINUTI

Minutes of Community Wellbeing Advisory Committee Meeting
held in Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston
on 29 June 2023 at 5:30pm.

PRESENT

COMMITTEE MEMBERS Deputy Mayor Danielle Eveleigh (Chair)
 Councillor Sarah Henderson
 Mayor Athina Pascoe-Bell
 Senior Sergeant, Siiri-Kai Tennosaar Northern Territory
 Police Representative
 Sheryl Sephton, Senior Community Member
 Representative
 Michelle Walker, Department Chief Minister and Cabinet
 Representative
 Sharon Binns, Senior Member Representative

STAFF Chief Executive Officer, Luccio Cercarelli
 General Manager Community and Culture, Anna Ingram
 Community Services Manager, Melanie Tighe
 Minute Secretary, Tree Gillam

GALLERY Brandon Evans, Department Chief Minister and
 Cabinet

Initials:



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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 5.36pm

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Sheryl Sephton
Seconded: Mayor Pascoe-Bell

THAT the apology received from Veronica Matipira for 29 June 2023 be received and noted.

CARRIED CWAC 10/20 - 29/06/2023

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Apologies

Moved: Michelle Walker
Seconded: Councillor Henderson

THAT the Minutes of the Community Wellbeing Advisory Committee Meeting held on 30 MARCH 2023 pages 8 to 13 be confirmed.

CARRIED CWAC 10/21 - 29/06/2023

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 29 JUNE 2023

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COMMITTEE MINUTES

5.2 Business Arising from Previous Meeting

Nil

6 DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIDENTIAL ITEMS

7.1 Moving Confidential Items into Open

Nil

7.2 Moving Open Items into Confidential

Nil

7.3 Confidential Items

Nil

8 OFFICER REPORTS

8.1 Action Reports

Nil

8.2 Receive and Note Reports

8.2.1 Major Projects June 2023 Update

Moved: Deputy Mayor Eveleigh

Seconded: Councillor Henderson

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

CARRIED CWAC 10/22 – 29/06/2023

8.2.2 City of Palmerston 2023 Events Calendar

Moved: Michelle Walker

Seconded: Councillor Henderson

THAT Report entitled City of Palmerston 2023 Events Calendar be received and noted.

CARRIED CWAC 10/23 – 29/06/2023

Initials: _____

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 29 JUNE 2023

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8.2.3 Network Update - Palmerston and Rural Youth Services Network

Moved: Mayor Pascoe-Bell
Seconded: Siiri Tennosaar

THAT Report entitled Network Update - Palmerston and Rural Youth Services Network be received and noted.

CARRIED CWAC 10/24 - 29 /06/2023

8.2.4 Network Group Updates - Palmerston Kids Network

Moved: Councillor Henderson
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Network Update - Palmerston and Kids Network be received and noted.

2. THAT the Committee request that the Council write to the Minister of Education regarding free meal programs in Palmerston schools and financial support for the reinstatement of this program.

CARRIED CWAC 10/25 - 29 /06/2023

8.2.5 Network Committee Update - Palmerston Seniors Network

Moved: Councillor Henderson
Seconded: Sheryl Sephton

THAT Report entitled Network Committee Update - Palmerston Seniors Network be received and noted.

CARRIED CWAC 10/26 - 29 /06/2023

9 INFORMATION AND CORRESPONDENCE

9.1 Information

Nil

9.2 Correspondence

Nil

Initials:

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 29 JUNE 2023

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A Place for People

COMMITTEE MINUTES

10 GENERAL BUSINESS

10.1 Invitation to Attend Seniors Network Group

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

THAT the Committee requests Council invite Woodroffe Care Community Group to attend the next Seniors Network Group Meeting.

CARRIED CWAC 10/27 – 29 /06/2023

11 NEXT COMMITTEE MEETING

Moved: Mayor Pascoe-Bell
Seconded: Sheryl Sephton

THAT the next Community Wellbeing Advisory Committee Meeting of Council be held on Tuesday, 28 SEPTEMBER 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED CWAC 10/28– 29 /06/2023

12 CLOSURE OF MEETING

Moved: Deputy Mayor Eveleigh
Seconded: Siiri Tennosaar

THAT the meeting of the Community Wellbeing Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 29 June 2023 closed at 6.29pm.

CARRIED CWAC 10/29 – 29/06/2023

The Chair declared the meeting closed at 6.29pm.

Chair

Print Name

Date

Initials:

MINUTES COMMUNITY WELLBEING ADVISORY COMMITTEE MEETING - 29 JUNE 2023

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COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	Community Satisfaction Survey 2023
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	Manager Governance, Sheree Jeeves
APPROVER:	General Manager Finance and Governance, Wati Kerta

COMMUNITY PLAN

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

PURPOSE

This Report provides Council with an update on the Community Satisfaction Survey 2023, to commence in August 2023.

KEY MESSAGES

- Council undertakes an annual Community Satisfaction Survey of its residents.
- Council engages an external consultant to deliver the Community Satisfaction Survey.
- The survey results are used to report on the Community Plan outcomes and measures of success, and the results are presented within the Annual Report.
- The Community Satisfaction Survey 2023 is scheduled to commence in August 2023 with phone and online survey responses.
- The Community Satisfaction Survey 2023 has been reviewed and some minor amendments made.
- The majority of the survey and questions remain unchanged to ensure a consistent measurement of operational performance and demographic data trends from previous years.
- A Council report will be prepared for October 2023 on the results of the Communication Satisfaction Survey 2023 including the resulting initiatives and actions from the Community Satisfaction Survey.

RECOMMENDATION

1. THAT Report entitled Community Satisfaction Survey 2023 be received and noted.
2. THAT Council endorses the inclusion of a free text question providing the community with the opportunity to comment on Council's decision making and ability to interact with Council.
3. THAT a report be prepared for the Second Ordinary Council Meeting in October 2023 providing the results of the Community Satisfaction Survey 2023.

BACKGROUND

Council has delivered the annual Community Satisfaction Survey (the Survey) since 2012. The Survey of residents is used to determine the overall performance of Council against service delivery areas and informs our annual reporting requirements.

The Community Plan, which was adopted at the First Ordinary Council Meeting of April 2019, created six outcomes for Council to work towards, with objectives forming part of those outcomes. These inform Council's Municipal Plan and Budget, and the Survey is structured on this basis.

As part of the survey, participants are asked to rate Council's performance in delivering services and facilities, as well as series of other questions.

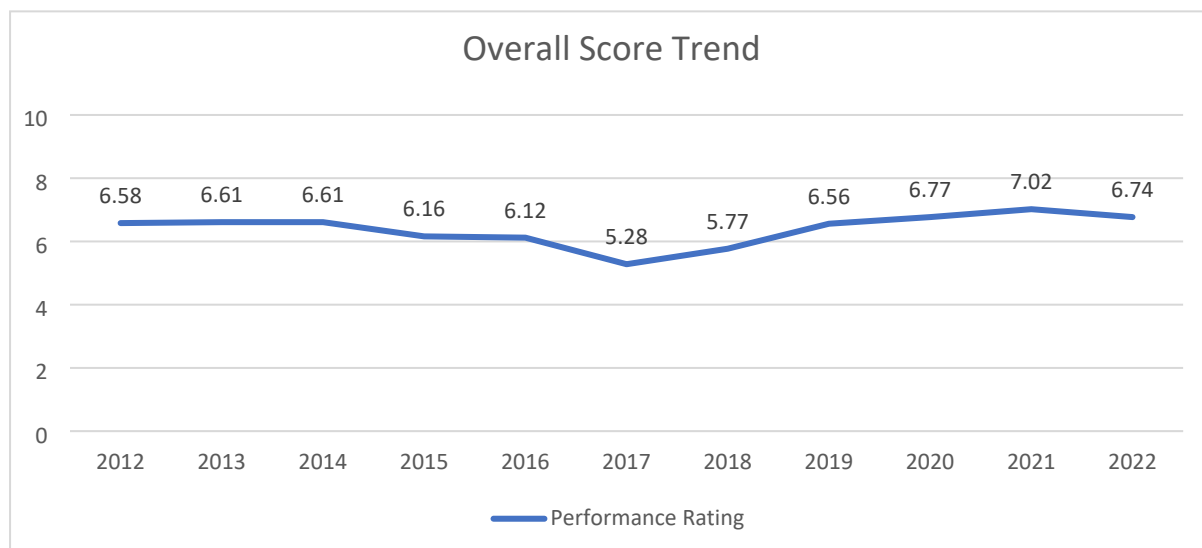
DISCUSSION

Last year the survey was conducted in August 2022 through a combination of telephone and online surveys. The total sample sizes achieved were as follows:

- Telephone sample 601 participants
- Online sample 69 participants

Since 2017, there has been a generally upward trend in the community's overall satisfaction with Council's performance. 2021 saw the highest overall score that has been recorded since the research commenced in 2012, with 70% of respondents rating Council as good or very good.

The overall results for the 2022 survey recorded a slight decrease in Council's performance rating score compared to 2021, with the rating decreasing to 6.74/10 compared with 7.02 in 2021 and aligning to the rating score of 6.77 in 2020. There were 66% of the community that rated Council's overall performance as good or very good. This was the third highest score since the start of the annual survey in 2012. The results were published in the Annual Report 2021-22.



In 2022, the survey identified our top two highest performing services as:

- kerbside waste collection (8.14/10)
- providing libraries and library services to the community (8.04/10).

The two lowest scoring measures were:

- providing you with the opportunity to comment on Council's decision making and interact with Council (5.72/10)
- supporting and attracting new and existing businesses (5.83/10).

The survey results support Council's continual improvement with initiatives and actions for improvement identified from the Community Satisfaction Survey. To further understand how the community would like to interact with Council and comment on decision making, a free text question will be added to this year's

survey. The refinement of the wording of the question will be undertaken in conjunction with the awarded contractor.

In supporting and attracting new and existing businesses, Council is delivering a number of initiatives this includes the establishment of a Vibrant Economy Advisory Committee, development of an economic development website and the delivery of a business survey targeting existing businesses, potential businesses and businesses that have left. The targeted business survey will provide more information on how we can support the local business community.

There are minimal changes to the 2023 survey and methodology to ensure a consistent measurement of operational performance and demographic data trends from previous years. This also ensures that we comply with City of Palmerston reporting requirements. The Community Satisfaction Survey 2023 will again be used to inform future planning and respond to areas of concern.

The recommended minor amendments to the Community Survey 2023 include the following:

- Employment Status question has been reworded to reduce the length of the question.
- City of Palmerston App has been included as an option for the communication related questions.
- The free text question included in the 2022 survey regarding reducing water consumption should be removed as this was asked as a one-off question and Council was rated high in this area.
- A free text question to be added to get a better understanding of how the community would like to interact with Council and provide comment on decision making.

The company engaged to deliver the survey will also undertake a review of the questions to try to reduce the length of the survey whilst ensuring it remains consistent for reporting purposes.

Based on the size of our community the sample size for this year's survey is the same as previous years with Council looking for 600 residents to undertake the survey with a mixture of phone and online participants. The survey will commence early August 2023 for two weeks or until the sample size and quotas are reached.

It is anticipated that the Survey's results and analysis will be finalised in September 2023 and will be incorporated into the draft 2022-23 Annual Report. A report will be presented to Council by the second Ordinary Council meeting in October 2023.

CONSULTATION PROCESS

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

- Executive Manager, People and Customer
- Communications Manager
- Executive Leadership Team

POLICY IMPLICATIONS

There are no policy implications for this Report.

BUDGET AND RESOURCE IMPLICATIONS

The cost of the survey last year was \$79,900. The survey will be funded within the 2023-24 budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Community Satisfaction Survey is an important tool to measure Council's performance against the Community Plan and is presented in the Annual Report. If this survey is not completed within the required timeframe, Council will not be able to meet reporting obligations as required by the Local Government Act.

Council has experienced year after year positive results and the survey identifies areas for possible improvement. Failure to address these areas may result in disappointment in the Community. To mitigate this, it is important that Council develop actions and use the results to inform decisions moving forward.

This Report addresses the following City of Palmerston Strategic Risks:

- 6 Fails to deliver the strategic vision for the City of Palmerston
Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.
- 7 Fails to be agile to respond to opportunities and challenges
Context: Ensuring the organisation is positioned to respond quickly to take up opportunities and respond to challenges both internally and externally.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The survey provides community feedback on the Council's environmental sustainability performance to support future planning.

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:	13.1.3
REPORT TITLE:	Driver Community Centre Renewal Update
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	General Manager of Infrastructure, Nadine Nilon
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report seeks Council endorsement to proceed with the community consultation and design of the Driver Community Centre.

KEY MESSAGES

- The Driver Resource Centre, located at 19 Driver Avenue, was constructed in the 1980's as a childcare facility and is no longer fit for purpose.
- A complete renewal of the site is appropriate to enable a suitable community space to be developed that meets the needs of the Palmerston community, now and into the future.
- Council allocated a budget of \$150,000 for the preliminary design of the space in 2022/23, with a further \$100,000 allocated in 2023/24.
- The design has commenced and incorporates a Needs Assessment that was undertaken by the consultant prior to commencing the design.
- The design is now at preliminary stage and is presented with this report to gain Council endorsement for community consultation.
- The concept designs of Driver Community Centre include 262 square metres of internal booking area as compared with 206 square metres of internal booking area at Gray Community Hall.
- Consultation will commence in August and run for eight (8) weeks to seek feedback from the community, including current and potential user groups.
- Consultation will include asking community sentiment on the naming of the Centre, with the aim to strengthen community connection and placemaking opportunities.
- A further report will be presented to Council following consultation prior to finalisation of the design.

RECOMMENDATION

1. THAT Report entitled Driver Community Centre Renewal Update be received and noted.
2. THAT Council endorses the preliminary design of the renewal of the Driver Resource Centre as the Driver Community Centre for the purposes of community consultation, with a further report to be presented to Council following the community consultation by November 2023.
3. THAT Council continue its advocacy work with the Australian and Northern Territory Governments to secure funding for the construction of the Driver Community Centre.

BACKGROUND

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, has recently become available for community hire after many years under lease to various not for profit groups.
- The Centre is no longer fit for purpose or meeting the current and projected needs of the community.

A public quotation process was undertaken to enable a Needs Assessment and design, with a budget of \$150,000 allocated in 2022/23 to commence this work. The design contract was awarded 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.

This report presents the Needs Assessment for information and the preliminary design for endorsement by Council.

DISCUSSION

The Needs Assessment found at **Attachment 13.1.3.1** provides an overview of the project and the criteria, demographics and design considerations for renewal of the Driver Resource Centre.

The key criteria used to enable the assessment process were the following;

- Approximate building area of 400 square metres
- Existing building and ancillary structures to be demolished
- Flexibility of use for smaller to larger groups
- Street presence required to encourage engagement
- Inclusive use, including accessibility, gender and culture considerations
- Demographic considerations of location and other facilities within region
- Sustainability initiatives to be considered and incorporated where viable

To note through the report and within some documentation is the terminology of calling the facility Driver Community Centre has been used to enable the consideration of the facility as being new and with the community being the focus. Driver Community Centre a placeholder name until the name has been finalised. During the community consultation, the community will be asked their thoughts on the naming of the Centre, with the aim to strengthen community connection and placemaking opportunities.

The findings of the Needs Assessment identified several opportunities and key considerations to be incorporated into the design;

- Street presence to encourage interaction and differentiate from the school amenity
- Existing user groups appreciated the privacy elements of the facility, and having a nature-considerate design
- Playgroup/children groups are a likely user group, so suitable spaces are required

- Small group spaces, as Council has a range of larger spaces available for bigger groups, but not so many smaller facilities, especially that aren't part of a bigger shared building
- Large public events and 'party' bookings are not suitable at the location due to the adjacent residential properties and school
- Opportunity for 'pop-up' space for coffee vans or information stalls adjacent the carpark
- Integration of outdoor space to the indoor space, enabling users to readily utilise both spaces, through external landscape integration adjoining booked spaces
- Accommodation of multiple (small-medium) groups at one time in separate spaces.
- Sustainability of the construction and operation of the building

An initial preliminary design has been prepared based on the Needs Assessment findings, this is provided in **Attachment 13.1.3.2**.

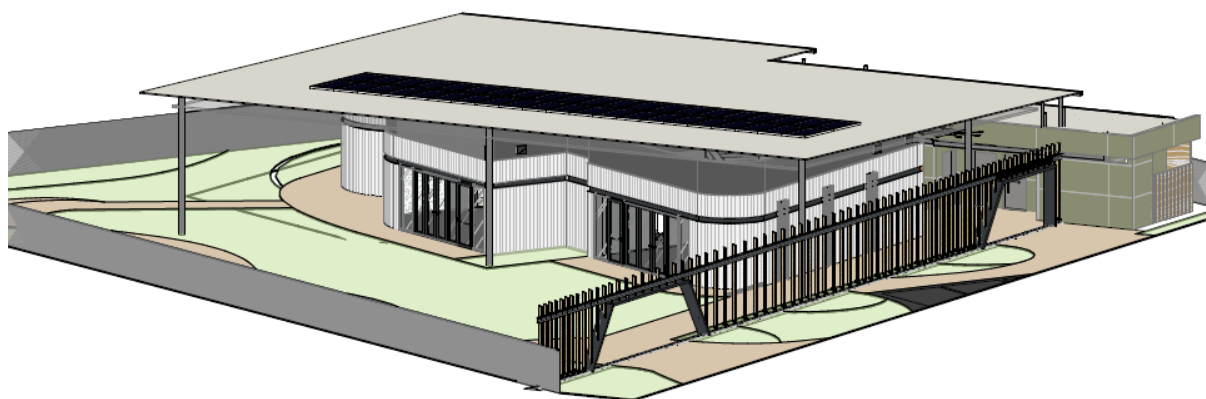


Figure 1

The design incorporates three pods under a single roof structure, with a wide (5 metres) single-entry foyer that also incorporates the amenities. The three pods are designed as different sizes, each with main access from the foyer and separate outdoor connectivity to landscaped areas. The pods each have a dedicated storage space, and kitchenette facility (basin and bench only) with no shared walls to maximise separation for different user groups. Each pod will have slightly different technology provided to enable specific users to find the best fit for their needs.

A kitchen (non-commercial) will be provided in the central area, along with a dedicated parents room, accessible bathroom, male/female/all gender bathrooms, and a separate storage area. This will be adjacent the entry foyer and available to all users, depending on booking requirements. This also enables the ability for the outdoor space, including any 'pop-up' to access the amenities if required. The outdoor space will be shared and publicly accessible, however the design ensures the outlook doesn't overlap between spaces, so each feels separate and private.

Some key details are;

- Total internal floor area (including amenities) – 361 square metres
- Total roof area – 740 square metres
- Pod 1
 - o Usable area – 71 square metres
 - o 10 person capacity

- Storage – 10 square metres
- Pod 2
 - Usable area - 80 square metres
 - 30 person capacity
 - Storage - 9 square metres
- Pod 3
 - Usable area - 111 square metres
 - 100 person capacity
 - Storage – 6 square metres
- Separate storage area – 14 square metres



Figure 2 - Proposed Floor Plan

In total, the concept designs include 262 square metres of internal booking area and 39 square metres of storage space. As a comparison, the Gray Community Hall has an area of 144 square metres for use in the

main area, 62 square metres for the secondary area (206 square metres internal booking area) and 14 square metres storage.

It is recommended that the preliminary design is endorsed by Council for the purposes of community consultation. This process would seek to understand potential user's considerations and ensure that the detailed design incorporates any requirements relating to function and accessibility.

Following consultation, a further report will be presented to Council to enable the design to be finalised and prepared for tender. As there is no current funding identified for this project, the designed and documentation, including cost estimates, will be available to enable Council to seek grant funding opportunities, which will also enable an efficient construction commencement process when funding becomes available. Further reports will be presented to Council as relevant in relation to funding and budget considerations.

CONSULTATION PROCESS

It is proposed that the preliminary design is endorsed for the purposes of community consultation commencing in August. This consultation process will engage with existing users of this and other Council facilities and also extend to the broader community to see feedback on the design, with a focus on usage considerations such as accessibility. This consultation process isn't intended to seek feedback on the significant elements of the design such as the general layout, however all feedback received will be considered and presented to Council. Learnings from previous consultations including Gray Community Hall have been included in the concepts such as focus on storage and kitchen amenities. The timing of the report back to Council will be linked to the conclusion of the consultation.

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

- Senior Projects Manager
- Executive Manager Community and Libraries

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

- GHD Woodhead

POLICY IMPLICATIONS

The design process is incorporating all relevant Council Policies, Frameworks and Strategies, including the Sustainability Strategy and the Disability, Inclusion and Access Plan.

BUDGET AND RESOURCE IMPLICATIONS

A budget of \$150,000 has been allocated in 2022/23 for the commencement of the investigation and design works. GHD Woodhead were awarded the work to complete the investigations, Needs Assessment, and preliminary design at a value of \$102,490 (excl GST).

A further \$100,000 has been allocated in the 2023/24 Municipal Plan to complete the design and prepare tender documentation.

Cost estimates based on the concept design are in the order of \$3 million. No external funding has been secured at this point. Advocacy work has commenced with the Northern Territory Government and is about to commence with the Australian Government. The community consultation is a key component in ensuring support for this project.

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:

- 6 Fails to deliver the strategic vision for the City
Context: Ensuring vision is delivered effectively & efficiently, progress is measurable & celebrated.
- 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

Sustainability initiatives will be considered and incorporated where viable into this project. They include but are not limited to solar panels, maximising natural light, appropriate building size, water saving fixtures and sustainable materials.

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. Driver Needs Assessment [13.1.3.1 - 39 pages]
2. Driver Design [13.1.3.2 - 4 pages]



GHDWOODHEAD

COUNCIL AGENDA
Attachment 13.1.3.1

Community Needs Assessment and Design Scope

Driver Community Hub

City of Palmerston

06 March 2023

→ **The Power of Commitment**



Project name		Driver Community Centre					
Document title		Community Needs Assessment and Design Scope Driver Community Hub					
Project number		12594842					
File name		12594842-REP-0-Needs Assessment.docx					
Status Code	Revision	Author	Reviewer		Approved for issue		
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S3	A	B.Kerr	L.Ingrames		J.Culgan		09/12/2022
S4	0	B.Kerr	L.Ingrames*		J.Culgan*		06/03/2023

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1. Introduction

The existing Driver Resource Centre building at 29 Driver Avenue, Driver NT was constructed in the mid 1980's and has been operational in its current form without any major modification or renovations. Previous uses included pre-school and childcare; however, this is no longer a use that is viable or in line with current vision for City of Palmerston community facilities and as such is no longer fit for purpose to the current and projected use of the community. The existing facility is reaching end of life and requires development to better address the needs of the community. GHD has been engaged by City of Palmerston to review the existing site, assess the community needs for community facilities, complete a gap analysis in the current community facility offering and prepare conceptual design direction for a new facility in response to the review.

This project looks to create a flexible space that can be used by a variety of community groups, focusing on inclusivity, sustainability and encompassing the progressive, community focus of City of Palmerston.

1.1 Purpose of this report

The purpose of this report is to outline the results of the Needs Assessment and provide City of Palmerston a proposed design scope for the new community facility that meets the functional needs in order for the City of Palmerston council to confirm direction of the project prior to concept design commencement.

This report forms phase one of the design process with architectural, landscape and engineering concept design to be developed following the approval of this report.

1.2 Scope and limitations

This report: has been prepared by GHD for City of Palmerston and may only be used and relied on by City of Palmerston for the purpose agreed between GHD and City of Palmerston as set out in section 1.1 of this report.

GHD otherwise disclaims responsibility to any person other than City of Palmerston arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section(s) 1.3 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by City of Palmerston and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

The opinions, conclusions and any recommendations in this report are based on information obtained from, and testing undertaken at or in connection with, specific sample points. Site conditions at other parts of the site may be different from the site conditions found at the specific sample points.

Investigations undertaken in respect of this report are constrained by the particular site conditions, such as the location of buildings, services and vegetation. As a result, not all relevant site features and conditions may have been identified in this report.

1.3 Qualifications and Assumptions

1. GHD has prepared this report based on client input via RFQ220055, kick-off meeting held on 3 November, site visit held on 18 November 2022 and preliminary stakeholder meeting held on 29 November 2022.
2. All information and data supporting the Needs Assessment report has been sourced from the following:
 - a. Community of Palmerston facility user data provided by City of Palmerston for 2016 and 2021
 - b. Existing building permit documentation and surveys provided by City of Palmerston

- c. Site investigations undertaken on the 18th of November 2022 with COP Community Facilities officer Rachel Fosdick
 - d. Australian Bureau of Statistics 2021 census data
 - e. NT Atlas
 - f. Publicly available information City of Palmerston website regarding current and future facilities
 - g. City of Palmerston Community Plan
3. No information has been sought from individual community groups. No wider community and stakeholder engagement has been completed by GHD for this report.
4. Additional investigations have been conducted and will also inform the design process which include:
- Detailed Topographical Survey, including Ground Penetrating Radar (GPR) survey of entrance and internal paving levels around existing egress doors. This onsite survey has been completed by FYFE (NT) as part of the GHD design consultancy team.
 - Geotechnical investigation including site testing. The onsite investigation has been completed by Douglas Partners as part of the GHD design consultancy team.
- At the writing of this report, the above site investigations on site have been completed and it is anticipated that all deliverables from these site works will be available for use by 16 December 2021 and any implications will be presented to City of Palmerston as soon as practical for discussion.
5. Scope of works is based on the assumed classification of the new Community Centre is Class 9b and any other sheds or store areas are to be considered ancillary to use or as a separate Class 10 as per the NCC. This will be tested and confirmed as project progresses with building certifier.
6. The needs assessment and design scope is to be reviewed, tested and approved by City of Palmerston prior to the progression of the concept design. The return brief will not be updated to reflect on going design development.

2. Needs Assessment

The following needs assessment provides a high-level appraisal of the existing resources of Driver and Greater Palmerston to establish strength and weaknesses in the market to inform the subsequent gap analysis. The report will identify facilities of similar usages and size to the current Driver Resource Centre. Analysing their programmed, or unprogrammed, space and user demographic to identify shortfalls in the existing City of Palmerston offerings. To best place the proposed Driver Resource Centre in the current market.

2.1 High level Palmerston region review

2.1.1 General background

The satellite city of Palmerston is located 20km southeast of Darwin. With a total population of 37,247 (ABS 2021) it is the second largest city in the Northern Territory with 16% of the Territories population across just 52.9 km².

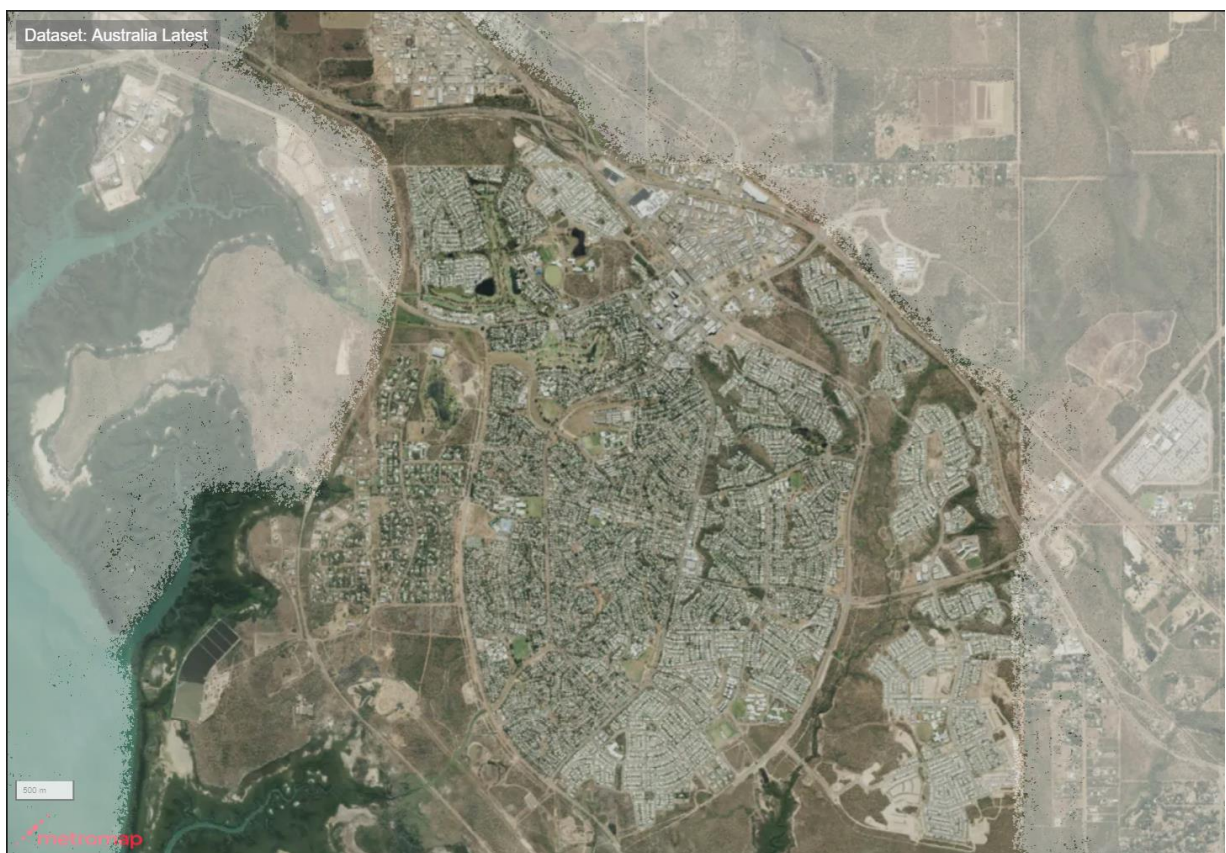


Figure 1 Map of Palmerston -Metromap

Due to its density, the region has a significant number of community facilities across the 18 suburbs of Palmerston, including community centres, sporting facilities and specialised art and culture spaces. The population of Palmerston has remained relatively stable for the past 6 years despite expansion of the suburbs of Zuccoli and Mitchell Creek Green and a projected annual population growth of 5.08% as per the Northern Territory Government 2016 Infrastructure Plan.

The suburb of Driver is located in the central northwest of Palmerston and was the first suburb of developed, first occupied in 1982. As such the majority of Driver is low rise residential, divided by large open green space for water management and the Palmerston Golf Course. The majority of the suburb's amenities are located in the adjacent Palmerston City, with only a small offering of shops on Driver Avenue. Two schools are located within the

boundary, one of which adjoins the Driver Resource Centre. Driver has seen relatively limited growth in the last decade, at odds with Greater Palmerston as the city expands outwards to the east.

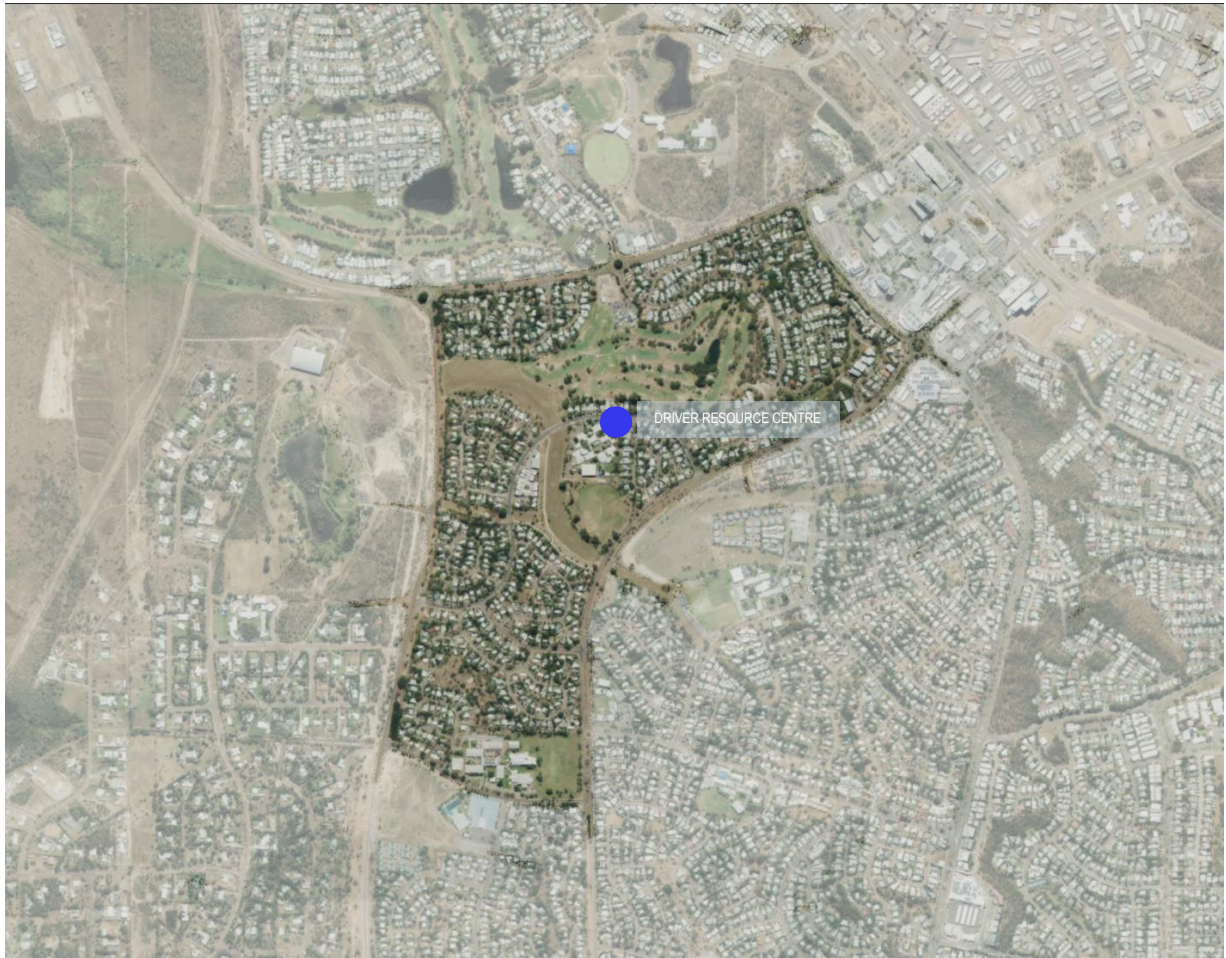


Figure 2 Suburb of Driver - Metromap

The below demographics data compare the suburb of Driver with the Greater City of Palmerston. Whilst relatively consistent, subtle changes include most prominent 3 age brackets and a population decline from the 2016 ABS data.

Table 1 Demographics – ref 2021 ABS Data

	Driver	City of Palmerston
Population	2,747	37,247
Population 2016 census	2,884	33,786
Median Age	33	31
Families	716	9,502
Average number of children per family	Family with children 1.8	1.9
	For all households 0.8	0.9
Top 3 age brackets	30-34 (10%); 5-9% (8.6%); 25-29 (8.4%)	0-4 (8.9%), 25-29 (8.9) 5-9 (8.8%)
Dwellings	1,132	14,535

	Driver	City of Palmerston
Average number of people per household	2.7	2.8
Average number of motor vehicles per dwelling	1.9	1.9
Tenure type	Owned outright 13.1%	9.6%
	Owned with mortgage 38.4%	42.8%
	Rented 46.1%	45%
Did Voluntary work through and organisation or group (last 12 months)	13.8%	12.8%
Labour force	71%	72.5%
Full time work vs part time	FTE (64.8%), PTE (22.7%)	FTE (67.1%), PTE (22%)
Need for assistance	3.1%	2.9%

This data shows the suburb is primarily populated by young families, consistent with the high concentration of primary schools in the surrounding area. With adults in 30-34 and children between the ages of 5 and 9 the largest group, followed closely by the 25-29 and 0-4s. This aligns with the existing Driver community Centre user groups whom stakeholders identified as play groups and formerly childcare.

The suburb is comprised, primarily, of low density detached homes with the 3 bedrooms, held by owner with mortgage households. Average land size shows standard home and backyard style living, suggesting a sociocultural focus on external/outdoor living to be translated in the design. The majority of occupants are dual full-time employed households with 71% of ABS respondents in the workforce, indicating opportunity for a social/wellbeing focus, on connecting community and creating an opportunity to decompress, relax and socialise.

Significantly, 10 – 14-year-olds and 15 - 19 year old age brackets make up just 6.6% and 5.7% of the population respectively, making them the 8th and 12th largest population groups (of 18). Despite this, youth are a primary focus for community centres across Palmerston. This suggests potential to address a gap in the current offering by focusing on families instead of youth.

2.2 Community centres existing

Across the greater Palmerston region there are a significant number of community focused facilities, both private and publicly owned, with opportunities for the public to book and utilise. This report will provide an outline on the amenities with direct impact on the Driver Community Centre, as well as the other City of Palmerston operated facilities and immediate proximity with potential to impacting Driver bookings. These facilities allow for a review of current usage trends and shortfalls to inform the proposed use of the new Driver facility.

2.2.1 City of Palmerston Facilities

City of Palmerston (COP) runs a number of community focused facilities across the 18 suburbs, including both programmed and unprogrammed space. The below table outlines the existing suite of COP facilities, identifying what community needs the Council is already addressing.

Table 2 Palmerston Facilities Overview

Venue	Location	Type of use	Booked (2020/21)	Primary demographic	COP notes
Driver Resource Centre	29 Driver Avenue, Driver	Permanent lease – Red Cross	42.0%	Young children and adults	<i>Permanently leased. To change at the end of current lease to bookings only</i>
Gray Community Centre	Corner Essington Avenue and Victoria Drive, Gray	Community and private events and meetings	Data Not available	Unspecified – event usage seniors	<i>Modernized facility, to increase useable space/ Mix of users, dance floor and connection path, with outdoor BBQ, Large open plan</i>
Durack Community Arts Centre	33 Packard Avenue, Durack	Creative industries	12.5%	Youth and seniors	<i>Programmed to promote Creative Industries. Positioned on lake with view, provides facility for showcases and rental opportunities for the likes</i>
Palmerston Rec Centre	11 The Blvd, Palmerston City	Sports Facility	48.3%	Youth	<i>Most variety of use options. 2 large courts and associated change rooms, lighting staging etc (larger) +100 people</i>
Palmerston Library	10 The Blvd, Palmerston City	Community group space at the front of the library facility.	41.5%	Unspecified	<i>Central, largely used across region. Large programming, though shared computer lab. Small community meeting and activity room</i>
Gulwa Community Recording Studio	City of Palmerston Library	Multipurposed space used for sound and video recording, mixing and production, podcast recording, broadcasting	Data Not available	Unspecified (understood to be youth)	Designed for beginner to professional level usage. Commercial use: \$50 per hour Community and not-for profit: \$10 per hour
Depot (Men's Shed)	Shed 4, City of Palmerston Depot, Yarrowonga	Community Workshop	Data Not available	Male adults	<i>Men gather, develop skills and different activities – focus on social connect</i>



Figure 3 Palmerston Existing Community Facilities

2.2.1.1 Driver Resource Centre



Figure 4 Driver Resource Centre

Driver Resource Centre is located at 29 Driver Avenue, Driver, adjacent Driver Primary school. The existing structure was constructed in 1984 with a lot size of 2070m² and an internal area of 220m² and is currently a permanent lease to the Red Cross. Additionally, the facility is used by five playgroups, three church groups and community groups requesting a higher level of privacy, such as substance rehabilitation, mental health, and other support groups.

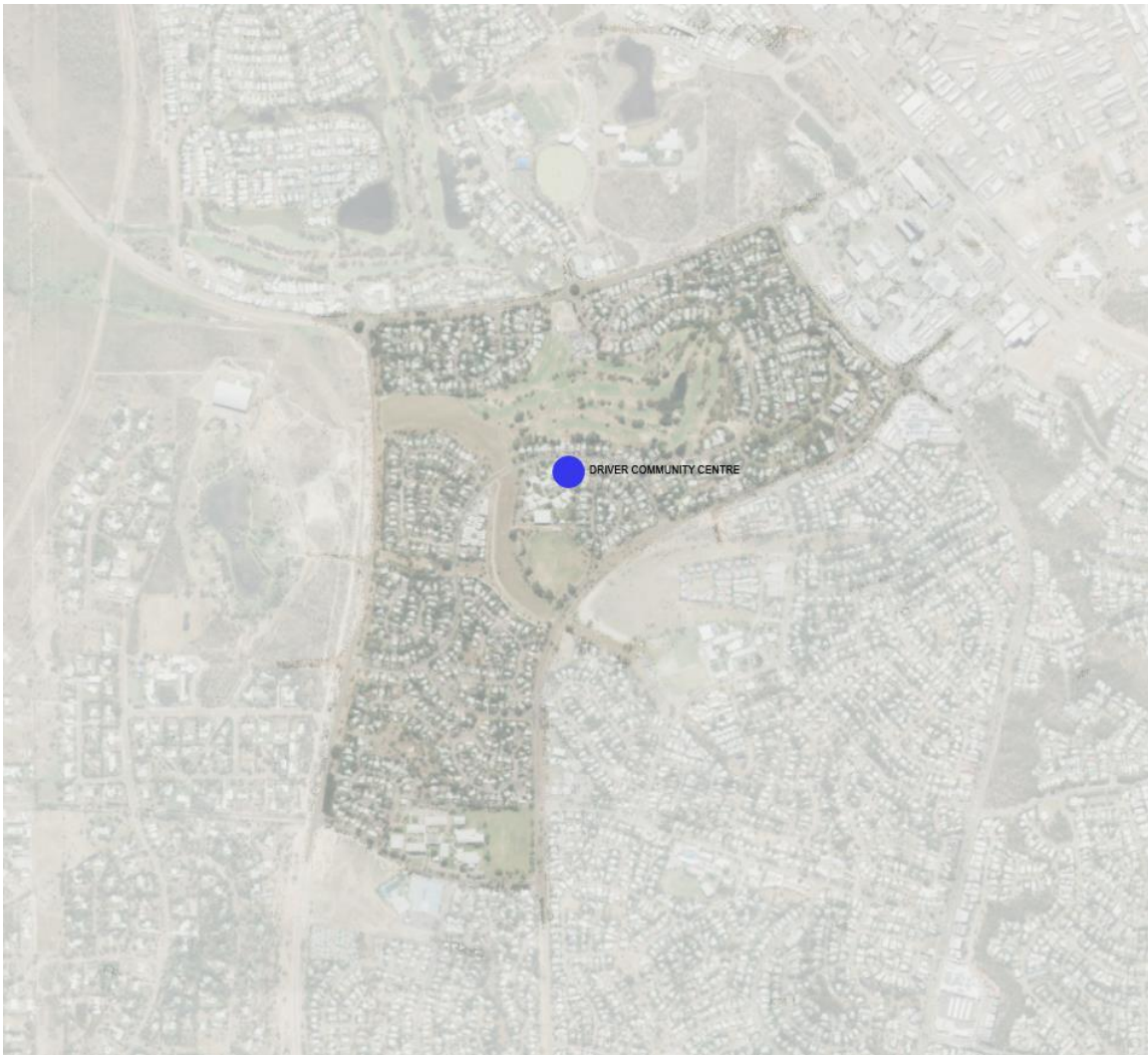


Figure 5 Driver Community Centre Map

The existing resource centre was designed as part of the Driver primary school in 1984, specifically as the childcare centre. As such the facility offers:

- One larger open room with a maximum capacity of 30 people
- Standard size kitchen for catering
- Showers and toilets
- Children's specific bathroom
- Expansive outdoor space fenced into 3 sections
- Storage sheds
- Internal storage cupboards

Table 3 *Driver Resource Centre Fees*

Space		
Driver Resource Centre	\$40.00 per hour	\$200.00 per day

The facility sees limited foot traffic and is not frequented as a rest spot or for drop ins like other COP facilities, despite its proximity to the adjacent Driver Primary School. The site is securely fenced with storage sheds blocking direct visibility into the site, implying private land not free for community use. The overall street presence of the structure is subtle with a significant setback for access easement carparking in front of the building. The design matches that of its neighbours, making it hard to distinguish it from the school buildings and its low roofline gives no impact from the street.

The site has a large lawned garden, with shady mature trees, within the extensive network of known easements along the eastern boundary. This area provides a great usable space for groups such as playgroups to flow between internal and external space. Two existing palm trees present safety issues and have been fenced off to mitigate this risk.

The facility itself has a large central room, not big enough for significant gatherings such as private parties or community events. The facility has storage both internally and in sheds along the street frontage of the facility.

The multiple levels of fencing, storage needs and connection to Driver Primary school will be analysed to determine opportunities pertaining to meeting the requirements of young families.

2.2.1.2 Gray Community Centre



Figure 6 Gray Community centre

Gray community centre was opened in January 2022 and primarily serves as the Palmerston meeting and event space. The facility is hired primary by private groups within the community, for events such as birthdays, graduations and weddings as well as yoga classes and private meetings. The facility is located on the corner of Essington Avenue and Victoria Drive in Gray, 1.3km drive from Driver Resource Centre.



Figure 7 Gray Community Hall Map

Facilities:

- Meeting space
- Function space
- Kitchen suitable for catering purposes
- External veranda space for internal/external usage
- AS1428.1 compliant bathrooms
- Storage room with lockers

Given the facility is newly opened no user data has been made available for this report.

Table 4 Gray community hall fees

Space		
Gray Community Hall Meeting Room	\$40.00 per hour	\$200.00 per day
Gray Community Hall Meeting Room function space	\$60.00 per hour	\$300.00 per day

It was noted by user group during the site visit, that the facility is not suitable for those with mobility disabilities or Neuromuscular disorders, due to the heavy doors used in the facility.

The facilities ability to be remotely controlled by staff offices was noted as a significant strength, hoping to be replicated in Driver, as well as the inclusion of technology such as projectors for user presentations.

Connected spaces mean users are often not comfortable using the building simultaneously. This could potentially be solved by having buffer space between user groups, rather than a single operable wall, which prioritises flexibility of space.

Storage in the facility is not currently adequate for the regular user groups and damage has occurred to the storage room door from equipment being moved in and out of the space. Lessons learnt regarding storage will need to be worked through for Driver.

2.2.1.3 Durack Community Arts Centre



Figure 8 Durack Community Arts Centre

Durack Community Arts Centre was constructed in 2016 and is located at 33 Packard Avenue, Durack, 3.3km from the Driver Resource Centre. Unlike the other community centres Durack Community Arts Centre is programmed space and the only facility in Palmerston purpose built for art and culture. The facility is free to hire and promoted as a space to spread out and create, supporting community art groups and art education.

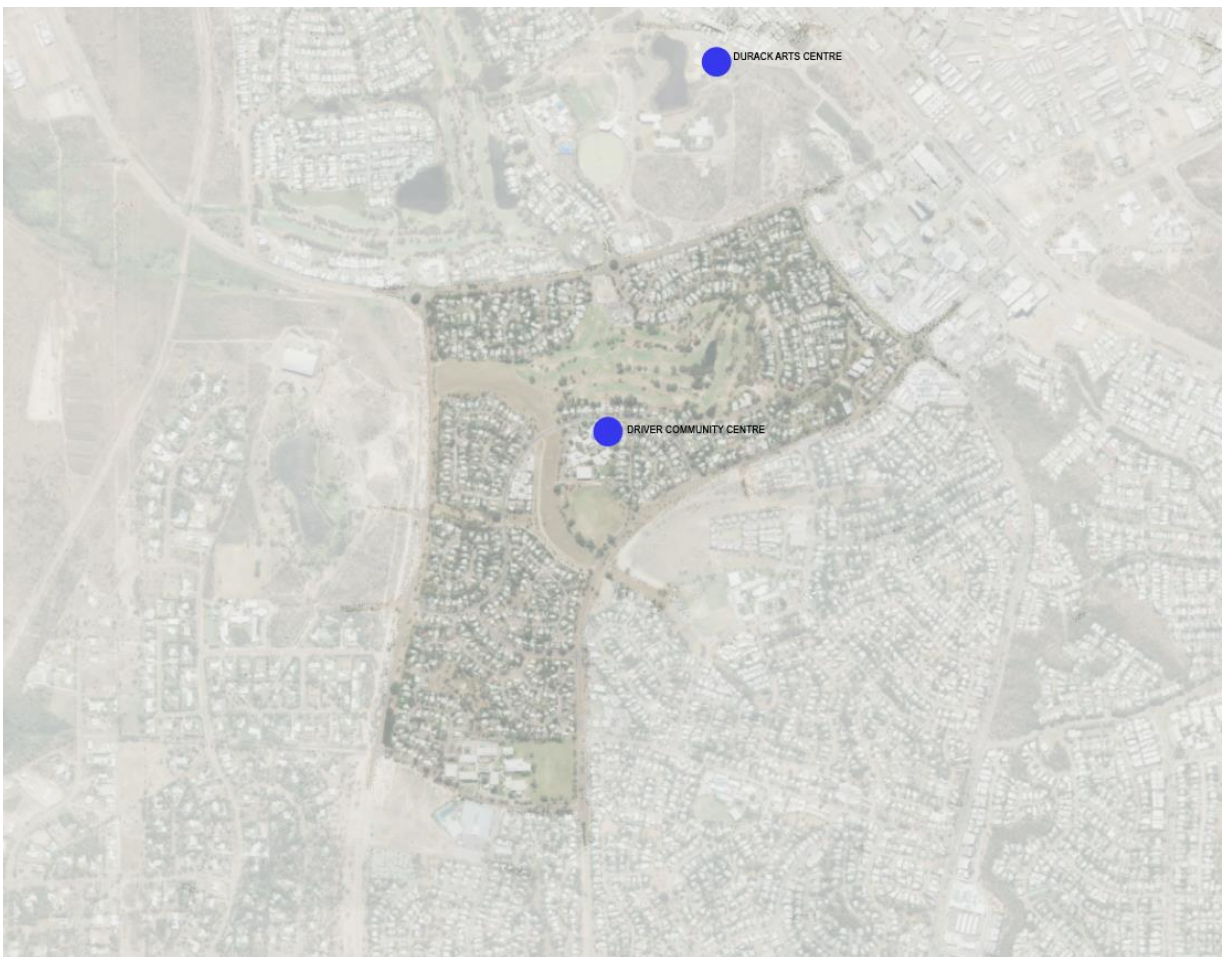


Figure 9 Durack Arts Centre Map

The Community Arts Centre is custom designed as a creative art space with flexible spaces with plenty of bench space, natural light and ventilation.

- Two large multipurpose workshop/Art rooms fully equipped with wide concrete benchtops, large stainless-steel sinks, power and storage
- Kitchen
- Open plan office
- Toilets
- Sales and information centre
- Exhibition space
- Two storage rooms designed for large artworks

Table 5 *Durack Arts Centre User Breakdown 2020/2021*

	User	No. of bookings	Hours
Business	6.1%	102	35.5%
CoP	57.6%	66	29.0%
Individual	18.2%	73	26.8%
Not for profit	18.2%	21	8.7%
Total	33 Users Groups	262	1492 hours

Table 6 *Durack Community Arts Centre Fees*

User group	Fee per classroom	Fee per classroom
Not-for-Profit/individuals	Free until June 2023	Free until June 2023
Private/Business	\$40 per hour	\$200 per day
Not-for-Profit after June 2023	\$20 per hour	\$100 per day

2.2.1.4 Palmerston Library Community Room

Palmerston Library community room is a large event space designed to cater for 50 people; located at the entry to the Palmerston Library at 10 The Boulevard Palmerston City, 1.8km from the Driver Resource Centre. The space is used for business meetings, small seminars, group trainings, community meetings and private events. The facility has the ability to open up into Goyder Square allowing indoor/outdoor flexibility. The facility has a small kitchenette and toilet facilities.

Table 7 Palmerston Library Community Room Breakdown 2020/2021

	User	No. of bookings	Hours
Business	4.4%	69	5.1%
Government	2.7%	44	7.9%
CoP	23.0%	278	37.5%
Individual	41.6%	99	11.0%
Not for profit	23.9%	194	19.6%
Other	0.0%	0	0.0%
Religious	4.4%	187	18.9%
Total	113 Users	871	2470 hours

2.2.1.5 Gulwa Community Recording Studio

Also located in the Palmerston Library, the Gulwa Community recording studio is a purpose-built space designed audio-visual facility. Designed for professional and amateur use, the multipurpose space is designed for sound and video recording, skills training, podcast, broadcasting and editing.

No user group data on Gulwa has been made available for this report.

Table 8 Gulwa Community Recording Studio

User Group	
Refundable Deposit	\$200
Commercial and private individuals/organisations	\$50 per hour
Community and Not-for-profit	\$10 per hour

2.2.1.6 Palmerston Recreation Centre

Palmerston Recreation Centre is located at 11 The Boulevard Palmerston City, 1.8km from the Driver Resource Centre. The facility features two large community spaces in addition to the two stadium courts for sporting usage.

The community rooms are designed for meetings, seminars, events, group fitness or community meetings and are suitably designed with 30 and 45 person capacity. Smartboard technology is available to users. Similar to Driver these facilities are available for hire after hours.

The stadium facilities are designed for sporting use as well as expos, shows and large meetings, offering either stadium use or individual courts. The foyer and external space can also be hired and is noted as ideal for providing catering. The facility includes first aid room, toilet facilities, showers and change rooms

Table 9 Palmerston Recreation Centre Breakdown 2020/2021

	User	No. of bookings	Hours
Business	5.7%	356	5.5%
Government	7.8%	177	3.4%
CoP	10.7%	456	14.1%
Individual	22.5%	429	9.1%
Not for profit	40.2%	2502	58.3%
Other	6.1%	24	1.0%
Religious	7.0%	280	0.9%
Total	244 Users	4224	11492 hours

Table 10 Palmerston Recreation Centre Fees

User group	Not-For-Profit	Private/Business	Private/Business
Recreation Centre Community Room 1	Free until June 2023	\$40 per hour	\$200 per day
Recreation Centre Community Room 1	Free until June 2023	\$60 per hour	\$300 per day
Recreation Centre Stadiums	Free until June 2023	\$60 per court	-

2.2.1.7 Palmerston Swimming and Fitness Centre – SWELL

SWELL is the revitalisation program upgrading the Palmerston swimming pool, 31 Tilston Avenue, Moulden, 2.2km from Driver Community Centre. Currently under construction the project has an anticipated completion timeframe of November 2023 and will deliver:

- A refurbished 50m swimming pool
- High ropes water obstacle course
- Zero depth play pool
- Half-court basketball court
- Upgraded amenities
- Event space

2.2.1.8 Zuccolli (Future)

Zuccolli Community Hub is joint venture development between COP, DIPL and Australian Federal Government. Current projection is the facility will be completed over the next five years. In a phased construction approach.

The master plan indicates the inclusion of:

- A community event space
- Children's library
- Community space
- Bush walking trails
- A skate park
- Pump track
- Dog park
- Garden of reflection

Whilst this facility is not an existing facility it has been considered in this report to account for loading on the Driver community centre prior to completion and the impacts of this large facility on Driver once completed. Its location away from Driver and its overall size and purpose are distinctly separate to that of the Driver Resource Centre and its proposed new function.

2.2.2 Schools

The following map highlights nearby schools in proximity to the Driver suburb and in particular the project site. Schools offer outdoor and community use spaces within the fabric of the overall suburb and of Palmerston. These facilities offer limited usable internal space for bookings by the wider community and are utilised solely for school use during majority of the year.

These facilities fall outside of the control of the City of Palmerston and no specific data is available on their availability for community use however should be noted as other key community facilities in the immediate area that should not detract from the offering of the new Driver facility.

The direct adjacency to the Driver Primary School does however offer the added benefit for the new facility to be utilised by the school on a regular basis for an external teaching space. This could be in the form of community garden or other outdoor community training programs with the City of Palmerston Rangers. This is seen with the Gray Community Centre and its direct adjacency to the Gray Primary School and the Community Gardens. Both of these community facilities utilise the Gray Community Centre regularly and have created a level of dependency which could be further explored in the future.

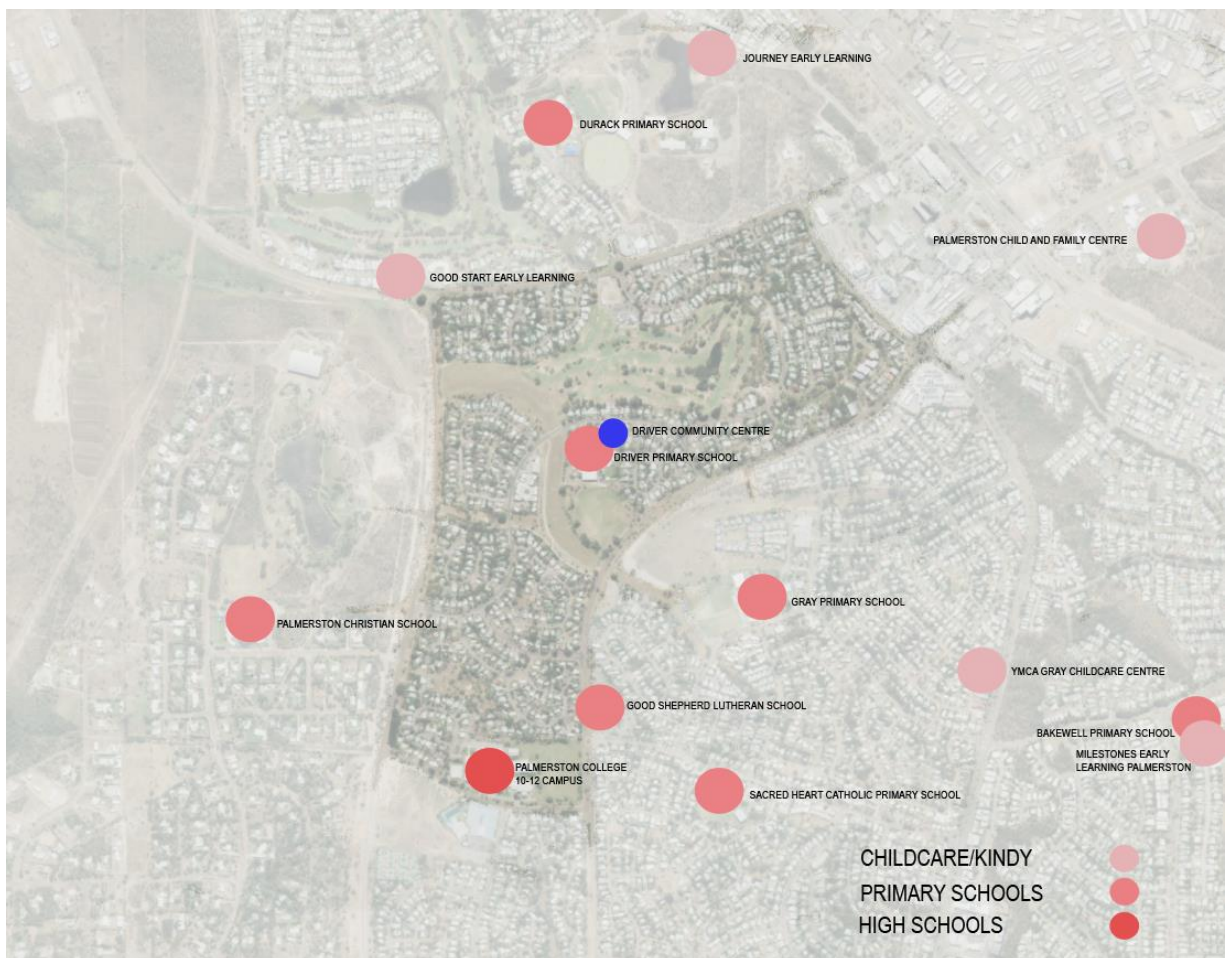


Figure 10 School Map

2.3 High level Driver suburb review

2.3.1 Community centres existing

Driver has no other comparable community facilities for drop ins or available to hire. The Driver Resource Centre is unique in the suburb and as such is a vital community resource for all local residents.

Additionally, there are two public schools within the boundaries of the Driver suburb that may offer some community use rooms however as discussed in section 2.2.2 there is limited opportunity for general public to utilise these facilities.

There are no other known community-based facilities within the suburb itself. There is a commercial facility as part of the golf course with an event space which is outside of this projects scope.

Given the existing Driver Resource Centre is the only publicly available facility in the suburb it sits as a valuable facility to maintain and improve for public use.

2.3.2 Major vehicle and pedestrian routes

The project site is located on Driver Avenue which is a sub arterial road crossing through the middle of the suburb, spanning from arterial roads Elrundie Avenue and Temple Terrace and supporting the arterial road network.

The majority of traffic to the facility is via vehicle, with limited foot traffic which is generally isolated to access to the school or green space around Driver. Bus routes are available along Driver Avenue with a stop located directly opposite the site.

The project site has a dedicated off-street carpark in the access easement along the street frontage.



Figure 11 Vehicle and Pedestrian Routes

2.3.3 Open space

The suburb of Driver was one of the original Palmerston suburbs developed in the early 1980's. The initial streetscapes were developed with predominantly native trees. The private 9-hole Palmerston Golf course section in Driver was one of the main open space assets for the area. From 1994 – 2000 the golf course was extended into the neighboring suburb of Durack.

There are three public parks including the linear reserve that crosses Driver Avenue and Presidents Park catering to growing families. Pretty Park on Dwyer Circuit is a local Park that caters mainly to the medium density development at the top of Fairway Drive. There is also a wide drainage linear park that connects between the golf course and the neighboring Gray Sporting Fields.

While there is significant green space, there is limited usable park areas for gathering, leisure or sport beyond school ovals, some small parks with playgrounds and a basketball court or the nearby Marlow Lagoon recreational area.

From a landscape planning perspective, the open space in Driver provides standard assets for families and children to engage in play, sport and socialise.

The existing parks are maintained in good condition and have been integrated with the surrounding suburbs to facilitate linkages to other parks, school and infrastructure. The tree canopy is well established throughout the area.

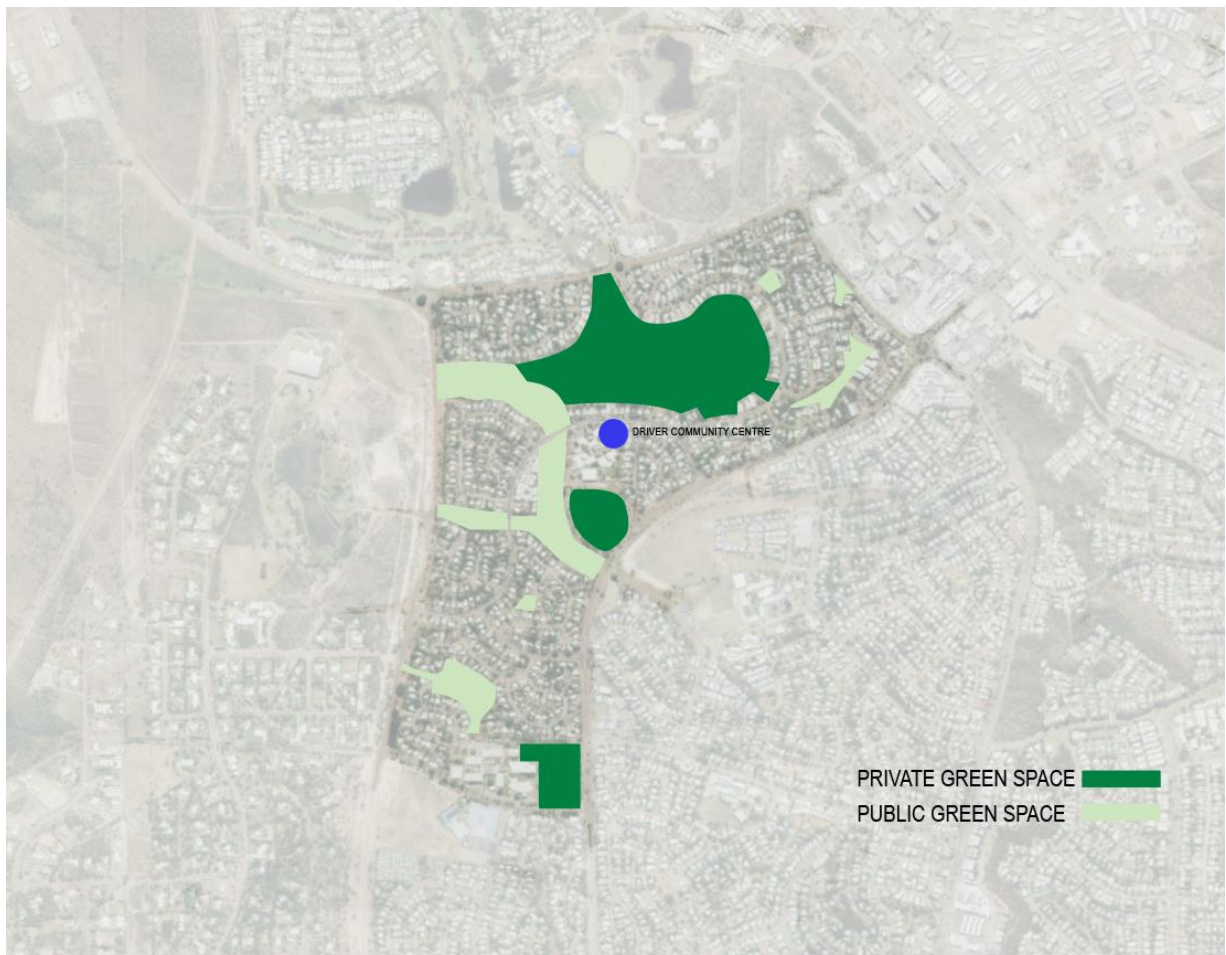


Figure 12 Driver Green Space

2.4 Gap analysis from Driver and Palmerston offering

As identified in the above assessments of Palmerston and Driver, there is opportunity for the new Driver Resource centre to address a multitude of usages, the assessment indicates unprogrammed space is likely to be more successful in the Driver context than one usage programmed space. As such from our assessment the below list could be addressed by the new facility.

Innovation hub – technology/creative focused space designed to develop community skills in technology entrepreneurialism and sustainability. Supporting education in STEM programs

Café, food truck activated space – used to activate the entry to the site. With the nearest café in Palmerston City a market exists of school admin, parents doing school drop offs and immediate community to support a pop-up coffee stall. Cafés not only create a community hub they encourage passive security through a stable population on site and encourage foot traffic in the area. Food truck capabilities to space or support evening events on the site, or for weekend event catering.

Group exercise/activity space – space dedicated to offering of small class/group activities such as yoga, Les Mills style exercise classes or rehabilitation sessions

Event space – event space similar to Gray but that allows greater flexibility with flow between internal and external space.

Playgroup - Maintaining existing market need for playgroups in the community. Design for internal/external play with focus on nature education and water play

Remote working/hybrid working studying support – with more and more people working from home or working/studying in remote situations a facility providing technology connections, meeting spaces and most importantly social interaction and support networks between people working in isolation.

Exhibition/performance space – flexibility to support local artists or performers with small temporary exhibitions

Seminar/education space – Education space for City of Palmerston initiatives or for hire. Topics such as Nature education, composting and waste management, health initiatives, etc. location for council to run community/stakeholder engagement.

Mental health/outreach – Mental health drop in support, either manned or unmanned, to promote overall suburb mental hygiene

Wellbeing spaces – small spaces within the landscaping for drop ins where community can spend time enjoying the outdoors, reading, studying or taking lunch

Community garden – small garden space supporting education program for both adults and children, potential to be expanded to cooking classes in an onsite kitchen space. Creates sense of community ownership and promotes health and sustainability initiatives within the community

City of Palmerston office – office for one or two staff on the facility grounds to encourage drop in and connection between community and council.

Community markets – open space with power and water connection along the length of the site to support night or weekend food and craft markets, that are so deeply engrained in the Northern Territory way of life. The site currently has access to significant site parking to support this usage

It was identified by data produced, for the previous 12 months through the City of Palmerston facilities online booking system, that the four primary unaddressed needs of the Greater Palmerston population are:

- Function space for private party's and events: (38 bookings unable to be catered for)
Despite being the primary need for Palmerston, Drivers' location and facility size the intended function will only provide for smaller gatherings not large parties. Whilst still a viable opportunity for small groups or community-oriented parties and events such as local art or education showings, movie nights but with restrictions of usage and restricted times due to bounding residential areas. Larger capacity parties and social events are better suited to facilities like Gray.

- Fitness and wellbeing: (17 bookings unable to be catered for)
Fitness and wellbeing, such as yoga, first aid training, mental health, therapeutic fitness and children's sport aligns with the above findings for Driver which focus on supporting community wellbeing, creating spaces for small fitness sessions, mental health and rehabilitation support groups. Driver's quieter location also creates opportunity to expand on this theme by creating smaller personal spaces within the site where the community can freely drop in and read a book or decompress during lunchbreaks, used by City of Palmerston for small community drop-in sessions, or for hire by social work or counselling agencies for more formal mental health sessions in a relaxing environment. Children's fitness and larger indoor wellbeing classes are better suited to the SWELL facility under reconstruction in Moulden.
- Meetings and training workshops: (14 bookings unable to be catered for)
Government and private sector: meeting or training bookings can be met with a small flexible space with the design includes storage for flip tables, chairs and has basic kitchen amenities. Driver could be well suited to cater for this with a number of smaller internal and flexible spaces.
- Technology and Innovation: (14 bookings unable to be catered for)
Community centres catering to the needs of technology and innovation have seen rapid growth in recent years as education norms include 3d printing, robotics and program development. Gaming tournaments such as e-sports have increased in popularity and the unaccommodated program data suggests this is becoming an increasing need in Palmerston. The Driver facility presents the opportunity to address this and be a tech focused facility due to it's scale. It is noted however if this is a direction CoP wish to pursue it will need to be identified during concept as a use or future use for provision as it will impact the power and comms design within the facility.

It is noted that this data did not primarily include the Driver Resource Centre due to the lease arrangements of the facility at the time.

2.4.1 Landscape

Palmerston has been through an accelerated growth period since 2010. As such the leisure offerings in Driver have been maintained, but little added to the public open space other than shade structures. Residents in that time have aged, moved and new families have moved in. Residents' leisure needs have also changed with generations and access to new infrastructure and technology.

In 2015 leisure was defined as being undertaken by people outside of work for enjoyment, refreshment, relaxation and/ or diversion, and includes connection with nature and hobbies, sport, recreation, and artistic pursuits. Subcultures often develop around leisure activities, and leisure activities such as socialising are central to cultural exchange and interaction (2015, ABS Frameworks for Australian Social Statistics).

Leisure gives people an opportunity to recover from the pressures of work and other commitments to bond with family and community members, to pursue their interests, and to reflect on their life direction and meaning. These activities have a positive impact on health and wellbeing providing relaxation, social connections, and physical activity. In 2022 after the pandemic people are needing to physically reconnect to others through leisure activities to assist their happiness and overall, well-being.

The trending leisure activities that could be offered to the Driver community include:

- Gaming in groups for teenagers.
- Places for group art projects.
- Hang out space for teens to talk, read be invited to join others.
- Community gardens to nurture plants and socialise.
- Spaces for hobbies with secure storage.
- Space for Face time chats with people in other places.
- Access to food and drink.

These needs are partly being met by the Palmerston Library, but commination to a smaller community i.e: the community within Driver, would strengthen peoples sense of well-being.

3. Return brief and design scope

3.1 Design brief context

Based on the Needs Assessment and project parameters outlined above, this return brief is to provide a confirmation of City of Palmerston briefing requirements and user aspirations for the project. This design scope is to determine a complete scope of works to inform subsequent design phases.

It is envisioned that the brief will be developed as the design progresses, however it is not intended to be updated for each deliverable submission. Any deviations or developments from this initial return brief will be outlined at each deliverable submission for approval and confirmation by City of Palmerston, prior to progressing the project to the subsequent phase.

3.2 Design criteria

3.2.1 Project scope

The proposed new Driver Community Centre design is to be a publicly available facility that is designed in response to the outcomes of the Needs Assessment, to provide the local community with a new contemporary facility with the following key criteria that will be addressed in the concept design:

- a) The building will be owned by Council and provided to community via a booking system for short term use. No leasing arrangements are envisioned for the new facility.
- b) It is intended that the current building, of approximately 400 square metres, will be demolished, along with the current sheds and other structures to make way for the new facility.
- c) The new facility is to include at least one new building that provides a community facility. Additional open community use and public spaces are encouraged to be included as part of the facility.
- d) The existing parking area is to remain. Assessment to be completed on required carparking numbers as part of the preliminary design phases to confirm scope.
- e) The new building is to complement the adjacent properties, including the designed function and operation of the facility (i.e. adjacent a school and residential properties). Proximity to residential properties is important to address in terms of noise control.
- f) The street presence of the facility is to be improved to better engage with the community and invite use from the street. Inclusion of community engagement facilities like bike repair or pop-up coffee vans.
- g) The facility is to be inclusive to all allowing for accessibility, gender and culture. Consideration to improve on minimum standard requirements is to be explored to maintain inclusive feel of facility.
- h) Facility is to be flexible for groups to use in small and large groups (smallest groups to be catered for is 10). Consideration for operable walls to allow for adjoining spaces is to be explored. Combination of indoor and outdoor areas together is to be explored. Consideration to be given to airlocks or interstitial spaces between bookable indoor areas to help with separation.
- i) Target demographic to be toward smaller groups and more short-term bookings allowing for flexibility of use and not be bound to one particular group.
- j) Project is to investigate possible sustainability initiatives in line with City of Palmerston strategies. Some initiatives will be implemented over time due to funding constraints, but allowances to be made in holistic design concept.

3.2.2 Funding

The complete construction funding budget for all scope of works is \$1,200,000.00 excluding GST. This does not include design consultancy fee or FF&E.

Allowances have been made for cost estimates at completion of Concept Design and Preliminary Design deliverable stages to confirm scope of works against project budget prior to progressing into Design Development and Documentation.

3.2.3 Certification and authority approvals

3.2.3.1 Building Certification

The proposed works will be delivered in accordance with the National Construction Code (NCC), the relevant Australian Standards. It is our understanding that the new facility will be a class 9b public facility.

All areas of works will be required to be included in a Building Permit prior to construction commencing. Initial concept phase will include a certification review and report as part of deliverables with a Building Permit to be completed in future phases outside of current scope.

3.2.3.2 Development Assessment Services

It is understood all existing structures will be removed as part of the works and no requirement to review current facility Occupancy Permits.

A development application will be required to be completed following the completion of the preliminary design phase in future phases outside of current scope. As the project progresses pre-lodgement planning discussions will be held with the Development Assessment Services to gain early review comments.

At this stage there is no known planning variations required however any variations required in future phases will be raised as soon as practical and reviewed with client for approval.

3.2.4 Staging

It is our understanding that all project areas outlined in project scope are to be delivered in a single design documentation package for a construct only contract. This concept design phase will provide a holistic design with no staging; however, it is understood that staging be required in future Detailed Design phases to allow for current funding allocations and future community engagement projects to complete portions of the work.

3.3 Project site review

3.3.1 Existing facility and site analysis

On 18 of November 2022 GHDWoodhead and Urban Place Design staff attended Driver Resource Centre to complete a visual inspection and meet with city of Palmerston Community Facilities Officer to ascertain the successes and areas of opportunity in the usage of the existing facility. The site walkthrough also included a visit to the newly developed Gray Community Centre, as a precedent and lessons learnt exercise and comparison to the Driver facility.

The existing Driver Resource Centre was originally designed as an extension of the Driver Primary School and the language, scale and alignment is consistent with the overall school design. Historically the lot boundaries were developed and divided to create the Driver Resource Centre Lot 4196 from the larger the Lot 4197 which is the current site boundaries in place. A large 25 space carpark and access easement to the North sets the buildable portion of the site to the south by approximately 25m from the front boundary while the East of the site is maintained as a large green open green space with a large open grassed stormwater drainage area.

Due to the building being designed with the school there is currently an encroachment by the school grounds into the project lot in the Southwest corner. While this encroachment is with fencing and outdoor landscaping a discussion will be required with the school as design develops to avoid conflict around this encroachment and return the available area to the new facility design.

Existing structures on site include the Driver Resource Centre building of approximately 400m², multiple external storage sheds to the north of the site, multiple fences and gates separating the site from the carpark and the school, a sandpit with shade sail over, and outdoor undercover verandah wrapping the entire building.

There are numerous large and medium sized trees with large canopies predominantly to the east of the lot with a range of palm groupings around the site. The site is in good condition with well-maintained grassed area and a well-established tree canopy. Palms at the building entry are causing safety hazards and ideally should be removed in the development.



Figure 13 Existing satellite image and site overlay – Metro Maps, March 2020

The large number of easements across the site reduce the buildable size of the facility significantly and divide the property into three distinct zones which are developable within the new facility design. With the significant grassed landscape area currently acting as a buffer between the residential properties to the East, and the existing large stormwater drain it is appropriate that this side of the site is designated to open outdoor to best utilise the space available between easements.

While no direct relationship is currently or envisioned to be between the school and the Driver facility there is opportunity to explore an appropriate access between the two facilities.

3.3.2 Planning Overlay

The site at 29 Driver Avenue, Driver (Lot 4196) is bound by Community Purpose (CP) zoned land to the west, encompassing the Driver Primary School land and Low Density Residential (LR) to the north and east. The CP zone is located adjacent Public Space (PS) within a larger open space and Organised Recreation (OR) area.

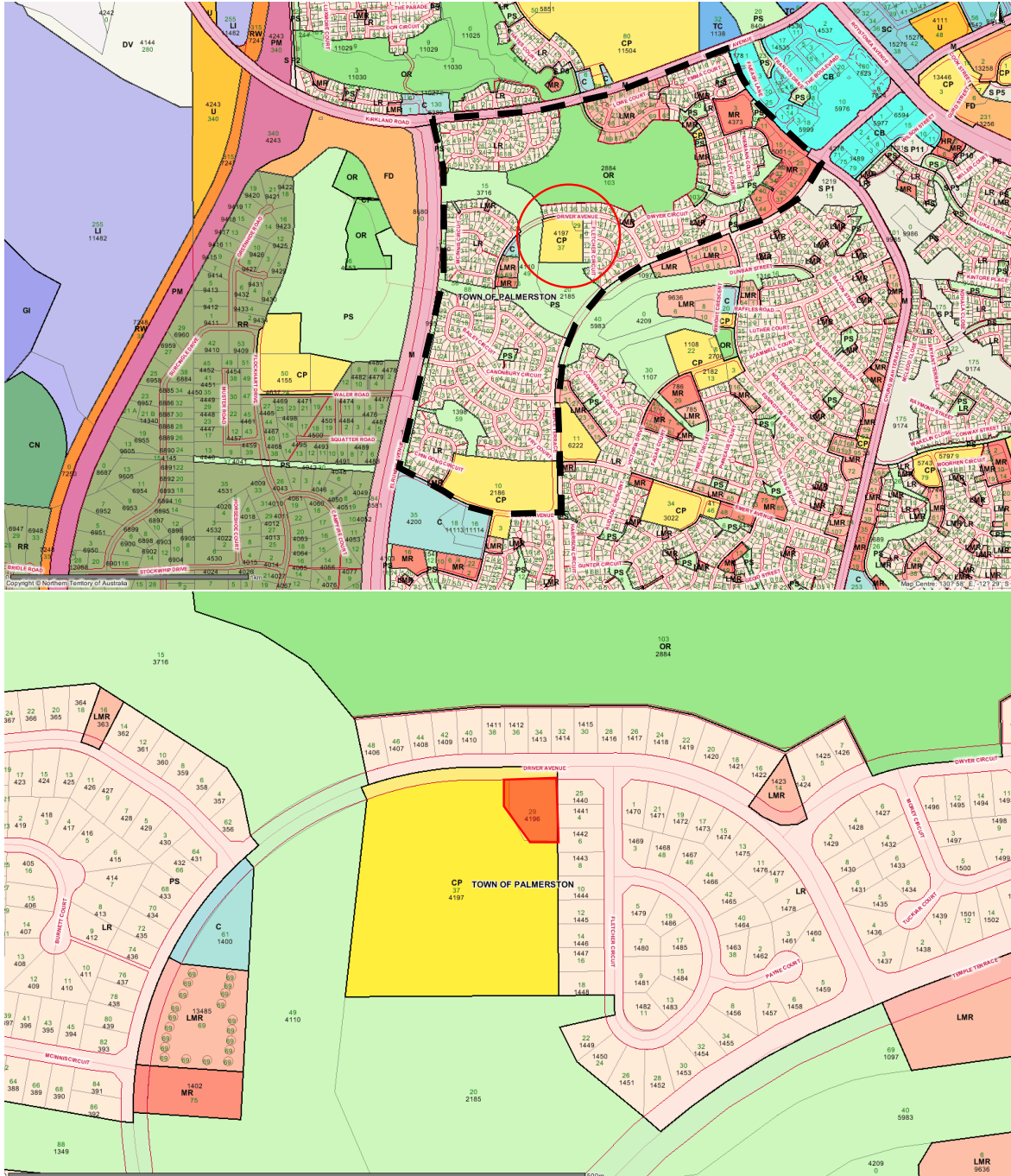


Figure 14 Planning zone maps - NTAtlas

The prescribed usage of community centre is 'permitted' under the CP zone and defined as 'a building or part of a building used for providing artistic, social or cultural facilities and community support services to the public and may include where ancillary an office or the preparation of food and drink. A development permit is not required if

the use is permitted under the zone and meets all the relevant development requirements with no overlays applying to the land or proposed development. As the function and use is not changing and fits within the permitted use of a CP zone.

The site is included in a restricted clearing of native vegetation zone, however given the site is in an urban area and already developed this is unlikely to pose any planning restrictions on the proposed development. Our design methodology endeavors to reduce the removal of vegetation on the site where possible noting they are providing significant shade and character to the site we believe will benefit the new design.

The proposed project will not have impacts on the environmental values and therefore does not require a referral under the NT EPA Act.

The site is also mapped as a significant Biodiversity area – Darwin Coastal and Important wetland. This will require that adequate stormwater and water quality measures are in place in Civil and Landscape design.

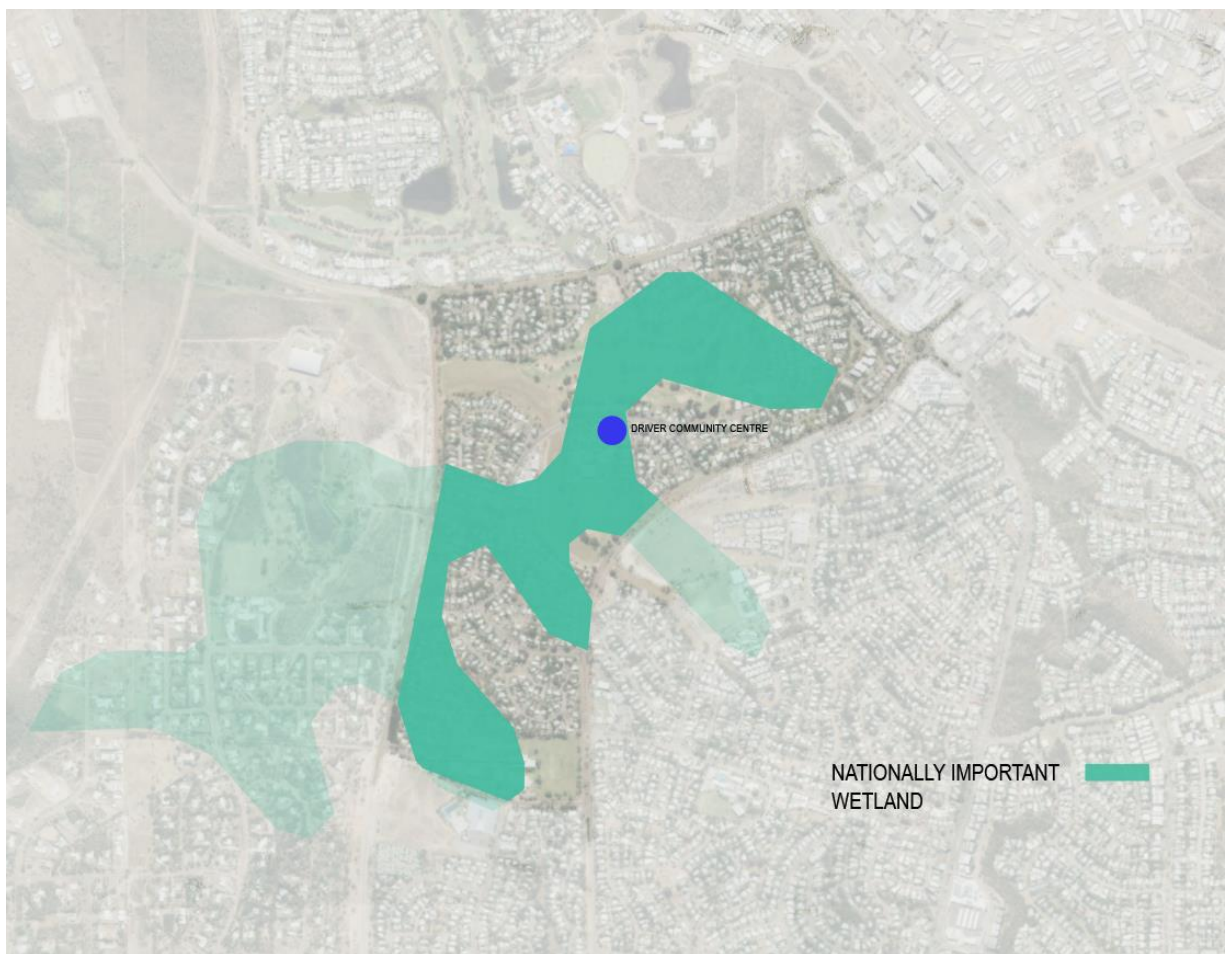


Figure 15 Directory of important wetlands

3.3.3 Opportunities and precedence

3.3.3.1 Street presence

The area sees limited foot traffic for majority of the day, with increase in traffic for morning and afternoon school drop-off and pick-up. The site presents an opportunity to interact with and activate the immediate street frontage

through a direct linkage to the street via the strip of land on the eastern side of the property. This portion of land, divided from the rest of the site by an easement, allows for an open and public area to draw people into the facility that is setback due to the carpark and series of services authority easements on the site.

The current facility was completed as part of the school development in 1984. Because of this, it has similar materiality and design typology and appears to meld into the school facility. As such we believe it crucial that the new design present as its own iconic facility, potentially utilising height, unique rooflines and jarring materiality to disconnect it from the school branding clearly defining itself as an independent facility. This can be improved by removing the existing storage facilities, opening up the site green 'alley' to the street frontage and removing the fencing that matches the school and makes the facility feel like private property.

3.3.3.2 Wellbeing and landscaping

During the site visit it was communicated that the space is commonly used by groups wishing for privacy. Rather than deter these users by 'opening up' the facility at street view, we see it as an opportunity to align the facility with developing research into mental health and substance dependency, increasing a sense of dignity. Through a welcoming entrance and into a nature focused, sustainable design that supports appropriate spaces for one on one and small group sessions.

The green space currently running along the length of the site houses water and access easements and therefore has additional planning limitations, we believe this area can be successfully used as the connection between spaces and potentially to be covered by large awnings, that allow any potential maintenance, whilst still feeling part of the building. The site setback in this zone presents opportunity to both increase economic development of the site, increase site presence and passive security and increase foot traffic to the site through either a pop-up café through the day and food trucks that support events held on the site on weekends or in the evening.

3.3.3.3 Activation

Given the proximity to the school and extensive green spaces the activation of this site to be more heavily utilised by the community is a big opportunity. Pop up cafes not only provide consistent site usage and amenity but support wellbeing in the community, encouraging people who may not ordinarily use the facilities offered by City of Palmerston. Despite being the primary demographic of Driver there are very few facilities catering solely for parents and young families beyond green outdoor space and parks. The market opportunity exists to hold a small pop-up coffee truck or bookable market stall, with power/water points, to allow local community, businesses, events or council to provide an activated space for parents dropping off kids to the school in the morning, informal parents groups after drop-off, school staff and administration and playgroup parents.

3.3.3.4 Community public space

The site is segmented by a number of easements dividing the site and provides pockets that lend itself to less formal and defined built forms but opened up to community use like community gardens or external meeting areas. These spaces would allow for increased use of the site outside of formal bookings and improve passive surveillance, familiarity and ownership of the space by the local community. The Gray Community Hall is an example of this; however, this facility could be encouraged to integrate this community space into the facility as a whole instead of adjacent spaces.

3.3.4 Site area allocations

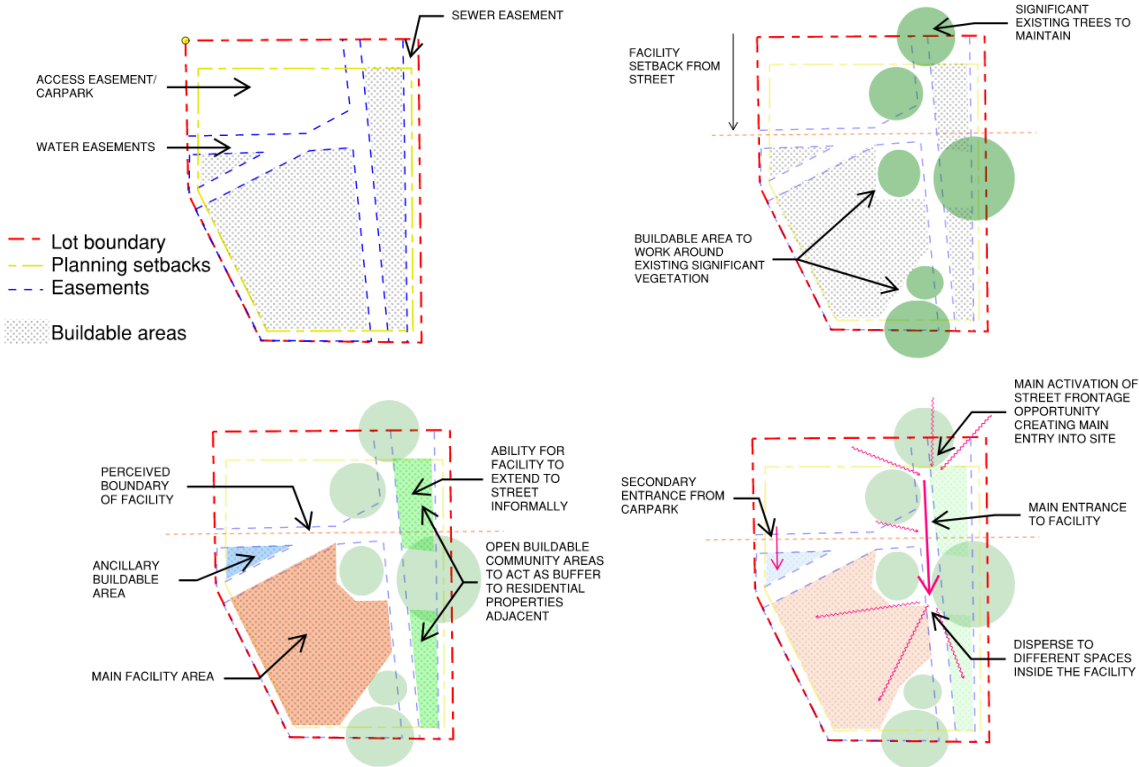


The overall site area is approximately 2,070m² overall; however, due to the planning setbacks, authority easements and carparking on the site plus existing vegetation to be retained the useable area that is possible for footprint of the new facility to three portions at 750m² for main facility, 300m² for open/green and community space, 40m² for a small ancillary use.

These areas can then be linked across the easements and setbacks to connect the three spaces into a holistic facility of approximately 1,200m².

As the design progresses site lines, building forms and overall building sizes will be allocated to suit the function of the facility.

The composition of the Driver community lends itself to the need for a facility modest in scale, that improves connection with the street. The design will be most successful curating an offering of small spaces and nooks, both bookable and for drop ins, rather than a single large facility. This allows for connecting seamlessly into the landscape expanding capacity rather than relying on internal building space, and offering staging capability.



3.4 Preliminary concept

3.4.1 Opportunities and methodology

Following on from the Needs Assessment and project site analysis the following opportunities and precedence are outlined as a proposed design direction leading into concept design relating to usage, materiality, and the interest of the community.

3.4.1.1 Flexibility

The community facility is to be flexible for multiple users and groups needing unprogrammed spaces that can be used in numerous ways beyond a fixed program. There is also a requirement to provide more than one space that can be booked by multiple users at overlapping times. As such our design intent revolves around the idea of developing a design that encompasses 'aggregate forms' with a number of smaller internal enclosed spaces under a larger encompassing roof line.

Aggregate forms: a cluster of structures of pods that define human scale and programmable space under an overarching roof/shade.

This overarching design philosophy provides passive shading to the airconditioned spaces improving energy efficiency as well as offering the ability provide undercover external spaces to enjoy the tropical environment in which the site is located and comfortably transitions away from large and open structures previously utilised for other local community facilities like Gray Community Hall.

The internal community spaces can be maintained at a cost-effective size and moderated for appropriate user groups responding to the needs and functions of smaller user groups but enables larger groups to combine areas or flow out into the outdoor spaces. The spaces will not be designed for a specific function but allow flexibility of use and be adaptable to future and unplanned uses without detriment to another user.

This overall roof form extending beyond the smaller footprint of the existing facility will allow for flexible use of the lot which is divided into smaller shapes and areas but also enables the ability to extend the bounds of the facility over the current easement constraints with human scale appropriate to the context of the surrounding suburbs and the confined existing site.

Associated external shaded areas under an overarching roof allow for the blending of internal and external spaces with landscape and building form to flow into each other creating more intimate and unplanned meeting spaces for community to utilise, enjoy, explore and play in. This style of facility also follows the projected usage of the surrounding suburb demographics

This roof form can then transition from solid shade to translucent shade and completely open while maintaining an overall shape with landscape design, working around existing or design trees, planter beds, easements, footpaths and useable spaces. This allows for multiple spaces to change in function, floor level, finish or construction staging without affecting the overall design intent.

3.4.1.2 Landscape

As an integrated design team with the clients, Architects and other subconsultants, we will work through a logical series of steps to formulate a concept design and subsequent design documentation.

Our goal will be to create an engaging landscape setting that draws people to the facility and provides an activated, safe, and inclusive place to experience learning, socialising, and play. The landscape works will extend for the whole site and into the building as we create seamless opportunities for people to choose where and how they want to engage with the facility amenities and resources.

We aim to develop smaller scale spaces within the whole site that cater to the needs identified above and other need identified in Councils community consultation process. The spaces will be indoors and outdoors and facilitate operable walls or partial screening to allow people to spread themselves throughout the facility to engage in their particular interest activity. The urban design principles we will apply to test the design is fit for purpose includes review of:

Connectivity – physical and visual links

Accessibility – all abilities, encouraging people to stay longer and including twilight hours.

Wayfinding – for ease of navigation, reflecting inclusion and reducing anxiety

Animation – providing a range of things to do and ways in which to enjoy the various spaces and resources.

Fit and Function – ensuring the programs offered by the center can be delivered and to various size groups and technological abilities.

Sense of Place – Creating the identity of the Centre

Safety – ensuring there is a sense of safety throughout the journey to and throughout the Centre.

Sensory pleasure – reflecting and responding to seasonal changes, smells, sound, and tactile experiences.

Sustainability – looking at the maintenance, durability and embodied energy taken up by the construction and the operation of the facility.

We will conceptualise the relationships between similar activities and co locate them for best use of each space. The functional relationships diagram is critical to defining the uses that can be offered by the centre.

All weather access is important for all activities, so the facility has a busy feel and attracts people to use it during the day and into the late evening, year-round.

Amenity infrastructure will be designed to be durable but also offer diversity in furniture types, ways to connect and create different styling types to meet the varied desires and needs of groups.

The soft landscape will be used to create shade, define smaller scale spaces and add scent and activities to the whole Centre.

We will achieve this methodology through the development of multiple concept ideas and the consultation with Council to refine to one spatial and physical model that suits the needs, wants and project budgets. Understanding the fiscal commitment is important at this early stage so the community is only shown what is possible and achievable with Councils asset budgets and program delivery means. The final concepts will take people through the design journey and lead to final plans and images.

3.4.1.3 Sustainability

With the imminent implementation of Section-J requirements in October 2023 this community facility should aim to be on the front foot in terms of NCC requirements and strive to aim beyond minimum sustainability and energy efficiency targets. Opportunities to look into passive design, insulation, construction methodology, locally sourced materials, recycling of existing materials and other sustainability methods that can be discussed and our GHD Sustain checklist is available for discussion with City of Palmerston.

An important aspect of this is building flexibility. Designing a structure compatible with sustainability in mind that can develop as new technologies and sustainability standards progress, rather than reflecting the norms of 2022. This aligns with City of Palmerston environmental sustainability aspirations and can be designed to offer multiple passive and active energy efficiency systems now and into the future.

Ability to invest into solar collecting cells on the roof to be integrated into the roof fabric itself, water collection and storage for use by the landscape design are all viable with aggregated forms beneath an overarching roof.

3.5 Precedent images

The following imagery is an example of the design intent to convey the direction of the project and not the final design. The concept will be developed following the design direction in the following stages.

Table 11 Overall architectural form precedence imagery


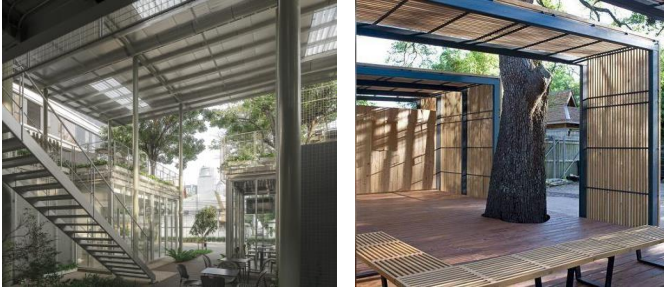


Architectural form/language image	Concept
	<p>Aggregate forms beneath an overarching roof form offset to smaller pavilions beneath responding to site constraints and function separate to the roof.</p> <p>Elevated lighter roof structure. Provides shade and allows for overhangs into easements and protection of large glazing elements.</p> <p>Defines outdoor areas to allow for greater meshing and integration of inside/outside spaces.</p> <p>Allows roof to take a fixed rigid shape with floating enclosed building areas under at different angles to suit site layout/easements etc.</p>
	<p>Raised roof to increase street presence but maintain single storey form. Over roof providing open and shaded areas blending indoor and outdoor spaces</p> <p>Ability for upper roof to sit over easements without affecting the easement requirements and work around existing trees, allow for floor level changes and separate functional spaces</p>
	<p>Overall roof structure canopy creating shade with a play of light down to the ground plane.</p> <p>Changes between solid and void in the roof canopy across the site allowing for landscaping and built form to flow seamlessly providing protection in some areas and allowing rain and sun in others.</p>
	<p>Vertical blades to extend the building form to boundary extents and allow for easements and walkways to flow between and under without interrupting site lines, breezes and allows landscape to permeate between.</p> <p>Space openings to provide a sense of boundary and suggests security without feeling like a fence.</p> <p>Linear members can translate from vertical to horizontal planes.</p>

Table 12 Overall landscape precedence imagery






Landscape Image	Concept
	<p>Wild scapes and natural landscapes interwoven into the facility.</p> <p>Provides separation and privacy to users of differing spaces</p>
	<p>Pockets of seating and informal meeting places around the landscape.</p> <p>Encourage meeting and wellbeing for small or large groups.</p> <p>Provide different size offerings of informal and formal landscaped meeting areas</p>
	<p>Popup and temporary spaces for activation of public spaces</p>
	<p>Natural floor surfaces around landscaping zones that remain accessible and defined.</p> <p>Provide intermediate and informal access paths/stepping stones and exploration opportunities between spaces.</p>

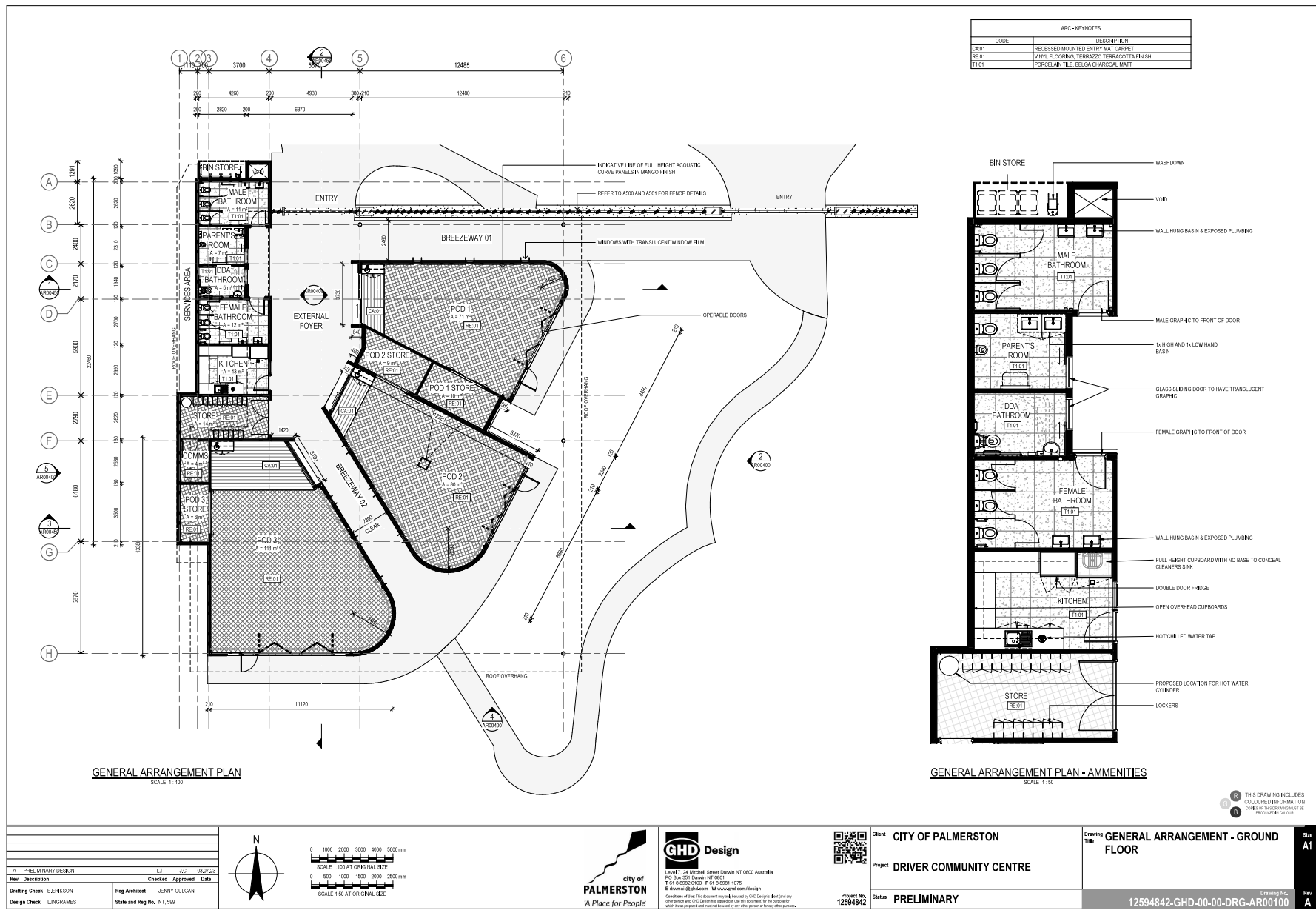
Table 13 Overall wayfinding and signage precedence imagery

Wayfinding Image	Concept
	<p>Using bright pops of colour that flow across vertical and horizontal planes to allow for easy visual cues to facility entrances or key aspects of the site.</p> <p>Large facility signage to improve street frontage and understanding of facility use against school setting.</p> <p>Maintain correct orientation for signage to improve accessibility/readability of text.</p>
	<p>Utilising building form/shape, materiality and colour to provide passive direction to users and encourage movement into and through the site by</p>
	<p>Building fabric to be utilised for signage. Designed in a way to be flexible and interchangeable to maximise flexibility</p> <p>Landscaping elements to include signage and wayfinding</p>

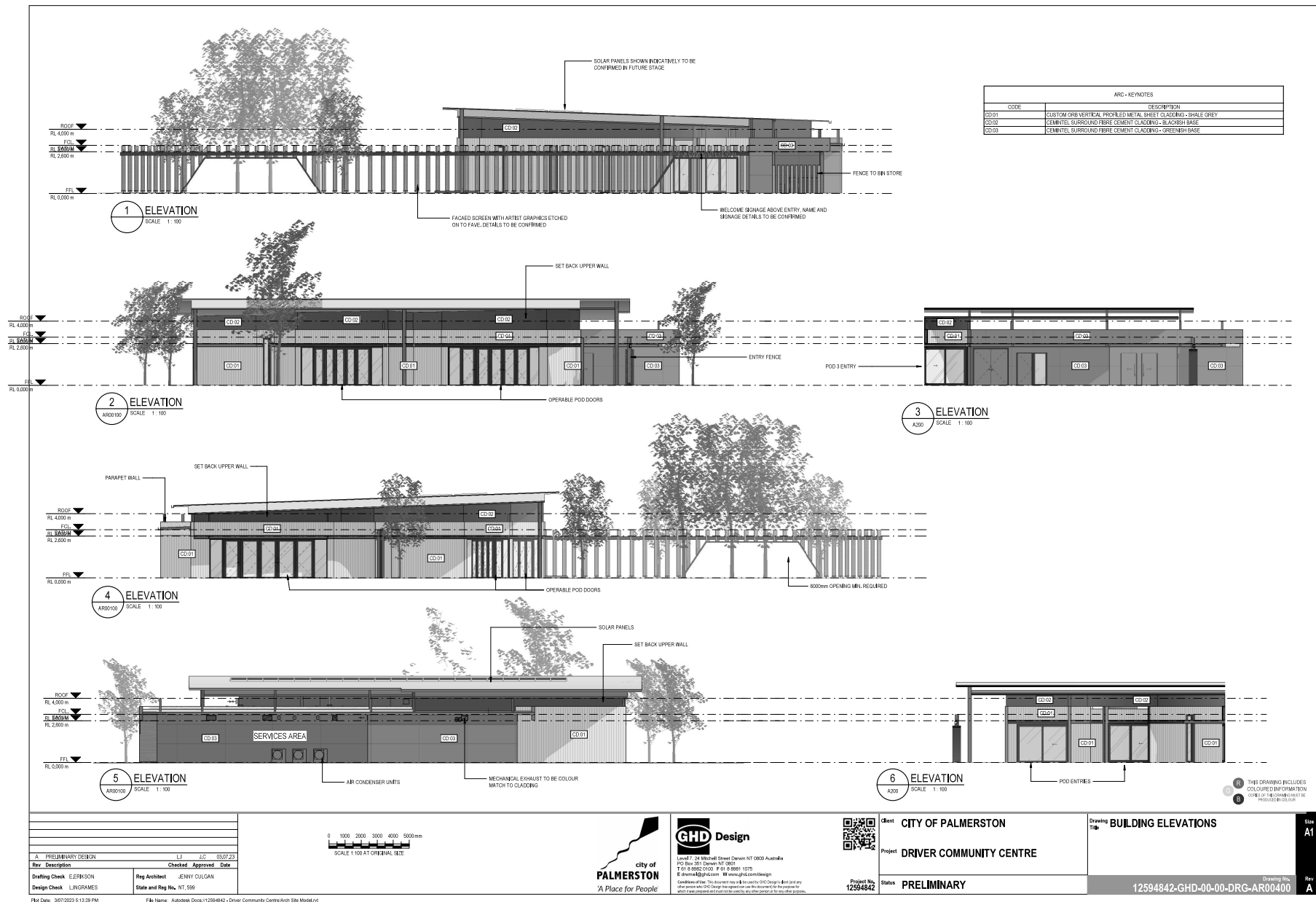


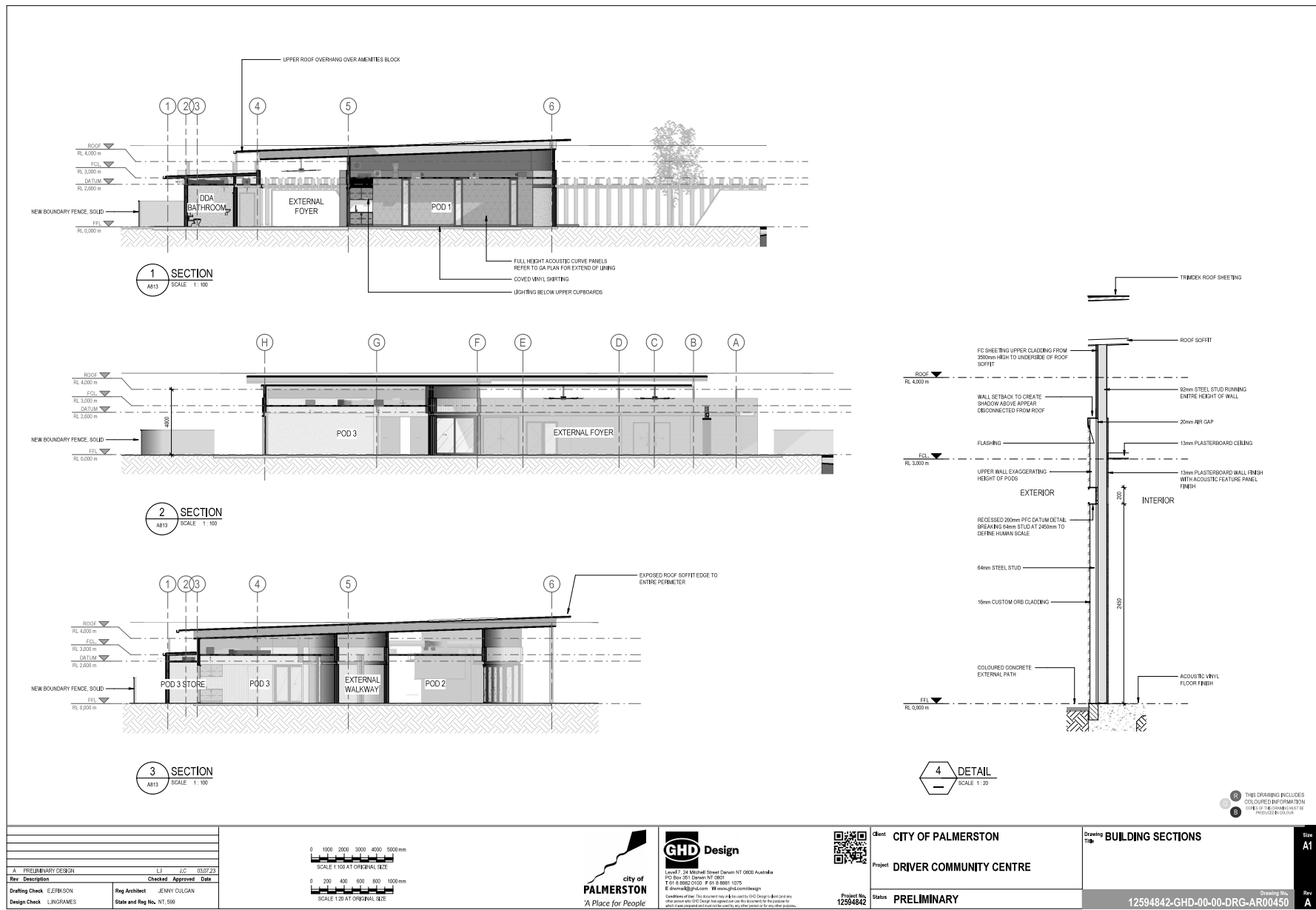
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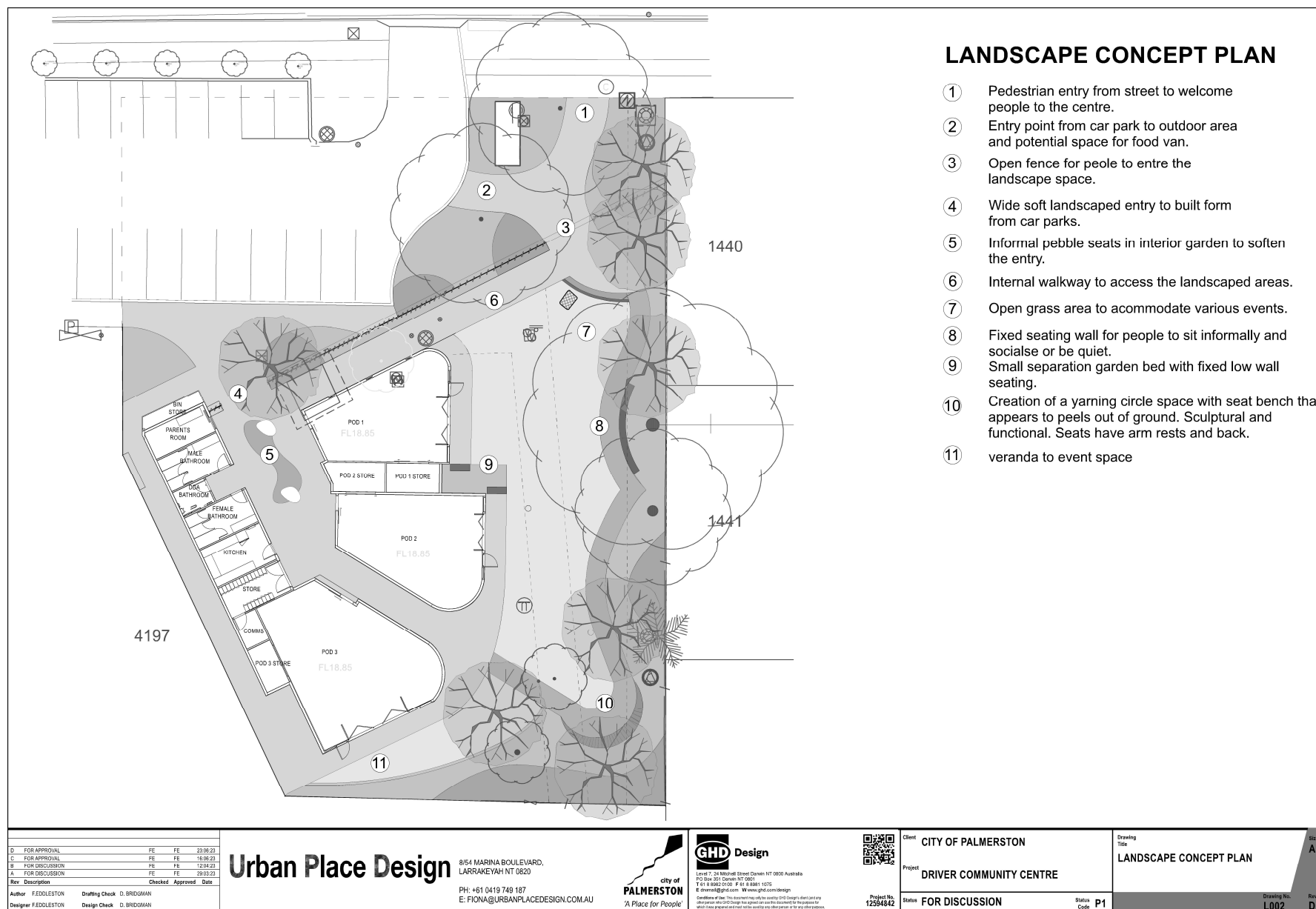
→ The Power of Commitment



COUNCIL AGENDA Attachment 13.1.3.2







COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Office of the Deputy Chief Executive Officer Quarterly Report April to June 2023
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	Executive Manager People and Customer, Emma Blight
APPROVER:	Deputy Chief Executive Officer, Amelia Vellar

COMMUNITY PLAN

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

PURPOSE

This Report presents the key activities undertaken by the Office of the Deputy Chief Executive Officer in the April to June 2023 quarter.

KEY MESSAGES

- The Office of the Deputy Chief Executive Officer includes the functions of People and Customer, Media and Communications, and Strategic Projects.
- This quarter City of Palmerston welcomed 16 new employees, and 12 employees departed.
- Recruitment and retention of staff continues to be a key issue for City of Palmerston in this quarter as Council recorded an average vacancy rate of 14%.
- City of Palmerston recognises the tough environment in which we are competing for talent and is currently procuring a provider to assist with development of Employee Value Proposition and Talent Acquisition and Retention Strategy.
- City of Palmerston's workforce continues to be culturally diverse and reflective of our community, with employees from 20 different nationalities contributing to our outcomes.
- City of Palmerston sent out eight (8) Media Releases and held four media events receiving 65 pieces of earned media across the local network including print articles, radio and TV broadcast.
- City of Palmerston attracted an additional 104 followers on Facebook, 106 on Instagram and 185 on LinkedIn.
- Council engaged with the community for the draft Municipal Plan and budget 2023-24.
- Website visitation increased by 18%.
- An average of 80% of all interactions received by the Customer Experience team was resolved at the first point of contact, a 1% increase from Quarter 3.

RECOMMENDATION

THAT Report entitled Office of the Deputy Chief Executive Officer Quarterly Report April to June 2023 be received and noted.

BACKGROUND

The Office of the Deputy Chief Executive Officer (ODCEO) provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes the functions of Media and Communications and People and Customer Experience including Safety and Wellbeing.

This Report presents to Council key activities undertaken by the ODCEO in the April to June 2023 quarter.

DISCUSSION

As enabling functions, the departments within the ODCEO support organisational activities aligned to City of Palmerston's Community Plan outcomes and objectives. The below provides a summary of the Directorate's activities for the last quarter.

Media and Communications

Community Engagement

City of Palmerston consulted with the community for the Draft Municipal Plan and Budget 2023-24 from the period of 4 May – 1 June 2023. The consultation was promoted through the website, social media, Northern Territory News (NT News), radio interviews and via media event. Consultation results were reported on separately in the second ordinary council meeting of June.



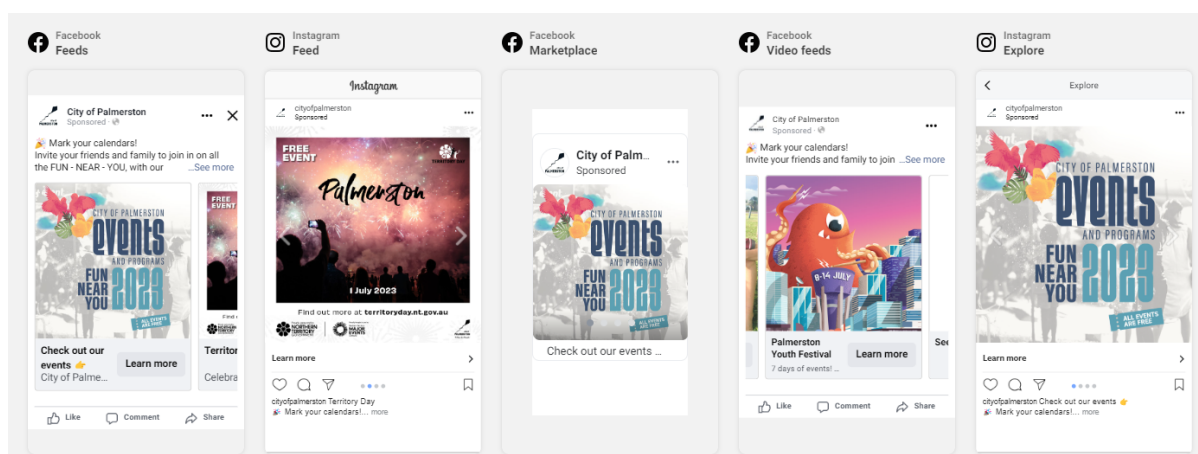
NT News Advertisement

Marketing Campaigns

City of Palmerston successfully launched the new look events marketing campaign, "FUN. NEAR. YOU". The events campaign is an 'always on' approach to promote all events, programs and activities that are happening in Palmerston throughout the dry season. The campaign includes a generic radio ad driving visitation to the website. In addition to this, paid social media carousels and print ads in the *NT News* and *Off the Leash* magazine, have been used featuring the new creative style. Larger events such as the On Frances Street Party and Theatrical Nights have included individual radio ads to push participation. A print and digital calendar of events is available and has also been distributed at all customer touch points and via all city activations.



NT News and Off the Leash May Advertisement



Social Media paid events carousel (June)

Over the quarter, City of Palmerston has promoted 36 events, activities, workshops and programs in total. All activities featured on the website and the City of Palmerston app. The main events and activities that were highlighted throughout the quarter included:

- Hooked on Palmerston
- On Frances – Pride, Swingin' into the Dry
- Theatrical Nights – Carnivale Cabaret
- SWELL (Swimming, Wellness, Events, Leisure and Lifestyle)
- FicNics and Live at the Lake
- Palmerston Youth Festival
- Million Paws Walk

Palmerston Youth Festival marketing campaign launched in June and has seen some of the most successful reach to date. The campaign included video promotion via digital platforms, outdoor banner on the Stuart Hwy, a digital banner on McMillan's road, digital screens at Gateway and Casuarina Shopping Centres, interior bus advertising, 30 second radio and television commercial, print advertisements,

dedicated digital marketing campaign on gaming apps, inclusion in some Palmerston and Darwin school newsletters, and NT News ad.

Social Media

City of Palmerston's Facebook page continued to steadily grow (0.6% increase) this quarter, with the total followers sitting at 17,428. The page saw 23,479 visits, with posts reaching 150,862 users, noting 11,559 of those users were reached through paid advertising. The increase of visits and reach (unpaid and paid) were significant in comparison to the previous quarter. The increase was expected due to the busy event season.

A significant increase in published content on the City of Palmerston Facebook page was demonstrated with 138 posts (52 more in comparison to previous quarter) and 89 published stories (85 more in comparison). Content was heavily focused on community events, programs and activities with the most content published in May.

City of Palmerston's Instagram followers had a strong growth this quarter (5.9%), bringing the total number to 1,888, with 33 pieces of content published, 129 stories and two reels. This is significantly more activity resulting in a substantial increase in reach. City of Palmerston has engaged a dedicated content creator for some City of Palmerston events this year which has played a significant role in these increases.

	Jan – Mar	Apr - Jun	%
Followers	1,782	1,888	^5.9%
Reach	1,870	24137	^1190.7%
Posts	18	33	^89.3%
Stories	26	129	^396.1%
Reels	1	2	^100%

City of Palmerston's LinkedIn gained 185 new followers (10.1% rise) bringing the total followers to 2013. The page had 21 posts, and these received 16,344 impressions (the number of times content was displayed). Content continued to be well received, with the quarter's engagement rate sitting at 8.5%, 415 reactions, four comments and 29 reposts.

Facebook Posts

The top performing organic post (unpaid) on City of Palmerston's Facebook page was the announcement of the Zuccoli Dog Park.

This post had a reach of 29,235 with 151 likes and reactions, 102 comments and 18 shares. The project was closely followed by the community and when the opening was announced on City of Palmerston's Facebook page engagement was high, especially with comments due to users tagging others. Tagging and sharing City of Palmerston Facebook posts remains the most effective way to gain increase in engagement and followers on the social profiles.

Top 5 Organic Posts:

Content Topic	Reach	Impressions	Engagement	Likes & reactions	Comments	Shares
Zuccoli Dog Park Opening – 15 May	29,235	30,692	3,126	151	102	18

Hooked On Palmerston – Barras In - 9 June	20,672		5,876			
FlicNics – 6 May	15,352	15,722	1,331	117	93	22
Zuccoli Dog Park coming soon – 28 April	11,968	12,120	2,122	129	96	11
Ninja Obstacle Course Design Announcement – 10 April	11,537	12,012	1,319	146	47	10

Social Media Campaigns (paid advertising)

Council facilitated 10 paid advertisement campaigns across its social media channels, targeting a range of demographics, focused on events, recruitment and workshops.

The May events campaign was the best performing paid piece of advertising. The campaign was designed to promote multiple events over the month to engage and reach with multiple users, and was used in conjunction with other channels with the same design and message creating brand consistency. This proved the most valuable in terms of return on investment with the ad reaching 4,505 users and generating 532 engagements, costing approximately \$2.28 per engagement. This was successful and mainly interacted with men sitting within the 18-44 age bracket.

Top 3 Advertisements:

	Total Reach	Impressions	Cost
May events Campaign	42,535	57,772	\$121.20
June Events Campaign	15,533	16,128	\$25.00
Palmerston Multicultural Festival	4,930	12,573	\$50.00

Public Relations/Media

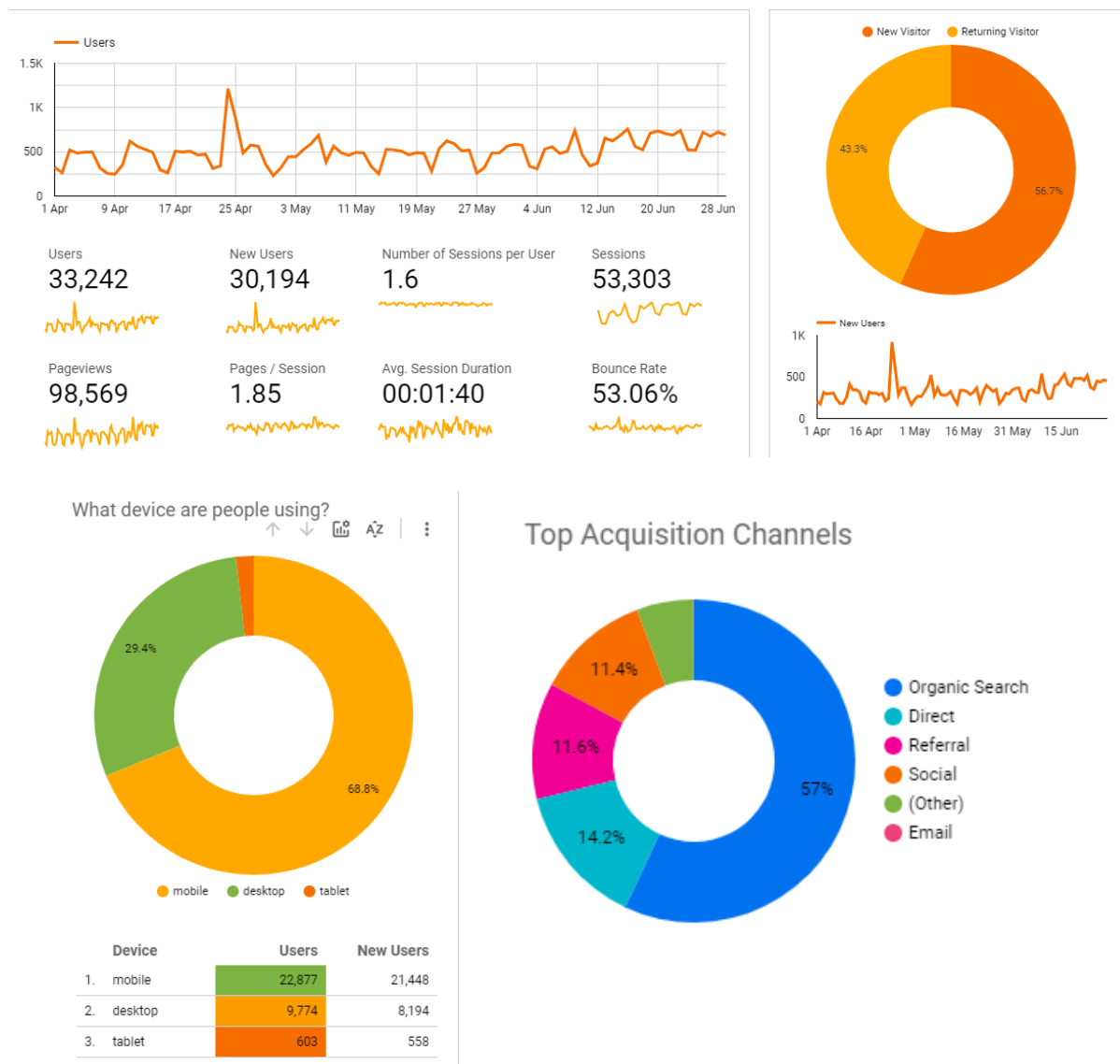
Eight (8) media releases were published featuring a number of topics including the draft Municipal Plan, Shoal Bay waste management charge increases, SWELL, Hooked on Palmerston, and upcoming events. In addition to this were four (4) media events with the Mayor alongside Chief Minister Natasha Fyles (SWELL), Minister Lauren Moss, Minister Eva Lawler and a special guest appearance by Minoli DeSilva (ex MasterChef contestant) for the official launch of Palmerston Youth Festival which resulted in a front-page news item.

City of Palmerston had 65 interactions with the media across all mainstream platforms.

- 9 x television
- 8 x newspaper articles
- 8 x online news articles
- 40 x radio excerpts (including the Council's regular interviews)

This is generally a busy time of year for City of Palmerston, however the organic media achieved for this quarter is significantly higher than normal which is a great result for the organisation brand and reputation.

Website

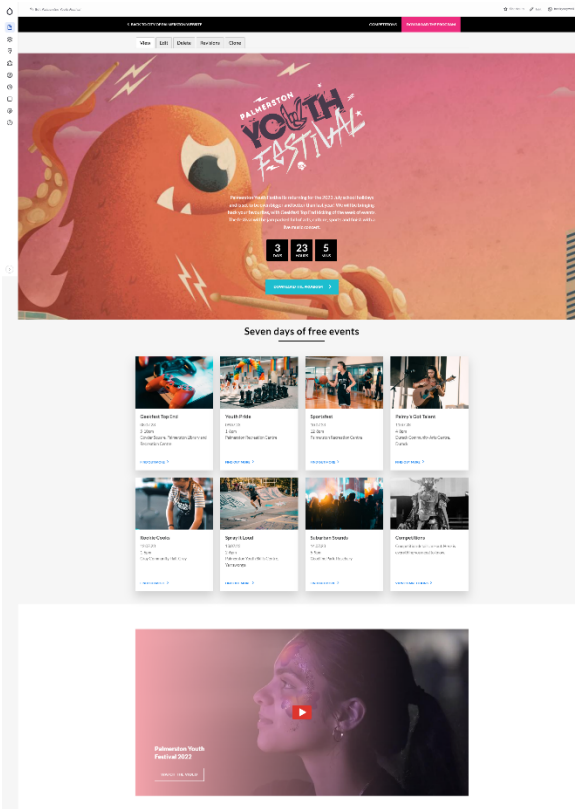


Council's website users increased 18.9% in comparison to the previous quarter. The increase was expected due to heavy promotion of events and media coverage driving visitation directly to the website.

The top viewed pages were careers, library services, waste management, pound and events. The careers page and library are consistently high traffic pages as is the pound (due to lost dogs). The events page increase is a direct result of the new event marketing campaign (and current active events) achieving a significant increase of 1875 views in comparison to last quarter (over 4000% increase).

There has been a number of page improvements on the website, notably the online recycling and waste guide. These details are reflected in the City of Palmerston app as well as the new waste management calendar set to be available soon. Waste Management page visitation may have increased due to the improved pages and the additional media coverage garnered.

The Hooked on Palmerston webpage was reinvigorated as the new program was rolled out, as was the Palmerston Youth Festival (PYF) page with the addition of the countdown clock added and easy to download program guide. The PYF page has so far achieved over 1700 visits, which is an increase to visitation this time last year by 54%.



City of Palmerston App

There have been 69 downloads of the Apple version of the City of Palmerston application for the quarter, bringing the total to 577. Android analytics are still unavailable at this point.

Publications



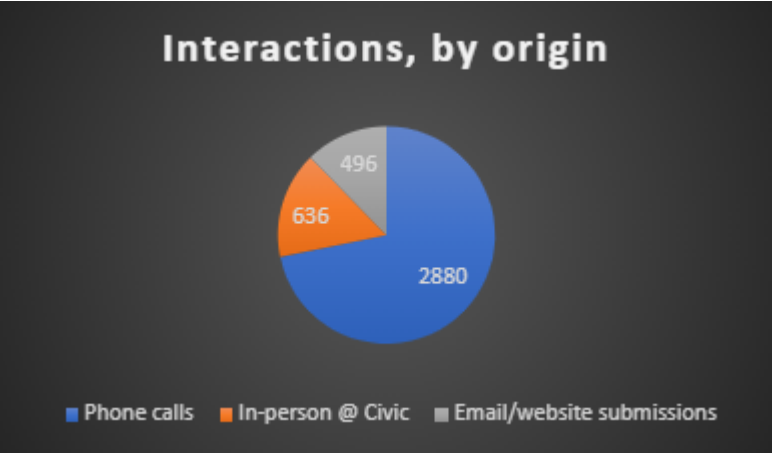
The Municipal Plan and Budget 2023-24, Long Term Financial Plan 2024-33, and Fees and Charges booklets were delivered during this quarter. A Municipal Plan highlights video was also developed.

Our Customer Experience

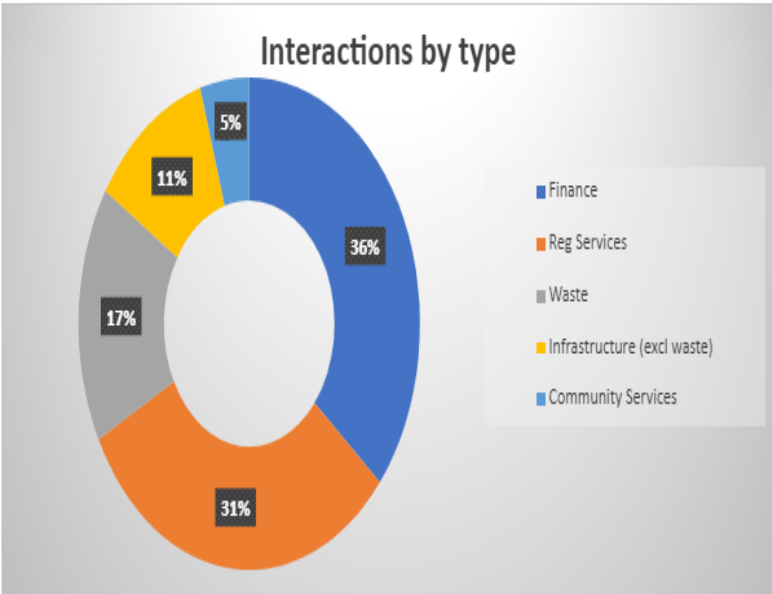
Community Interactions

The Customer Experience Team interacted with an average of 63 community members per business day (via walk-ins, phone and email), with a total of 4020 interactions during this reporting period. This compares to 5071 for the same period last year. It is lower than the previous quarter's 5185 interactions.

May saw the highest number of walks in and phone customers for the quarter. Of the 4020 interactions for the quarter, 1505 (37%) were in May. This is attributed to the rates team interacting with residents regarding overdue payments.



Phone calls remain the most popular method of interaction of our community. This quarter compared to last year. This quarter saw *in person* as the second most popular method compared to last quarter where *email* was the second most popular. Compared to last year this quarter saw a 3% decrease in calls recorded and a 24% decrease in *in-person* interactions recorded.

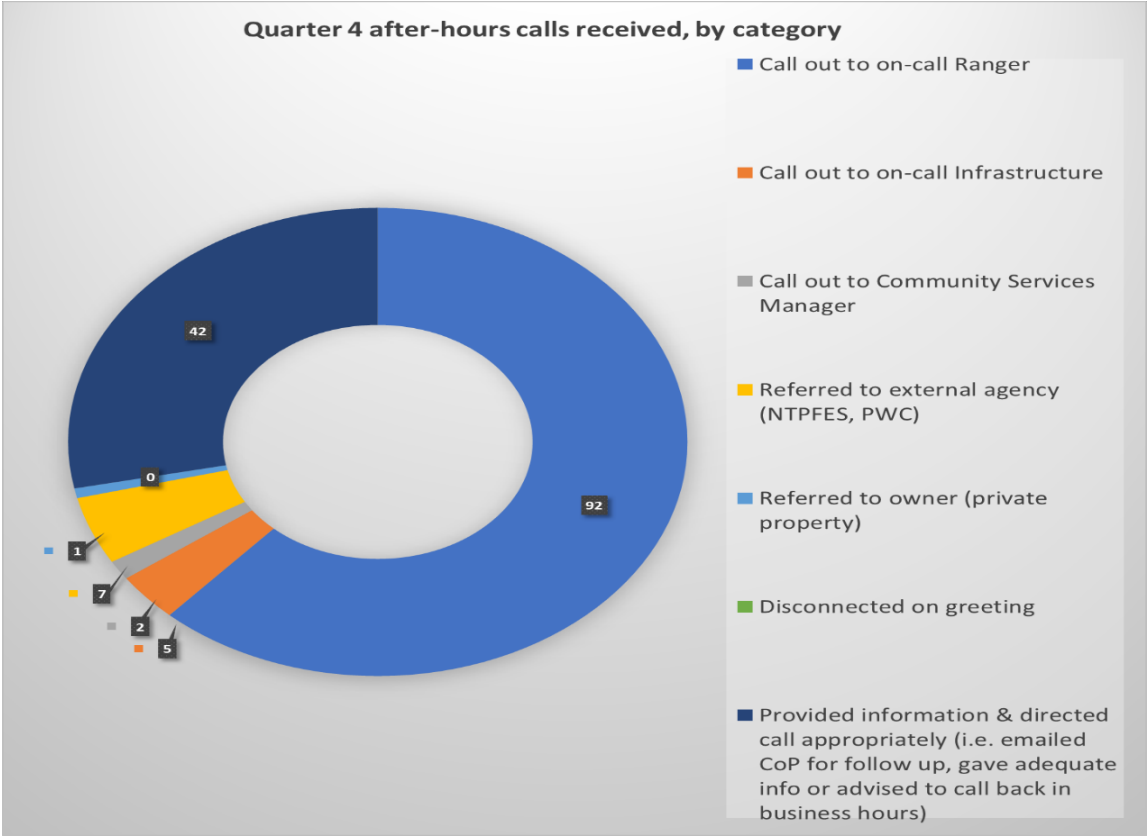
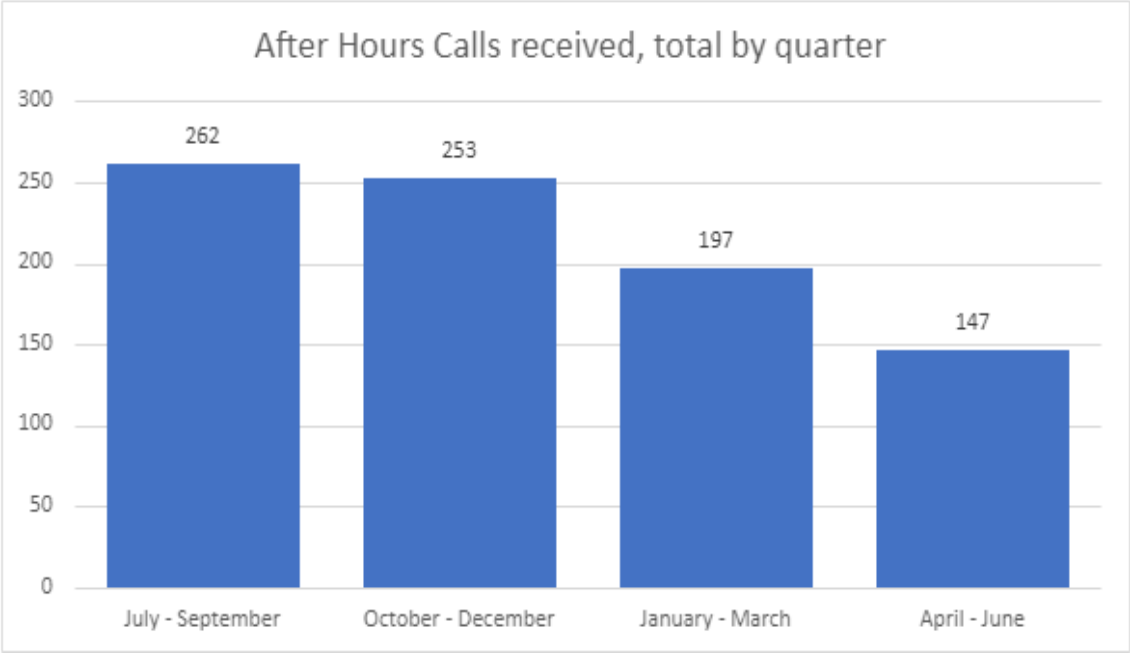


Payment transactions made up 82% of this quarter's interactions, with the remaining 17% actioned being requests for information or services.

15,783 quarterly payments were received for all Rates, Animals & Infrastructure related charges over this period. Customers self-served 79% of these payments via methods including BPay, Australia Post, and online payments.

With a continued focus on our Customer Charter pillars of Make It Easy and Perform with Pride, the

Customer Experience team delivered first contact resolution where possible. An average of 80% of all interactions received by the Customer Experience team was resolved at the first point of contact, a 1% increase from Quarter 3. This increase was across specialised enquiries relating to Regulatory Services, Finance, Waste and Community Services and slight decrease for Infrastructure. Consistent with previous quarters, the highest resolution was for Waste Management enquiries at 98% of enquiries received being resolved on first contact.



Customer Service Charter

Further living our Customer Service Charter and our commitment to Make It Easy, Civic Plaza has continued its extended opening hours to our community. Monday and Tuesdays are the least utilised days in the extended hour window, and mornings are busier than the afternoons. The Customer Experience team provided short-term support to the Rates teams in April to reconcile incorrect interest charged to rate payers and assist with updating forms.

Our People

Recruitment and retention of staff continues to be a key issue for City of Palmerston in this quarter as City of Palmerston recorded an average vacancy rate of 14%. Whilst this has eased by around 10% since last quarter, City of Palmerston recognises the challenging environment in which we continue to compete for talent, and as such a Request for Quote has been facilitated this quarter for a Talent, Attraction and Retention Strategy and Employee Value Proposition. Assessments of quotations will occur shortly and work on this strategy will commence this quarter.

Employee Movements

The April to June quarter saw 16 new employees welcomed to the City of Palmerston and we bid farewell to 12 employees.

City of Palmerston at this time had an approved Full Time Equivalent (FTE) of 96.05. City of Palmerston’s headcount as of 30 June 2023 was 95 employees, comprising full-time, part-time, casuals, and an additional four labour hire staff.

Recruitment of our People

The People and Customer Team supported 17 recruitment activities across the City of Palmerston during the reporting period, with all positions being externally advertised to the community for an average of 14 days. Recruitment activities were attributed to natural attrition, as well as the recruitment of new roles such as Indigenous Liaison Officer and redesigned roles in Finance and Governance to support the delivery of Community Plan outcomes.

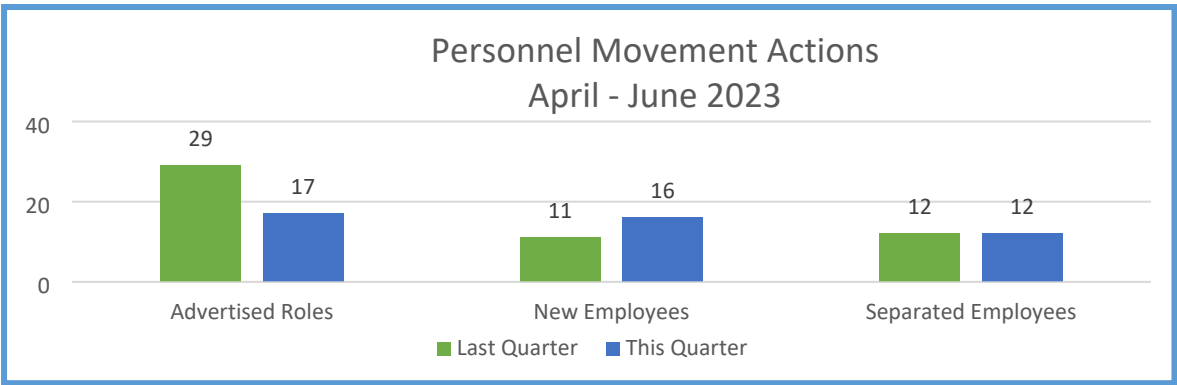


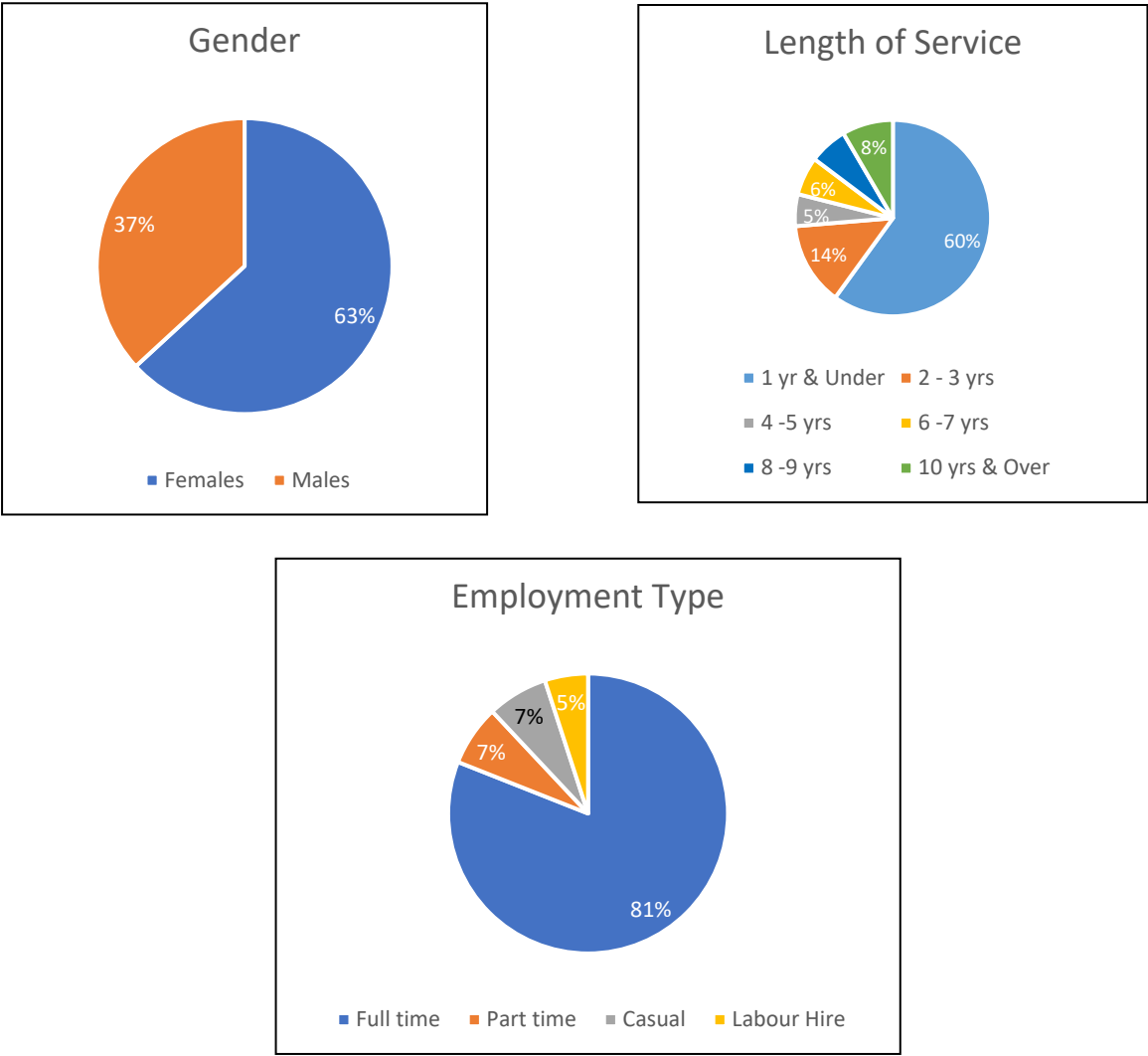
Table: Breakdown of Personnel Movement Actions across April to June 2023

We continue to increase promotion of our roles through the *LinkedIn* social media platform, the *NT News* and other job sites to reach a wide network of applicants.

The internal Recruitment Policy and Procedure have been updated, finalised, approved and disseminated to all staff members. Training on recruitment and merit selection also continues to ensure staff are across any changes.

Quarterly Workforce Statistics

City of Palmerston has a committed and dedicated workforce performing many functions on behalf of our community. As of 30 June 2023, our staff comprised people from over 20 different nationalities demonstrating a culturally diverse workforce reflective of our community. Our employees excluding labour hire comprise 60 females and 35 males and the average age of a staff member is 39.51 years, a slight increase from the last quarter. The average length of service with City of Palmerston has decreased and is 2.8 years in comparison to 2.91 years last quarter, with eight staff completing 8 plus years of service.



Professional Development of our People

Over the past quarter we have continued to invest in the professional development of our employees, providing a range of training activities and professional development opportunities. This development included, but was not limited to:

- AHRI Conference

- Appropriate Workplace Behaviour Training
- De-escalation training
- Managing Workplace Conflict
- Bullying, Sexual Harassment and Discrimination
- Enterprise Agreement
- Purchase Order and MyESS (CouncilFirst)
- Recruitment and Selection Training
- UV Safety Training
- Working with Cultural Differences
- Conflict of Interest Training by NT ICAC (online)

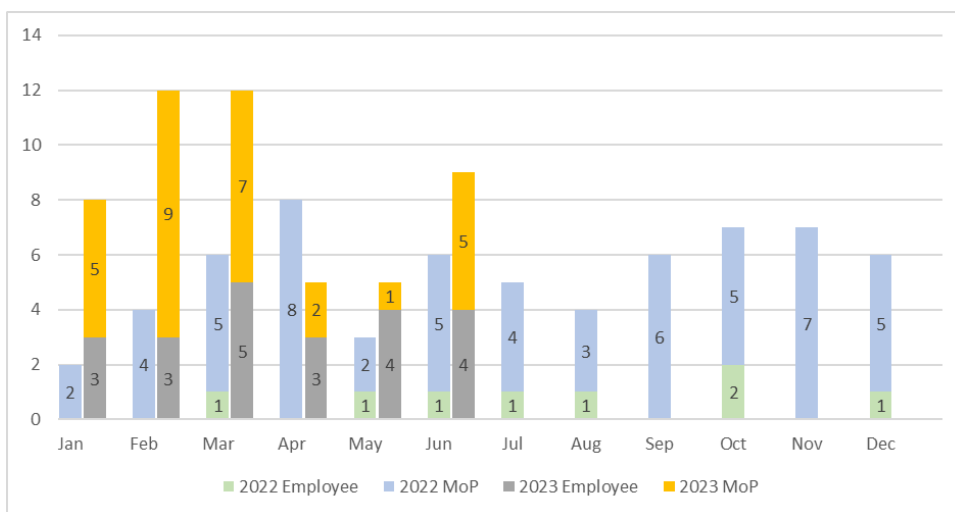
Health and Wellbeing

The Cancer Council provided awareness training to staff for the sun safety, this was provided in conjunction with the Biggest Morning Tea.

Staff participating in the Cancer Council Morning Tea

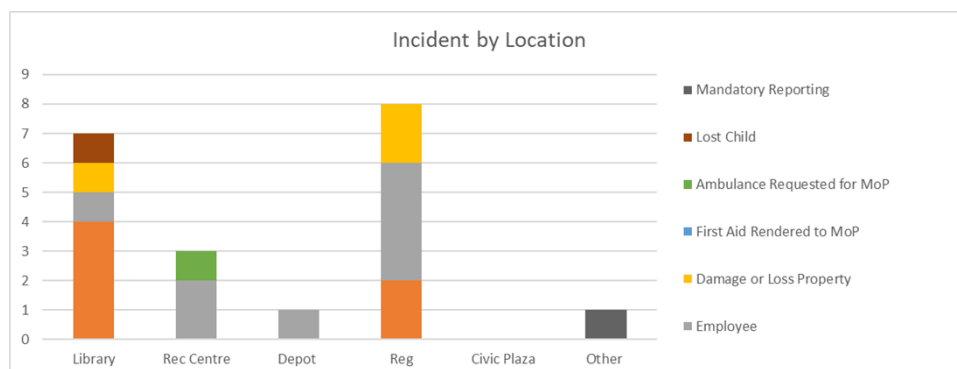


CoP offered the annual Flu Vaccination Program for all employees – April 18 and 19, 43% of employees participated.



Incident Comparison by Month and Year

This quarter saw a decrease in reported incidents in comparison to the previous quarter. With the same number of incidents relating to Employees this quarter, there was a decrease in incidents relating to Members of the Public. The incidents relating to Members of the Public were primarily reported at the Library and Regulatory Services, with some of these requiring staff to contact security for support and assistance.



Incidents by Location

Consistent with last quarter, many incidents related to antisocial behaviour being observed by staff, with no direct impact on our staff. We have continued to support staff dealing with these incidents with continued training in de-escalation, mental health first aid, and resilience. There was an increase in verbal aggression towards Rangers from dog owners reported this quarter.

Only one employee incident resulted in a short period of lost time and the employee has since returned to the workplace. Most employee incidents were near misses and preventative actions have been implemented.

CONSULTATION PROCESS

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

- Media and Communications Manager
- Media and Communications Team
- People and Customer Manager
- Customer Experience Advocate
- Human Resources Team

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

Recruitment and retention of staff continues to be a key risk for City of Palmerston in this quarter as City of Palmerston recorded an over 25% vacancy rate. City of Palmerston recognises the tough environment in which we are competing for talent and is investigating a Talent, Attraction and Retention strategy.

This Report addresses the following City of Palmerston Strategic Risks

- 3 Fails to attract, value, retain and develop the right people with the desired culture
Context: Right people at right time and place with right skills, operating consistently in accordance with desired culture of Collaboration, Accountability, Respect and Valued.
- 7 Fails to be agile to respond to opportunities and challenges

Context: Ensuring the organisation is positioned to respond quickly to take up opportunities and respond to challenges both internally and externally.

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

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

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Community Benefit Scheme End of Financial Year 2022/23 Update
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	Community Development Officer, Kate Townsend
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 provides Council with a summary of the Community Benefit Scheme and Environmental Initiative Grant 2022/2023 financial year activity.

KEY MESSAGES

- Council has awarded a total of \$180,905 this financial year in Grants, Sponsorships, Multi-year Agreements, School Awards, Individual and Team Representation Support.
- This year the Community Benefit Scheme supported 30 community groups, awarding 11 Grants, seven Event Sponsorships and eight Multi-Year Sponsorships.
- 139 applicants attended representative opportunities and were awarded Individual Representation Support to the value of \$33,750, with three Team applications supported to the value of \$3,500.
- 13 schools benefited from the Annual School Award funding.
- Multi-year sponsorship agreements are in place for eight community organisations to the value of \$111,500.
- Council did not award any Environmental Initiatives this year with \$20,000 remaining in the 2022/2023 Environmental Initiative Grants and \$49,095 remaining in the 2022/2023 Community Benefit Scheme Budget as of 30 June 2023.
- Further opportunities are being explored to improve uptake of the Community Benefits Scheme over the next 12 months.

RECOMMENDATION

THAT Report entitled Community Benefit Scheme End of Financial Year 2022/23 Update be received and noted.

BACKGROUND

Each financial year City of Palmerston (CoP) provides funding to eligible community groups which offer activities, projects and services that assist Council to deliver on Palmerston's vision of "A Place for People" and benefit the wider community.

Council actively supports community organisations and groups to deliver their community initiatives, programmes, and events. Council budgets for funding via the Community Benefit Scheme (CBS) as well as

offering in-kind support in the form of waived fees for use of Council-owned facilities, an initiative that has been offered to the wider community throughout this financial year.

Individuals and teams are supported with funding to assist representation at local, interstate, and international events and activities. Environmental Initiatives Grants offer support for activities and projects that enhance and improve Palmerston's environment and assist our community members to adopt environmentally friendly practices and behaviours.

CBS applications are accepted year-round, and the scheme is promoted via CoP website, Council representatives and word of mouth. Successful applicants agree to Terms and Conditions which include acknowledgement of Council support through their social media/publications and providing images to CoP to further promote CBS.

DISCUSSION

This report presents an overall summary of CBS activities for 2022/2023. City of Palmerston actively supports community organisations and groups to deliver community initiatives, programmes and events which benefit the Palmerston community and environment.

Snapshot



The Stingerz Ice Hockey Team

Three Palmerston players from the NT Stingerz received Individual Representation Support funding of \$250 to attend the One Hockey Tournament in Newcastle, NSW to represent the Northern Territory. The representatives enjoyed the experience and appreciated CBS funding support.

"Thank you for your support and generous contribution toward expenses. These experiences for young people are so beneficial and especially since covid restricted this cohort for what is a large portion of their childhood. It was fantastic that the NT was represented alongside teams from New Zealand and Thailand." Jodie & Scott Romanes

CoP supported four Palmerston representatives selected for the u12s Northern Territory (NT) Cricket team, to compete in the School Sport Australia under-12 Cricket National Championships, in Darwin in June 2023. The NT boys team finished in third place in the Australian rankings and the girls placed eight.

Northern Territory u12 Cricket Representatives





Hayden Smith Competing

CBS funding supported cyclists to attend interstate competitions. Hayden Smith was selected to attend the AusCycling Nationals BMX Racing, rounds one and two in Perth, Western Australia. Hayden is now ranked 18th rider in Australia in his division. Hayden is now training for the National Championships in November 2023.

Another BMX racer, Phillip Perkins, attended the BMX AusCycling Racing National Championships in Launceston, Tasmania from 21 November to 27 November 2022.



Four Palmerston residents were supported to attend Australian National Jiu Jitsu Championships, in Melbourne Victoria, 20 to 21 August 2022. With Warwick and Milena Drew finishing the event with a silver medal.

Three individuals represented Palmerston and the Northern Territory at the under 14s and under 16s National Basketball Championships, the South Australian Amateur Golf Championships, the Southern States Rugby League Tournament and the Murri Rugby League Cup, amongst others.

Warwick and Milena Drew

A highlight of CBS grant funding for events included the Vietnamese New Year and the Taiwanese Lantern Festival, both held at Gray Community Hall. The Australian Vietnamese Family Association received funding to host a Vietnamese New Year celebration, known as Tet, at Gray Community Hall on Sunday 15th January 2023. Tet is an important time for the Vietnamese community as it marks the beginning of a new year and is seen as a time for renewal and celebration. It is a time for people to come together with family and friends and to honour their cultural traditions. This event included a number of activities such as; red pockets and card making, Banh Chung making demonstration, Vietnamese calligraphy, Traditional games, and a Lion Dance.



**Australian Vietnamese Family Association Inc – Vietnamese New Year Tet
Minister Selena Uibo, Mayor Athina Pascoe-Bell and Anna Dam**

The Taiwanese Community of the Northern Territory (TCNT) hosted a community event, Taiwanese Lantern Festival, at the Gray Community Hall, 5 February 2023. The Lantern Festival symbolises peace, hope and new beginnings and is one of the most popular events in Taiwan. It marks the end of New Year celebrations and is held after the first full moon of the lunar year.



Taiwanese Lantern Festival

The Northern Territory Professional Golfers Association (PGA) is a key event on the PGA Australasian golfing calendar and is hosted on an 18-hole golf course spread over the Palmerston suburbs of Driver and Durack. Palmerston Golf and Country Club (PGCC) has successfully staged the six-day Northern Territory PGA Championship since 2016 and has received sponsorship from Council to the value of \$30,000 per year since its inception. The event attracts many participants and golf followers across the six days who spend and stay locally in Palmerston.

This annual sporting event delivers a wide variety of community benefits including community engagement, development of golf as a recreational activity in the region, estimated \$1.6 million economic benefits to local businesses through accommodation and incidental spending.

As a major sponsor, Council is involved in a range of marketing and event activities prior to and during the event.



Minister Eva Lawler, Councillor Amber Garden, Minister Kate Worden, NT PGA Champion Austin Bautista, GM PGCC, Matthew Hewer and Ray Sommerville, Major Sponsor Director Tailor-made Building Services

CBS Funding by Category

Grants

CBS has supported 11 community groups to the value of \$17,955 through Grants in 2022/2023. Funds were awarded to:

- Amber NT – Walk to Remember
- Two-Two-One Mental Health Charity – Morbid Curiosity Theatre Production
- Darwin Community Art – Lit Larvae
- Save the Children – Aboriginal and Torres Strait Islander Children's Day
- Kaos Horde – Membership
- Darwin Lions Sports Club – African Cup
- Palmerston Lions – Equipment Purchases
- Wildcare Inc – DVD Conversion
- Australian Vietnamese Family Association Inc – Vietnamese New Year Tet
- Taiwanese Community of the Northern Territory – Taiwanese Lantern Festival
- Zimbabwe Darwin Community Association – Zim NT Soccer Games

Event Sponsorship

Seven events and activities were sponsored in 2022/23 to the total value of \$12,500 which included:

- Palmerston Raiders Football Club – Palmerston Mayor's Cup
- Geek Culture Collective – Membership Drive
- Darwin Community Legal Service – Rights on Show
- Autism NT – Fundraising Lunch
- 50 Plus Club – Personal Protection Strategies
- NT Indoor Sports – National Masters' Indoor Cricket
- Jayden O'Connor – Penrite Hattah Desert Race

Multi-Year Sponsorship

City of Palmerston has eight Multi-Year Agreements in place to the value of \$111,500 which include:

- Club House Territory – Three-year agreement for \$10,000, ends 2024.
- Palmerston Netball – Three-year agreement for \$10,000, ends 2024.
- Palmerston and Litchfield Seniors Association – Three-year agreement for \$20,000, ends 2024.
- Reeling Veteran Inc – Three-year agreement for \$10,000, ended in 2022/2023.
- Palmerston Magpies – Three-year agreement for \$10,000, ends in 2024.
- Palmerston Saints Hockey Club – Three-year agreement for \$1,500, ends in 2024.
- Palmerston Golf and Country Club – Three-year agreement for \$30,000, ends in 2025.
- RSPCA Darwin – Three-year agreement for \$10,000, ends in 2025.

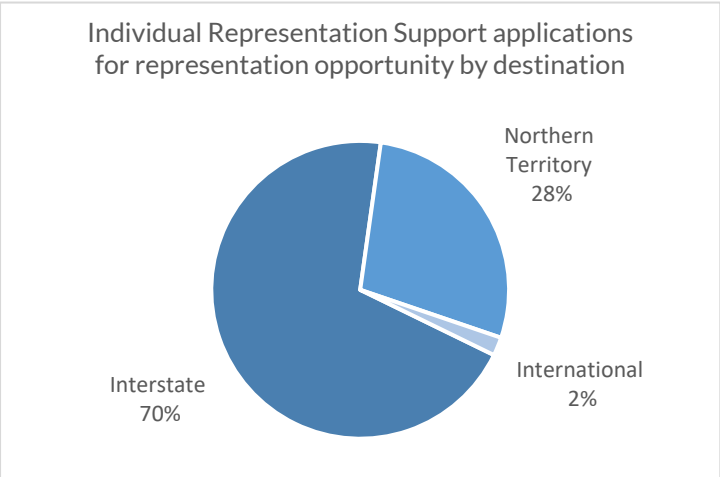
Annual School Awards

City of Palmerston supported 13 annual school awards to the value of \$1,700 which included:

- Bakewell Primary School
- Driver Primary School
- Forest Parade Primary School
- Good Shepard Lutheran School
- Mother Theresa College
- Moulden Park Primary
- Palmerston Christian College
- Roseberry Primary School
- Woodroffe Primary School
- Zuccoli Primary School

- Gray Primary School
- Sacred Heart Primary School
- Charles Darwin University

Individual Representation Support



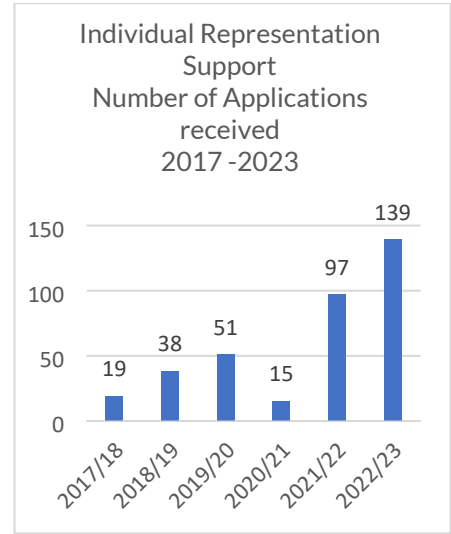
Council supported 139 Individual Representation Support applications to the value of \$33,750 and an additional 3 Team Support Applications to the value of \$3,500. Those selected represented Palmerston at a regional, national, or international level. Although 155 applications were received, 16 applications were ineligible due to living outside the Palmerston municipality, the applicant had received funding in the financial year, or the applicant applied for funding after the event.

Individual Representation Support by opportunity destination

These grants provide vital support to cover growing costs of representation including travel, registration, uniforms, and accommodation. These costs can frequently become a barrier for families of young people engaging in high level competition and development pathways.

The City of Palmerston benefits from the experience and skill development of representatives as it can help elevate the standard of play within local clubs and competitions. Furthermore, having young and aspiring athletes see their peers achieving great things at a National and International level acts to inspire and help make opportunities feel more obtainable for those of similar background and life experience.

The graph above illustrates the portion of applications for regional, interstate, and international opportunities.



Individual Representation Support Applications Year on Year

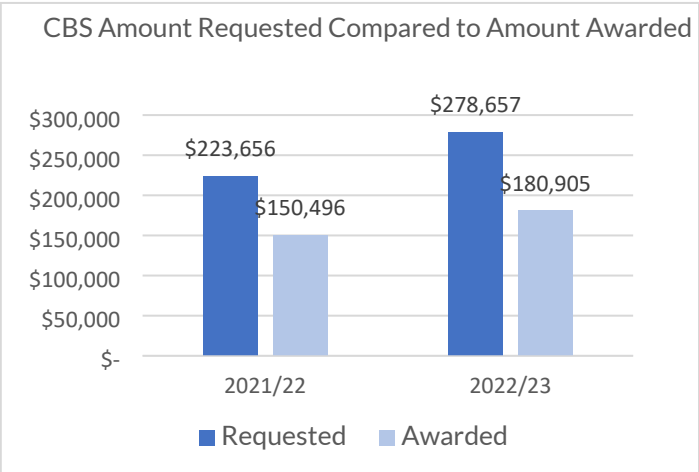
The highest proportion of support is provided for interstate events, with NT opportunities following behind. Increasingly the NT is hosting national events and representation costs, even locally, involve high registration and uniform requirements which can be prohibitive to participation.

CBS has been effective in reducing the financial burden experienced by families ensuring more people from Palmerston can represent more frequently with a 42% increase in Individual Representation Support (IRS) awarded this year.

This graph demonstrates the growth in IRS applications, noting the 2020/21 financial year impacted by COVID19 travel restrictions.

Council has provided a total of \$180,905 in Grants, Sponsorships, and Donations including Representation Support, in 2022/2023. There was an increase in both applications received and funds awarded with an additional \$30,409 delivered this financial year. This growth and the increased Community Development Officer capacity gives good indications for the full budget being expended in 2023/2024.

This first graph shows the growth which has occurred in both applications and funds awarded since 2021/22, as well as the variation between applications received and funds awarded.



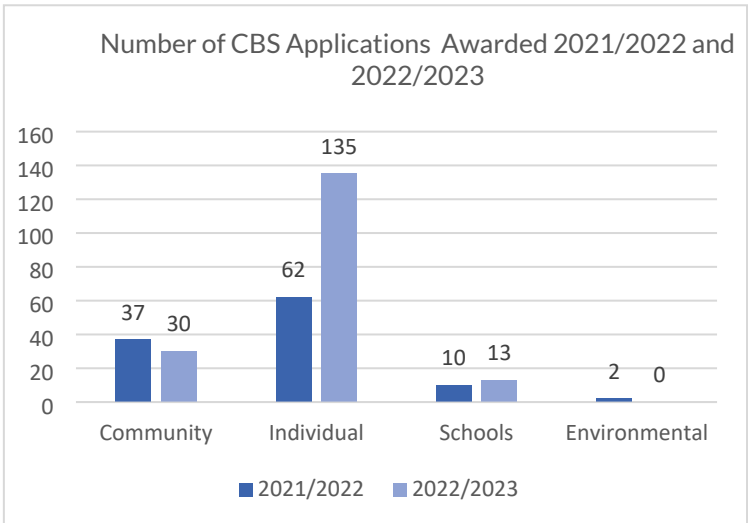
CBS amount requested compared to amount requested

In 2022/23 requests for funding increased by \$55,000 as the result of increased awareness and familiarity with the process. Marketing and promotion of the scheme has increased across various channels including Facebook, and CoP website and direct engagement with community organisations.

The most common reason applications were not awarded was because they did not meet the eligibility criteria of the Grants, Donations and Sponsorships Policy.

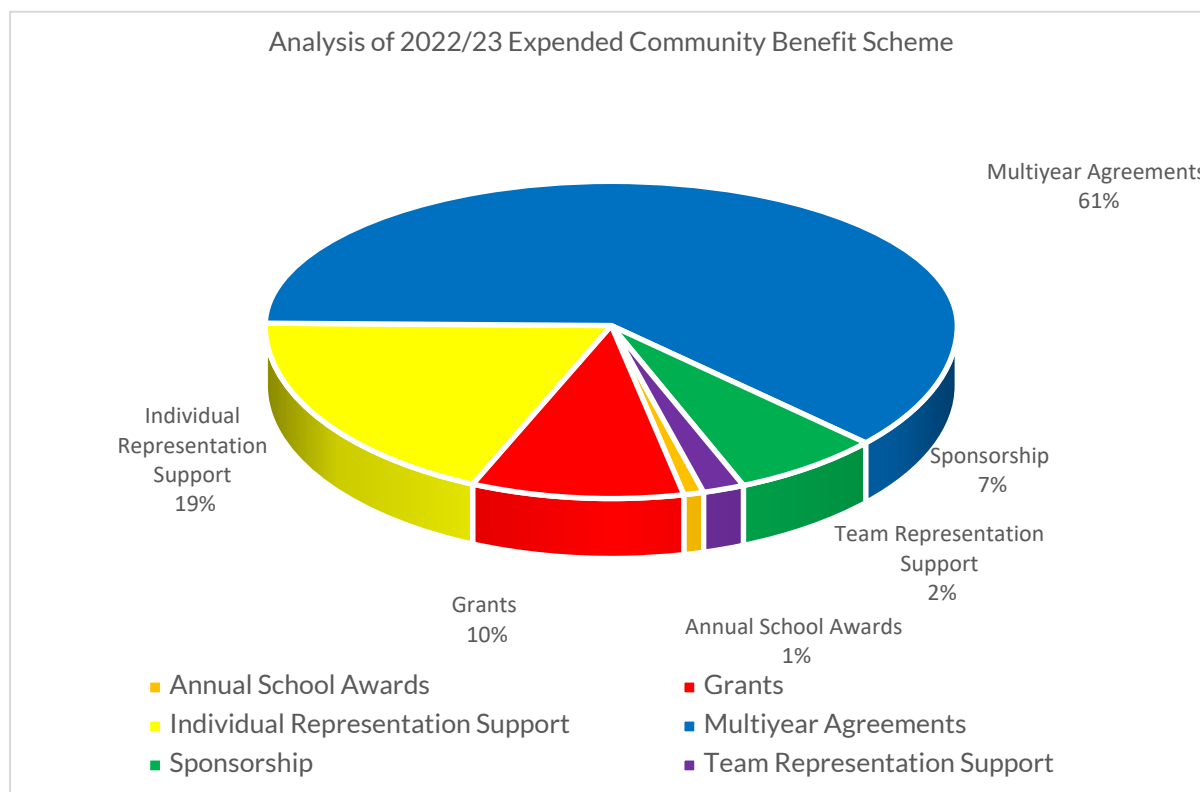
Review of the policy and the grants systems and processes continue to occur, to streamline and improve outcomes associated with the scheme.

The Graph below illustrates the substantial shift in the types of support given in 2022/2023. Individual Representation Support increased significantly compared to last financial year. There was also a small decline in community grants and environmental initiatives.



Number of CBS Applications Awarded 2021/2022 and 2022/2023

The Graph below analyses the breakdown of total CBS Funding Expenditure in 2022/2023. Multi-year sponsorships continue to make up the majority of funds dispensed through CBS. Individual Representation Support makes up the next most utilised avenue for support followed by Grants sponsorship. There is potential for further growth in Grant requests, and it is anticipated this will increase next year with the extra capacity of council staff to support community organisations with submitting applications



Analysis of 2022/23 Expended Community Benefit Scheme

Environmental Initiatives

No environmental initiative grants were awarded this financial year. City of Palmerston reached out to schools and businesses within Palmerston to promote the program to increase awareness, but further promotional activities are still required. Discussion has centred around sustainable practices and increasing awareness of the ability of businesses to apply for funding if CBS funding is matched 50%.

Council officers are actively working with the appointed CoP Environment Officer to identify new opportunities in Palmerston in line with the CoP Sustainability Strategy 2022-2026 to expend the Environmental Initiative grant funding.

Grants Workshop

A grant workshop was held with 12 local organisations present. Topics covered included an overview of grants including CBS, club/organisational readiness, practical grant writing tips, proposal/business case development, acquittals and record keeping. Several meetings have been arranged with participants and staff to provide further one on one support and advice.

CONSULTATION PROCESS

Investigations into further opportunities to promote the CBS in 2023/24 are underway and opportunities identified will be implemented.

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

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

\$230,000 was budgeted for the Community Benefit Scheme 2022/23. Council has provided a total of \$180,905 in grants, sponsorships, and donations, including representation support, in 2022/2023. \$49,095 remains unexpended in the general 2022/2023 CBS budget.

\$20,000 was budgeted for Environmental Initiative Grant with nothing expended.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that Council does not maximise the benefits of CBS by not fully expending the allocation. This can be mitigated by ensuring adequate promotion and engagement as well as reviewing processes and procedures to achieve desired outcomes.

Council is responsible for the efficient and sustainable management of the Community Benefit Scheme budget. Funding activities or items that are not seen to be benefitting the Palmerston Community may erode trust in Council and its processes. Council mitigates this risk by following the policy relating to eligibility criteria as outlined in its Policy Grants, Donations, and Sponsorships.

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

The 2022/23 Environmental Initiatives budget is \$20,000 with no funding currently expended. Further engagement is required to maximise opportunities and to deliver the desired outcome.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Finance Report for the Month of June 2023
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	Executive Manager Economics and Finance, Chris Kimani
APPROVER:	General Manager of 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 June 2023.

KEY MESSAGES

- The month-end figures for 30 June 2023 are representative of the year-to-date expenditures excluding accruals. These figures do not include the final year-end transactions and will vary from the financial statements presented in the Annual report for 2022-2023.
- As per the Accounting Standards the majority of our operational and capital grant income is sitting in the grants liability and yet to be recognised as income. The assessment of income criteria and meeting grant agreement obligations will be completed as part of the end of year process.
- Council's year-to-date operating expenditure is at 95% (excluding commitments) against a budgeted expenditure of \$43 million. The end-of-year accruals such as provisions for employee entitlements, utility bills yet to be invoiced, and services received but not yet invoiced will increase this expenditure.
- In the month of June, 89% (\$6.4 million) of the \$7.2 million creditors' payments were paid to local suppliers.
- Capital expenditure is at 44% against a \$29.6 million revised budget. The capital expenditure including commitments is 101%, in which majority of the committed expenditure relates to Swimming, Wellness, Events, Leisure, Lifestyle (SWELL). A separate report will be presented to Council, identifying the unspent capital expenditure budget that meets the criteria for roll-over into the 2023-24 financial year, to enable continued progress.
- Total outstanding rates debts are \$2.3 million, this includes \$1.5 million of unpaid rates that were levied in the 2022-23 financial year.

RECOMMENDATION

THAT Report entitled Finance Report for the Month of June 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 a monthly report from the Chief Executive Officer to provide the council with 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, the 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 Chief Executive Officer (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, Councilor 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 13.2.3.1** as it presents the financial position of the Council at the end of June 2023. These figures do not include the final year-end transactions and will vary from the financial statements presented in the Annual report for 2022-2023.

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, to date Council has had three reviews.
- Year to date (YTD) Actual – is the actual income and expenditure from 1 July 2022 to the current reporting date, 30 June 2023.
- YTD Commitments are the contractual estimated expenditure raised through purchase orders.
- As it is end of year, the YTD budget is equivalent to the annual budget.

Budget by Directorate

Operating Income

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget
Office of the Chief Executive	539,322	208,458	39%
Finance and Governance	25,043,288	25,768,591	103%
Community and Culture	1,474,201	1,385,295	94%
Infrastructure	8,919,599	7,928,531	89%
Total (City of Palmerston)	35,976,410	35,290,875	98%

- Total Operating income is \$35.2 million which is 98% of the Annual Budget.
- Office of the CEO is at 39% of the annual budget, the grant received is in the grant liability account and the income is to be recognised as part of the end of year process.

- Finance and Governance is at 103% of the Annual Budget largely due to higher than anticipated interest revenue received.
- Community and Culture is at 94% of the Annual Budget as it has received \$300,000 in grant income received for Youth Festival, \$352,000 from dog registration and other animal management income and \$674,000 for Library services.
- Infrastructure is at 89% of the annual budget, the grants received that is sitting in Grants Liability account will be recognised as income part of the end of year process.

Operating Expenditure

Description	Revised Annual Budget \$	YTD Actual \$	YTD Commitments \$	% YTD Actual + Committed of Annual budget
Office of the Chief Executive	2,015,916	1,812,629	512	90%
Deputy Chief Executive	2,835,988	2,915,873	74,680	105%
Finance and Governance	13,925,896	13,786,578	18,598	99%
Community and Culture	5,314,262	5,152,029	361,009	104%
Infrastructure	18,949,886	17,288,724	512,996	94%
Total (City of Palmerston)	43,041,949	40,955,834	967,795	97%

- Total Operating Expenditure is at 97% of the Annual Budget, inclusive of commitments. These figures do not include the final year-end transactions and will vary from the financial statements presented in the Annual report for 2022-2023.
- Office of the Chief Executive is at 90% of the Annual Budget. This expenditure includes myPalmerston, Legal expenses, and Grant and donations. Elected Members expenditure is also included in this directorate. The details relating to Elected Members are provided in the section 2.10 Elected Member expense at **Attachment 13.2.3.1**.
- Expenditure in the Office of Deputy Chief Executive is at 105% of the annual budget. This is largely due to increase in Staff training and recruitment costs and communication expense related to SWELL.
- Expenditure in Finance and Governance largely relates to depreciation expense of \$10 million and insurance \$ 776,000, Professional services \$414,000 and bank and merchant fees of \$90,000 for this year.
- Community and Culture are at 104% and largely related to Youth services of \$650,000 and community development \$980,000 which is higher than budgeted.
- Infrastructure expenses are \$17.2 million YTD (excluding commitments) and largely relate to Waste Management expenditure \$6 million and \$5.1 million for Open space (\$661,000 utilities, \$710 for Vegetation, Mowing \$1 million, Tree maintenance \$440,000 and expenditure on Council facilities).

Capital Income

Description	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget
Community and Culture	304,519	0	0%
Infrastructure	19,268,045	404,572	2%
Total (City of Palmerston)	19,572,564	404,572	

- Council receives grant income and records this as a liability until the obligations outlined in the grant agreement are met. Once the obligations are met, the liability is reversed, and income is recognised in accordance with Australian Accounting Standards. This assessment will be completed as part of the end of year process.
- Community and Culture annual budgeted grant income of \$304,000 for Library Services and Animal Management. The funds for Animal Management have been received and is sitting in the Grants Liability account. This will be assessed as part of the end of year process.
- Fleets are currently at 113% as result of sale of fleets and insurance claims.
- Out of \$15.58 million Capital grant income, Council has received \$9.28 million YTD for 2022-23.
- The table below provides a breakdown of the significant grant income expected to have received this financial year. Some of the income have not been received due to the requirement of project completion and final acquittal reports.

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)
LRCI Phase 3 funding	\$0.82M	0	\$0.82M
FiberSense Technology	\$0.62M	\$0.62M	
Roads to Recovery Funds 2022/23	\$0.41M	\$0.41	0
SWELL Secondary Space Upgrade	\$0.33M	0	\$0.33M
Other projects	\$0.90M	\$0.75M	\$0.15M
Total	\$15.58M	\$9.28M	\$6.3M

Capital Expenditure

Description	Revised Annual Budget \$	YTD Actual \$	Commitments \$	% YTD Actual + Committed of Annual budget
Community and Culture	595,713	178,331	4,560	56%
Infrastructure	28,989,565	12,920,312	16,794,434	103%
Total (City of Palmerston)	29,585,278	13,098,643	16,798,994	101%

- The report at **Attachment 13.2.3.1.** shows that actual YTD Capital Expenditure is at 44% against a \$29.6 million budget. The Capital Expenditure including commitments is 101%. Majority of the committed expenditure relates to SWELL.
- Majority of the unspent capital expenditure budget will be rolled over into the 2023-24 financial year to enable continued progress. The projects that meet the roll-over criteria will be identified and reported to Council for endorsement.
- Recreation Centre is at 6% because the work has just commenced. The work is expected to be completed in 2023-24 financial year and will be considered as part of the roll-over.
- Waste management is currently at 25% of YTD budget, as most of the project is currently work in progress and Archer Waste Management facility \$200,000 Archer recycling modernisation project is rolling over to 2023-24.
- Street Lighting is currently at 122% and most of the expense related to street lighting upgrades.
- Gray community hall is currently at 117% of YTD budget and expense related to community hall expansion and additional work.

Reserves

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

1. **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.
2. **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.
3. **Unrestricted reserve -** not subject to any legal obligations. The funds in this reserve are not currently allocated to a specific purpose.

The projected Reserve balance as of 30 June 2023 is \$11.9 million, and this figure does not include any end-of-year movements. The actual reserve movements will occur during the end-of-year processes and a supplementary report on financial reserve movements will be presented to Council prior to finalising the Annual report for 2022-23. The Reserve balance breakdown as below.

RESERVES	Balance as at 1 July 2022	Balance as at 30 June 2023
1. Externally Restricted Reserves		
Unexpended Grants Reserve	\$779,817	Nil
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	\$2,000,000
Developer Funds in lieu of construction	\$2,103,712	\$753,711
Waste Management Reserve	\$2,923,899	\$2,323,899
Asset Renewal Reserve	Nil	Nil
Major Initiatives Reserve	\$1,414,866	\$1,141,922
3. Unrestricted Reserve		
Working Capital Reserve	\$7,196,362	\$5,208,601
Total Reserves	\$20,383,510	\$11,978,133

Debtors

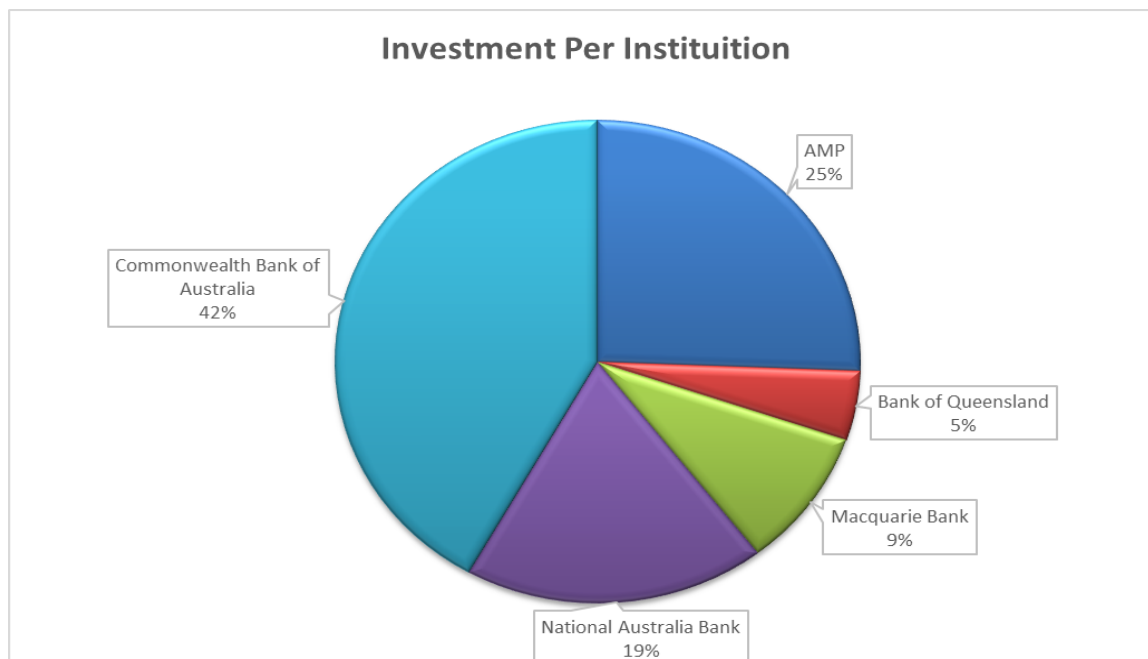
Debtor Control Accounts, as presented in section 2.4 of **Attachment 13.2.3.1**, shows both outstanding rates and unpaid infringement notices.

Investments Management Report and Cash Balance

- The investment portfolio is compliant with Council *Investments Policy*.
- As of 30 June 2023, Council held \$21.5 million in term deposits across five financial institutions. Current investment is \$1 million lower than last month as we redeemed \$1 million maturing term deposit to assist with cashflow for end of year payments.
- Cash held by Council in the trading bank as of 30 June 2023 was \$2.5 million.
- \$5.1 million was held in a NAB professional account which earns cash interest of 4.25%. Placing funds in this account provides Council the ability to earn comparatively high interest rates while being able

to readily draw on the funds for expected large payments due to end of year invoice payments and the SWELL construction.

- Below is the breakup between institutions and details on our investments are provided in section 2.3 Investment Management Report; **Attachment 13.2.3.1.**

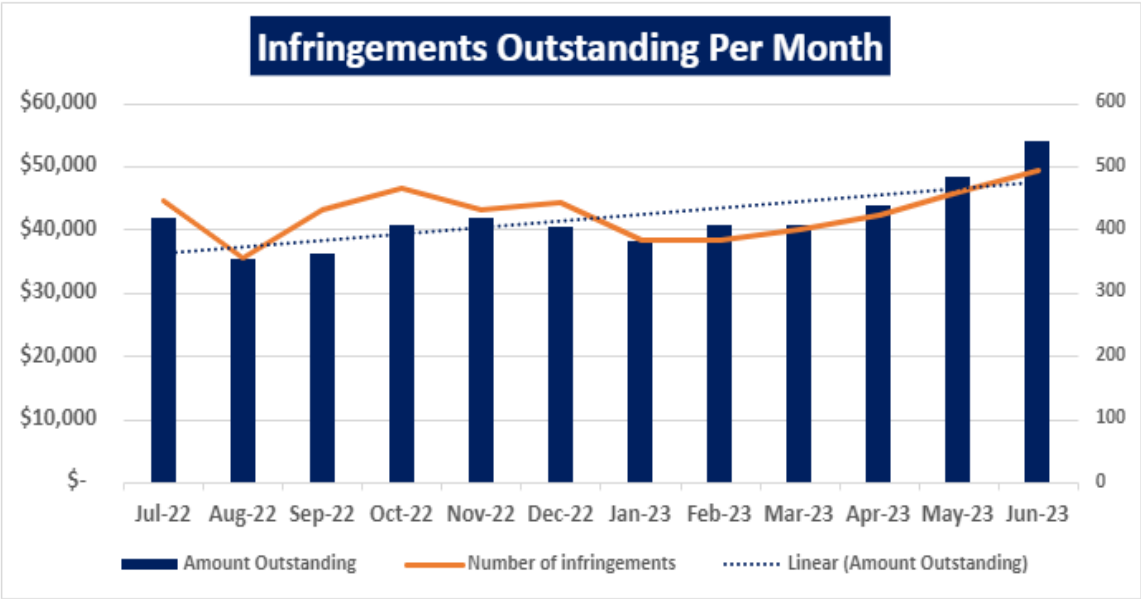


Rates

- Total outstanding rates debts are \$2.3 million, this includes \$1.5 million of unpaid rates that were levied in the 2022-23 financial year.
- 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 45 properties where the debts are 2018/19 and prior.
- Council has received \$1.8 million rates payment in advance and this amount will be sitting as a liability as it is refundable, and Council is not entitled to the funds until the rates are declared for that year.

Infringements

The number of infringements issued increased by 7% to 493 infringements compared to May. Debt amount has also increased since May largely due to old infringements attracting penalties for unpaid infringements. Refer to Section 2.4 – Debtor Control Accounts, at **Attachment 13.2.3.1.**

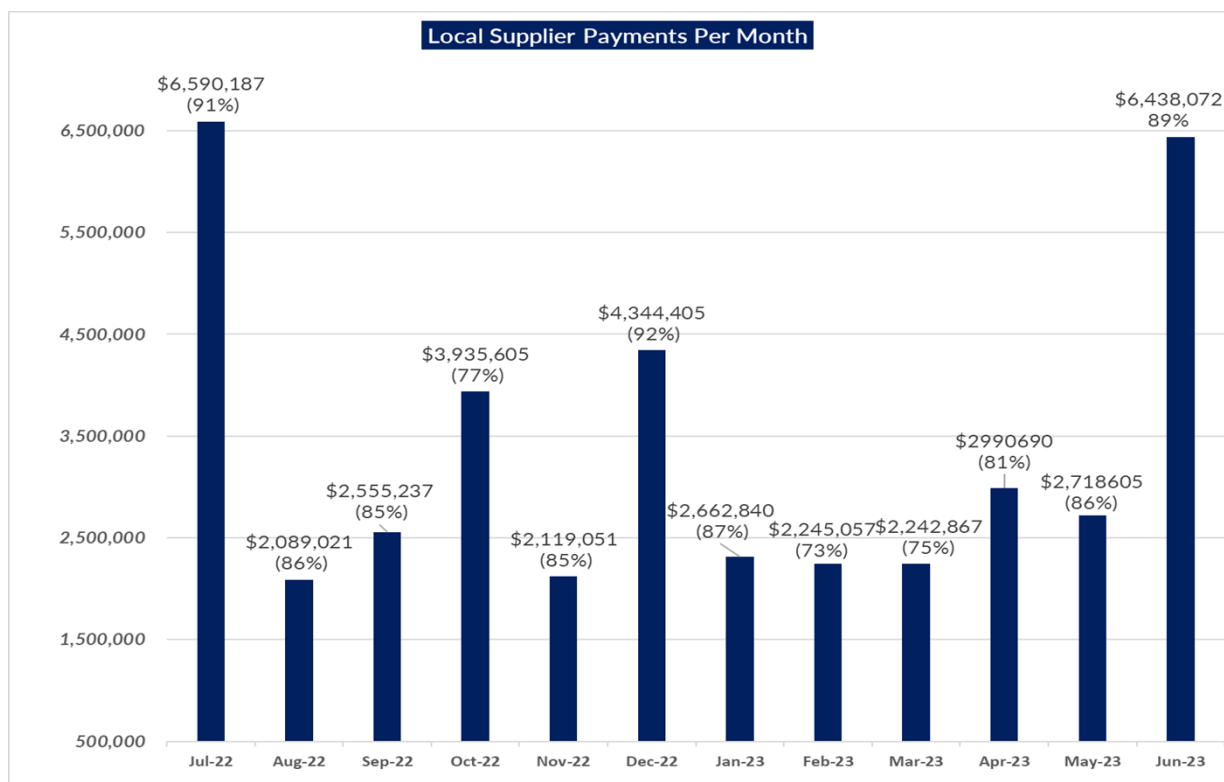


Sundry Debtors

Sundry debtor accounts, as presented at **Attachment 13.2.3.1**, shows sundry debtors outstanding as of 30 June is \$42,000. More details in section 2.4 Debtor control Account.

Trade Creditors Paid

Trade Creditors Paid in June amounted to \$7.2 million and 89% (\$6.4 million) of these creditors' payments were paid to local suppliers. \$2.2 million was paid to Jaytex for SWELL in June 2023. The Council has spent \$40.5 million YTD out of the combined budget of Operational and Capital expenditures of \$61.9 million (excluding depreciation) on local suppliers as it continues to support the growth of the local economy. The details of the suppliers are provided in section 2.5 **Attachment 13.2.3.1**.



Trade Creditor Outstanding

Trade Creditors outstanding in June amounted to \$171,371, all creditors are outstanding less than 30 days. The details are provided in section 2.6 in **Attachment 13.2.3.1**.

Please note: these are month-end figures for 30 June 2023 and are representative of the year-to-date expenditures excluding accruals. These figures do not include the final year-end transactions and will vary from the financial statements presented in the Annual report for 2022-2023.

Waste Charges

- The purpose of Section 2.7 Waste Charges in **Attachment 13.2.3.1**, is to supply a YTD overview of the Council's progress against its budgeted Waste Reserve movement.
- Council has levied \$6.9 million in waste charges this year, the due date for the charge aligns with quarterly instalments and the debtors are incorporated into the rates debts reported at above and Section 2.7 – Waste Charges
- The YTD expenses (including commitment) for the period ending 30 June 2023 is \$6.1 million which is 91% of the annual budget. Most of the expense related to domestic Bin collection of \$1.7 million, Transfer station \$1.2 million, Litter collection \$741 and Kerb side collection of \$260,000.

Commercial Leases

Sections 2.8 at **Attachment 13.2.3.1** summarises the commercial leases that the council holds and the performance of the commercial leases as of 30 June 2023.

Council Loans

Council approved an internal loan for \$3.3 million to fund Making the Switch in August 2018 (Council decision 9/0243), and an external loan for \$1.96 million 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 2.9 - Council Loans of **Attachment 13.2.3.1**.

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 \$336,000, of this total \$290,000 relates to elected members allowances. The details are provided in section 2.10 of Elected Member Expense.

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 expenses charged on CEO's credit card for June 2023 are shown in Section 2.11 Elected Members & CEO Credit card transaction of **Attachment 13.2.3.1**.

Tax and Insurance

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

- Council has paid \$2.3 million YTD in Pay as you go tax. Council pays our Pay As You Go (PAYG) withholding tax to the Australian Taxation Office (ATO) on a fortnightly basis.
- The Business Activity Statement balance for the month ended 31 May 2023 reported on 21 June 2023 as a Goods Services Tax (GST) refund of \$220,000.
- 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 following meeting. Relevant tenders, awarded contracts, variations and exemptions are also published on Council's website. For the month of June 2023 there were no contract variations that met the following criteria under regulation 42:

- 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% as per below.

CONSULTATION PROCESS

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

- Finance Team
- Governance and Procurement 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.

Improvement on the presentation of the financial reports for Council is currently underway to improve the readability of the financial reports, enabling Council to better monitor the financial performance and position of the City of Palmerston and ensuring compliance with the Local Government Act.

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. Finance Report June 2023 [13.2.3.1 - 33 pages]



Financial Management Reports

June 2023

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

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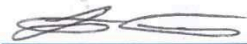
June 2023

SECTION 1 – EXECUTIVE SUMMARY	1.1	Certification by Chief Executive Officer
SECTION 2 – FINANCIAL RESULTS	1.2	Executive Summary
	1.3	Budget Summary by Directorates
	1.4	Capital Expenditure & Funding
	1.5	Planned Major Capital Works
	2.1	Reserves Schedule
	2.2	Balance Sheet
	2.3	Investments Management Report
	2.4	Debtor Control Accounts
	2.5	Creditor Accounts Paid
	2.6	Creditor Accounts Outstanding
	2.7	Waste Charges
	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 June 2023 best reflects the financial affairs of the Council.



Luccio Franco Cercarelli
Chief Executive Officer

COUNCIL AGENDA Attachment 13.2.3.1

Section 2 Financial Results

1.2 - Executive Summary as at 30 June 2023
% of year passed 100%

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	Notes
Operating Income										
Rates	24,551,464	24,620,417	100%	0	0%	24,620,417	100%	24,551,464	100%	
Charge	6,818,686	6,905,130	101%	0	0%	6,905,130	101%	6,818,686	101%	
Fees & Charges	926,773	907,671	98%	0	0%	907,671	98%	926,773	98%	
Grants, Subsidies & Contributions	2,819,387	1,304,162	46%	0	0%	1,304,162	46%	2,819,387	46%	1
Interest & Investment Revenue	713,580	1,443,719	202%	0	0%	1,443,719	202%	713,580	202%	2
Other Income	146,520	109,952	75%	0	0%	109,952	75%	146,520	75%	3
Operating Income	35,976,410	35,291,051	98%	0	0%	35,291,051	98%	35,976,410	98%	
Operating Expenditure										
Employee Costs	-10,484,215	-10,233,027	98%	-14,375	0.1%	-10,247,402	98%	-10,484,215	98%	
Materials & Contractors	-11,375,733	-10,629,264	93%	-491,689	4%	-11,120,953	98%	-11,375,733	93%	
Depreciation, Amortisation & Impairment	-10,792,916	-10,792,917	100%	0	0%	-10,792,917	100%	-10,792,916	100%	
Elected Members Allowances	-393,511	-297,739	76%	0	0%	-297,739	76%	-393,511	76%	4
Elected Members Expenses	-38,550	-38,925	101%	-512	1%	-39,437	102%	-38,550	101%	
Professional Services	-2,112,544	-2,001,662	95%	-68,198	3%	-2,069,860	98%	-2,112,544	95%	
Auditor's Remuneration	-46,080	-23,533	51%	0	0%	-23,533	51%	-46,080	51%	5
Bad and Doubtful Debts	0	0	0%	0	0%	0	0%	0	0%	
Utilities	-2,310,190	-1,666,716	72%	-7,308	0%	-1,674,024	72%	-2,310,190	72%	6
Legal Expenses	-415,700	-457,398	110%	0	0%	-457,398	110%	-415,700	110%	7
Telephone & Other Communication Charges	-255,360	-256,670	101%	-1,629	1%	-258,300	101%	-255,360	101%	
Donations, Sponsorships & Grants	-260,000	-162,441	62%	0	0%	-162,441	62%	-260,000	62%	
Software, Hardware, Stationery, Subscriptions	-1,079,959	-1,022,862	95%	-11,819	1%	-1,034,681	96%	-1,079,959	95%	
Insurance	-603,318	-581,055	96%	0	0%	-581,055	96%	-603,318	96%	
Borrowing Costs	-95,283	-87,633	92%	0	0%	-87,633	92%	-95,283	92%	
Other Expenses	-2,778,589	-2,703,992	97%	-372,264	13%	-3,076,257	111%	-2,778,589	97%	
Operating Expenditure	-43,041,949	-40,955,834	95%	-967,795	2%	-41,923,628	97%	-43,041,949	95%	
OPERATING SURPLUS/(DEFICIT)	-7,065,539	-5,664,782		-967,795		-6,632,577		-7,065,539		
Capital Income										
Net gain (loss) on disposal or revaluation of assets	120,000	135,569	113%	0	0%	135,569	113%	120,000	113%	8
Developer Contributions	200,000	136,023	68%	0	0%	136,023	68%	200,000	68%	
Asset Income (Gifted Asset)	1,879,000	0	0%	0	0%	0	0%	1,879,000	0%	9
Grants received	17,373,564	132,980	1%	0	0%	132,980	1%	17,373,564	1%	1 and 10
Capital Income	19,572,564	404,572	2%	0	0%	404,572	2%	19,572,564	2%	
Net SURPLUS / (DEFICIT) transferred to Equity Statement	12,507,026	-5,260,211		-967,795		-6,228,006		12,507,026		

COUNCIL AGENDA Attachment 13.2.3.1

Section 2 Financial Results

1.2 - Executive Summary as at 30 June 2023
% of year passed 100%

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	Notes
Capital Expenditure										
Land Purchase	0	0	0%	0	0%	0	0%	0	0%	
Asset Purchase	-11,540,754	-4,231,880	37%	-1,675,041	15%	-5,906,921	51%	-11,540,754	37%	
Asset Upgrade	-18,044,524	-8,866,763	49%	-15,123,952	84%	-23,990,716	133%	-18,044,524	49%	
Capital Expenditure	-29,585,278	-13,098,643	44%	-16,798,994	57%	-29,897,636	101%	-29,585,278	44%	10
Less Non-Cash Expenditure	-10,792,916	-10,792,917	100%	0	0%	-10,792,917	100%	-10,792,916	100%	
Plus Gifted Assets	1,879,000	0	0%	0	0%	0	0%	1,879,000	0%	9
NET CAPITAL SURPLUS/(DEFICIT)	-8,164,336	-7,565,937		-17,766,788		-25,332,725		-8,164,336		
Borrowings	0	0	0%	0	0%	0	0%	0	0%	
Less Repayment of Borrowings	-241,037	-180,006	75%	0	0%	0	0%	-241,037	75%	
Reserve Movement	8,405,374	0	0%	0	0%	0	0%	8,405,374	0%	11
NET OPERATING SURPLUS/(DEFICIT)	0	-7,745,943		-17,766,788		-25,332,725		0		

NOTES

1. The year end journal transferring grant from liability to income will be completed as part of the end of year journals.
2. Higher than anticipated interest revenue received.
3. This includes income from private works, additional bins, insurance reimbursement and long grass recovery and was higher than expected.
4. The June allowances paid in July. This will be accrued as part of end of year process.
5. This includes fees for the 22/23 audit which will be accrued as part of end of year processes.
6. At the time of this report, the May and June invoices are yet to be paid and will be accrued as at 30 June 2023.
7. Legal fees are captured in the Office of the CEO and higher than anticipated, but the costs are absorbed by underspends in this directorate
8. Due to higher than estimated receipts for the sale of fleet vehicles and proceeds from an insurance claim
9. This relates to assets handed over to Council from developers and will be assessed and recognised as part of the end of year process
10. Majority of the unspent capital expenditure budget will be rolled over into the 2023-24 financial year to enable continued progress. The projects that meet the roll-over criteria will identified and reported to Council.
11. The reserve movement adjustment will be completed as part of the end of year process



Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2 Financial Results

1.3 - Budget Summary Report By Directorate as at 30 June 2023

% of year passed 100%

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Description						
Office of the Chief Executive						
Office of the CEO	539,322	208,458	39%	539,322	39%	1
Office of the Chief Executive	539,322	208,458	39%	539,322	39%	
Deputy Chief Executive						
Deputy Chief Executive	0	0	0%	0	0%	
Finance & Governance						
Governance	50,000	0	0%	50,000	0%	
Director Finance & Governance	149,205	76,942	52%	149,205	52%	1
Financial Services	168,420	846,837	503%	168,420	503%	2
Rates	24,675,664	24,844,812	101%	24,675,664	101%	
Finance & Governance	25,043,288	25,768,591	103%	25,043,288	103%	
Community & Culture						
Events Promotion	2,000	3,125	156%	2,000	156%	3
Health and Wellbeing Services	0	2,785	0%	0	0%	
Library Services	700,153	674,481	96%	700,153	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	352,210	101%	349,000	101%	
Parking & Other Ranger Services	121,000	51,644	43%	121,000	43%	
Community & Culture	1,474,201	1,385,295	94%	1,474,201	94%	

Section 2 Financial Results

1.3 - Budget Summary Report By Directorate as at 30 June 2023

% of year passed 100%

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Infrastructure						
Civic Centre	151,150	159,670	106%	151,150	106%	4
Driver Resource Centre	3,818	6,236	163%	3,818	163%	4
Gray Community Hall	0	18,550	0%	0	0%	
Director Infrastructure	100,000	2,204	2%	100,000	2%	
Private Works	31,360	46,127	147%	31,360	147%	5
Recreation Centre	0	18,951	0%	0	0%	
Roads & Transport	1,107,695	211,105	19%	1,107,695	19%	
Subdivisional Works	100,000	58,486	58%	100,000	58%	
Waste Management	6,889,416	6,960,776	101%	6,889,416	101%	
Odegard Drive Investment Property	446,160	446,160	100%	446,160	100%	
Durack Heights Community Centre	0	266	0%	0	0%	
Goyder Square	90,000	0	0%	90,000	0%	
Infrastructure	8,919,599	7,928,531	89%	8,919,599	89%	
	35,976,410	35,290,875	98%	35,976,410	98%	

NOTES

1. The year end journal transferring grants from liability to income will be completed as part of the end of year journals.
2. This is due to higher than anticipated interest revenue received
3. This includes rent invoiced for the 2021-22 period
4. Facility hire and lease revenue is higher than estimated
5. Council are provided funds mainly from developer to undertake works on behalf of the developers.

COUNCIL AGENDA Attachment 13.2.3.1

Section 2 Financial Results

1.3 - Budget Summary Report By Directorate as at 30 June 2023 % of year passed 100%

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	Notes
Office of the Chief Executive										
Councillors	-432,061	-336,664	78%	-512	0%	-337,177	78%	-432,061	78%	
Office of the CEO	-1,583,855	-1,475,965	93%	0	0%	-1,475,965	93%	-1,583,855	93%	
Office of the Chief Executive	-2,015,916	-1,812,629	90%	-512	0%	-1,813,141	90%	-2,015,916	90%	
Deputy Chief Executive										
Deputy Chief Executive Officer	-219,837	-283,639	129%	0	0%	-283,639	129%	-219,837	129%	
Customer Experience	-324,356	-312,826	96%	0	0%	-312,826	96%	-324,356	96%	
People and Customer	-1,107,260	-1,196,017	108%	-61,903	6%	-1,257,921	114%	-1,107,260	108%	
Public Relations and Communications	-1,184,535	-1,123,390	95%	-12,777	1%	-1,136,167	96%	-1,184,535	95%	
Deputy Chief Executive	-2,835,988	-2,915,873	103%	-74,680	3%	-2,990,553	105%	-2,835,988	103%	1
Finance & Governance										
Director Finance & Governance	-494,762	-435,076	88%	-4,450	1%	-439,526	89%	-494,762	88%	
Records Management	-349,760	-305,005	87%	-11,807	3%	-316,811	91%	-349,760	87%	
Financial Services	-11,840,417	-12,109,429	102%	0	0%	-12,109,429	102%	-11,840,417	102%	2
Rates	-75,700	-25,529	34%	0	0%	-25,529	34%	-75,700	34%	
Governance	-1,165,258	-911,540	78%	-2,341	0%	-913,881	78%	-1,165,258	78%	
Finance & Governance	-13,925,896	-13,786,578	99%	-18,598	0%	-13,805,175	99%	-13,925,896	99%	
Community & Culture										
Arts & Culture	-77,824	-56,802	73%	-14,144	18%	-70,946	91%	-77,824	73%	
Community Development	-952,694	-987,200	104%	-1,250	0%	-988,451	104%	-952,694	104%	3
Diversity and Inclusion Activities	-38,072	-32,995	87%	-5,630	15%	-38,625	101%	-38,072	87%	
Events Promotion	-601,726	-540,032	90%	-52,305	9%	-592,337	98%	-601,726	90%	
Families & Children	-47,616	-37,751	79%	-6,103	13%	-43,854	92%	-47,616	79%	
Health and Wellbeing Services	-42,496	-35,418	83%	-4,305	10%	-39,723	93%	-42,496	83%	
Library Services	-1,604,630	-1,604,560	100%	-43,184	3%	-1,647,744	103%	-1,604,630	100%	
Senior Citizens	-6,656	-6,627	100%	0	0%	-6,627	100%	-6,656	100%	
Youth Services	-420,280	-442,877	105%	-214,742	51%	-657,619	156%	-420,280	105%	4
Director Community & Culture	-427,677	-384,246	90%	0	0%	-384,246	90%	-427,677	90%	
Safe Communities	-20,480	-13,376	65%	-5,676	28%	-19,051	93%	-20,480	65%	
Animal Management	-168,650	-104,070	62%	-11,028	7%	-115,098	68%	-168,650	62%	
Parking & Other Ranger Services	-905,462	-906,075	100%	-2,642	0%	-908,717	100%	-905,462	100%	
Community & Culture	-5,314,262	-5,152,029	97%	-361,009	7%	-5,513,038	104%	-5,314,262	97%	

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at 30 June 2023

% of year passed 100%

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	Notes
Infrastructure										
Information Technology	-1,560,113	-1,413,704	91%	-7,290	0%	-1,420,994	91%	-1,560,113	91%	
Aquatic Centre	-589,863	-549,251	93%	-9,181	2%	-558,432	95%	-589,863	93%	
Civic Centre	-356,155	-301,696	85%	-31,031	9%	-332,727	93%	-356,155	85%	
Depot	-225,209	-162,116	72%	-11,143	5%	-173,259	77%	-225,209	72%	
Driver Resource Centre	-20,892	-24,761	119%	-5,017	24%	-29,778	143%	-20,892	119%	5
Emergency Operations	-10,240	-7,948	78%	0	0%	-7,948	78%	-10,240	78%	
Gray Community Hall	-70,292	-73,556	105%	-9,187	13%	-82,742	118%	-70,292	105%	6
Director Infrastructure	-668,082	-462,695	69%	0	0%	-462,695	69%	-668,082	69%	
Open Space	-4,938,689	-5,149,543	104%	-138,823	3%	-5,288,366	107%	-4,938,689	104%	7
Private Works	-93,497	-81,410	87%	0	0%	-81,410	87%	-93,497	87%	
Recreation Centre	-275,236	-337,688	123%	-34,326	12%	-372,014	135%	-275,236	123%	8
Roads & Transport	-1,225,605	-1,216,567	99%	-132,338	11%	-1,348,905	110%	-1,225,605	99%	
Stormwater Infrastructure	-220,087	-235,741	107%	-7,739	4%	-243,479	111%	-220,087	107%	9
Street Lighting	-1,183,897	-596,439	50%	-14,636	1%	-611,076	52%	-1,183,897	50%	
Subdivisional Works	-20,000	-7,797	39%	-3,000	15%	-10,797	54%	-20,000	39%	
Waste Management	-6,734,922	-6,030,309	90%	-87,701	1%	-6,118,011	91%	-6,734,922	90%	
Odegaard Drive Investment Property	-127,906	-88,075	69%	-1	0%	-88,076	69%	-127,906	69%	
Durack Heights Community Centre	-39,636	-59,224	149%	-12,978	33%	-72,203	182%	-39,636	149%	6
CBD Car Parking	-62,054	-48,150	78%	-1,898	3%	-50,048	81%	-62,054	78%	
Goyder Square	-313,056	-256,633	82%	-5,519	2%	-262,152	84%	-313,056	82%	
Fleet	-214,455	-185,420	86%	-1,188	1%	-186,608	87%	-214,455	86%	
Infrastructure	-18,949,886	-17,288,724	91%	-512,996	3%	-17,801,720	94%	-18,949,886	91%	
	-43,041,949	-40,955,834	95%	-967,795	2%	-41,923,628	97%	-43,041,949	95%	

NOTES

Overall Council's operational expenditure is within budget, however there are some departments that are overspent, below is the corresponding notes to some of this variances

- Overspend in this Directorate is largely due to increase in Staff training and recruitment costs and communication-related to SWELL.
- This is largely due to the use of consultants during the period when we had positions vacant
- This is due to a higher than expected employee expense this cost centre but employee expenses is contained within the overall staff budget of the department
- Some of this expenditure and commitment relates to the Yoth Festival which has occurred in July 2023, therefore an assessment as part of the end of the year needs to be made to determine which year it is allocated to
- Driver Resource centre is currently at 143% including commitments and most of the cost related to cleaning, security, utilities and building maintenance. Due to increase in anti-social behaviours around the centre.
- Gray community centre is currently at 118% and 182% and respectively including commitments and most of the cost related to cleaning and security cost. Due to increase in anti-social behaviours around the
- Further review of this costcentre will be undertake as part of the end of year process
- Recreation Centre is currently at 135% including commitments and most of cost related to Fire system control and cleaning cost.
- This is due to higher than expected stormwater drainage maintenance

Section 2 Financial Results

1.4 - Budget Summary Report By Directorate as at

30 June 2023

% of year passed

100%

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	NOTE
Office of the Chief Executive				Council receives grant income and records this as a liability until the obligations outlined in the grant agreement are met. Once the obligations are met, the liability is reversed, and income is recognised in accordance with Australian Accounting Standards. This assessment will be completed as part of the end of year process.
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	622,980	122,980	20%	
Aquatic Centre	12,509,079	0	0%	
Director Infrastructure	2,702,559	0	0%	
Open Space	1,251,248	0	0%	
Roads & Transport	1,087,436	0	0%	
Street Lighting	250,000	0	0%	
Subdivisional Works	200,000	136,023	68%	
Waste Management	374,743	10,000	3%	
Durack Heights Community Centre	150,000	0	0%	
Fleet	120,000	135,569	113%	
Infrastructure	19,268,045	404,572	2%	
	19,572,564	404,572	2%	

Section 2 Financial Results

1.4 - Budget Summary Report By Directorate as at

30 June 2023

% of year passed 100%

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	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive										
Office of the Chief Executive	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
Deputy Chief Executive										
Deputy Chief Executive	0	0	0%	0	0%	0	0%	0	0%	
Finance & Governance										
Finance & Governance	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
Community & Culture										
Arts & Culture	-10,000	0	0%	0	0%	0	0	-10,000	0%	
Library Services	-328,812	-178,331	54%	-4,560	1%	-182,890	56%	-328,812	54%	
Director Community & Culture	-146,601	0	0%	0	0%	0	0.00%	-146,601	0%	
Animal Management	-110,300	0	0%	0	0%	0	0	-110,300	0%	
Community & Culture	-595,713	-178,331	30%	-4,560	1%	-182,890	31%	-595,713	30%	
Infrastructure										
Information Technology	-1,988,164	-1,353,175	68%	0	0%	-1,353,175	68%	-1,988,164	68%	
Aquatic Centre	-15,109,787	-5,157,530	34%	-14,831,173	98%	-19,988,703	132%	-15,109,787	34%	1
Civic Centre	-120,620	-54,667	45%	-17,372	14%	-72,039	60%	-120,620	45%	
Depot	-19,400	-8,513	44%	0	0%	-8,513	44%	-19,400	44%	
Driver Resource Centre	-160,000	-65,301	41%	-37,109	23%	-102,409	64%	-160,000	41%	
Gray Community Hall	-45,591	-53,493	117%	0	0%	-53,493	117%	-45,591	117%	2
Director Infrastructure	-2,101,032	-1,616,439	77%	-44,469	2%	-1,660,908	79%	-2,101,032	77%	
Open Space	-2,716,272	-821,596	30%	-385,429	14%	-1,207,025	44%	-2,716,272	30%	
Recreation Centre	-103,392	-5,693	6%	0	0%	-5,693	6%	-103,392	6%	
Roads & Transport	-4,455,722	-2,403,644	54%	-1,152,976	26%	-3,556,620	80%	-4,455,722	54%	
Stormwater Infrastructure	-104,000	-8,529	8%	-52,813	51%	-61,343	59%	-104,000	8%	
Street Lighting	-547,220	-606,665	111%	-60,210	11%	-666,875	122%	-547,220	111%	3
Waste Management	-674,743	-171,815	25%	0	0%	-171,815	25%	-674,743	25%	
Durack Heights Community Centre	-219,050	-391	0%	-212,883	97%	-213,274	97%	-219,050	0%	
Fleet	-624,572	-592,861	95%	0	0%	-592,861	95%	-624,572	95%	
Infrastructure	-28,989,565	-12,920,312	45%	-16,794,434	58%	-29,714,746	103%	-28,989,565	45%	
	-29,585,278	-13,098,643	44%	-16,798,994	57%	-29,897,636	101%	-29,585,278	44%	4

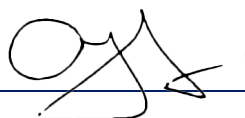
NOTES

1. This relates to the SWELL project and the unspent capital expenditure budget will be indetntified as roll over into the 2023-24 financial year, subject to Council approval, to enable continued progress
2. Gray community hall is currently at 117% of YTD budget due to community hall expansion and additional work
3. Street Lighting Operational Expenditure was identified as capital, this will be further assessed as part of the end of year process
4. Majority of the unspent capital expenditure budget will be rolled over into the 2023-24 financial year to enable continued progress. The projects that meet the roll-over criteria will identified and reported to Council.

Section 2 Financial Results

1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals	Notes
Land & Buildings	\$18,060,206	\$6,161,730	This is an estimate of the source of funding and the final figure will be determined as part of the end of year process
Infrastructure (including roads, footpaths, park furniture)	\$10,650,500	\$6,043,126	
Fleet	\$624,572	\$592,861	
Other Assets (including furniture & office equip)	\$250,000	\$300,926	
TOTAL CAPITAL EXPENDITURE	\$29,585,278	\$13,098,643	
TOTAL CAPITAL EXPENDITURE FUNDED BY:			
Operating Income	\$3,806,340	\$4,002,273	
Capital Grants	\$17,373,564	\$3,964,688	
Transfers from Cash Reserves	\$8,405,374	\$5,131,682	
Borrowings		\$0	
TOTAL CAPITAL EXPENDITURE FUNDING	\$29,585,278	\$13,098,643	



Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

COUNCIL AGENDA Attachment 13.2.3.1

Section 2 Financial Results 30/06/2023

1.5 Quarterly Report on Planned Major Capital works As at

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	\$ -	\$ 14,504,077	\$ 4,569,945	\$ 4,569,945	\$ 14,504,077	32%	\$ 9,934,132	Commenced	November 2023
PRJ10133	Buildings	Zuccoli Community Hub - Community Buildings	\$ 113,062	\$ 0	\$ -	\$ 113,062	\$ 113,062	100%	\$ 0	In Planning	Future Financial Years
PRJ10277	Buildings	Zuccoli Dog Park	\$ 324,055	\$ 1,064,524	\$ 1,037,326	\$ 1,361,380	\$ 1,388,579	98%	\$ 27,198	Commenced	August 2023
PRJ10310	Land Improvements	Archer Waste Management Facility Upgrade	\$ 125,257	\$ 474,743	\$ 171,815	\$ 297,073	\$ 600,000	50%	\$ 302,927	Commenced	November 2023
PRJ10280	IT	IT - ERP Review	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	0%	\$ 100,000	In Planning	Future Financial Years
PRJ10380	Land Improvements	Zuccoli Community Hub Pump Park	\$ -	\$ 200,000	\$ 171,972	\$ 171,972	\$ 200,000	86%	\$ 28,028	In Planning	September 2023
PRJ10385	Buildings	Archer Waste Facility Shade Structure	\$ -	\$ 500,000	\$ 11,442	\$ 11,442	\$ 500,000	2%	\$ 488,558	In Planning	November 2023
PRJ10378	Buildings	SWELL Community Room Refurbishment	\$ -	\$ 330,000	\$ 58,977	\$ 58,977	\$ 330,000	18%	\$ 271,023	Tender	November 2023
PRJ10132	Buildings	Aquatic Centre Renewal	\$ -	\$ 148,535	\$ 2,330	\$ 2,330	\$ 148,535	2%	\$ 146,205	Tender	November 2023
PRJ10303	Buildings	Water Aquifer Preservation Strategy	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	\$ 200,000	In Planning	September 2023
PRJ10219	Land Improvements	Artwork - Sculpture	\$ -	\$ 156,601	\$ -	\$ -	\$ 156,601	0%	\$ 156,601	In Planning	September 2023
PRJ10057	Buildings	Driver Resource Centre Upgrade	\$ -	\$ 150,000	\$ 65,301	\$ 65,301	\$ 150,000	44%	\$ 84,700	Design	September 2023
PRJ10384	Buildings	Durack Community Arts Centre A/C & Solar	\$ -	\$ 219,050	\$ 178,331	\$ 178,331	\$ 219,050	81%	\$ 40,719	Commenced	September 2023
				\$ 18,047,530	\$ 6,267,439	\$ 6,829,813	\$ 18,609,904	37%	\$ 11,780,091		

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

COUNCIL AGENDA Attachment 13.2.3.1

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	779,817	779,817	0
	779,817	0	0	0	0	0	0	0	0	0	0	779,817	779,817	0
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	2,000,000	2,000,000	0	5,414,854	0	0	0	5,414,854	2,000,000
Developer Funds In Lieu Of Construction	2,103,711	0	0	0	0	0	0	375,000	0	900,000	0	75,000	1,350,000	753,711
Waste Management Reserve	2,923,899	0	0	0	0	0	0	500,000	0	0	100,000	0	600,000	2,323,899
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	227,057	227,057	0	0	500,000	0	0	500,000	1,141,922
	12,407,329	0	0	0	0	2,227,057	2,227,057	875,000	5,414,854	1,400,000	100,000	75,000	7,864,854	6,769,532
Unrestricted Reserves														
Working Capital Reserve	7,195,351	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	2,227,057	2,227,057	2,362,760	5,414,854	1,900,000	100,000	854,817	10,632,431	11,978,133

Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2
Financial Results

2.2 - Balance Sheet

30 June 2023

Balance Sheet	Balance	Notes
Assets		
Current Assets:		
Cash & cash equivalents	1,905	7,663,907 Refer to Section 2.3 Investments Management Report
Tied Funds	5,000,000	
Untied Funds	2,662,002	
Investments		21,507,820 Refer to Section 2.3 Investments Management Report
Tied Funds	14,507,820	
Untied Funds	7,000,000	
Receivables		1,239,342 This is the rate debtors offset by the rates in advance. The rates in advance will be recognised as a liability for the end of year process. This also includes the GST receivable from the ATO
Other	-	
TOTAL CURRENT ASSETS	30,411,069	
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	603,993,400	
Liabilities		
Current Liabilities:		
Payables		11,579,725 This includes accounting for depreciation throughout the year, which will be revised as part of the end of year process. The process of recognising depreciation will be revised
Unearned Grant Income (AASB1058)		16,696,500 The year end journal transferring grants from liability to income will be completed as part of the end of year journals.
Borrowings		1,095,790
Provisions		1,399,970
TOTAL CURRENT LIABILITIES	30,771,985	
Non-Current Liabilities:		
Payables	-	-
Borrowings	-	-
Provisions		1,689,930
TOTAL NON-CURRENT LIABILITIES	1,689,930	
TOTAL LIABILITIES	32,461,915	
NET ASSETS	571,531,485	
Equity		
Revaluation reserves		368,317,409
Accumulated Surplus /		216,375,282
Profit and Loss	-	18,358,853
Net Reserves		5,197,648
Working Capital Reserve	7,196,362	
Net Transfers to & from Reserves	- 15,185,862	
Unexpended Grant reserve	779,817	
Election Reserve	50,000	
Disaster reserve	500,000	
Unexpended Capital works	5,414,854	
Developer Funded reserve	2,103,712	
Waste Reserve	2,923,900	
Major initiative	1,414,866	
TOTAL EQUITY	571,531,486	

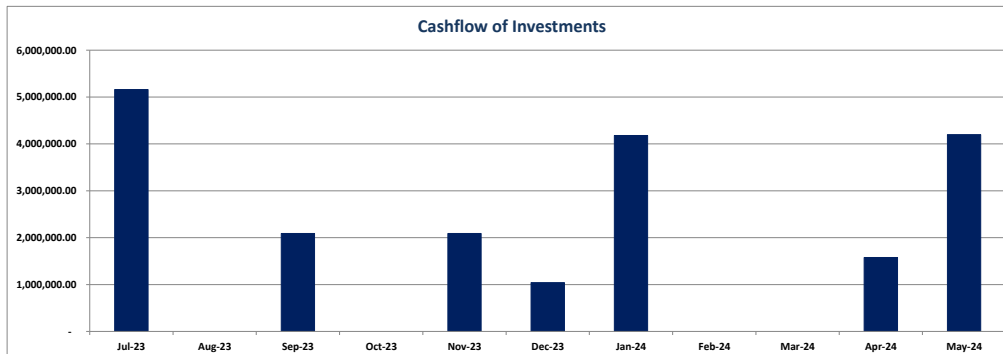

 Approved by: _____
 Executive Manager - Finance & Economics
 Christopher Kimani

Section 2 Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 30/06/2023

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	209	\$ 5,504,315.07	25.59%
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	223		
AMP	S&P A2	\$ 1,504,315.07	4.80%	April 5, 2024	280		
AMP	S&P A2	\$ 1,000,000.00	4.60%	November 23, 2023	146		
AMP	S&P A2	\$ 1,000,000.00	5.10%	May 16, 2024	321		
Bank of Queensland	S&P A2	\$ 1,000,000.00	4.05%	October 4, 2023	96	\$ 1,000,000.00	4.65%
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	3.25%	July 17, 2023	17	\$ 2,000,000.00	9.30%
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	4.31%	November 9, 2023	132		
National Australia Bank	S&P A1+	\$ 1,500,000.00	4.35%	January 25, 2024	209	\$ 4,003,498.09	18.61%
National Australia Bank	S&P A1+	\$ 1,000,000.00	4.95%	May 31, 2024	336		
National Australia Bank	S&P A1+	\$ 1,503,498.09	4.55%	January 11, 2024	195		
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	4.97%	May 23, 2024	328	\$ 9,000,000.00	41.85%
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.34%	July 5, 2023	5		
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.36%	July 19, 2023	19		
Commonwealth Bank of Australia	S&P A1+	\$ 2,000,000.00	4.56%	September 27, 2023	89		
TOTAL SHORT TERM INVESTMENT		\$ 21,507,819.95	Average Days to Maturity		109	100.00%	
% OF TOTAL INVESTMENT PORTFOLIO		A1 & A1+ (max 100%) 69.8%	A2 (max 60%)	30.2%	A3 (max 40%)	0%	100%
Weighted Average Rate		3.82%	BBSW 90 Day Rate Benchmark		4.3426%		
GENERAL BANK FUNDS		\$ 7,663,907.00	Total Year To Date Budget Investment		-\$ 100,000.00		
TOTAL ALL FUNDS		\$ 29,171,726.95	Total Year to Date Investment Earnings		\$ 497,653.17		



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 4.10%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,700,000	\$ 446,160	\$ 64,896	\$ 381,264	233,700

Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

Section 2
Financial Results
30 June 2023

2.4 Debtor Control Accounts

SUNDRY DEBTORS:							
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS & Over		
	41,818.76	16,766.17	2,170.55	2,691.94	20,190.10		
	100%	40.09%	5.19%	6.44%	48%		
RATES:							
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME				
Jun-23	\$2,325,553	\$1,879,072	6.84%				
Jun-22	\$1,893,160	\$1,617,546	6.03%				
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	\$1,591,104	\$444,333	\$171,644	\$76,209	\$32,017	\$7,245	\$3,002
Cumulative Number Of Properties	3697	350	135	58	24	8	3
INFRINGEMENTS:							
			2022/23	2021/22	2020/21	2019/20	2018/19
Animal Infringements		44,323	28,040	10,723	5,560	0	0
Public Places		3,719	2,504	1,080	135	0	0
Parking Infringments		5,897	572	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			53,939.00	31,116.00	13,968.00	6,235.00	2,580.00
			100%	58%	26%	12%	5%
Number of Infringements			493.00	244.00	129.00	50.00	69.00
							1.00

Approved by:
Executive Manager - Finance & Economics
Christopher Kimani

SECTION 2

Financial Results

		2.5 - Creditor Accounts Paid	June 2023
Creditor Name	Creditor Payment Type	Amount \$	
V04343 Jaytex Construction	General Creditors	2,261,121.20	
V03073 Programmed Property Services	General Creditors	539,613.86	
639 Cleanaway Pty Ltd.	General Creditors	435,866.37	
V01904 Veolia Environmental Service (Australia) Pty Ltd	General Creditors	276,498.67	
5104 JLM Contracting Services Pty Ltd	General Creditors	258,582.44	
3438 NT Shade & Canvas Pty Ltd	General Creditors	238,702.20	
549 City of Darwin	General Creditors	225,973.35	
2 Australian Taxation Office - PAYG	General Creditors	193,252.00	
V04498 HCS Constructions NT Pty Ltd	General Creditors	189,820.43	
1607 Sterling NT Pty Ltd	General Creditors	186,174.41	
V00295 Jacana Energy	Utilities	102,745.15	
2587 Top End RACE	General Creditors	100,270.32	
V01789 Next Energy Lighting Pty Ltd	General Creditors	98,806.76	
5508 Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	90,901.86	
V00541 Aertex Group Pty Ltd	General Creditors	87,445.66	
54 Powerwater	Utilities	86,163.88	
3683 Area9 IT Solutions	General Creditors	81,634.84	
V00318 QuickSuper Clearing House	Superannuation	76,904.39	
3486 Gold Medal Services (NT) Pty Ltd	General Creditors	55,389.60	
V00582 Ezko Property Services (Aust) Pty Ltd	General Creditors	51,786.67	
4190 National Australia Bank	General Creditors	51,616.90	
V00773 Akron Group NT Pty Ltd	General Creditors	51,447.17	
4660 Brightly Software Australia Pty Ltd	General Creditors	40,875.45	
3936 Arafura Tree Services and Consulting	General Creditors	39,700.50	
V04317 Randstad Pty Ltd	General Creditors	39,513.08	
V00682 Leigh Dyson Plumbing	General Creditors	38,544.00	
V01860 Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	34,191.57	
900 Palmerston Golf & Country Club Inc	General Creditors	33,000.00	
V03556 Belgravia Health & Leisure Group Pty Ltd	General Creditors	32,483.09	
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	32,262.94	
4538 Byrne Consultants	General Creditors	31,110.09	
V04381 Telstra Limited	General Creditors	30,552.14	
V00855 ESRI Australia	General Creditors	30,250.00	
V02312 Harris Kmon Solutions Pty Ltd	General Creditors	29,914.50	
V04153 Midas Document Management Services	General Creditors	29,347.56	
V00343 MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	General Creditors	28,804.30	
87 Industrial Power Sweeping Services Pty	General Creditors	26,369.95	
V03611 Northern Lights NT Pty Ltd	General Creditors	24,200.00	
V00368 iWater NT Pty Ltd	General Creditors	23,843.00	
5651 Minter Ellison Lawyers	General Creditors	22,815.40	
V01486 Brainium Labs Pty Ltd	General Creditors	22,650.00	

SECTION 2

Financial Results

		2.5 - Creditor Accounts Paid	June 2023
Creditor Name		Creditor Payment Type	Amount \$
V04499	Sophie deLightful Presents Pty Ltd	General Creditors	19,247.58
4963	Centratech Systems Pty Ltd	General Creditors	17,991.69
V04024	Scope Building NT Pty Ltd	General Creditors	17,294.20
V03851	Go1 Pty Ltd	General Creditors	17,248.00
V04653	Darryl & Kerry Vincent	General Creditors	16,903.77
V03605	Fence Factory	General Creditors	15,600.00
5615	EcOz Environmental Consulting	General Creditors	14,763.21
V01017	AssetVal Pty Ltd	General Creditors	14,520.00
5414	Nitro Software, Inc.	General Creditors	14,158.10
V01936	Arjays Sales & Services Pty Ltd	General Creditors	13,635.46
V04405	Rural Mulching Solutions NT	General Creditors	13,068.00
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	12,897.66
V03948	Houspect Australia Pty Ltd	General Creditors	12,650.00
V04589	Galt NT	General Creditors	12,586.20
V02521	Darwin Commercial Construction and Maintenance Pty	General Creditors	12,387.80
V04590	Pump Works Pty Ltd T/A Pump 365	General Creditors	11,849.56
V01397	RSPCA Darwin	General Creditors	11,832.30
V03453	Hardy Landscaping (NT) Pt Ltd	General Creditors	11,530.03
V01118	Wilson Security Pty Ltd	General Creditors	10,586.00
V03940	Build Up Skateboarding Pty Ltd	General Creditors	10,516.00
2199	SBA Office National	General Creditors	10,514.94
3787	Total Event Services T/A Top End Sounds P/L	General Creditors	10,400.50
5410	Majestix Media Pty Ltd	General Creditors	9,896.72
V03000	Jess Cussen Graphic Design	General Creditors	9,859.96
4007	The Ark Animal Hospital Pty Ltd	General Creditors	9,808.13
V02814	Agon Environmental Pty Ltd	General Creditors	9,405.00
V00599	Athina Pascoe-Bell	Elected Members	9,401.99
4977	Masterplan	General Creditors	9,382.08
V03311	Lucky Ent Pty Ltd	General Creditors	9,350.00
V04029	Sewer Equipment Company (Australia)	General Creditors	9,086.00
5162	Select Music	General Creditors	9,000.00
53	Eggins Electrical	General Creditors	8,984.26
4029	Totally Workwear Palmerston	General Creditors	8,845.25
V03950	Monsido Pty Ltd	General Creditors	8,690.00
V03037	KWPX Pty Ltd	General Creditors	8,607.50
5640	Think Water - Winnellie & Virginia	General Creditors	8,498.77
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors	8,497.35
V02228	NT Entertainment Solutions Pty Ltd	General Creditors	8,363.00
256	The Bookshop Darwin	General Creditors	8,077.60
4065	Southern Cross Protection Pty Ltd	General Creditors	8,051.87
5254	True North	General Creditors	7,994.38

SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V03992 Booktopia Pty Ltd	General Creditors	7,742.06
V04563 Gen Air Engineers	General Creditors	7,062.00
V04120 HERO Productions	General Creditors	7,028.45
V00120 Royal Life Saving Society (NT)	General Creditors	6,600.00
V04529 David Shuttleworth	General Creditors	6,500.00
V02369 Maher Raumteen Solicitors	General Creditors	6,409.40
V04046 Civiq Pty Ltd	General Creditors	6,381.10
V03776 Business Fuel Cards Pty Ltd	General Creditors	6,341.26
V00228 Outback Tree Service	General Creditors	6,215.00
V01800 Regional Development Australia Northern Territory	General Creditors	6,050.00
2336 Flick Anticimex Pty Ltd	General Creditors	6,029.17
V03973 AANT Salary Packaging	General Creditors	5,736.09
V00939 Defend Fire Services Pty Ltd	General Creditors	5,630.41
V01812 C R Campbell - Electrical and Data Contractors	General Creditors	5,423.00
V01664 BCA Engineers Pty Ltd	General Creditors	5,417.50
627 Darwin Community Arts Inc	General Creditors	5,400.00
V01106 Darwin Toilet Hire	General Creditors	5,390.00
V04509 Arafura Water Blasting	General Creditors	5,222.25
V03609 VTG Waste & Recycling Pty Ltd	General Creditors	4,957.15
V02030 JAC Traders Pty Ltd T/a Brandit NT	General Creditors	4,936.80
V01612 News Pty Limited (News Corp Australia)	General Creditors	4,651.86
V01748 FE Technologies Pty Ltd	General Creditors	4,578.20
V01572 Lucy Morrison	Elected Members	4,508.64
V00964 HD Enterprises Pty Ltd T/a HD Pumps	General Creditors	4,488.00
V03282 WSP Australia Pty Limited	General Creditors	4,207.50
V03573 Useful Projects	General Creditors	4,180.00
V04537 Mile End Office Furniture	General Creditors	4,150.04
V00385 Automobile Association of Northern Territory -AANT	General Creditors	4,147.00
4561 Bendesigns	General Creditors	4,136.00
V03853 Service Air	General Creditors	3,949.83
V03720 Aly de Groot	General Creditors	3,764.00
V01663 Jape Furnishing Superstore	General Creditors	3,624.00
V04446 PS Fabrication NT	General Creditors	3,604.70
V01911 Darwin Plant Wholesalers	General Creditors	3,586.00
V04051 Brent Watkinson	General Creditors	3,560.00
337 Mirrors Robes & Showerscreens Pty Ltd	General Creditors	3,517.00
V02309 Mousellis and Sons Pty Ltd	General Creditors	3,432.00
5713 Clean Fun T/A Darwin Outdoor Cinema Hire	General Creditors	3,410.00
V02563 Amcom Pty Ltd Acc no 68842	General Creditors	3,274.59
V00250 Ward Keller	General Creditors	3,205.40
V00907 Univets Pty Ltd	General Creditors	3,061.06

SECTION 2

Financial Results

		2.5 - Creditor Accounts Paid	June 2023
Creditor Name	Creditor Payment Type	Amount \$	
V04662 Brady Australia Pty Ltd T/A Seton Australia Pty Ltd	General Creditors	3,025.00	
V00831 Powerfunk Records Pty Ltd.	General Creditors	2,970.00	
5315 Adamant Property Services Pty Ltd	General Creditors	2,929.03	
3189 Seek Limited	General Creditors	2,920.50	
V03767 WRM Water & Environment Pty Ltd	General Creditors	2,871.00	
V04182 Danielle Caroline Debrincat	General Creditors	2,845.00	
V04471 Lindsay Miles	General Creditors	2,825.00	
2977 Optic Security Group NT	General Creditors	2,789.58	
185 Bridge Toyota	General Creditors	2,677.87	
22 Norsign Pty Ltd	General Creditors	2,612.34	
V02534 Water Dynamics Pty Limited	General Creditors	2,582.57	
3099 Iron Mountain Australia Pty Ltd	General Creditors	2,575.09	
V02167 Sanity Music Stores Pty Ltd	General Creditors	2,487.16	
4398 Quality Indoor Plants Hire	General Creditors	2,468.60	
V01579 Damian Hale	Elected Members	2,462.47	
V04243 All in One Maintenance and Repair	General Creditors	2,460.87	
V03651 Danielle Eveleigh: (Main Account - BankSA)	Elected Members	2,455.04	
V01573 Amber Garden	Elected Members	2,375.04	
V01584 Salary Packaging Australia	General Creditors	2,246.64	
V03844 BCA Solutions NT Pty Ltd	General Creditors	2,244.00	
V01569 Benjamin Giesecke	Elected Members	2,215.04	
V01570 Sarah Louise Henderson	Elected Members	2,215.04	
V03648 Mark Fraser	Elected Members	2,215.04	
V04597 Melani Silva	Deposit Refund	2,210.00	
V02595 Herron Todd White (Nothorn Territory) Pty Ltd	General Creditors	2,200.00	
V04122 Caravan Sounds Pty Ltd	General Creditors	2,200.00	
479 JLT Risk Solutions Pty Ltd	General Creditors	2,181.50	
V04075 Cunnington Rosse Town Planning & Consulting	General Creditors	2,150.50	
V03430 Darwin Divine Dancers	General Creditors	2,100.00	
2294 Modern Teaching Aids Pty Ltd	General Creditors	2,089.84	
5131 Core Traffic Control Pty Ltd	General Creditors	2,085.60	
V03990 Ecotreat Solutions NT	General Creditors	2,052.60	
V00193 Amcom Pty Ltd Acc no CN5439	General Creditors	2,029.50	
V04604 Stone Monkey Australia	General Creditors	2,022.00	
V04348 Accrete Pty Ltd	General Creditors	2,000.00	
V04605 Indoor Sports NT	Grant	2,000.00	
V01694 NT Advertising and Distribution	General Creditors	1,992.10	
V01143 Channel Nine Darwin (Territory Television Pty Ltd)	General Creditors	1,859.00	
V04559 Choogle Services Pty Ltd T/A Bartlett Consulting	General Creditors	1,845.80	
1581 Northern Territory Broadcasters Pty Ltd	General Creditors	1,711.60	
V03984 UNIDATA Pty Ltd	General Creditors	1,711.60	

SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V00073 Off the Leash	General Creditors	1,705.00
V01735 Anna and Terrence Daye	Deposit Refund	1,700.00
V04557 Marketing with Paige	General Creditors	1,680.00
V00971 Go Transit Media Group Pty Limited	General Creditors	1,679.47
V03766 Practical Safety Australia	General Creditors	1,672.50
V01785 M&S Mowing Plus	General Creditors	1,650.00
5676 Royal Wolf Trading Australia Pty Ltd	General Creditors	1,627.69
V03971 Darwin Catering Company	General Creditors	1,615.00
V00200 Red Earth Automotive Pty Ltd	General Creditors	1,581.90
112 Beaurepaires	General Creditors	1,558.88
4912 Remote Area Tree Services Pty Ltd	General Creditors	1,540.00
V01609 NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	1,529.00
V04394 Crocodile Safety Australia	General Creditors	1,500.00
5 Australia Post	General Creditors	1,495.33
V01585 Creative Accomplice Pty Ltd	General Creditors	1,485.00
48 Top End Line Markers Pty Ltd	General Creditors	1,430.00
V00270 Janie Andrews (Artist and Designer)	General Creditors	1,400.00
V03229 Early Childhood Australia (ECA)	Deposit Refund	1,400.00
V04552 Foster and Tarrant	General Creditors	1,351.23
V04433 A1 Innovative Solutions	General Creditors	1,344.70
2064 Larrakia Nation Aboriginal Corporation	General Creditors	1,300.00
3313 Zip Print	General Creditors	1,276.00
4221 Institute of Public Works Engineering - IPWEA	General Creditors	1,237.50
V04114 Kickstart Comedy	General Creditors	1,187.50
5387 Odd Job Bob - Darren John Fillmore	General Creditors	1,163.80
V04495 Mint Key Pty Ltd	General Creditors	1,155.00
215 Employee Assistance Services NT Inc (EASA)	General Creditors	1,115.10
2186 Optus Billing Services Pty Ltd	General Creditors	1,110.00
V03259 Locklins Landscape Gardening	General Creditors	1,100.00
V03394 Larrikin Interactive Pty Ltd	General Creditors	1,100.00
V03685 Peel Valentine Whitehead Partners Pty Ltd	General Creditors	1,100.00
V02809 Jeremy Hallam	Deposit Refund	1,058.43
3880 PAWS Darwin Limited	General Creditors	1,040.00
4735 Palmerston and Rural Party Hire	General Creditors	1,040.00
V00271 NTIT (Fuji Xerox Business Centre NT)	General Creditors	1,033.48
V00614 RTM - Dept. of the Attorney General and Justice	General Creditors	1,012.00
V04487 Taleena Lui-Villaflor	General Creditors	1,000.00
V02306 Well Done International Pty Ltd	General Creditors	990.99
V03431 Monsterball Amusements	General Creditors	990.00
V04408 Australian Water Quality Centre	General Creditors	963.82
V01598 Social Playground Darwin	General Creditors	947.10

SECTION 2

Financial Results

		2.5 - Creditor Accounts Paid	June 2023
	Creditor Name	Creditor Payment Type	Amount \$
4679	iSentia Pty Ltd	General Creditors	916.30
353	Otis	General Creditors	880.00
V04287	DVE Cleaning	General Creditors	880.00
253	Territory FM 104.1 Darwin - CDU	General Creditors	866.25
V01420	CENTRELINK (PAYROLL)	General Creditors	828.92
V02837	Maxi Music Room Pty Ltd	General Creditors	825.00
V04018	Clubhouse Territory Inc	General Creditors	825.00
4469	Cancer Council NT	General Creditors	800.00
V00099	Palmerston Lions NT	Grant	800.00
V04610	Arnold Walter	Deposit Refund	800.00
V03600	CFO Business Associates	General Creditors	790.90
V01826	Tick of Approval Pty Ltd	General Creditors	770.00
V00648	Sachiko Hirayama	General Creditors	750.00
V00315	HWL Ebsworth Lawyers	General Creditors	742.50
18	Integrated Land Information System	General Creditors	735.00
566	Stickers & Stuff	General Creditors	700.00
V04623	Let it Be with Fee	General Creditors	700.00
4731	Yeni Redding	General Creditors	682.00
272	City Wreckers	General Creditors	660.00
V01422	The Sublimes Music Show	General Creditors	660.00
V01537	Ben's Tree Service Pty Ltd	General Creditors	660.00
V01116	Learning Discovery Pty Ltd	General Creditors	654.00
4528	Miranda's Armed Security Officers Pty	General Creditors	621.50
V00730	Tip Top Circus Entertainment	General Creditors	600.00
V03994	Marcel Claire Roberts	Deposit Refund	600.00
V04489	OJ Fit 4 Life	General Creditors	600.00
V04558	Valve Head Productions	General Creditors	600.00
237	National Flags	General Creditors	572.00
V04632	MITMAT4D	General Creditors	550.00
V04591	Rhiannan Smith	Deposit Refund	525.00
V04634	Body Image Movement Pty Ltd	General Creditors	518.00
V01916	Satellite City Smash Repairs -All In Solutions P/L	General Creditors	500.00
V03976	Luva Cuppa	General Creditors	500.00
V04185	June Mills	General Creditors	500.00
V04607	Miharna & Ja'mea Ward	Grant	500.00
V04644	K Faraway and D Green	General Creditors	500.00
V03923	Anna Thomson	General Creditors	497.50
V01190	Slimline Warehouse	General Creditors	485.99
V04652	SERAYAH JANE CHIVERS T/A HONEY LENS CO	General Creditors	450.00
V04656	Sindema Pty Ltd	General Creditors	440.00
V01810	Jacana Energy - Payroll Deductions	General Creditors	420.00

SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V00542 Industry Health Solutions	General Creditors	418.00
V01986 Bella Maree Music	General Creditors	400.00
V03652 Danielle Eveleigh (\$400 Only - Bendigo Bank)	Elected Members	400.00
V04133 Journey Early Learning Durack	Deposit Refund	400.00
V03916 Sarah Pacey	General Creditors	387.50
3829 Fairy Jill's Enchanted Entertainment	General Creditors	385.00
V04397 2 Foote Plumbing & Gas	General Creditors	374.00
35 WINC Australia Pty Limited	General Creditors	369.36
V04596 Tiana Kempster	Deposit Refund	365.00
V01850 Sam Eyles Refrigeration and Air Conditioning P/L	General Creditors	358.56
V03596 Zesty Productions	General Creditors	357.50
V03503 Macondo Colombian Dance Group - Angela Rueda	General Creditors	350.00
V04564 Chantelle Hunt	General Creditors	350.00
3648 Mobile Locksmiths Australia Pty Ltd	General Creditors	341.00
V04459 Jeremy Taylor	General Creditors	330.00
V04635 Brown's Mart Arts Limited	General Creditors	330.00
5036 Dormakaba Aust P/L T/as Territory Door Services	General Creditors	306.09
V00789 Green Plum Tai Chi	Deposit Refund	300.00
V03020 Ur Fitness DJ	General Creditors	300.00
V03706 Alfiya Pocock	General Creditors	300.00
V03774 Northern Territory Aids & Hepatitis Council INC	General Creditors	300.00
V04425 Rose Rai Rajbhandari	Grant	300.00
V04622 Shah Shoots Pty Ltd	General Creditors	300.00
V02285 Territory Native Plants	General Creditors	275.00
V00487 Flowers by Elise	General Creditors	250.00
V02149 Jayden O'Connor (Parent: Nicole O'Connor)	General Creditors	250.00
V03217 Mrinal Dey	Deposit Refund	250.00
V03796 Veronica Matipira	Grant	250.00
V03878 Noelene Armstrong	Deposit Refund	250.00
V04053 Carmen 'Carlo' Ansaldo	General Creditors	250.00
V04138 Cooper Rudd	Grant	250.00
V04146 Angus Cram	Grant	250.00
V04424 Amy Stripling	Grant	250.00
V04602 Emily Berry	Grant	250.00
V04606 Sean Deutsch	Grant	250.00
V04608 Bridey Ramm	Grant	250.00
V04609 Sophie Cameron	Grant	250.00
V04627 Annabell Kay	Grant	250.00
V04628 Eva Kay	Grant	250.00
V04629 Timica Miller	Grant	250.00
V04647 AVA ROBINSON	Grant	250.00

SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V04665 Peyton Reid	Grant	250.00
V04671 Alyssa Prance	Grant	250.00
V04672 Paula Severson	Grant	250.00
V04673 Chloe Wong	Grant	250.00
V04676 Cynoni Isaac c/o School Sport NT	Grant	250.00
V04677 Sophie Waite	Grant	250.00
V04681 Nate Ledo	Grant	250.00
V00075 Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	243.54
V04621 Eve Pawlik	General Creditors	240.00
4482 Harvey Norman AV/IT Superstore Darwin	General Creditors	225.00
2394 Pola Seal Pty Ltd	General Creditors	220.00
V00992 AJ Backshell TA Riches	General Creditors	220.00
V02360 Parap Bakery Pty Ltd	General Creditors	220.00
V03665 Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	220.00
V04536 Susan Hyde (T/A Stop Wait Go Positive Behaviour Support)	General Creditors	210.00
V03855 Sarah Henderson	Deposit Refund	201.99
V04137 Sophie Hancock	Grant	200.00
V04337 GAP Education Services	General Creditors	200.00
V04562 Quito Washington	General Creditors	200.00
V04577 Pele Savage	General Creditors	200.00
V04616 Palmerston Police Station Social Club	Deposit Refund	200.00
V04659 Katie-Rose Breed	Grant	200.00
V04660 Georgia Johnson - Parent: Leanne Johnson	Grant	200.00
V04661 Hayley Wilson	Grant	200.00
V04663 Bree Wilson	Grant	200.00
V04664 Lucy Johnston	Grant	200.00
V04669 Options Health	Deposit Refund	200.00
V04678 Amelie Cann	Grant	200.00
V02364 Shipping Containers Leasing Pty Ltd	General Creditors	198.00
2915 Territory Uniforms	General Creditors	194.70
V01161 Medimobile Pty Ltd	General Creditors	162.25
V01717 Alawa Plumbing Pty Ltd	General Creditors	150.00
V04169 Sietta Creative	General Creditors	150.00
V04592 Jetstream Electrical	Deposit Refund	150.00
V04593 Solid Foundation Fitness	Deposit Refund	150.00
V01549 We're The Glue Pty Ltd	General Creditors	148.50
V03163 On Point Barbers	MyPalmerston	147.50
V04633 Pamela Rose Leeson T/A ACE R L	General Creditors	130.00
V00013 Top End Calistenics Club	General Creditors	125.00
V00679 Rachael Smith	General Creditors	125.00
V01153 NT Thai Association inc	General Creditors	125.00


SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V02433 Rita Atvie	General Creditors	125.00
V03974 Ross Dudgeon	Deposit Refund	125.00
V04049 Melissa Johnson	General Creditors	125.00
V04158 Jacob Varghese	Deposit Refund	125.00
V04417 Ramesh Kambala	Deposit Refund	125.00
V04574 Melaleuca Australia	Deposit Refund	125.00
V04581 Tanatsa Natasha Lucas	Deposit Refund	125.00
V04582 Samuel Bakara	Deposit Refund	125.00
V04583 Meleene Primero	Deposit Refund	125.00
V04584 Malsa Fernando	Deposit Refund	125.00
V04595 Vena Nyandoro	Deposit Refund	125.00
V04600 Lucy Reilly	Deposit Refund	125.00
V04601 Rhiannon Cook & Adam Sullivan	Deposit Refund	125.00
V04612 Louie Sayson	Deposit Refund	125.00
V04613 Mei Hong See	Deposit Refund	125.00
V04614 Rajee Devaraju	Deposit Refund	125.00
V04615 Christine Smith	Deposit Refund	125.00
V04617 Mei-Jing Khoo	Deposit Refund	125.00
V04618 April Aristoki	Deposit Refund	125.00
V04619 Amelia Bishaw	Deposit Refund	125.00
V04620 Top End School of Flexible Learning	Deposit Refund	125.00
V04636 Community Spirit Foundation	Deposit Refund	125.00
V04637 Anika Alam	Deposit Refund	125.00
V04638 Brittany Hulme	Deposit Refund	125.00
V04639 Jim Young & Susie McKinnon	Deposit Refund	125.00
V04640 Rachel Wright	Deposit Refund	125.00
V04641 Kevin Dunshea	Deposit Refund	125.00
V04651 DAVE WIGLEY	Deposit Refund	125.00
V04654 Balaji Ramaswamy	Deposit Refund	125.00
V04658 Dielle Humm	Deposit Refund	125.00
V04667 Lorie Mandingiado	Deposit Refund	125.00
V04670 Hands on People Pty Ltd	Deposit Refund	125.00
1094 Gray Primary School	Grant	100.00
V04598 Kaitlyn William	Deposit Refund	100.00
V00902 Coles Motors	General Creditors	60.00
V02596 Dharmendra Patel	Deposit Refund	60.00
V04594 Lisa Murray	Deposit Refund	60.00
V04684 Lynette Kenyon	Deposit Refund	60.00
4336 Wavesound Pty Ltd	General Creditors	56.43
V04655 Sansarom Srisomboorn	General Creditors	55.00
V02410 Peter Brady	Deposit Refund	50.00

SECTION 2

Financial Results

2.5 - Creditor Accounts Paid		June 2023
Creditor Name	Creditor Payment Type	Amount \$
V04554 Sherri Slade	Deposit Refund	50.00
V04555 Pirjo Ward	Deposit Refund	50.00
V04599 Luke Carling	Deposit Refund	50.00
V04630 Joshua Tey	Deposit Refund	50.00
V04666 William Mackey	Deposit Refund	50.00
V01938 Windcave Pty Limited	General Creditors	49.50
V04683 Olivia Morgan	Deposit Refund	45.00
V02545 Amazon Web Services Inc	General Creditors	5.14
		<u>7,206,920.42</u>
Percentage of this month's payments made to local suppliers		89%
		
Approved by: Executive Manager - Finance & Economics Christopher Kimani		

SECTION 2 Financial Results

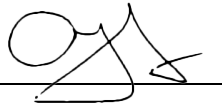
2.6 - Creditor Accounts Outstanding June 2023

Creditor No.	Creditor Name	Amount \$
V00318	QuickSuper Clearing House	77,716.05
V01755	Liquid Blu Pty Ltd	67,427.76
V03036	Azility	15,400.00
289	Bolinda Publishing Pty Ltd	8,075.54
5615	EcOz Environmental Consulting	5,082.00
V00443	Forecast Machinery	2,158.10
V01088	Department of Infrastructure, Planning & Logistics	1,883.05
3438	NT Shade & Canvas Pty Ltd	1,615.41
V02167	Sanity Music Stores Pty Ltd	912.53
V04337	GAP Education Services	200.00
V03992	Booktopia Pty Ltd	196.22
4678	Allabout Party Hire & Events - Darwin Party Hire	181.50
V01541	Hire Power NT	165.00
4190	National Australia Bank	(9,641.85)

171,371.31

* Please note that the NAB negative balance is top up payment to credit card .

Please note that all creditors are outstanding less than 30days



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Executive Manager - Finance & Economics
Christopher Kimani

Section 2

Financial Results

2.7 - Waste Charges as at 30 June 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	6,905,130	101%	0	0%	6,905,130	101%	6,818,686	101%
Other Revenue	70,730	55,645	79%	0	0%	55,645	79%	70,730	79%
Income	6,889,416	6,960,776	101%	0	0%	6,960,776	101%	6,889,416	101%
Operating Expenditure									
Employee Costs	-640,533	-640,533	100%	0	0%	-640,533	100%	-640,533	100%
Professional Services	-41,480	-13,372	32%	-9,786	24%	-23,158	56%	-41,480	32%
Educational Resources	-50,000	-7,191	14%	0	0%	-7,191	14%	-50,000	14%
Grants / Donations/Contributions Paid	-30,000	-2,175	7%	0	0%	-2,175	7%	-30,000	7%
Utilities	-10,695	-7,102	66%	0	0%	-7,102	66%	-10,695	66%
Street Sweeping	-332,000	-302,948	91%	-24,780	7%	-327,728	99%	-332,000	91%
Litter Collection	-588,000	-699,016	119%	-42,051	7%	-741,067	126%	-588,000	119%
Domestic Bin Collection	-2,192,668	-1,764,891	80%	-3,024	0%	-1,767,914	81%	-2,192,668	80%
Kerb Side Collections	-226,797	-260,574	115%	0	0%	-260,574	115%	-226,797	115%
Tip Recharge Domestic Bin collection	-924,371	-909,570	98%	0	0%	-909,570	98%	-924,371	98%
Transfer Station	-1,299,851	-1,114,395	86%	-8,061	1%	-1,122,456	86%	-1,299,851	86%
Loan Repayments	-33,423	-25,774	77%	0	0%	-25,774	77%	-33,423	77%
Tip Recharge Transfer Station	-365,103	-282,770	77%	0	0%	-282,770	77%	-365,103	77%
Operating Expenditure	-6,734,922	-6,030,309	90%	-87,701	1%	-6,118,011	91%	-6,734,922	90%
Capital Expenditure									
Reserve Funded Capital Works	-274,743	-171,815	63%	0	0%	-171,815	63%	-474,743	36%
Capital Expenditure	-274,743	-171,815	63%	0	0%	-171,815	63%	-474,743	36%
Borrowings									
Repayments - Archer Loan Principal	241,037	0	0%	0	0%	0	0%	0	0%
Borrowings	241,037	0	0%	0	0%	0	0%	0	0.00%
Profit/(Loss)	120,789	758,651		-87,701		670,950		-320,248	



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Executive Manager - Finance & Economics
Christopher Kimani

Section 2 Financial Results

2.8 - Commercial Leases as at 30 June 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	Notes
Income										
Library Services	33,388	26,082	78%	0	0%	26,082	78%	33,388	78%	1
Director Finance & Governance	69,205	76,942	111%	0	0%	76,942	111%	69,205	111%	2
Civic Centre	151,150	159,670	106%	0	0%	159,670	106%	151,150	106%	3
Income	253,742	262,695	104%	0	0%	262,695	104%	253,742	104%	
Expenditure										
Director Finance & Governance	-12,463	-20,003	160%	0	0%	-20,003	160%	12,463	-160%	4
Expenditure	-12,463	-20,003	160%	0	0%	-20,003	160%	12,463	-160%	
Profit/(Loss)	241,279	242,692		0		242,692		266,205		

1. Library Services includes lease held by The Nook
2. Director Finance & Governance includes the leases held by Peter McGrath and Palmerston Re-Engagement Centre
3. Civic Centre includes the lease held by Adult Mental Health
4. McGees Management Fees charged to Director Finance & Governance each month. This expenditure includes the repairs and maintainance specifically relating to the commercial lease which were higher than budgeted


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 Executive Manager - Finance & Economics
 Christopher Kimani

COUNCIL AGENDA Attachment 13.2.3.1

Section 2 Financial Results

2.9 - Council Loans

30 June 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

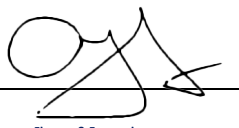
Internal Loan - Making the Switch					
Principal as of 1/7/2022	Principal Loan Repayments for 2022/23	Principal Loan Repayments YTD	Interest for 2022/23	Interest YTD	Loan balance as of 30/06/2023
2,502,385	330,299	330,299	61,859	61,859	2,172,085
	330,299	330,299	61,859	61,859	2,172,085

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 30/06/2022
1,275,797	374,943	180,006	33,423	25,774	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.

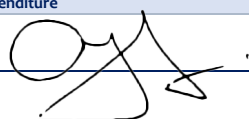

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 Executive Manager - Finance & Economics
 Christopher Kimani

Section 2 Financial Results

2.10 - Elected Member Expenses

30 June 2023

	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	-80,434	91.78%	0	0.00%	-80,434	91.78%	-87,636	92%
Mayoral Electoral Allowance	-23,066	-21,169	91.77%	0	0.00%	-21,169	91.77%	-23,066	92%
Mayoral Professional Dev Allowance	-3,753	-3,753	100.00%	0	0.00%	-3,753	100.00%	-3,753	100%
Deputy Mayoral Allowance	-32,405	-27,167	83.83%	0	0.00%	-27,167	83.83%	-32,405	84%
Deputy Mayoral Electoral Allowance	-5,768	-4,835	83.82%	0	0.00%	-4,835	83.82%	-5,768	84%
Elected Members Allowances	-94,570	-86,749	91.73%	0	0.00%	-86,749	91.73%	-94,570	92%
Elected Members Electoral Allowance	-34,606	-31,742	91.72%	0	0.00%	-31,742	91.72%	-34,606	92%
Elected Members Professional Dev Allowance	-26,272	-7,019	26.72%	0	0.00%	-7,019	26.72%	-26,272	27%
Elected Members Meeting Allowance	-63,049	-18,400	29.18%	0	0.00%	-18,400	29.18%	-63,049	29%
Information Technology Capital Entitlement	-1,986	-2,291	115.35%	0	0.00%	-2,291	115.35%	-1,986	115%
Communications Entitlement	-6,400	-5,083	79.42%	0	0.00%	-5,083	79.42%	-6,400	79%
Acting Mayor Allowance	-11,000	-7,203	65.48%	0	0.00%	-7,203	65.48%	-11,000	65%
Acting Mayor Electoral Allowance	-3,000	-1,896	63.19%	0	0.00%	-1,896	63.19%	-3,000	63%
Advertising	0	-290	0%	0	0%	-290	0%	0	0%
Stationery & Office Consumables	-500	-281	56.29%	0	0.00%	-281	56.29%	-500	56%
Printing & Photocopying Costs	-2,000	-10	0.50%	0	0.00%	-10	0.50%	-2,000	1%
Subscriptions & Memberships	0	-182	0%	0	0%	-182	0%	0	0%
Furniture & Equipment expensed	-1,390	-550	39.57%	0	0.00%	-550	39.57%	-1,390	40%
Other Expenses	-7,620	-4,694	61.60%	-201	2.64%	-4,895	64.24%	-7,620	62%
Food & Catering Costs	-10,752	-13,921	129.47%	-311	2.89%	-14,232	132.36%	-10,752	129%
Program Running Costs	0	-45	0%	0	0%	-45	0%	0	0%
Course Seminar & Conference Registration	-10,240	-9,682	94.55%	0	0.00%	-9,682	94.55%	-10,240	95%
Air Travel	-3,000	-6,676	222.54%	0	0.00%	-6,676	222.54%	-3,000	223%
Travel Accommodation	-2,048	-1,124	54.86%	0	0.00%	-1,124	54.86%	-2,048	55%
Travel Related Costs Other	-1,000	-1,780	178.03%	0	0.00%	-1,780	178.03%	-1,000	178%
Operating Expenditure	-432,061	-336,975	77.99%	-512	0.12%	-337,487	78.11%	-432,061	78%



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Executive Manager - Finance & Economics
Christopher Kimani

Section 2

Financial Results

2.11 - Elected Members and CEO Credit Card Transactions

30 June 2023

Cardholder Name: Luccio Cercareli
Cardholder Position: CEO
Period: Jun-23

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
14/06/2023	35.96	GM Cabs Pty Ltd	Airport Transfer - ALGA NGA Conference
15/06/2023	30.20	Gus' Place	Breakfast - ALGA NGA Conference
19/06/2023	62.62	Gus' Place	Breakfast - ALGA NGA Conference
Total	128.78		


Approved by: _____
Executive Manager - Finance & Economics
Christopher Kimani

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Major Capital Projects July 2023 Update
MEETING DATE:	Tuesday 18 July 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 major capital projects underway that have a planned, or contracted value, greater than \$1 million in value.
- This report provides an update to the status of Major Projects.
- The following projects have updates included as attachments of this report.
 - Swimming, Wellness, Events, Leisure, Lifestyle (SWELL) Construction
 - Zuccoli Community Hub - Dog Park
 - FiberSense (final report as a separate attachment)
 - Archer Waste Management Facility Upgrade
- Planning for Major Projects additional to those listed are also included within this report with updates, these include;
 - Driver Community Hall Upgrade (next report will be a separate attachment)
 - Zuccoli Community Hub - Future Stages
 - ERP - Enterprise Resource Planning Project
- 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 July 2023 Update be received and noted.

BACKGROUND

Council's Capital Works Program was worth over \$27 million for the 2022 – 2023 financial year. This included 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 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:

- Swimming, Wellness, Events, Leisure, Lifestyle (SWELL) Construction **Attachment 13.2.4.1**
- Zuccoli Community Hub – Dog Park **Attachment 13.2.4.2**
- FiberSense **Attachment 13.2.4.3**
- Archer Waste Management Facility Upgrade **Attachment 13.2.4.4**

Council is also progressing the planning for the future 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 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 Needs Assessment has been completed and issued to City of Palmerston (CoP). The draft design has been provided and first round review has been undertaken. The Needs Assessment and developed concept design is being presented to Council in July. The estimated cost for the project based on the draft concept is in the order of \$2.5 - 3 million.

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 over \$20 million and is anticipated to be delivered over a 5-year period.

The Community Hub will be delivered in multiple stages, the first stage being the Dog Park. The second stage of the Community Hub will be the Skate Park and Pump Track. Prior to works commencing on Stage Two of the Hub, the design of the civil, landscaping, open space structures and related infrastructure (excluding the buildings) will occur. The Geotechnical Investigation has been completed and received by CoP. The Geotechnical Report will inform the Civil Design Procurement. It is anticipated that the Civil Design tender will be finalised by the end of August 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.

The project has been split into the following stages:

- Gap Analysis - identifying business requirements through a Gap Analysis.
- Project Development and Tender Preparation – interpretation of gap analysis, with development and issuing of public tender.
- 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 one 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 is underway, the implementation and establishment of the tender consulting the legal entity are the next steps commencing in this quarter, prior to an update to the gap analysis and the 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 2023-24 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. 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, labour and logistics. This increased the risks associated with costs and delays. These risks are being managed through identification from design analysis, refinement and contractor / program management.

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 [**13.2.4.1** - 3 pages]
2. Zuccoli Dog Park Council Update [**13.2.4.2** - 2 pages]
3. Fiber Sense Council Update [**13.2.4.3** - 1 page]
4. Archer Waste Management Facility Upgrade Council Update [**13.2.4.4** - 2 pages]



A Place for People

SWELL CONSTRUCTION

July 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: 50%

Actual Costs to Date (claims approved): \$8,309,799 or 43% of contract sum.

Approved Cost Variations: \$7,861.05 or 0.04%

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:

- Demolition and removal of the pump house plantroom, leisure pool, shade structures and 50m pool edge (where the ramp will be installed), redundant underground services
- Installation of electrical substation, sewer pump station and water main
- Earth works, site leveling, pool and balance tank excavations and building pad construction
- Balance tank installation, and pool concrete slabs completed.
- 50m and program pools structurally complete and Mythra systems installed
- Plant room structure
- Underground services
- Leisure pool detailed excavations and service installations
- Multi purpose area and plant room structures

SWELL CONSTRUCTION

July 2023 Update



A Place for People



Site shaping Leisure Pool Complete 11/07/23



Final underground services Complete 11/07/23



Commencement of back filling around pools 11/07/23



Column Structures commenced North side 50m 11/07/23



Column detail showing services 11/07/23



Full height of column structures 12/07/23



A Place for People

SWELL CONSTRUCTION

July 2023 Update



Tiling to the top edge Of 50m pool 11/07/23



Demolition new structure in amenities. 11/07/23

Upcoming Works:

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

- Commenced piers and columns to support pool shade structure.
- Backfilling of the pool areas commenced and to be completed this month.
- Leisure pool slabs to be poured.
- Adventure play substructure, including holding down inserts.
- Amenities facility structural works and fitout.
- Plant room equipment to be connected and tested.
- Tiling to edges continuing.

The project remains on track for November 2023 opening, Site works will continue to ramp up over the coming months as the design and construct elements arrive on site. A key milestone was reached with the arrival and installation of the Myrtha Pool System. The first delivery of “holding down fittings” for the Adventure Playground was received and will be installed in the sub structure by end of July. The balance of the Adventure Play equipment is on program to be delivered as scheduled.

Project Risks:

Overseas design and manufacture of elements such as the Adventure Play are subject to logistical risk. Design, manufacture and delivery of these elements is being actively monitored to mitigate this risk.

As the complex elements of the project enter the construction phase there is the possibility of variations due to constructability issues and / or latent conditions. This risk is being mitigated through active design and construction management.



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ZUCCOLI COMMUNITY HUB – DOG PARK

July 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 currently under construction and comprises of a dog park featuring a duo of enclosed play spaces equipped with water play amenities, public restroom facilities, and provisional vehicle parking.

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

Initial Construction Budget: \$1.29 million (excluding GST)

Funding Source(s) Stage 1:

- 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:

- Stage 1 Dog Park - May 2023
- Stage 2 Exeloo – June 2023

Contractor: Sterling NT

Status Update

Percentage Complete: 98%

Actual Costs to Date (claims processed):

- 2021/22 - \$ 317,614
- 2022/23 - \$ 962,671
- Total = \$1,340,364 Excl Gst

Approved Cost Variations: \$145,302.43 Excl GST or 11.3% of total contract

Works to Date Summary:

The project was launched in June 2022 and will be opened in two stages; Stage 1 will include the Dog Park and Water Play Areas and Stage 2 will include the Exeloo.

Stage 1 has been completed, the occupancy certificate has been issued and the park was opened to the public 15 May 2023. There are some landscaping grassed areas requiring further establishment, but this does not impact public usage. Public feedback to date has been overwhelmingly positive and the park is proving popular with the community.

Stage 2: The Exeloo has been installed on site with final connection works, operational testing, and certification are to be completed. A fault with the Exeloo door has been detected and this is preventing operation of the facility. A replacement has been ordered and is being shipped from New Zealand.



A Place for People

ZUCCOLI COMMUNITY HUB – DOG PARK

July 2023 Update

Due to shipping times works are expected to be completed in August. The situation will be monitored to allow for the formal opening at the earliest time.



Figure 1 - Dog Park – Active Dog Water Play area – photo 11/07/23.



Figure 2 - Dog Park Exeloo Installation – photo 11/07/23

Project Risks:

The opening of the park prior to the completion of the full establishment period for the grass and landscaping is a risk. However, the park will be monitored closely and if required, some areas may have restricted access to mitigate any impacts.

The replacement door for the Exeloo is delayed due to International Logistic constraints, however the certification and handover are progressing where possible to minimise further delays to opening.

FIBERSENSE

July 2023 Update



A Place for People

Project Overview

Summary: A total of 60km of fiber optic cable has been installed 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: June 2023

Contractor: FiberSense Pty Ltd

Status Update

Percentage Complete: 100% of cable installation

Actual Costs to Date (claims processed): \$1,689,984 Ex Gst or 85%

- 2021/22 – \$484,816
- 2022/23 – \$1,205,168

Approved Cost Variations: \$111,800 ex Gst or 6% (Northern Territory Government requested and funded variation)

Works to Date Summary:

As of end of June 2023, FiberSense has completed 100% of cable installation and splicing (60Km's of fiber has been laid and activated) for the project, with the final section City Centre Carpark completed in June. Council is able to access and use the Digital Asset service, which enables monitoring of events (i.e. digging) along the network.

As the final infrastructure has now been installed, the handover and launch are now being organised. It is anticipated that a formal launch, including presentation to Elected Members, will occur by October.

Key Risks:

As this is a trial of a new product and service for Council (and Northern Territory Government), along with the service being developed by FiberSense for Council specifically, there are risks being managed with the relevant project managers.



A Place for People

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

July 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 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. A new more appealing recycle area will be developed at a location close to the site entry and prior to the general waste area to facilitate improved recycling outcomes.

Other ancillary scope items include relocation of the gatehouse, re-seal of road surfaces and other miscellaneous site improvements.

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:

- Stages 1 & 2 – November 2023
- Stages 3 & 4 – To be determined

Contractor(s): Not Applicable (Contracts yet to be tendered)

Status Update

Percentage Complete: 80% of Pre-Construction Activities

Works to Date Summary:

Works undertaken by City of Palmerston (CoP) to date include the relocation of the site compound and widening of a section of the access road to enable the gatehouse relocation.

Investigations to finalise the design concept have been completed. The complexity of the site has required multiple options of design to be considered to ensure that a viable solution is found. The focus of this project is to deliver a fit-for-purpose and safe facility that improves opportunities for recycling, however as the project is not intended to completely redevelop the site for 20+ years which would require significantly more cost and time to develop.

Additional works undertaken include development of a conceptual Temporary Transfer Station Operation Plan in consultation with the AWMF operator as well as AWMF Upgrade Communications Strategy.



A Place for People

ARCHER WASTE MANAGEMENT FACILITY UPGRADE

July 2023 Update

Construction stages have been reviewed and updated as follows:

- Stage 1 – Relocate Gatehouse and upgrade access road to general waste disposal area.
- Stage 2 – Recycling Facility (including accommodation of cardboard compactor).
- Stage 3 – Temporary Facility.
- Stage 4 – General Waste Push-Pit (including roof).

Works progressed this month:

- Detailed Design in progress based on revised design concept.
- Confirmation of Quantity Survey costings based on Detailed Design.
- Drafting of tender documentation for Construction Contract (Stages 1 and 2) in progress.
- Drafting of Contract for Operation of the AWMF in progress.

Upcoming Works:

- Continue to progress Detailed Design in progress based on revised design concept.
- Continue to progress tender documentation for Construction Contract (Stages 1 and 2).
- Continue to progress drafting of Contract for Operation of the AWMF.
- Review AWMF Upgrade Communications Strategy based on project construction staging.

Ongoing provision of operation and services during construction is critical and is being prepared for as part of the project.

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 a review of the scope, staging and design of the project.

The key element for the next stage is the tender development and appointment of contractor(s) for Stages 1 and 2. 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 are 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 has been 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:	13.2.5
REPORT TITLE:	Finance and Governance Quarterly Report April to June 2023
MEETING DATE:	Tuesday 18 July 2023
AUTHOR:	Executive Assistant to Director Finance and Governance, Bertsie Taru
APPROVER:	General Manager Finance and Governance, Wati Kerta

COMMUNITY PLAN

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

PURPOSE

This Report summarises the key activities undertaken by the Finance and Governance Directorate during the April to June 2023 quarter.

KEY MESSAGES

- The Vibrant Economy Advisory Committee meeting was held in June with a commitment to deliver the development of an Economic Development focussed website a business survey of Palmerston businesses, potential businesses and those that are no longer trading in Palmerston.
- During the quarter, \$14,062,307 was paid to vendors, of which \$12,149,113 (86%) was paid to local suppliers.
- In the April to June 2023 quarter an additional 156 ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3,728, which reflects 24% of rates notices and improves sustainability.
- 71 additional properties were added to our portfolio. This brings the total number of rateable properties to 15,590.
- Adoption of the Municipal Plan and Budget 2023-24, Long-Term Financial Plan 2024-33, Fees and Charges 2023-24, and the Declaration of Rates and Charges 2023-24.
- There were a number of governance activities that occurred during the quarter which included the 3rd Budget Review, two grant acquittals, Freedom of Information requests, placement of insurance policies for 2023-24, Risk Management and Audit Committee meeting, adoption of the 3-year internal audit program, and review and adoption of four Council Policies.
- The restructure of finance and governance team was implemented with a number of positions filled during the quarter.
- Interim Audit was conducted by the External Auditor during the quarter, a report will be presented to the Risk Management and Audit Committee in July 2023.
- CouncilFirst and Jet Report trainings were conducted in June 2023.

RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report April to June 2023 be received and noted.

BACKGROUND

Council is provided with a report on key activities undertaken by the Finance and Governance Directorate on a quarterly basis that aligns with the relevant Community Plan Outcomes.

DISCUSSION

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

Community Plan Outcome 2: Vibrant Economy – Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

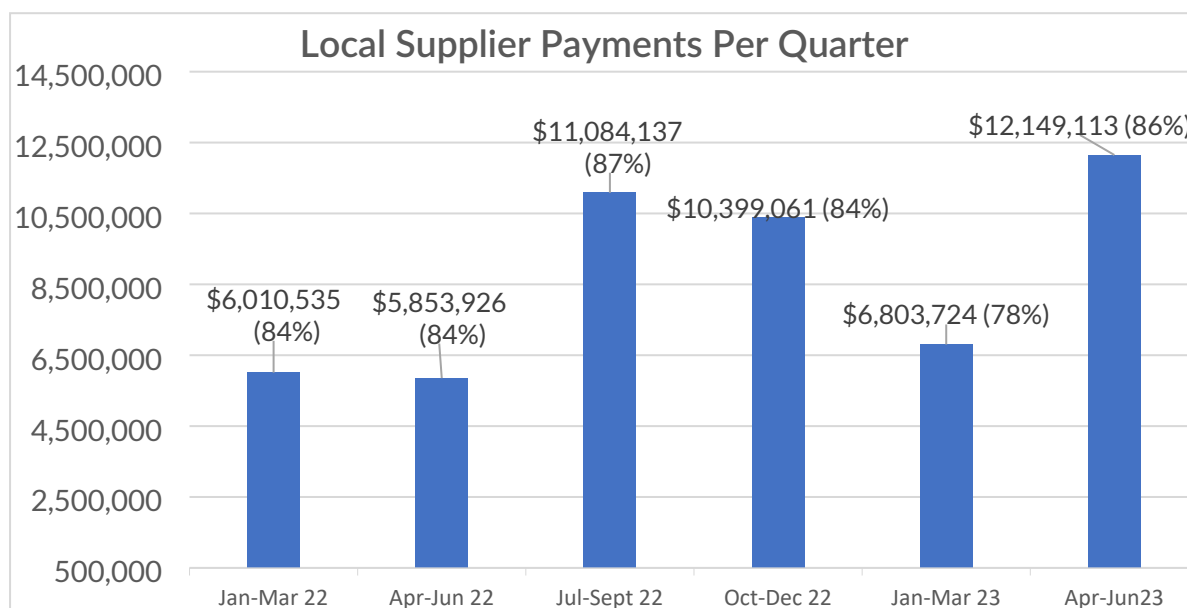
Partnerships

On the 26 June 2023, the second Vibrant Economy Advisory Committee (VEAC) meeting was held with the following achievements noted:

- Update on Palmerston Local Economic Plan Priority Actions are underway:
 - Development of an Economic Development focussed website.
 - Delivery of a business survey of businesses registered within Palmerston.
 - A report titled Economic Development Activities highlighted several of Council's major capital projects are underway, including Swimming, Wellness, Events, Leisure, and Lifestyle (SWELL), the Zuccoli Dog Park, Fibersense and the Archer Waste Management Facility Upgrade, with a focus on future projects including Driver Community Hall Upgrade and future stages of the Zuccoli Community Hub.
- Council's Investment into the City of Palmerston as presented in the adopted Municipal Plan and Long-Term Financial Plan

Support Local

\$12.1 million has been paid to local suppliers between the period 1 April 2023 to 30 of June 2023. This total makes up 86% of all creditor payments over the same period which amounted to \$14.06 million.



\$10,797 has been paid to vendors between the period 1 April 2023 to 30 June 2023 for the MyPalmerston initiative, bringing the total to \$598,590 that has been paid out to suppliers from the start of the program to the end of June 2023.

Community Plan Outcome 5: Environmental Sustainability - Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

Electronic Rate Notices

The April to June 2023 quarter recorded an additional 156 ratepayers registered to receive electronic notices. The total number of ratepayers now receiving rates notices digitally is 3728, which reflects 24 % of rates notices, slightly down from 24.75% last quarter.

71 additional properties were added to our portfolio. This brings the total number of rateable properties to 15,590.

Community Plan Outcome 6: Governance - Council is trusted by the community and invest in things that the public value.

Third Budget Review

This review was completed during the third quarter of the 2022-23 financial year. Council approved a number of operational and capital movements relating to SWELL and 'Where We Live Matters' Projects.

Grants Management

The following grant reporting requirements were finalised for the quarter:

- SWELL Project Second Progress Report
- myPalmerston Final Report and Acquittal

Procurement – over \$100,000

The following public procurement processes were undertaken for projects over \$100,000 in the April - June quarter:

Procurement	Status
Public Litter Bin Collection	Awarded to VTG Waste & Recycling Pty Ltd on a schedule of rates as estimated \$307,159 per annum
Durack Community Arts Centre Air-conditioner	Awarded to United Air Conditioning and Mechanical Services Pty Ltd for \$211,682.75

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

- Enterprise Resource Planning Project Management
- Cardboard compactor for Archer Waste Management Facility
- Archer Waste Management Facility Management
- Civil Works Panel Contract
- Christmas Wonderland
- Security Contract Goyder Square

Freedom of Information

- There was one Freedom of Information (FOI) request received in the April to June quarter which is underway.
- There was one FOI request from the July to September 2022 quarter that was finalised during the April to June 2023 quarter.

Declaration of Rates and Charges 2023-24

The Declaration of Rates and Charges 2023-24 was adopted at the Second Ordinary Council Meeting on 20 June 2023, after which, it was made available on Council's website and in the local newspaper.

Municipal Plan 2023-24 and Long-Term Financial Plan 2024-33

The Municipal and Long-Term Financial Plans were adopted at the Second Ordinary Council Meeting on 20 June 2023.

The Municipal Plan and Budget 2023-24 was launched on 4 May for 28 days public consultation. Communications and media were undertaken to ensure the Plan received public exposure and residents were provided with multiple opportunities to provide feedback on the document. The feedback received was presented to Council at the Ordinary Meeting on the 20 June and responses were sent to all those who provided feedback. The Municipal Plan 2023-24 was updated to reflect administrative changes and feedback received during the public consultation period.

The Long-Term Financial Plan (LTFP) 2024-33 commenced 28 days public consultation on the 4 May 2023 together with the Municipal Plan and Budget for 2023-24. There was no feedback received from the public on the LTFP. The LTFP was also reviewed by external consultant's PVW Partners. The recommendations from the external consultant resulted in few administrative changes that have been incorporated in the Long-Term Financial Plan.

The adopted Municipal Plan 2023-24 and Long-Term Financial Plan 2024-33 were presented to the Department of Chief Minister and Cabinet and the Minister for Local Government. The Plans are available on Council's website.



Fees and Charges 2023-24

The City of Palmerston Fees and Charges 2023-24 were endorsed by Council on the 6 June 2023. Majority of the fees and charges remained the same as 2022-23 as Council continues to provide many free services and minimise the cost to the community to access Council facilities and services. The fees and charges are available on Council's website.

Review of Council Policies

The following Council Policies were reviewed and updated for the quarter:

- Elected Member Allowances and Expenses
- Media
- Fraud and Corruption Prevention
- Rates Concession

Risk Management

The Risk Management and Audit Committee (RMAC) meeting was held on 23 May 2023, with the following achievements noted:

- Endorsement of the 3-year internal audit program
- Tabled internal audit recommendations actions register
- RMAC noted the significant work undertaken in 2022-23 on the Strategic Risk Register. Additional information on the Register to be provided at the RMAC meeting on 25 July.
- An update on the ERP implementation project was presented.

Insurance

A review of the Council's insurance program is carried out each year to ensure sufficient risk coverage and financial sustainability for the City of Palmerston. The insurance policies for 2023-24 were placed in June 2023. Further details of the insurance program will be presented through the RMAC meeting on 25 July.

Recruitment

We welcomed a number of new staff this quarter enabling us to fulfil a number of critical fulltime equivalent positions:

- Finance Manager
- Executive Assistant to the General Manager Finance and Governance
- Governance Lead
- Finance and Admin Assistant
- Systems and Data Lead

Recruitment for the Rates and Finance Supervisor and Accounts and Payroll Supervisor will be finalised in July 2023. We are proud to have two of our own employees successfully fill supervisory roles via internal expressions of interest in the interim while we are recruiting.

Trainings

A couple of system trainings were held in June 2023:

- CouncilFirst training
- Jet training

Both of these trainings were recorded and will be saved in Subscribe HR. These training videos will be included as part of the induction for the new starters in the finance department.



From Left: Sanket Shah, Tinashe Gomo, Stephanie Pincott, Catherine Haynes, Maria Giallouris, Jeffrey Guilas and Anent Pandey undertaking CouncilFirst training.

Interim Audit

The interim audit was completed in June 2023 by our External Auditor, KPMG Australia. A report will be provided to RMAC on 25 July 2023.

CONSULTATION PROCESS

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

- Governance Manager
- Executive Manager Finance and Economics
- Finance and Governance Staff

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 IMPLICATION

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.
- 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

Nil

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 Correspondence

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, 1 August 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



MINUTES

1st Ordinary Council Meeting Tuesday 4 July 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 AGENDA Attachment 24.1.1 COUNCIL MINUTES

Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 4 July 2023 at 5:30pm.

PRESENT

ELECTED MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer, Amelia Vellar
General Manager Infrastructure, Nadine Nilon
General Manager Finance and Governance, Wati Kerta
Minute Secretary, Jodi Holden

GALLERY

Four members of the public

Initials: _____



A Place for People

COUNCIL AGENDA Attachment 24.1.1 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 5.31pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Moved: Councillor Morrison
Seconded: Deputy Mayor Eveleigh

1. THAT the leave of absence received from Councillor Hale for 11 July to 28 July 2023 inclusive be received and noted.

2. THAT the leave of absence received from Councillor Morrison for 28 July to 31 July 2023 inclusive be received and noted.

CARRIED 10/898 – 4/07/2023

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Hale
Seconded: Councillor Garden

THAT Council approve the request for Audio/Audiovisual Conferencing received from Councillor Hale who will be physically prevented from attending a meeting due to being a greater distance than a 100km from the appointed place of meeting for the period of 11 July to 28 July 2023.

CARRIED 10/899 – 4/07/2023

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 4 JULY 2023

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COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Morrison
Seconded: Councillor Fraser

THAT the Minutes of the Council Meeting held on 20 June 2023 pages 11056 to 11064 be confirmed.

CARRIED 10/900 – 4/07/2023

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell
Seconded: Councillor Henderson

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

CARRIED 10/901 – 4/07/2023

8 DEPUTATIONS AND PRESENTATIONS

Nil

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.1.1 Minister Paech Response to request for Inquiry of Local Government Representation Review 2022 Final Report

Moved: Deputy Mayor Eveleigh
Seconded: Councillor Giesecke

1. THAT Council receive and note Correspondence received being item 26.2.1 entitled Minister Paech Response to request for Inquiry of Local Government Representation Review 2022 Final Report.

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 4 JULY 2023

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2. THAT this decision be moved to the open section of the 4 July 2023 Council Meeting.

CARRIED 10/914 – 4/07/2023

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Deputy Mayor Eveleigh
Seconded: Councillor Hale

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

Item	Confidential Category	Confidential Clause
26.2.1	Review of Legal Matter	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(d) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
26.2.2	External Request for Support	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 10/902 – 4/07/2023

11 PETITIONS

Nil

12 NOTICES OF MOTION

12.1 Bringing the Darwin Festival to Palmerston

Moved: Deputy Mayor Eveleigh
Seconded: Councillor Morrison

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 4 JULY 2023

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1. THAT Notice of Motion entitled Bringing the Darwin Festival to Palmerston be received and noted.
2. THAT a report be prepared for the 2nd Ordinary Meeting in November 2023, exploring options for engaging the Darwin Festival to potentially host activities within the Palmerston Municipality from 2024.

CARRIED 10/903 – 4/07/2023

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Driver Resource Centre Lease

Moved: Councillor Henderson
Seconded: Deputy Mayor Eveleigh

1. THAT Report entitled Driver Resource Centre Lease be received and noted.
2. THAT Council make the Driver Resource Centre available for hire by the community from 5 July 2023.
3. THAT the Council Fees and Charges 2023-24 be amended to include:
 - a) Driver Resource Centre - Community Room A and B as being available for rent at \$100.00 per day or \$20.00 per hour for business/private and free for not for profit groups.

CARRIED 10/904 – 4/07/2023

13.1.2 Council Policy Review - Human Resource Management

Moved: Councillor Garden
Seconded: Councillor Hale

1. THAT Report entitled Council Policy Review - Human Resource Management be received and noted.
2. THAT Council endorses the Human Resources Management Policy as presents at **Attachment 13.1.2.3** to Report entitled Council Policy Review - Human Resource Management.

CARRIED 10/905 – 4/07/2023

13.1.3 Community Safety Advisory Committee Minutes - 27 June 2023

Moved: Councillor Hale
Seconded: Councillor Garden

1. THAT Report entitled Community Safety Advisory Committee Minutes - 27 June 2023 be received and noted.

Initials: _____

2. THAT Council receive and note the unconfirmed minutes from the Palmerston Community Safety Advisory Committee being **Attachment 13.1.3.1** with the following amendments:
 - exclusion of items:
 - 3.1 Apologies, and
 - 8.1.1 Committee Membership Vacancy.
 - inclusion of Councillor Amber Garden in the attendance list.
3. THAT Council endorse the recommendations within the minutes from the Palmerston Community Safety Advisory Committee being **Attachment 13.1.3.1**, being:
 - Network Group Update – Palmerston Safe Communities Network
THAT the Community Safety Advisory Committee recommends to Council:
 THAT Report entitled Network Committee Update - Palmerston Safe Communities Network be received and noted.
 - Major Capital Projects June 2023 Update
THAT the Community Safety Advisory Committee recommends to Council:
 THAT Report entitled Major Capital Projects June 2023 Update be received and noted.
4. THAT Council notes that apologies were received from Sue Shearer and Nelson Tinoco for the Palmerston Community Safety Advisory Committee meeting held on 27 June 2023.
5. THAT Council amends the Terms of Reference for the Community Safety Advisory Committee, changing the wording of Larrakia Nation Representative, to First Nations Representative, in order to broaden the scope of possible representatives.
6. THAT Council seeks nominations for the position of First Nations representative on the Community Safety Advisory Committee via a public call for Expressions of Interest.

CARRIED 10/906 – 4/07/2023

13.1.4 Council Policy Review - Lease of Council Property

Moved: Deputy Mayor Eveleigh
 Seconded: Councillor Garden

1. THAT Report entitled Council Policy Review - Lease of Council Property be received and noted.
2. THAT Council adopts the Policy Lease of Council Property as per **Attachment 13.1.4.3** of this report entitled Council Policy Review - Lease of Council Property.

CARRIED 10/907 – 4/07/2023

13.2 Receive and Note Reports

13.2.1 Infrastructure Quarterly Report April to June 2023

Moved: Councillor Morrison

Initials: _____

Seconded: Councillor Garden

THAT Report entitled Infrastructure Quarterly Report April to June 2023 be received and noted.

CARRIED 10/908 – 4/07/2023

13.2.2 Community and Culture Quarterly Report April to June 2023

Moved: Councillor Morrison
Seconded: Deputy Mayor Eveleigh

THAT Report entitled Community and Culture Quarterly Report April to June 2023 be received and noted.

CARRIED 10/909 – 4/07/2023

13.2.3 Vibrant Economy Advisory Committee Minutes - 26 June 2023

Moved: Councillor Giesecke
Seconded: Councillor Fraser

1. THAT Report entitled Vibrant Economy Advisory Committee Minutes - 26 June 2023 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee minutes provided as **Attachment 13.2.3.1** to report entitled Vibrant Economy Advisory Committee Minutes - 26 June 2023 be received and noted.

CARRIED 10/910 – 4/07/2023

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

Nil

16 QUESTIONS BY MEMBERS

Nil

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 4 JULY 2023

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COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

17 GENERAL BUSINESS

Nil

18 NEXT ORDINARY COUNCIL MEETING

Moved: Deputy Mayor Eveleigh
Seconded: Councillor Garden

THAT the next Ordinary Meeting of Council be held on Tuesday, 18 July 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/911 – 4/07/2023

19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser
Seconded: Councillor Henderson

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

CARRIED 10/912 – 4/07/2023

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.05pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.42pm.

Chair

Print Name

Date

Initials: _____

MINUTES ORDINARY COUNCIL MEETING - 4 JULY 2023

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