

# AGENDA

## 2nd Ordinary Council Meeting

### Tuesday 17 October 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](http://www.palmerston.nt.gov.au) or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.



**NADINE NILON**  
**ACTING CHIEF EXECUTIVE OFFICER**

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city of  
**PALMERSTON**

*A Place for People*

# COUNCIL AGENDA

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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 3 October 2023 pages 11150 to 11156 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

8.1 LGANT Membership

THAT the presentation by Sean Holden, Chief Executive Officer, Local Government Association of the Northern Territory (LGANT) on LGANT be received and noted.

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
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23.1	External Request	Presentation	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(ii) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.
25.1.1	Confidential Restricted		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)(a) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
25.1.2	Council Performance, Service Delivery and Budget Review		This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.
25.1.3	Review of Confidential Matters		<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>
25.1.4	External Request	Presentation	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to

		prejudice the interests of the council or some other person.
25.1.5	Council Project Initiative	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.
25.1.6	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.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS



# COUNCIL REPORT

## 2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Local Roads and Community Infrastructure (LRCI) - Phase 4 Work Schedule
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Executive Manager Projects and Infrastructure Services, Karl Hell
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

### COMMUNITY PLAN

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

### PURPOSE

The purpose of this report is to present to Council the information regarding the Australian Government Local Roads and Community Infrastructure Phase 4 funding allocation and recommended projects for endorsement.

### KEY MESSAGES

- The Local Roads and Community Infrastructure (LRCI) funding from the Australian Government commenced in 2020 and to date, there has been \$2,516,257 provided to Council over three phases.
- Council has completed all Phase 2 and 3 projects, with Phase 3 projects scheduled for completion this financial year, which is within funding requirements.
- Council has been provided \$649,475 in funding for LRCI Phase 4, which is split as two parts.
  - Part A, \$411,889 is for local road and/or community infrastructure project, as per previous phases.
  - Part B, \$237,586 is specifically provided for road projects.
- The Phase 4 Grant Agreement was executed 11 July 2023 and remains in effect until 30 June 2025. The eligible construction period for approved projects starts 1 July 2023 and ends 30 June 2025.
- Whilst the agreement is in place, the projects require nomination and approval by 31 December 2024.
- This report recommends the allocation of funding for the LRCI Phase 4 program for;
  - Part A – Zuccoli Community Hub walking trail, shelters and associated infrastructure.
  - Part B – Road rehabilitation of collector roads, including Lakeview Boulevard, Gunn.

### RECOMMENDATION

1. THAT Report entitled Local Roads and Community Infrastructure (LRCI) - Phase 4 Work Schedule be received and noted.
2. THAT Council approve the following projects for Phase 4 of the Australian Government Local Roads and Community Infrastructure Program, as outlined within the report entitled Local Roads and Community Infrastructure (LRCI) - Phase 4 Work Schedule, with a total allocation of \$649,475;
  - a. Part A – Zuccoli Community Hub Walking Trail and associated infrastructure, including picnic shelter and barbecue.

- b. Part B - Road rehabilitation works of collector roads, including Lakeview Boulevard, Gunn.

### **BACKGROUND**

The Local Roads and Community Infrastructure (LRCI) Program commenced on 1 July 2020 and has delivered projects across Phase 1, 2 and 3. Council has received a total of \$2,516,257 to date in relation to this program across the three phases.

The LRCI Program has been implemented by the Australian Government, to support Australian councils in the delivery of priority local road and community infrastructure projects in their region, which creates jobs and long-lasting benefits for communities.

Across Australia, Phase 4 provides a further \$750 million provided in two funding allocations:

- Part A - \$500 million available to 550 councils across Australia to spend on local roads and community infrastructure projects, and
- Part B - \$250 million available to 466 councils in rural, regional, or outer-urban areas to spend exclusively on roads projects.

Including Phase 4, the total Australian Government investment in the program is \$3.2 billion.

Council has been allocated \$649,475 for Phase 4, with the following split of Part A and Part B.

- Part A - \$411,889
- Part B - \$237,586

The Phase 4 Grant Agreement was executed 11 July 2023 and remains in effect until 30 June 2025. The Agreement requires projects to be nominated for approval prior to 31 December 2024, with projects to be completed by 30 June 2025.

This report presents Council with the projects recommended for approval and submission to the Australian Government.

### **DISCUSSION**

The City of Palmerston is required to use the Grant funds to undertake the projects in accordance with an approved Work Schedule. The Work Schedule includes projects that are nominated by Council and are approved for inclusion in the Schedule.

Funding received under Part A can be spent on any eligible local road or community infrastructure project as per previous LRCI phases. Funding received under Part B can be spent on eligible local rural, regional, or outer-urban road projects. The projects also need to be in addition to existing programs and funded projects.

The projects listed below have been identified as they meet the relevant funding criteria, can be completed in the required time frame and link with Council's strategies, and Community Plan.

The estimated funding is provided as indicative only and will be adjusted between the projects as relevant to meet the desired outcomes as the projects are further scoped, designed, and delivered. Whilst the funding does not require co-contribution, co-contributions to projects can be made if required.

The following projects are proposed for the LRCI Phase 4 Works Schedule Part A and B work categories.

### Part A – Zuccoli Community Hub Walking Trail

Council is committed to strengthening the connection between place and people. Open spaces and community connectivity play a major role in developing this connection. The Zuccoli Community Hub is intended to create a family friendly hub where people can gather and connect.

The Zuccoli Community Hub Masterplan includes the construction of a bush walking trail and associated infrastructure. The first stage of works relating to the Dog Park has been completed, the next stage of the Pump Track is in the planning stages for construction in 2024.

The extent of works to be completed with the funding will depend on the final scope following the civil design, which has commenced. It is intended to construct appropriate trails and/or paths, including associated infrastructure (shelters, benches) along the Western portion of the site which has retained and rehabilitated bush land. It is also intended to construct a suitable shelter and barbecue facility as part of the project. All relevant accessibility, connectivity and technical factors will be incorporated into the final project scope to be delivered.

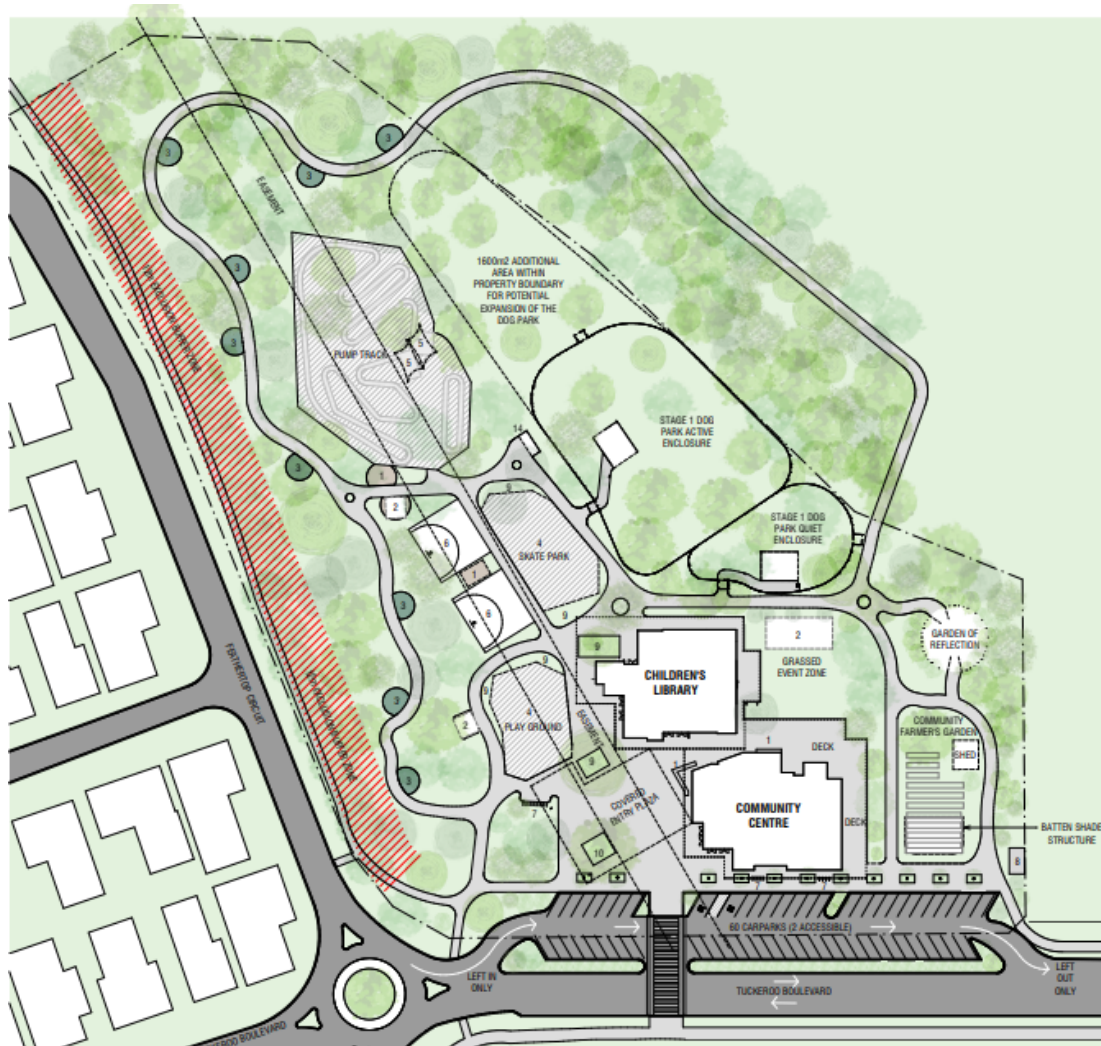


Figure 1 - Zuccoli Community Hub Masterplan

The Works Schedule requires the allocation of funding by the type of infrastructure, as such the following cost allocation will be prepared in the nominated work categories.

- Bicycle and walking paths –\$291,889;
- Picnic Shelters or Barbeque Facility - \$120,000.

### Part B – Roads Rehabilitation

Council has an existing road reseal and reconstruction program, which is currently part funded by the Australian Government Roads to Recovery Program. Council's current depreciation, also known as 'asset consumption', for road assets is in the order of \$3m per year. The current allocation of funding in programs is \$1.24m for road reseals, and \$200,000 for road reconstruction. An increase of funding allows for larger rehabilitation works to occur, such as the Temple Terrace Rehabilitation which was particularly funded by LRCI Phase 2.

The proposed road projects will include Council collector roads, including Lakeview Boulevard, Gunn. The extent of works to occur will be known following investigations and costings. Council's collector roads have required increasing road maintenance activities in recent years, particularly in older areas and more significant works are required to ensure the assets are brought back to their required standard. Recent programs have included Essington Avenue and Driver Avenue, however the existing programs are not sufficient to undertake all works, resulting in increased reactive maintenance in some locations. Where additional funding is required, this scope of the unfunded works will be deferred to the future renewal program(s).

### Summary

The projects nominated for LCRI Phase 4 meet the funding requirements of the Program. They also enable the projects to be expedited, both increasing the delivery of the stages of the Zuccoli Community Hub, and the renewal of critical road infrastructure.

The projects recommended for approval are;

- Part A – \$411,889 - Zuccoli Community Hub Walking Trail and associated infrastructure, including picnic shelter and barbecue.
- Part B - \$237,586 - Road rehabilitation works of collector roads, including Lakeview Boulevard, Gunn.

If approved, the projects will be included in Council's Work Schedule for approval and delivery. The projects will be scheduled to be completed this financial year, noting that the funding enable the completion by 30 June 2025.

### **CONSULTATION PROCESS**

The projects identified link to existing Community Plan and Council Strategies. Specific consultation will occur as relevant to each project.

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

- General Manager Infrastructure
- City Sustainability Manager
- Senior Project Manager
- Project Lead
- Governance Manager

## **POLICY IMPLICATIONS**

The proposed projects conform to the funding requirements of the LRCI Phase 4 Agreement. The LRCI Phase 4 Agreement allows for co-funding through other Government Programs and by Council.

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

All projects are funded through the LRCI program. Phase 4 provides \$649,475 of funding to Council.

Part A, \$411,889, has been included in the 2023/24 Municipal Plan.

Part B, \$237,586, is not currently within the 2024/24 Municipal Plan and will be recognised in the First Quarter Budget Review.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

This Report addresses the following City of Palmerston Strategic Risks:

### **5. Infrastructure**

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

There is a risk that failure to deliver on these projects in the time frame specified may result in community dissatisfaction. City of Palmerston will actively work with relevant consultants and contractors to bring these projects to practical completion.

## **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

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Basketball Half-Court - Location Update
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Open Space Lead, Meghan Davey
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks to provide Council with an update on the basketball half court within the Marlow Lagoon Recreation Reserve and seek support for an improved alternate location.

## KEY MESSAGES

- The construction of a basketball half court has been included as part of the 2023/24 Park Renewal and Upgrade Program.
- Following stakeholder consultation, in April 2023, Council endorsed the site selection for construction of the basketball half court at the Marlow Lagoon Recreation Reserve.
- The site nominated within Marlow Lagoon Recreation Reserve was based on suitability of the site for users and constructability.
- In undertaking further investigation of the requirements for construction, and functionality aspects, alternative locations have been explored and are considered appropriate for consideration prior to construction commencing.
- Once a site is finalised it is anticipated that construction will commence by the end of the year.
- This report seeks Council endorsement for an alternate construction location for the basketball half court within the Marlow Lagoon Recreation Reserve.

## RECOMMENDATION

1. THAT Report entitled Basketball Half-Court - Location Update be received and noted.
2. THAT Council endorse the construction of the basketball half court within Marlow Lagoon Recreation Reserve, at the revised location of adjacent the oval and playground, as outlined as Option 1, of this report entitled Basketball Half-Court - Location Update.

## BACKGROUND

City of Palmerston manage parks and play spaces under the Play Space Strategy 2022. Council is committed to providing and maintaining a network of play spaces that appeal to and enable people of all ages and abilities in our community to play, socialise and be active outdoors.

Having regard to the Play Space Strategy and the context above, it has been identified that the construction of a new outdoor basketball facility can further enhance play experiences.

Community consultation undertaken in March 2023 regarding the installation of a basketball half court, overwhelmingly identified Marlow Lagoon as the preferred location for a new court. Most respondents selected the location marked; however, several locations were proposed close to existing activation. There was also strong support for a legal paint space, soccer facilities and constructed all weather shelter. It's also noted that the participants in the consultation may not have been familiar with all elements of Marlow Lagoon, such as the oval area.



At the 1<sup>st</sup> Ordinary Council Meeting of 4 April 2023 Council resolved:

### 13.1.2 Basketball Half-Court

*Moved: Councillor Henderson*

*Seconded: Councillor Garden*

1. THAT Report entitled *Basketball Half-Court* be received and noted.

2. *THAT Council endorse site selection for the construction of a new outdoor basketball half-court at Marlow Lagoon, with the design of the court supporting the future inclusion of shade, lighting, other court sports and supporting amenities.*

*CARRIED 10/777 - 4/04/2023*

As the project has developed to detailed planning and procurement, it has been identified that other locations at Marlow Lagoon are worth further consideration prior to construction.

This report provides the details of potential other locations, in addition to the current nominated location, and seeks Council endorsement of an alternative location within Marlow Lagoon Reserve.

### **DISCUSSION**

#### **Marlow Lagoon Recreation Reserve Overview**

Marlow Lagoon Recreation Reserve measures approximately 45 hectares. The site has significant underdeveloped areas which could accommodate an outdoor basketball half court.

There is a playground with junior, senior and all access play features, that are adjacent to several barbecue facilities, a stage, gazebos, and a public toilet. The playground area is accessed from the southern carpark at the reserve, however there is a connecting pathway that circumnavigates the reserve (and lagoon).

Within the reserve, there is also an oval space that is utilised by the local school, which connects to the broader reserve near the playground area.



**Figure 2 - Playground Areas, Southern Carpark**



At the entrance of the site (eastern side), there is a carpark that is adjacent to a nature walk and open space. There are also two constructed 'hills' between the carpark and the lagoon.



**Figure 3 - Entrance Carpark**



**Figure 4 - View of 'Hills' from carpark**

The northern area of the reserve has the dog park facilities, including another public toilet and barbecue area.

## Initial Site Selection

At the time of the recommendation to construct the half court at Marlow Lagoon Recreation Reserve, it was considered that locating the new facility adjacent the first carpark would activate the entrance and provide opportunities for additional development in this area.

In undertaking investigations into construction requirements, it was found that the site requires substantial earthworks to prepare the site, and then further works around the court to provide a suitable

area for use, and connect to the pathways and carpark. This area is also known to hold water in the wet season, so the earthworks would need to be at a level to raise the half court, and surrounds 'out' of the water and enable appropriate stormwater flows. Additional works would also be required to prevent vehicle access (ie bollards/fencing).

The original budget estimate prior to site selection was \$110,000 for the construction of the concrete court with basic earthworks to tie into the existing landscape, line marking, post and hoop. The additional works required are possible, however they will require additional costs in the order of \$100,000-\$150,000 to achieve a suitable outcome.

### Potential Alternative Locations

Several alternative locations within Marlow Lagoon Reserve have been considered.

These have been grouped as being near the entrance carpark (eastern side of the lagoon), and as being near the southern carpark (near the playground areas). Each site has then been considered for its pros and cons to enable a decision to be made.

#### **Entrance Carpark Area**

##### **Pros**

- Located near the entrance of the reserve, providing for increased surveillance
- Activates an area that currently has mainly passive activity (ie walking)

##### **Cons**

- Not located near a public toilet, both toilets are approximately 400m from the area, which will likely need an additional toilet being requested and required in the short term
- No supporting infrastructure adjacent, such as barbecues and shelters

#### **Playground Carpark Area**

##### **Pros**

- Located close to existing amenities, including the public toilet, seating and barbecues
- Supports existing adjacent uses including the playground and oval
- Potential to re-open closed bathroom/changeroom (future project if compliance can be achieved)

##### **Cons**

- Limited passive surveillance as only users accessing the reserve from the carpark will be in the area, walkers around the lagoon or by the adjoining School during term.


Further to the considerations of each area, five potential sites have been identified as per the figure and table below.









Figure 5 - Site Option Locations

Table 1 - Site Options

Option	Location	Considerations
Playground Carpark Area		
1	Next to the oval/near the playground (recommended) 	Cost approx. \$150,000 Closest to public toilet and playground amenities. Minimal cut & fill earthworks required. Footpath connection required over small stormwater swale. Irrigation able to be adjusted to suit. Future ability to add shade and other elements without significant earthworks/additional infrastructure. Closest access to water and power connection (for future bubbler/lighting etc).

Option	Location	Considerations
2	Next to the playground carpark 	Cost approx. \$150,000 Close to carpark, approximately 100m from public toilet. Moderate amount of cut & fill required to prepare site. Some tree removal may be required. Irrigation able to be adjusted to suit.
<b>Entrance Carpark Area</b>		
3	Next to the entrance carpark – initial site 	Cost approx. \$200,000 Significant cut & fill required to prepare site. Drainage realignment required to tie in with current stormwater infrastructure. Significant amendment and requirement for new park security infrastructure (bollards/fencing). No immediate proximity to existing amenities. Increased irrigation infrastructure required for surrounding edge of court (or concrete if all sealed)
4	Next to the 'hills' 	Cost approx. \$150,000 Seasonally inundated area. May require tree removal. Moderate amount of cut & fill required to prepare site. No immediate proximity to existing amenities. Irrigation able to be adjusted to suit.
5	Replacing the 'hills' 	Cost approx. \$200,000 (based on the material being suitable for re-use elsewhere) Significant cut required to prepare site. No immediate proximity to existing amenities. Would improve passive surveillance from the carpark to the lagoon walking paths and reduce maintenance requirements. Significant irrigation works required.

The approximate costs are based on basic concrete construction and expected earthworks for installation only. Additional costs (footpath connectivity, water supply, irrigation etc) would require further budget allocation.



## Summary

With consideration of site options, costs, amenities, and delivery of Play Space Strategy outcomes, it is recommended that the basketball half court is constructed near the playground and located adjacent the oval (Option 1).



**Figure 6 - Approximate Site for Option 1 (to the left of the pathway, behind the trees)**

Proximity to existing amenities which includes the public toilet, barbecues, oval, playgrounds and seating areas, provides for greater opportunity for users to utilise the active spaces. It also allows for future development of that area to be related to exercise and active play without needing to establish a new activity area.

It further allows other spaces within the reserve to be developed in the future for other user activities and avoiding potential conflicts.

A procurement process has commenced for the construction of the half court at Marlow Lagoon, which allows for flexibility of site options. This closes late October and following an outcome of the site, works would commence in November if Option 1 is endorsed, with completion by the end of the year (weather pending). If a site that is more complex is selected, construction will likely extend into the new year, largely due to increased earthworks requirements.

## **CONSULTATION PROCESS**

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

- City Sustainability Manager
- Executive Manager Projects & Infrastructure Services
- Project Lead
- Open Space Lead
- Outdoor Workforce Supervisor

Further external consultation will involve engagement with nearby residents, potential user groups and the broader public to inform them of the project. This process is anticipated to be undertaken prior to construction commencement.

### **POLICY IMPLICATIONS**

There are no policy implications for this Report.

The City of Palmerston (CoP) Play Space Strategy informed the consideration of a suitable location. Inclusive, Diverse and Accessible (IDA) principles guided development of this report to ensure the process and outcome is collaborative and equitable.

### **BUDGET AND RESOURCE IMPLICATIONS**

The anticipated cost of constructing a basketball half court at Option 1 is estimated at \$150,000 and is able to be funded within existing programs. Constructing the basketball half court at the original location may result in cost escalation to approximately \$250,000. These funds could be sourced from within existing programs; however, this would impact the delivery of other programs, such as park and playground renewal.

The 2023/24 Capital Works Budget includes provision for Parks Infrastructure Renewals for the purpose of maintaining and enhancing play spaces and to increase active recreation and exercise opportunities.

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is a risk that moving the location will not satisfy some of the users involved in the initial feedback however that said feedback received was supportive of several locations within Marlow Reserve.

Should City of Palmerston proceed with the existing site it will require more funding or scale back the project which could result in dissatisfaction of the community. The current site may result in poorer long-term outcomes.

Choosing an alternative site will not delay the delivery of the project.

This Report addresses the following City of Palmerston Strategic Risks:

5. **Infrastructure**

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The process for site selection of the basketball half court shall consider potential environmental and social impacts such as avoidance or minimising of tree removal and consideration of proximity to local residential dwellings, having regard to noise nuisance.

The alternate location proposed provides improved environmental outcomes with reduced resource requirement.

### **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

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Community Wellbeing Advisory Committee Minutes - September 2023
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	EA to General Manager of Community, Tree Gillam
<b>APPROVER:</b>	General Manager of Community, Kylie Darley

### 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 28 September 2023.

### KEY MESSAGES

- The Palmerston Community Wellbeing Advisory Committee met on Thursday 28 September 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 28 September 2023.

### RECOMMENDATION

1. THAT Report entitled Community Wellbeing Advisory Committee Minutes - September 2023 be received and noted.
2. THAT Council receive and note the unconfirmed minutes from Community Wellbeing Advisory Committee Meeting **Attachment 13.1.3.1** to report entitled Community Wellbeing Advisory Committee Minutes - September 2023.
3. THAT Council endorses the recommendations within the respective minutes from the Palmerston Community Wellbeing Advisory Committee minutes being **Attachment 13.1.3.1** as follows:
  - a. Network Updates – Community Wellbeing Committee
    - i. THAT Report entitled Network Updates – Community Wellbeing Committee be received and noted.
    - ii. THAT the Committee recommends to Council that a representative from the Northern Territory Government Department of Planning and Logistics be invited to attend the last Palmerston Seniors Network for 2023 on 6 December to discuss issues relating to transport vouchers.



- b. Harvest Corner, Gray Community Garden
  - i. THAT Report entitled Harvest Corner, Gray Community Garden be received and noted.
  - ii. THAT the Community Wellbeing Advisory Committee is encouraged to circulate and promote the Expression of Interest opportunity once released within their networks.

## 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 28 September 2023 with the unconfirmed minutes provided at **Attachment 13.1.3.1**.

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

The Committee discussed the following points:

- At the Palmerston Senior Network meeting held on 9 August 2023, the Network proposed that the Committee recommends to Council that an invitation be extended to the Department of Planning and Logistics to attend the last Seniors Network meeting on 6 December 2023 to discuss concerns Seniors are having regarding transport vouchers.
- The Committee is further recommending that once the expression of interest for Harvest Corner is released that the Community Wellbeing Advisory Committee circulate and promote this through their networks.

## 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. 20230928 - UNCONFIRMED - Palmerston Community Wellbeing Committee Meeting Minutes  
[13.1.3.1 - 6 pages]



# **MINUTES**

## **Palmerston Community Wellbeing Advisory Committee Meeting**

### **28 September 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 MINUTES

Minutes of Community Wellbeing Advisory Committee Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on 28 September 2023 at 5:30pm.

PRESENT

COMMITTEE MEMBERS	Councillor Danielle Eveleigh (Chair) Councillor Sarah Henderson Mayor Athina Pascoe-Bell Veronica Matipira, Youth Community Member Representative Sheryl Sephton, Senior Community Member Senior Sergeant Siiri-Kai Tennosaar, Northern Territory Police Representative Darren Johnson, Department of Chief Minister and Cabinet Representative ( <i>as proxy</i> )
STAFF	Chief Executive Officer, Luccio Cercarelli General Manager Infrastructure, Nadine Nilon Acting General Manager People and Place, Emma Blight General Manager Community, Kylie Darley Minute Secretary, Tree Gillam
GALLERY	Nil

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 5.31pm

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Moved: Councillor Henderson  
Seconded: Sheryl Sephton

1. THAT the apology received from Michelle Walker for 28 September 2023 be received and noted.
2. THAT the apology received from Gabrielle Brown for 28 September 2023 be received and noted.
3. THAT the apology received from Leonie Warburton for 28 September 2023 be received and noted.

CARRIED CWAC10/30 – 28/09/2023

#### 3.2 Leave of Absence Previously Granted

Nil

#### 3.3 Leave of Absence Request

Nil

### 4 DECLARATION OF INTEREST

#### 4.1 Elected Members

Nil

#### 4.2 Staff

Nil

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



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## COMMITTEE MINUTES

---

### 5 CONFIRMATION OF MINUTES

#### 5.1 Confirmation of Minutes

Moved: Sheryl Sephton  
Seconded: Councillor Henderson

THAT the minutes of the Palmerston Community Wellbeing Advisory Committee Meeting held on 29 June 2023 pages 14 to 18 be confirmed with the exclusion of Sharon Binns, Senior Representative from the list of present Committee Members due to a procedural error.

CARRIED CWAC10/31 – 28/09/2023

#### 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

##### 8.1.1 Network Updates - Community Wellbeing Committee

Moved: Councillor Henderson  
Seconded: Sheryl Sephton

1. THAT Report entitled Networks Updates Community Wellbeing Advisory Committee be received and noted.
2. THAT the Community Wellbeing Advisory Committee recommends to Council that a representative from the Northern Territory Government Department of Planning and Logistics be invited to attend the last Palmerston Seniors Network for 2023 on 6 December to discuss issues relating to transport vouchers.

CARRIED CWAC10/32 – 28/09/2023

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



## COMMITTEE MINUTES

### 8.1.2 Harvest Corner, Gray Community Garden

Moved: Veronica Matipira  
Seconded: Mayor Pascoe-Bell

1. THAT Report entitled Harvest Corner, Gray Community Garden be received and noted.
2. THAT the Community Wellbeing Advisory Committee is encouraged to circulate and promote the Expression of Interest opportunity once released within their networks.

CARRIED CWAC10/33- 28/09/2023

### 8.2 Receive and Note Reports

#### 8.2.1 Wellbeing Infrastructure Projects

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

THAT Report entitled Wellbeing Infrastructure Projects be received and noted.

CARRIED CWAC10/34 - 28/09/2023

#### 8.2.2 Major Capital Projects - SWELL Update

Moved: Siiri Tennosaar  
Seconded: Sheryl Sephton

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

CARRIED CWAC10/35 - 28/09/2023

#### 8.2.3 Freedom of Entry Parade Update

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Henderson

THAT Report entitled Freedom of Entry Parade Update be received and noted.

CARRIED CWAC10/36- 28/09/2023

## 9 INFORMATION AND CORRESPONDENCE

### 9.1 Information

Nil

### 9.2 Correspondence

Nil

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





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## COMMITTEE MINUTES

---

10 GENERAL BUSINESS

Nil

11 NEXT COMMITTEE MEETING

Moved: Sheryl Sephton  
Seconded: Mayor Pascoe-Bell

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

CARRIED CWAC10/37- 28/09/2023

12 CLOSURE OF MEETING

Moved: Siiri Tennosaar  
Seconded: Sheryl Sephton

THAT the meeting of the Palmerston Community Wellbeing Advisory Committee held in Council Chambers, Civic Plaza, Palmerston on 28 September 2023 at 6.19pm.

CARRIED CWAC10/38 - 28/09/2023

The Chair declared the meeting closed at 6.19pm.

---

Chair

---

Print Name

---

Date

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

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.4
<b>REPORT TITLE:</b>	Planning Scheme Amendment - Greater Holtze Area Plan
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	General Manager of Infrastructure, Nadine Nilon
<b>APPROVER:</b>	General Manager of Infrastructure, Nadine Nilon

## COMMUNITY PLAN

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

## PURPOSE

This Report provides Council with the proposed submission to the NT Planning Commission for the Greater Holtze Area Plan, for endorsement.

## KEY MESSAGES

- The Northern Territory Planning Commission has prepared the Greater Holtze Area Plan (GHAP) for including in the NT Planning Scheme 2020.
- The GHAP has had two rounds of consultation in its development prior to this final stage.
- Council officers have participated in relevant working groups and provided feedback throughout the development of the plan.
- The GHAP provides greater detail of the intended development of the Greater Holtze area than the regional plan, which is the Holtze to Elizabeth River Subregional Land Use Plan.
- Greater Holtze includes the localities of Holtze, Holtze North, Kowandi and Howard Springs North.
- Inclusion in the Planning Scheme ensures development of the area is aligned with the developed planning principles, including considerations for social infrastructure.
- A submission has been prepared for Council endorsement.

## RECOMMENDATION

1. THAT Report entitled Planning Scheme Amendment - Greater Holtze Area Plan be received and noted.
2. THAT Council endorses the letter, provided at **Attachment 13.1.4.1**, for submission to the NT Planning Commission.

## BACKGROUND

The Holtze to Elizabeth River Subregional Land Use Plan (HESLUP) was introduced to the NT Planning Scheme in July 2022. The HESLUP includes the Palmerston region and provides a long-term framework for land use in the region. The Greater Holtze area is identified in the HESLUP as being a focus area and was identified as having potential growth opportunities adjacent Palmerston, and included natural areas of environmental value.

Currently, there is a Holtze Urban Area Plan and Planning Principles, and the new Greater Holtze Area Plan, will supersede that document.

In the planning context, Area Plans are developed to provide a further level of detailed guidance for development than what the regional plans provide.



**Figure 7 - Hierarchy of Land Use Plans (taken from Greater Holtze Area Plan)**

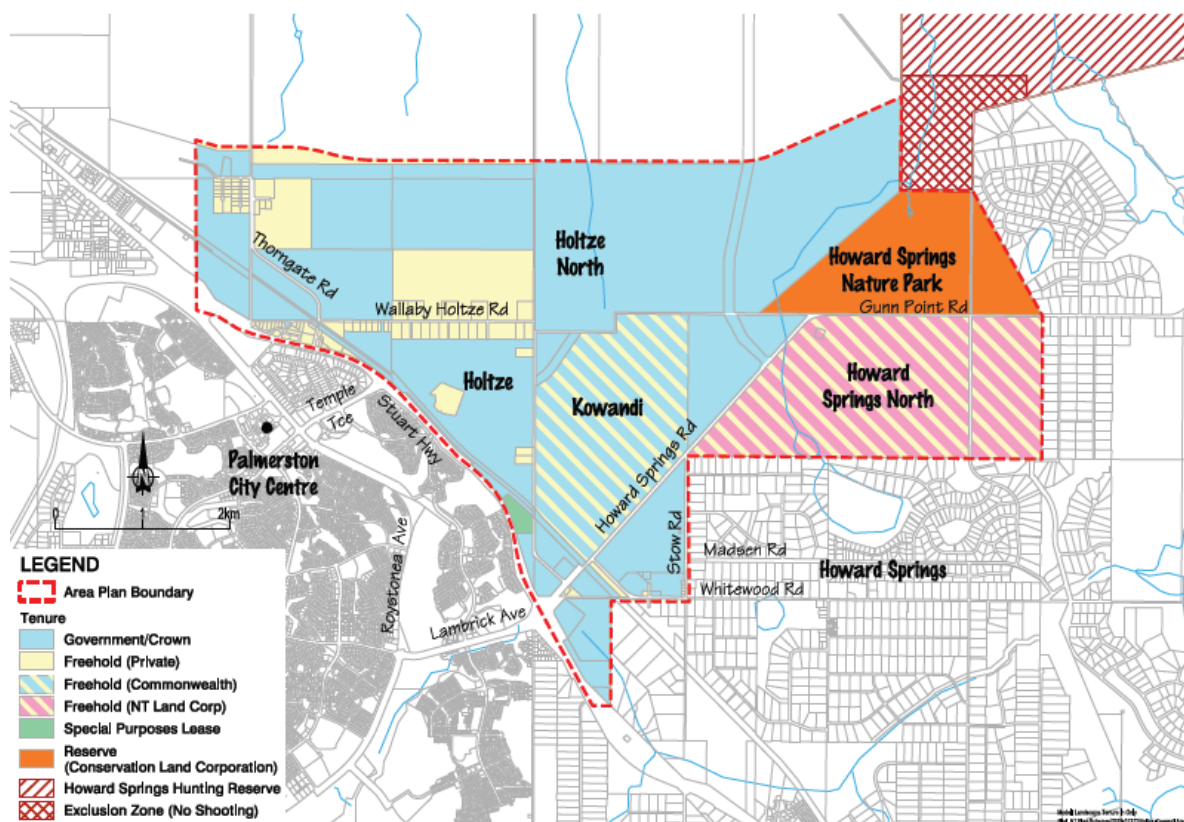
As the GHAP covers the area immediately adjacent Palmerston, which will have some outcomes relating to the Palmerston municipality, City of Palmerston officers have been involved in relevant working groups and have provided submissions to the previous rounds of consultation.

The GHAP has been finalised following the consultation and relevant studies of the area occurring, resulting in the GHAP being presented for inclusion in the NT Planning Scheme. A proposed submission has been prepared for Council endorsement.

## DISCUSSION

As outlined in **Attachment 13.1.4.2**, the GHAP is intended to be used by Government, local and service authorities, the development industry, the public and decision makers to guide future development of land within Greater Holtze.

The Greater Holtze Area includes the localities of Holtze, Holtze North, Kowandi and Howard Springs North, as illustrated in the figure below. The figure below also indicates the land ownership, and the proximity to the Palmerston municipality, extending from north of Yarrowonga, to just past Lambrick Avenue.



**Figure 8 - Greater Holtze Area**

The vision statement for the GHAP, is for Greater Holtze to be a liveable, affordable and sustainable community for everyone.

In relation to the City of Palmerston, and the proposed submission at **Attachment 13.1.4.1**, the key considerations are related to the impact on the City of Palmerston and its community. The majority of the GHAP is within the Litchfield municipality, with the northern extent of Yarrawonga being the only area within the Palmerston municipality. Elements such as internal transport links, land use design requirements and specific locations of zones, have not been included in the response as Council would not be involved in the physical development of the area (i.e., subdivision approvals and handover).

The key elements impacting Council are summarised below and form the basis of the submission.

#### Sustainable Development

Through previous consultation, it has been encouraged that the consideration of sustainable development incorporates new technology and infrastructure, such as solar farms, water harvesting and reuse, use of recycled materials within the development and integration with the natural environment. The Planning Principles encourage complementary land use with the existing environment and consideration of sustainable development.

Planning Principle 1 of the GHAP is to create active and sustainable neighbourhoods; however, the objectives and acceptable land use and development responses don't require or encourage specific environmental initiatives such as renewable energy or water harvesting as previously noted.

City of Palmerston would like to see the contemporary and innovative sustainability outcomes and development responses incorporated into the GHAP.

### Social Infrastructure

A Social Infrastructure Study has been undertaken and is incorporated into the needs assessment, and therefore the GHAP. The Planning Principles provided in relation to social infrastructure, and schools (Planning Principles 10 and 11) are supported, however, the specific allocation of land and minimum requirements of social infrastructure need to be identified and planned for. This would enable the NT Infrastructure Plan and Pipeline to specifically identify and plan for the required social infrastructure.

As the Palmerston community will be a provider of social infrastructure, being the adjacent, developed municipality, it is important that the City of Palmerston has the ability to provide appropriate, demand driven social infrastructure. Further, the details of the social infrastructure to be provided are limited within the GHAP, and the timing (or triggers) of the development not outlined. There is a risk that there may be insufficient social infrastructure (of type or scale) developed that aligns with the current capacity of existing infrastructure and the demands of increasing development.

Council has, and continues to, encourage further discussion around the specific details of the municipal related social infrastructure, such as libraries, community halls, pools and open space infrastructure. These elements are currently managed by Council, to provide services to Palmerston residents, so any gaps within the GHAP will impact Palmerston. It is noted that the GHAP includes a comment that the GHAP will need to be progressively updated to reflect social infrastructure investigation findings.

To ensure social infrastructure is adequately planned for, and able to be appropriately funded, is recommended that a contribution scheme relating to social infrastructure is developed.

### Transport Network

Planning Principle 7 is to provide an overall transport network for Greater Holtze that integrates with broader networks, with the objectives and development responses focussed on main roads and a coordinated, interconnected network.

There are concerns, that have been raised through discussions rather than formal responses to date, that the impact on Palmerston's Road network has not been adequately addressed. Similar, and related, to the social infrastructure comments, the adjacent development will impact the activity within Palmerston. The key areas for consideration are accesses to school (as it is unclear which catchment will be used for the public school) and impact on key routes. Traffic modelling and analysis of the development needs to include the potential impact of traffic from the Holtze Area on the Palmerston network.

Initial development is planned for the Holtze locality within the plan with the Temple Terrace and Stuart Highway intersection being the main transport connection. The future development in the greater area will directly impact City of Palmerston in Yarrowonga and also requires consideration.

It is recommended that the Planning Principle is amended to require development activities to consider the impact on existing municipal road networks, including connectivity to social infrastructure and schools.

### Submission

Following endorsement, the submission at **Attachment 13.1.4.1**, will be provided to the NT Planning Commission for their consideration.

### **CONSULTATION PROCESS**

City of Palmerston has provided responses and been involved with discussions in the development of the GHAP. The Planning Scheme Amendment is the final, formal consultation prior to the GHAP being included in the NT Planning Scheme. The consultation closed 6 October 2023, however an extension has been granted to enable Council's consideration of the submission.

### **POLICY IMPLICATIONS**

There are no Policy implications relating to this Report.

### **BUDGET AND RESOURCE IMPLICATIONS**

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

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

1. 20231006 PA2023 0227 CoP Response Greater Holtze Area Plan [13.1.4.1 - 2 pages]
2. Attachment A - Explanatory Document combined [13.1.4.2 - 95 pages]



ID: 555025 - NN:gm

12 October 2023

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### PA2023/0227 - Planning Scheme Amendment to Introduce the Greater Holtze Area Plan into the NT Planning Scheme 2020

Council thanks the NT Planning Commission for the opportunity to provide a submission to PA2023/0227 Planning Scheme Amendment to Introduce the Greater Holtze Area Plan into the NT Planning Scheme 2020.

Council notes that the study area for the GHAP is adjacent to (but not within) City of Palmerston's local government area boundaries, with exception to a small portion of Yarrowonga north of the Stuart Highway.

The key considerations Council is seeking the NT Planning Commission to consider prior to inclusion of the GHAP in the NT Planning Scheme, are as follows.

#### Sustainable Development

Through previous consultation, it has been encouraged that there is consideration of sustainable development incorporating new technology and infrastructure, such as solar farms, water harvesting and reuse, use of recycled materials within the development and integration with the natural environment. The Planning Principles encourage complementary land use with the existing environment and consideration of sustainable development.

Planning Principle 1 of the GHAP is to create active and sustainable neighbourhoods; however, the objectives and acceptable land use and development responses don't require or encourage specific environmental initiatives such as renewable energy or water harvesting as previously noted.

Council would like to see the contemporary and innovative sustainability outcomes and development responses incorporated into the GHAP.

#### Social Infrastructure

The Planning Principles provided in relation to social infrastructure, and schools (Planning Principles 10 and 11) are supported, however, the specific allocation of land and minimum requirements of social infrastructure need to be identified and planned for. This would enable the NT Infrastructure Plan and Pipeline to specifically identify and plan for the required social infrastructure.



As the Palmerston community will be a provider of social infrastructure, being the adjacent, developed municipality, it is important that the City of Palmerston has the ability to provide appropriate, demand driven social infrastructure. Further, the details of the social infrastructure to be provided are limited within the GHAP, and the timing (or triggers) of the development not outlined. There is a risk that there may be insufficient social infrastructure (of type or scale) developed that aligns with the current capacity of existing infrastructure and the demands of increasing development.

Council has, and continues to, encourage further discussion around the specific details of the municipal related social infrastructure, such as libraries, community halls, pools and open space infrastructure. These elements are currently managed by Council, to provide services to Palmerston residents, so any gaps within the GHAP will impact Palmerston. It is noted that the GHAP includes a comment that the GHAP will need to be progressively updated to reflect social infrastructure investigation findings.

To ensure social infrastructure is adequately planned for, and able to be appropriately funded, it is recommended that a contribution scheme relating to social infrastructure is developed.

#### **Transport Network**

Planning Principle 7 is to provide an overall transport network for Greater Holtze that integrates with broader networks, with the objectives and development responses focussed on main roads and a coordinated, interconnected network.

There are concerns that the impact on Palmerston's Road network has not been adequately considered and reflected in the Planning Principles. Similar, and related, to the social infrastructure comments, the adjacent development will impact the activity within Palmerston. The key areas for consideration are accesses to school (as it is unclear which catchment will be used for the public school) and impact on key routes. Traffic modelling and analysis of the development needs to include the potential impact of traffic from the Holtze Area on the Palmerston network, including the roads within Yarrowonga.

It is recommended that the Planning Principle is amended to require development activities to consider the impact on existing municipal road networks, including connectivity to social infrastructure and schools.

Should you wish to discuss the above, please contact Peter Lander, City Sustainability Manager by email: [peter.lander@palmerston.nt.gov.au](mailto:peter.lander@palmerston.nt.gov.au) or phone (08) 8935 9987.

Yours sincerely

Nadine Nilon  
General Manager Infrastructure

**NORTHERN TERRITORY OF AUSTRALIA**  
**PROPOSAL TO AMEND NT PLANNING SCHEME**

**PA2023/0227**

**PROPOSAL TO AMEND THE NT PLANNING SCHEME 2020 TO INCLUDE THE  
GREATER HOLTZE AREA PLAN AS A POLICY DOCUMENT**

The Minister for Infrastructure Planning and Logistic is seeking comments on a proposal to amend the NT Planning Scheme.

The proposed amendment is to include the Greater Holtze Area Plan within Part 2 of the NT Planning Scheme 2020. The Greater Holtze Area Plan will introduce new statements of planning policy and accompanying text to guide the long term development of the Holtze district.

An explanation of the proposed changes can be found on page 3 of this document.

**Period of Exhibition and Lodging a Submission**

The exhibition period is from Friday 8 September 2023 to Friday 6 October 2023.

Written submissions about the proposed planning scheme amendment are to be received by 11:59pm on Friday 6 October, 2023 and made to:

A/Director Lands Planning  
Department of Infrastructure Planning and Logistics  
GPO Box 1680  
DARWIN NT 0801; or

Email: [planning.ntg@nt.gov.au](mailto:planning.ntg@nt.gov.au); or

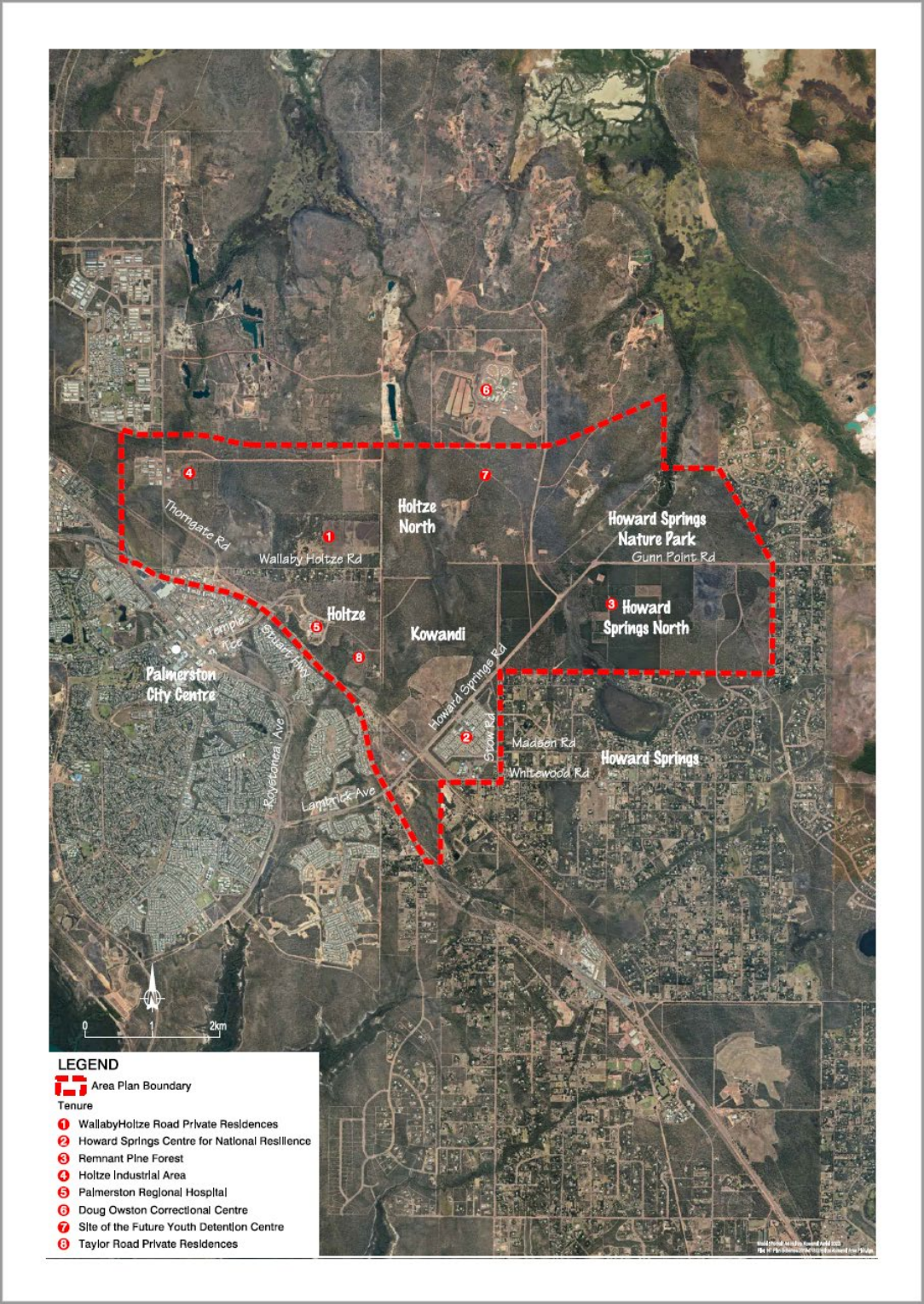
Online: <https://www.ntlis.nt.gov.au/planning/lta.dar.list>

Fax: (08) 8999 7189; or

Hand delivered to Level 1, Energy House, 18 - 20 Cavenagh Street, Darwin

For more information please John-Paul MacDonagh, Lands Planning on telephone 8999 6036 or email [john-paul.macdonagh@nt.gov.au](mailto:john-paul.macdonagh@nt.gov.au)

Locality Map – Greater Holtze District



### 1. Background – Proposed Greater Holtze Area Plan

The Greater Holtze Area Plan (GHAP) is a long-term plan that identifies land to support growth and confirming strategic corridors for main roads, rail and utilities. The preparation of the GHAP follows the inclusion of the Holtze to Elizabeth River Subregional Land Use Plan in the NT Planning Scheme in July 2022. The GHAP provides the next level of detailed planning for the Greater Holtze district.

The GHAP is a plan for the long term, facilitating development of residential land, identifying and confirming strategic corridors for main roads, rail and utilities and responding to the pattern of current and future land uses for the growth of the broader Holtze to Elizabeth River subregion.

The GHAP includes Statements of Planning Policy to guide the long-term growth of the district. A copy of the GHAP document is provided at **Attachment A1**.

Extensive community and stakeholder consultation has been incorporated into the preparation of the GHAP, informing a balanced approach that allows for change.

Preparation of the GHAP included two stages of consultation with members of the public, government agencies and industry groups. The GHAP has been prepared taking into account feedback received through stakeholder engagement and a range of technical and specialist advice and studies.

A copy of the Stage Two Consultation Report is provided at **Attachment A2** to this document.

### 2. Current Situation

The Northern Territory Planning Commission has finalised the draft Greater Holtze Area Plan in consultation with major stakeholders and the community and recommended that the Minister for Infrastructure Planning and Logistics consider a formal amendment to the NT Planning Scheme 2020 to include the GHAP policy document.

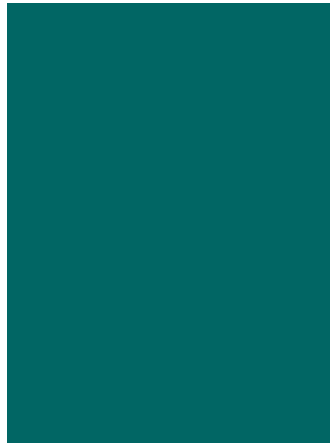
### 3. Update to the Strategic Framework of the NT Planning Scheme

Under the *Planning Act 1999*, a consent authority is to make decisions consistent with policies contained within Part 2 – Strategic Framework of the NT Planning Scheme. Inclusion of the GHAP within Part 2 of the NT Planning Scheme 2020 therefore legally establishes its role as a policy and provides for its effective implementation.



A photograph of a paved road curving through a green landscape under a cloudy sky. A tall street light and a triangular road sign are visible on the right side of the road.

# DRAFT GREATER HOLTZE Area Plan



E: [ntpc@nt.gov.au](mailto:ntpc@nt.gov.au) | P: 08 8924 7540

[www.planningcommission.nt.gov.au](http://www.planningcommission.nt.gov.au)



Version	Amendment No.	Date Published	Details
1.0		10.11.2022	Consultation of the Greater Holtze Area Plan
1.1		30.06.2023	Post-Stage 2 consultation Recommended to Minister as proposed Planning Scheme Amendment

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**Website:** [planningcommission.nt.gov.au](http://planningcommission.nt.gov.au)

## Foreword



Good planning is more likely when there is community collaboration on a stable long-term vision based on solid evidence that is open to scrutiny. This is the basis for the Greater Holtze Area Plan.

The Planning Commission began by listening to the community and stakeholders, and compiling social, environmental and technical information, to prepare a draft Greater Holtze Area Plan that was critically appraised by the community in November and December 2022. The feedback the Commission received on the draft plan has now been incorporated into this Plan.

The high level of engagement from the community during both stages of consultation has been encouraging. People within and surrounding the study area are passionate about preserving the character of the region and provided feedback to the Commission through both written submissions and in-person engagements at the various consultation stalls.

The result is this Plan that provides a way to meet the needs of a growing region while also preserving important natural environments and minimising biodiversity loss through incorporating development with natural habitats most valued by the community.

The objective is to develop safe, convenient and walkable neighbourhoods structured around activity centres and interconnected areas of high amenity open space.

The Planning Commission is pleased to recommend the Greater Holtze Area Plan 2023 for incorporation into the NT Planning Scheme.

Dr David Ritchie

Chairman

Northern Territory Planning Commission



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## Area Plan Structure

This Area Plan is structured in four parts.

Part One introduces the project and provides the context, purpose and vision of the Area Plan. The vision statement captures the aspirations for Greater Holtze and contextualises the planning principles.

The planning principles throughout Parts Two, Three and Four provide an explanatory discussion to explain the planning principles, objectives and acceptable responses.

Part Two addresses *land capability* and includes consideration of the natural environment, water sensitive design and biting insects.

Part Three is focused on people and places and guides integrated land use and transport planning.

Part Four relates to Holtze North and Howard Springs North, where a broad land use structure is identified.

A land use structure plan across the Greater Holtze District is included within Part Four.

Throughout this document, planning terms such as '*perimeter road*' are often *italicised* and explained within the Glossary of Terms appendix.

### Approximate timeframes used in this plan

<i>Near Term</i>	< 10 years
<i>Mid Term</i>	10 to 30 years
<i>Long Term</i>	Beyond 30 years



# **PART ONE**

## *Introduction*



## The Greater Holtze opportunity

The Greater Holtze district comprises gently undulating land largely within Government ownership that is in proximity to the Palmerston City Centre and the Stuart Highway.

Greater Holtze is generally undeveloped and has various remnant woodlands and riparian vegetation present that includes multiple habitats for different species, including threatened species.

Greater Holtze includes the headwaters of Kings Creek and has extensive land areas that are prone to seasonal inundation.

Greater Holtze includes the localities of Holtze, Holtze North, Kowandi and Howard Springs North. These localities are identified within Figure 1.

The Howard Springs North locality includes the remnant pine forest plantation and the Howard Springs Nature Park that are prized by the community.

This Greater Holtze Area Plan includes the former Defence establishment, Kowandi. Kowandi adjoins land already held by the Territory and presents the opportunity for co-ordinated consideration of development across the study area.

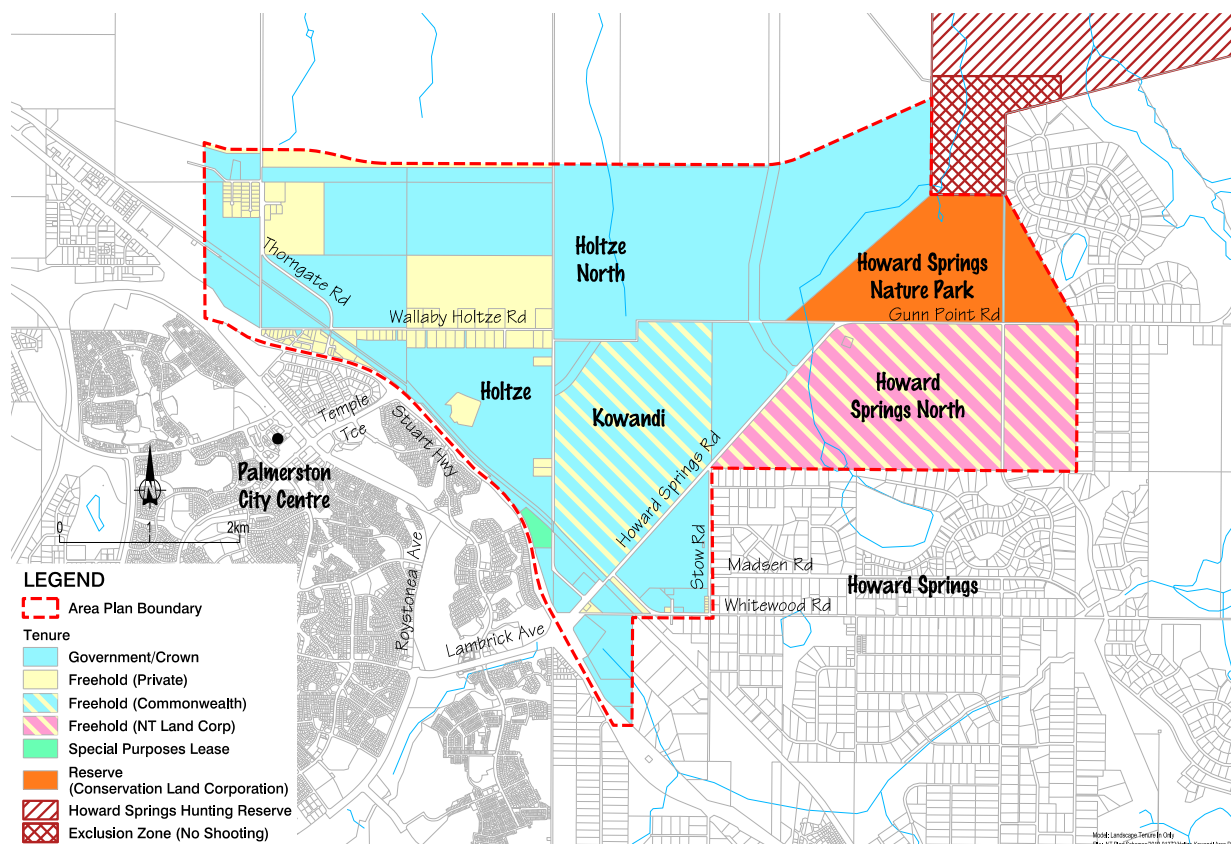


Figure 1: Land Tenure



## Greater Holtze Land Use Vision

The Land Use Vision for Greater Holtze combines community views with other factors including *land capability*, topography, native vegetation, hydrological and biting insect considerations.

The vision also takes into account investigations into *social infrastructure*, transport modelling and essential services infrastructure.

In the far term, Greater Holtze has the potential to support approximately 30,000 to 35,000 people. Holtze and Kowandi may accommodate approximately 15,000 people.

### Vision Statement

Greater Holtze will be a liveable, affordable and sustainable community for everyone.

Greater Holtze will:

- include innovative planning approaches that contribute to the creation of an active community with a valued local identity;
- include environmental and recreational linkages that protect natural resources and enhance recreational and lifestyle options;
- facilitate diverse housing opportunities to support the needs of the region's growing community;
- include neighbourhoods that support *active transport* and viable alternatives to the automobile for functional short trips to destinations or extended recreational journeys within a broader network; and
- enable development that supports sustainable outcomes by minimising environmental impacts of development.

## Purpose of the Area Plan - Vision to policy

The purpose of this Area Plan is to guide future development of land within the Greater Holtze district that comprises Holtze, Kowandi, Holtze North and Howard Springs North. Each of these localities has different opportunities and conservation values that suit different types of urban and recreational development.

This Area Plan provides focused locations for growth in different sectors including “residential”, “commercial”, “service commercial and industry”, “medical and health services” and “sport”.

This Area Plan seeks to cater for the changing needs of the future population by supporting the efficient delivery of infrastructure and ongoing viability of *activity centres*.

## How did we get here?

The Holtze to Elizabeth River Subregional Land Use Plan (HESLUP) was prepared over 2020 and 2021. It includes the Greater Holtze district as one of its four Focus Areas. The HESLUP considers strategic land use planning at the subregional level and is the overarching policy that is informing preparation of the Greater Holtze Area Plan.

The HESLUP was prepared in accordance with a three-stage consultation process. Feedback from a broad cross-section of the community helped to shape the HESLUP in meaningful ways and resulted in a finalised policy that is now incorporated within the NT Planning Scheme.

## Responding to feedback

Stage Two consultation for this Greater Holtze Area Plan project commenced on 10 November 2022 and closed on 9 December 2022. Late submissions were received following this period with the last submission received on 28 February 2023.

The volume of Stage Two feedback was substantial and from a range of sources. The feedback was provided in a variety of ways including via in-person engagements at the various consultation stalls.

Some community members raised concern about potential suburban development based on small lot sizes. Concern was also expressed about affordability and challenges associated with costs of purchase and construction. Stakeholders generally understood that lot size, house size and lifestyle choices were market-driven.

Many rural residents supported the alleviation of development pressures on rural areas, which have led to spot rezoning applications, creating uncertainty for neighbours. It was generally recognised that an adequate supply of urban land was essential to ensuring that young people and families could afford to own their own home.



## Understanding the Draft Area Plan

The NT Planning Commission has prepared this Greater Holtze Area Plan based on stakeholder feedback received during Stage One and Stage Two consultation periods in June and November 2022 respectively.

Information from social, environmental and infrastructure studies was undertaken to provide a solid evidence base for the Plan. These studies are contained in the Land Capability and Needs Assessment which accompanies this Area Plan.

The most detailed level of planning within this Area Plan applies to the Holtze and Kowandi localities.

A broad land use structure is identified by this Area Plan for the Holtze North and Howard Springs North areas. More detailed planning for the Holtze North locality will be undertaken when the rate of growth in the Holtze and Kowandi localities indicates it is necessary.

Howard Springs North locality includes substantial areas identified by the community as essential to the amenity of the wider area because of its high value for outdoor recreation.

## Using the Area Plan

This Area Plan is intended to be used by Government, local and service authorities, the development industry, the public and decision makers to guide future development of land within Greater Holtze.

Whole of Government commitments such as reduction in carbon emissions, responses to climate change and increased use of renewable energy are supported by this Area Plan.

Planning principles are supported by a set of objectives and acceptable responses that provide more detailed information and direction as summarised below:

- **Planning Principles** provide policy to guide development and are consistent with higher level policy.
- **Objectives** are the desired outcomes of a Planning Principle, often given in relation to a specific place or area identified in the Plan.

A developer must demonstrate how the proposal will meet each Objective.

- **Acceptable Responses** identify potential standards which demonstrate how each Objective may be met.

A departure from the acceptable responses can be considered where an alternate solution that achieves the Objective is provided; and the alternative solution demonstrates an equal or better response to that set out by the acceptable response.

Planning principles, objectives and acceptable responses are preceded by explanatory discussions that contextualise the topic. These discussions also inform the application of the principles, objectives and acceptable responses.

### The Rezoning of Land

This Area Plan indicates that the land use on specific sites may change in the future. A number of sites will require rezoning before the land use and development potential envisaged by this Area Plan can be realised.

This Area Plan does not automatically rezone land, remove the need to apply to the Minister for Infrastructure, Planning and Logistics to rezone land, or pre-empt the Minister's decision in response to a request to amend the zone.

This Area Plan provides a framework to inform consideration of any future rezoning proposal. Decisions regarding rezoning proposals will be informed by the Area Plan and servicing requirements.

Relevant service authorities should be contacted to ascertain any service upgrades required before applying to rezone land, noting that the rezoning of land may require contribution to the upgrade of services.

### Existing Zoning and Existing Use Rights

This Area Plan does not prevent the use of land consistent with the current town planning zone that applies to a site. Further, the Area Plan does not prevent the use of land consistent with a planning permit or *existing use rights* that have not been extinguished.

### Supplementary Material

This Area Plan is accompanied by a Land Capability and Needs Assessment document. That document contains a record of investigations that have informed this Area Plan.

It is recommended that the Land Capability and Needs Assessment document be consulted where there are questions about interpretation of the policy positions advocated for by this Area Plan.

## Planning Context - Land Use Framework

Strategic Land Use Plans include regional, subregional and area plans. This Greater Holtze Area Plan establishes a further level of detailed guidance to that established under the Holtze to Elizabeth River Subregional Land Use Plan (2022) and Darwin Regional Land Use Plan (2015).

This Area Plan, once finalised, will supersede the existing Holtze Urban Area Plan and Planning Principles (2016).

This Area Plan is intended to operate in conjunction with the NT Planning Scheme 2020, the Subdivision Development Guidelines (2020) and Strategic Planning Policies.



Figure 2: Hierarchy of Land Use Plans relevant to Greater Holtze Area Plan





# **PART TWO**

## *Natural environment*



## The Natural Environment

The natural environment of Greater Holtze includes areas valued for the amenity they provide and habitats known to support species of threatened flora and fauna.

This Area Plan seeks to incorporate the functions of the natural environment for the continued and enhanced enjoyment of the community. This includes the retention of natural habitat for threatened species and the amenity benefits derived from natural areas within urban environments.

### Protection and Conservation of Natural Assets

The Territory Government is currently developing a strategy for regional conservation, which is intended to identify and propose responses to environmental assets such as habitats of threatened species.

The development of this strategy will refine further detailed planning for Greater Holtze and assist compliance with environmental legislation. The Greater Holtze Area Plan will support and encourage the outcomes of the regional conservation strategy; the outcomes of which will bind the Area Plan

## Existing vegetation and natural drainage

The *Green Corridor* is identified by this Area Plan over a drainage or riparian corridor that runs north-south through Greater Holtze.

This draft Area Plan recognises the important functions of the natural environment represented within this low-lying land and responds by identifying this area as the *Green Corridor*.

The design of the *Green Corridor* presents opportunities for the retention of bushland, the planting of native species and the co-location of active and passive public open space.

The *Green Corridor* is discussed within the Open Space section of this Area Plan.

## Integrated Water Management

Urban environments alter the way water flows through the natural environment. Buildings, roads and other impervious surfaces direct water into stormwater drains and other watercourses.

Sustainable subdivision design adheres to established water-sensitive urban design principles and minimises negative impacts on existing natural features and ecological processes.

Figure 3 identifies the existing ground levels of Greater Holtze that, with pre-development flow calculations, enable infrastructure planning to minimise adverse effects of development.

Integrated water management, including stormwater management, is guided by the NT Government Subdivision Development Guidelines (2020).

#### **NATURAL ENVIRONMENT PRINCIPLE 1:**

**Provide for the integration of development with the natural environment in a way that minimises detrimental impacts of development on the natural environment.**

#### **OBJECTIVES**

1. Apply conservation principles in a coordinated manner.
2. Support development that integrates with natural hydrological regimes.

#### **ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. Ensure that development responds to whole-of government approaches for sustainable development and regional conservation
- ii. A stormwater drainage system is integrated with the natural drainage system and designed to minimise impacts on the receiving environment.

## **Biting Insect Considerations**

Biting insects are part of the tropical environment and relevant to planning for Greater Holtze. While Greater Holtze is not in proximity to mangroves and biting midge habitats, inland water bodies do function as mosquito breeding sites and will require biting insect management responses.

This Area Plan seeks to mitigate the impacts of biting insects on *urban development* by responding to specialist advice and identifying the need for preparation of a biting insect management plan to implement ongoing and permanent management processes.

Figure 3 identifies the known mosquito breeding areas within and near Greater Holtze. These areas require treatment to address risks of mosquito borne illnesses and nuisance.

A biting insect management plan will need to be prepared by Government to the satisfaction of the Government agency responsible for medical entomology.

Zoning, subdivision and detailed design will need to support the ability to survey, monitor and treat biting insect breeding areas in accordance with the biting insect management plan.

#### **NATURAL ENVIRONMENT PRINCIPLE 2:**

**Address biting insect constraints.**

#### **OBJECTIVES**

1. Protect urban areas from biting insects.

#### **ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. A Biting Insect Management Plan and associated works to manage biting insect breeding is established by Government prior to development of land for urban land uses.
- ii. Subdivision and detailed design considerations are informed by the biting insect management plan.

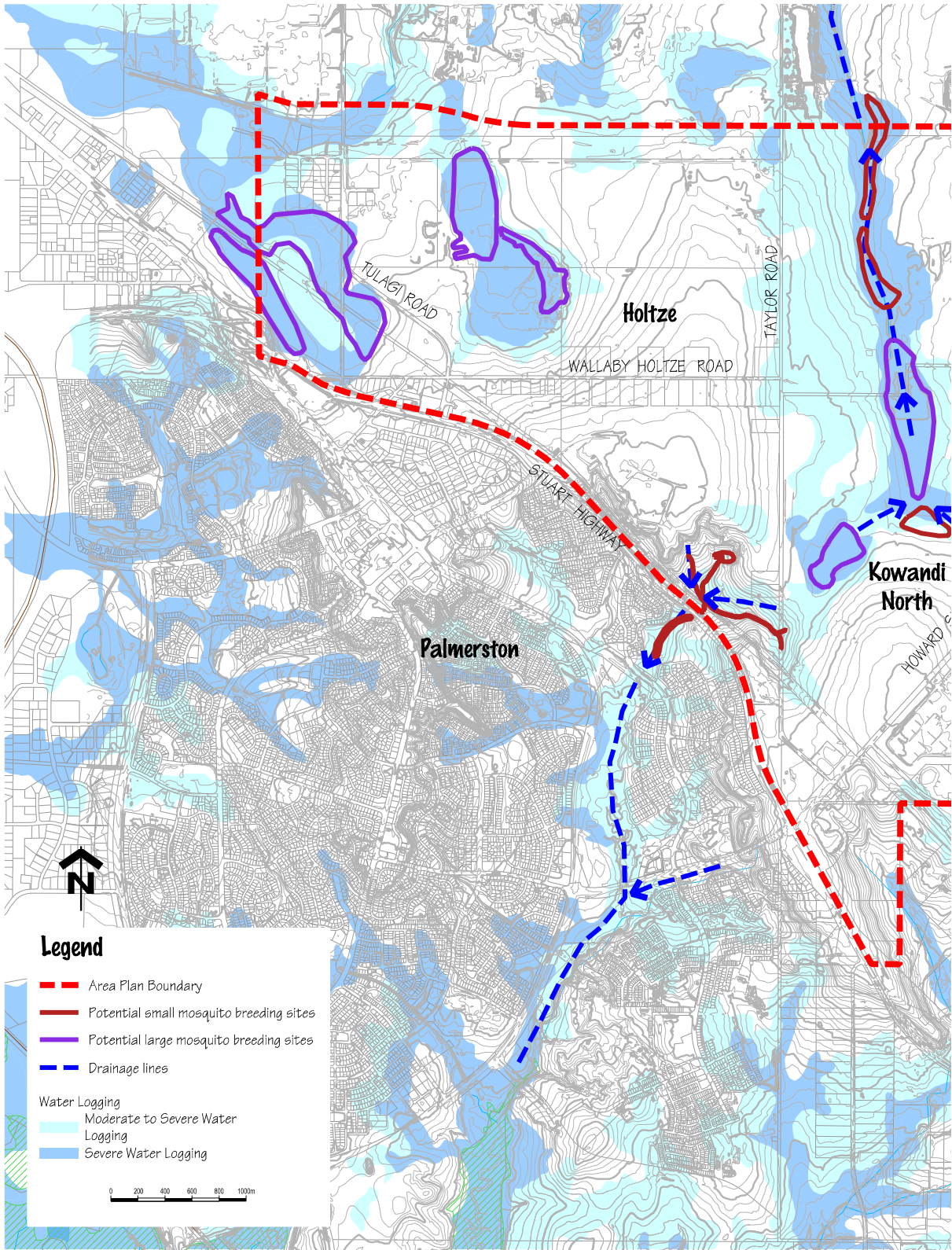
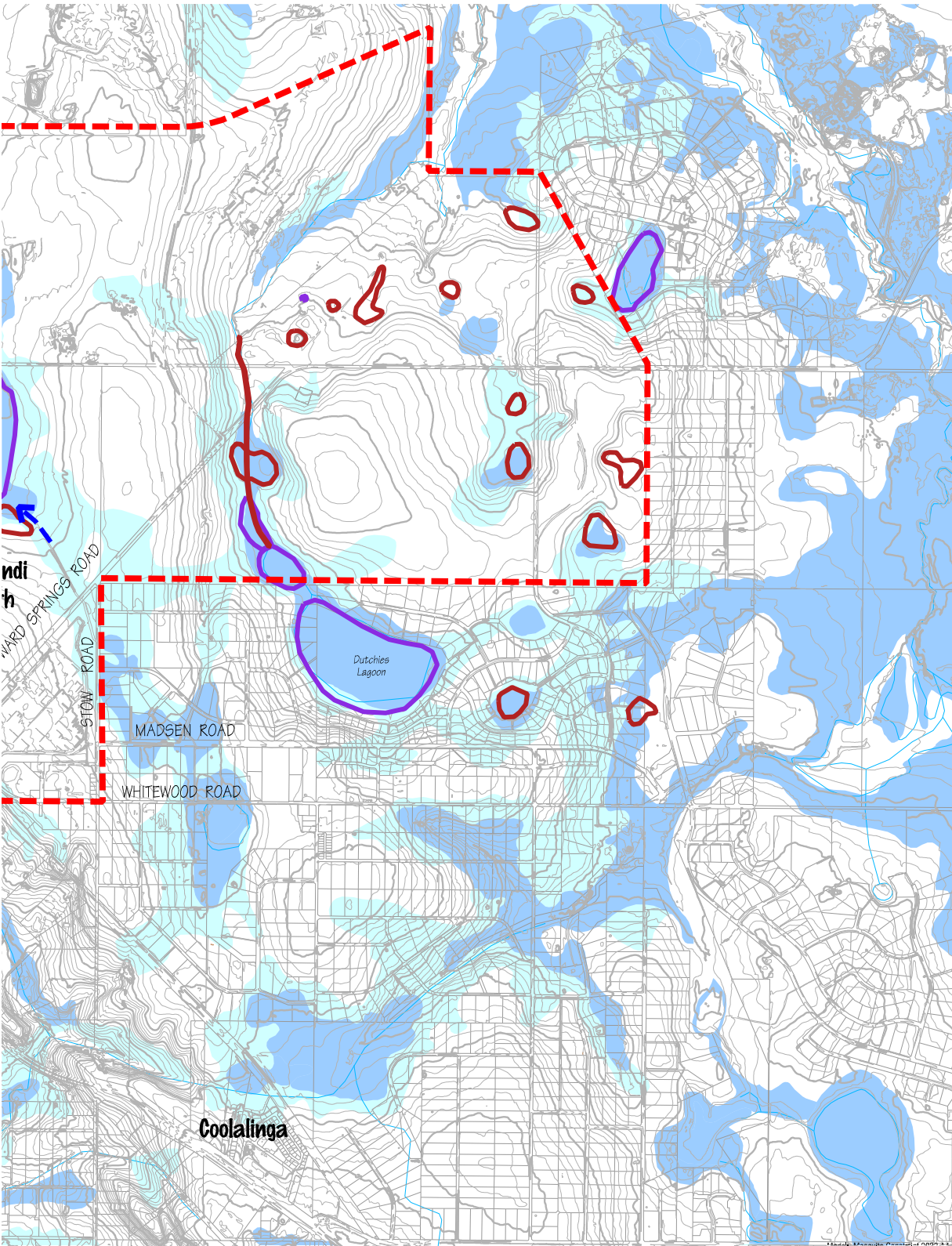


Figure 3: Existing ground levels and biting insect breeding areas





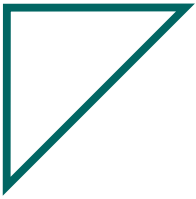
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# **PART THREE**

## *People and Places*





## Sustainable development

### Urban heat mitigation

Urban heat is created by the built environment absorbing, trapping and then releasing heat. Studies show that air temperatures within built-up areas, particularly after sunset, can be as much as 7 degrees warmer than the air in neighbouring, less built-up regions. These built-up areas are characterised by extensive hard surfaces and relatively low tree canopy.

Elevated temperatures from urban heat islands can affect a community's quality of life in multiple ways. Urban heat may lead to: increased energy consumption; elevated emissions of greenhouse gases; and compromised human health and comfort.

With more days of extreme heat already being experienced under a changing climate, and this number expected to grow, urban heat mitigation strategies must ultimately enable future residents to move safely and comfortably without compromising their health and wellbeing.

There are a number of strategies to mitigate impacts of urban heat which can occur at various stages of the development process. A focus on green spaces and vegetated landscapes and promoting tree canopy cover can naturally cool the urban environment through evapotranspiration and shading.

### Sustainable subdivision design

This Area Plan supports subdivision design that minimises energy use, resource consumption and operating costs over the life-cycle of an urban development.

Given the Darwin climate, optimal lot orientation and/or dwelling design helps to reduce reliance on technology for cooling.

Sustainable subdivision design provides the groundwork to facilitate housing that responds to solar access, shade and passive cooling opportunities to minimise the ongoing operational costs and impacts associated with urban development.

Residential block and street patterns should be carefully considered to enable lots to be oriented to respond to solar access and passive cooling principles as they apply in a Darwin context.

### Compact urban growth

Compact urban growth is aimed at the efficient use of land, and the efficient use of services and infrastructure that support land use.

Locating more dwellings close to shops, employment centres and *transit* services allows improved access to jobs, services and facilities.

Compact urban growth makes it possible to achieve transport advantages that may reduce transport-related greenhouse gas emissions and energy costs over the life of a development.

There is a direct relationship between the design of residential environments and their influence upon levels of *walkability* and *transit* use. If people walk or use *transit* to their daily destinations, people reduce their carbon footprint.

## PLANNING PRINCIPLE 1:

### Create active and sustainable neighbourhoods

#### OBJECTIVES

1. Promote neighbourhoods that are compact and *walkable*.
2. Acknowledge and respond where applicable to whole-of-government approaches to climate change and sustainable development.
3. Subdivision design responds to Darwin's tropical climate to reduce ongoing operational costs.
4. Provide compact and walkable neighbourhoods.

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Subdivision design supports lot configurations and dwelling typologies that respond to solar access and Darwin's prevailing breezes.
- ii. The number of dwellings allocated for residential development within 400m of local and secondary *activity centres* are maximised, with average densities of 20 dwellings per net hectare or more.

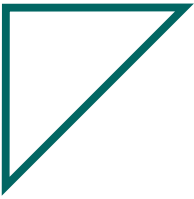
This may generally align with dwelling densities expected in Zones LMR (Low-Medium Density Residential) to MR (Medium Density Residential) or higher.

For the purpose of measuring proximity to *activity centres*, "400m of local and secondary activity centres" means 400m measured as travelled, from the edge of the commercial area of the *activity centre*.

- iii. Medium density housing and retirement developments are encouraged within 400m of *activity centres*, *transit* routes and stops, and public open space.

For the purpose of measuring proximity to *activity centres*, "400m of *activity centres*, *transit*, and public open space" means 400m measured as travelled, from the edge of these areas.

- iv. Minimum average densities of 10 dwellings per net hectare or more are encouraged throughout the balance of the residential area.



### Adaptable neighbourhoods – housing choice for a diverse community

This Area Plan supports housing choices that meet the needs of a diverse community whose housing preferences may change over time.

The provision of a broad range of housing options should ensure that there is adequate choice of housing type and cost options.

Larger lots may support dwellings with large vegetated yards or outbuildings. They may also support independent dwelling units (granny flats) allowing entry-level and further housing options.

Innovative lot design may include *rear-loaded* lots that respond to demand for smaller and/or attached dwellings. Or respond to amenity such as open space, or activity, such as a *transit* route.

Innovative low-rise accommodation is encouraged, particularly terrace and freehold, walk-up apartments.

Varied width of lots within a street are recognised as contributing to housing diversity and high amenity *streetscapes*. Streets with excessive repetition of uniform lot widths should be avoided.

Some variance in lot depth may support both larger and smaller lots/dwellings, while maintaining a harmonious built form within the *streetscape*.

## PLANNING PRINCIPLE 2:

### Provide housing choice to support a robust and diverse community

#### OBJECTIVE

1. Varied lot configurations contribute to a high quality public realm and housing diversity Subdivision

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Each neighbourhood comprises a mix of lot configurations and dwelling types, with variation encouraged within the same residential block.

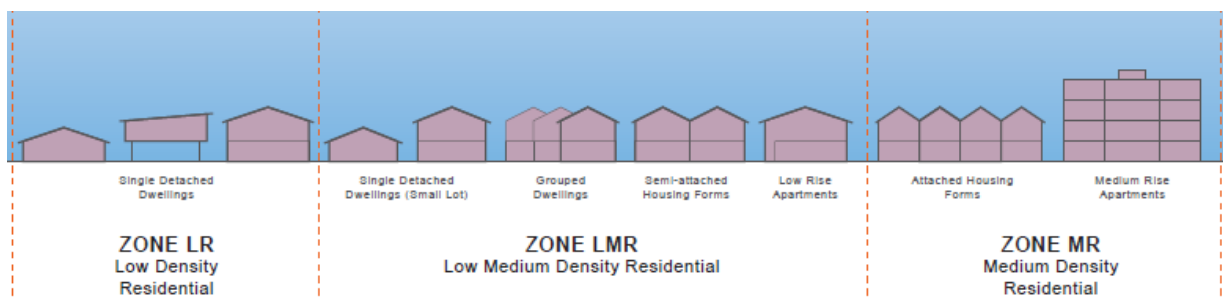


Figure 4: General built form examples within different Residential Zones

### Safe, high amenity neighbourhoods

The presence of the *Green Corridor* and a number of existing and proposed *main roads* present a combination of elements relatively unique to Greater Holtze that subdivision design will need to respond to.

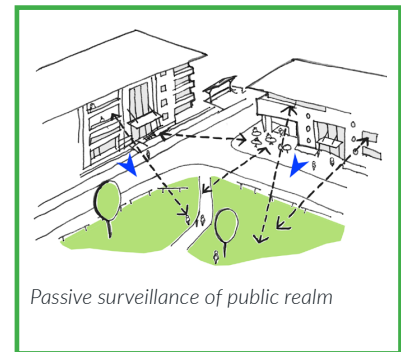
It is important that roads and lots adjacent to *main roads*, the *Green Corridor* and open space generally are designed to foster *passive surveillance* and avoid neglected spaces.

Dwellings should have a clear view to and from the *public realm*. This will support a visual connection to the *public realm*, its users and neighbours.

Subdivision design that includes *passive surveillance* design responses will contribute to both actual and perceived levels of safety for pedestrians.

The way that lots are designed, specifically their size and shape, is a direct influence upon the dwelling that the lot will accommodate. The cumulative result of the design of dwellings determines the extent of *passive surveillance* present within the *public realm*.

Lot orientation is a good predictor of which direction the front of a dwelling may face and where good *passive surveillance* may result. Subdivision design should maximise the provision of lots with shorter length boundaries fronting each perimeter road. This will facilitate quality *streetscapes* with good *passive surveillance* of the *public realm*, particularly where edge roads are positioned between residential development and open space.



### Dual frontage lots backing on to roads or open space

*Dual frontage* lots are those with *frontage* to a road that also have a rear and/or side boundary fronting another road or public open space. Development of *dual frontage* lots usually results in a dwelling fronting one street and impermeable *boundary fencing* on rear and/or side boundaries.

Long lengths of *dual frontage* lots, such as a residential block parallel to a *main road*, create significant access barriers between a subdivision and the *main road* and its pedestrian, cyclist and *transit* networks.

Subdivision design should limit extended lengths of *dual frontage* lots as they reduce *walkability* and often lead to neglected spaces with poor *passive surveillance* conducive to personal crime, burglary or vandalism.

Lengths of *dual frontage* lots may be minimised by residential block configurations with their long axis generally perpendicular with the public open space or *main road*.



### PLANNING PRINCIPLE 3:

#### Create safe residential environments with high amenity

#### OBJECTIVES

1. Road and residential block design support high levels of amenity and *passive surveillance*.

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Residential blocks are separated from *main roads*, conservation areas, schools, drainage corridors, the *Green Corridor* and public open space through the provision of a perimeter road(s) where practicable.
- ii. Subdivision design minimises the provision of *dual frontage* lots where practicable.
- iii. Where *dual frontage* lots are provided in locations other than adjacent to Highways, the cumulative length of *dual frontage* lots is limited.

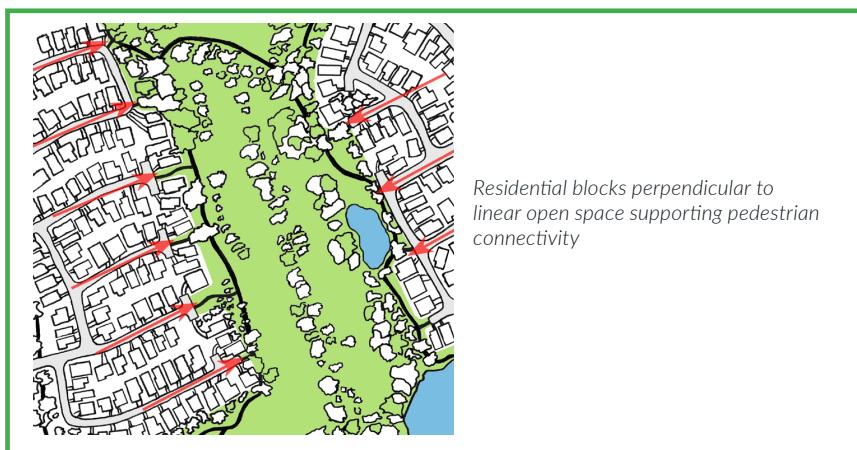
#### Liveable neighbourhoods – walkable legible and connected

Through consultation the Planning Commission have heard suggestions that the development of neighbourhoods within growth areas should include high levels of amenity that support active transport.

The *Green Corridor* and various *main roads* within Greater Holtze are expected to accommodate cycle and/or *transit* routes that connect to broader networks.

Residential blocks that have their long axis generally perpendicular to the abovementioned corridors may support *connectivity* to these corridors and their shared movement networks.

In contrast to the above, long residential block lengths that are parallel to the *Green Corridor* or *main roads* can create barriers and result in reduced *connectivity*, particularly for pedestrians and cyclists.



#### PLANNING PRINCIPLE 4:

##### Create walkable neighbourhoods with high levels of connectivity and route choice to destinations

#### OBJECTIVES

1. Promote walking and cycling as the preferred mode of travel for local trips.
2. Facilitate neighbourhoods that are designed with high levels of *legibility* and route choice.
3. Subdivision design enables high levels of *connectivity*.
4. Subdivision design supports direct access to transport and *transit* corridors within roads and open spaces.

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Subdivision design provides for an interconnected road network that accommodates various modes of travel and provides multiple route choices.
- ii. Residential blocks are regularly shaped with *walkable* lengths and perimeters.
- iii. Residential blocks are generally perpendicular with *main roads*, the North Australia Railway Corridor, and/or the *Green Corridor*.

## Public Open Space

The provision of an integrated network of Public Open Space is a key factor considered in our strategic land use planning processes for new suburban and urban areas.

The Planning Scheme requires Public Open Space covering a minimum of 10 percent of a subdivision area.

Through Area Planning, a complementary range of well-located, site-responsive parks of different types and scales work together across project boundaries to facilitate areas for greening as well as to provide for walking, cycling, recreation, play and outdoor lifestyle opportunities for the whole community.

Vegetation plays a critical role in mitigating urban heat. Large, shady trees are an asset that support cooling at the neighbourhood scale through processes of evapotranspiration.

### Ecosystem services

The subdivision process should aim to retain and enhance the natural environment as much as possible. This will offer significant liveability benefits to residents and capture the economic benefits of healthy ecosystems. These benefits are known as ecosystem services and include habitat for wildlife, runoff mitigation and urban temperature regulation.

Ecosystem services include recreational and amenity benefits. Enabling access to a high quality public open space network that integrates with ecosystem services is increasingly important within subdivision design to create healthy options within the urban environment for recreation and enjoyment.



*Co-located bushland and public open space*

#### PLANNING PRINCIPLE 5:

#### **Provide high standard public open space that supports climate-resilient neighbourhoods**

##### OBJECTIVES

1. Recognise and respect areas of natural amenity through the incorporation of retained natural areas within high standard public open space.

##### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Provide public open space areas in accordance with the NT Planning Scheme.
- ii. Retained bushland is integrated with public open space wherever practicable.

#### **Green Corridor**

As a central feature that traverses the Greater Holtze District, the *Green Corridor* presents opportunities for the retention of bushland, the planting of native species and the co-location of active and passive public open space.

As naturally low-lying land the *Green Corridor* will incorporate important integrated water management functions that cascade into Mitchell and King Creeks and ultimately, the Darwin Harbour.

The *Green Corridor* has an important role to play in linking the suburbs and neighbourhoods of Greater Holtze as they develop over time.

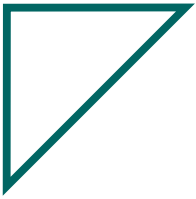
The design of the *Green Corridor* must balance competing interests for the use of land within the corridor while also leveraging the environmental and linkage opportunities present.

Playgrounds, passive open space and exercise stations may be incorporated within the *Green Corridor*.

Active open space and sporting fields, schools, community facilities and shops are encouraged adjoining the *Green Corridor* and to present an active *frontage* to the *Green Corridor*.

Development that 'turns its back' on the *Green Corridor* should be minimised where practicable. The inclusion of perimeter road(s) and avoidance of *dual frontage* lots can help achieve a high quality interface.

Linear open space extending from the *Green Corridor* can assist with *connectivity* and encourage pedestrian movements. Well-designed linear open space should connect to broader open space networks and destinations. Linear open space may support landscaping, park furniture, lighting and crossings that encourage shared movement.



### **Public open space supporting active transport**

There are significant opportunities in Greater Holtze for high quality pedestrian and cyclist-oriented movement networks within public open space.

These movement networks may connect urban areas to the *Green Corridor*, various destinations within Greater Holtze and broader transport networks such as the cycle path of the North Australia Railway corridor.

Evolving *micromobility* travel patterns, including the use of e-bikes, scooters and other personal mobility devices, are replacing the automobile for a greater number of short trips for work and leisure.

There are opportunities for public open space, particularly *linear public open space*, to support alternative transportation modes within Greater Holtze to destinations such as active centres, the Palmerston Regional Hospital, the Howard Springs Nature Park and other developments such as schools and community facilities.

### **Integrating Lots, Roads and Public Open Space**

Public open space that is bounded by perimeter roads provides opportunities for *passive surveillance*, space for onstreet visitor parking and opportunities for additional verge tree planting.

A perimeter road adjacent to public open space may also serve a water quality control function by collecting road runoff and diverting it to stormwater treatment structures.

Small parks can be used as important pedestrian linkages that may mitigate poor *connectivity* resulting from long block lengths or dead-end streets such as cul-de-sacs.



**PLANNING PRINCIPLE 6:**

**Respond to the opportunities of the Green Corridor**

**OBJECTIVES**

1. Provide public open space that responds to the opportunities of the *Green Corridor*.
2. Integrate public open space, shared movement networks and adjoining or nearby development.

**ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. Design a site-responsive open space network for the *Green Corridor* by:
  - a. providing residents with access to nature and opportunities for active and passive recreation; and
  - b. providing linear and passive open space that support connections to destinations such as schools, community facilities and the Holtze North secondary *activity centre*.
- ii. Destinations are located adjacent to the *Green Corridor* where practicable. This includes the Holtze North secondary *activity centre*, schools, active public space and community facilities.
- iii. Integrate a shared movement network within that supports direct connections to destinations located adjacent or in close proximity to the *Green Corridor*.
- iv. Include a network of open space corridors that incorporate pedestrian and cycle paths and natural vegetation.
- v. Perimeter roads are encouraged to bound the *Green Corridor* and public open space where practicable.

## Movement and Transport

### Main Road Vehicle Networks

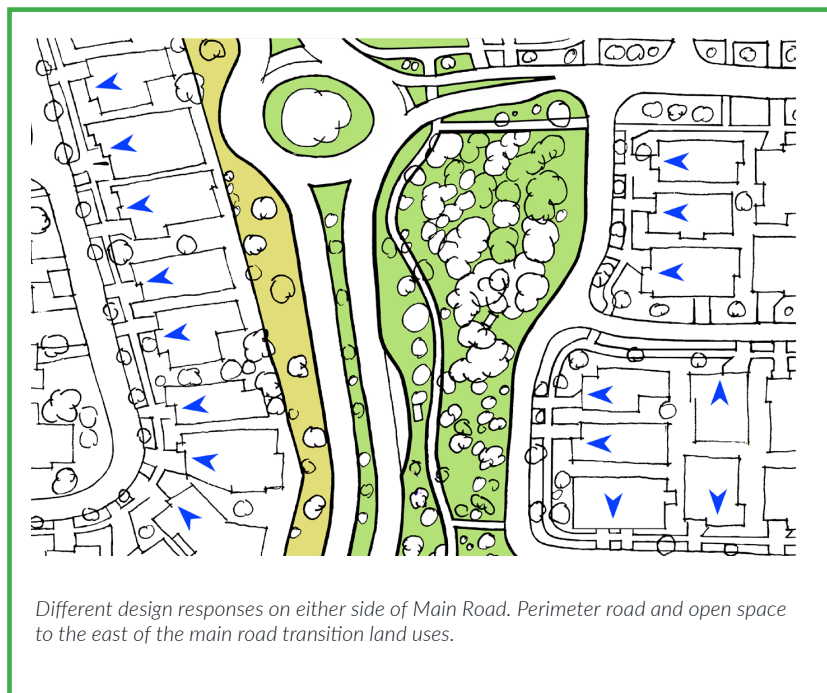
Howard Springs Road is proposed to be upgraded for increased vehicle movements associated with a potential port and strategic industry at Glyde Point and township of Murrumujuk and reconfigured to intersect with the planned Glyde Point Arterial Road.

### Access to main roads

*Main roads* accommodate private vehicles, *micromobility* and *transit* network functions. *Main roads* may include: bus routes and stops; higher speed/red bitumen cycle routes; exercise routes; pedestrian paths; and corridors of mature vegetation.

The *filtered permeability* design principle supports high levels of *connectivity* for pedestrians and cyclists while limiting private vehicle movements. Application of this principle to *main roads* is represented by multiple pedestrian/cyclist access/egress points and vehicles limited to designated intersections.

*Main roads* may incorporate design responses such as vegetation, landscaped barriers, low-fencing, bollards and/or natural features to support pedestrian and cyclist connection to *main roads* while limiting private vehicle movements.



**PLANNING PRINCIPLE 7:**

**Provide an overall transport network for Greater Holtze that integrates with broader networks**

**OBJECTIVES**

1. Plan for appropriate movement around Greater Holtze.
2. Provide a coordinated, efficient and interconnected transport network.
3. Design of *main roads* support *connectivity* and *filtered permeability* for pedestrians and cyclists while controlling vehicle movements.

**ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. Within the context of the Greater Darwin road network: develop a transport infrastructure plan that outlines appropriate sequencing of road infrastructure to the satisfaction of the Government agency responsible for administering *main roads*.
- ii. Subdivision design limits through traffic on Linco Road to preserve its strategic function in providing access to the Palmerston Regional Hospital.
- iii. Design of *main roads* support subdivision design with high levels of pedestrian/cyclist *connectivity* to the *main road*.
- iv. Vehicle access/egress to *main roads* is limited to intersections to the satisfaction of the Government agency responsible for administering *main roads*.

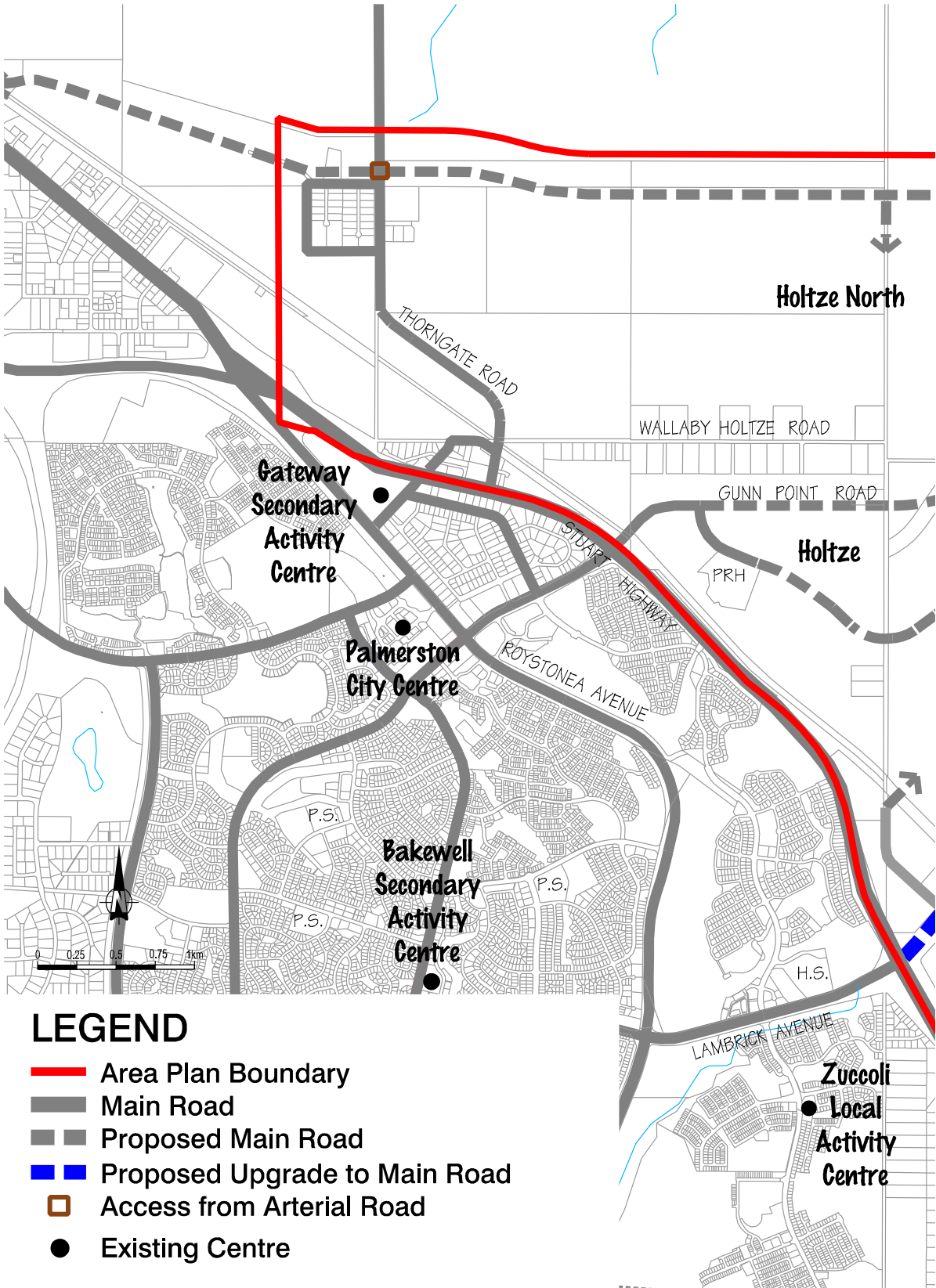
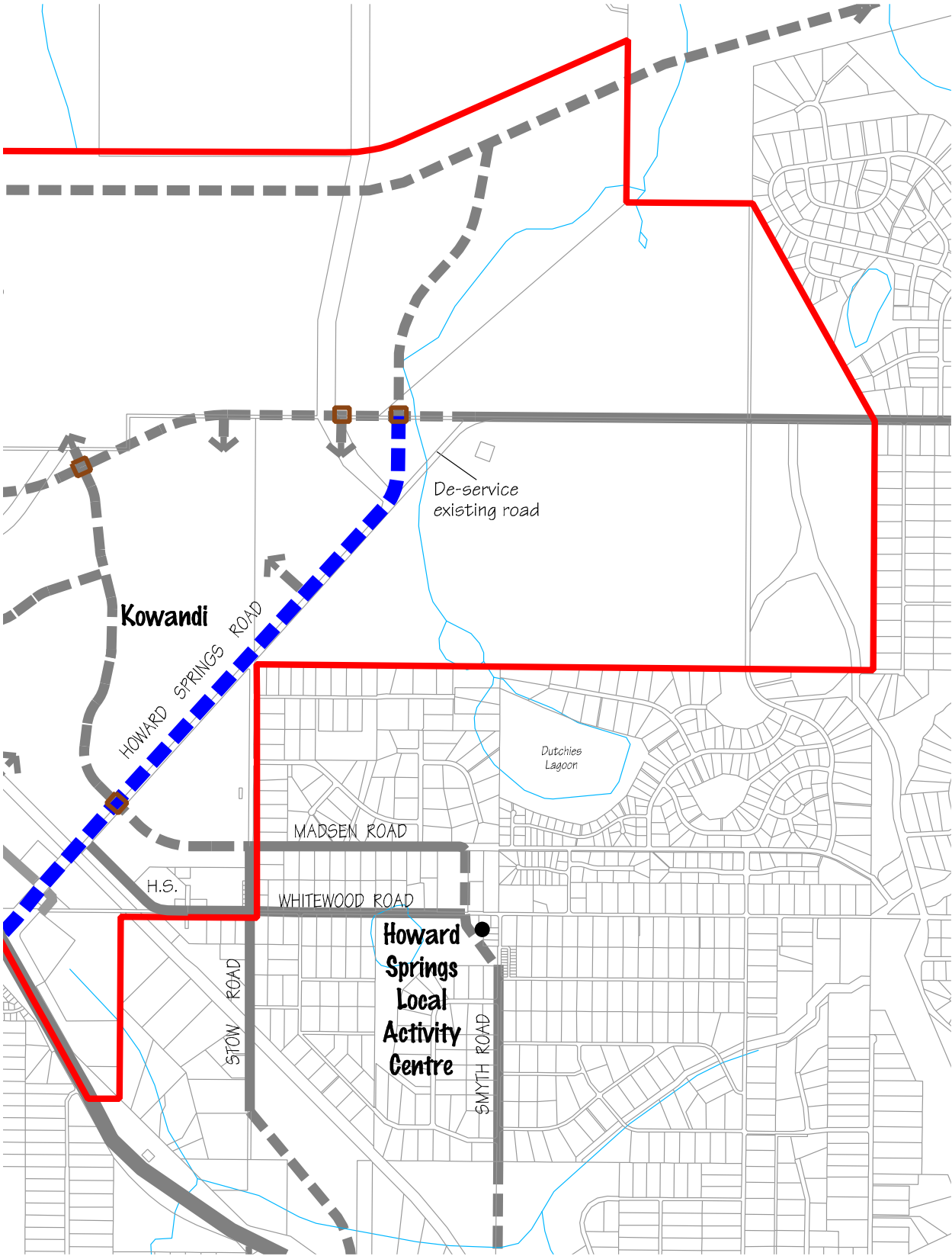


Figure 5: Road upgrades and realignments





### Multi-use corridors

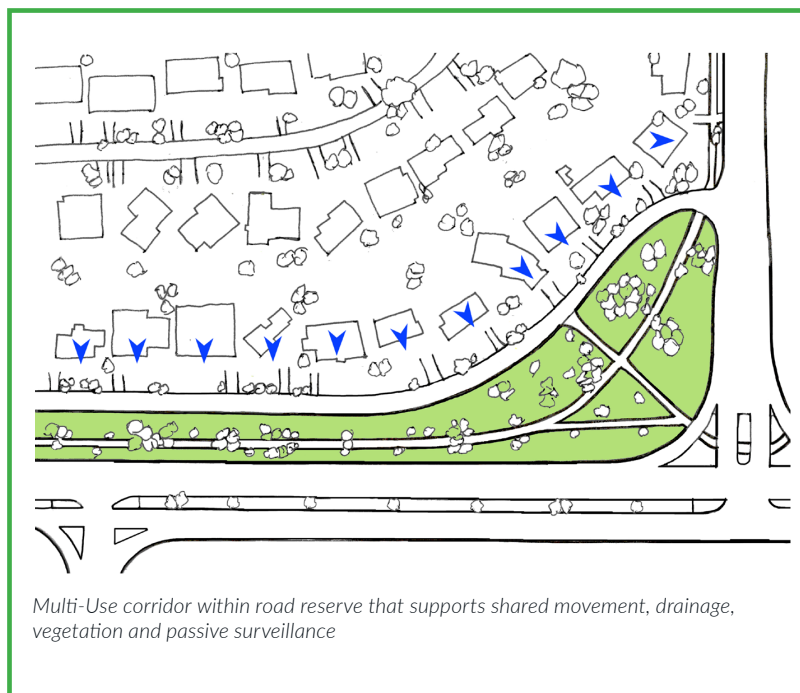
This Area Plan seeks to create viable alternatives to the automobile for short functional trips and longer recreational journeys. It does this in part by identifying the potential for *main roads* to incorporate *multi-use corridors* within their road reserves.

Road reserves that include *multi-use corridors* provide additional space to accommodate vegetation and grow the urban forest. This vegetation may be planted but is preferably retained mature vegetation with canopy cover.

Vegetation within *multi-use corridors* may deliver shaded, cool environments that support pedestrian and cyclist movements.

*Multi-use corridors* may create a transition between *main roads* and urban areas and reduce the visual and noise impacts of *main roads*.

Gunn Point Road, Howard Springs Road and the Glyde Point Arterial Road will be investigated to accommodate *multi-use corridors*. A transport infrastructure plan may identify other *main roads* that may incorporate *multi-use corridors*.



**PLANNING PRINCIPLE 8:**

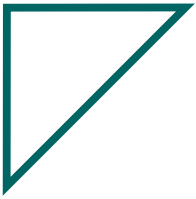
**Provide main roads that include multi-use corridors**

**OBJECTIVES**

1. Support the potential for *main roads* to incorporate *multi-use corridors* within their road reserves.
2. Support the protection of existing vegetation within *multi-use corridors* of *main road* reserves where practicable and incorporate shared movement and drainage infrastructure

**ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. *Multi-use corridors* are provided within road reserves of the Glyde Point Arterial Road, Howard Springs Road, and Gunn Point Road that may incorporate:
  - a. bus stops;
  - b. retained mature trees where possible;
  - c. demarcated pedestrian / cycle paths;
  - d. drainage functions;
  - e. pedestrian friendly intersection crossings; and
  - f. lighting.
- ii. *Multi-use corridors* connect with the public open space shared movement network and high amenity areas where practicable.



### **Transit (Public Transport)**

*Transit* services are anticipated to provide safe and reliable connections between Greater Holtze and various destinations across Darwin.

Integration of identified *transit* routes with *activity centres* presents opportunities for *transit oriented development* that synergises with pedestrian oriented environments.

The early identification of *transit* routes, particularly through *activity centres*, support identification of higher densities that may result in greater patronage and frequency of *transit* services and achieve compact residential neighbourhoods.

There is potential for a park and ride facility co-located with the Holtze North Secondary *activity centre* or a secondary school, within Holtze North.

### **Rapid transit**

*Rapid transit* corridors will be investigated and planned to support land use planning objectives in accordance with Governments Regional Transport Plan (2018).

A *rapid transit* corridor is identified by the Holtze to Elizabeth River Subregional Land Use Plan (HESLUP) between Darwin and Palmerston. The HESLUP also identifies a potential *rapid transit* corridor from Palmerston to the future township of Murrumujuk. Options for the route of this potential *rapid transit* corridor include through Greater Holtze via Gunn Point Road or Glyde Point Arterial Road corridors.

Establishment of this *rapid transit* network may connect Greater Holtze to key regional destinations and employment nodes.



**PLANNING PRINCIPLE 9:**

**Incorporate a transit network for Greater Holtze that supports compact residential neighbourhoods**

**OBJECTIVES**

1. Support integrated land use and *transit* design.
2. Support the role of *transit* to connect neighbourhoods to employment generating land uses.
3. Subdivision design supports pedestrian *connectivity* to bus stops.

**ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. Subdivision design identifies *transit* routes that inform provision of higher densities and good *connectivity* in proximity to identified *transit* routes.
- ii. *Rapid transit* corridors that service Greater Holtze are investigated and inform *main road* and subdivision designs.
- iii. Subdivision design provides high levels of pedestrian *connectivity* to bus stops.

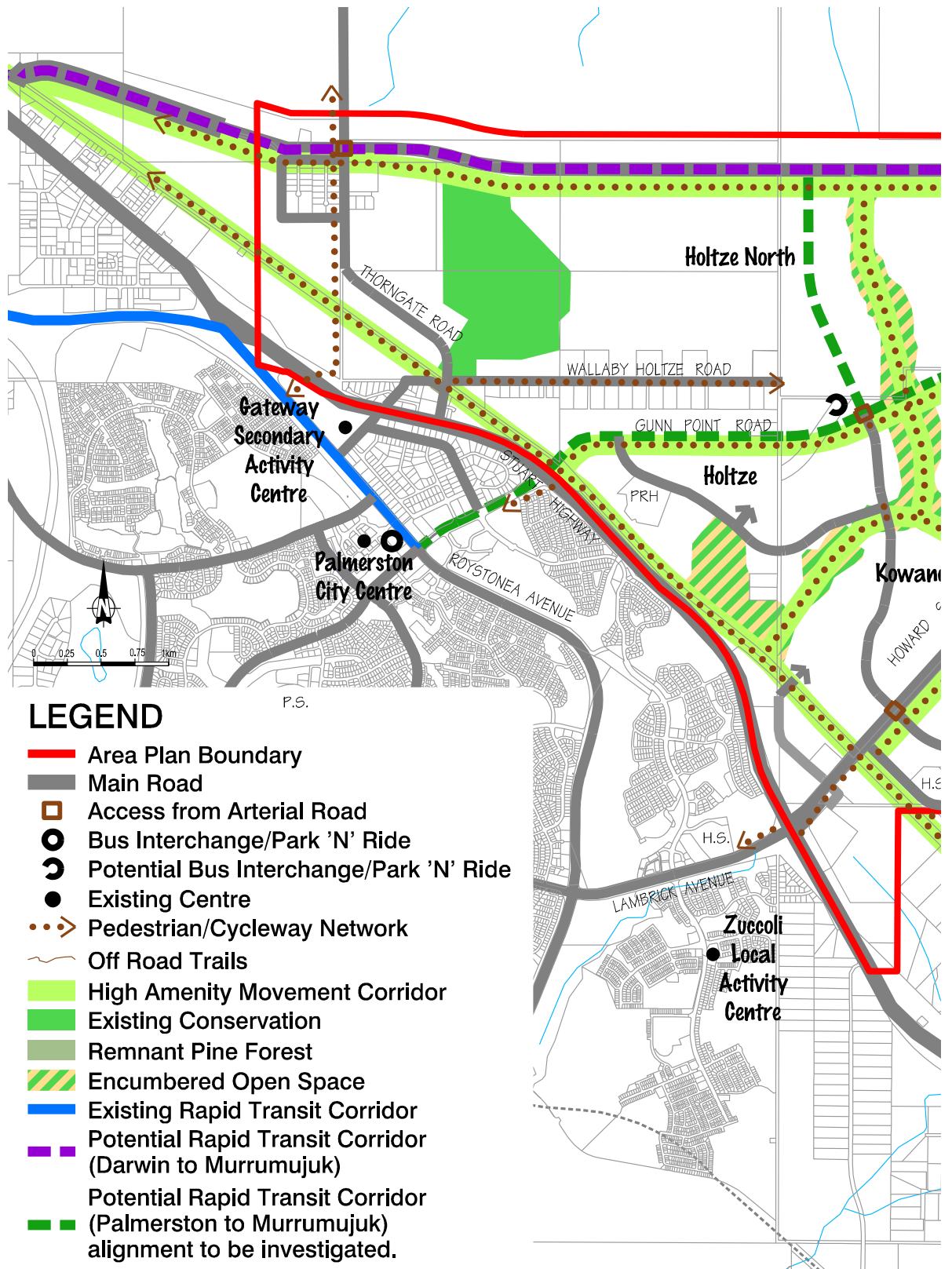
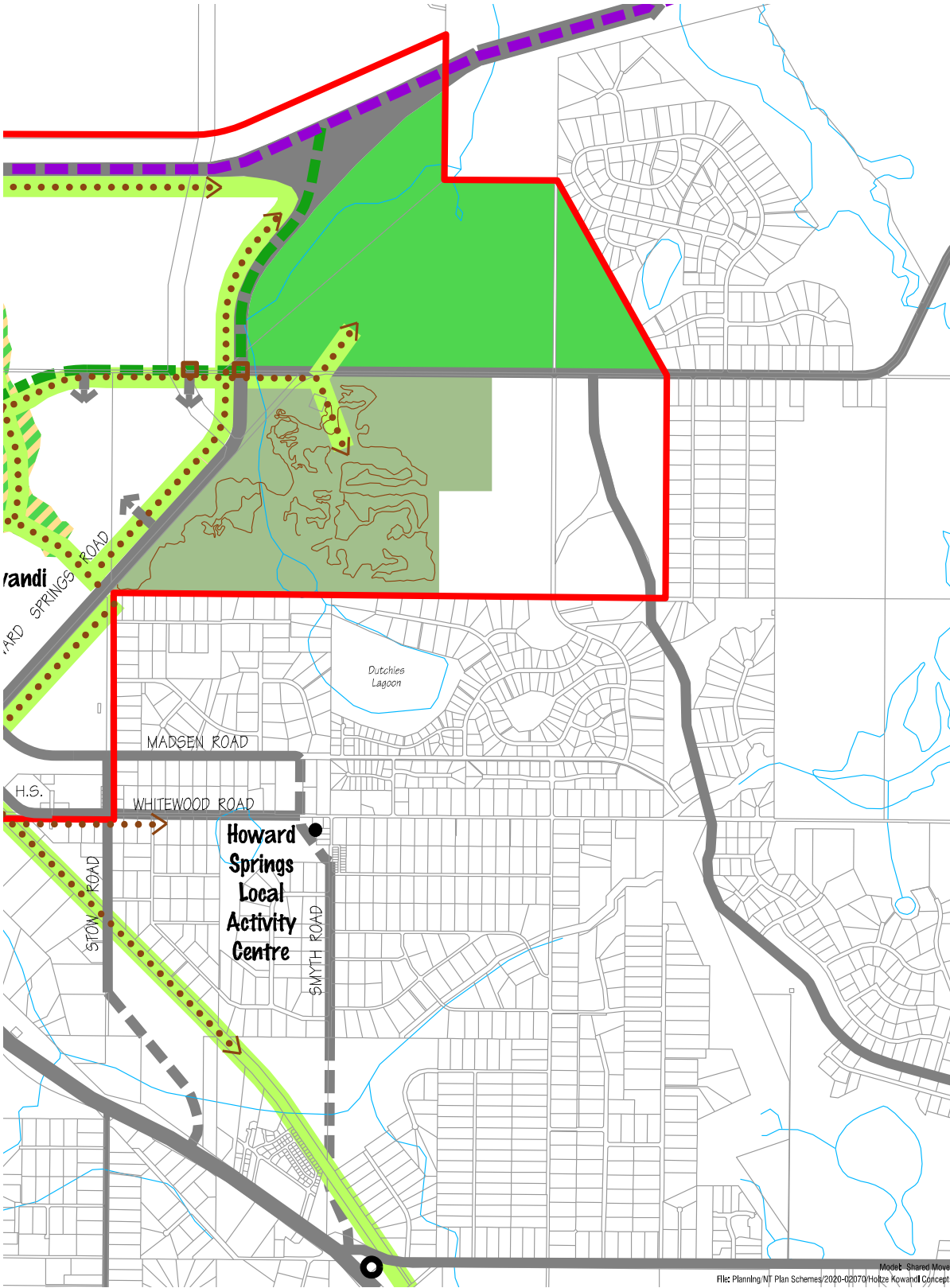
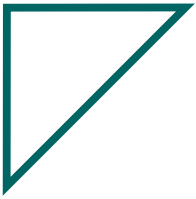


Figure 6: High amenity shared movement corridors in proximity to main roads





## Social Infrastructure

*Social infrastructure* and the connection to these amenities are what many people look for when making decisions about where to live.

*Social infrastructure* creates the conditions needed to promote health and wellbeing of people living in new neighbourhoods.

Greater Holtze will include a number of facilities and spaces that seek to maintain and improve the standard of living and quality of life of residents. This includes, but is not limited to education; health care; cultural facilities; community facilities; sporting infrastructure and recreational infrastructure.

The provision of *social infrastructure* to meet the needs of residents has undergone preliminary investigations. Further information is included within the Needs Assessment that accompanies this Area Plan. The finalised investigations will identify a range of *social infrastructure* to be included within Holtze and Kowandi including the number of schools, community centres, aged care beds, child care places, sporting fields, hard courts etc.

This Area Plan will need to be progressively updated to reflect *social infrastructure* investigation findings.

### PLANNING PRINCIPLE 10:

**Provide for social infrastructure that meets the needs and aspirations of the community**

#### OBJECTIVES

1. Provide land for facilities to meet the needs of the community.
2. *Social infrastructure* is provided in a co-ordinated manner.

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Ensure that development responds to whole of Government approaches for *social infrastructure* provision to the satisfaction of Infrastructure NT.
- ii. Provide land for *social infrastructure* in accordance with this Area Plan and to the satisfaction of Infrastructure NT.
- iii. Community purpose land is provided of a size and location that enables co-location of community and local recreation areas.
- iv. Recreation facilities are developed in organised recreation areas.
- v. Community facilities and meeting spaces are encouraged to be multipurpose and support use by a variety of user groups.



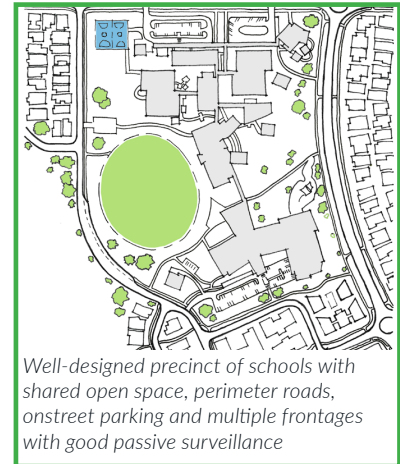
### Schools

The design and configuration of school sites, local road networks and nearby development should facilitate safety, surveillance and accessibility. Common boundaries of school sites directly abutting residential lots should be avoided.

Schools with one or two street *frontages* contribute to access and parking congestion. Schools should ideally be surrounded by three or more *perimeter roads* that support a local transport network with high levels of *permeability* and capacity for on-street parking.

Schools may be co-located with compatible land uses. These include public open space and recreation, sporting and community facilities. Alternatively, these land uses may be suitable to be located adjacent to schools.

Locating school sites adjacent to the *Green Corridor* is encouraged. Co-location may contribute to the destinations and shared movement network of the *Green Corridor*, and Greater Holtze area in its entirety.



### PLANNING PRINCIPLE 11:

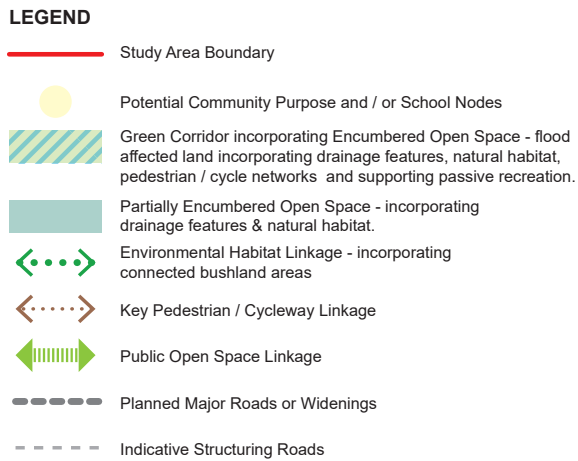
#### Provide for school sites that are integrated with the surrounding community

#### OBJECTIVES

1. Provide land for schools and appropriately design surrounding neighbourhoods.
2. School sites, and co-located or adjacent land uses to school sites, are designed to support accessibility and maximise safety

#### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. Where the road network allows, schools should be surrounded by three or more *perimeter roads* to support *passive surveillance*, *connectivity* and *permeability*; and
- ii. Where provided, perimeter fencing is permeable to allow clear sightlines from surrounding land use and development.



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## Activity Centres

### Activity Centre Hierarchy

This Area Plan recognises that when the population of the Holtze and Kowandi localities reaches approximately 8,500 residents, a secondary *activity centre* will be able to be supported within Kowandi.

Retail analysis has assessed the potential economic and related effects of significant retail expansion within Greater Holtze, and proposes that growth of *activity centres* be managed through an *activity centre* hierarchy with explicit ordering of centres.

It is important that limitations upon the size of proposed *activity centres* are carefully considered to prevent fragmentation and decentralisation of the Palmerston City Centre and other existing centres in the region.

Development in excess of size limitations should be considered through the preparation of specific retail investigations that accompany development proposals.

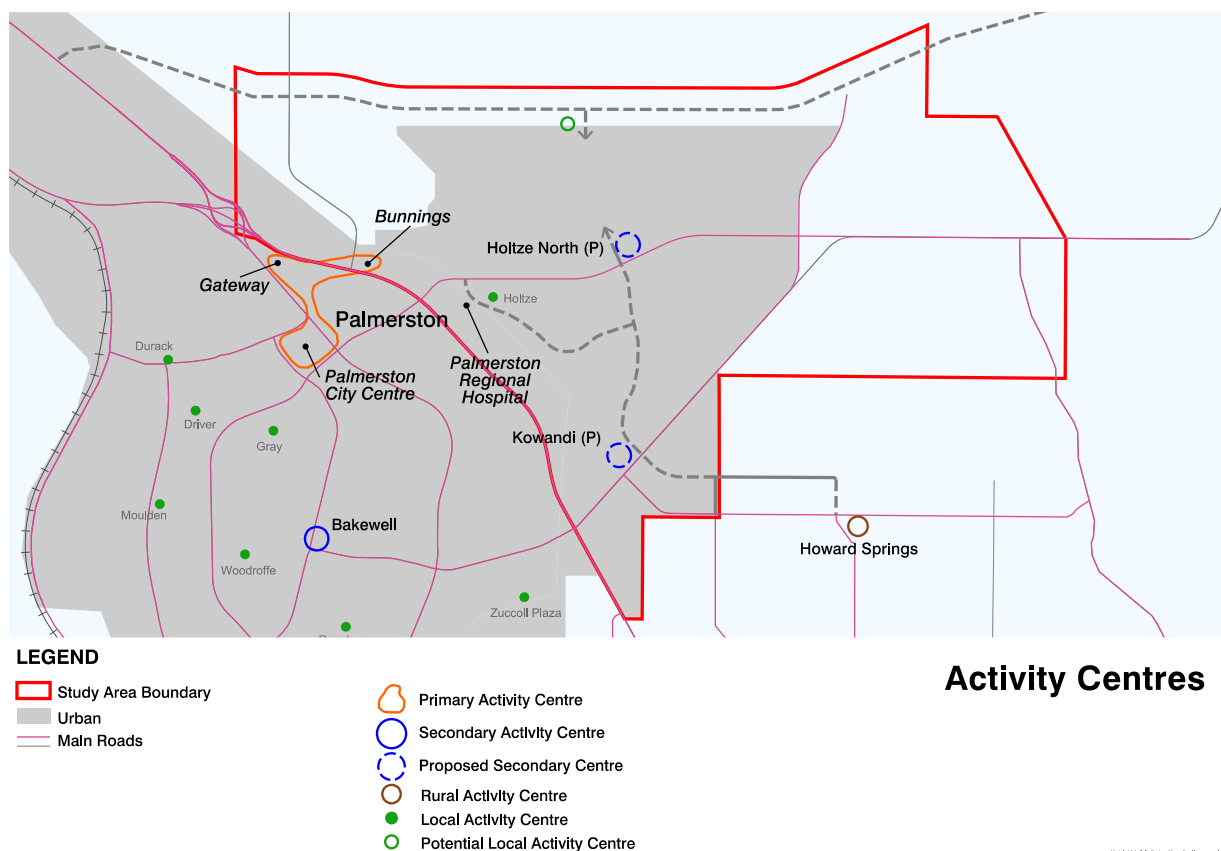


Figure 8: Greater Holtze Activity Centres Hierarchy Plan

## PLANNING PRINCIPLE 12:

**Provide Activity Centres in accordance with the Greater Holtze Activity Centres Hierarchy table and supporting plan**

### OBJECTIVES

1. Development within greater Holtze does not compromise the Activity Centres Hierarchy for Greater Holtze identified by Table 1 of this Area Plan

### ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES

- i. The Holtze and Kowandi *activity centres* are limited in centre size, commercial floorspace allocation, and position within the Activity Centre Hierarchy by Table 1 and Figure 8 of this Area Plan.
- ii. Notwithstanding provision 12(i), subdivision design may allow for an increase in retail floorspace only where a retail consultant's report (*retail sustainability assessment*) accompanies the development application demonstrating that the proposed retail scale is justified and will not frustrate the primacy of the future Holtze North Secondary Activity Centre.

This table sets out the size limitations for potential *activity centres* within Greater Holtze

GREATER HOLTZE ACTIVITY CENTRES HIERARCHY	
Centre Description	Potential floorspace
<b>SECONDARY ACTIVITY CENTRES</b>	
Holtze North	19,000m <sup>2</sup>
	7,000m <sup>2</sup> of additional bulky good floorspace/large format retail
Kowandi	6,000m <sup>2</sup>
<b>LOCAL ACTIVITY CENTRES</b>	
Holtze	1,000m <sup>2</sup> retail floorspace
Holtze North	1,000m <sup>2</sup> retail floorspace

Table 1: Greater Holtze Activity Centres Hierarchy Table



## Essential Infrastructure

Essential service infrastructure refers to the infrastructure that is required to grow new communities (power, water and sewerage) considered essential for current day-to-day living.

The infrastructure network of Greater Holtze is currently limited. Over time, upgrades and expansions to existing infrastructure networks will be required to accommodate population growth and ensure an appropriate level of service for the community.

The Greater Holtze Area Plan will support planning for the efficient and timely delivery of this enabling infrastructure.

### **PLANNING PRINCIPLE 13:**

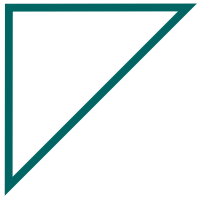
#### **Integrate Greater Holtze into the broader services network**

##### **OBJECTIVES**

1. Ensure Greater Holtze can be accommodated in the regional service network
2. Provide a coordinated, efficient and interconnected internal services network

##### **ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. The Palmerston sewerage treatment facility is upgraded by Power and Water Corporation.
- ii. Sequence of land release of Greater Holtze is coordinated with service providers to ensure growth can be adequately catered for.
- iii. Trunk infrastructure for reticulated services is incorporated into engineering design for development.
- iv. Infrastructure is provided and funded in accordance with an approved infrastructure plan for Greater Holtze;  
or  
The proponent demonstrates how a proposed development will be serviced to a standard that satisfies the requirements of the responsible service authority, without compromising the development potential of the surrounding area and how the required infrastructure will be paid for;  
or  
The proponent accepts the requirement for either a monetary contribution or requirement to enter into agreements with the relevant authority for the provision of infrastructure or a combination of both



## Holtze and Kowandi Land Use Structure Plan

The Holtze and Kowandi Land Use Structure Plan at Figure 7 spatially represents the land use planning provisions set out previously in this document to guide future development.

Table 2 discusses the meaning of words used within the Land Use Structure Plans for (1) Holtze and Kowandi (2) Holtze North and (3) Howard Springs North, on the following pages.

The land use structure plans identify extensive areas as having potential for Urban land uses. While Urban land uses may be anticipated to be primarily residential it is important to note that it may also include public open space, local roads and drainage features.

The ultimate land uses identified by this Area Plan for Urban are subject to ongoing investigations that respond to *land capability* analysis and design processes.

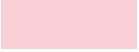







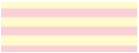

	Urban Residential	Primarily residential, and also includes local roads and parks/ public open space etc.
	Potential Community Purpose and/or school node	This Area Plan indicatively identifies potential sites for further investigation.
	Activity Node Opportunity Areas	Activity centres providing a range of commercial land uses.
	Opportunity for Utilities	Section 273 Hundred of Bagot is currently zoned TC (Tourist Commercial). The provision of water tanks at this location and/or other infrastructure may meet the servicing needs of the broader area.
	Light Industrial Uses	The Holtze Industrial Area provides both a service and employment opportunity for the community..
	Existing Conservation Zone Areas	Areas that are zoned CN (Conservation).
	Encumbered Open Space	Flood affected land incorporating drainage features, natural habitat, and passive recreation and public open space.
	Partially Encumbered Open Space	Generally steep land that incorporates drainage features and natural habitat.
	Far Term Investigation Area	The identification of far term investigation reflects the ownership of the private landholdings of Wallaby Holtze Road and the uncertainty of future use of the Howard Springs Centre for National Resilience.
	Environmental Habitat Linkage	This Area Plan recognises the potential for separate environmental and water sensitive design investigations to provide interconnected bushland areas.

Table 2: Explanation of plan terms

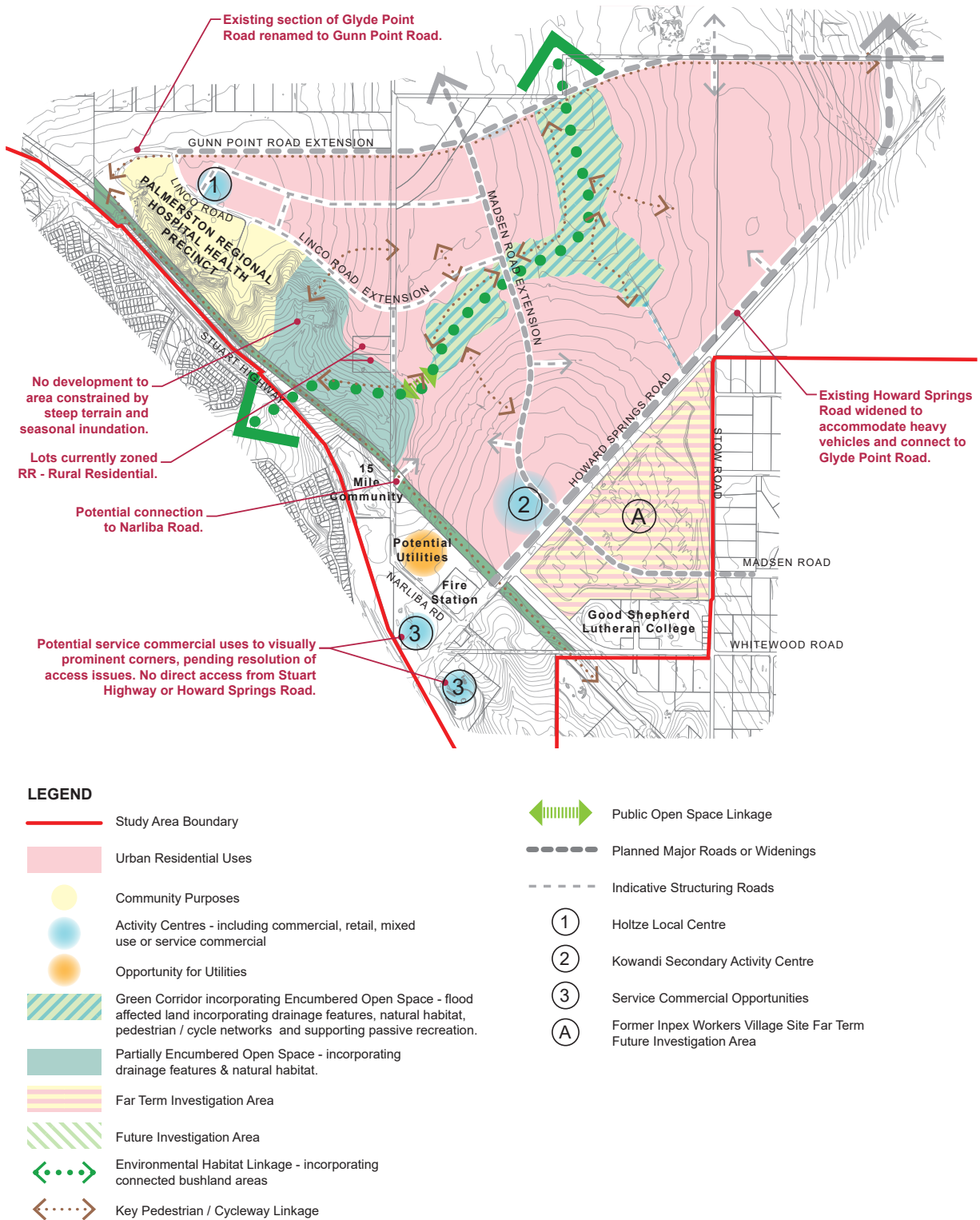


Figure 9: Holtze and Kowandi Land Use Structure Plan

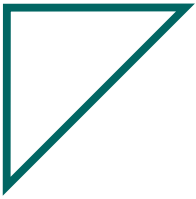
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# **PART FOUR**

*Holtze North and Howard Springs North*





## Holtze North

A high level structure for Holtze North is provided by this Area Plan, noting that there is the need for more land use planning as an update to this Area Plan prior to broad development of this area taking place.

The identification of private landholdings in the Wallaby Holtze Road locality, as a 'Far Term Investigation Area', does not rezone land, require the land to be developed, alter existing land use rights, or prevent the continued use of the land in accordance with the current zoning.

Madsen Road is identified for its potential to continue North from Gunn Point Road and intersect with the Glyde Point Arterial Road at a location to be determined following investigation of alternatives.

Retail analysis and town planning principles recognise the future Gunn Point Road/Madsen Road intersection as providing appropriate levels of access and exposure to support the Holtze North secondary *activity centre*.

Depending upon the final location of the Gunn Point Road/Madsen Road intersection there may be potential for the *activity centre* to also be located adjacent to the *Green Corridor*. This area is identified in Figure 10 as the Future Secondary Activity Centre by the number 4 and the blue circle.

The *Green Corridor* presents an opportunity for linear open space that will connect areas to the north and south with the *activity centre*.

The Holtze North *activity centre* is encouraged to deliver active land uses that overlook the open space and/or benefit from passing pedestrian traffic.

This Area Plan is to be updated with relevant plans and principles before subdivision of the Holtze North secondary *activity centre* and the Holtze North local *activity centre* proceeds. This will discourage fragmentation of the area which could frustrate co-ordinated development.

**PLANNING PRINCIPLE 14:**

**Facilitate the orderly future development of Holtze North**

**OBJECTIVES**

1. Preparation of planning concepts and principles for the future development of Holtze North

**ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. A land use structure plan with planning principles is prepared and included in this Area Plan before any subdivision of Holtze North.
- ii. The land use structure plan and planning principles will:
  - a. respond to the context, purpose and vision of this Area Plan;
  - b. provide for future residential areas that demonstrate sensitive interfaces to existing private residences;
  - c. identify potential locations for mixed-use *activity centres* within *walkable* catchments;
  - d. include green networks that balance capable land with natural areas of environmental value; and
  - e. identify the provision of bulky goods / large format retail on the periphery of the Holtze North secondary *activity centre* with consolidated ingress/egress arrangements and shared car parking.

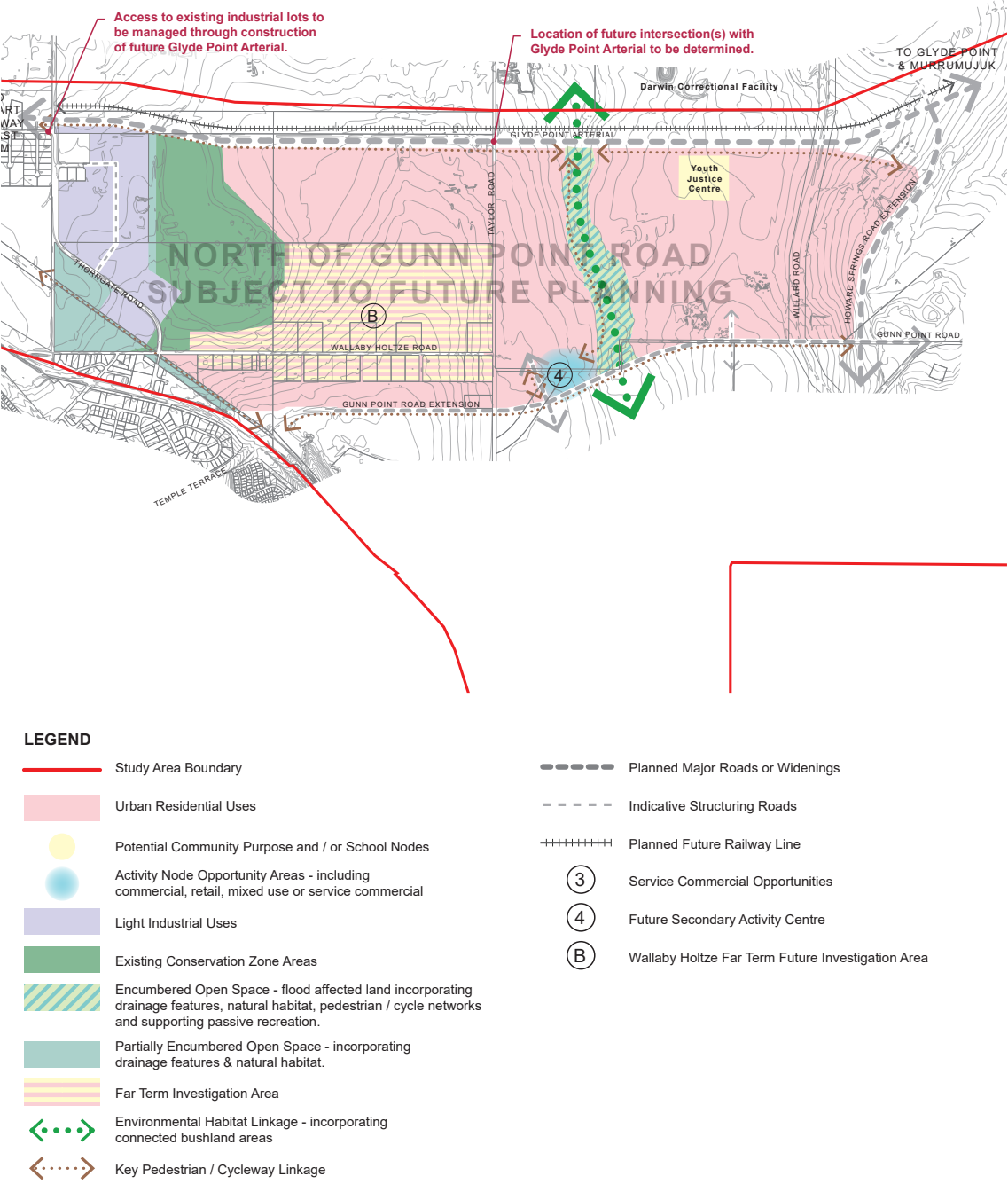


Figure 10: Holtze North Land Use Structure Plan



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## Howard Springs North

The HESLUP considered the far term development of the Howard Springs locality that includes the Howard Springs Nature Park and the remnant Pine Forest.

This area plan recognises the considerable social benefits from enabling the community to continue to make use of these areas.

This Area Plan recognises the potential improvements in the provision of amenities and the formalisation of access and parking that can be made to the Howard Springs North area.

There is also potential for a regional active recreation and/or sporting hub(s) within Howard Springs North. This Area Plan discourages any interim development in this area that would frustrate this aspiration.

*Urban or peri-urban development* is not envisaged within Howard Springs North.

Any future land use change within Howard Springs North should consider the potential of retained natural areas to support both organised and passive recreation.

Future opportunities should be considered in conjunction with the far term potential of the Howard Springs Nature Reserve.

A high level structure for Howard Springs North is provided. The need for more land use planning for Howard Springs North, as an update to this Area Plan, has been identified as a future project.

When the time comes, this will be developed in consultation with the community and incorporated into an updated GHAP.

### **PLANNING PRINCIPLE 15:**

#### **Preserve land for recreational and/or open space uses**

#### **OBJECTIVES**

1. Coordinate development of Howard Springs North to comprise a range of land uses that support recreation and leisure opportunities of a growing population

#### **ACCEPTABLE LAND USE AND DEVELOPMENT RESPONSES**

- i. Future amendment to the Howard Springs North locality of this Area Plan will be informed by further investigation and confirmation of active and passive recreation opportunities, and may include:
  - a. land use concept for a future active recreation hub, or similar initiative, that enjoys the broad support of the community and meets the requirements of land holders and service authorities; and
  - b. planning principles that guide area planning towards achievement of the land use concept.

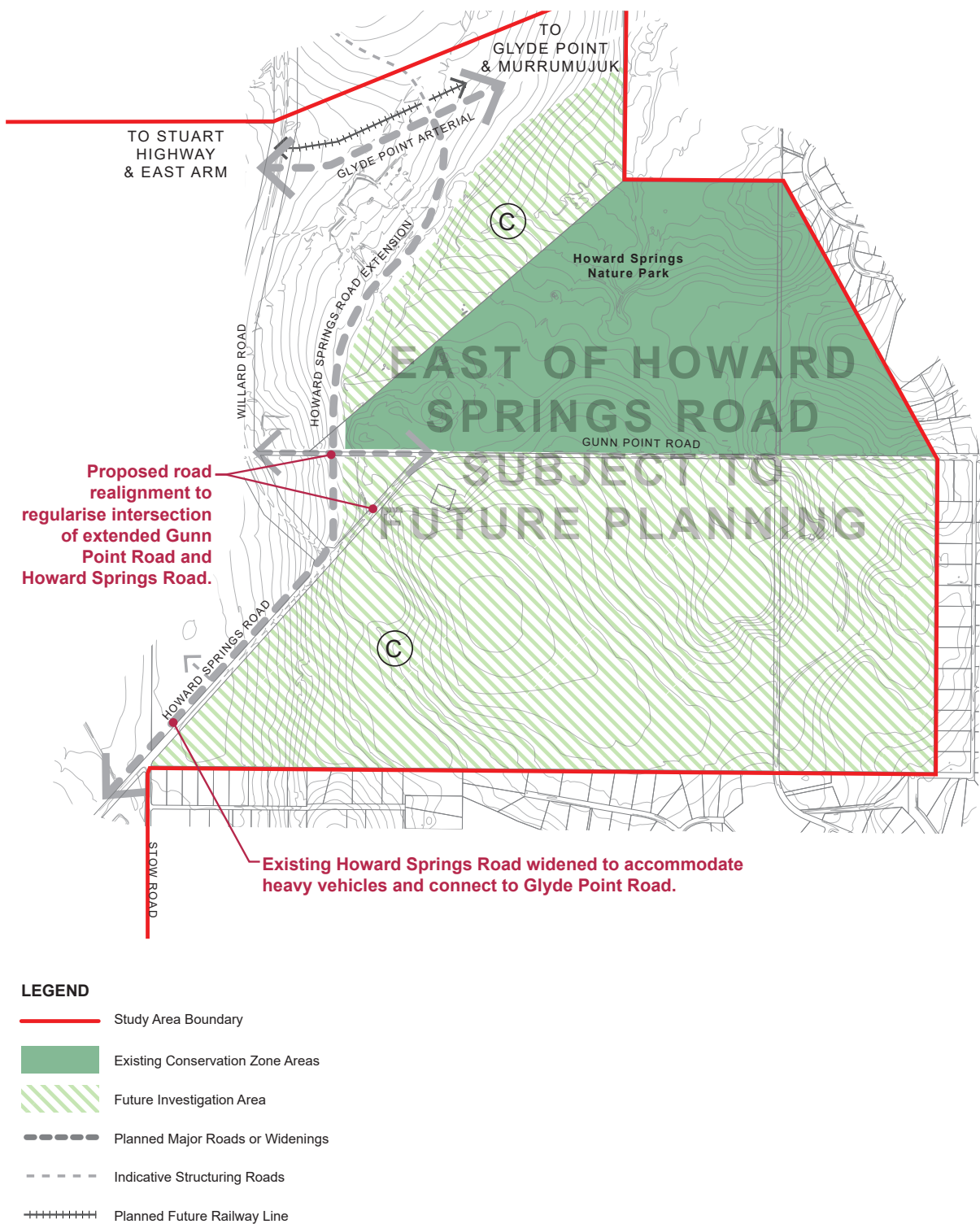


Figure11: Howard Springs North Land Use Structure Plan

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# **PART FIVE**

## ***Greater Holtze Land Use Structure Plan***



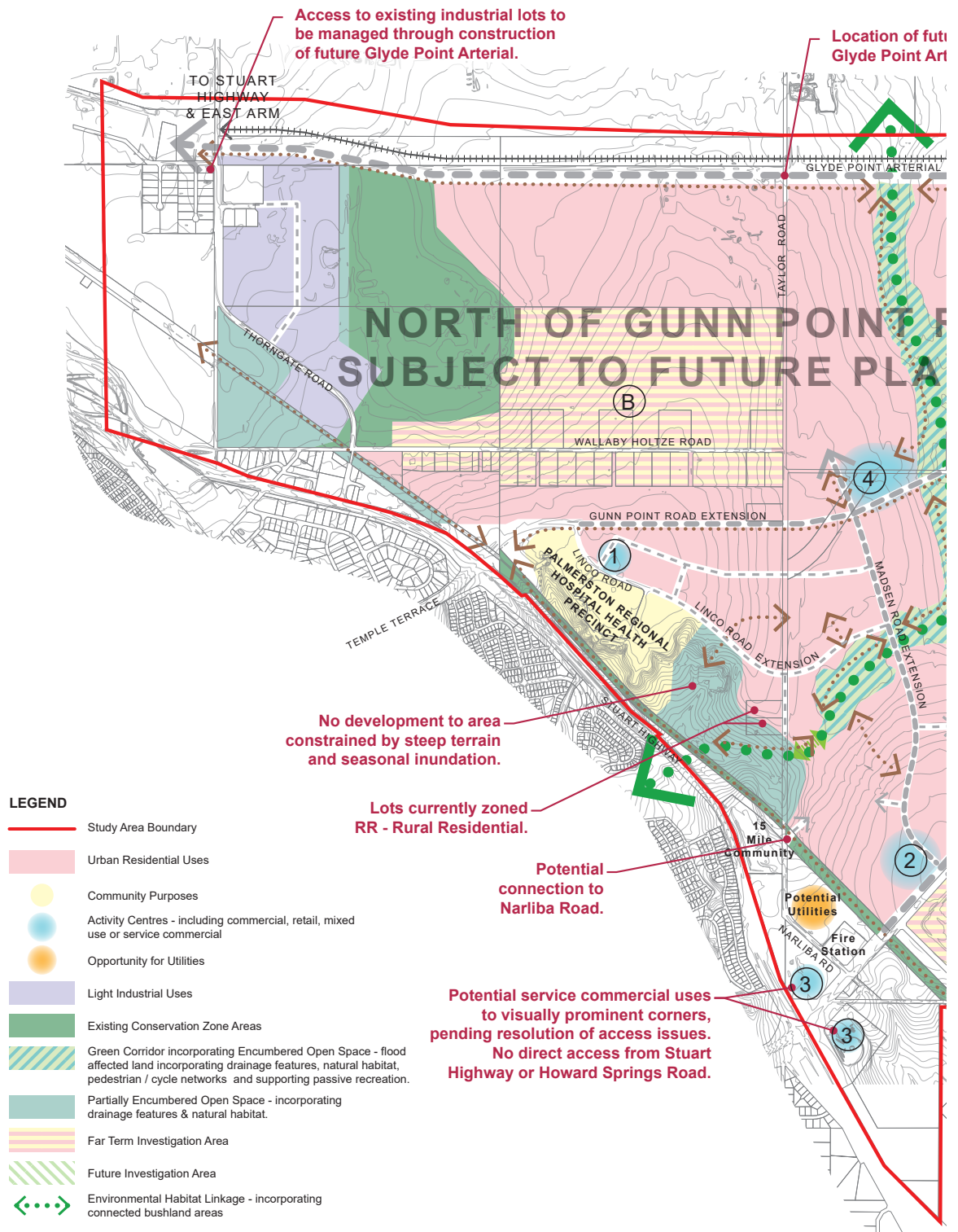
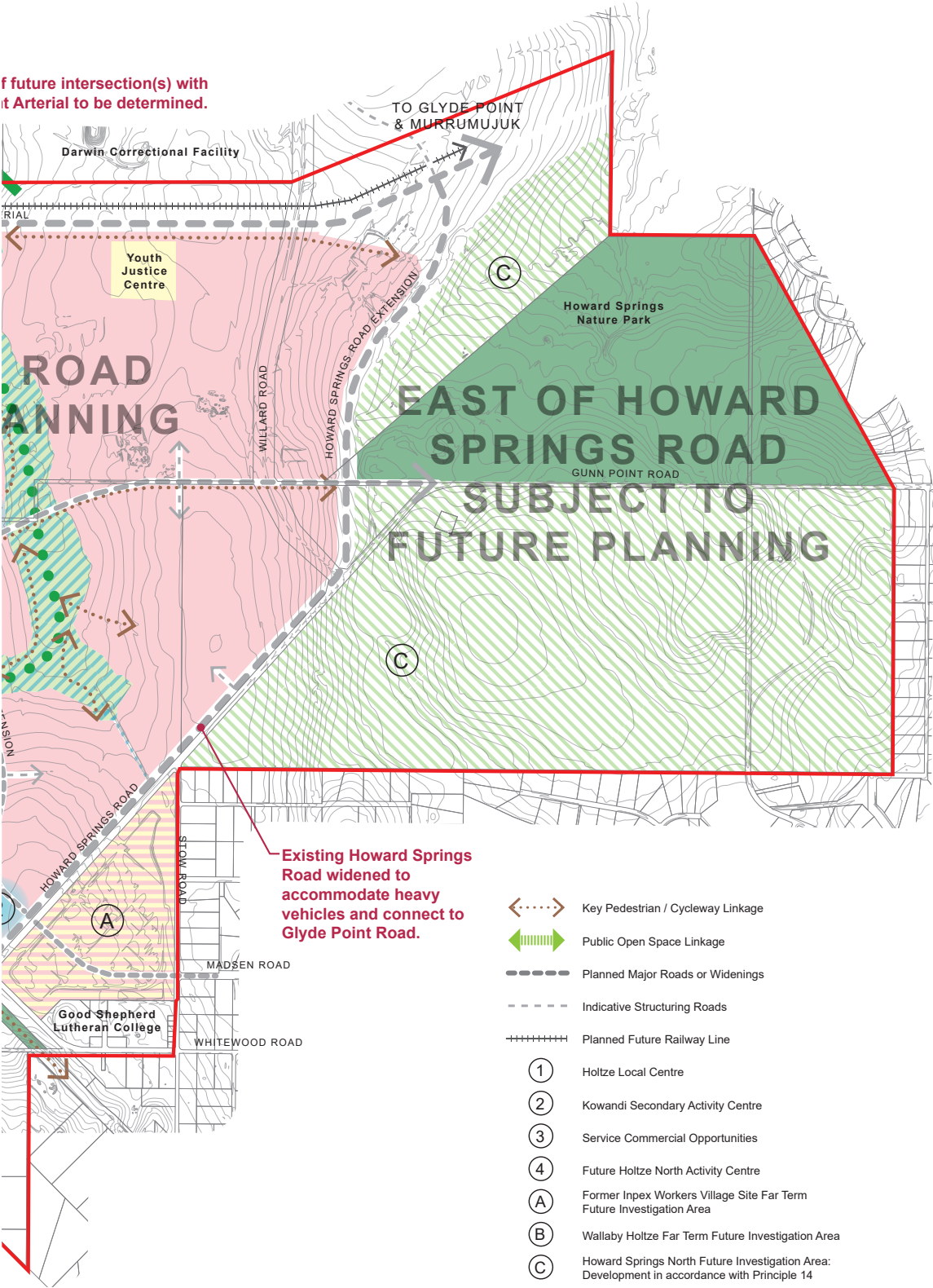


Figure12: Greater Holtze Land Use Structure Plan

f future intersection(s) with  
it Arterial to be determined.



## APPENDIX: GLOSSARY OF PLANNING TERMS

<b>Activity centre</b>	<p><i>Activity centres</i> are community focal points. They include activities such as commercial, retail, higher-density housing, entertainment, tourism, civic/community, higher education, and/or medical services.</p> <p><i>Activity centres</i> vary in size and diversity and are designed to be well-served by transit.</p>
<b>Active transport</b>	<p>Includes physical activity undertaken as a means of transport and not purely as a form of recreation. Can include walking, cycling, skating, use of personal mobility devices.</p> <p>Also includes using any of these forms as incidental activity associated with the use of transit.</p>
<b>Boundary fencing</b>	<p>Refers to side or rear <i>boundary fencing</i>, which is often solid and impermeable, with reduced opportunities for <i>passive surveillance</i>.</p> <p>Concentrations and/or extended lengths of <i>boundary fencing</i> contribute to unsightly <i>streetscapes</i> or <i>main road corridors</i>.</p>
<b>Connectivity</b>	Refers solely to the number of connections to and from a particular place determined by subdivision design of streets and blocks.
<b>Dual frontage</b>	<p>Lots with <i>frontage</i> to a primary street and a rear and/or side boundary to a road, a <i>main road</i> or public open space.</p> <p>Does not include <i>rear-loaded</i> lots which are serviced by a rear <i>laneway</i> with dwellings that front a local road or open space.</p>
<b>Encumbered open space</b>	<i>Encumbered open spaces</i> are areas of land unsuitable for urban development that may be integrated into the open space network. They include areas that have the primary function of drainage, flood protection and mitigation, wetland protection, utility easements and/or water management.
<b>Existing use rights</b>	This Area Plan does not prevent the use of land consistent with the current town planning zone that applies to the site.
<b>Filtered permeability</b>	<i>Filtered permeability</i> is used to make walking, cycling and transit the most convenient options. Private vehicles on selected streets or where local roads meet <i>main roads</i> are limited to designated intersections and accessibility for pedestrians and/or cyclists or similar, is maintained.
<b>Frontage</b>	The width of a lot at the primary street setback line and, if a lot abuts two or more road reserves, the one to which the building faces.
<b>Green Corridor</b>	<p>A linear area that traverses Greater Holtze in a generally North-South direction identified by Figure 3: Greater Holtze Land Use Vision Plan as <i>encumbered open space</i>.</p> <p>Represents naturally low-lying and flood affected land where natural drainage and riparian conditions exist. The <i>Green Corridor</i> is recognised for its potential to retain bushland and accommodate high amenity shared movement networks and both active and passive public open space.</p>
<b>Land Capability</b>	The ability of land to support different land uses, especially relating to natural constraints to land use such as slope, drainage and soil type.



<b>Laneway</b>	<p>Narrow 'road', usually paved without a verge, located along the rear and/or side property boundary.</p> <p>Laneways are generally used when smaller lot layouts justify access to garages at the rear, and where alternative vehicle access is needed (i.e. for lots fronting <i>main roads</i> or public open space).</p>
<b>Legibility</b>	Applies to navigation and the degree to which environments support route choice walkability and/or the ease in reaching a destination. Has a correlation to street hierarchy and design of a legible road network.
<b>Linear public open space</b>	Public open space with prominent shared movement corridors. Often connects destinations or accommodates significant pedestrian traffic. May function as part of a network of interconnected public open space.
<b>Main road</b>	Refers to higher order roads within the road hierarchy. A <i>Main Road</i> is considered to be a Primary Collector Road, or a road with a higher classification such as Arterial Road.
<b>Micromobility</b>	<p>Refers to shared movement principles that support a range of small, lightweight vehicles operating at speeds typically below 25km/h and driven by users personally.</p> <p>Includes bicycles, e-bikes, electric scooters, electric skateboards, shared bicycle fleets and electric pedal (pedelec) bicycles.</p>
<b>Multi-use corridors</b>	<i>Multi-use corridors</i> are corridors within road reserves with potential to create aesthetic environments that support pedestrians, horseback, cyclists, e-bikes bicycles and other personal mobility devices. <i>Multi-use corridors</i> support <i>perimeter roads</i> to transition between <i>main roads</i> and fronting residential lots.
<b>Passive surveillance</b>	The presence of passers-by, or the ability of people to be seen in public spaces from private residences. Includes surrounding windows, verandahs, balconies or the like. Casual surveillance means 'eyes on the street' and collective regard for activities within the <i>public realm</i> that correlates to safe environments.
<b>Perimeter road</b>	<p>A road reserve that provides a transition between <i>urban development</i> and <i>main roads</i>, conservation areas or linear open space Includes a road reserve that encloses residential blocks, schools, or public open space.</p> <p>Supports transition and separation of land uses .Supports separation of land uses by a road reserve and <i>passive surveillance</i> where development fronts and overlooks the <i>public realm</i>.</p>
<b>Permeability</b>	Refers to the quality of connections within an area determined by subdivision design of streets and blocks.
<b>Public realm</b>	Spaces that are physically accessible to the public. Incorporates areas such as roads and public open space.
<b>Rapid transit</b>	Higher speed, low friction connection between destinations and <i>activity centres</i> .
<b>Rear-loaded</b>	Lots where the primary vehicle access is via the rear of the lot, from a <i>laneway</i> and the garage garage/carport is located at the back of the dwelling.

<b>Retail sustainability assessment</b>	<p>Assesses the potential economic and related effects of a significant retail expansion on the network of <i>activity centres</i>.</p> <p>It addresses such effects from a local community benefit perspective and is limited to considering potential loss of services, and any associated detriment caused by a development. Competition between existing businesses of itself is not considered a relevant planning consideration.</p>
<b>Social infrastructure</b>	Schools, community centres, parks, recreation facilities, health, childcare facilities that support the needs of a community.
<b>Streetscape</b>	<p>The total visual appearance gained from any one location within a street, including the natural and man-made elements. It is made up of the appearance of, and relationships between, buildings in terms of design and scale.</p> <p>May refer to the capacity of buildings to frame or shape the <i>public realm</i>.</p>
<b>Transit</b>	Refers to public bus services and also applies to train, tram and light rail services. This is a term that is interchangeable with "public transport".
<b>Transit oriented development</b>	A type of urban development that maximises the amount of residential, commercial and recreation space within walking distance of transit.
<b>Urban development</b>	<p>Primarily residential land uses and also includes: commercial/retail; community purpose; local roads; public open space and other residential supportive land uses. Does not include industrial, rural, conservation, Commonwealth, horticulture or agriculture.</p>
<b>Walkable / Walkability</b>	<p>Means the ease and attractiveness to walk in an area. Applies to the distance and directness of routes. Also applies to the aesthetics or amenity of an environment.</p> <p>The levels of <i>connectivity</i>, <i>legibility</i>, and <i>permeability</i> have a correlation to the attractiveness of the environment and its movement network.</p> <p>May extend to cyclists and other shared movement corridor users</p>



## For more information

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# STAGE TWO CONSULTATION REPORT



## Greater Holtze Area Plan

Version	Amendment No.	Date Published	Details
1.0	-	00/04/2023	Stage 2 Consultation Report

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Front cover image:

Sketch - Access to Public Open Space



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AFLNT

Northern Sharks Rugby League Football Club

Holtze Landcare Group

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Department of Defence

NT Department of Health

Aboriginal Areas Protection Authority (AAPA)

NT Department of Environment, Parks and Water  
Security

NT Police, Fire and Emergency Services

Litchfield Council

City of Palmerston Council

Emails to industry stakeholders

Planning Institute of Australia

Australian Mobile Telecommunications Association  
(AMTA)

### Industry consultation and feedback







## Introduction

In November 2022 the Northern Territory Planning Commission (NTPC) launched Stage Two community consultation on the draft Greater Holtze Area Plan (the draft GHAP).

Stage Two consultation was an opportunity for members of the public, community organisations, government and industry to comment on the draft GHAP and its planning principles and objectives.

The draft GHAP was developed in response to background studies and feedback from Stage One consultation. This report provides a summary of the engagement activities undertaken and feedback received in support of the final GHAP endorsed by the Minister.

## The draft GHAP

An area plan establishes the principles, objectives and responses for development and how land and resources in an area can be used.

The purpose of the draft Area Plan is to guide future development within the Greater Holtze district that comprises Holtze, Kowandi, Holtze North and Howard Springs North.

Each of these localities has different opportunities and conservation values that suit different types of urban and recreational development.

The draft Area Plan provides focused locations for growth in different sectors including residential, commercial, service commercial, industry, medical and health services and sport.

The draft Area Plan seeks to cater for the changing needs of the future population by supporting the efficient delivery of infrastructure and the ongoing viability of activity centres.



Figure 1: Hierarchy of Land Use Plans relevant to the draft GHAP



## The Study Area

The study area is bounded by Commonwealth land to the north-west, Howard Springs to the east / south-east, Coolalinga and Virginia to the south and Palmerston and Pinelands to the west / south-west.

The GHAP includes three localities. Holtze North contains a large area of open eucalyptus forest, woodland and riparian land.

Holtze North also contains rural blocks along Wallaby Holtze Road and a small industrial area on the western boundary with a planned youth justice centre on the other side of the north-eastern boundary.

Howard Springs North comprises Howard Springs Nature Park and a large remnant pine forest with multiple intersecting mountain bike trails on either side of Howard Springs Road.

Holtze / Kowandi in the south of the study area mostly contains the former defence establishment of Kowandi and a large tract of eucalyptus forest and riparian land.

The Palmerston Regional Hospital (PRH) precinct and Spokes Hill bike trail are located on the western boundary.

The south of the locality includes two rural blocks along Taylor Road, Palmerston Indigenous Village adjacent to the Stuart Highway, the Centre for National Resilience and the Palmerston Emergency Services Complex on Howard Springs Road as well as the Good Shepard Lutheran College on Whitewood Road.



### Consultation Process

The NTPC adopted a three-stage engagement approach to the consultation process for the GHAP. Stage One was an opportunity for information gathering and analysis and community engagement. Stage One commenced on 4 June 2022 and closed on 7 July 2022.

Stage Two, the subject of this consultation report, involved the preparation and public release of a draft GHAP. The draft GHAP was informed by initial community feedback and other information obtained during Stage One Consultation. Stage Two commenced on 10 November 2022 and closed on 9 December 2022.

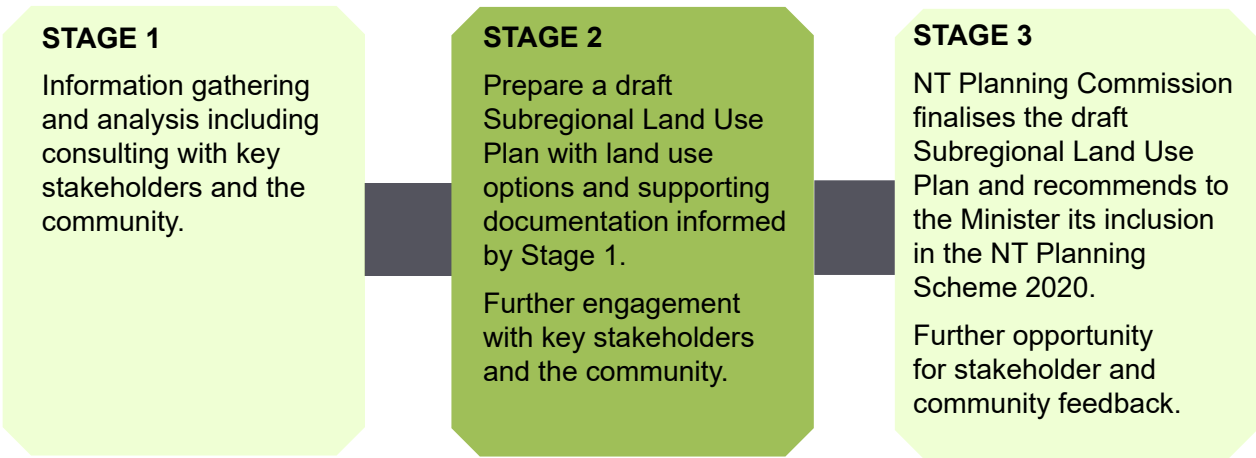


Figure 3: The Strategic Planning Process

Stage Three will include finalising the draft GHAP and recommending the Minister for Infrastructure, Planning and Logistics consider amending the NT Planning Scheme to include the GHAP. It is likely that this stage will include further opportunity for stakeholder feedback.

### Consultation Objectives

Stage Two consultation on the Holtze to Elizabeth River Subregional Land Use Plan sought to:

- ensure the engagement process allows stakeholders and community member’s access to relevant information about the project;
- provide varied feedback opportunities to encourage comment from all stakeholders;
- respond to the themes and issues presented and raised during Stage One consultation and;
- increase understanding of the planning process and its role in identifying and delivering land to accommodate population growth.



## Engagement Tools

A variety of engagement tools were employed during Stage Two consultation for the draft GHAP including Have Your Say submissions and ideas boards, social media posts, radio interviews, stakeholder emails and government and industry briefings.

- 11 Public submissions
- 7 Quick question – Housing Type submissions
- 1 Ideas board – Outdoor Places submission
- 3 Quick Notes
- 6 NTPC Facebook posts and 9 comments
- 78 Pop-up stall visitors
- 22 community organisation submissions (including 18 from the Northern Sharks RLFC)
- 7 Government submissions
- 1 Industry submission

## Media

On 10 November 2022, the NTPC sent out a media release announcing the commencement of Stage Two engagement activities. The media release detailed how people could get involved and included the draft GHAP's objective to 'plan for a safe, convenient and walkable neighbourhoods structured around activity centres and interconnected areas of high amenity open space.

## Radio interviews

On 17 November the NTPC Chairman, Dr David Richie, was interviewed by Katie Woolf of Mix 104.9fm.

## Meetings

- 8 November - NTPC Chairman, Dr Ritchie, provided Litchfield Councillors with a pre-consultation briefing on the draft Area Plan.
- 28 November - Dr Ritchie, met with a number of residents who live within the study area.
- 28 November - consultation session between the NTPC and the Planning Institute of Australia (NT Branch).
- 17 January 2023 - DIPL project team members, representing the NTPC, provided a briefing to Palmerston Council.



## Community consultation and feedback

Feedback received from the community is summarised in this section. This feedback arose from various sources including written submissions via the Have Your Say website, online ideas boards, brief feedback (quick notes), social media and in-person interactions.

Submission numbers are provided to only differentiate between the views and feedback of individual submitters.

### Submissions

**Submission 1** requested feedback on the anticipated lot sizes within the draft GHAP and questioned if there is sufficient rural residential lots within the region to meet demand. The submission stated Zuccoli's developer receives weekly enquiries about rural residential lots.

**Submission 2** was against any development, in favour of biodiversity and native bushland retention. The submission questioned the energy efficiency of standardised housing on smaller lots. The submission proposed higher density housing with large shaded community areas and native vegetation to reduce maintenance costs.

**Submission 3** criticised new suburbs for not being built for climate control with small lots that lack privacy and narrow streets that are a dangerous to drivers. Submission 3 was also critical of schools sharing grounds and parks that are too small for relaxation and exercise.

The submission stated people are drawn to living in the Territory due to the great outdoors and the tropical climate and recommended developing south of the Elizabeth River.

The submission proposed a safer, healthier and lower carbon future by building tropical homes on bigger lots with enough space for sports fields, swimming pools, gymnasiums, aged care facility, community halls, churches, town centres and a museum.

The submission also called for retaining the mountain bike trails in the area and upgrading Howard Springs Nature Park to include long and short walking tracks and a larger swimming pool to attract locals and inter-state visitors.

**Submission 4** raised concerns about growth in principle, building on virgin land and replicating previous homogenous suburb design.

**Submission 5** supported the no development area behind Taylor Road properties and requested a green buffer around those properties.

The submission requested an environmental habitat linkage between from the Green Corridor to Stuart Highway be relocated so that people don't have a walk past a boundary fence, and to reduce privacy and security impacts.

The submission raised concerns about the rezoning of adjacent land, black soil near the Green Corridor, and that development will include public housing and people camping in the area.

The submission recommended retaining the large tracts of stringy barks and other native trees to shade and cool the area and mitigate against the urban heat island affect. The submission also recommended garden lots with sufficient green space to create a cooler, shadier climate.

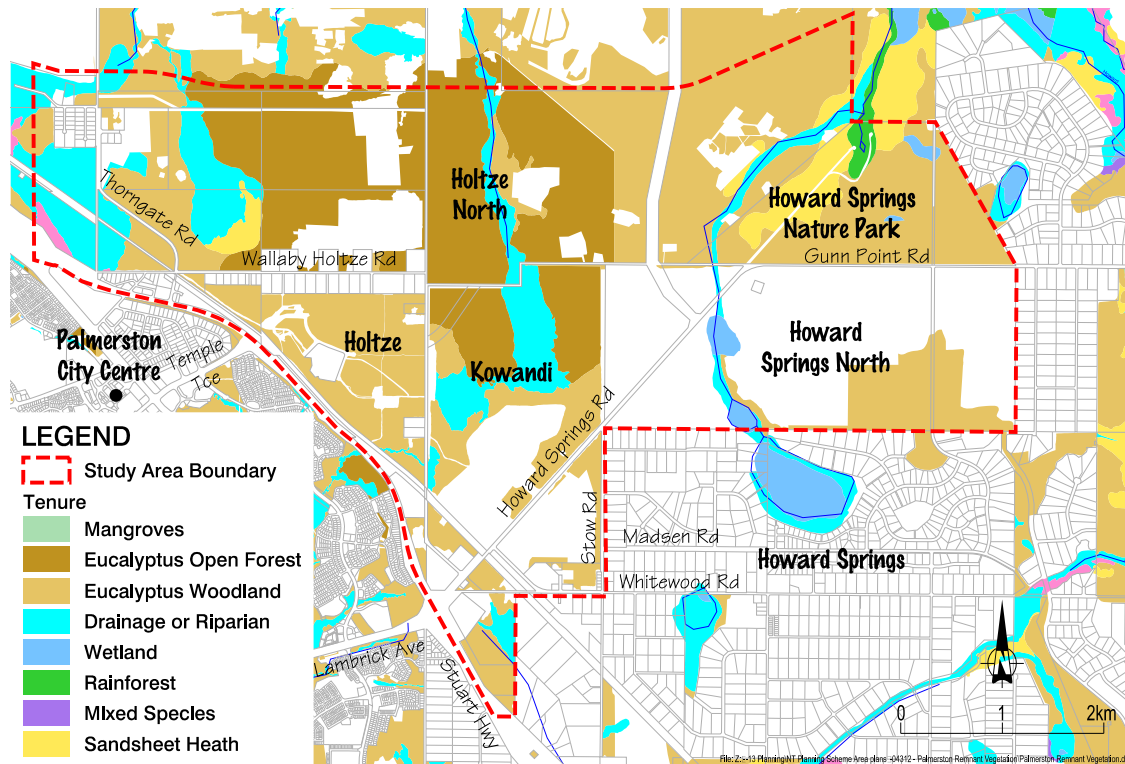


Figure 4: Existing native vegetation and drainage

**Submission 6** raised concerns regarding the transparency of the consultation process due to an industry briefing on land release taking place before public consultation closed.

The submission questioned if the views of rural residents rather than the interests of developers will be reflected in the final plan.

The submission raised concerns of a development that repeats the suburbs of Zuccoli or Durack Heights with small blocks, narrow roads and limited space for verge trees.

The submission recommended designing beautiful, shady suburbs of minimum 600 m<sup>2</sup> lots with sufficient backyards to grow, play and think and wide enough footpaths for trees and roads for on street parking.

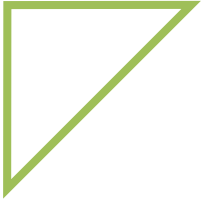
The submission also recommended protecting wetlands and waterways, an aged care centre next to PRH, a shared community solar facility and rural blocks to the south of the Darwin Correctional Centre and the planned youth detention centre.

**Submission 7** raised concerns that Stage Two consultation did not take into consideration resident feedback from previous consultation regarding the area.

The submission also raised concerns at the location of a proposed cycle path / environmental habitat linkage along their property due to the topography, swampy ground, a feeder creek and potential noise and security impacts.

The submission questioned the benefit of the cycle path ending when it meets the North Australia Railway cycle path due to limited connectivity.

The submission recommended the cycle path follow Taylor Road until the Stuart Highway intersection just south of Palmerston Indigenous Village to increase ongoing travel options.



The submission raised concerns about the suitability of urban development adjacent to the green corridor due to back soil and swampy ground and a section of proposed conservation land previously being used as an illegal quarry that has remaining quarry holes.

The submission recommended strategies to mitigate the heat island affect and climate change when designing suburbs and green spaces, which could inform the development of Weddell.

The submission requested a buffer zone around existing rural lots and considering speed controls on the proposed Linco Road to prevent it becoming an alternative route to Howard Springs.

The submission welcomed the proposed conservation area and recommended linking these areas to the Green Corridor and considering wildlife, fauna, water flows and existing ecosystems in their designs.

The submission also recommended addressing the illegal paths and roads through local remnant bushland.

**Submission 8** stated that Old and New Pine Forest Trails comprise 8.5 and 27 km of mountain bike tracks respectively that suit riders of differing abilities.

The submission highlighted the time and effort DORC members have spent maintaining the trails and their use for social rides, training and races and also by trail runners, horse riders, dog walkers and photographers

The submission stated that other state governments and local councils are investing in new mountain bike trails and questioned the benefit of developing the Old Pine Forest Trail as a recreational centre.

The submission raised concerns about the reduction in regional trails due to the development at Lee Point and the potential further reduction of trails within the GHAP with the potential loss of Old Pine Forest Trail.

The submission stated that Old Pine Forest Trail is an ideal beginner's trail that is well used by families with younger children, beginner riders and junior riders and local and sometimes remote schools.

The submission recommended enhancing the existing network of trails and reserving the area for recreational use.

**Submission 9** recommended retaining old trees on nature strips, properties and interconnected parks and provided the suburb of Gunn as a good example of planning where parks were left uncleared.

The submission also recommended preserving well buffered creeks for shaded walks and bike trails to maintain biodiversity and increase the liveability of the area. The submission recommended leaving the land within the GHAP as rural residential to provide a green buffer between Darwin and Palmerston.

The respondent cited a NTG report from 2020, Climate Change in the Northern Territory, which projected Darwin to have 176 days per year above 35c by mid-century and 288 by the end of the century.

The respondent questioned the logic of continuing to increase carbon emissions by clearing and concreting land and warned of an exodus by the end of the century due to diminishing dry seasons and the emergence of extreme heat (+40c days).



The submission raised concerns the draft GHAP did not include consultation with First Nations custodians and questioned the legitimacy of developing Commonwealth land in the absence of a treaty.

**Submission 10** supported the aspirations of the GHAP of a liveable, affordable and sustainable community. The submission raised concerns regarding the suitability of conservation and recreation land for housing development.

The submission recommended increasing conservation and recreation land outside the Green Corridor as this parcel of land is primarily riparian and wetland areas.

The submission recommended maximising recreation and conservation areas and highlighted their economic benefit in terms of lifestyle and wellbeing gains.

The submission noted the reference to a Regional Conservation Strategy and environmental assets, such as, threatened species.

The submission recommended expanding the strategy and any retained corridors to include non-threatened species that are found within riparian / wetland areas, such as, the Gouldian finches, the blue-winged kookaburras and savannah gliders.

The submission raised concerns about the reduction of regional cycling trails due to development at Lee Point and provided this development as an example of the need for upfront conservation planning to allay community fears over potential habitat loss.

The submission questioned if the proposed green corridor is sufficient size for use by cyclists and pedestrians and as conservation.

The submission stated there is an undersupply of land in the Darwin region for active recreation (mountain biking, running and orienteering) to meet growing demand.

The submission highlighted the uniqueness of the Pine Forest due to its uniform habitat of evenly spaced trees on flat land with patches of native vegetation.

The submission recommended offsetting any loss of trails outside the GHAP should housing development on the existing trails occur.

The submission recommended creating a recreation / cycle path from the mangroves of Mitchell Creek across Stuart Highway, linking to the Northern Australian Railway cycle route and continuing north to the creeks upper reaches.

**Submission 11** raised concerns about 'cookie cutter' suburbs only catering for first home buyers and young families and recommended two storey homes.



Have Your Say Online Tools

Quick Question – Housing Types

A ‘Quick Question’ surveying housing preferences was employed on the project Have Your Say page during the latter part of the consultation period.

Users were asked “What housing do you see yourself living in in the future?” with each available response accompanied by a graphic depicting the housing style.

There were 7 responses to the Quick Question as below:

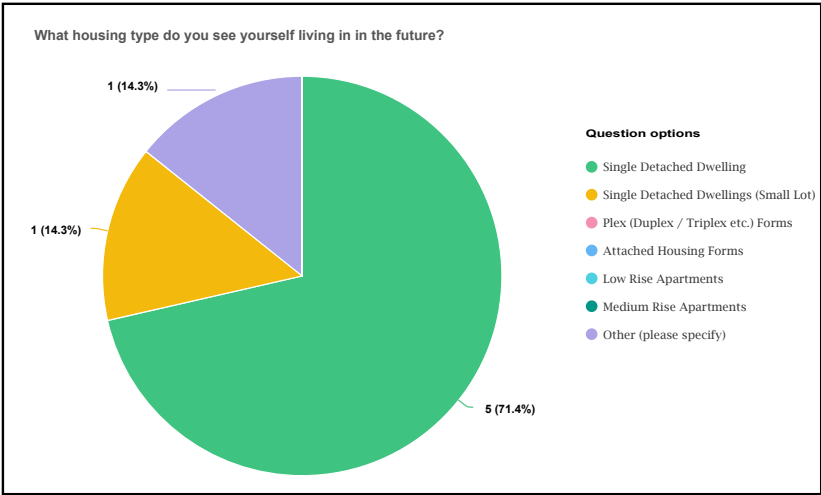
- Single Detached Dwelling - 5
- Single Detached Dwelling (Small Lot) - 1
- Plex (Duplex/Triplex etc.) Forms - 0
- Attached Housing Forms - 0
- Low Rise Apartments - 0
- Medium Rise Apartments - 0
- Other - 1 (response: ‘none’)

Ideas Board – Outdoor places

The ideas board tool was used to encourage people to share ideas and imagery of their favourite outdoor spaces. 1 submission was made to the Outdoor Places ideas tool by a community member.

This submission recommended small cottage lots next to parks for first home buyers and retirees and courtyard lots for families to facilitate life transitions and community cohesion.

The submission also recommended pathless parks and verges to provide a sense of ownership and cited the Durack and Gunn Masterplan by Delfin as an example of good urban design.



Figures 5: Quick Question results



Figure 6: Have Your Say - Ideas Board

### Quick Notes

An alternative to a more formal written submission, Quick Notes allowed the community to submit thoughts or brief comments direct to the project team. Three Quick Notes were uploaded.

The first raised concerns at the potential loss of mountain bike and running trails and access to Howard Springs for a Palmerston resident and their family.

The second was supportive of the retention of the Pine Forest trails, noting their family often used them for mountain biking and running with good access to Howard Springs shops.

The third Quick Note stated the small lots, narrow roads and limited space for parks and playgrounds in Zuccoli has created safety issues and neighbour tensions due to children having to play on the street and blocked roads from on street parking.

The Quick Note recommends bigger playgrounds with shaded cover in green or blue (not red or orange) and minimum lots of 650 m<sup>2</sup>, with average lots of 800 m<sup>2</sup> up to 1200 m<sup>2</sup>.

### Social Media Posts

Six posts were made via the Department of Infrastructure, Planning and Logistics (DIPL) Facebook page regarding the release of the draft GHAP, pop up stall information and details of how to get involved.

On 18 November the NTPC released a booster post targeting adult residents of Darwin and Palmerston. 5 of the 6 comments on this post were not supportive of the draft GHAP, citing concerns over recreation and natural habitat loss and increased heat urban affect. 1 of the 6 comments was positive, expressing the need for housing and infrastructure as the population grows.

On 8 December DIPL posted a Facebook reminder that consultation was closing the following day and received 3 responses.

The first respondent provided an abridged version of their formal submission regarding environmental suburb design, climate change and consultation with First Nations elders. The two other respondents doubted if the concern raised by the first respondent would be listened to.



## Pop up Information Stalls

Pop up stalls were organised on 13, 19, 20 and 24 November at Gateway Shopping Centre, Palmerston, Coolalinga and Howard Springs Shopping centres respectively. There were a total of 78 visitors across the four locations.

### Gateway Shopping Centre

Five stall visitors provided comment. One visitor was concerned about increased traffic but was supportive overall. Another visitor was similarly supportive in general, with a third who was supportive of the Green Corridor.

A further two visitor's provided feedback that was out of scope (Weddell City Planning and Palmerston Parks).

### Palmerston Shopping Centre

Five stall visitors provided comment.

One visitor asked about enabling works and mosquito mitigation but was generally supportive, while another was positive about the area receiving investment.

A further 3 visitors had questions and concerns that were out of scope (road upgrades and Weddell City planning and storm water surges).

### Coolalinga Shopping Centre

There were considerably more visitors (35) to the stall at Coolalinga compared to Gateway and Palmerston Shopping Centres.

Visitor comments are summarised below.



Figure 7a: Pop up Information stall

### Bushland and green space

- Support for retaining Pine Forest and offering natural bushland and creek for recreation.
- Keep bushland and green corridor natural and live with mosquitos.
- Green space with BBQ's, picnic tables and swimming areas.
- Address dumping at Pine Forest and quad bike dust impacting surrounding properties.

### Transport

- Better east to west transport connections to reduce reliance on the Stuart Highway.
- Improve transport safety by separating pedestrians, cyclists and cars at major road crossings and using lights to slow traffic (e.g. Thorngate Road intersection).
- Support for retention of Gunn Point rail reserve and shuttle buses to main transport routes.



### Lots size, density & tenure

- Small lot sizes of 300-400m<sup>2</sup> are undesirable and not value for money (Zuccoli and Northcrest were cited as examples) .
- Support for bigger blocks (minimum 1 acre / 4,000 m<sup>2</sup>) and room for on-street parking.
- Opposition to density and social housing.

### Community infrastructure

- Support for sport, recreation and leisure facilities, such as, tennis courts, swimming pools, bike paths and dining options.
- Design that responds to the tropical climate through the use of shade and water.

### Howard Springs Shopping Centre

There were similarly more visitors to the Howard Springs Shopping Centre compared to Gateway and Palmerston Shopping centres. The comments were generally supportive of the draft GHAP with growth close to existing urban areas and infrastructure. Visitor comments are summarised below.

### Lot configuration

- Range of lot sizes from low density residential (min 600m<sup>2</sup>) to rural residential (up to 2 hectares) with smaller lots around the PRH and activity centres.
- Focus larger rural blocks around creeks, Youth Detention Centre and existing rural lots in Howard Springs.

### Transport

- Integrate Palmerston Indigenous Village into development through a walking track.
- Consider emergency access for proposed and existing residents.
- Design streets with planting, footpaths and a minimum three lane width.
- Increase safety with traffic calming devices around current and future schools.
- Preference for Gunn Point Road to be extended right away.

### Climate/environment

- Protect Kings and Mitchell Creeks through local Council ownership.
- Min lot size of 600 m<sup>2</sup> to provide for effective private open space.
- Detailed design needs to consider wildlife corridors.



Figure 7b: Pop up Information stall



**Social infrastructure**

- Provide independent and assisted retirement living around the PRH.
- Retrofit workers accommodation for retirement living.

**General discussions**

- Retain waste station because it services the wider Howard Springs area.
- Two visitors were fundamentally opposed to any development in the area.



## Community organisation consultation and feedback

### Cyclists

Darwin off Road Cyclists (DORC) posted on Facebook regarding the GHAP consultation, providing a link to the Have Your Say website and encouraging members to comment.

Four submissions were received making reference to DORC. One provided a map to where the Old and New Pine Forest trails are located, another provided a pro-forma submission and another expressed concern at the loss of the Pine Forest trails.

Submissions highlighted the diversity and importance of the 40 km of trails within the GHAP with Spokes Hill Trail (Spoke Trail) and Old Pine Forest (OPF) and New Pine Forest (NPF) Trails, having been built and maintained by members of the mountain bike community.

OPF and NPF Trails are suitable for training and initiating new comers in a safe environment with easy access in emergency situations while Spokes Hill Trail, located between Palmerston Regional Hospital (PRH) and Stuart Highway, is an older trail suitable for more experienced cyclists.

Submitters raised concerns at the potential loss of these trails not only on mountain bikers and the growth of the sport but on other users, such as, runners and dog walkers, and benefit of these trails for improving mental health and wellbeing.



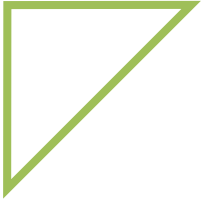
Submissions also raised concerns regarding the reduction of trails within the broader region due to development at Lee Point, citing how the Monsoon Madness racing event has had to be moved to Charles Darwin National Park.

Some submitters acknowledged the need the need to provide for housing close to facilities and recommended if development were to proceed, a recreational reserve should be identified in consultation with the mountain bike community to recoup any lost trails.

One submitter supported the acknowledgement of cycling as a form of transport in the Transit (Public Transport) planning provision of the draft GHAP, the recognition of New Pine Forest Trail and the proposed shared movement corridors in figure 8 on p31 of the draft GHAP.

The submission also supported the acknowledgment of the regional active recreation benefits of Howard Springs North and the discouragement of any interim development in this area.

Another submission raised concerns Figure 8 does not recognise the OPF trail and provided a heat map showing this trail is well used for recreational mountain biking and hosting races.



## **AFLNT**

The submission stated that AFL is the largest participation sport in the NT with an estimated 40,000 Territorians engaged in AFL activities in some capacity.

The submission advised AFLNT is conducting a participation and facility needs assessment to determine future needs and accommodate expected growth.

The submission recommended an AFL facility / community hub be included in the development and cited a La Trobe University study, which showed a \$4.40 return for every \$1 invested in a community football club.

## **Northern Sharks Rugby League Football Club**

The Northern Sharks Rugby League Football Club submission contained 3 documents including a letter of intent and support letters from the Member for Drysdale Eva Lawyer MLA and the Member for Brennan, Marie-Clare Boothby MLA.

The letter of intent stated their discussions with government and Rugby League, Rugby Union and Touch Football associations led to a proposal for a shared code sports hub. The letter stated the sports hub would benefit students, create employment, increase youth engagement and lower crime.

There were also 17 pro-forma submission from members of the Northern Sharks RLFC recommending a permanent home with the development of a sports hub with 3 ovals, a grandstand and a pavilion and club house.

## **Holtze Landcare Group**

The submission supported the inclusion of the proposed green corridor, which follows the head of Kings Creek to the west of the Darwin Correctional Centre, flowing south into Kowandi and then south west until it reaches the top of Mitchell Creek at Stuart Highway.

The submission requested an east to west green corridor to protect agile wallaby movements, and a buffer around Amalthea Farm.

The submission raised concerns about the proximity of a US army shooting range to potential future residential housing on the northern boundary of the study area.

The NTPC emailed Federal, Territory and Local Government stakeholders inviting submissions and feedback on the draft GHAP. Further engagement with, and feedback received from each Department and Council is discussed further below.



## Government consultation and feedback

### Department of Defence

The submission acknowledged the importance of Kowandi North to the GHAP and to the NT Government obtaining planning certainty regarding the development.

The submission stated the NT Governments proposal of Defence using alternative sites will require time to assess. However, Defence will facilitate access to Kowandi North in the meantime to enable the progression of site investigations.

The submission stated Robertson Barracks (on the other side of the north-west boundary of the GHAP) is a major Army operating base for the Australian Defence Force and allied forces.

The submission noted the proposal to identify land on the southern boundary of Robertson Barracks and a Close Training Area from rural to urban.

The submission raised concerns future residents may be disrupted by excessive noise and vibration from Defence activities.

The submission requested planning considers aircraft and training noise and vibrations, aircraft safety and regulations, bird strikes, security and traffic and access, especially Defence's ability to access Robertson Barracks through Thorngate Road.

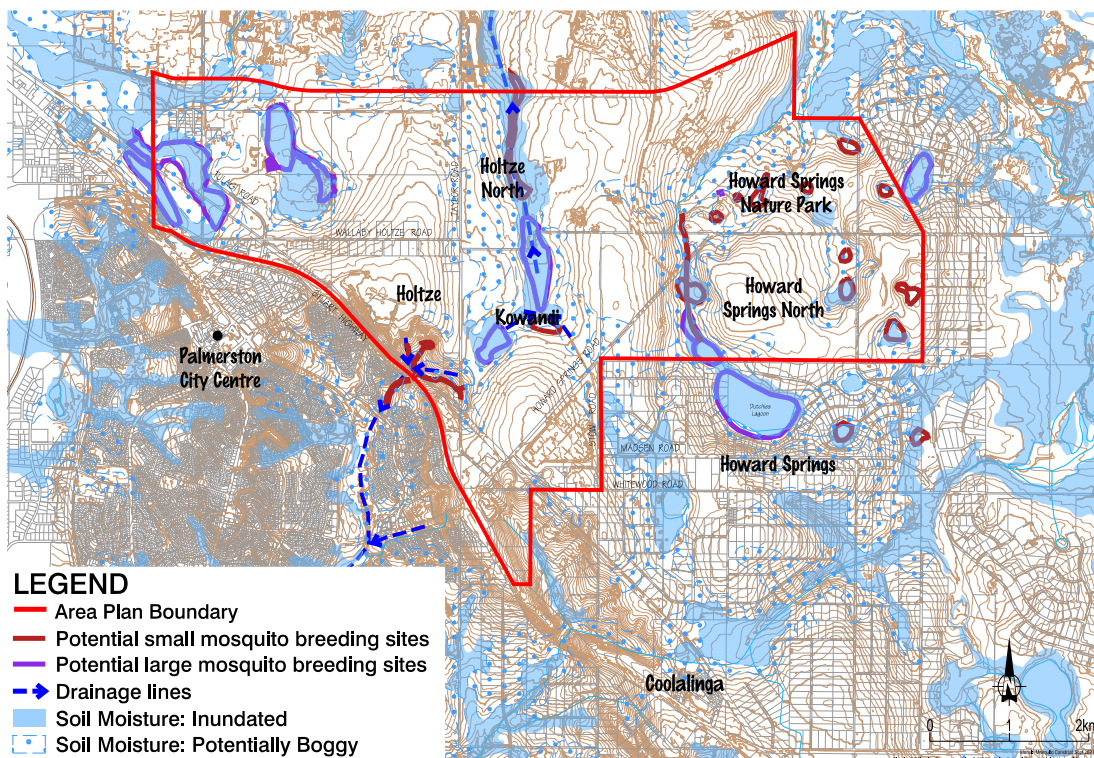


Figure 8: Hydrology and Biting insect breeding areas map



## **NT Department of Education**

The Department of Education supports designing schools sites, local road networks and nearby development to facilitate safety, surveillance and accessibility and agreed that common boundaries between school sites and residential lots should be avoided.

The submission also supported the development of multi-use social infrastructure, particularly schools and children service facilities including child care centers, playgroups and out of school hours care centers.

The submission encouraged co-locating school sites, activity centers and community facilities with the Green Corridor to support connections to key destinations.

The submission also encouraged the development of school sites and pedestrian and school crossings, next to or nearby the Green Corridor to facilitate shared movement networks and walkable neighborhoods.

The submission recommended co-locating specialised facilities for students with disability with mainstream schools in line with NT Department of Education discussions with the Disability Royal Commission to reduce segregation.

The submission welcomed an opportunity to review and comment on the Social Infrastructure Implementation Strategy while it is still being developed.

## **NT Department of Health**

The submission stated urbanisation will lead to greater demand for health services including community care centres and increase vehicle and pedestrian traffic.

Urbanisation will also lead to more mental health, alcohol and other drugs presentations and increase the difficulty of transferring patients from PRH to the Royal Darwin Hospital (RDH).

The Public Health Unit – Medical Entomology submission advised that a 12 month baseline trapping program in Holtze North was due to be completed in December 2022, with the data to inform the draft mosquito management plan for Greater Holtze.

The submission noted the conservation area to the north of Wallaby Holtze Road and identified that mosquito management measures on adjacent land earmarked for long-term investigation and urban residential will be required, including a possible exclusion zone.

The submission also advised the light industry to the west of the conservation areas acts as a suitable non-residential buffer and stated the proposed green corridor to the east of Wallaby Holtze Road appears suitable as residential land subject to the recommendations of the pending biting insect management plan being implemented.

The submission recommended a 3 year trial program for the swamp lands to the north and northeast of Greater Holtze to determine the feasibility of residential development and suggested the area be temporarily earmarked as urban / peri urban.

## **Aboriginal Areas Protection Authority (AAPA)**

The AAPA advised they will work with any government agencies and developers to ensure the protection of sacred sites in the area.

The submission advised there are sacred sites within the draft GHAP and recommended an Authority Certificate be obtained for any work not covered by an existing Authority Certificate.

## **NT Department of Environment, Parks and Water Security**

### **Rangelands division**

The submission advised the draft GHAP contains land with significant constraints that require major management/ engineered solutions to be overcome. Designating this land as open space and / or a green corridor is strongly supported as well as retaining native vegetation.

### **Parks and Wildlife**

The submission supports the emphasis on environmental sustainability and green space. The submission had concerns over access to Howard Springs Hunting Reserve and recommended labelling the Howard Springs Hunting Reserve on p13 of the draft GHAP and providing access to the western side of the Reserve and Shoal Bay Hunting Reserve.

The submission had concerns over public safety due to part of the subject area being close to the Howard Springs Hunting Reserve and a Crown Lands firearms discharge area. The submission also recommended development avoid stormwater impacting Howard Springs Nature Reserve and springs and creeks.

### **Flora and Fauna**

The submission requested clarity on the function of the green corridor as the removal of the remnant native species would be required for the riparian zone to continue functioning primarily as drainage after development occurs.

The submission recommended the draft GHAP be more explicit about retaining native bush land within the Green Corridor. Conversely, if the Green Corridor is continue facilitating drainage after development then it should be excluded from the plan.

### **Bushfires NT**

The submission advised the site area is outside the jurisdiction of Bushfires NT and within the administrative boundary of Northern Territory Fire and Rescue Service (NTFRS) Palmerston Emergency Response Area (ERA).

### **Water Resources Division**

The submission advised water supply within the draft GHAP will be provided by reticulated services.

## **NT Police, Fire and Emergency Services**

The submission advised the new Palmerston Regional Fire Station has capacity to provide a Fire Response Service (FRS) for the area including additional response capability (multiple crews) and aerial appliance and recommended inter-agency communication so the FRS can evolve as the development progresses.



### Litchfield Council

#### Briefing

On 8 November, NTPC Chairman, Dr Ritchie, provided Councillors with a pre-consultation briefing on the draft Area Plan and consultation opportunities.

#### Facebook Post

There were two comments on Litchfield's councils Facebook post regarding the draft GHAP, one expressing concern for the loss of mountain bike trails and another expressing an opinion that feedback will not be taken into consideration.

#### Submission

Litchfield Council provided a formal submission in response to Stage 2 consultation.

The submission was supportive of residential density within 400 m walking distance of activity centres and transport, and encourages transitions and green buffers to existing rural residential lots on Wallaby Holtze and Taylor Roads.

The submission was also supportive of using the area south-east of Palmerston Regional Hospital for passive recreation, including bush trails that connect to the cycle path along the Stuart Highway and the local road network.

The submission recommended expanding the green corridor principle to include wildlife conservation in addition to public open space functions.

The submission acknowledged Council's role in provision of infrastructure and services for urban housing and anticipates early engagement with proponents in the design of roads, parks and drainage systems where assets will ultimately be under the care and responsibility of Council. Council has commissioned a report which analyses options for the delivery of kerbside waste collection with the likely outcome contingent on the rate of development.

### City of Palmerston Council

#### Briefing

On 17 January 2023, members of the GHAP project team from DIPL representing the NTPC provided Palmerston Council with a briefing including a presentation of the draft Area Plan.

#### Submission

City of Palmerston Council (CoP) provided a formal submission in response to Stage 2 consultation.

Council noted that the study area for the GHAP is adjacent to, but not within, City of Palmerston Local Government Area boundaries, with exception to a small portion of Yarrawonga north of the Stuart Highway.

The submission encouraged the consideration of sustainable development that incorporates new technology and infrastructure, such as, solar farms, water harvesting and the use and reuse of recycled materials.

The submission recommended further work on the implementation of Principle 1 of the draft GHAP – provide for the integration of development with the natural environment in a way that minimises detrimental impacts of development.



The submission encouraged the draft GHAP to consider other Area Plans and social infrastructure within the region to avoid duplication and development that conflicts with adjoining growth areas.

The submission acknowledged the social infrastructure study that has been incorporated into the needs assessment for the draft GHAP, however recommended detailing the specific allocation of land and minimum requirements for social infrastructure in the draft GHAP so they can be incorporated into the NT Infrastructure Plan and inform Palmerston Councils social infrastructure planning.

Council acknowledge that Palmerston City Centre will serve as a hub for the future community in greater Holtze. Council would encourage further discussion around the specific details of the municipal related social infrastructure, such as libraries, community halls, pools and open space infrastructure. These elements are currently managed by Council, and City of Palmerston provide these to its residents, so any gaps within the GHAP will likely need to be supported by City of Palmerston.

The submission recommended a contribution scheme relating to social infrastructure be developed to avoid delays in the required infrastructure being available for the local community, and the capital cost potentially becoming the responsibility of the local municipality.



## Industry consultation and feedback

### Emails to industry stakeholders

On 17 November the NTPC emailed industry stakeholders inviting submissions and feedback on the draft GHAP. Submissions and feedback received from industry groups are summarised below.

### Planning Institute of Australia

On 28 November there was consultation session between the NTPC and the Planning Institute of Australia (NT Branch). After the presentation there was a discussion about how to achieve compact urban growth near activity centres, transport and green space through a diversity of zones, lots size and dwelling design.

Challenges such as the cost of land, freehold vs strata title, re-subdivision, council green space maintenance costs and the lack of builder experience in providing alternative housing products were also discussed. Questions included whether the draft GHAP enables front facing shopping centres and when the development will be shovel ready.

### Australian Mobile Telecommunications Association (AMTA)

The Mobile Carriers Forum (MCF) a division of the AMTA, recommended the inclusion of mobile telecommunications under the definition of 'Essential Service Infrastructure' in the draft GHAP.

The MCF also recommended the provision of macro and micro based mobile telecommunications depending on the population and land uses within the draft GHAP.



## For more information

Visit: [planningcommission.nt.gov.au](https://planningcommission.nt.gov.au)



Email: [ntpc@nt.gov.au](mailto:ntpc@nt.gov.au)



Phone: 08 8924 7540



Northern Territory Planning Commission  
GPO Box 1680 Darwin NT 0801



# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	People and Place Quarterly Report - July to September 2023
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Human Resources Lead, Cynthia Forteza
<b>APPROVER:</b>	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 People and Place Directorate in the July to September 2023 quarter.

## KEY MESSAGES

- The People and Place Directorate includes the functions of People and Customer, City Activation, and Media and Communications.
- 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 22%.
- City of Palmerston recognises the tough environment in which we are competing for talent and is implementing an Employee Value Proposition.
- This quarter City of Palmerston welcomed nine (9) new employees, and nine (9) employees departed.
- City of Palmerston's workforce continues to be culturally diverse and reflective of our community, with employees from 17 different nationalities contributing to our outcomes.
- In this quarter, Council sent out four (4) Media Releases and received 28 pieces of earned media across the local network including print articles, radio and broadcast.
- Council attracted an additional 328 followers on Facebook, 90 on Instagram and 148 on LinkedIn.
- Two (2) community consultations were run during the last quarter namely the Community Satisfaction survey and the Driver Community Centre proposed design consultation.
- Our Customer Experience Team had over 5084 interactions with community members over the quarter.

## RECOMMENDATION

THAT Report entitled People and Place Quarterly Report - July to September 2023 be received and noted.

## BACKGROUND

The People and Place Directorate provides a quarterly report to Council on key activities undertaken during the quarter. The Directorate includes Media and Communications, City Activation, People and Customer Experience which includes Safety and Wellbeing, and Strategic Projects.

This Report presents to Council key activities undertaken by People and Place in the July to September 2023 quarter.

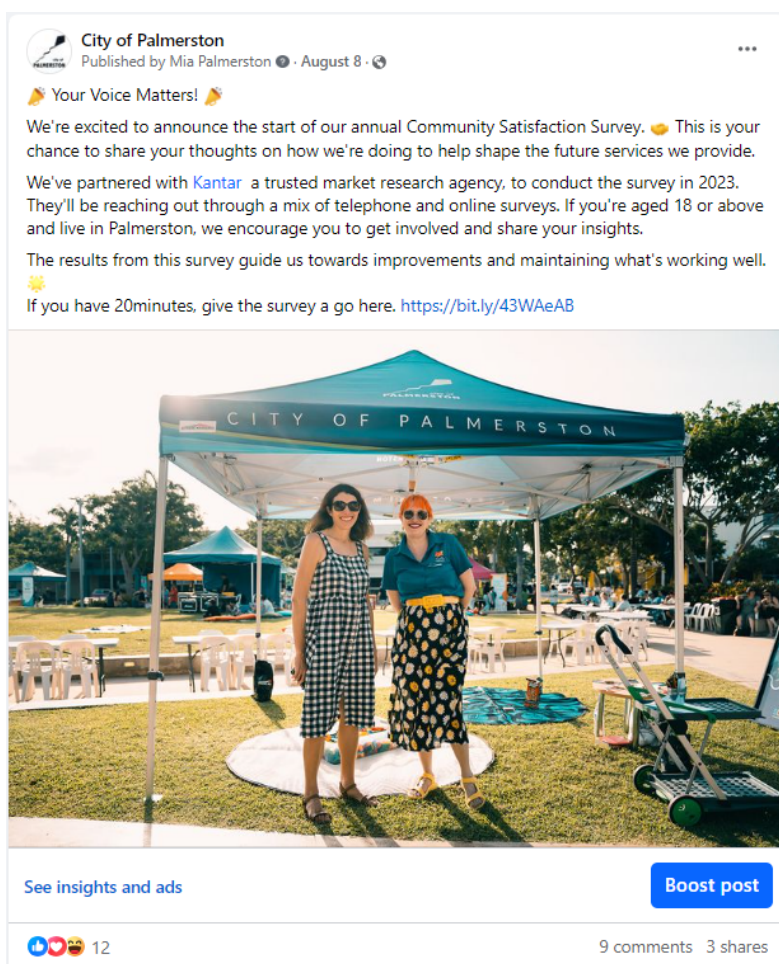
## DISCUSSION

As enabling functions, the departments within the People and Place Directorate 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

#### Community Engagement

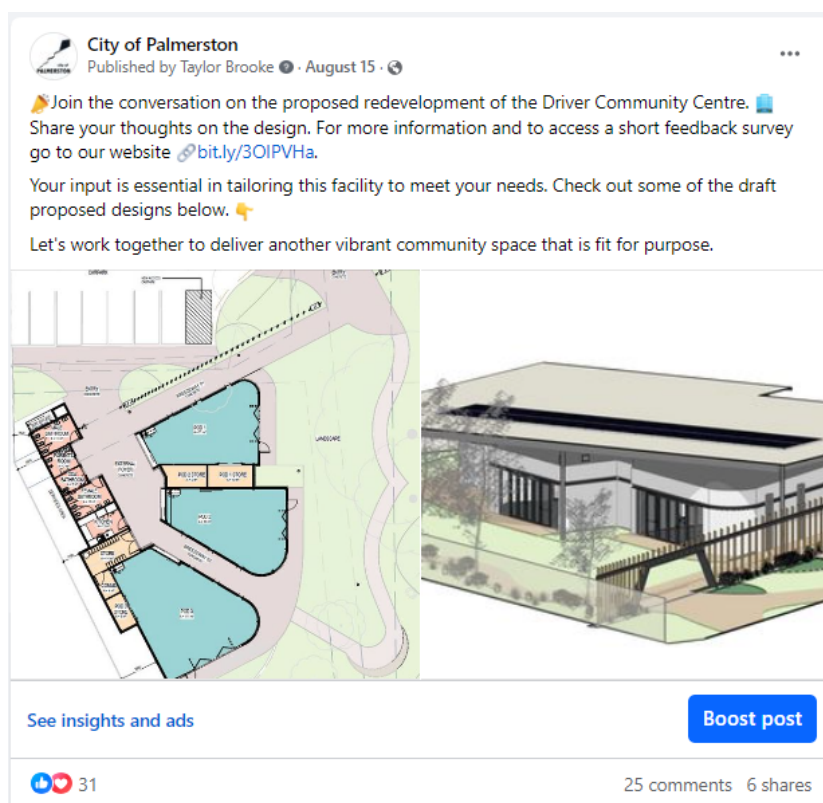
The City of Palmerston Community Satisfaction Survey went live on 4 August 2023. This was promoted via the website and social media, receiving 35 online responses (in addition to phone calls to residents). The social post on 8 August 2023 gained a reach of 2300, with 27 engagements. The satisfaction survey results were presented in a separate report to Council at the First Ordinary meeting of October.



Community consultation for the Driver Community Centre proposed design opened on 14 August and closed on Monday 8 October 2023.

The consultation plan identified key stakeholders, internally and externally, to contribute to the conversation around the proposed designs. Feedback has been provided via the online survey, phone calls and through one-on-one meetings. To date, there have been 22 responses received via the online survey, five (5) direct conversations with external stakeholders with two (2) via phone (total of 28 external responses). These included three (3) current users of the facility, one (1) potential user group and one (1) user of broader City of Palmerston facilities with a focus on usability for vision impaired users.

This community engagement was promoted via social media, radio interviews, and visual displays at all of City of Palmerston facilities and at two (2) community activations. A social media post on 15 August achieved a large amount of engagement reaching over 5,500 organically, 27 comments, 45 link clicks and six (6) shares. Emails have been sent out to the user group to gain more feedback as well as internal consultation with key staff. A report will be presenting the outcomes to Council following the conclusion of the community consultation next month.



## Marketing Campaigns

There was a significant number of Marketing campaigns delivered in the last quarter including:

- **Palmerston Youth Festival** – Social media prior and throughout festival, digital channels (YouTube, in-app mobile gaming), print (NT News, Off the Leash), TV, radio, Bus advertising, outdoor banners and signage displays and delivery of the festival program to surrounding businesses and NT schools.
- **Reboot your Loot** – NT news, radio, posters and social media.
- **Seniors Day** – NT news, posters and social media.
- **Dog Registration** – Signs in dog parks, social media, radio and NT news.

- On Frances Street Party – Social media, radio, NT news and posters.
- Pre-cyclone Clean up – Media Release sent prior, outdoor signs in all locations, mobile app reminders, social media throughout campaign, flyers at all Customer touch points, A4 posters at our sites, weekly NT News advertisements, radio advertisements and live radio feeds.
- Australia Day Nominations – Media release, social media, poster, mail out (marketing campaign will continue into in next quarter).

In addition to the above, the ‘always-on’ events campaign (“Fun. Near. You”) continued to roll out through this quarter using print, radio and social media placements.

Promotions and communication on other activities such as Zuccoli Community Hub, Darwin Show, Library school holiday program and Palmerston Youth Festival feedback survey also occurred. SWELL (Swimming, Wellness, Events, Leisure and Lifestyle) marketing and communications have continued through the reporting period and will become a stronger focus in the lead into the December opening.



Off the Leash print ad (August)



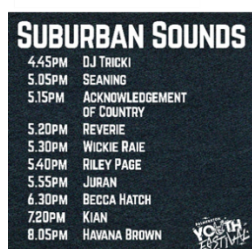
Email signatures (August and September)



McMillans road billboard (July)



Poster and print ad





## Social Media

### Facebook

During this quarter, City of Palmerston's Facebook page continued its steady growth, registering a 1.9% increase in followers, with a total of 17,770 followers. Over this period, the page had 22,817 visits, and its posts reached 62,061 users. This increase is despite a slightly lower number of posts for the period.

Metrics	Apr - Jun	July - Sept	% change
Followers	17,428	17,770	1.9
Reach	150,862	162,061	6.9
Paid Reach	54,403	106,493	48.9
Page visits	23,479	25,817	9.1
Posts	138	126	-9.5

### Instagram

City of Palmerston's Instagram followers increased by 4.5%, bringing the total to 1,978 followers. During this period the Instagram page was more active with publishing 82 posts, 171 stories and 16 reels to the platform. This increase in activity was primarily centred around the Palmerston Youth Festival in July and other events, positively impacting the platform's performance.

Metrics	Apr - Jun	July - Sept	% change
Followers	1,888	1,978	4.5%
Reach	24137	35,540	32.1%
Posts	33	82	59.8%
Stories	129	171	24.6%
Reels	2	16	87.5%

### LinkedIn

City of Palmerston's LinkedIn page experienced a significant 6.8% increase in followers in the reporting period, reaching a total of 2,161 followers. During this quarter, the page posted 14 times, accumulating 12,634 impressions, with an impressive engagement rate of 9.3%. Despite a decrease in the number of published posts, the high engagement rate indicates that the content is well-received and of a high standard, contributing positively to brand recognition.

Metrics	Apr - Jun	July - Sept	% change
Followers	2,013	2,161	6.85
Impressions	16,856	12,634	-33.4
Posts	21	14	-50.0
Engagement rate	8.6	9.0	4.4

## Facebook Posts

The top-performing organic post on the City of Palmerston's Facebook page during this quarter was the Marlow Lagoon crocodile post. These types of posts, which foster community engagement, have historically performed well, reaching 14,488 users and earning 59 reactions, 60 comments, and 50 shares.

It is evident that content featuring real images of staff and the community resonates with the community. The top 5 organic posts reflect this focus on family and community-oriented content.

### Top 5 organic posts

Content Topic	Reach	Impressions	Engagement	Likes & reactions	Comments	Shares
Marlow Lagoon Croc sighting - 11 September	14,488	14,488	1,474	59	60	50
FlicNics Farewell post - 22 September	14,542	14,581	475	54	30	12
Darwin Show post - 27 July	11,324	11,786	785	83	6	2
FlicNics - 3 August	11,056	11,655	642	71	33	12
Reboot Your Loot stall holder call out - 24 July	10,036	10,479	1,351	87	16	9
Ninja Obstacle course is now open - 4 July	10,014	10,014	2,469	149	31	11

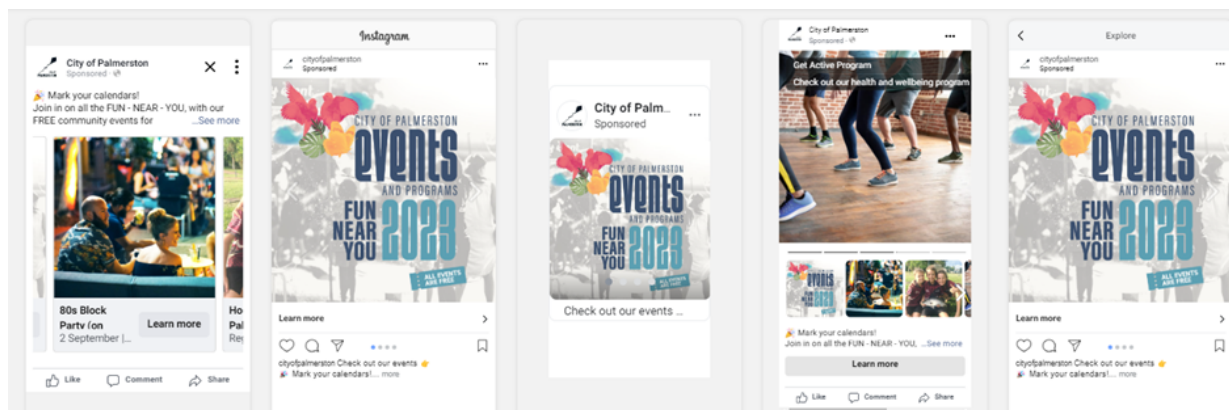
## Social Media Campaigns (paid advertising)

City of Palmerston executed six (6) paid advertising campaigns across its social media channels during this quarter, targeting various demographics and focusing on events, pre-cyclone clean-up, and community consultation.

Notably, the events campaign carousel proved to be the most effective, delivering multiple events to a wide audience at a cost-effective rate. The July events advertising campaign performed particularly well, achieving a cost per result of \$3.15. The paid advertising for the Palmerston Youth Festival, handled by an external contractor, is not included in this data.

### Top 3 advertisements

	Total Reach	Impressions	Cost
July events Campaign	63,569	102,206	\$200
Aug Events Campaign	57,073	104,193	\$200
September - What's on	43,227	76,839	\$200



## Social Media paid events carousel (August)

### Public Relations/Media

During the most recent quarter, City of Palmerston actively engaged with the media, with a total of four (4) media releases published. These releases covered a diverse range of topics, including pre-cyclone cleanup, Australia Day Award nominations, and the opening of the Hobart Park Ninja Obstacle Course.

City of Palmerston's media interactions extended across various platforms, including television, radio, newspapers, and online news sources, totalling 28 interactions. Specifically, there were four (4) TV appearances, five (5) newspaper features, one (1) online news presence, as well as 18 radio engagements, which included Council's regular interviews.

There was a significant decrease in this quarter's media coverage in comparison to the previous quarter. Which attributed to reduced media enquiries during this quarter. The previous quarter saw an elevated level of media activity, largely driven by interviews related to the increased waste charges by the City of Darwin in their 2023/24 budget.

### Website

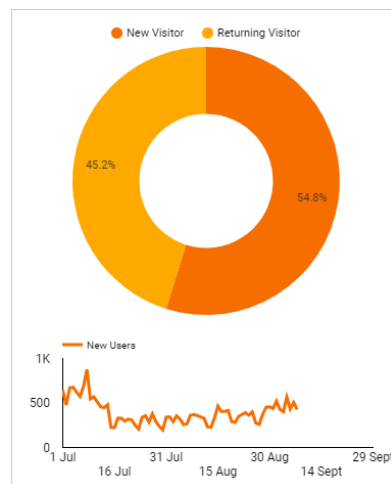
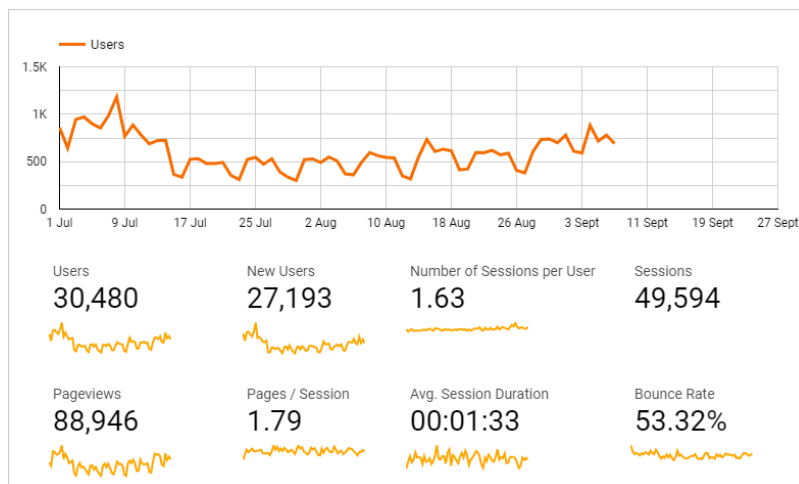
The number of users on our website decreased by 11.21% in the third quarter of 2023 compared to the previous quarter. The number of sessions also decreased by 9.84%, this indicates a reduction in user engagement with the website. Page views decreased by 12.46% in the third quarter, aligning with the drop in users and sessions. In the previous quarter there was significant media coverage around fees and charges with the release of the Municipal Plan; which may have resulted in higher website visits at that time.

The most popular pages visited on the website during the third quarter were:

- **Careers:** The high traffic to the careers page correlates with the high vacancy rates at council.
- **Palmerston Youth Festival:** This page received significant attention, indicating the success of the campaign around the event.
- **Pay Online:** The "Pay Online" page is a critical utility page for users, and its popularity signifies the convenience and efficiency of online payment options (rates were due during this period)

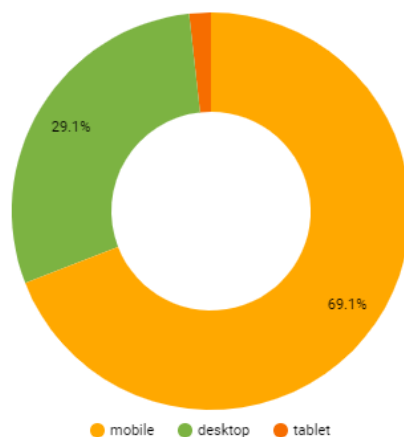
In the next quarter website analytics will be changing over to the new platform (GA4 from Google Analytics). There will be discrepancies between the two platforms during the next 12 months when comparing to previous periods, however reporting will be kept consistent to avoid any future errors.

The Website is continually reviewed and improved to support ease of use and to ensure effectiveness.. The majority of users access our website through their mobile devices, followed by desktops and tablets.



## User activity on website

What device are people using?



Device	Users	New Users
1. mobile	21,064	19,307
2. desktop	8,883	7,409
3. tablet	531	486

## Outline of User Devices

Metrics	Apr - Jun	July - Sept	% change
Users	33,242	30,480	-9.06
Number of sessions	53,303	49,594	-7.5
Page views	98,569	88,946	-10.8
Bounce rate	53.06%	53.32%	
Average session duration	0:01:40	0:01:33	



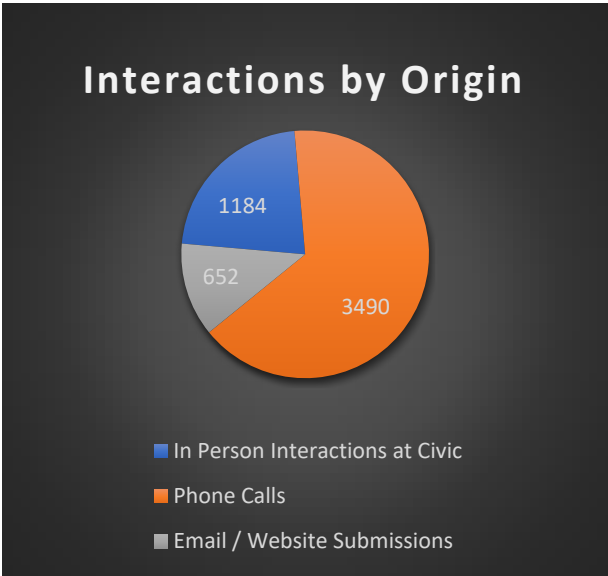
**Our Customer Experience**

**Community Interactions**

The Customer Experience Team interacted with an average of 80 community members per business day (via walk-ins, phone and email), with a total of 5,084 interactions during this reporting period. This compares to 5,836 for the same period last year and 6,004 for the same period the previous year. It is higher than the previous quarter's 3,946 interactions, likely due to the due date of both Animal Registrations and Rate Payments falling in this quarter.

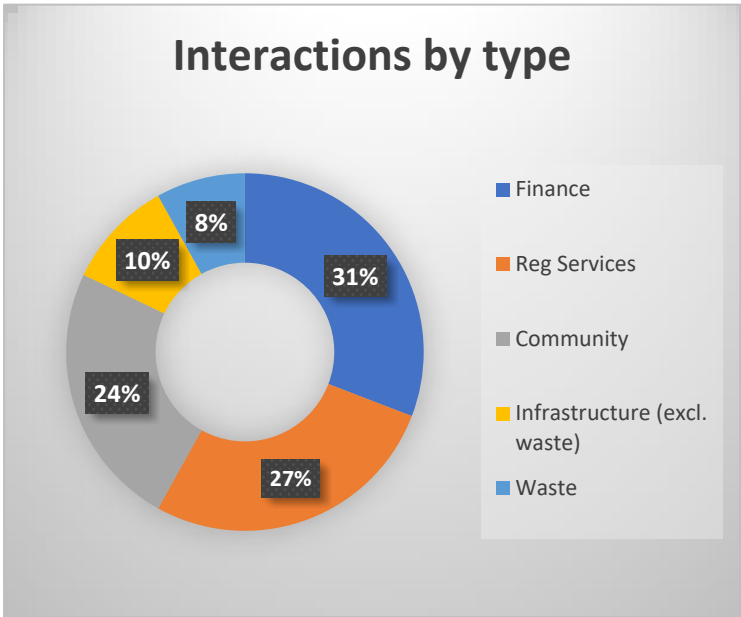
There was a higher number of total interactions during August 2023 than September 2023, which could be attributed to the date that Rates Notices and Animal Registration renewals would have been received by residents that month. There was a higher number of customers both for walk in and phone interactions in July 2023 than in July 2022, though a lower number of these interactions in September 2023 compared to September 2022. Of the 5,084 interactions for the quarter, 1,598 (32%) were in July, 1,826 (35%) were in August and 1,660 (33%) were in September, showing that interactions in this quarter were more spread over the three-month period than in the previous year, when most transactions for the quarter were seen in September.

There has been a further decrease in walk in and phone customer interactions with City of Palmerston through the Customer Experience team from this time last year; with a decrease of 23% compared to the same quarter in 2022.



Phone calls remain the most popular method of interaction for our community, with phone calls attributing to 23% of the main interactions. There were 3,490 phone calls received this quarter as compared to 3,614 for the same period last year. Further decrease in calls seems to be a consistent trend and be possibly attributed to the following:

- more customers making online payments;
- increased awareness of the library as another point of contact available for payments; and
- the introduction of the City of Palmerston app since last year, giving residents access to information they may have previously need to call to obtain.



Finance and Regulatory Services interactions made up 58% of this quarter’s interactions, with the remaining 42% are requests for information or services. The majority of these were related to payments on Rates and Dog Registrations and enquiries on Rates balances. With a continued focus on our Customer Charter pillars of *Make It Easy* and *Perform With Pride*, the Customer Experience team strived to deliver first contact resolutions whenever possible. An average of 80% of all interactions received by the Customer Experience team were resolved at the first point of contact, a 2% decrease from the same period last year.

Consistent with recent quarters, the highest resolution at first contact was for Waste Management enquiries at 98% and 90% of Finance-related enquiries are also resolved at first contact.

**Our People**

Recruitment and retention of staff continues to be a key issue for City of Palmerston in this quarter as we recorded an average vacancy rate of 22%. City of Palmerston recognises the tough environment in which we are competing for talent and is implementing an Employee Value Proposition (EVP) as part of our Talent, Attraction and Retention strategy. The EVP will support City of Palmerston to be seen as a more attractive employer, leveraging our reputation as a high performing and future-focused council.

Once implemented, the pillars of the EVP will be embedded in all aspects of the employee lifecycle from attraction to offboarding. Preparatory work has also commenced on Enterprise Agreement negotiations planning, with the current Agreement expiring in April 2024. These negotiations present an additional opportunity for City of Palmerston to enhance attraction and retention and reach its goal of becoming an employer of choice.

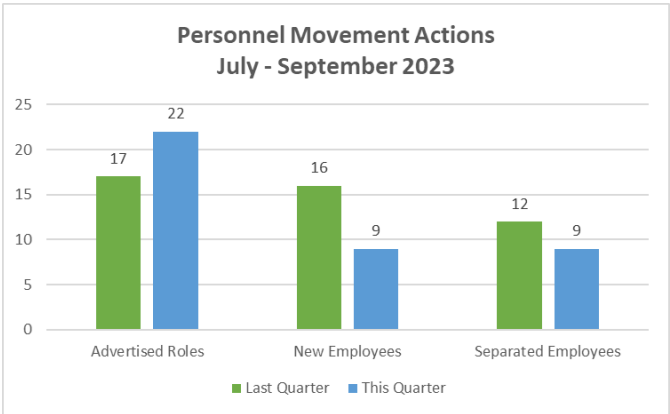
**Employee Movements**

The July to September quarter saw nine (9) new employees welcomed to the City of Palmerston and we bid farewell to nine (9) employees.

City of Palmerston at this time had an approved Full Time Equivalent (FTE) of 97.55, with 75.30 FTE employed as of 30 September 2023. Vacant FTE as of 30 September 2023 was 22.25. City of Palmerston’s headcount as of 30 September 2023 was 101 employees, comprising full-time, part-time, casuals, and an additional six (6) labour hire staff.

**Recruitment of our People**

The People and Customer Team supported 22 recruitment activities across 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 for the newly formed City Activation department.



**Table: Breakdown of Personnel Movement Actions across July to September 2023**

Promotion of roles continue to occur through the *LinkedIn* social media platform, NT News, professional organisations and other job sites to reach a wide network of applicants.

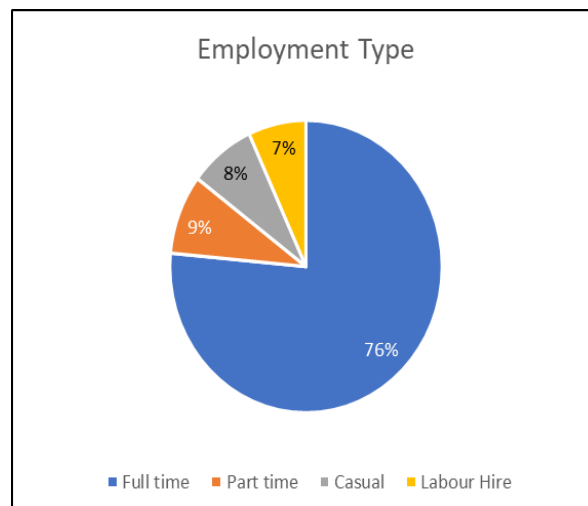
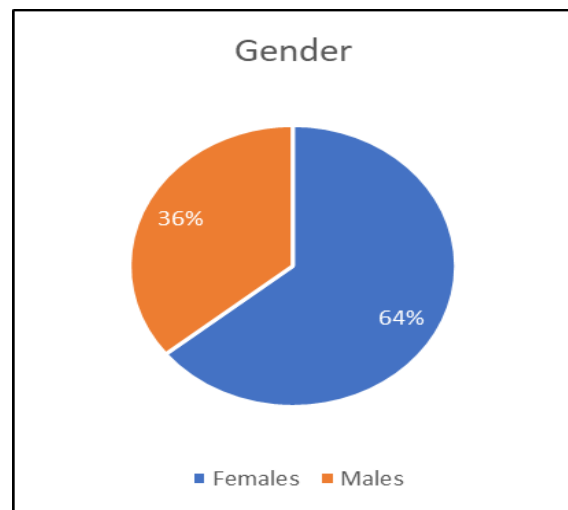
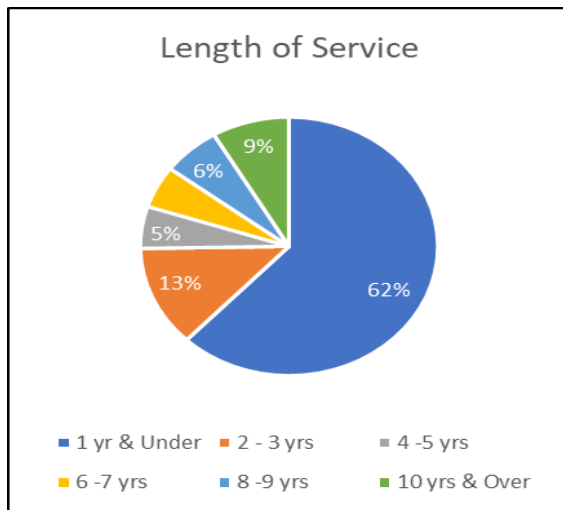
The following policies have been updated, finalised, approved and disseminated to all staff members:

- Working From Home Policy (updated)
- Uniform Dress and Presentation Policy (new)
- Work Health and Safety Policy (updated)
- Probation Policy (updated)
- Higher Duties Policy (updated).

Training on recruitment also continues to ensure staff are aware of obligations and responsibilities in ensuring meritorious recruitment and constructive onboarding.

**Quarterly Workforce Statistics**

City of Palmerston has a committed and dedicated workforce performing many functions on behalf of our community. As of 30 September 2023, our staff comprised people from over 17 different nationalities demonstrating a culturally diverse workforce reflective of our community. Employees, excluding labour hire comprise 61 females and 34 males and the average age of a staff member is 39.8 years, a slight increase from the last quarter. The average length of service with City of Palmerston has decreased and is 2.69 years in comparison to 2.8 years last quarter, with 14 staff completing eight (8) plus years of service.



## Professional Development of our People

Council knows that investing in our people is an investment in our community, and over the past quarter there has been continued support for the professional development of employees, providing a range of training activities and development opportunities. This development included, but was not limited to:

- Australian Institute of Project Management National Conference
- Appropriate Workplace Behaviour Training
- First Aid Training
- Institute of Public Works Engineering Australasia Queensland and NT, NT Branch Conference
- Leave Management for Managers / Non-Managers
- Purchase Order and MyESS (CouncilFirst)
- Recruitment and Selection Training
- Social Media Training
- Working with Cultural Differences



Health and Wellbeing

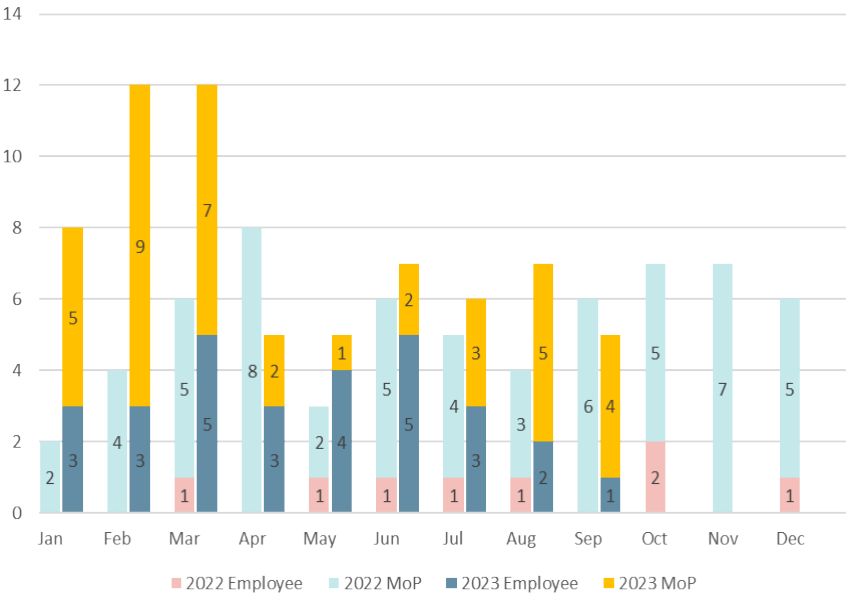


RUOK? Day Barbeque Breakfast

To spread awareness for RUOK? day, a barbeque breakfast was held on 21 September 2023 at the veranda of Palmerston Recreation Centre. In addition to breakfast, staff were able to participate in basketball and other activities.

Cancer Council NT Awareness Sessions

To raise the awareness of the benefits of early signs of cancer, City of Palmerston, in partnership with Cancer Council NT conducted awareness sessions on bowel cancer and cervical cancer on 17 August 2023 and 7 September 2023 respectively. The program was found beneficial and valuable by employees, and we look forward to providing further cancer awareness session in the future.



Incident Comparison by Month and Year



This quarter saw a decrease in reported incidents in comparison to the previous quarter, with the majority of these relating to members of the public. These incidents were primarily reported at the Library, with some of these requiring staff to contact ambulance, police or security for support and assistance. Consistent with previous quarters, many of these incidents related to antisocial behaviour being observed by staff, with no direct impact on our staff. We have continued to support staff dealing with any such incidents through de-escalation, mental health first aid, and resilience training. Most employee incidents were near misses and preventative actions have been implemented.

## City Activation

The City Activation team is responsible for activating our public places, facilitating community events, arts and culture. This new team is currently being recruited to add to the existing events team with the new manager starting in November. The next quarterly report will include a further section relating to this teams' activities.

## CONSULTATION PROCESS

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

- Communications Manager
- Media and Communications Team
- Acting People and Customer Manager
- Customer Experience Coordinator
- 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 a 22% 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. **Economic Development**  
Failure to articulate, provide and promote the value proposition for Palmerston as an economic centre to attract investment.
7. **Environmental Sustainability**  
Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.
8. **Strategic Leadership Capability Gap**  
Failure to attract and invest in leadership capability development and organisational culture resulting in major barriers to achieving strategic outcomes.

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

Nil

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - September Report
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	General Manager of Community, Kylie Darley

## COMMUNITY PLAN

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

## PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2023-24 applications to date, highlighting the requests received in September 2023.

## KEY MESSAGES

- The Community Benefit Scheme budget for the 2023/24 financial year for grants, donations, sponsorships, is \$250,000, which includes the Environmental Initiatives budget of \$20,000.
- \$156,450 or 68% has been expended in the Community Benefit Scheme 2023/24 budget, leaving \$73,550 available.
- The \$20,000 environmental initiative funding remains unallocated. Ongoing engagement occurs to promote and support organisations to apply for these grants.
- A Sponsorship agreement was awarded to Planning Institute of Australia.
- A multiyear sponsorship agreement was awarded to Northern Sharks Rugby League Football Club.
- An Annual School Award Donation was made to Forrest Parade Primary School.
- No Community Grants were awarded in this September reporting period.
- To date, City of Palmerston has awarded 41 Individual Representation Support applications, with eight (8) since the last reporting period.

## RECOMMENDATION

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

## BACKGROUND

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

CBS funding for organisations includes sponsorships, donations, and grants, with representation support (a specific type of donation) also available to individuals. Representation support assists sports people and members of teams who represent Palmerston while competing or participating in activities, as well as other forms of representation. Council Policy Grants, Donations and Sponsorships provides governance for the Community Benefit Scheme. Section 4.9.5 of this policy requires a report detailing decisions made regarding Community Benefit Scheme funding requests to be tabled at the Council

meeting each month. Additionally, section 4.9.2 of this policy requires all requests over \$2,000 to be referred by the Chief Executive Officer (CEO) to Council with a recommendation. At the time of writing this Report, \$73,550 of CBS funding remains available in this financial year for future projects and events that benefit the Palmerston community.

The Community Benefit Scheme - September Report provides Council with a summary of the Community Benefit Scheme 2023/24 applications to date highlighting requests received since the August 2023 update.

## DISCUSSION

In September, 11 projects or activities were funded by CBS to benefit the Palmerston Community. This included, eight (8) Individual Representation Support grants, one (1) Sponsorship, one (1) multiyear sponsorship and one (1) Annual School Awards. To date CBS has committed \$156,450 to support activities and events which benefit the Palmerston Community. 68% of the total budget allocated to CBS in 2023/24 has now been allocated.

### Multi Year Sponsorship

\$136,500 of the total CBS funding has been committed to Multiyear Sponsorship Agreements. The table entitled Committed Multiyear Sponsorship Agreements outlines the duration of agreements for each organisation and the annual amount.

This reporting period saw one (1) new multiyear sponsorship agreement awarded at the first Ordinary Council Meeting of September to the Northern Sharks Rugby League Football Club. The club was awarded \$10,000 annually for three (3) years to the total value of \$30,000.

Organisations whose sponsorship agreement is due for payment have been contacted with request for invoice as well as verification that all funding requirements for the previous 12 months have been met. The Community Services Team will continue to support these organisations to ensure they can meet the agreed requirements of funding.

### Committed Multiyear Sponsorship Agreements

Applicants Name	2021/22	2022/23	2023/24	2024/25	2025/26
Palmerston and Litchfield Seniors		\$30,000 Annually			
Clubhouse Territory		\$10,000 Annually			
Palmerston Netball		\$10,000 Annually			
Palmerston Rovers Football Club		\$10,000 Annually			
Palmerston Saints Hockey Club		\$1,500 Annually			
Palmerston Magpies Football Club		\$20,000 Annually			



RSPCA		\$10,000 Annually	
Palmerston Golf and Country Club		\$30,000 Annually	
Palmerston Rugby Union Club		\$5,000 Annually	
Riding for the Disabled Top End		\$20,000 Yr 1, \$15,000 Yr 2 & 3	
Northern Sharks Rugby League Club		\$10,000 Annually	

## Grants

One community grant application was received from the Arafura Music Collective this reporting period, with a report presented and endorsed at the first Ordinary Council Meeting in October. Further details of this grant will be included in the October update report to Council.

## Sponsorships

Under the delegation of the CEO, one sponsorship agreement was awarded to the Planning Institute of Australia for their Northern Territory Symposium for \$1,000. This event relates closely to the work of council, with three (3) free registrations for the event included in the sponsorship package which can be utilised by CoP Planning and Development Staff. It also provides positive branding opportunities for Council.

## Annual School Awards

One additional Annual School Award donation was made to Forrest Parade Primary School. More requests are anticipated after school resumes in the second week of October.

## Individual Representation Support

Eight (8) Individual Representation Support Grants were awarded this reporting period to a variety of athletes representing Palmerston, and the Northern Territory. This financial year 41 Individual Representation Support Grants have been granted to date.

Below are photos from previous recipients of Individual Representation Support Chloe Wong, who attended the Australian Calisthenic Federation Nationals 2023 and Emily Berry who was funded to attend the School Sport Football Competition in Hamilton New South Wales.

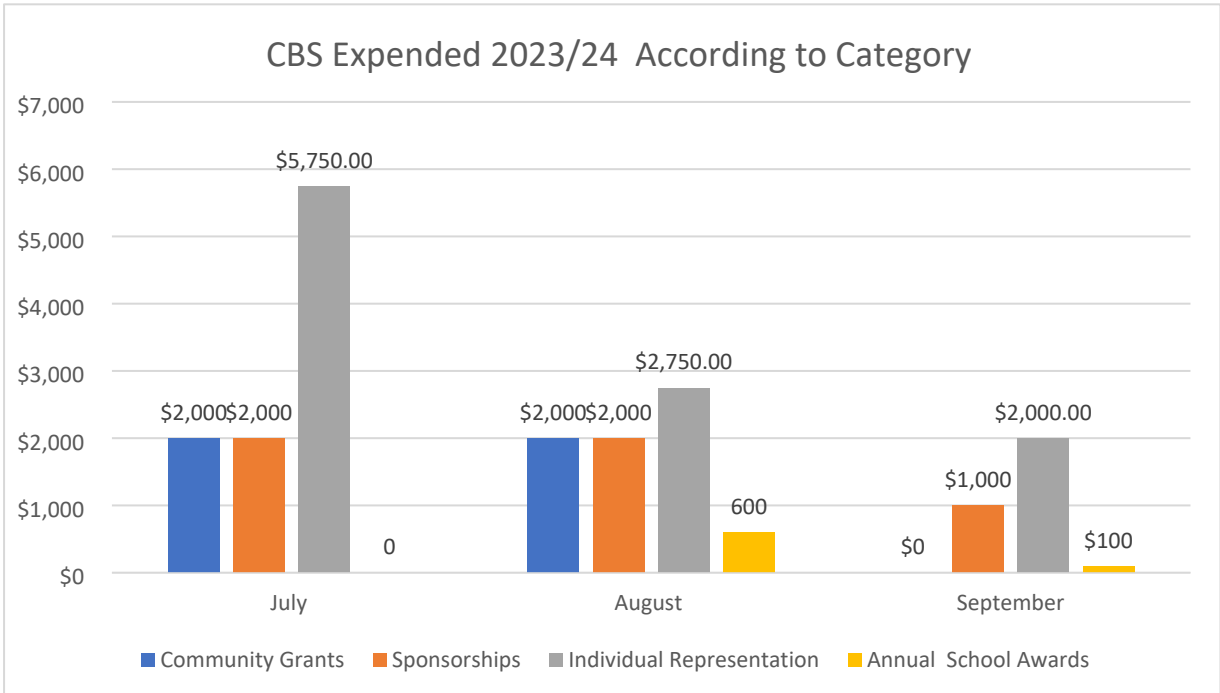


**Chloe Wong**



**Emily Berry**

The graph below entitled 2023/24 Expended Community Benefit Scheme, shows expenditure in July August, and September from the CBS. A detailed list of all funds expended is included as **Attachment 13.2.2.1**.



**Individual Representation Support Applications – Council Endorsement**

Council has recently received four (4) applications for the Community Benefit Scheme (CBS), all of which have been found to not meet the established criteria of the existing Grants, Donations, and Sponsorship Policy.

Section 4.4 of the Grants, Donations, and Sponsorship Policy, states that Council may decide to support individuals and teams hailing from the City of Palmerston and representing Palmerston, the Northern

Territory, or Australia in a variety of challenges, activities, and events, both within the Northern Territory, interstate, and internationally.

The Grants, Donations, and Sponsorship Policy, as stated in Section 4.9.4, stipulates that requests for Grants, Donations, or Sponsorships that fall outside the established criteria, yet are deemed to possess merit by the Chief Executive Officer, may still be considered.

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The Grants, Donations, and Sponsorship Policy, as stated in Section 4.9.4, stipulates that requests for Grants, Donations, or Sponsorships that fall outside the established criteria, yet are deemed to possess merit by the Chief Executive Officer, may still be considered.

### Environmental Initiative Grants

Ongoing efforts and attention have been given to supporting community organisations to apply for Environmental Initiative Grants with face-to-face meetings held to discuss project alignment to the Sustainability Strategy and requirements for funding.

### CONSULTATION PROCESS

Three (3) meetings were held with Community Organisations to clarify the requirements of the CBS as well as provide support to submit applications.

### POLICY IMPLICATIONS

Council Policy *Grants, Donations, and Sponsorships* provides governance and outlines the support that is available through the Community Benefit Scheme. Section 4.9.5 of this policy stipulates that a report detailing decisions made regarding Community Benefit Scheme funding requests will be tabled in full Council meeting each month.

### BUDGET AND RESOURCE IMPLICATIONS

The CBS budget for the 2023/24 fiscal year for grants, donations, sponsorships is \$230,000. The 2023/24 Environmental Initiatives budget is a further \$20,000 with no funding currently expended.

\$156,450 has been expended for projects from the CBS budget which will benefit the Palmerston community, with \$73,550 remaining in the Community Benefit Scheme 2023/24 budget in addition to the \$20,000 available for environmental initiatives, as per **Attachment 13.2.2.1**.

### RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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:

2. **Financial Sustainability**  
Failure of Council to be financially sustainable to deliver key services and infrastructure for the community.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
6. **Governance**  
Failure to effectively govern.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The 2023/24 Environmental Initiatives budget is \$20,000. To date no applications have been submitted however, there has been encouraging discussions with community organisations indicating their intentions to apply. Council will continue to support these organisations, mindful of their capacity and competing priorities.

### **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. Grants Donations and Sponsorship Recipients September 2023 (2) [**13.2.2.1** - 4 pages]

Grants, Donations and Sponsorship Recipients August 2023.

Date	Name	Activity	Type	Amount
<b>Community Grants</b>				
18/07/2023	Kentish Lifelong Learning and Care	Aboriginal and Torres Strait Islander Children's Day	Community	\$2,000
11/8/2023	Walking Off The War Within	Walking Off The War Within Annual Challenge	Community	\$2,000
<b>Total</b>				<b>\$4,000</b>
<b>Individual Representation Support</b>				
14/07/2023	Under 18	Southern State Rugby Union		\$250
14/07/2023	Under 18	Southern States Rugby Union		\$250
14/07/2023	Under 18	NT Links Netball		\$250
14/07/2023	Under 18	NT School Sports Cricket		\$250
14/07/2023	Under 18	NT School Sports Cricket		\$250
14/07/2023	Under 18	Southern States Rugby Union		\$250
14/07/2023	Under 18	u16s Basketball Nationals		\$250
14/07/2023	Under 18	Australian Tennis		\$250
19/07/2003	Under 18	SSA Netball		\$250
19/07/2023	Under 18	Southern States Rugby		\$250
19/07/2023	Under 18	SSA AFL		\$250
17/07/2023	Under 18	SSA Netball		\$250
17/07/2023	Under 18	SSA Soccer		\$250
4/07/2023	Under 18	12 Years Tennis Championship		\$250
17/07/2023	Under 18	School Sport NT Football		\$250
1/07/2023	Under 18	Touch Football Nationals		\$250
17/07/2023	Under 18	SSA AFL		\$250
17/07/2023	Under 18	U12G NT AFL		\$250
2/07/2023	Under 18	NT Titans Rugby Southern States		\$250
17/07/2023	Under 18	Southern States Rugby U16 Basketball		\$250
2/07/2023	Under 18	Southern States Rugby		\$250
4/07/2023	Under 18	SSA Touch Footbal U15 Links NT		\$250



## COUNCIL AGENDA Attachment 13.2.2.1

17/07/2023	Under 18	Links NT Netball	\$250
8/8/2023	Under 18	NT U14's Basketball	\$250
8/8/2023	Under 18	Premier Soccer	\$250
11/8/2023	Under 18	SSA Touch Football	\$250
14/8/2023	Under 18	2023 Hockey Australia Championship	\$250
31/7/2023	Under 18	U14 Basketball National Club	\$250
21/8/2023	Over 18	Senior NT Lawn Bowls	\$250
21/8/2023	Under 18	16's Girls Australian Secondary School Championship	\$250
25/8/2023	Under 18	Basketball u14 Club Championship	\$250
28/8/2023	Under 18	Dance Competition Nationals	\$250
29/8/2023	Under 18	UK Essex International Jamboree	\$250
4/9/2023	Under 18	School Sports Tennis Championship	\$250
6/9/2023	Under 18	2023 Premier Invitational Gold Coast -Football	\$250
9/9/2023	Under 18	2023 Australian Sides Championship - Bowls	\$250
12/9/2023	Under 18	National Soccer Youth Championship	\$250
15/9/2023	Under 18	Tennis School Sport Australia	\$250
11/9/2023	Under 18	School Sports NT Track and Field	\$250
11/9/2023	Under 18	School Sports NT Track and Field	\$250
25/9/2023	Under 18	School Sports NT Track and Field	\$250
<b>Total</b>			<b>\$10,250</b>
<b>Multiyear Sponsorship Agreements</b>			
19/04/2022	Clubhouse Territory	Multiyear agreement	\$10,000
6/07/2022	Palmerston Netball	Multiyear agreement	\$10,000
4/05/2021	Palmerston and Litchfield Seniors	Multiyear agreement	\$20,000

# COUNCIL AGENDA

## Attachment 13.2.2.1

10/08/2022	Palmerston Rovers Football Club	Multiyear agreement	\$10,000
21/02/2023	Palmerston Magpies	Multiyear agreement	\$10,000
15/11/2023	Palmerston Saints	Multiyear agreement	\$1,500
23/05/2023	RSPCA Darwin	Multiyear agreement	\$10,000
4/04/2023	Palmerston Golf and Country Club	Multiyear agreement	\$30,000
1/8/2023	Riding for the Disabled Top End	Multiyear agreement	\$20,000
1/8/2023	Palmerston Rugby Union Football Club	Multiyear agreement	\$5,000
5/9/2023	Northern Sharks Rugby League Football Club	Multiyear agreement	\$10,000
<b>Total</b>			<b>\$136,500</b>
<b>Sponsorship</b>			
25/07/2023	Forrest Parade Primary School	Forrest Farmers Fair	\$2,000
31/8/2023	Two-Two-One Mental Health Charity	Mental Health Professionals Conference	\$2000
21/9/2023	Australian Institute of Planning	Northern Territory Symposium	\$1000
<b>Total</b>			<b>\$5,000</b>
<b>Annual School Awards</b>			
	Driver Primary School	Annual School Awards	\$100
	Mother Teresa Catholic Primary	Annual School Awards	\$100
	Moulden Primary School	Annual School Awards	\$100
	Palmerston Christian School	Annual School Awards	\$100
	Palmerston College	Annual School Awards	\$100
	Roseberry Primary School	Annual School Awards	\$100
	Forrest Parade School	Annual School Awards	\$100
<b>Total</b>			<b>\$700</b>
<b>Community Benefit Scheme</b>			<b>\$156,450.00</b>
<b>Total Environment Initiatives</b>			<b>\$0</b>
<b>Total</b>			<b>\$156,450</b>

## COUNCIL AGENDA

### Attachment 13.2.2.1

<b>Amount Remaining CBS</b>	\$73,550
<b>Amount Remaining Environmental Initiatives</b>	\$20,000

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Finance Report for the Month of September 2023
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Finance Manager, Jeffrey Guilas
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the Report is to present to Council the Financial Report as at 30 September 2023.

### KEY MESSAGES

- The financial health check ratios indicate that overall, the Council is in a positive financial position. The September 2023 ratios are benchmarked against the forecasted ratios as per the Municipal Plan. If the ratio indicates that the Council is not on target, a detailed explanation is provided.
- The 2022-23 Financial year activities have been finalised and subject to external audit.
- Total operating income is at 86 percent of the total annual budget. This is due to levying the 2023-24 rates and waste charges in July which totalled \$33.3 million, the first instalment was due on 30 September.
- As at 30 September 2023, the revised 2023-24 Capital Expenditure budget is \$26.4million. The actual capital expenditure to date is \$5.9 million (22%).
- As at 30 September 2023, the total cash investment was \$25.2 million, which includes \$14.5 million in term deposits in various banking institutions with less than 12 months of maturity and \$10.7 million in National Australian Bank that are on call.
- In the month of September, \$8.47 million (94.37%) of the \$9.14 million total creditor's payments were paid to local suppliers.
- The Council is compliant with its statutory obligations, such as Pay as You Go Withholdings and Goods and Services Tax reporting.
- There are no contract variations in September that met the criteria under Regulation 42.

### RECOMMENDATION

THAT Report entitled Finance Report for the Month of September 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 Regulation* 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.

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 2023/24 financial year plus all Budget review movements during the year.
- Year to Date Actuals (YTD Actuals) – is the actual income and expenditure from 1 July 2023 to the current reporting date, 30 September 2023.
- The forecast amount is the Year-to-Date Budget (The YTD budget). The YTD budget was cash-flowed evenly over 12 months except for Rates which was fully cash-flowed in July and certain transactions that were expected to be recognised in specific periods.

This report should be read in conjunction with the following:

- Dashboard report found at **Attachment 13.2.3.1** which is traffic-light reporting system which highlights the current health status and highlights the areas of interest to Council. Any issues would then be reported in detail in the body of the report.
- Financial Reports at **Attachment 13.2.3.2** as it presents the financial position of the Council at the end of September 2023, noting that the 2022-23 Financial year adjustments are still underway, therefore, the Balance Sheet accounts are yet to be finalised, and subject to an external audit.

## DISCUSSION

### Financial Health Check

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position.
- The September 2023 ratios are benchmarked against the forecasted ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratio shows Council's ability to monitor the cashflows (in and out) and ensuring that Council has sufficient cash to cover its obligations.
- The operating surplus ratio of 81% is high due to the \$33.2 million rates for the whole year that was levied in July. This ratio will decline in the proceeding months.
- The debt service ratio of 80.5 indicates we have the capacity to meet our loan obligations. This ratio is high due to a high operating surplus.
- As at September 30, a total of \$11 million (33%) of the \$33.2 million in rates and charges had been collected. The first quarter rate instalment was due on 30 September 2023.
- The current ratio 3.68 as at 30 September shows that the Council has enough resources to meet its short-term obligations. This is significantly higher than the Key Performance Indicators of 2.74 as per the 2023-24 Municipal Plan.
- The 2022-23 Financial year adjustments were still underway subsequent to the September end of month; therefore, the Balance Sheet accounts are yet to be finalised, and subject to an external audit.

### Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2023-24.

#### **Attachment 13.2.3.1**

- Total Operating Income as at 30 September is \$34.1 million, which is 86% of the Annual Budget. This is mainly due to rates and waste charges for 2023-24 levied as of July 2023.
- Total Operating Expenditure as at 30 September is \$9.4 million which is mainly due to:
  - \$2.7 million Employee Costs
  - \$2.8 million Depreciation, amortization, and impairment
  - \$1.1 million Materials and Contractors
  - \$676,504 Insurance
  - \$507,192 Utilities
  - \$545,763 Other Expenses such as Program Running Cost and training costs.



- \$407,194 Professional services such as Pool Management, Community Satisfaction Survey, Management fee for Odegaard
- Total actual Operating Expenditure is below the forecast for September by \$2.7 million. The underspend is due a combination of invoices being received but remain not processed by the end of September for Materials & Contractors and Utility invoices not yet received (\$2M), current vacant Full Time Equivalent positions (\$0.3M), other expenses (\$0.1M), professional services (\$0.1M), and borrowing cost (\$0.15M).

## Capital Overview

The dashboard provides an overview of Council's capital expenditure for 2023-24. **Attachment 13.2.3.1**

## Capital Expenditures

The 2023-24 Capital Expenditure budget is \$26.4 million which consists of \$7.94 million from original budget plus \$7 million from the 2022-23 Third Budget Review, an additional \$100,000 for disability toilet at shed 3 & 4, 60 Georgina Crescent and \$11.5 million capital rollover from 2022-23 as per council decision on 5 September 2023.

The pie chart in Dashboard at **Attachment 13.2.3.1** shows that out of the \$26.4 million capital expenditure budget; the capital expenditure is 22% of actual budget which is \$5.9 million and mostly related to SWELL, \$8.4 million (or 32%) is committed capital expenditure where works have commenced or contractors have been procured, and 46% or \$12 million are the projects yet to commence as at 30 September 2023.

## Capital Funding

Capital is funded by capital grants, council contributions (operating surplus and financial reserves), and borrowings.

The table below provides a breakdown of the grant income expected to be received or recognised as income this financial year.

Capital Project	Total Grant Income	Grant Funds received to date	Grant Funds yet to be received
New Pathways	\$0.25M	\$0.25M	-
Tree Planting and replacement	\$0.25M	\$0.25M	-
Roads to Recovery Funds - 2023/24	\$0.41M	-	\$0.41M
LRCI Phase 4	\$0.41M	-	\$0.41M
Public Lighting (Dark Spots)	\$0.25M	\$0.25M	-
Pump/Skate Park Zuccoli	\$0.25M	\$0.25M	-
Aquatic Centre Re-Roof	\$0.20M	\$0.20M	-
SWELL (BBRF)	\$5.00M	\$1.50M	\$3.5M
Holding Pen	\$0.10M	\$0.10M	-
LRCI Phase 3	\$0.41M	-	\$0.41M
SWELL Secondary Hall Space Upgrade	\$0.46M	-	\$0.46M
Archer Waste Management Upgrade	\$0.28M	\$0.28M	-
Archer Recycling Modernisation	\$0.10M	-	\$0.10M
Total	\$8.37M	\$3.49M	\$4.88M

- Some of the income has not been recognised due to requirement of project completion and final acquittal reports. It is estimated that based on the completed projects that the grant revenue to be recognised should be YTD \$5.2 million.
- Grants that have been received remain in the grant liability account until the assessment of income criteria has been met such as meeting the grant agreement obligations.
- On the 5 September Ordinary meeting Council approved the \$11.5 million 2022-23 capital rollover, which includes \$6.5 million of grants, with \$5 million relating to SWELL.

## Investments

Trading Account: \$7.4 million, Professional Fund: \$3.2million

Investments: \$14.5million

Year to Date interest revenue: \$386,151

Cash at Bank and Investments				
Duration	No.	(Million) \$ Value	% of total Portfolio	Limit
On-call	2	\$10.6M	37%	NA
<12months	11	\$14.5M	63%	100%
	13	\$25.1M	100%	

The investment portfolio is compliant with the Council *Investments Policy*.

- As of 30 September 2023, the Council held \$14.5 million in term deposits across five financial institutions. The current balance is lower than last month due to a matured term deposit. The finance team review cashflow and invest in the coming months.
- Cash held by Council in the trading bank as of 30 September 2023 was \$7.4 million.
- \$3.2 million was held in National Australian Bank Professional account which earns cash interest of 4.25%. Placing funds in this account provides the Council the ability to earn comparatively high interest rates while being able to readily withdraw the funds for expected large payments due to end-of-year invoice payments.
- Performance of our investments against our policy and details on our investments are provided in section 2.3 Investments Management Report: **Attachment 13.2.3.2**

## Debtors

Council has \$23.9 million in Receivables majority of which relates to the 2023-24 rates and waste charges levied.

## Rates

The dashboard at **Attachment 13.2.3.1** shows the 2023-24 Rates and Waste Charges issued and collected. In July 2023, \$33.2 million Rates were levied for 2023-24 with the first instalments due on 30 September and the remaining amount due as per the quarterly instalments. If the first instalments is not paid by 30 September, the whole amount becomes due and payable.

- As at 30 September 2023, Council has received \$11 million of rates payments. This is equivalent to 33% of the total rates and charges levied.
- The rates received in advance balance of \$443,376 is sitting in the balance sheet as a liability as it is refundable.
- Ratepayers who pay their rates in full by 30 September are eligible for Early Bird Draw. Two lucky ratepayers will have a chance to win \$1,500 each.
- The outstanding rate debts is \$4.3 million which includes overdue rates debts from prior years of \$1.6 million. The first instalment for the 2023-24 Rates Levy was due on 30 September; any unpaid rates

are now overdue. 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. The Council currently holds overriding statutory charges over 45 properties where the debts are 2018/19 and prior.

- There are 20 ratepayers that have approved financial hardship applications for the 2023-24 financial year.

## Infringements

- Total infringements outstanding is \$63,094 as at 30 September 2023; this consists of Animal (\$54,148), Public Place (\$2,711), and Parking (\$6,235).
- The graph in the dashboard at Attachment 13.2.3.1 shows the total issued and collected per type of infringement for the month of July to September.

## Sundry Debtors

Sundry debtor as at 30 September is \$201337.69 as presented in **Attachment 13.2.3.2**. The majority of it relates to invoices to the Department of Infrastructure, Planning and Logistic (\$169,000) for the blackspot. More details are in section 2.4 Debtor Control Account.

## Trade Creditors Paid

The trade creditor paid as at 30 September 2023 amounted to \$9.14 million, of which \$8.47 million (94.37%) of these payments were paid to local suppliers.

The majority of the payments in September relates to Jaytex Construction for the SWELL project (\$4.6 million), JLT Risk Solutions for annual insurance expenses (\$899,471), and Fulton Hogan Industries in connection with the Reseal Program Project (\$512,881).

## Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
- Council has paid \$689,947 in Pay as you go tax. Council pays the Pay-As-You-Go-Withholding tax to the Australian Taxation Office on a fortnightly basis.
- The Business Activity Statement balance for the month ended 31 August 2023 reported on 11 September 2023 as a Goods Services Tax Refund of \$214,959.
- Council has the required insurances to manage the current risk exposure.

## Contract Variations s

Varied contract, after a quotation under regulation 34 has been accepted and the total cost of supplies exceeds \$100,000 but is less than \$150,000.	Varied contract, after a quotation under regulation 34 has been accepted or a public quotation under regulation 35 has been accepted and the total cost of supplies exceeds \$150,000.	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.
Nil	Nil	Nil

## 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:

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

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

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

1. Dashboard [13.2.3.1 - 1 page]
2. Financial report Sep 2023 [13.2.3.2 - 24 pages]

# COUNCIL AGENDA Attachment 13.2.3.1

As of 30 September 2023

## DASHBOARD

**\$27.53 M**

Operating Surplus (excluding Depn)

Annual Budget is at 5.06 M

**\$0.45 M**

Capital Grant

Annual Budget is at 12.25 M

**\$5.91 M**

Capital Expenditure

Annual Budget is at 26.48 M

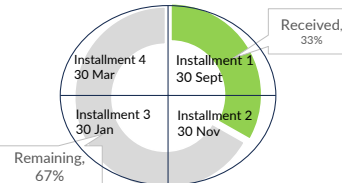
**\$25.18 M**

Cash Held

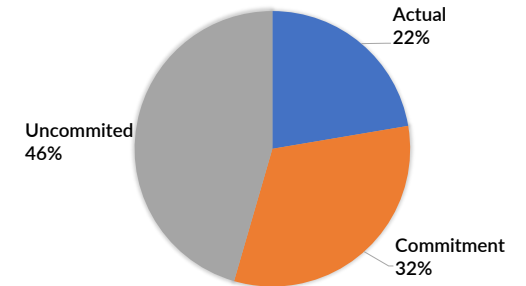
Ratios	MP KPI	as at Sep 2023	Status
Operating Surplus Ratio	>13%	81%	On Track
Debt Service Ratio	>8.51	80.50	On Track
Rates Collection	>95%	4.31%	Some Issues
Current Ratio	>2.74	3.68	On Track

On Track Some Issues Off Track

### Rates Collected



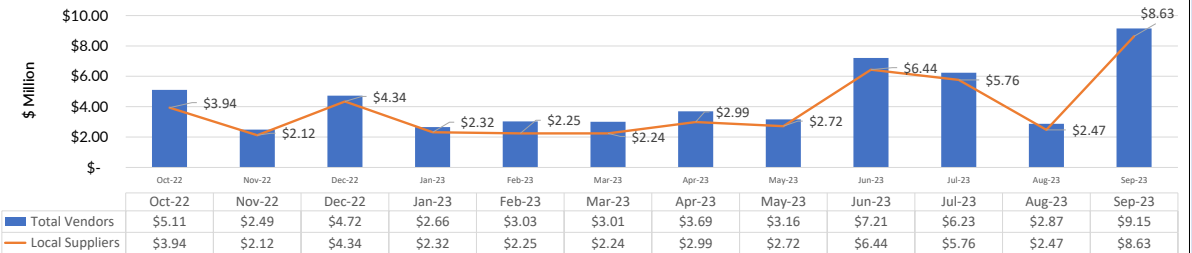
### CAPITAL EXPENDITURE (ACTUALS & COMMITMENTS)



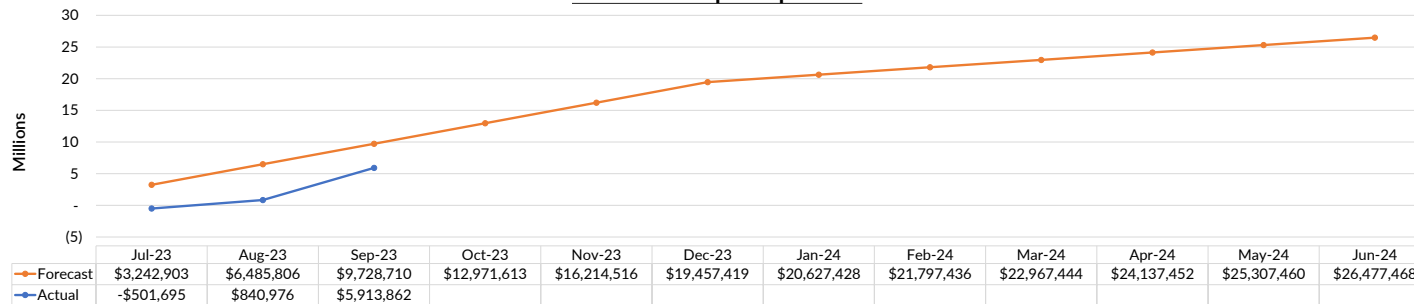
### Infringements Issued & Collected from 1 July to 30 September 2023



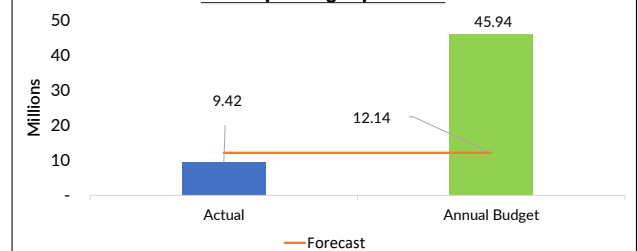
### Local Suppliers over last 12 Months



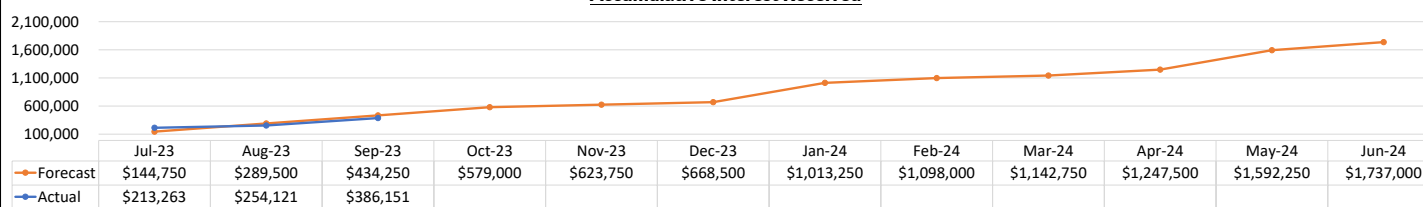
### Accumulative Capital Expenditure



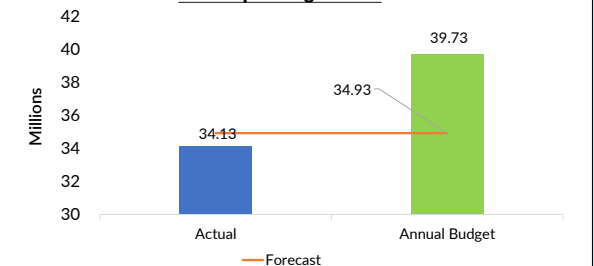
### Total Operating Expenditure



### Accumulative Interest Received



### Total Operating Income







# Financial Management Reports

September 2023

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

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September 2023

<b>SECTION 1 – EXECUTIVE SUMMARY</b>	1.1	Certification by Chief Executive Officer
<b>SECTION 2 – FINANCIAL RESULTS</b>	1.2	Executive Summary
	1.3	Budget Summary by Directorates
	1.4	Capital Expenditure & Funding
	1.5	Major Capital Works
	2.1	Balance Sheet
	2.2	Investments Management Report
	2.3	Debtor Control Accounts
	2.4	Creditor Accounts Paid
	2.5	Creditor Accounts Outstanding
	2.6	Commercial Leases
	2.7	Council Loans
	2.8	Elected Member Expenses
	2.9	CEO Credit Card

## Certification By Chief Executive Officer

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

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



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Nadine Nilon  
Acting Chief Executive Officer

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 1.2 - Executive Summary as at

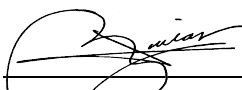
30 September 2023

% of year passed 25%

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Operating Income						
Rates	25,806,363	25,661,080	99%	25,764,363	100%	
Charge	7,534,269	7,639,590	101%	7,534,269	101%	
Fees & Charges	933,318	339,429	36%	218,433	155%	1
Grants, Subsidies & Contributions	3,701,048	2,000	0%	924,233	0%	
Interest & Investment Revenue	1,737,739	483,567	28%	484,587	100%	
<b>Other Income</b>	<b>15,785</b>	<b>3,214</b>	<b>20%</b>	<b>3,806</b>	<b>84%</b>	
<b>Operating Income</b>	<b>39,728,522</b>	<b>34,128,880</b>	<b>86%</b>	<b>34,929,691</b>	<b>98%</b>	
Operating Expenditure						
Employee Costs	-12,207,233	-2,761,719	23%	-3,050,692	91%	
Materials & Contractors	-12,615,298	-1,149,277	9%	-3,168,500	36%	2
Depreciation, Amortisation & Impairment	-11,270,000	-2,817,500	25%	-2,816,373	100%	
Elected Members Allowances	-428,200	-68,102	16%	-110,008	62%	3
Elected Members Expenses	-39,745	-12,760	32%	-10,044	127%	4
Professional Services	-2,004,589	-407,194	20%	-503,712	81%	
Auditor's Remuneration	-39,848	0	0%	-9,962	0%	5
Bad and Doubtful Debts	0	0	0%	0	0%	
Utilities	-2,332,117	-507,192	22%	-582,796	87%	
Legal Expenses	-315,700	-101,322	32%	-78,927	128%	6
Telephone & Other Communication Charges	-264,456	-119,654	45%	-66,114	181%	7
Donations, Sponsorships & Grants	-255,000	-7,258	3%	-63,736	11%	8
Software, Hardware, Stationery, Subscriptions	-1,061,090	-227,988	21%	-273,070	83%	
Insurance	-615,083	-676,504	110%	-584,701	116%	9
Borrowing Costs	-312,551	-14,119	5%	-177,943	8%	10
Other Expenses	-2,177,335	-545,763	25%	-647,735	84%	
<b>Operating Expenditure</b>	<b>-45,938,245</b>	<b>-9,416,351</b>	<b>20%</b>	<b>-12,144,312</b>	<b>78%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-6,209,723</b>	<b>24,712,529</b>		<b>22,785,379</b>		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	299,737	-40,000	-13%	74,904	-53%	
Developer Contributions	200,000	-661	0%	49,980	-1%	
Asset Income	3,000,000	0	0%	0	0%	
Grants received	8,745,634	-411,889	-5%	7,227,598	-6%	
<b>Capital Income</b>	<b>12,245,371</b>	<b>-452,550</b>	<b>-4%</b>	<b>7,352,482</b>	<b>-6%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>6,035,648</b>	<b>24,259,979</b>		<b>30,137,861</b>		
Capital Expenditure						
Land Purchase	0	0	0%	0	0%	
Asset Purchase	-3,540,929	-277,624	8%	-885,232	31%	
Asset Upgrade	-22,936,539	-5,636,238	25%	-8,843,478	64%	
<b>Capital Expenditure</b>	<b>-26,477,468</b>	<b>-5,913,862</b>	<b>22%</b>	<b>-9,728,710</b>	<b>61%</b>	
Less Non-Cash Expenditure	-11,270,000	-2,817,500	25%	-2,816,373	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-12,171,821</b>	<b>21,163,617</b>		<b>23,225,524</b>		
Borrowings	5,000,000	0	0%	5,000,000	0%	11
Less Repayment of Borrowings	-487,647	0	0%	-193,647	0%	
Reserve Movement	7,659,468	0	0%	7,217,621	0%	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>21,163,617</b>		<b>35,249,498</b>		

#### Notes

- The variance is due to higher than projected income for the period, which includes dog registrations and development fees, facility hire, and library services.
- The underspend is due to invoices that were still awaiting approval at the end of September, primarily for waste management and a number of smaller invoices.
- The underspend in Elected member payment is due to timing difference of September Payments.
- The overspend is due to travel costs. This will balance out over the course of the year.
- External Audit has commenced but not yet invoiced.
- Legal costs are higher than predicted, this will be monitored to ensure that there is adequate budget.
- The overspend is due to invoices paid for Wi-Fi service within City of Palmerston public places but budget cashflowed evenly over 12 months. This will balance out over the course of
- The underspend in Grants and Sponsorship is due to the grant approvals occurring throughout the financial year when community groups submit their applications.
- The overspend due to the insurance invoices paid in full for 23-24 and The insurance premium is slightly higher than budgeted.
- The underspend is due to cash-flowing of borrowing cost which is paid quarterly. The cash-flow for borrowing cost will be adjusted accordingly.
- The loan for the SWELL project has not yet been drawn down

  
Approved by: Finance Manager  
Jeffery Guilas

### Section 2 Financial Results

#### 1.3 - Budget Summary Report By Directorate as at

30 September 2023

% of year passed

25%

#### Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Office of the Chief Executive						
Office of the CEO	1,452,176	0	0%	363,044	0%	1
<b>Office of the Chief Executive</b>	<b>1,452,176</b>	<b>0</b>	<b>0%</b>	<b>363,044</b>	<b>0%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
GM Finance & Governance	69,474	21,326	31%	17,369	123%	2
Financial Services	1,192,579	348,081	29%	348,047	100%	
Rates	25,942,030	25,691,947	99%	25,799,363	100%	
<b>Finance &amp; Governance</b>	<b>27,204,083</b>	<b>26,061,354</b>	<b>96%</b>	<b>26,164,779</b>	<b>100%</b>	
Community & Culture						
Events Promotion	3,000	0	0%	233	0%	
Health and Wellbeing Services	2,785	0	0%	557	0%	
Library Services	667,844	19,881	3%	166,961	12%	6
Senior Citizens	2,048	2,000	98%	0	0%	
Youth Services	300,000	0	0%	75,000	0%	1
Animal Management	359,000	156,349	44%	74,954	209%	3
Parking & Other Ranger Services	104,000	5,622	5%	25,899	22%	
<b>Community &amp; Culture</b>	<b>1,438,677</b>	<b>183,853</b>	<b>13%</b>	<b>343,603</b>	<b>54%</b>	
Infrastructure						
Civic Centre	140,000	39,560	28%	35,000	113%	
Driver Resource Centre	0	136	0%	0	0%	
Gray Community Hall	10,000	6,418	64%	2,500	257%	4
Private Works	43,333	10,659	25%	10,000	107%	
Recreation Centre	12,000	6,220	52%	3,000	207%	4
Roads & Transport	1,247,824	0	0%	311,956	0%	1
Subdivisional Works	100,000	66,623	67%	25,000	266%	5
Waste Management	7,534,269	7,642,089	101%	7,534,269	101%	
Odegaard Drive Investment Property	446,160	111,968	25%	111,540	100%	
Goyder Square	100,000	0	0%	25,000	0%	1
<b>Infrastructure</b>	<b>9,633,586</b>	<b>7,883,674</b>	<b>82%</b>	<b>8,058,265</b>	<b>98%</b>	
	<b>39,728,522</b>	<b>34,128,880</b>	<b>86%</b>	<b>34,929,691</b>	<b>98%</b>	

#### Notes

1. The budgeted revenue relates to Financial Assistance Grants which was received in advance in 2022-23. The revenue budget will need to be adjusted to reflect that this has been received in advance.
2. The variance is mainly due to water recovery charges for 56 Goergina for June 23 but was recorded in September 2023.
3. The dog registrations and renewals are higher than what was projected for the period.
4. The variance is due to more booking for facility hire than projected for the period.
5. The developer subdivision income received is higher than projected compared to YTD budget.
6. The Library grant is yet to be received.



Section 2  
Financial Results

1.3 - Budget Summary Report By Directorate as at 30 September 2023  
% of year passed 25%

Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Office of the Chief Executive</b>						
Councillors	-467,945	-80,862	17%	-120,051	67%	1
Office of the CEO	-1,252,641	-225,195	18%	-315,505	71%	
<b>Office of the Chief Executive</b>	<b>-1,720,586</b>	<b>-306,057</b>	<b>18%</b>	<b>-435,556</b>	<b>70%</b>	
<b>Deputy Chief Executive</b>						
Deputy Chief Executive Officer	-479,735	-92,505	19%	-119,886	77%	
Customer Experience	-359,974	-95,975	27%	-89,957	107%	
People and Customer	-1,069,464	-307,908	29%	-267,064	115%	
Public Relations and Communications	-896,801	-212,889	24%	-227,073	94%	
<b>Deputy Chief Executive</b>	<b>-2,805,974</b>	<b>-709,276</b>	<b>25%</b>	<b>-703,980</b>	<b>101%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-518,046	-122,540	24%	-129,871	94%	
Records Management	-399,642	-66,937	17%	-99,564	67%	
Financial Services	-12,895,160	-3,247,002	25%	-3,189,888	102%	
Rates	-95,700	-8,229	9%	-24,973	33%	2
Governance	-1,258,293	-905,934	72%	-745,721	121%	3
<b>Finance &amp; Governance</b>	<b>-15,166,841</b>	<b>-4,350,643</b>	<b>29%</b>	<b>-4,190,017</b>	<b>104%</b>	
<b>Community &amp; Culture</b>						
Arts & Culture	-80,547	-10,322	13%	-26,849	38%	
Community Development	-1,151,306	-233,463	20%	-287,571	81%	
Diversity and Inclusion Activities	-36,000	-4,653	13%	-12,000	39%	
Events Promotion	-533,510	-67,348	13%	-177,193	38%	4
Families & Children	-47,679	-3,229	7%	-18,573	17%	
Health and Wellbeing Services	-42,000	-1,407	3%	-13,998	10%	
Library Services	-1,513,946	-304,520	20%	-392,652	78%	
Senior Citizens	-6,656	-2,847	43%	-2,219	128%	
Youth Services	-417,019	-223,227	54%	-139,005	161%	5
Director Community & Culture	-566,470	-68,361	12%	-141,561	48%	
Safe Communities	-20,000	-4,053	20%	-6,666	61%	
Animal Management	-166,161	-23,216	14%	-45,972	50%	
Parking & Other Ranger Services	-1,021,889	-258,731	25%	-255,480	101%	
<b>Community &amp; Culture</b>	<b>-5,603,183</b>	<b>-1,205,375</b>	<b>22%</b>	<b>-1,519,739</b>	<b>79%</b>	
<b>Infrastructure</b>						
Information Technology	-1,879,370	-450,204	24%	-475,401	95%	
Aquatic Centre	-661,924	-92,938	14%	-304,340	31%	
Civic Centre	-265,173	-30,860	12%	-66,705	46%	
Depot	-74,377	-14,668	20%	-17,042	86%	
Driver Resource Centre	-24,173	-1,636	7%	-6,901	24%	
Emergency Operations	-10,557	0	0%	-2,638	0%	
Gray Community Hall	-66,929	-22,082	33%	-17,115	129%	6
Director Infrastructure	-802,929	-198,432	25%	-200,817	99%	
Open Space	-5,406,321	-532,696	10%	-1,356,292	39%	7
Private Works	-105,776	-23,537	22%	-26,433	89%	
Recreation Centre	-292,965	-54,256	19%	-75,254	72%	
Roads & Transport	-1,732,365	-452,744	26%	-434,442	104%	

### Section 2

### Financial Results

#### 1.3 - Budget Summary Report By Directorate as at 30 September 2023

% of year passed 25%

#### Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Stormwater Infrastructure	-169,268	-3,360	2%	-42,000	8%	
Street Lighting	-1,161,005	-79,411	7%	-289,982	27%	
Subdivisional Works	-20,000	-4,728	24%	-4,998	95%	
Waste Management	-7,296,038	-761,643	10%	-1,806,293	42%	8
Odegaard Drive Investment Property	-127,007	-30,751	24%	-31,811	97%	
Durack Heights Community Centre	-33,053	-8,609	26%	-8,124	106%	
CBD Car Parking	-63,351	-15,182	24%	-16,326	93%	
Goyder Square	-228,028	-38,469	17%	-56,854	68%	
Fleet	-221,052	-28,795	13%	-55,251	52%	9
<b>Infrastructure</b>	<b>-20,641,661</b>	<b>-2,845,001</b>	<b>14%</b>	<b>-5,295,020</b>	<b>54%</b>	
	<b>-45,938,245</b>	<b>-9,416,351</b>	<b>20%</b>	<b>-12,144,312</b>	<b>78%</b>	

#### Notes

1. The underspend was due to the timing of elected members payment.
2. The underspend was related to debt recovery expenses. The Council is in the process of procuring debt collection service.
3. The overspend due to the insurance invoices paid in full for 23-24 and the insurance premium is higher than budgeted.
4. The events promotion budget is underspent and will be utilised for future events advertisements. This will balance out over the course of the year.
5. The overspend is mainly due to cost associated with Youth Festival. Events are seasonal and the expenditure is expected to balance out over the course of the year.
6. The variance is due to the cash flowing of the Annual Fire Alarm Fee which was expended in full in August but the budget was cash-flowed evenly over 12 months. This will balance out over the course of the year.
7. The underspend is due to the Power and Water quarterly invoice but it was cashflowed over 12 months. This will balance out over the course of the year.
8. The underspend is due to invoices that were still awaiting approval at the end of September, primarily for Waste Management and a number of smaller invoices.
9. The underspend is due to vehicle registration costs yet to recognise and lower repair cost.

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 1.4 - Budget Summary Report By Directorate as at Capital Income

30 September 2023

% of year passed

25%

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
Financial Services	3,000,000	0	0%	0	0%	1
<b>Finance &amp; Governance</b>	<b>3,000,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Community & Culture						
Library Services	44,219	0	0%	44,219	0%	
Animal Management	110,300	0	0%	110,300	0%	
<b>Community &amp; Culture</b>	<b>154,519</b>	<b>0</b>	<b>0%</b>	<b>154,519</b>	<b>0%</b>	
Infrastructure						
Aquatic Centre	5,558,938	0	0%	5,408,918	0%	
Director Infrastructure	767,632	0	0%	458,674	0%	
Open Space	715,949	0	0%	340,899	0%	
Roads & Transport	780,832	411,889	53%	284,349	145%	
Street Lighting	250,000	0	0%	62,475	0%	
Subdivisional Works	200,000	661	0%	49,980	1%	2
Waste Management	374,743	0	0%	374,743	0%	
Durack Heights Community Centre	143,021	0	0%	143,021	0%	
Fleet	299,737	40,000	13%	74,904	53%	3
<b>Infrastructure</b>	<b>9,090,852</b>	<b>452,550</b>	<b>5%</b>	<b>7,197,963</b>	<b>6%</b>	
	<b>12,245,371</b>	<b>452,550</b>	<b>4%</b>	<b>7,352,482</b>	<b>6%</b>	<b>4 and 5</b>

#### Notes

1. The capital income for gifted assets is recognised at the end of the year.
2. The driveway and subdivision income will be recognised once the clearance is received.
3. Income derived from the sale of the aged fleet.
4. These relate to roll-over of capital projects which were approved (Decision No.10/987) These roll-overs will be cash-flowed accordingly.
5. Income has not been recognised due to requirement of project completion and final acquittal reports. It is estimated that based on the completed projects that the grant revenue to be recognised will be YTD \$5.2 M

Section 2  
Financial Results

1.4 - Budget Summary Report By Directorate as at 30 September 2023

% of year passed 25%

Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Deputy Chief Executive						
<b>Deputy Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
<b>Finance &amp; Governance</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0%</b>	<b>0.00%</b>	
Community & Culture						
Arts & Culture	-231,601	0	0%	-57,900	0%	1
Library Services	-188,894	-382	0%	-47,224	1%	1
Animal Management	-110,300	0	0%	-27,575	0	1
<b>Community &amp; Culture</b>	<b>-530,795</b>	<b>-382</b>	<b>0</b>	<b>-132,699</b>	<b>0</b>	
Infrastructure						
Information Technology	-1,831,298	0	0%	-457,824	0%	1
Aquatic Centre	-12,437,371	-5,371,352	43%	-6,218,685	86%	
Civic Centre	-56,320	0	0%	-14,080	0%	1
Depot	-114,746	-5,702	5%	-28,686	20%	
Driver Resource Centre	-194,940	-37,109	19%	-48,735	76%	
Director Infrastructure	-1,788,365	-62,827	4%	-447,091	14%	1
Open Space	-3,347,849	-147,907	4%	-836,962	18%	1
Recreation Centre	-156,972	-18,772	12%	-39,243	48%	
Roads & Transport	-2,837,813	-94,243	3%	-709,453	13%	
Stormwater Infrastructure	-184,320	0	0%	-46,080	0%	1
Street Lighting	-780,469	-37,515	5%	-195,117	19%	1
Subdivisional Works	-100,000	0	0%	-25,000	0%	1
Waste Management	-1,502,927	0	0%	-375,732	0%	1
Durack Heights Community Centre	-218,126	-105,086	48%	-54,531	193%	2
Fleet	-395,158	-32,967	8%	-98,790	33%	3
<b>Infrastructure</b>	<b>-25,946,674</b>	<b>-5,913,480</b>	<b>23%</b>	<b>-9,596,011</b>	<b>62%</b>	
	<b>-26,477,468</b>	<b>-5,913,862</b>	<b>22%</b>	<b>-9,728,710</b>	<b>61%</b>	


Note

1. High variance due to 46% of capital projects are at the uncommitted stage and yet to start however, the budget is cashflowed evenly over 12 months. This will balance out over the course of year.
2. The variance is due to aircon maintenance work at Durack Community Centre, but the budget was cash-flowed evenly over 12 months.
3. The variance due to four vehicles has been ordered, but they are yet to be delivered and invoiced.

## Section 2 Financial Results

### 1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	\$20,287,759	\$5,728,526
Other Assets (including furniture & office equip)	\$1,200,000	\$0
Fleet	\$395,158	\$32,967
Infrastructure (including roads, footpaths, park furniture)	\$4,594,551	\$152,370
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$26,477,468</b>	<b>\$5,913,862</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>		
Operating Income	\$4,361,558	\$2,287,658
Capital Grants	\$8,745,634	\$2,537,666
Transfers from Cash Reserves	\$8,370,277	\$1,088,538
Borrowings	\$5,000,000	\$0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>\$26,477,468</b>	<b>\$5,913,862</b>



Approved by: Finance Manager  
Jeffery Guilas



# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 1.5 - Major Capital Works as at 30 September 2023 % of year passed 25%

Project Code	Class of Assets	Capital Project (>\$150,000 threshold)	Total Prior Year(s) Actuals \$	Revised Budget 2023-24	YTD Actuals \$	Total Actuals \$	Total Planned Budget \$	% Spent	Total Yet to Spend \$	Project Status	Expected Project Completion Date
			(A)	(B)	(C)	(D = A + C)	(E = A + B)		(F = D - E)		
PRJ10133	Buildings	Vibrant Zuccoli PROJECT-5 (Zuccoli Community Hub)	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	0%	\$ 250,000	Civil design phase	June 2024
PRJ10380	Buildings	Pump Parks/skate parks Zuccoli	\$ 14,249	\$ 735,751	\$ 6,600	\$ 20,849	\$ 750,000	3%	\$ 729,151	Contract Let	Feb 2024
PRJ10132	Buildings	Aquatic Centre Renewal	\$ 2,330	\$ 178,433	\$ 9,395	\$ 11,725	\$ 180,763	6%	\$ 169,038	Contract Let	Feb 2024
PRJ10378	Buildings	SWELL Secondary Space Upgrade	\$ 74,257	\$ 255,743	\$ 505	\$ 74,762	\$ 330,000	23%	\$ 255,238	Contract Let	Feb 2024
PRJ10388	Buildings	SWELL - Construction	\$ 7,200,886	\$ 12,199,114	\$ 5,287,698	\$ 12,488,584	\$ 19,400,000	64%	\$ 6,911,416	On going	Nov 2023
PRJ10471	Buildings	Aquatic Centre Re-roof	\$ -	\$ 300,000	\$ 1,120	\$ 1,120	\$ 300,000	0%	\$ 298,880	Contract Let	Feb 2024
PRJ10303	Buildings	Water Aquifer Preservation Strategy	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	\$ 200,000	Not yet commence	Future Years
PRJ10472	Buildings	New Community Hall	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000	0%	\$ 350,000	Not yet commence	Future Years
PRJ10057	Buildings	Driver Resource Centre Upgrade	\$ 65,301	\$ 184,700	\$ 37,109	\$ 102,409	\$ 250,000	41%	\$ 147,591	On Hold	To be confirmed
PRJ10384	Buildings	Durack Community Arts Centre A/C & Solar (LRCI R3)	\$ 10,191	\$ 208,859	\$ 105,086	\$ 115,278	\$ 219,050	53%	\$ 103,772	Completed	Nov 2023
PRJ10468	Land Improvements	LRCI Phase 4 Projects	\$ -	\$ 411,889	\$ -	\$ -	\$ 411,889	0%	\$ 411,889	To be confirmed	To be confirmed
PRJ10310	Land Improvements	21/22 Archer Waste Management Facility Renewals	\$ 171,815	\$ 802,927	\$ -	\$ 171,815	\$ 974,743	18%	\$ 802,927	Design Phase	Oct 2024
PRJ10385	Land Improvements	Archer Waste Facility Shade Structure	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000	-	\$ 500,000	Design Phase	June 2024
PRJ10394	Land Improvements	Archer Recycling Modernisation Project	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	\$ 200,000	Design Phase	June 2024
PRJ10219	Buildings	Artwork - Sculpture	\$ -	\$ 231,601	\$ -	\$ -	\$ 231,601	0%	\$ 231,601	To be confirmed	To be confirmed
PRJ10280	IT	IT - ERP Review	\$ -	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%	\$ 1,100,000	On going	Future Years
PRJ10272	IT	Smart Technology Project (FiberSense)	\$ 1,206,866	\$ 531,298	\$ -	\$ 1,206,866	\$ 1,738,164	69%	\$ 531,298	On going	To be confirmed
				\$ 18,640,314	\$ 5,447,513	\$ 14,193,408	\$ 27,386,209	52%	\$ 13,192,801		

#### Notes

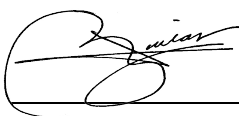
1. Revised budget for 2023 includes carry forwards where relevant
2. Detail regarding projects to be completed in future financial years to be added in future reports

Section 2  
Financial Results

2.1 - Balance Sheet

30 September 2023

Balance Sheet	YTD	Notes
<b>Assets</b>		
<b>Current Assets:</b>		
Cash & cash equivalents	2,229	Refer to Note (Investment and Cash in report)
Tied Funds	3,214,125	
Untied Funds	7,459,432	
Investments		Refer to Note (Investment and Cash in report)
Tied Funds	11,507,813	
Untied Funds	3,000,000	
Receivables	23,861,098	Inclusive of Rates and Charges levied in July 2023
Other	-	
<b>TOTAL CURRENT ASSETS</b>	<b>49,044,698</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	563,966,820	
Investment property	5,800,000	
Work in progress	15,409,875	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>585,176,695</b>	
<b>TOTAL ASSETS</b>	<b>634,221,393</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	4,363,062	
Unearned Grant Income (AASB1058)	6,633,307	
Borrowings	1,034,846	
Provisions	1,278,779	
<b>TOTAL CURRENT LIABILITIES</b>	<b>13,309,995</b>	
<b>Non-Current Liabilities:</b>		
Payables	-	
Borrowings	-	
Provisions	1,809,531	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,809,531</b>	
<b>TOTAL LIABILITIES</b>	<b>15,119,526</b>	
<b>NET ASSETS</b>	<b>619,101,867</b>	
<b>Equity</b>		
Accumulated Surplus	216,375,282	
Profit & Loss - current Year	30,391,093	
Net Reserves	5,197,648	
Working Capital Reserve	7,196,362	
Net Transfers to & from Reserves	- 15,516,161	
Unexpended Grant reserve	779,817	
Election Reserve	50,000	
Disaster reserve	500,000	
Unexpended Capital works	5,414,854	
Developer Funded reserve	2,434,011	
Waste Reserve	2,923,900	
Major initiative	1,414,866	
Revaluation reserves	367,137,844	
Council equity interest	619,101,867	
<b>TOTAL EQUITY</b>	<b>619,101,867</b>	



Approved by: Finance Manager  
Jeffery Guillas

# COUNCIL AGENDA

## Attachment 13.2.3.2

### Section 2

#### Financial Results

#### 2.2 Investments Management Report

#### INVESTMENTS REPORT TO COUNCIL AS AT 30 September 2023

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
AMP	S&P A2	\$ 1,000,000.00	4.30%	January 25, 2024	117	\$ 5,504,315.07	37.94%
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	131		
AMP	S&P A2	\$ 1,504,315.07	4.80%	April 5, 2024	188		
AMP	S&P A2	\$ 1,000,000.00	4.60%	November 23, 2023	54		
AMP	S&P A2	\$ 1,000,000.00	5.10%	May 16, 2024	229		
Bank of Queensland	S&P A2	\$ 1,000,000.00	4.05%	October 4, 2023	4	\$ 1,000,000.00	6.89%
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	4.31%	November 9, 2023	40	\$ 1,000,000.00	6.89%
National Australia Bank	S&P A1+	\$ 1,500,000.00	4.35%	January 25, 2024	117	\$ 4,003,498.09	27.60%
National Australia Bank	S&P A1+	\$ 1,000,000.00	4.95%	May 31, 2024	244		
National Australia Bank	S&P A1+	\$ 1,503,498.09	4.55%	January 11, 2024	103		
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	4.97%	May 23, 2024	236	\$ 3,000,000.00	20.68%

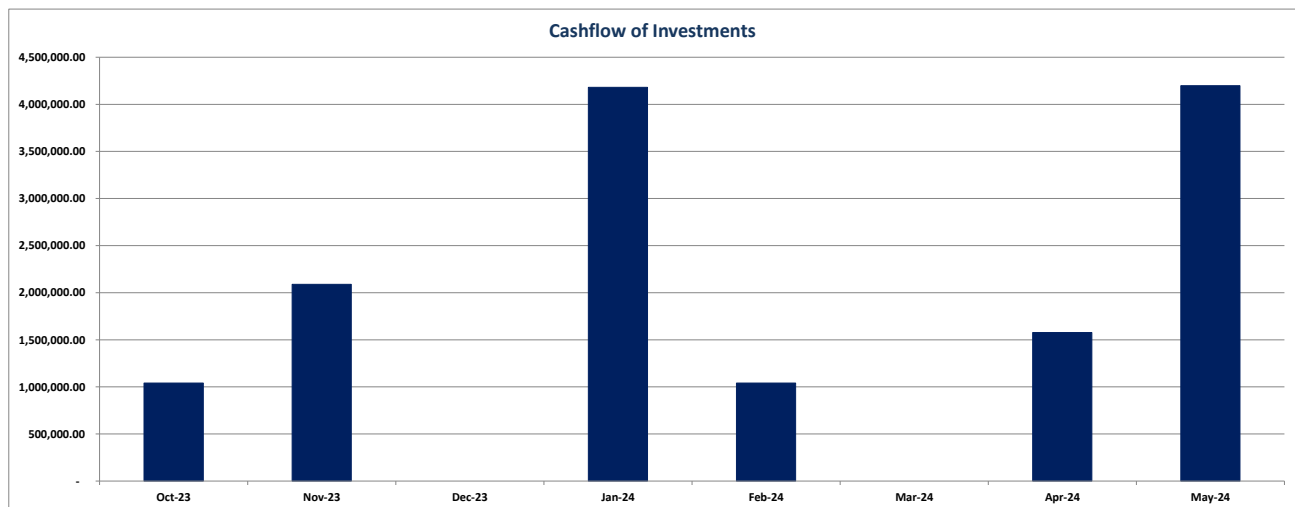
TOTAL SHORT TERM INVESTMENT	\$	14,507,813.16	Average Days to Maturity	133	100.00%
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% OF TOTAL INVESTMENT PORTFOLIO	A1 & A1+ (max 100%)	55.2%	A2 (max 60%)	44.8%	A3 (max 40%)	0%	100%
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Weighted Average Rate	4.61%	BBSW 90 Day Rate Benchmark	4.1469%
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GENERAL BANK FUNDS	\$	10,673,557.10	Total Year To Date Budget Investment	-\$ 25,000.00
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TOTAL ALL FUNDS	\$	25,181,370.26	Total Year to Date Investment Earnings	\$ 250,550.32
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#### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.10%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,800,000	\$ 111,968	\$ 15,025	\$ 96,943	59.939

  
 Approved by Finance Manager  
 Jeffery Guillas

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 2.3 Debtor Control Accounts

30 September 2023

SUNDRY DEBTORS:								
	BALANCE		CURRENT		30 DAYS		60 DAYS	90 DAYS & Over
	180,374.16		4,668.29		169,617.00		6,088.87	20,963.53
	100%		2.59%		94.04%		3.38%	12%
RATES:								
REPORT MONTH		OVERDUE \$		Payments Received in Advance \$		Overdue % Of Rates Income		
Sep-23		\$4,374,450		\$443,376		13.14%		
Sep-22		\$3,413,248		\$380,655		10.12%		
TOTAL OVERDUE BY YEAR AND NUMBER OF PROPERTIES	2024	2023	2022	2021	2020	2019	2018	2017
Year	Charged in 2023/2024	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	\$2,726,306	\$1,080,491	\$348,605	\$133,904	\$53,827	\$23,552	\$6,547	\$1,218
Cumulative Number Of Properties	5251	941	262	96	43	18	7	2
INFRINGEMENTS:								
		2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	
Animal Infringements	54,148	7,585	30,241	10,762	5,560	0	0	
Public Places	2,711	0	1,496	1,080	135	0	0	
Parking Infringments	6,235	378	572	2,125	540	2,580	40	
Litter Infringements	0	0	0	0	0	0	0	
Signs	0	0	0	0	0	0	0	
Other Law and Order	0	0	0	0	0	0	0	
Net Balance on Infringement Debts	63,094.00	7,963.00	32,309.00	13,967.00	6,235.00	2,580.00	40.00	
	100%	13%	51%	22%	10%	4%	0%	
Number of Infringments	551.00	71.00	233.00	127.00	50.00	69.00	1.00	



Approved by: Finance Manager  
Jeffery Guilas

## SECTION 2

### Financial Results

		2.4 - Creditor Accounts Paid	September 2023
Creditor Name	Creditor Payment Type	Amount \$	
V04343 Jaytex Construction	General Creditors	4,604,066.58	
479 JLT Risk Solutions Pty Ltd	General Creditors	899,471.36	
V03200 Fulton Hogan Industries Pty Ltd	General Creditors	512,881.94	
5104 JLM Contracting Services Pty Ltd	General Creditors	219,364.95	
V01904 Veolia Environmental Service (Australia) Pty Ltd	General Creditors	209,600.89	
V00295 Jacana Energy	Utilities	204,271.14	
2 Australian Taxation Office - PAYG	General Creditors	201,870.72	
639 Cleanaway Pty Ltd.	General Creditors	193,496.57	
54 Powerwater	Utilities	174,948.03	
1607 Sterling NT Pty Ltd	General Creditors	143,798.97	
V03609 VTG Waste & Recycling Pty Ltd	General Creditors	140,979.43	
V03073 Programmed Property Services	General Creditors	128,676.16	
V00318 QuickSuper Clearing House	Superannuation	126,158.91	
3438 NT Shade & Canvas Pty Ltd	General Creditors	122,078.99	
5508 Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	97,936.23	
V01755 Liquid Blu Pty Ltd	General Creditors	80,452.92	
87 Industrial Power Sweeping Services Pty	General Creditors	63,967.99	
V00250 Ward Keller	General Creditors	45,273.80	
V00682 Leigh Dyson Plumbing	General Creditors	43,553.41	
2161 GHD Pty Ltd	General Creditors	40,819.35	
4963 Centratch Systems Pty Ltd	General Creditors	34,368.69	
V03556 Belgravia Health & Leisure Group Pty Ltd	General Creditors	30,091.60	
2587 Top End RACE	General Creditors	29,691.54	
5254 True North	General Creditors	29,671.33	
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	28,854.47	
V00582 Ezko Property Services (Aust) Pty Ltd	General Creditors	28,472.34	
5651 Minter Ellison Lawyers	General Creditors	24,871.00	
V01860 Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	24,065.61	
V02564 United Air Conditioning and Mechanical Services Pt	General Creditors	22,234.25	
V04317 Randstad Pty Ltd	General Creditors	22,228.06	
V01643 KPMG	General Creditors	20,691.00	
V04625 Gem Executive Pty Ltd	General Creditors	20,196.00	
V00368 iWater NT Pty Ltd	General Creditors	20,003.28	
V04456 Road Runner	General Creditors	18,975.00	
3787 Top End Sounds Pty Ltd T/A Total Event Services	General Creditors	17,433.90	
5640 Think Water - Winnellie & Virginia	General Creditors	16,822.32	
V01009 Australian Parking and Revenue Control Pty Limited	General Creditors	16,700.31	
V02534 Water Dynamics Pty Limited	General Creditors	16,478.21	
V01612 News Pty Limited (News Corp Australia)	General Creditors	15,288.87	
V04381 Telstra Limited	General Creditors	14,637.05	
1469 RTM - Police, Fire and Emergency	General Creditors	14,256.00	
V04746 Peak Corporate Solutions	General Creditors	13,447.50	
V02942 Aerometrex Limited	General Creditors	12,925.00	
2238 Hollands Print Solutions Pty Ltd	General Creditors	11,463.00	
4065 Southern Cross Protection Pty Ltd	General Creditors	11,184.62	
4679 iSentia Pty Ltd	General Creditors	10,991.09	
V01118 Wilson Security Pty Ltd	General Creditors	10,586.00	
V00599 Athina Pascoe-Bell	Elected Members	9,681.92	
V02579 Human Synergistics Pty Ltd	General Creditors	9,397.85	
566 Stickers & Stuff	General Creditors	8,625.00	
3683 Area9 IT Solutions	General Creditors	8,296.42	
V01134 Territory Technology Solutions Pty Ltd	General Creditors	8,164.80	
V01423 Fusion Exhibition & Hire Services	General Creditors	8,092.15	
V00474 Lane Communications	General Creditors	7,288.87	
V02546 No Problems Just Solutions Pty Ltd T/A Land Surveys	General Creditors	7,260.00	
V03776 Business Fuel Cards Pty Ltd	General Creditors	6,587.11	
V02563 Amcom Pty Ltd Acc no 68842	General Creditors	6,443.58	
V00228 Outback Tree Service	General Creditors	6,435.00	
V04563 Gen Air Engineers	General Creditors	6,050.00	
4735 Palmerston and Rural Party Hire	General Creditors	5,872.00	



**SECTION 2**  
**Financial Results**

		2.4 - Creditor Accounts Paid	September 2023
Creditor Name	Creditor Payment Type	Amount \$	
V02312 Harris Kmon Solutions Pty Ltd	General Creditors	5,808.00	
V02369 Maher Raumteen Solicitors	General Creditors	5,720.00	
V03651 Danielle Eveleigh: (Main Account - BankSA)	Elected Members	5,629.09	
53 Eggins Electrical	General Creditors	5,475.30	
3189 Seek Limited	General Creditors	5,258.00	
V03648 Mark Fraser	Elected Members	5,168.37	
3099 Iron Mountain Australia Pty Ltd	General Creditors	5,150.18	
V00377 Audio Technology NT Pty Ltd	General Creditors	5,126.70	
1581 Northern Territory Broadcasters Pty Ltd	General Creditors	4,519.90	
V03767 WRM Water & Environment Pty Ltd	General Creditors	4,356.00	
2199 SBA Office National	General Creditors	4,174.31	
V03973 AANT Salary Packaging	General Creditors	4,119.08	
V00193 Amcom Pty Ltd Acc no CN5439	General Creditors	4,059.00	
3486 Gold Medal Services (NT) Pty Ltd	General Creditors	3,981.35	
V00939 Defend Fire Services Pty Ltd	General Creditors	3,864.05	
V00605 Cross Cultural Consultants	General Creditors	3,840.00	
V04038 Inforbase Australia Pty Ltd	General Creditors	3,540.90	
V01826 Tick of Approval Pty Ltd	General Creditors	3,520.00	
V00443 Forecast Machinery	General Creditors	3,254.03	
2336 Flick Anticimex Pty Ltd	General Creditors	3,241.60	
4190 National Australia Bank	General Creditors	3,170.50	
5417 Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	3,135.00	
V02228 NT Entertainment Solutions Pty Ltd	General Creditors	3,135.00	
V01573 Amber Garden	Elected Members	3,068.37	
5131 Core Traffic Control Pty Ltd	General Creditors	2,923.20	
V00009 Centrenorth Australia Pty Ltd T/A Camping World Darwin	General Creditors	2,905.00	
5410 Majestix Media Pty Ltd	General Creditors	2,904.00	
V02760 Finlay's Stone	General Creditors	2,820.00	
V04026 Eagle Photography	General Creditors	2,800.00	
V01569 Benjamin Giesecke	Elected Members	2,768.37	
V02306 Well Done International Pty Ltd	General Creditors	2,746.21	
V01570 Sarah Louise Henderson	Elected Members	2,668.37	
194 Jtagz Pty Ltd	General Creditors	2,640.00	
V01572 Lucy Morrison	Elected Members	2,568.37	
22 Norsign Pty Ltd	General Creditors	2,555.96	
V04435 eCoCareBags Pty Ltd	General Creditors	2,524.28	
V01579 Damian Hale	Elected Members	2,468.37	
5114 S.E. Rentals Pty Ltd	General Creditors	2,330.90	
5435 Access Hardware (NT) Pty Ltd	General Creditors	2,313.57	
V03791 Mercer Marsh Benefits	General Creditors	2,200.00	
V04122 Caravan Sounds Pty Ltd	General Creditors	2,200.00	
V03719 Local Government NSW	General Creditors	2,090.00	
36 Darwin Lock & Key	General Creditors	2,083.56	
V04287 DVE Cleaning	General Creditors	2,035.00	
112 Beaurepaires	General Creditors	2,020.04	
V01976 Walking Off the War Within Inc	Grants, Sponsorships, Donations & Prizes	2,000.00	
V04348 Accrete Pty Ltd	General Creditors	2,000.00	
V04753 Forrest Parade Primary School	Grants, Sponsorships, Donations & Prizes	2,000.00	
V04779 Meg Irwin	General Creditors	2,000.00	
3648 Mobile Locksmiths Australia Pty Ltd	General Creditors	1,978.00	
5387 Odd Job Bob - Darren John Fillmore	General Creditors	1,941.50	
5676 Royal Wolf Trading Australia Pty Ltd	General Creditors	1,908.04	
V03853 Service Air	General Creditors	1,851.03	
V03665 Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	1,848.00	
V03282 WSP Australia Pty Limited	General Creditors	1,842.50	
5036 Dormakaba Aust P/L T/as Territory Door Services	General Creditors	1,827.18	
V02764 Alex Benjamin Reed	Refunds & Reimbursements	1,777.00	
4977 Masterplan	General Creditors	1,769.63	
2977 Optic Security Group NT	General Creditors	1,649.89	
V01528 JKW Law Practice Pty Ltd	General Creditors	1,633.50	

## SECTION 2

### Financial Results

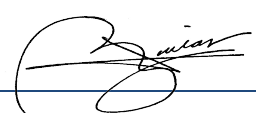
		2.4 - Creditor Accounts Paid	September 2023
Creditor Name	Creditor Payment Type	Amount \$	
V03794	Dial Before You Dig SA NT Inc	General Creditors	1,632.93
256	The Bookshop Darwin	General Creditors	1,584.36
4398	Quality Indoor Plants Hire	General Creditors	1,492.05
V03990	Ecotreat Solutions NT	General Creditors	1,490.72
5	Australia Post	General Creditors	1,444.91
48	Top End Line Markers Pty Ltd	General Creditors	1,424.50
V00541	Aertex Group Pty Ltd T/A Arafura Traffic Control	General Creditors	1,359.60
V01794	Cremasco Civil Pty Ltd	General Creditors	1,353.00
V04778	Sondreza Tenecio	Refunds & Reimbursements	1,318.13
V02474	HMG - Heath Motor Group Pty Ltd (Isuzu)	General Creditors	1,272.50
V01420	CENTRELINK (PAYROLL)	General Creditors	1,258.56
V03298	QEC Distribution (Aust)	General Creditors	1,256.28
4029	Totally Workwear Palmerston	General Creditors	1,210.20
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	1,200.00
V03746	Kim Koole Music	General Creditors	1,200.00
V04769	RV Welding and Fabrication Pty Ltd	General Creditors	1,166.00
913	Mycar Palmerston	General Creditors	1,135.25
V04182	Danielle Caroline Debrincat	General Creditors	1,125.00
399	St John Ambulance (NT) Incorporated	General Creditors	1,081.00
2186	Optus Billing Services Pty Ltd	General Creditors	1,080.00
V04770	Matt Stiles	General Creditors	1,073.00
215	Employee Assistance Services NT Inc (EASA)	General Creditors	1,038.81
3313	Zip Print	General Creditors	1,028.50
V03672	Nicholas O'Keefe	Refunds & Reimbursements	1,000.00
V04771	Mira Phasey	Refunds & Reimbursements	1,000.00
V02167	Sanity Music Stores Pty Ltd	General Creditors	994.52
V00073	Off the Leash	General Creditors	990.00
V03705	Industry Capability Network Northern Territory	General Creditors	990.00
V04170	Keylog Pty Ltd	General Creditors	990.00
V04648	Chaptevi Pty Ltd T/A Joyce Mayne AV/IT	General Creditors	989.00
V00607	DKJ projects. architecture Pty Ltd	General Creditors	962.50
V02285	Territory Native Plants	General Creditors	943.05
272	City Wreckers	General Creditors	924.00
V03992	Booktopia Pty Ltd	General Creditors	904.68
2294	Modern Teaching Aids Pty Ltd	General Creditors	891.39
353	Otis	General Creditors	880.00
V01812	C R Campbell - Electrical and Data Contractors	General Creditors	869.00
V01499	Darwin Skate School	General Creditors	858.00
V03652	Danielle Eveleigh (\$500 Only - Bendigo Bank)	Elected Members	800.00
V03800	Endorsed Enterprises (Tennis Palmerston)	General Creditors	800.00
V04803	Top End Sounds Pty Ltd T/A Territory Events & Hire	General Creditors	795.00
3829	Fairy Jill's Enchanted Entertainment	General Creditors	770.00
V00614	RTM - Dept. of the Attorney General and Justice	General Creditors	770.00
V01106	Darwin Toilet Hire	General Creditors	770.00
V04269	Mitchell Dryden	Refunds & Reimbursements	750.00
V04799	NTLEN- Telina Cowley	Refunds & Reimbursements	750.00
18	Integrated Land Information System	General Creditors	747.50
V04800	Cyber Computer Recycling	General Creditors	744.70
2064	Larrakia Nation Aboriginal Corporation	General Creditors	715.00
V04780	Kevin Clark	General Creditors	700.00
549	City of Darwin	General Creditors	662.40
4007	The Ark Animal Hospital Pty Ltd	General Creditors	647.96
59	City of Palmerston-PLEASE PAY CASH	General Creditors	639.60
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	631.85
V01584	Salary Packaging Australia	General Creditors	608.20
5759	Ward Hancock Music	General Creditors	600.00
V00099	Palmerston Lions NT	General Creditors	600.00
V04622	Shah Shoots Pty Ltd	General Creditors	600.00
V04786	Linda Lee Kapitula T/A Limitless Kinetic Fitness	General Creditors	600.00
V01694	NT Advertising and Distribution	General Creditors	598.13

## SECTION 2

### Financial Results

2.4 - Creditor Accounts Paid			September 2023
Creditor Name	Creditor Payment Type	Amount \$	
V00889 Paul W Lewis T/a Scanner Angel OZ	General Creditors	595.00	
V01785 M&S Mowing Plus	General Creditors	561.00	
V00075 Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	559.13	
4731 Yeni Redding	General Creditors	544.50	
V03834 Tabellarius Pty LTD TA Pack & Send	General Creditors	540.00	
V04498 HCS Constructions NT Pty Ltd	General Creditors	534.10	
V04768 Cater Me Cafe	General Creditors	530.00	
35 WINC Australia Pty Limited	General Creditors	508.94	
V04487 Taleena Lui-Villafior	General Creditors	500.00	
V04781 Helen Newcombe	General Creditors	500.00	
V03971 Darwin Catering Company	General Creditors	489.00	
3879 Litchfield Council	General Creditors	459.00	
3880 PAWS Darwin Limited	General Creditors	455.00	
V04642 Patel Distributors	General Creditors	450.00	
V01810 Jacana Energy - Payroll Deductions	General Creditors	430.00	
V00542 Industry Health Solutions	General Creditors	418.00	
V03984 UNIDATA Pty Ltd	General Creditors	401.50	
V00200 Red Earth Automotive Pty Ltd	General Creditors	395.00	
V01774 Kill Em All Pest Solutions Pty Ltd	General Creditors	385.00	
V03474 Foost Pty Ltd	General Creditors	352.00	
4528 Miranda's Armed Security Officers Pty	General Creditors	335.50	
V04459 Jeremy Taylor	General Creditors	330.00	
V04790 Codie Steen	Refunds & Reimbursements	305.00	
5713 Clean Fun T/A Darwin Outdoor Cinema Hire	General Creditors	275.00	
V03288 Mya Medicott - Parent: Marina Hernandez	Grants, Sponsorships, Donations & Prizes	250.00	
V03320 Jennie Attrill	General Creditors	250.00	
V03706 Alfiya Pocock	General Creditors	250.00	
V03976 Luva Cuppa	General Creditors	250.00	
V04213 Allen Walsh	Grants, Sponsorships, Donations & Prizes	250.00	
V04226 Liana Arias	Grants, Sponsorships, Donations & Prizes	250.00	
V04774 Ryan Carroll	Grants, Sponsorships, Donations & Prizes	250.00	
V04775 Mawgan Keats	Grants, Sponsorships, Donations & Prizes	250.00	
V04777 Lenin Villamar	Refunds & Reimbursements	250.00	
V04788 Jack Rowe	Grants, Sponsorships, Donations & Prizes	250.00	
V04793 Imogen Hoppo	Grants, Sponsorships, Donations & Prizes	250.00	
V04794 Samantha Ashmore	Grants, Sponsorships, Donations & Prizes	250.00	
V04645 Chloe Ferguson	General Creditors	243.75	
V00487 Flowers by Elise	General Creditors	240.00	
4561 Bendesigns	General Creditors	225.50	
V03035 Darwin Mobile Detailers	General Creditors	220.00	
3788 HPA Incorporated	General Creditors	215.00	
V04728 Boule Pty Ltd T/A Darwin Business Machines Office National	General Creditors	199.00	
V00475 Outback Batteries Pty Ltd	General Creditors	194.00	
V04767 Alpha Trophies Pty Ltd T/A Badge-A-Minit	General Creditors	186.00	
V01434 Jessica Watson	Refunds & Reimbursements	180.00	
V01850 Sam Eyles Refrigeration and Air Conditioning P/L	General Creditors	152.31	
V03413 Howard Springs Veterinary Clinic Pty Ltd	General Creditors	145.70	
469 Durack School	General Creditors	125.00	
V02073 Holistic Health Services NT	General Creditors	125.00	
V02213 Kristel Maria Palos	General Creditors	125.00	
V03072 Larrakia Development Corporation	General Creditors	125.00	
V03217 Mrinal Dey	Refunds & Reimbursements	125.00	
V03873 Beatrice Lilian Achieng	Refunds & Reimbursements	125.00	
V04133 Journey Early Learning Durack	Refunds & Reimbursements	125.00	
V04679 Riley Thomas Page	General Creditors	125.00	
V04766 Desiree Fabian	Refunds & Reimbursements	125.00	
V04773 Huiment Khoo	Refunds & Reimbursements	125.00	
V04776 The Arnhem Land Progress Aboriginal Corporation	Refunds & Reimbursements	125.00	
V04785 Renalyn Ababa	Refunds & Reimbursements	125.00	
V04792 Tania Weinert	Refunds & Reimbursements	125.00	

**SECTION 2**  
**Financial Results**

2.4 - Creditor Accounts Paid			September 2023
Creditor Name	Creditor Payment Type	Amount \$	
V04795 Integrated Disability Action Inc.	Refunds & Reimbursements	125.00	
V02596 Dharmendra Patel	Refunds & Reimbursements	120.00	
V02316 Danielle Andrews	General Creditors	106.90	
3570 Palmerston College	Grants, Sponsorships, Donations & Prizes	100.00	
5126 Rosebery Primary School	Grants, Sponsorships, Donations & Prizes	100.00	
5471 Palmerston Christian College	Grants, Sponsorships, Donations & Prizes	100.00	
V00660 Richard Fejo	General Creditors	100.00	
V01030 Forrest Parade School	General Creditors	100.00	
5611 Steelmans Tools and Industrial Supplies	General Creditors	82.20	
V01691 Blackwoods	General Creditors	68.73	
V00465 Relationships Australia NT Inc	Refunds & Reimbursements	60.00	
V03714 Sanjeev Patel	Refunds & Reimbursements	60.00	
V04762 Daniel Obi-Uti	Refunds & Reimbursements	60.00	
V04763 Prashant Patel	Refunds & Reimbursements	60.00	
V04784 Ruth Palmer	Refunds & Reimbursements	60.00	
V04804 Jesse Whiting	Refunds & Reimbursements	60.00	
V04787 Nichole Ryan	Refunds & Reimbursements	59.20	
V03517 Straff Muir	Refunds & Reimbursements	51.55	
V04805 Connor Chin	Refunds & Reimbursements	51.55	
V04806 Gary Palmer	Refunds & Reimbursements	51.55	
V04791 Karissa Carlos	Refunds & Reimbursements	51.50	
V04500 Nerissa Singh	Refunds & Reimbursements	50.00	
V04510 Divine Moyo	Refunds & Reimbursements	50.00	
V04764 Viral Shah	Refunds & Reimbursements	50.00	
V04796 Ambre Higgins	Refunds & Reimbursements	50.00	
V04797 Peta-Marie De Castro	Refunds & Reimbursements	50.00	
V01938 Windcave Pty Limited	General Creditors	49.50	
V00798 Lucy Cooper	General Creditors	45.00	
V04783 Armando Mercader	Refunds & Reimbursements	20.00	
V02545 Amazon Web Services Inc	General Creditors	4.24	
Total Vendor payment		9,149,784.91	
Percentage of this month's payments made to local suppliers		94.4%	
<div></div> <div>Approved by: Finance Manager Jeffrey Guilas</div>			

**SECTION 2**  
**Financial Results**

**2.5 - Creditor Accounts Outstanding**

30 September 2023

Creditor No.	Creditor Name	Amount \$
2	Australian Taxation Office - PAYG	98,664.79
V02564	United Air Conditioning and Mechanical Services Pt	92,040.56
V00318	QuickSuper Clearing House	83,196.76
54	Powerwater	33,945.52
V04746	Peak Corporate Solutions	12,540.00
V04046	Civiq Pty Ltd	7,469.00
V01565	Waste and Management Services Pty Ltd	5,775.00
V04769	RV Welding and Fabrication Pty Ltd	5,106.20
5104	JLM Contracting Services Pty Ltd	4,149.15
2336	Flick Anticimex Pty Ltd	2,972.21
3683	Area9 IT Solutions	2,370.50
V03973	AANT Salary Packaging	2,059.54
V04813	Aspire to Succeed Pty Ltd	1,600.00
V00271	NTIT (Fuji Xerox Business Centre NT)	1,569.86
V04317	Randstad Pty Ltd	1,529.80
36	Darwin Lock & Key	1,474.94
4912	Remote Area Tree Services Pty Ltd	572.00
4065	Southern Cross Protection Pty Ltd	316.80
V01584	Salary Packaging Australia	304.10
272	City Wreckers	154.00
549	City of Darwin	(662.40)
4190	National Australia Bank	(3,170.50)
<b>Total Outstanding</b>		<b>353,977.83</b>

Please note that the City of Darwin credit is awaiting an invoice to be matched off in the system.

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



**Approved By: Manager Finance**  
**Jeffrey Guilas**



Section 2  
Financial Results

2.6 - Commercial Leases as at 30 September 2023

2.6 Commercial Leases

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
<b>Income</b>						
Library Services	30,000	6,009	20%	7,500	80%	1
GM Finance & Governance	69,474	21,326	31%	17,369	123%	2
Aquatic Centre	0	0	0%	0	0%	
Civic Centre	140,000	39,560	28%	35,000	113%	3
<b>Income</b>	<b>239,474</b>	<b>66,894</b>	<b>28%</b>	<b>59,869</b>	<b>112%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,463	-3,918	31%	-3,716	105%	
<b>Expenditure</b>	<b>-12,463</b>	<b>-3,918</b>	<b>31%</b>	<b>-3,716</b>	<b>105%</b>	
<b>Profit/(Loss)</b>	<b>227,011</b>	<b>62,976</b>		<b>56,153</b>		

1.Income for September is yet to be received. Library Services includes a lease held by The Nook.

2.The variance is due to water recovery charges for 56 Goergina which were recorded in a current financial year.

3.Civic Centre includes the lease held by Adult Mental Health. The variance is due to higher income than budgeted. The necessary adjustments will be considered in the first budget review.



Approved by: Finance Manager

Jeffrey Guilas

### Section 2

### Financial Results

## 2.7 - Council Loans

30 September 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
<b>Project Cost taken from FILOC</b>	<b>3,337,849</b>
Repayments 2019/20	(200,000)
Repayments 2020/21	(313,615)
Repayments 2021/22	(321,849)
Repayments 2022/23	(330,299)
<b>Loan Balance at 1/07/2023</b>	<b>2,172,085</b>

Internal Loan - Making the Switch

Internal Loan - Making the Switch					
Principal as of 1/7/2023	Principal Loan Repayments for 2023/24	Principal Loan Repayments YTD	Interest for 2023/24	Interest YTD	Loan balance as of 30/06/2024
2,172,085	-338,971	-83,921	53,187	14,119	1,833,115
	(338,971)	(83,921)	53,187	14,119	1,833,115

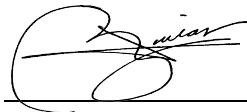
The above table shows the total loan amount taken from the FILOC Reserve. The interest rate is fixed at 2.60% for the duration of the loan and is paid on a quarterly basis. The loan repayments will end in 2029. The final loan value for this project is \$3,223,849 not including employee costs for the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

### External Loan - Archer Landfill Rehabilitation Balances

Loan from NAB	
<b>Total Loan Amount</b>	<b>1,960,000</b>
Repayments 2019/20	(221,414)
Repayments 2020/21	(228,223)
Repayments 2021/22	(234,634)
Repayments 2022/23	(180,006)
<b>Loan Balance at 1/07/2023</b>	<b>1,095,723</b>

External Loan - Archer Landfill Rehabilitation					
Principal as of 1/7/2023	Principal Loan Repayment For 2023/2024	Principal Loan Repayments YTD	Interest for 2023/2024	Interest YTD	Loan balance as of 30/06/2024
1,095,723	-392,000	0	8,356	0	703,723

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.



**Approved by: Finance Manager**  
**Jeffery Guilas**

Section 2  
Financial Results

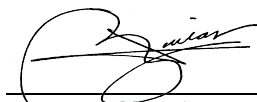
2.8 - Elected Member Expenses

30 September 2023

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Mayoral Allowance	-114,000	-19,364	16.99%	-28,489	68%	
Mayoral Electoral Allowance	-25,000	0	0.00%	-6,248	0%	
Mayoral Professional Dev Allowance	-4,000	0	0.00%	-4,000	0%	
Deputy Mayoral Allowance	-39,200	-6,423	16.38%	-9,796	66%	
Elected Members Councillor Allowances	-132,000	-22,420	16.99%	-32,987	68%	
Elected Members Professional Dev Allowance	-28,000	0	0.00%	-6,997	0%	
Elected Members Meeting Allowance	-70,000	-18,400	26.29%	-17,493	105%	
Information Technology Capital Entitlement	-9,600	-235	2.44%	-2,399	10%	
Communications Entitlement	-6,400	0	0.00%	-1,599	0%	
Acting Mayor Allowance	0	-1,260	0%	0	0%	
Stationery & Office Consumables	-516	0	0.00%	-141	0%	
Printing & Photocopying Costs	-2,062	0	0.00%	-630	0%	
Furniture & Equipment expensed	-1,433	0	0.00%	-343	0%	
Other Expenses	-7,857	-2,374	30.21%	-1,963	121%	
Food & Catering Costs	-11,085	-1,509	13.62%	-2,770	54%	
Course Seminar & Conference Registration	-10,557	-3,645	34.53%	-2,638	138%	
Air Travel	-3,093	-3,963	128.14%	-773	513%	1
Travel Accommodation	-2,111	-1,190	56.39%	-528	226%	1
Travel Related Costs Other	-1,031	-78	7.54%	-258	30%	
<b>Operating Expenditure</b>	<b>-467,945</b>	<b>-80,862</b>	<b>17.28%</b>	<b>-120,051</b>	<b>67%</b>	

Note

1. The overspend is due to travel costs. This will balance out over the course of the year.



Approved by: Finance Manager  
Jeffrey Guilas

## Section 2 Financial Results

### 2.9 - Elected Members and CEO Credit Card Transactions

30 September 2023

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

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
	No Transactions		
Total	0.00		



**Approved by: Finance Manager**  
**Jeffery Guilas**

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Finance and Governance Quarterly Report - July to September 2023
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Executive Assistant to General Manager Finance and Governance, Bertsie Taru
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks to summarise the key activities undertaken by Finance and Governance Directorate during the July to September 2023 quarter.

## KEY MESSAGES

- The Finance and Governance Directorate supports and enables the whole organisation to deliver the objectives of the Community Plan, the Municipal Plan, Long Term Financial Plan and the Palmerston Local Economic Development Plan
- Across the Directorate there are seven major activities that commenced in this quarter and are ongoing including, preparation of the 2022-23 financial statements, responding to the external audit, Community Satisfaction Survey, preparation of the Annual Report, compliance review, economic Development Website, and Economic Development Business Survey of Palmerston and 2023-24 first budget review.
- Other key activities completed this quarter include new dashboard reporting and levying of rates in July 2023.
- The Vibrant Economy Advisory Committee was held in September with the commitment to deliver a website and a business survey that is focussed on Economic Development in Palmerston by November 2023.
- The Risk Management and Audit Committee was held on 25 July 2023.
- In this quarter, Finance and Governance presented a total of 35 reports to Council and Council Committees.
- During the quarter, \$18,250,000 was paid to vendors, out of which 93 percent (\$16,870,000) was paid to local suppliers.
- The total number of ratepayers now receiving rates notices digitally is 3,998, which makes up 28% of total ratepayers.
- 28 additional properties were added to our portfolio. Bringing the total number of rateable properties to 15,235.

## RECOMMENDATION

THAT Report entitled Finance and Governance Quarterly Report - July to September 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.

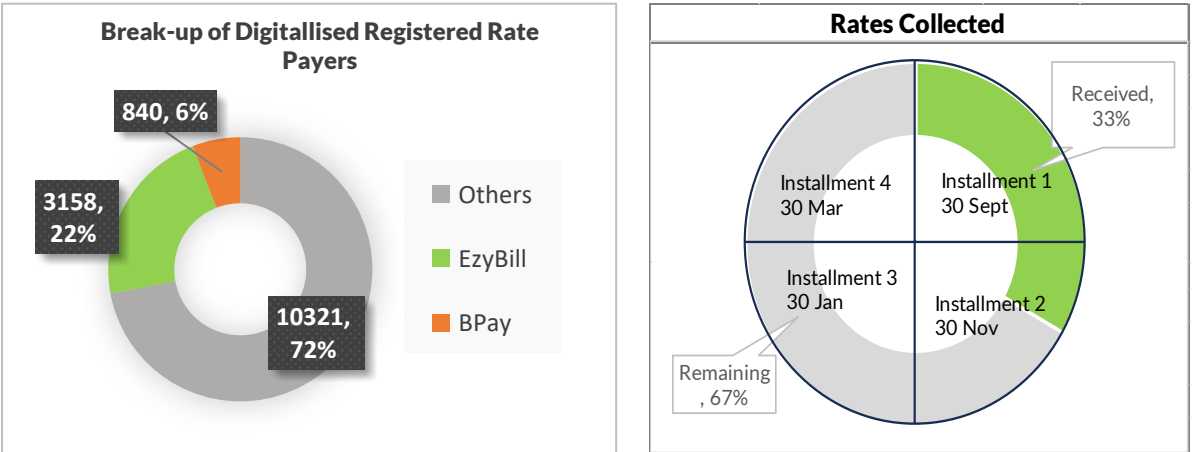
**DISCUSSION**

The Finance and Governance quarterly update identifies the activities undertaken during the quarter that supports reporting on the delivery of the outcomes of the Community Plan.

Across the Directorate there are seven (7) major activities that started this quarter and are ongoing including, Preparation of the 2022-23 Financial Statements, External Audit, Community Satisfaction Survey, Preparation of the Annual Report, Compliance Review, Economic Development Website, and Economic Development Business Survey of Palmerston and First budget review.

**Rates**

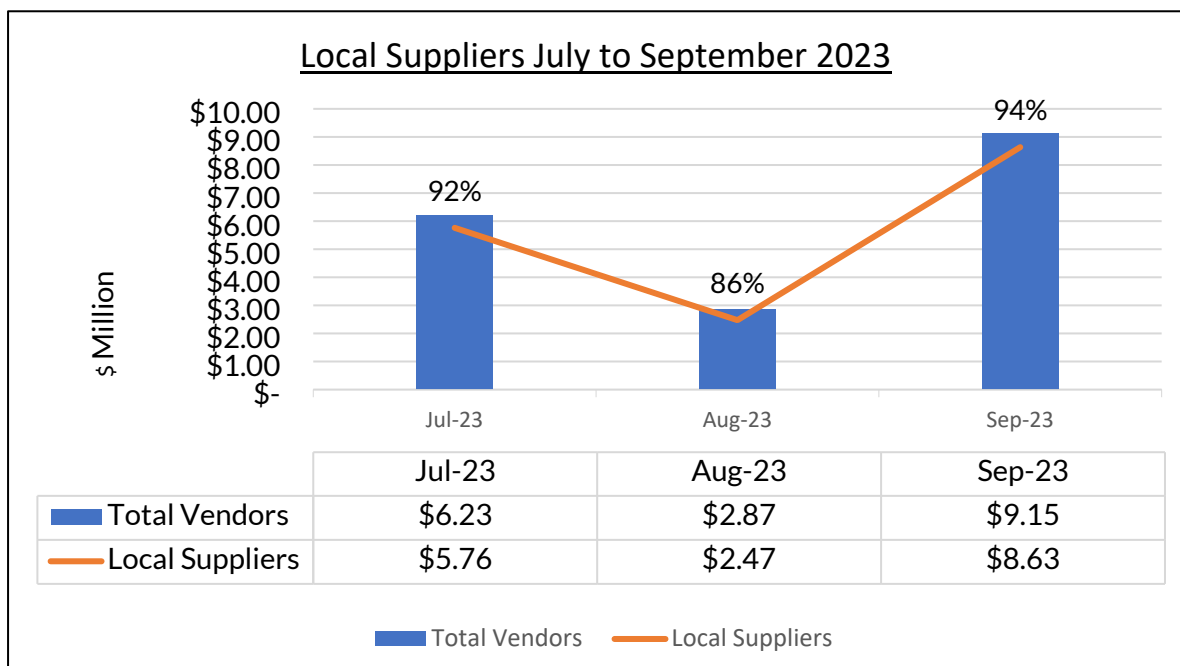
In July Council levied \$33.2 million Rates for 2023-24 Rates with first instalments to be paid at the end of September 2023. As at 30 September, Council has received \$11 million of rates payments. The total number of ratepayers receiving rates notices digitally is 3,998, which reflects 28% of our portfolio of 15, 325 registered rate payers with the City of Palmerston. For the month of July and August, 28 additional properties were added to our portfolio.



Over the quarter, 20 Financial Hardship application processed to be endorsed for final approval and finalised one Community group concession applications. A total of eight Statutory Charges were approved and lodged with Land Title Office in July for \$1,536.

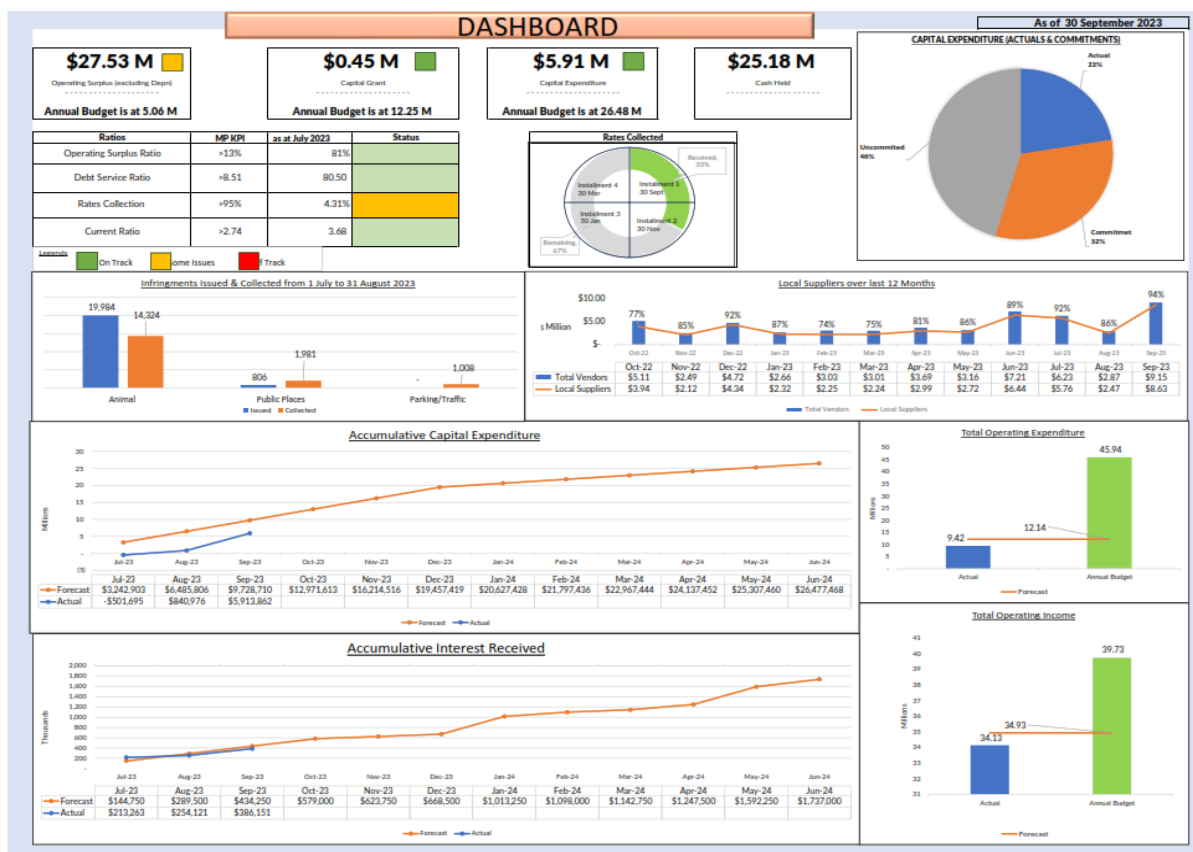
**Local Support**

This quarter 2,481 invoices were processed across the entire Organisation. \$16.86 million has been paid to local suppliers between the period 1 July 2023 to 30 September 2023. This is 92% of the total creditor payments over the same period, which was \$18.25 million. The graph below provides an overview of the quarter.



## Systems and Data

The new dashboard reporting was successfully implemented, which provides Council with a high-level visual representation of the financial performance and position of Council Financial. The latest Dashboard is provided below from the September End of Month Council report.



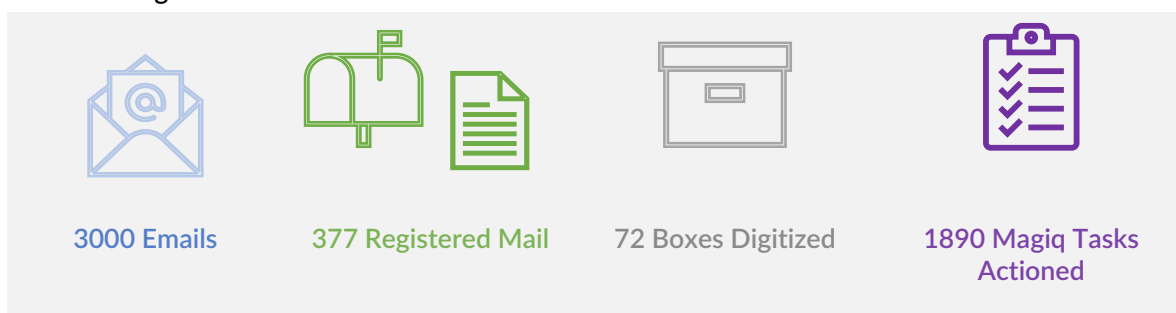
The preparation of the 2022-23 General Purpose Financial Statements commenced this quarter, which is being audited by an external audit firm. The supporting work papers and reports have been requested by the auditors that supports the data presented in the General Purpose Financial Statements.

## Advisory Committees

The Risk Management and Audit Committee (RMAC) meeting was held on 25 July 2023, which discussed Councils Asset Management Plan, Strategic Risk Register, and update on the External Audit Findings from previous audits.

The Vibrant Economy and Advisory Committee (VEAC) meeting was held on 25 September 2023. VEAC were presented with reports on the Economic Development Activities, Update on the Economic Development Website and Update on Business Survey. A commitment was made to deliver a website and a business survey that is focussed on Economic Development in Palmerston by November 2023.

## Record Management



Records Management are responsible for information management across the organisations including the monitoring of the [Palmerston@palmerston.nt.gov.au](mailto:Palmerston@palmerston.nt.gov.au) inbox.

- For the quarter, there were 3000 emails that were registered in MAGIQ, that came through the [Palmerston@palmerston.nt.gov.au](mailto:Palmerston@palmerston.nt.gov.au) inbox
- Digitalisation of 72 boxes of archive material through a consultant as part of our information management system.
- In addition, records also look after and register incoming mail and any documents that are received over the counter. This quarter the team has registered 377 pieces of inwards correspondence.
- There has been over 12,000 folders and documents created in Magiq across the organisation.

## Policies

The Lease of Council Property Policy has been reviewed and updated this quarter with 10 other internal policies.

The following Policies have started in this quarter and are being reviewed for endorsement and approval in October 2023.

- RMAC Terms of Reference
- Breach of Code of Conduct by Elected Member

Looking forward, the following Council Policies are scheduled to be reviewed in the next quarter October to December 2023:

- Community Consultation
- Sponsorship Policy
- Grants Donation Policy Review
- Investments

## Procurement

The following public procurement processes were undertaken for projects over \$100,000 in the July - September quarter.

Procurement	Status
Goyder Square Security Patrols	Awarded to Conigrave Pty Ltd trading as RMI Security on a schedule of rates as estimated \$192,674.56 per annum
Palmerston Aquatic Centre Hall and Gym Refurbishment and Roof Replacement	Awarded to HCS Constructions NT Pty Ltd for \$1,081,775.64

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

- Enterprise Resource Planning Project Management
- Cardboard compactor for Archer Waste Management Facility
- Christmas Wonderland
- City of Palmerston Facility Security Patrols

The following public procurement activities for projects over \$100,000 are in the planning and preparation stage:

- Archer Waste Management Facility Management
- Civil Works Panel Contract
- Palmerston Public Lighting Upgrade

## Staffing

The significant challenge facing operations remain the same, with difficulties in the recruitment and retention in the current employment market, this is an issue challenging the local government industry, both nationally and locally and many other industries Australia wide. Although the challenges remain, the finance and governance staff have continued to deliver objectives of the Community Plan, the Municipal Plan, Long Term Financial Plan and the Palmerston Local Economic Development Plan as presented in this report. The positions being recruited to include the following

New Commencements:

- Records Management Officer

The following recruitment campaigns are currently underway and progressing:

- Data and Systems Officer
- Senior Rates Officer (backfill maternity leave)
- Finance and Rates Supervisor
- Manager Governance
- Financial Controller

## Partnership

A total of 35 reports and presentations have been provided to a number of meetings including, Council meetings. VEAC and RMAC will be advertising Expressions of Interest for Committee member positions in the next quarter.

## Leased Properties

There are seven commercial / community leases over Council properties and one residential lease. Several major activities continued in this quarter which included Subdivision of 48 Odegaard Drive underway and Stage 1 of scope of works for the Sheds 4, 60 Georgina Crescent. 48 Odegaard Drive comprises of 15 units

that are fully tenanted. 14 of the units have undergone property inspection this quarter with no maintenance requests to report. The remaining unit is due for inspection on 1 November 2023.

The leased properties emails are up to date with a traffic of 125 emails this quarter. However, this does not consider the responses to each incoming email enquiry.

There are two Leases that are being reviewed at present: the Library Café and Power and Water, Water Tower.

### **CONSULTATION PROCESS**

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

- Governance Team
- Finance Team

There was no public 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:

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

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

Nil



# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	Major Capital Projects October 2023 Update
<b>MEETING DATE:</b>	Tuesday 17 October 2023
<b>AUTHOR:</b>	Executive Manager Projects and Infrastructure Services, Karl Hell
<b>APPROVER:</b>	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.
  - Driver Community Centre redevelopment
  - Swimming, Wellness, Events, Leisure, Lifestyle (SWELL) Construction
  - Archer Waste Management Facility Upgrade
- Planning for Major Projects additional to those listed are also included within this report with updates, these include;
  - Zuccoli Community Hub – Future Stages
  - FiberSense
  - Enterprise Resource Planning Project (ERP)
- 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 October 2023 Update be received and noted.

## BACKGROUND

As at September 2023 Council has allocated \$26.6 million to the Capital Works Programs in 2023/24. These programs included a broad range of asset renewal programs along with major capital projects from planning and development stages to delivery.

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

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 13.2.5.1**
- Driver Community Centre **Attachment 13.2.5.2**
- Archer Waste Management Facility Upgrade **Attachment 13.2.5.3**

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

#### Zuccoli Community Hub – Future Stages

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, library, community centre and a garden of reflection. The project has an estimated cost of over \$20 million and is anticipated to be delivered over a five (5) year period.

The Community Hub will be delivered in multiple stages, with the scope and order of the staging dependent on funding. The current works are stages as;

- Dog Park - completed and opened for community use, including public toilet
- Pump Track and Skate Park – civil design works for the entire site, including pump track and skate parks, has commenced, works planned for 2024. This stage is partially funded by the Northern Territory Government Priority Infrastructure Grant.
- Walking Trail & Shelters – subject to Council endorsement, this stage will occur concurrently with Stage 2, and would be funded by the Australian Government Local Roads and Community Infrastructure Program, Phase 4.
- Playground and open space areas – not commenced
- Library and Community Centre – not commenced

To enable to completion of the current planned works, geotechnical investigations have been completed, and the civil design awarded. The civil design will enable the site to be appropriately developed as it's staged including earthworks and stormwater requirements being considered.

#### FiberSense

FiberSense uses underground fibre optic cables and technology to detect vibrations from machinery, vehicles, pedestrians and more. The vibrations are converted into data that City of Palmerston (CoP) will be able to use for planning and improvements to the city. With this level of detail, Council can better plan for future growth and make improvements so that Palmerston continues to be a 'Place for People' by being safe, welcoming, and livable.

A total of 60km of fiber optic cable has been laid throughout Palmerston Central Business District (CBD) and Tiger Brennan Drive. FiberSense has completed 100% of the cable installation and splicing for the project within the road network. CoP is continuing to work with FiberSense in relation to the implementation and usage of the data. A demonstration of the data usage is being prepared for a workshop in October with a public launch of the product following this.

The initial system will include traffic data and asset protection i.e. excavation and works occurring in public domain. The system will also have the ability to re-enact/simulate events such as accidents with accuracy. Following the launch, work will continue as the next stages as per agreement to include things such as people movement in 2024.

### **Enterprise Resource Planning Project (ERP)**

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:

- Project Development and Tender Preparation – interpretation of gap analysis, with development and issuing of public tender for the supply, installation, implementation and operational backup for new operating systems.
- Tender Award and Implementation – award of tender(s) for the implementation of system(s), including change management plan development and implementation.

The project is estimated to cost \$2 million, including project support, tender preparation, contract award and implementation. Council allocated a budget of \$1.1 Million to project for 2023/24.

Engagement of the required resources to support the implementation of the project is underway and will be announced before the end of October. Regular updates are provided to the Risk Management and Audit Committee on this project.

### **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.

City of Palmerston has several major projects at various stages of development combined with delivery of capital and operational works programs. There is a risk that current Full Time Equivalent (FTE) allocations may not be adequate to successfully deliver the volume of significant projects, continued additional grant funding allocations, and annual programs in line with expectations. To mitigate these

risks, a review of resourcing in the project management team is underway which may result in future requests for additional long and short-medium term resource allocation.

This Report addresses the following City of Palmerston Strategic Risks:

**5. Infrastructure**

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

### **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 [**13.2.5.1** - 3 pages]
2. Driver Community Resource Centre [**13.2.5.2** - 2 pages]
3. Archer Waste Management Facility Upgrade Council Update [**13.2.5.3** - 1 page]



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## SWELL CONSTRUCTION

October 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:** Works complete - November 2023, Opening - December 2023

**Contractor:** Jaytex Construction Pty Ltd

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### Status Update

**Percentage Complete:** 76%

**Actual Costs to Date (claims approved):** \$12,495,314.00 or 75% of contract sum.

**Approved Cost Variations:** \$315,665 or 1.63%

**Works to Date Summary:**

Construction works commenced 22 August 2022.

Update of Project works completed to date:

- Installation of electrical substation, sewer pump station and water main.
- 50m and program pools structurally complete and Mythra systems installed, including the sealing to the walls with tiling to edges complete..
- Plant room structure complete and equipment now in place.
- Leisure pool detailed excavations and service installations.
- Multipurpose area and basketball half court.
- Concrete columns for the shade structure.
- Whitewater Adventure Play below ground structure and shade columns.

Recent milestones in the past month include;

- Lining to pool floors and walls complete.
- Leisure pool structure completed, including tiling.
- Shade structure cabling, with shade cloth on site.
- Adventure Play structure arrived and installation underway.
- Landscaping commenced.





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## SWELL CONSTRUCTION

October 2023 Update



Ceiling sheeting to SP4 06/10/23



Shade structure showing guy wires installed 05/10/20123



North side of 50m pool showing landscaping 05/10/23



Adventure Play area 06/10/2023



50m pool fully lined 05/10/2023



Adventure Play upper components 05/10/2023



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## SWELL CONSTRUCTION

October 2023 Update



Manifold controls for Adventure Play area 05/10/2023



Leisure pool ready for floor covering and toys 05/10/2023

### Upcoming Works:

The project is nearing completion with all aquatic works scheduled to be completed by the end of October for commissioning.

Key elements underway or nearing completion;

- Installation of shade cloth over pools to be completed by end of October.
- Adventure play structure completion.
- Amenities facility structural fit out.
- Walkway and roof.
- Works to the entrance/kiosk area.
- Plant room equipment testing.
- Switchboards and the substation activation.
- Installation of water features to the Leisure Pool.
- Pools and all water areas operational testing.
- Landscaping works.

The design of the hall refurbishment and roof replacement has been also been completed with the contract awarded to HCS Constructions NT Pty Ltd. Works commenced on 9 October with the roof replacement works occurring in conjunction with SWELL activities related to the amenities building. The roof replacement is scheduled for completion in November, with the hall refurbishment to be completed in January 2024.

The SWELL project remains on track for November completion and December 2023 opening.

### Project Risks:

The roofing works to the Hall, Gym and Youth Centre, while having commenced, need to be completed at the same time as the SWELL project so opening can occur at the nominated dates. The relevant contractors are being engaged with to ensure the works happen efficiently and avoid delays.



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## DRIVER COMMUNITY CENTRE

October 2023 Update

### Project Overview

#### Summary:

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

Estimated Construction Budget: \$3.0 mil

#### Funding Source(s):

- Design - City of Palmerston - \$250,000
- Construction – unknown

Completion Date: Design – March 2024, Construction - unknown

Contractor: Design - GHD Woodhead

### Status Update

Percentage Complete: 70% Design

Actual Costs to Date (design): \$102,399.50

#### Works to Date Summary:

A public quotation process was undertaken for the provision of Needs Assessment and preliminary design. The contract was awarded to GHD Woodhead in October 2022. GHD have completed the Needs Assessment and the preliminary design for the replacement of the Driver Resource Centre with a modern Community Centre.

Community consultation has been undertaken and concludes in October. Information relating to the consultation is available on Council's website;

<https://palmerston.nt.gov.au/council/haveyoursay/2023/driver-community-centre-proposed-design>

The outcomes of the consultation will be presented to Council in November, which will enable the design to be completed by early 2024.

The cost for the project based on the concept design is estimated at \$3 million.

The concept design includes a total internal floor area of 353 square metres, with a total internal occupancy of 100 users across three spaces (pods), each with adjacent outdoor space.

Room	Usable area	Storage area	Occupancy
Pod 1	71	10	20
Pod 2	80	9	30
Pod 3	111	6	50
General storage	N/A	14	N/A
Kitchen facilities	13	N/A	N/A



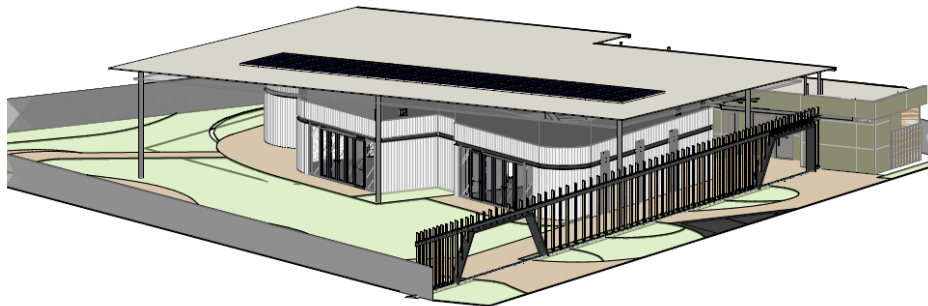
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## DRIVER COMMUNITY CENTRE

October 2023 Update



Site Layout



Conceptual Design

### Upcoming Works:

Community and stakeholder consultation concludes this month and will be presented to Council in November. Following this, the design will be completed and cost estimates finalised.

### Project Risks:

Currently only the concept design is funded, the construction design and delivery are unfunded, however community consultation and project design development is continuing to enable the project to be ready for construction as soon as funding is available.





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## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

October 2023 Update

### Project Overview

**Summary:** Upgrade of the Archer Waste Management Facility (AWMF) includes design and construction of a new recycling area and an undercover general waste push-pit area to improve safety and functionality. A cardboard compactor will also be installed.

**Project Budget:** \$1,800,000

**Funding Source(s):**

Waste and Recycling Facility Upgrade Works	City of Palmerston	\$1,200,000
	Northern Territory Government	\$400,000 Priority Infrastructure Fund
Cardboard Compactor	City of Palmerston	\$100,000
	Northern Territory Government	\$100,000 NT Recycling Modernisation

**Completion Date:**

- Gate House Relocation – February 2024
- Remaining stages – Dry season 2024

**Contractor(s):** TBA

### Status Update

**Percentage Complete:** 90% of Pre-Construction Activities

**Works to Date Summary:**

Design works are continuing. As has been noted previously, the site is complex, along with ensuring works designed are able to be constructed within budget and whilst enabling operations to continue. Works progressed this month:

- Detailed Civil Design for gatehouse redevelopment is being finalised for procurement.
- Detailed design development of Recycling Facility.
- Cardboard compactor procurement underway.

**Upcoming Works:**

- Progress detailed design for all stages.
- Gatehouse relocation procurement and works commencing before the end of the year
- Completion of designs
- AWMF Operations Tender to be finalised following completion of detailed design for all stages.
- Review AWMF Upgrade Communications Strategy based on revised project staging.

**Key Risks:**

The complexity of the site and availability of design consultants and internal resources to progress the project has led to delays. Cost escalation presents as a project risk, and this is being managed through design and scope review

The AWMF is highly utilised by the City of Palmerston residents and community engagement and consultation is critical to project success. There is a potential risk of community dissatisfaction during the project construction phase. This is being mitigated through the establishment of a temporary waste transfer facility during construction and communication strategy.



**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, 7 November 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 3 October 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'*



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# COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

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Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 3 October 2023 at 5:30pm.

## PRESENT

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### ELECTED MEMBERS

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

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Acting General Manager People and Place, Emma Blight  
General Manager Infrastructure, Nadine Nilon  
General Manager Finance and Governance, Wati Kerta  
General Manager Community, Kylie Darley  
Minute Secretary, Jodi Holden

### GALLERY

One member of the public

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

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11150



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# 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 5.30pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Nil

### 3.2 Leave of Absence Previously Granted

*THAT it be noted Councillor Morrison will be on leave of absence as previously granted on 20 September 2023, for the period of 2 October to 5 October 2023 inclusive.*

### 3.3 Leave of Absence Request

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT the leave of absence received from Councillor Morrison for 2 October to 5 October 2023 inclusive be received and noted.
2. THAT the leave of absence received from Councillor Hale for 30 September to 2 October 2023 inclusive be received and noted.
3. THAT the leave of absence received from Councillor Hale for 4 October to 10 October 2023 inclusive be received and noted.
4. THAT the leave of absence received from Councillor Henderson for 10 October to 15 October 2023 inclusive be received and noted.
5. THAT the leave of absence received from Mayor Pascoe-Bell for 10 October to 14 October 2023 inclusive be received and noted.

CARRIED 10/1027 – 3/10/2023

## 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Garden  
Seconded: Councillor Hale

THAT Council note Councillor Morrison the request is attending via Audio/Audiovisual Conferencing who will be physically prevented from attending a meeting on 3 October 2023 due to being a greater distance than 100km from the appointed place of meeting and

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

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11151



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## COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

approval has been granted by the Chief Executive Officer in accordance with the City of Palmerston Audio/Audiovisual Policy.

CARRIED 10/1028 – 3/10/2023

### 5 DECLARATION OF INTEREST

#### 5.1 Elected Members

Nil

#### 5.2 Staff

Nil

### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

Moved: Deputy Mayor Eveleigh

Seconded: Councillor Henderson

THAT the Minutes of the Council Meeting held on 19 September 2023 pages 11136 to 11144 be confirmed.

CARRIED 10/1029 – 3/10/2023

#### 6.2 Business Arising from Previous Meeting

Nil

### 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell

Seconded: Councillor Garden

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

CARRIED 10/1030 – 3/10/2023

### 8 DEPUTATIONS AND PRESENTATIONS

Nil

### 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Nil

### 10 CONFIDENTIAL ITEMS

#### 10.1 Moving Confidential Items into Open

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11152



#### 10.2 Moving Open Items into Confidential

Nil

#### 10.3 Confidential Items

Moved: Councillor Garden  
Seconded: Deputy Mayor Eveleigh

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

CARRIED 10/1031 - 3/10/2023

#### 11 PETITIONS

Nil

#### 12 NOTICES OF MOTION

Nil

#### 13 OFFICER REPORTS

##### 13.1 Action Reports

##### 13.1.1 Vibrant Economy Advisory Committee Minutes - 25 September 2023

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT Report entitled Vibrant Economy Advisory Committee Minutes - 25 September 2023 be received and noted.
2. THAT the unconfirmed Vibrant Economy Advisory Committee minutes provided as **Attachment 13.1.1.1** to report entitled Vibrant Economy Advisory Committee Minutes - 25 September 2023 be received and noted.
3. THAT Council endorse the recommendations within the respective minute from the Vibrant Economy Advisory Committee being:

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

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11153

- a. THAT the Vibrant Economy Advisory Committee notes that the expected completion date for Phase 1 of the website will be November 2023.
- b. THAT the tabled correspondence received from Sue Shearer, representative of the Palmerston Regional Business Association, advising of her resignation as a member of the Vibrant Economy Advisory Committee be received and noted.
- c. THAT Council writes to Sue Shearer on behalf of the Committee acknowledging her resignation and expressing its gratitude for her contribution.
- d. THAT Council seeks nominations for the position of Business Association representative on the Vibrant Economy Advisory Committee via a public call for Expressions of Interest.

CARRIED 10/1032 - 3/10/2023

**13.1.2 Community Safety Advisory Committee Minutes - 26 September 2023**

Moved: Councillor Hale  
Seconded: Councillor Garden

1. THAT Report entitled Community Safety Advisory Committee Minutes - 26 September 2023 be received and noted.
2. THAT the unconfirmed Palmerston Community Safety Advisory Committee minutes provided as **Attachment 13.1.2.1** to report entitled Community Safety Advisory Committee Minutes - 26 September 2023 be received and noted.
3. THAT Council endorse the recommendations within the respective minute from the Palmerston Community Safety Advisory Committee being:
  - a. THAT the tabled correspondence received from Sue Shearer, representative of the Palmerston Regional Business Association, advising of her resignation as a member of the Palmerston Community Safety Advisory Committee be received and noted.
  - b. THAT Council writes to Sue Shearer on behalf of the Committee acknowledging her resignation and expressing its gratitude for her contribution.
  - c. THAT Council seeks nominations for the position of Business Association representative on the Palmerston Community Safety Advisory Committee via a public call for Expressions of Interest.

CARRIED 10/1033 - 3/10/2023

**13.1.3 Community Benefit Scheme - Arafura Music Collective**

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

1. THAT Report entitled Community Benefit Scheme - Arafura Music Collective be received and noted.

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

2. THAT Council approves the grant application of the Arafura Music Collective for \$4,320 to deliver the events Balnba (Rainy Season) Connecting Community Through Music and Mayilem (Knockemdowns) Balance and Harmony at Gray Community Hall.

**CARRIED 10/1034 – 3/10/2023**

**13.2 Receive and Note Reports**

**13.2.1 Infrastructure Quarterly Report July to September 2023**

Moved: Councillor Henderson  
Seconded: Councillor Garden

THAT Report entitled Infrastructure Quarterly Report July to September 2023 be received and noted.

**CARRIED 10/1035 – 3/10/2023**

**13.2.2 Community Quarterly Report July to September 2023**

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Hale

THAT Report entitled Community Quarterly Report July to September 2023 be received and noted.

**CARRIED 10/1036 – 3/10/2023**

**13.2.3 Community Satisfaction Survey 2023**

Moved: Councillor Garden  
Seconded: Deputy Mayor Eveleigh

THAT Report entitled Community Satisfaction Survey 2023 be received and noted.

**CARRIED 10/1037 – 3/10/2023**

**14 INFORMATION AND CORRESPONDENCE**

**14.1 Information**

Nil

**14.2 Correspondence**

Nil

**15 REPORT OF DELEGATES**

Nil

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

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11155



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# COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

## 16 QUESTIONS BY MEMBERS

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Fraser

THAT the question asked by Deputy Mayor Eveleigh regarding Recreation Centre EV charging stations repair timing, and the response provided by the General Manager Infrastructure be received and noted.

CARRIED 10/1038 – 3/10/2023

## 17 GENERAL BUSINESS

Nil

## 18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Fraser  
Seconded: Councillor Hale

THAT the next Ordinary Meeting of Council be held on Tuesday, 17 October 2023 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1039 – 3/10/2023

## 19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser  
Seconded: Councillor Hale

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

CARRIED 10/1040 – 3/10/2023

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.04pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.08pm.

Chair

Print Name

Date

Initials:

MINUTES ORDINARY COUNCIL MEETING - 3 OCTOBER 2023

11156