

# AGENDA

## 2nd Ordinary Council Meeting

### Tuesday 21 November 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.



**LUCCIO CERCARELLI**  
CHIEF EXECUTIVE OFFICER

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*A Place for People*

- 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
    1. THAT the Minutes of the Council Meeting held on 7 November 2023 pages 11175 to 11181 be confirmed.
    2. THAT the Minutes of the Special Council Meeting held on 13 November 2023 pages 11187 to 11190 be confirmed.
  - 6.2 Business Arising from Previous Meeting
- 7 MAYORAL REPORT
- 8 DEPUTATIONS AND PRESENTATIONS
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)
- 10 CONFIDENTIAL ITEMS



## 10.1 Moving Confidential Items into Open

## 10.2 Moving Open Items into Confidential

## 10.3 Confidential Items

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

Item	Confidential Category	Confidential Clause
23.1	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(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.
23.2	External Presentation Request	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(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 Agreements and Contracts Property and	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.
25.1.3	Rate Assessment Concession	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the

		<p>public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.</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)(d) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.</p>
25.1.4	Council Project Initiative	<p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iv) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person.</p> <p>This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i>, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.</p>
25.1.5	Legal Advice	<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)(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.</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)(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.</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)(d) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
25.1.6	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.
25.2.1	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)(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.

## 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>	First Budget Review 2023-24
<b>MEETING DATE:</b>	Tuesday 21 November 2023
<b>AUTHOR:</b>	Finance Data & Systems Lead, Tinashe Gomo
<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

This Report seeks Council approval for the First Budget Review for the 2023-24 Budget and the amendment of the Long-Term Financial Plan.

### KEY MESSAGES

- Council's 2023-24 First Budget Review is a consolidation of the council decisions and newly awarded grants that are not included in the original budget contained in the Municipal Plan.
- The First Budget Review is compliant with Section 202 of the *Local Government Act 2019*, which prohibits budgeting for a deficit except in accordance with the regulations specified in Section 10 of the *Local Government (General) Regulations 2021*.
- Council continues to deliver a balanced budget at the end of the First Budget Review by considering unanticipated income, capital projects rolled over into current year and long-term benefits to our community.
- The capital rollovers from the 2022/23 to 2023/24 Financial year amounted to \$18.5 Million.
- The \$18.5 million capital rollover is made up of \$7 million from the 2022-23 Third Budget Review and \$11.5 million from the 2022-23 end-of-year.
- Once the First Budget Review movements are adopted by the Council, the amended budget and the long-term financial plan will be published on the Council's website, sent to the Department of Chief minister and cabinet, and advertised in the NT News.

### RECOMMENDATION

1. THAT Report entitled First Budget Review 2023-24 be received and noted.
2. THAT Council adopts the First Budget Review 2023/24, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021* as presented in **Attachment 13.1.1.1** to report First Budget Review 2023-24.
3. THAT Council adopts the revised Long Term Financial Plan as presented in **Attachment 13.1.1.3** to report First Budget Review 2023-24, pursuant to Division 4 (9) of the *Local Government (General) Regulations 2021*.

## BACKGROUND

Council adopted the 2023-24 Municipal Plan and Budget at the 2<sup>nd</sup> Ordinary Council Meeting of 20 June 2023. Council made the following decision:

### 13.1.1 Adoption of the Municipal Plan and Budget 2023-24

3. THAT in accordance with Section 35(1) of the Local Government Act 2019 Council adopt the Draft Municipal Plan and Budget 2023-24 at **Attachment 13.1.1.1** to this report entitled Adoption of the Municipal Plan and Budget 2023-24 that incorporates the commentaries and actions outlined in this report as City of Palmerston Municipal Plan and Budget 2023-24 with the following amendment that document be amended to include NT Planning Zone SP1\*20 and relevant rating values and information.
5. THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2023-24 to the Department of Chief Minister and Cabinet in accordance with Section 35 (2) of the Local Government Act 2019 before the 30 June 2023 with a copy also provided to the Minister for Local Government.

**CARRIED 10/882 – 20/06/2023**

Further Council Decisions that are referred to in this report are found at Table 1. Prior Council Decisions.

Budget reviews occur to enable the Council to consider current requirements against the Original Budget to ensure the Council is delivering on the services outlined in the Municipal Plan and Budget 2023-24 and grant commitments made to funding bodies.

Section 9 Local Government (General) Regulations, require Council to review the budget twice a financial year, however City of Palmerston currently undertakes three budget reviews per financial year.

If the council adopts an amended budget as a result of the review, and the amended budget has a material impact on the council's long-term financial plan, the council must, by resolution, amend the council's long-term financial plan at the same time as adopting the amended budget.

The purpose of this report is to present the First Budget Review 2023/2024 movements and seek the Council's endorsement to adopt the amended budget and the revised long-term financial plan.

## DISCUSSION

Council's 2023-24 First Budget Review is based on the inclusion of additional grant income and year-to-date council decisions, these decisions are summarised in the table below. The movements discussed in this report result in no change to the overall service delivery.

**Table 1: Prior Council Decisions**

Item	Council Decision and Meeting Date	Budget Impact
3 <sup>rd</sup> Budget Review Capital rollover 2022-23	10/837, 16/05/2023	<ul style="list-style-type: none"> <li>• Transfer \$2,000,000 to Unexpended Capital works reserve.</li> <li>• Defer \$5,000,000 borrowings into 2023-24 for SWELL.</li> <li>• Defer \$1,000,000 borrowings into 2024-25 for Zuccoli Hub.</li> <li>• Increase 2023-24 Capital Expenditure of \$7,000,000.</li> </ul>

Capital Projects Rollover from 2022-23 to 2023-24	10/987, 5/9/2023 10/1094, 13/11/2023	<ul style="list-style-type: none"> <li>• Transfer \$4,512,568 from Unexpended Capital Works Reserve.</li> <li>• Increase Capital Grant Income of \$7,017,380.</li> <li>• Increase Capital Expenditure of \$11,529,948.</li> </ul>
Men's Shed Disabled Toilet Facility	10/976, 15/08/2023 10/1082, 7/11/2023	<ul style="list-style-type: none"> <li>• Transfer \$100,000 from Working Capital reserve to fund project.</li> <li>• Transfer additional \$36,400 from Working Capital Reserve to fund project.</li> <li>• Increase Capital Expenditure by \$136,400.</li> </ul>
2022-23 Surplus Analysis	10/1094, 13/11/2023	<ul style="list-style-type: none"> <li>• \$2,375,184 to the Unexpended Grant Reserve, this funding was not expected until 2023-24 and has been committed to fund the projects included in the 2023-34 Municipal Plan.</li> <li>• \$14,644 transfer to the Waste Reserve.</li> <li>• \$50,000 to the Election Expense Reserve.</li> <li>• \$330,299 to the Developer Contribution Reserve.</li> <li>• \$150,000 transferred to the Working Capital Reserve.</li> <li>• \$352,973 the balance of the surplus transferred to the Major Initiative Reserve.</li> </ul>

## Operational Income

The 2022-23 Surplus Analysis identified that the surplus related to \$2,375,184 was the Federal Assistance Grant funding, which was paid in advance, it was not expected until 2023-24 and has been committed to fund the projects included in the 2023-24 Municipal Plan. This will have the effect of reducing the operational grant income and increasing the reserve funding by \$2,375,184.

## Capital Income

The budget review resulted in an overall increase of \$7.47 million to the Capital Income. The increase has resulted from the following:

- \$7 Million relates to grant funding rolled over from 2022/23 into this year.
- \$457,586 relates to additional grant income \$200,000 for Hall 2 project, \$237,586 for Local Roads and Community Infrastructure Program (LRCI) Phase 4 and \$20,000 for the Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) Fencing.

## Capital Expenditure

Capital Expenditure increased by \$19.27 million, and this is largely due to:

- \$18.53 million in rolled over projects from 2022/23 of which \$12.2 million is SWELL.
- \$593,986 –relates to \$136,400 for the Men's Shed bathroom renewals, \$220,000 for the Hall 2 project and SWELL fencing with \$237,586 for road rehabilitation, both funded through additional grants.

## Borrowings

The \$5M approved borrowings for the SWELL loan was rolled over into 2023-24 as part of the 3<sup>rd</sup> Budget Review, refer 10/837 at 2<sup>nd</sup> Ordinary Meeting in May 2023. This will be drawn in 2<sup>nd</sup> quarter of 2023-24 and repaid over 20 years with interest and repayments commencing 2023-24. This will attract a repayment of \$62500 per quarter, or \$125000 this year. Interest repayments have already been considered in the original budget. The Zuccoli hub project was deferred to 2024-25 as part of the 3<sup>rd</sup> Budget Review. The project borrowings and interest repayments have been included in the revised Long Term Financial Plan 2024-33.

## Reserves

The following items will be transferred from Reserves.

- Transfer \$136,400 from Working Capital reserve to increase Capital Expenditure for the Men's Shed.
- Transfer \$6,512,568 from Unexpended Capital works reserve to increase Capital Expenditure as a result of the all the capital roll-overs.

As a result of the 2022-23 Surplus, the following items will be transferred from the Accumulated Surplus to the following Financial Reserves and will remain there until Council makes a decision to utilise the funds:

- \$14,644 transfer to the Waste Reserve.
- \$50,000 to the Election Expense Reserve.
- \$330,299 to the Developer Contribution Reserve.
- \$150,000 transferred to the Working Capital Reserve.
- \$352,973 the balance of the surplus transferred to the Major Initiative Reserve.

As a result of the 2022-23 Surplus \$2,375,184 will be transferred from the accumulated surpluses and transferred to the Unexpended Grant Reserve with a subsequent transfer from the Unexpended Grant Reserve with a decrease in Operational Grant income. This funding relates to Federal Assistance Grant Funds and was received in 2023-24 and was not expected until 2023-24 and has been committed to fund the projects included in the 2023-34 Municipal Plan.

## Long-Term Financial Plan

The increases to capital income, capital expenditure and reserve movements and borrowings, including roll-overs, have a material impact on Council's adopted Long-Term Financial Plan, therefore the long-term financial plan for 2024-2033 has been amended and presented as **Attachment 13.1.1.3** to Report entitled First Budget Review 2023-24 for Council adoption.

The following financial statements have been amended in the long-term financial plan and presented as **Attachment 13.1.1.3**.

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

## CONSULTATION PROCESS

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

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

## POLICY IMPLICATIONS

All reserve movements are compliant with the Reserve Policy.

## BUDGET AND RESOURCE IMPLICATIONS

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

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This Report addresses the following City of Palmerston Strategic Risks:

2. Financial Sustainability



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

### **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. Statement of Comprehensive Income ( SC I) [13.1.1.1 - 1 page]
2. Reserves [13.1.1.2 - 1 page]
3. Revised LTFP [13.1.1.3 - 4 pages]

## STATEMENT OF COMPREHENSIVE INCOME

30 September 2023

Description	Original Budget \$	1st Review Increase/ (Decrease) \$	Revised Annual Budget \$
<b>Operating Income</b>			
Rates	25,806,363	0	25,806,363
Charge	7,534,269	0	7,534,269
Fees & Charges	933,318	0	933,318
Grants, Subsidies & Contributions	3,701,048	-2,375,184	1,325,864
Interest & Investment Revenue	1,671,202	0	1,671,202
Other Income	15,785	0	15,785
<b>Operating Income</b>	<b>39,661,985</b>	<b>-2,375,184</b>	<b>37,286,801</b>
<b>Operating Expenditure</b>			
Employee Costs	-12,207,233	0	-12,207,233
Materials & Contractors	-12,615,298	0	-12,615,298
Depreciation, Amortisation & Impairment	-11,270,000	0	-11,270,000
Elected Members Allowances	-428,200	0	-428,200
Elected Members Expenses	-39,745	0	-39,745
Professional Services	-1,671,086	0	-1,671,086
Auditor's Remuneration	-39,848	0	-39,848
Bad and Doubtful Debts	0	0	0
Utilities	-2,332,117	0	-2,332,117
Legal Expenses	-315,700	0	-315,700
Telephone & Other Communication Charges	-264,456	0	-264,456
Donations, Sponsorships & Grants	-255,000	0	-255,000
Software, Hardware, Stationery, Subscriptions	-1,394,593	0	-1,394,593
Insurance	-615,083	0	-615,083
Borrowing Costs	-179,477	0	-179,477
Other Expenses	-2,177,335	0	-2,177,335
<b>Operating Expenditure</b>	<b>-45,805,171</b>	<b>0</b>	<b>-45,805,171</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-6,143,186</b>	<b>-2,375,184</b>	<b>-8,518,370</b>
<b>Capital Income</b>			
Net gain (loss) on disposal or revaluation of assets	299,737	0	299,737
Developer Contributions	200,000	0	200,000
Asset Income	3,000,000	0	3,000,000
Grants received	2,023,778	7,474,966	9,498,744
<b>Capital Income</b>	<b>5,523,515</b>	<b>7,474,966</b>	<b>12,998,481</b>
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>-619,671</b>	<b>5,099,782</b>	<b>4,480,111</b>
<b>Capital Expenditure</b>			
Land Purchase	0	0	0
Asset Purchase	-3,540,929	81,542	-3,459,387
Asset Upgrade	-4,306,591	-19,205,476	-23,512,067
<b>Capital Expenditure</b>	<b>-7,847,520</b>	<b>-19,123,934</b>	<b>-26,971,454</b>
Less Non-Cash Expenditure	-11,270,000	0	-11,270,000
Plus Gifted Assets	3,000,000	0	3,000,000
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-197,191</b>	<b>-14,024,152</b>	<b>-14,221,343</b>
Borrowings	0	5,000,000	5,000,000
Less Repayment of Borrowings	-392,000	-125,000	-517,000
Reserve Movement	589,191	9,149,152	9,738,343
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>

### STATEMENT OF RESERVES - Budget Movements 2023/24

OTHER RESERVES	Opening Balance \$ 01/07/2023	Surplus Analysis to Reserves \$	Original Budget 2023/24 to Reserves \$	Original Budget 2023/24 from Reserves \$	1st Review 2023/24 to Reserves \$	1st Review 2023/24 from Reserves \$	Anticipated Balance at the EOY 2023/24 \$
<b>Externally Restricted Reserves</b>							
Unexpended Grants Reserve	-	2,375,184	-	-	-	(2,375,184)	-
<b>Externally Restricted Reserves</b>	-	2,375,184	-	-	-	(2,375,184)	-
<b>Internally Restricted Reserves</b>							
Election Expenses Reserve	50,000	50,000	-	-	-	-	100,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	500,000
Unexpended Capital Works Reserve	6,512,568	-	-	-	-	(6,512,568)	0
Developer Funds In Lieu Of Construction	753,712	330,299	-	(220,000)	-	-	864,011
Waste Management Reserve	2,323,900	14,644	27,122	(29,841)	-	-	2,335,825
Asset Renewal Reserve	-	-	-	-	-	-	-
Major Initiatives Reserve	914,866	352,973	-	(250,000)	-	(125,000)	892,839
<b>Internally Restricted Reserves</b>	<b>11,055,046</b>	<b>747,916</b>	<b>27,122</b>	<b>(499,841)</b>	<b>-</b>	<b>(6,637,568)</b>	<b>4,692,675</b>
<b>Unrestricted Reserves</b>							
Working Capital Reserve	5,296,362	150,000	633,528	(750,000)	-	(136,400)	5,193,490
<b>Unrestricted Reserves</b>	<b>5,296,362</b>	<b>150,000</b>	<b>633,528</b>	<b>(750,000)</b>	<b>-</b>	<b>(136,400)</b>	<b>5,193,490</b>
<b>Total Reserves</b>	<b>16,351,407</b>	<b>3,273,100</b>	<b>660,650</b>	<b>(1,249,841)</b>	<b>-</b>	<b>(9,149,152)</b>	<b>9,886,164</b>

Reserve balances as at 01/07/2023 include 2022/23 year-end adjustments

<b>Table 1</b>			89%	85%	85%	85%	85%	85%	86%	86%	87%	87%
<b>Long Term Financial Plan</b>												
<b>INCOME STATEMENT</b>												
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>	<b>2029-2030</b>	<b>2030-2031</b>	<b>2031-2032</b>	<b>2032-2033</b>	
<b>\$'000's</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	
<b>Operating Income</b>												
<b>Rates &amp; annual charges</b>	<b>31,515</b>	<b>33,341</b>	<b>34,759</b>	<b>36,238</b>	<b>37,780</b>	<b>39,388</b>	<b>41,064</b>	<b>42,811</b>	<b>44,633</b>	<b>46,532</b>	<b>48,512</b>	
Rates	24,620	25,806	26,916	28,073	29,281	30,540	31,853	33,223	34,651	36,141	37,695	
Waste	6,895	7,534	7,843	8,165	8,499	8,848	9,211	9,588	9,982	10,391	10,817	
Statutory Charges	105	152	157	162	167	172	178	183	189	195	201	
User charges & fees	801	781	805	830	856	882	910	938	967	997	1,028	
Interest & investment revenue	1,598	1,671	1,540	1,578	1,587	1,582	1,642	1,720	1,843	1,387	1,543	
Other revenues	100	16	16	17	17	18	18	19	20	20	21	
Grants & contributions for operating purposes	4,387	1,326	3,742	3,858	3,978	4,101	4,228	4,359	4,494	4,634	4,777	
<b>TOTAL INCOME</b>	<b>38,506</b>	<b>37,287</b>	<b>41,020</b>	<b>42,683</b>	<b>44,384</b>	<b>46,143</b>	<b>48,040</b>	<b>50,030</b>	<b>52,145</b>	<b>53,764</b>	<b>56,081</b>	
<b>Operating Expenditure</b>												
Employee benefits & costs	9,802	12,207	12,573	12,951	13,274	13,606	13,946	14,295	14,652	15,019	15,394	
Borrowing costs	33	179	284	339	318	301	288	275	261	248	235	
Elected Member Allowances	324	428	441	455	469	484	499	514	530	547	564	
Elected Member Expenses	46	40	41	42	44	45	46	48	49	51	52	
Materials, contracts and other expenses	22,059	21,681	22,250	22,939	23,650	24,484	25,139	25,919	26,722	27,654	28,408	
Depreciation, amortisation & Impairment	10,519	11,270	11,761	12,067	12,400	12,713	13,038	13,333	13,602	13,878	14,153	
<b>TOTAL EXPENDITURE</b>	<b>42,783</b>	<b>45,805</b>	<b>47,351</b>	<b>48,793</b>	<b>50,156</b>	<b>51,632</b>	<b>52,957</b>	<b>54,383</b>	<b>55,818</b>	<b>57,396</b>	<b>58,806</b>	
		-										
<b>BUDGETED OPERATING SURPLUS/DEFICIT</b>	<b>(4,277)</b>	<b>(8,518)</b>	<b>(6,331)</b>	<b>(6,110)</b>	<b>(5,771)</b>	<b>(5,490)</b>	<b>(4,917)</b>	<b>(4,353)</b>	<b>(3,673)</b>	<b>(3,632)</b>	<b>(2,725)</b>	
Add: Amounts received specifically for new or upgraded assets	9,914	9,499	5,373	1,232	2,840	2,840	2,840	1,840	750	750	750	
Add: Developers Contribution	136	200	200	200	200	200	200	200	200	200	200	
Add: Physical resources received free of charge (non-cash)	6,824	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Add: Revaluations	100	58	59	59	60	60	61	62	62	63	63	
Add: Net Sale /(Loss) of Assets	(228)	299	120	120	120	120	120	120	120	120	120	
<b>BUDGET SURPLUS / (DEFICIT)</b>	<b>12,469</b>	<b>4,537</b>	<b>2,421</b>	<b>(1,499)</b>	<b>448</b>	<b>731</b>	<b>1,304</b>	<b>869</b>	<b>459</b>	<b>501</b>	<b>1,408</b>	
<b>TOTAL COMPREHENSIVE INCOME / (LOSS)</b>	<b>12,469</b>	<b>4,537</b>	<b>2,421</b>	<b>(1,499)</b>	<b>448</b>	<b>731</b>	<b>1,304</b>	<b>869</b>	<b>459</b>	<b>501</b>	<b>1,408</b>	
Add: Depreciation	10,519	11,270	11,761	12,067	12,400	12,713	13,038	13,333	13,602	13,878	14,153	
Add: Other non-cash	625	(58)	(59)	(59)	(60)	(60)	(61)	(62)	(62)	(63)	(63)	
Less: Resources free of charge	6,824	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Less: Capital Expenditure	17,306	26,971	10,322	7,872	8,963	8,178	8,640	7,365	6,372	6,507	6,507	
Add: Borrowings (Loans advances)	-	5,000	1,000	1,500	-	-	-	-	-	-	-	
Less: Loan Repayments	241	517	535	589	601	335	339	344	348	353	359	
Add: Transfer from reserves	4,032	9,738	700	-	-	-	-	-	-	-	-	
<b>NET CASH BUDGET SURPLUS/(DEFICIT)</b>	<b>3,274</b>	<b>(1)</b>	<b>1,966</b>	<b>547</b>	<b>225</b>	<b>1,870</b>	<b>2,302</b>	<b>3,431</b>	<b>4,278</b>	<b>4,455</b>	<b>5,632</b>	

Table 2

Long Term Financial Plan STATEMENT OF FINANCIAL POSITION											
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
	Actual	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Assets</b>											
<b>Current Assets:</b>											
Cash & cash equivalents	14,660	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Investments	14,508	18,982	19,783	19,853	19,574	20,929	22,701	25,589	29,311	33,193	38,236
Receivables	4,473	4,710	4,960	5,223	5,499	5,791	6,098	6,421	6,761	7,120	7,497
<b>TOTAL CURRENT ASSETS</b>	<b>33,641</b>	<b>27,692</b>	<b>28,742</b>	<b>29,076</b>	<b>29,074</b>	<b>30,720</b>	<b>32,799</b>	<b>36,010</b>	<b>40,072</b>	<b>44,313</b>	<b>49,733</b>
<b>Non-Current Assets:</b>											
Infrastructure, property, plant & equipment	561,881	580,582	582,143	580,949	580,512	578,977	577,579	574,611	570,381	566,011	561,365
Investment property	5,800	5,858	5,917	5,976	6,036	6,096	6,157	6,218	6,281	6,343	6,407
Work in progress	16,142	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>583,823</b>	<b>586,440</b>	<b>588,060</b>	<b>586,924</b>	<b>586,548</b>	<b>585,073</b>	<b>583,736</b>	<b>580,830</b>	<b>576,662</b>	<b>572,354</b>	<b>567,772</b>
<b>TOTAL ASSETS</b>	<b>617,464</b>	<b>614,133</b>	<b>616,802</b>	<b>616,000</b>	<b>615,621</b>	<b>615,792</b>	<b>616,535</b>	<b>616,840</b>	<b>616,734</b>	<b>616,667</b>	<b>617,505</b>
<b>Liabilities</b>											
<b>Current Liabilities:</b>											
Payables	8,988	261	269	277	286	295	304	313	323	333	343
Borrowings	248	535	589	601	335	339	344	348	353	359	364
Provisions	1,279	1,317	1,357	1,398	1,433	1,468	1,505	1,543	1,581	1,621	1,661
<b>TOTAL CURRENT LIABILITIES</b>	<b>15,098</b>	<b>2,113</b>	<b>2,215</b>	<b>2,275</b>	<b>2,053</b>	<b>2,102</b>	<b>2,153</b>	<b>2,204</b>	<b>2,258</b>	<b>2,312</b>	<b>2,369</b>
<b>Non-Current Liabilities:</b>											
Payables	-	-	-	-	-	-	-	-	-	-	-
Borrowings	787	5,873	6,284	7,183	6,848	6,509	6,165	5,816	5,463	5,104	4,740
Provisions	1,815	1,869	1,926	1,983	2,033	2,084	2,136	2,189	2,244	2,300	2,358
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,602</b>	<b>7,742</b>	<b>8,209</b>	<b>9,166</b>	<b>8,881</b>	<b>8,592</b>	<b>8,301</b>	<b>8,005</b>	<b>7,707</b>	<b>7,404</b>	<b>7,098</b>
<b>TOTAL LIABILITIES</b>	<b>17,700</b>	<b>9,856</b>	<b>10,424</b>	<b>11,442</b>	<b>10,934</b>	<b>10,695</b>	<b>10,453</b>	<b>10,210</b>	<b>9,964</b>	<b>9,717</b>	<b>9,466</b>
<b>NET ASSETS</b>	<b>599,764</b>	<b>604,277</b>	<b>606,378</b>	<b>604,559</b>	<b>604,687</b>	<b>605,098</b>	<b>606,081</b>	<b>606,630</b>	<b>606,769</b>	<b>606,950</b>	<b>608,038</b>
<b>Equity</b>											
Retained earnings/(accumulated deficit)	217,686	212,914	214,008	211,856	211,705	210,459	209,352	206,680	202,749	198,681	194,341
Other Reserves	16,352	25,579	26,527	26,801	27,020	28,617	30,646	33,806	37,814	42,000	47,364
Revaluation reserves	365,726	365,784	365,843	365,902	365,962	366,022	366,083	366,144	366,207	366,269	366,333
<b>Council equity interest</b>	<b>599,764</b>	<b>604,277</b>	<b>606,378</b>	<b>604,559</b>	<b>604,687</b>	<b>605,098</b>	<b>606,081</b>	<b>606,630</b>	<b>606,769</b>	<b>606,950</b>	<b>608,038</b>
<b>TOTAL EQUITY</b>	<b>599,764</b>	<b>604,277</b>	<b>606,378</b>	<b>604,559</b>	<b>604,687</b>	<b>605,098</b>	<b>606,081</b>	<b>606,630</b>	<b>606,769</b>	<b>606,950</b>	<b>608,038</b>
	-	-	-	-	-	-	-	-	-	-	-

Table 3

Long Term Financial Plan											
STATEMENT OF CASH FLOWS											
\$ '000	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
	Actual	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Cash Flows from Operating Activities</b>											
<b>Receipts:</b>											
<b>Rates &amp; annual charges</b>	<b>31,301</b>	<b>33,578</b>	<b>34,510</b>	<b>35,975</b>	<b>37,503</b>	<b>39,096</b>	<b>40,757</b>	<b>42,488</b>	<b>44,292</b>	<b>46,173</b>	<b>48,135</b>
User charges & fees	986	933	962	992	1,023	1,055	1,087	1,121	1,156	1,192	1,228
Investment & interest revenue received	535	1,671	1,540	1,578	1,587	1,582	1,642	1,720	1,843	1,387	1,543
Grants & contributions	4,654	1,326	3,742	3,858	3,978	4,101	4,228	4,359	4,494	4,634	4,777
Other	106	16	16	17	17	18	18	19	20	20	21
<b>Payments:</b>											
Employee benefits & costs	(9,977)	(12,114)	(12,478)	(12,852)	(13,190)	(13,520)	(13,858)	(14,204)	(14,559)	(14,923)	(15,296)
Materials, contracts & other expenses	(22,855)	(30,876)	(22,724)	(23,428)	(24,155)	(25,003)	(25,675)	(26,471)	(27,292)	(28,241)	(29,013)
Finance Payments	(33)	(179)	(284)	(339)	(318)	(301)	(288)	(275)	(261)	(248)	(235)
<b>NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES</b>	<b>4,717</b>	<b>(5,646)</b>	<b>5,284</b>	<b>5,801</b>	<b>6,445</b>	<b>7,027</b>	<b>7,912</b>	<b>8,757</b>	<b>9,692</b>	<b>9,993</b>	<b>11,159</b>
<b>Cash Flows from Investing Activities</b>											
<b>Receipts:</b>											
Sale of investment securities	300	-	-	-	279	-	-	-	-	-	-
Amounts specifically for new or upgraded assets	2,824	21,058	5,373	1,232	2,840	2,840	2,840	1,840	750	750	750
<b>Payments:</b>											
Purchase of investment securities	4,005	(4,474)	(801)	(71)	-	(1,354)	(1,773)	(2,888)	(3,721)	(3,882)	(5,043)
Purchase of infrastructure, property, plant & equipment	(16,852)	(26,971)	(10,322)	(7,872)	(8,963)	(8,178)	(8,640)	(7,365)	(6,372)	(6,507)	(6,507)
<b>NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES</b>	<b>(9,723)</b>	<b>(10,388)</b>	<b>(5,749)</b>	<b>(6,711)</b>	<b>(5,844)</b>	<b>(6,692)</b>	<b>(7,573)</b>	<b>(8,413)</b>	<b>(9,343)</b>	<b>(9,640)</b>	<b>(10,800)</b>
<b>Cash Flows from Financing Activities</b>											
<b>Receipts:</b>											
Proceeds from borrowings & advances	-	5,000	1,000	1,500	-	-	-	-	-	-	-
<b>Payments:</b>											
Repayment of borrowings & advances	(241)	373	(535)	(589)	(601)	(335)	(339)	(344)	(348)	(353)	(359)
<b>NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES</b>	<b>(241)</b>	<b>5,373</b>	<b>465</b>	<b>911</b>	<b>(601)</b>	<b>(335)</b>	<b>(339)</b>	<b>(344)</b>	<b>(348)</b>	<b>(353)</b>	<b>(359)</b>
plus: CASH & CASH EQUIVALENTS - beginning of year	19,907	14,660	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	(5,247)	(10,660)	-	-	-	-	-	-	-	-	-
<b>Total Cash at Bank</b>	<b>14,660</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
plus: INVESTMENTS ON HAND - beginning of year	18,513	14,508	18,982	19,783	19,853	19,574	20,929	22,701	25,589	29,311	33,193
NET INCREASE/(DECREASE) IN INVESTMENTS ON HAND	(4,005)	4,474	801	71	(279)	1,354	1,773	2,888	3,721	3,882	5,043
<b>Total Investments on Hand</b>	<b>14,508</b>	<b>18,982</b>	<b>19,783</b>	<b>19,853</b>	<b>19,574</b>	<b>20,929</b>	<b>22,701</b>	<b>25,589</b>	<b>29,311</b>	<b>33,193</b>	<b>38,236</b>
<b>TOTAL CASH &amp; CASH EQUIVALENTS &amp; INVESTMENTS - end of year</b>	<b>29,168</b>	<b>22,982</b>	<b>23,783</b>	<b>23,853</b>	<b>23,574</b>	<b>24,929</b>	<b>26,701</b>	<b>29,589</b>	<b>33,311</b>	<b>37,193</b>	<b>42,236</b>
<b>NET INCREASE/(DECREASE) IN CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(9,552)</b>	<b>(6,186)</b>	<b>801</b>	<b>71</b>	<b>(279)</b>	<b>1,354</b>	<b>1,773</b>	<b>2,888</b>	<b>3,721</b>	<b>3,882</b>	<b>5,043</b>

Table 4

Long Term Financial Plan											
Financial Ratios											
FINANCIAL RATIOS	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
	Actual	Revised Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Operating Ratio</b>											
<i>This ratio measures Council's ability to contain operating expenditure within operating revenue</i>	16%	8%	14%	15%	16%	16%	18%	18%	20%	20%	21%
Benchmark - Greater than 0%	(operating revenue excl. capital grants and contributions - operating expenses) / operating revenue excluding capital grants and contributions										
<b>Cash Expense Cover Ratio</b>											
<i>This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow</i>	10.86	8.03	8.08	7.87	7.56	7.75	8.08	8.71	9.53	10.31	11.41
Benchmark - Greater than 3.0 months	(current year's cash and cash equivalents / (total expenses - depreciation - interest costs) * 12										
<b>Current Ratio</b>											
<i>This ratio represents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities</i>	2.23	13.10	12.98	12.78	14.16	14.61	15.24	16.34	17.75	19.16	21.00
Benchmark - Greater than 1.5	current assets / current liabilities										
<b>Own Revenue</b>											
<i>This ratio measures the level of Council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility improves the higher the level of its own source revenue</i>	89%	96%	91%	91%	91%	91%	91%	91%	91%	91%	91%
Benchmark - Greater than 60% < 75%											
<i>Own funding / total operating revenue</i>	Total income less Grants/total income										
<b>Debt Service Cover Ratio</b>											
<i>This ratio measures the availability of cash to service debt including interest, principal, and lease payments</i>	22.33	4.10	6.54	6.70	10.63	11.76	13.32	14.85	16.57	17.29	19.47
Benchmark - Greater than 2.0	operating result before interest and depreciation (EBITDA) / principal repayments + borrowing interest costs										
<b>Interest Cover Ratio</b>											
<i>This ratio indicates the extent to which Council can service its interest bearing debt and take on additional borrowings. It measures the burden of the current interest expense upon Council's operating cash</i>	190.15	16.33	20.13	18.59	21.83	25.03	29.24	33.71	38.97	42.25	49.59
Benchmark - Greater than 4.0	operating result before interest and depreciation (EBITDA) / interest expense										
<b>Asset Sustainability Ratio</b>											
<i>This ratio indicates the extent to which Council is replacing its existing asset base with capital renewals of existing assets</i>	160%	239%	88%	65%	72%	64%	66%	55%	47%	47%	46%



# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - Grant Application Landcare NT
<b>MEETING DATE:</b>	Tuesday 21 November 2023
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	General Manager of Community, Kylie Darley

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks Council approval of a Community Benefit Scheme Grant Application from local community organisation Landcare NT (Northern Territory).

## KEY MESSAGES

- A collaboration between Landcare NT, Territory Native Plants and Darwin Wildlife Sanctuary will see localised bespoke environmental education sessions to a guaranteed six (6) Palmerston Primary Schools to be delivered in 2024.
- The Native Flora, Fauna and Biodiversity Science Education Program will pilot a school-based education program with outcomes to show future viability of the program.
- The program will encourage schools and students to connect outdoors and engage in an education program which promotes sustainability and prepares for climate change.
- Funding application has been submitted to City of Palmerston to deliver education sessions across Palmerston schools. They have also sought funding from City of Darwin (approved) and Litchfield Council (pending) to deliver in these areas.
- The report recommends Council support the grant to deliver the program in Palmerston.

## RECOMMENDATION

1. THAT Report entitled Community Benefit Scheme - Grant Application Landcare NT be received and noted.
2. THAT Council endorse the grant application from Landcare NT for \$6,000 as per **Attachment 13.1.2.1** to Report entitled Community Benefit Scheme - Grant Application Landcare NT to be funded from the Community Benefit Scheme (Environment Initiative).

## BACKGROUND

Council 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 also available to individuals.

This Report seeks Council consideration of a Community Benefit Scheme grant application from Landcare NT for a grant to the value of \$6000.

### DISCUSSION

On 10 October 2023 City of Palmerston received a Community Benefit Scheme (CBS) Application from Landcare NT Incorporated for grant funding of \$6,000 to support their Native Flora, Fauna, and Biodiversity Science Education Program.

The activity will be delivered in partnership between Landcare NT, Territory Native Plants and Darwin Wildlife Sanctuary. This will be the first time Top End Community Environmental organisations, commercial partners and botanical specialists have offered localized bespoke education sessions to meet the growing demand to upskill future generations to effectively engage with climate change. This opportunity will be offered across three jurisdictions in the Top End, including Darwin, Palmerston, and Litchfield.

With funding from CBS, The Native Flora, Fauna, and Biodiversity Science Education Program will be delivered to a minimum of 180 students across a guaranteed six (6) Primary schools in the City of Palmerston.

The program will encourage schools and students to connect outdoors – which is beneficial for health and wellbeing and allows the celebration of native flora, fauna, and unique environments. Engaging and educating students is an important step in learning to live sustainably and prepare for changing climate.

This program has successfully secured funding from the City of Darwin, with applications submitted to both City of Palmerston and Litchfield Council to deliver education sessions across all three Top End jurisdictions. The program will be a pilot for a school-based knowledge and awareness package and provide evidence of the value of local community experts, delivering community engagement in schools. The outcomes from the pilot will be utilized to secure ongoing program funding. The program is scalable beyond a primary school cohort to the broader Palmerston Community.

Native Flora Workshops will include discussion on the following topics:

- Why are native plants important?
- What does plant classification mean?
- How do you identify different plants?
- Find, collect, and identify plants from around your school.

Native Fauna Workshops will include:

- Why are wildlife important and what roles do they play in the local environment?
- Meet and handle some local native species of wildlife.
- Find and describe wildlife around your school grounds.
- Second session will extend knowledge from the first education session – highlighting the inter-dependence of Top End Species/habitats/biodiversity.

These workshops align with the City of Palmerston Community Plan

- 5.1 Reduce our footprint on the environment  
Increase educational and awareness raising initiatives that improve and expand community understanding of how they can have a lower environmental footprint.

These workshops also align with the following actions in the City of Palmerston Sustainability Strategy:

- **1.3 Heat Mitigation**  
Develop community awareness programs and work with institutions to improve community messaging around tree preservation.
- **2.1 Engaging with Communities**  
Provide free sustainability community workshops utilising a variety of mediums and organisations.

Support relationships with school to grow existing programs targeting environmentally sustainable outcomes.

This activity brings together multiple stakeholders across three jurisdictions to deliver a critical need in environmental sustainability. The activity has great strengths as a pilot, with significant thought given to evaluation to assess the tangible outcomes for the community to inform future iterations of the program, and ongoing funding opportunities. The features of this program, including additional learning resources and multiple sessions per school ensure that this activity is not a once off, isolated activity which are important for building skills and knowledge within the community.

### **CONSULTATION PROCESS**

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

- Environment Officer
- Executive Manager Environment

### **POLICY IMPLICATIONS**

Council Policy Grants, Donations and Sponsorships, this application conforms to the policy and aligns with Environmental Initiatives.

The program and grant application aligns with City of Palmerston Sustainability Strategy 2022.

### **BUDGET AND RESOURCE IMPLICATIONS**

The Environmental Initiatives allocation with the Community Benefit Scheme for the 2023/24 fiscal year is \$20,000. None of this budget has been expended to date.

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

This Report addresses the following City of Palmerston Strategic Risks:

7. **Environmental Sustainability**  
Failure of Council to clearly articulate, plan for and deliver prudent and responsible environmental ambitions.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

These workshops also align with the following actions in the City of Palmerston Sustainability Strategy:

- **1.3 Heat Mitigation**  
Develop community awareness programs and work with institutions to improve community messaging around tree preservation.

- 2.1 Engaging with Communities

Provide free sustainability community workshops utilising a variety of mediums and organisations.

Support relationships with school to grow existing programs targeting environmentally sustainable outcomes.

### **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. Grant Application - Landcare NT - COMBINED [13.1.2.1 - 17 pages]



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ABN: 32771567640

## NATIVE FLORA, FAUNA AND BIODIVERSITY SCIENCE EDUCATION PROGRAM IN PALMERSTON SCHOOLS

**Program start date** 30.01.2024.

**Program end date** 30.12.2024.

### Background

Community environmental organisations across the Top End are being inundated with requests from schools and science teachers for education sessions focused on native flora, fauna, biology, biodiversity, and sustainability. STEAM Teachers of NT are seeking greater science education incursions in primary schools to meet the growing demand to upskill future generations to effectively engage with climate change.

Whilst teachers and schools are reaching out to their local community for expertise and support, they often struggle to acquire or afford external education. Additionally, one off education session can have limited impact and outcomes.

For the first time in the Top End community environmental organisations, commercial partners and botanical specialists intend to offer localised bespoke education sessions, however, need to be fairly remunerated for these services.

The '*Native Flora, Fauna and Biodiversity Science Education Program*' (the Program) is a school-based trial, delivering a package of education sessions in 25 schools across the Top End. This grant application is to fund delivery of the Program to six (6) schools within the City of Palmerston, free of charge.

The Program will be delivered in partnership by Landcare NT, Territory Native Plants, and the Darwin Wildlife Sanctuary. This program provides a rare opportunity for students, teachers, and schools to get to know, and work with local science experts, as well as engage with pro-active environmental organisations within their community.

The Program will utilise a 'template' for delivery of school-based education packages. This trial will demonstrate the value of local community experts delivering an education program in schools, to increase students' awareness and understanding of the importance of our native ecosystems and build their connection with their local environment. The outcomes from the trial will be utilised to secure ongoing Program funding.

### Program Details

Six (6) Palmerston based schools will be offered the Program which entails two complementary education sessions on local native flora and fauna. The sessions will be a hands-on/interactive science education, highlighting the importance of biodiversity throughout the Top End.

The Program will be targeted at Year 3 to Year 6 primary school students, with a maximum of 30 students per education session. The same cohort of students will participate in both education sessions. This is essential for scaffolding the teaching, resulting in deeper more meaningful learning outcomes for students (and teachers).



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The Program targets this age group, as it has been identified by NTG Department of Education, STEM & STEAM Teachers Associations of the NT as the cohort with the greatest initial need. The potential exists to extend the program to Transition to Year 12 following successful trials in Years 3 to 6.

- Education Session 1: Native Flora with Dr Donna Lewis on behalf of Territory Native Plants

Donna has over 20 years' experience in field botany and vegetation science and was responsible for coordinating and conducting flora and vegetation surveys across the Northern Territory. Donna's most recent role was with the Northern Territory Herbarium where she contributed to the curation of the herbarium collection, held various roles on national working groups and developed and managed flora and vegetation corporate systems. Donna also has experience in vegetation mapping and remote sensing applications. She gained a PhD in 2012 through the University of Queensland to evaluate field and image data to map vegetation communities in tropical savanna environments.

Native Flora Education Session will include:

- Why are native plants important?
- What does plant classification mean?
- How do you identify different plants?
- Find, collect and identify plants from around your school.

- Education Session 2: Native Fauna with Ms Ally Styc from Darwin Wildlife Sanctuary

Ally has been a qualified and practicing vet nurse for more than 20 years with a special interest in wildlife and education. She founded Darwin Wildlife Sanctuary Inc in 2013 and since then it has provided the greater Darwin region with round the clock wildlife rescue services, engaged with over 5000 students over 20 different schools, delivered short courses to volunteers and programs to youth at risk. Ally is a contracted VET Trainer with the Top End School of Flexible Learning, Palmerston Youth Skills Center and Taminmin College. She is dedicated to delivering accessible environmental education and engagement opportunities to young people and understands the vital role this plays in creating better outcomes for the environment and future generations.

Native Fauna Education Session will include:

- Why are wildlife important and what roles do they play in the local environment?
- Meet and handle some local native species of wildlife.
- Find and describe wildlife around your school grounds.
- This second fauna session will extend knowledge from the first education session – highlighting the inter-dependence of Top End species/habitats/biodiversity.

The class Teacher will be provided with a Native Flora and Native Fauna education resource. This will be specifically developed for the schools, ensuring information is relevant to the local school environment. These resources can be used to extend learning beyond the session.

The school will also receive a comprehensive list of educational resources that support delivery of STEAM learning and activities within the Australian curriculum. This will be of benefit to all students and teachers at this school.



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### **Program Management**

Landcare NT will be responsible for administering and managing the Program. Territory Native Plants and Darwin Wildlife Sanctuary will be responsible for the delivery of the education session and educational resources.

Schools will be invited to participate in the Program through an Expression of Interest process. Teachers / Schools will be required to nominate a year cohort and class and select dates/ times which align with speaker availability. The Program will be delivered to 6 schools during the second semester of 2024.

### **Program Scalability**

This Program will establish a workable and meaningful template for a school-based education program, tied to in-school curriculum outcomes. This template will be highly scalable and adaptable to other education and community opportunities.

- *Scalability Opportunities:*

- Increase range / diversity of topics delivered in Program i.e., insects, sustainability.  
Note: Partners have working relationships with a broad range of other experts already keen to share their incredible wealth of knowledge, however for the most part only under a funded 'template' model for delivery, as proposed herein.
- Creation of Program's specific for other age cohorts, i.e., Secondary School students, Early Childhood.
- Increase partnerships with other community-based organisations for delivery i.e., Oz Fish, Bird Life, Field Naturalists, Top End Native Plant Society, Native Bee & Insect experts.  
Note: As per above, partners have relationships with community organisations keen to participate under a funded 'template' model for delivery.
- Co-design with Larrakia Elders Indigenous knowledge education sessions. (Negotiations already underway).
- Deliver Program to other parts of the community i.e., Landcare groups, revegetation communities, youth services, aged care.

- *Scalability Opportunities in partnership with City of Palmerston (CoP):*

Strengthen communities understanding of our unique environment and wildlife through delivery of Program:

- As an excursion, taking school students to CoP parks / reserves of natural significance.
- To value add to existing CoP programs and Community Plan.
- In partnership with CoP to value add to community engagement activities and events.
- To support community activities that enhance and protect the urban forest and biodiversity.





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#### **Program Trial**

This will be the first community led, collaborative approach to delivery of a 'templated' STEAM education program model within schools in Darwin (possibly across the NT), providing access to some of the Top End's foremost flora and fauna expertise for school incursions, and ultimately to a vastly larger pool of environmental and scientific expertise

Darwin Wildlife Sanctuary has worked with over 3,000 young people over the past five years, and Territory Native Plants have provided formal and informal education at schools and community events for over the past six years. These sessions are always very well received and demonstrate positive outcomes in student and community engagement and learning.

These individual sessions are highly complementary, and so by combining into a single Program will significantly enhance the value and impact for students, teachers, and schools.

The administration of an individual fee-for-service model is extremely burdensome on organisations, schools and individuals and is neither cost effective nor efficient. This Program will allow for efficiencies in communication and coordination with schools and develop an effective scalable 'templated' program management system in order to significantly increase uptake, scaffold environmental science understanding and ensure lasting impact/engagement.

To date, the Program trial has confirmed funding from the City of Darwin and Inspire NT (CDU). An application with Litchfield Council is underway. This application for grant funding to increase the delivery to an extra 6 schools, which would significantly value-add to student impact and Program.

#### **Program Outcomes**

- Number of Expressions of Interest received from Schools.
- Number of education sessions delivered across the years levels (Year 3 to 6).
- Total number of students participating in Education Sessions.
- Pre / Post student evaluation on each education session to assess level of engagement and learning:
  - Quantitative – scale rating of knowledge pre / post
  - Qualitative – free text on experience / learnings
- Teacher evaluation forms on the Program
- Partner's undertake Final Review of Program delivery (lessons learned), impact and outcomes.



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**Program Budget for CoP Delivery**

Expenditure Description	\$ Excl GST	Notes
Development of education program resources Package tailored to Years 3 to 6.	\$660	Includes: - Education Session plan, activities, and resources. - Teacher education resources (post session). Additional school curriculum support resources.
Delivery of 12 x school-based education sessions.	\$3,120	Includes: 6 schools x 2 education sessions @ \$520 per school
Program Coordination	\$1,500	Includes: - Communications and marketing of Program. - Development of EOI documentation. - EOI assessment - Communication and coordination with teachers / schools - Oversight of Education Sessions delivery.
Program Evaluation	\$600	Includes: - Development of digital, automated evaluation and reporting system. Note: Establishment of system is one off cost that will future proof Program. (Ensures administrative efficiencies and facilitates scaling-up). - Undertake evaluations activities. - Analysis of impact and outcomes. - Reporting to CoP
Grant Management	\$120	Includes: Financial management of grant
<b>TOTAL</b>	<b>\$6,000</b>	<b>Excl GST</b>

**Additional Income supporting entire Program**

Income Description	\$ Excl GST	Notes	Status
City of Darwin Grant	\$10,000	Delivery in 10 Schools in City of Darwin	CONFIRMED
Inspire NT	\$3,600	Delivery in 4 Schools in Darwin region	CONFIRMED
Landcare NT	\$1,500	Organisational resources	CONFIRMED
Territory Native Plants	\$1,500	Organisational resources	CONFIRMED
Darwin Wildlife Sanctuary	\$1,500	Organisational resources	CONFIRMED
Litchfield Council	\$5,000	Delivery in 5 Schools in Litchfield Shire	
<b>TOTAL</b>	<b>\$12,100</b>	<b>Excl GST</b>	



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**Program Benefits to the Palmerston Community**

The '*Native Flora, Fauna and Biodiversity Science Education Program*' will be delivered to a minimum of 180 students, across 6 schools in the City of Palmerston. This equals 360 hours of student learning about our unique environment, biodiversity, flora and fauna - in line with Australian Science Curriculum T-10. Teachers and Schools will have access to localised, relevant educational resources which support the learning outcomes of the entire school and broader community. Students, teachers, and schools will be connected with local science organisations and expertise, to which they would otherwise be unable to access were it not for the Program.

As the Program is delivered by local community organisations there is the additional opportunity for students, teachers, and schools to engage (volunteer) with these local groups in activities outside of school and with the broader community.

As noted, the Program will test a 'template' for a school-based education package and provide evidence of the value of local community experts, delivering education in schools. The outcomes from the trial will be utilised to secure ongoing Program funding. The Program is vastly scalable beyond a primary school cohort to the broader Palmerston community other community groups/programs.

**Program relates to the following goals and strategies in the City of Palmerston Community Plan**

The Program supports the City of Palmerston in creating an environmentally friendly, liveable city that promotes renewable practices and sustainability (Environmental Sustainability- Community Plan).

The Program will encourage schools and students to connect outdoors – which is good for their health and wellbeing and also allows us celebrate our native flora and fauna and unique environments. Engaging and educating students is an important step in learning to live within our means in Palmerston, as well as preparing for a changing climate and sustainable future.

**Program Contact**

  
Executive Officer  
Landcare NT  
[manager@landcarent.org.au](mailto:manager@landcarent.org.au)  
0476 516 631



MANAGEMENT COMMITTEE MEETING MINUTES  
10 August 2023

	AGENDA ITEM	ACTION
	<b>FORMALITIES</b>	
1	<p><u>Present:</u> [REDACTED]</p> <p><u>Apologies:</u> [REDACTED]</p> <p><u>Acknowledgement of Country</u></p>	
2	<p><u>Previous Meeting Minutes:</u></p> <p><u>Action items from 06.02.2023</u></p> <p>4.3 Operations Report:</p> <ul style="list-style-type: none"> <li>- [REDACTED] to draft Milestone &amp; Events Calendar for MC. <i>Completed</i></li> </ul> <p>5.1 LNT Governance Model</p> <ul style="list-style-type: none"> <li>- [REDACTED] to draft Governance Context Paper. <i>In progress.</i></li> <li>- MC to form Governance Working Group. <i>In progress.</i></li> </ul> <p>5.3 Meeting with Australian / NT Government Officials.</p> <ul style="list-style-type: none"> <li>- MC to develop Key Leadership Engagement Program. <i>No action to date.</i></li> </ul> <p>5.4 How to engage young people in Landcare.</p> <ul style="list-style-type: none"> <li>- [REDACTED] to initiate Youth Engagement Working Group. <i>No action to date - on hold due to limited capacity.</i></li> </ul> <p>5.5 Urban River and Catchments Program</p> <ul style="list-style-type: none"> <li>- MC members send 'blurb' about skills / interests for website. <i>Information not received from MC. EO has made general update to website.</i></li> <li>- [REDACTED] update website about MC. <i>Completed</i></li> </ul> <p><u>Action items from 29.05.2023</u></p> <p>5.1 ACTION 1 - Constitution Review [REDACTED] <i>In progress.</i></p> <p>5.1 ACTION 2 - Finalising Strategic Planning [REDACTED] <i>In progress - held two strategic planning sessions. Drafting of Strategic Plan underway.</i></p> <p>5.1 ACTION 3 - Resource mapping / funding [REDACTED] <i>Completed.</i></p> <p>5.2 – Urban Rivers and catchment Program [REDACTED] <i>Completed.</i></p> <p><u>Action items from 05.06.2023</u></p> <p>5.1 ACTION 3 - Resource mapping / funding [REDACTED] <i>Completed</i></p> <p>5.1. Next Steps = "Comms / Member officer"</p> <ul style="list-style-type: none"> <li>- Draft Job Description. <i>In progress.</i></li> <li>- Financial modelling of roles. <i>In progress.</i></li> </ul> <p><i>MC considered approval of items has been received in previous discussions of the Resource Strategy</i></p> <ul style="list-style-type: none"> <li>- EO to proceed with advertising Communications and Membership Officer role.</li> </ul> <p>5.1.3 Next steps – "Funding Plan"</p> <p>Further information re: NT Business Growth Grant. <i>In progress.</i></p> <ul style="list-style-type: none"> <li>- EO has sought information on grant. Suitable to apply but will require business plan. MC need to decide on best use for grant.</li> <li>- [REDACTED] to contact [REDACTED] re Lobbying / business strategy.</li> </ul>	

LNT Management Committee Meeting Minutes– 10.08.2023



3	Declaration of any conflicts of interest for current agenda items: Nil	
<b>REPORTS</b>		
4.1	<p><u>Chairperson report:</u> Chair noted that there had been no full General Meeting of Management Committee since February 2023 - which has resulted in limited organisational progress.</p> <p>Urban Rivers was significant impact on workload of Executive Officer and Chair. The Project will potentially lead to good outcomes for Landcare NT, however, the MC do need to develop a plan for developing organisational structure and resourcing. Yet to hear back from Australian Government on proposal.</p> <p>Landcare NT, and the National Landcare Network (NLN) future funding is uncertain. This needs to be the focus of the Management Committee!</p> <p>Unfortunately, due to personal reasons the Chair participation in NLN Board meetings has been limited.</p> <p>Executive Officer has had Employment Agreement extended to 30 June 2023.</p> <p>██████ proposed report be accepted; Moved ██████ Seconded: ██████ All in Favour.</p>	
4.2	<p><u>Treasurer / Financial report:</u> Written report provided (see attachment). Emma was not in attendance to discuss.</p>	Held to September meeting.
4.3	<p><u>Operations Report:</u> Written report provided (see attachment).</p> <p>██████ proposed report be accepted; Moved ██████ Seconded: ██████ All in Favour.</p> <p>██████ request approval to submit application for Native Flora and Fauna Biodiversity Education Program – City of Palmerston Grant Application</p> <p>██████ proposed grant application; Moved ██████ Seconded: ██████ All in Favour.</p>	
<b>GENERAL BUSINESS</b>		
5.1	<p><u>Landcare NT Governance &amp; Strategic Planning</u></p> <p>ACTION 1: Constitution Review (Lead: ██████). ██████ and ██████ not in attendance. No update received.</p> <p>ACTION 2: Finalising Strategic Plan (Lead: ██████) Draft received from ██████ MC to discuss and finalise plan.</p> <p>ACTION 3: Resource mapping / funding</p> <p>A) Communications / Membership Officer MC considered approval of items has been received in previous discussions of the Resource Strategy. EO to proceed with advertising Communications and Membership Officer role.</p> <p>B) Funding Plan</p>	Held to September meeting.



	This need to be MC priority.	
5.2	<p><u>Urban Rivers and Catchments Program (URCP)</u> Submitted proposal on 28 June 2023. No response from Australian Government.</p> <p>MC need to map requirements to scale up for Project delivery - including developing organisational structure and resourcing.</p>	
5.3	<p><u>Landcare NT Registered Business Address</u> Current business address is Katherine Research Station – location of previous Executive Officer. This is no longer appropriate and needs to be amended. Timely to align change with AGM - and updating key organisations NT Licensing, and Seeking suggestions for suitable options.</p>	Held to September meeting.
	<p><u>Annual General Meeting</u></p> <p>Director intention to re-nominate for MC.</p> <ul style="list-style-type: none"> <li>- Seeking advice from Directors on intention to re-nominate for MC 2023-2024.</li> <li>- [REDACTED] will continue as General Member</li> <li>- [REDACTED] will continue as Regional Representative</li> <li>- [REDACTED] - constitutionally needs to stand down from Chair as completed 4 years (max term). May continue as General Member or Regional Representative.</li> </ul> <p>[REDACTED] to contact MC Members to determine intent to nominate for 2023.</p> <p>Recruitment of skills required on MC</p> <ul style="list-style-type: none"> <li>- Need to commence advertising to find additional MC Members</li> <li>- Focus on lobbying / business management skills.</li> <li>- Need to determine AGM date at next meeting.</li> </ul> <p>[REDACTED] draft advertisements for MC members</p>	<p>Held to September meeting.</p> <p>Annie to contact MC Members to determine intent to nominate for 2023.</p> <p>Emily draft advertisements for MC members</p>
5.5	<p>Youth Capacity – dry season school holiday Larrakia Development Corporation [REDACTED] requested items for discussion however not in attendance.</p>	
<b>OTHER BUSINESS</b>		
6.1	<u>Business without notice:</u> nil	
6.2	<p><u>Correspondence:</u></p> <p><u>IN:</u></p> <p>a) Letter from DCCEEW on 23.03.2023 b) Letter from DCCEEW on 05.04.2023</p> <p><u>OUT:</u> nil.</p>	
6.3	<p><u>Out of Session motions for Ratification:</u> Written report provided (see attachment).</p> <p>[REDACTED] proposed report be accepted; Moved [REDACTED] Seconded: [REDACTED] All in Favour.</p>	
	Next meeting: <b>06 September 2023</b>	
	Close of Meeting: 8:52pm	



Attachments provided prior to meeting	
Agenda Item	Item
0	Agenda 10.08.2023
2	Previous Meeting minutes: 06.02.2023, 24.04.2023, 29.05.2023, 05.06.2023
4.1	Chairperson Report
4.2	Treasurers Report
4.3	Operations Report
6.2	Letter from DCCEEW on 23.03.2023 regarding URCP. Letter from DCCEEW on 05.04.2023 regarding URCP.
6.3	Out of Session motions for Ratification list





DEPARTMENT OF  
**BUSINESS**

GPO Box 1154, DARWIN NT 0801

## Northern Territory

Associations Act  
Section 9

Incorporation Number: **IA03216**

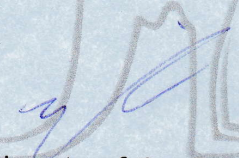
### Certificate of Incorporation

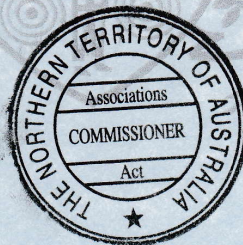
This is to certify that

### **Landcare NT Incorporated**

is, on and from the Third day of June 2015  
incorporated under the Associations Act.

Dated this Third day of June 2015

  
Delegate of the Commissioner



**CERTIFICATE**



## Certificate of Currency

**Date of Issue:** 20 April 2023

**Aon Reference:** PRM 249S0

**Version:** D447295/000

**Contact:** Derek Turner

Landcare NT Incorporated  
PO Box 199  
PALMERSTON NT 0831  
AUSTRALIA

**t:** +61 2 8623 4070

**e:** derek.turner@aon.com

**We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.**

<b>Class of Insurance</b>	<b>Protector / Association Liability</b>	
<b>Insured</b>	Landcare NT Inc	
<b>Insured Services</b>	The provision of professional services in relation to the Association's objectives or purpose, Professional Bodies and/or Not For Profit Associations, Association with national, state and affiliated committees.	
<b>Insurer</b>	Insurance Australia Limited Trading as CGU Insurance	
<b>Policy Number</b>	83ASL1874478	
<b>Period of Insurance</b>	From: 4.00 pm 01/04/2023 Local Standard Time To: 4.00 pm 01/04/2024 Local Standard Time	
<b>Limit of Liability</b>	<b>Section 1 Professional Indemnity</b>	\$ 1,000,000 any one Claim and \$ 2,000,000 in the aggregate
	<b>Section 2 Management Liability</b>	\$ 1,000,000 any one Claim and \$ 2,000,000 in the aggregate
	<b>Section 3 Association Liability</b>	\$ 1,000,000 any one Claim and \$ 2,000,000 in the aggregate
	<b>Section 4 Employment Practices Liability</b>	\$ 1,000,000 any one Claim and \$ 2,000,000 in the aggregate
	<b>Section 5 Employee Fraud or Dishonesty</b>	\$ 100,000
	<b>Section 6 Superannuation Trustees Liability</b>	Not Insured

### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient;
  - amend, extend or alter the Policy; or
  - contain the full policy terms and conditions

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
Commercial Risk Solutions



<b>Jurisdictional Limits</b>	Anywhere in the world, excluding USA
<b>Geographical Limits</b>	Anywhere in the world, excluding USA & Canada

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Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
Commercial Risk Solutions





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AUSTRALIA

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**Version:** D447295/000  
**Contact:** Derek Turner  
**t:** +61 2 8623 4070  
**e:** derek.turner@aon.com

**We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.**

<b>Class of Insurance</b>	Public & Products Liability
<b>Insured</b>	Landcare NT Inc
<b>Business Description</b>	Principally volunteer, community, charitable and not-for profit organisations and all other associated and related activities as declared by you as below:
<b>Insurer</b>	Insurance Australia Limited T/As CGU Insurance
<b>Policy Number</b>	10M1792939
<b>Period of Insurance</b>	From: 4.00 pm 01/04/2023 Local Standard Time To: 4.00 pm 01/04/2024 Local Standard Time
<b>Limit of Liability</b>	\$ 20,000,000 any one occurrence for Public Liability \$ 20,000,000 any one period of insurance for Products
<b>Geographical Limit</b>	Anywhere in the Commonwealth of Australia

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### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient;
  - amend, extend or alter the Policy; or
  - contain the full policy terms and conditions

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
Commercial Risk Solutions



## Certificate of Currency

**Date of Issue:** 20 April 2023

**Aon Reference:** PRM 249S0

**Version:** D447295/000

**Contact:** Derek Turner

Landcare NT Incorporated  
PO Box 199  
PALMERSTON NT 0831  
AUSTRALIA

**t:** +61 2 8623 4070

**e:** derek.turner@aon.com

**We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.**

<b>Class of Insurance</b>	Voluntary Workers Personal Accident	
<b>Insured</b>	Landcare NT Inc	
<b>Interest Insured</b>	Covering volunteers, work experience, work for the dole & Centre Link mutual obligation, people carrying out activities on behalf & at the direction of the Insured including direct travel to & from the voluntary activity for accidental injury or death	
<b>Insurer</b>	Berkshire Hathaway Specialty Insurance	
<b>Policy Number(s)</b>	47-ZAH-005257-04	
<b>Period of Insurance</b>	From:	4.00 pm 01/04/2023 Local Standard Time
	To:	4.00 pm 01/04/2024 Local Standard Time
<b>Limit of Liability</b>	Death & Capital Benefits	\$ 200,000
	Weekly Benefits	\$ 1,000
<b>Geographical Limit</b>	Anywhere in Australia	

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### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

### Important notes

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Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
Commercial Risk Solutions



## APPLICATION FORM

### GRANTS AND DONATIONS

### REQUESTS IN EXCESS OF \$2000

Organisation Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position of Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_ BSB: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_ ABN: \_\_\_\_\_  
Activity Name: \_\_\_\_\_ Activity Date: \_\_\_\_\_  
Location of Activity: \_\_\_\_\_

☐ **Environmental Initiative** (Please tick if this request relates to an Environmental Initiative)

#### ATTACHED WRITTEN APPLICATION WHICH INCLUDES:

#### PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO YOUR WRITTEN APPLICATION:

- ☐ Details of project, Detailed project budget, Evidence of alternate sources of funding to a minimum of 30% of project costs.
- ☐ Most recent audited financial statement (If application exceeds \$10,000)
- ☐ Proof of registration as Community, NFP or Incorporated body
- ☐ Contact details of Elected Office Holders
- ☐ Proof of appropriate insurance, certificate of currency
- ☐ Minuted details of your organisation's resolution to request funding

Please see overleaf for further information about Environmental Initiatives

Funding of this proposed activity/event/item will benefit the Palmerston Community, by:

\_\_\_\_\_  
\_\_\_\_\_

and relates to the following goals and strategies in the City of Palmerston Community Plan:

\_\_\_\_\_  
\_\_\_\_\_

Signed:

Date:

PLEASE RETURN COMPLETED FORM WITH ATTACHED APPLICATION TO THE CITY OF PALMERSTON

In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

PO Box 1 Palmerston NT 0831

8935 9922

8935 9900

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

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).

CITY OF PALMERSTON - GRANTS REQUESTS EXCESS \$2000 APPLICATION / 1



## APPLICATION FORM

### GRANTS AND DONATIONS

### REQUESTS IN EXCESS OF \$2000

#### ENVIRONMENTAL INITIATIVES

Council will support environmental initiatives up to a cumulative total of \$20,000 per annum, where there is a demonstrated improvement that can be achieved in the environment as a result of the project/initiative. These initiatives may include, but are not limited to:

- Waste reduction strategies (reducing non-recyclables or single use containers)
- Water or energy efficiency opportunities
- Rehabilitation of the environment (native planting/litter collection)

When completing this form about how your activity relates to the City of Palmerston Community Plan, the above examples may be a useful reference.

Grant funding will be available to commercial entities. Funding is allocated on a per Environmental Project/Initiative, per year, subject to 50% of the cost of the project being matched by the applicant.

#### DECLARATION COMMERCIAL ENTITIES ONLY

I confirm that our organisation will contribute 50% of the total cost of the project specified in accordance with Council Policy *FIN18 – Grants, Donations, Scholarships and Sponsorships, Clause 4.6 – Environmental Initiatives*.


Signed: \_\_\_\_\_


Date: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM WITH ATTACHED APPLICATION TO THE CITY OF PALMERSTON

 In Person: Civic Plaza, 1 Chung Wah Terrace, Palmerston

 PO Box 1 Palmerston NT 0831

 8935 9922

 8935 9900

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CITY OF PALMERSTON - GRANTS REQUESTS EXCESS \$2000 APPLICATION / 2

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.3
<b>REPORT TITLE:</b>	Laneway Closure Request - Broadarrow Circuit Woodroffe
<b>MEETING DATE:</b>	Tuesday 21 November 2023
<b>AUTHOR:</b>	Civil Operations Team Leader, Nickolas Rakkas
<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 provides Council with updated information relating to a laneway closure request received for the Broadarrow Circuit, Woodroffe, laneway.

## KEY MESSAGES

- A laneway closure application was submitted to Council on 9 January 2023 for Broadarrow Circuit, Woodroffe, located between 29 and 31. The application included the required information and conformed to Section 4.2.1 of the Laneway Management Policy and correspondingly Council commenced the assessment process.
- This report provides a further review of the data on the Broadarrow Circuit laneway requested on 2<sup>nd</sup> Ordinary Council Meetings of 18 April and 16 May 2023.
- The laneway doesn't currently receive any type of closure treatment and is open 24 hours.
- The laneway provides connectivity from Broadarrow Circuit to the Woodroffe Drain pathway network.
- Laneway usage data gathered in October 2023 over 28 days, found that 408 people used the laneway averaging 14.6 people per day.
- Agency engagement with the NT Department of Territory Families, Housing and Communities found that the Department had not received any reports of incidences in the immediate surrounds of Broadarrow Circuit laneway in the past 6 months.
- Review of Police incident data found that reported issues in the vicinity of the laneway have declined four-fold over the past 6 months and that reported incidents almost exclusively relate to residential addresses with very few general references to Broadarrow Circuit. There are no specific references to Broadarrow Circuit laneway in the incident data.

## RECOMMENDATION

1. THAT Report entitled Laneway Closure Request - Broadarrow Circuit Woodroffe be received and noted.
2. THAT following assessment of the Broadarrow Circuit laneway closure request received 9 January 2023, that the laneway remains open.



## BACKGROUND

This Report focuses on the laneway in Broadarrow Circuit, Woodroffe, between the residential street numbers 29 and 31 Broadarrow Circuit. City of Palmerston (CoP) received a Laneway Closure Application on 9 January 2023. The application included the required information and conformed to Section 4.2.1 of the Laneway Management Policy, 2020 (Policy) and correspondingly Council commenced the assessment process.

At the 2<sup>nd</sup> Ordinary Council Meeting of 16 May 2023 Council made the following decision:

### *Laneway Closure Request – Broadarrow Circuit Woodroffe*

1. *THAT Report entitled Laneway Closure Request – Broadarrow Circuit Woodroffe be received and noted.*
2. *THAT following consideration of the Broadarrow Circuit Laneway Request received 9 January 2023, that the laneway remains open at this time, with a further review and report to Council at the Second Ordinary Meeting in November 2023.*

CARRIED 10/839 – 16/05/2023

The site plan below shows the laneway (outlined in red), local pathway network (in blue), three (3) bus stops in magenta and the two (2) properties abutting the laneway (29 (west) and 31 (east)). Ground level views of the laneway, are also presented below, and show the current condition. Broadarrow Circuit laneway facilities access to Woodroffe Drain pedestrian linkages.



*Image 1- Site plan illustrating the location of Broadarrow Circuit laneway.*



*Image 2 - Woodroffe Drain laneway end.*



*Image 3 - Broadarrow Circuit laneway end.*

## Laneway Closure Application

The application received on 9 January 2023 conformed to Section 4.2.1 of the Policy, providing the required information and agreements.

In accordance with the Policy (4.2.2), the following information is collated once a closure application is received, for presentation to Council;

- a) NT Police Information – Request for information from the NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period.
- b) Immediate Vicinity Survey – Survey a minimum 20 properties within the immediate vicinity of the laneway.
- c) Laneway Usage – Install CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data.
- d) Agency Engagement – Request information from relevant government agencies and non-government organisations on local issues.
- e) Laneway Category – Calculate the Laneway Category using the approved methodology.
- f) Stormwater Function – Assess the laneway in respect of stormwater function.
- g) Underground Services – Obtain information on underground services within the laneway.

For a laneway to be considered for permanent closure, the Policy (Section 4.3) required the following to be satisfied;

- a) The laneway does not provide an overland stormwater flow path; and
- b) The Laneway Category is rated a Low or Medium; and
- c) Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties; and

- d) The abutting landowners have acknowledged and agreed to the contribution to the costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to the amalgamated with their property; and
- e) The laneway use is less than 30 movements per day.

An assessment occurred and was presented to Council in May 2023.

A summary of the assessment undertaken is provided below;

- Laneway Categorisation calculated as High, receiving a score of 20.5 (a score over 20 is considered 'high').
- The laneway does not form a part of stormwater network.
- Underground services within the laneway include City of Palmerston Low Voltage (LV) Street light cable and above ground light pole infrastructure. Access to light pole infrastructure will need to be accessible for maintenance purposes. No other services were identified in the laneway.
- Section 4.2.2.1 (b) of the Policy requires a minimum of 20 properties within the vicinity of the laneway to be surveyed. Council undertook a phone survey 28 residents total between Broadarrow Circuit, Crucis Court, Centauri Court and Rigel Court to gather data on closure preferences. Data from the phone survey and a petition received by council on 9 January 2023 are provided in Table 1.

	Permanent closure preference	Night-time closure preference	Night-time or Permanent Closure	Against the closure	Neutral stance	No response	Opted out of Survey
Number of properties	6	12	4	1	2	5	2
Percentage	18.75%	37.5%	12.4%	3.1%	6.3%	15.6%	6.3%

Table 1 – Survey responses

This report presents the updated data relating to usage analysis and agency engagement.

## DISCUSSION

### Laneway Usage

Section 4.2.2.1(c) of the Policy involves analysis of laneway usage through CCTV over a minimum of three weeks to determine average daily use. Daily pedestrian usage data was gathered over 28 days from 3 October 2023 to 30 October 2023. This is further to the original data collection from 21 February 2023 to 20 March 2023.

The data demonstrates consistent usage, with a slight increase over the October period. The peak usage times were also consistent, with 7-8am being the highest usage.

Date	Lowest Daily Use	Highest Daily Use	Average Daily Use	Children	Adults	Total usage over 28 Days
Feb-Mar 2023	1	29	12.57	66	286	352
October 2023	6	26	14.57	63	351	414

Table 2 – Usage data from CCTV

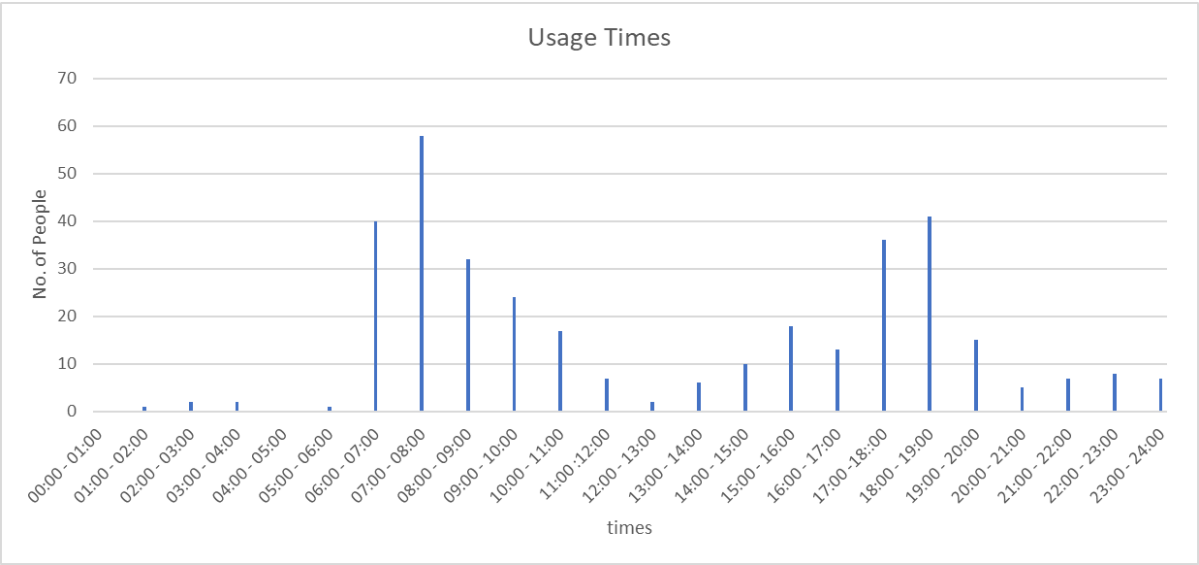


Figure 1 – Usage data from CCTV – March 2023

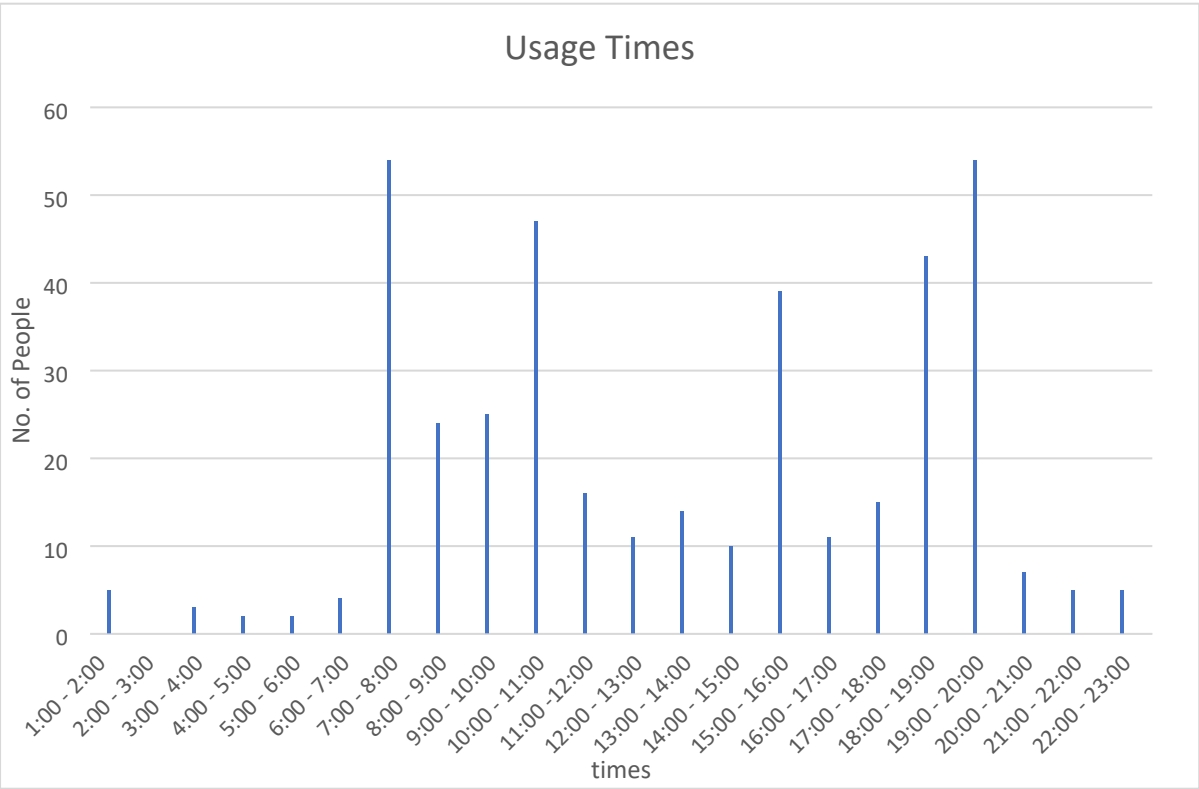


Figure 2 – Usage data from CCTV - October 2023

Agency Engagement

Section 4.2.2.1(d) of the Policy requires information is requested from relevant government agencies on local issues. The NT Department of Territory Families, Housing and Communities have been contacted and have provided a response regarding incidences and complaints. Previously (presented in early 2023), the Department advised that there was a property in the vicinity of the laneway that they were aware of



which with a high number of issues reported, however due to some housing changes, this number had been reducing.

As an update, in November 2023, the Department advised that they had received no reports of incidences in the immediate surrounds of Broadarrow Circuit laneway in the past 6 months.

### **NT Police Information**

Section 4.2.2.1 (a) requires information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period. The NT Police provided 12 months of incident data in response to Council's original request and an additional 6 months of incident data was provided in response to Council's most recent request.

The laneway closure request form mentioned numerous incidences of antisocial behaviour/crime, unsightly litter and criminal activity being conducted in the vicinity of the laneway. A review of incident data has found that reported incidents almost exclusively relate to residential addresses with very few general references to Broadarrow Circuit. No incidents have been specifically recorded against Broadarrow Circuit laneway and the total number of incidences has decreased significantly. Additionally, it is observed that in the original 12 months of incident data, one property in close vicinity of the laneway represented over half of incidents reported to Police. However, for the past 6 months of incident data, the same property doesn't appear in any of the incidents reported to Police.

### **Summary**

Additional information, comprising laneway usage data, agency engagement and NT Police incident data has been considered to inform assessment of the Laneway Closure Application.

The usage data has remained mostly consistent, with a slight increase in daily usage, and the agency and NT Police reports have reduced significantly.

The information provided to date is based on the Laneway Management Policy and associated methodology. Considering the original report and this additional information, it is recommended that the laneway remain open. If the adjoining properties sought to close the laneway again, a new process would recommence.

### **CONSULTATION PROCESS**

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

- Civil Operations Team Leader
- Technical Officer

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

- Northern Territory Police
- Department of Territory Families, Housing and Communities

If any form of closure were to occur, further consultation with the broader community would be Recommended. There is no additional consultation recommended at this time.

### **POLICY IMPLICATIONS**

This Report, including recommendation, has been prepared and assessed in accordance with Council's Laneway Management Policy, Laneway Policy Guide and Laneway Policy Fact Sheet.

The Laneway Management Policy is commencing a review process currently, with a report to be presented to Council in December 2023.

### **BUDGET AND RESOURCE IMPLICATIONS**

There were no budget or resource implications in relation to this report.

The cost to implement the usage survey CCTV for 28 days was \$2,720 including mobilisation and demobilisation.

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

This Report addresses the following City of Palmerston Strategic Risks:

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

The Policy outlines the purposes of preserving the network of laneways within the City and guiding decisions to ensure vital functions of laneways are taken into account when considering treatment options. Section 4.3 of the Policy outlines required criteria for permanent closure of a laneway. If a laneway treatment were to occur that does not conform to section 4.3 of the Policy, there is the risk that this may be considered not in line with the Policy and principles in which the Policy is based on.

### **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>	13.2.1
<b>REPORT TITLE:</b>	Major Capital Projects November 2023 Update
<b>MEETING DATE:</b>	Tuesday 21 November 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.
  - Swimming, Wellness, Events, Leisure, Lifestyle (SWELL) Construction
  - Driver Community Centre redevelopment
  - 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 November 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 13.2.1.1**
- Driver Community Centre **Attachment 13.2.1.2**
- Archer Waste Management Facility Upgrade **Attachment 13.2.1.3**

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

The Community Hub will be delivered in multiple stages, with the scope and order of the staging dependent on funding. The current works are stages as follows;

- 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 with works planned for 2024. This stage is partially funded by the Northern Territory Government Priority Infrastructure Grant.
- Walking Trail & Shelters –this stage will occur concurrently with Stage 2 and is funded by the Australian Government Local Roads and Community Infrastructure (LRCI), Phase 4 program.
- 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 has been awarded to a local engineering company, Stantec Pty Ltd. 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. FiberSense provided a presentation to the Elected Members which provided an overview of the network, system and included a demonstration of the data usage. A workshop and training session is being planned for November 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.

### **ERP – Enterprise Resource Planning Project**

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

The project has been split into the following stages:

- Gap Analysis - identifying business requirements through a Gap Analysis. This was completed in 2022 and will be updated prior to further project development.
- Project Development and Tender Preparation – interpretation of gap analysis, with development and issuing of public tender.
- Tender Award and Implementation – award of tender(s) for the implementation of system(s), including change management plan development and implementation.

The project overall is expected to cost in the order of \$2 million, including project support (equivalent to one additional staff member). Council allocated \$600,000 in 2022/23 for the commencement of the project, with a further \$500,000 allocated in 2023/24.

The procurement process has concluded successfully, resulting in the selection of a qualified consultant Project Manager from Information Professionals Group (IPG) to lead the project's execution. The Project Manager will commence late November 2023 and will be based in Council offices at minimum of two days per week. In addition to leading the project, the Project Manager will review and update the gap analysis, prepare tender documentation, oversee contract award, change management coordination, and implementation.

The project's next steps will focus on finalising a detailed project plan and change management planning, along with understanding business needs, gap analysis, stakeholder engagement and risk assessment. The tender process is anticipated to commence around March 2024.

### **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:

**6 Fails to deliver the strategic vision for the City**

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

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

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

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

### **ATTACHMENTS**

1. SWELL Construction Council Update [13.2.1.1 - 3 pages]
2. Driver Community Resource Centre [13.2.1.2 - 2 pages]
3. Archer Waste Management Facility Upgrade Council Update [13.2.1.3 - 1 page]



*A Place for People*

## SWELL CONSTRUCTION

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November 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:** 96%

**Actual Costs to Date (claims approved):** \$17,860,931 or 90% of contract sum.

**Approved Cost Variations:** \$391,252 or 2.02%

**Works to Date Summary:**

Construction works commenced 22 August 2022.

Update of Project works completed to date:

- Adventure Playground complete.
- Wi-Fi activation
- Installation of electrical substation, sewer pump station and water main.
- 50m and program pools, including the sealing to the walls with tiling to edges complete.
- Plant room structure and fit-out complete with equipment under testing.
- Leisure pool complete.
- Multipurpose area and basketball half court complete.

Recent milestones in the past month include;

- Amenities, Entrance, and kiosk fit out is 80% complete.
- Pools have been filled and pumps are operating and undergoing testing.
- Commissioning of the Adventure play water equipment underway.
- Shade structure complete.
- Landscaping is progressing and is 80% complete.

## SWELL CONSTRUCTION

November 2023 Update



*A Place for People*



*Tiling completed and framing to SP4 10/11/2023*



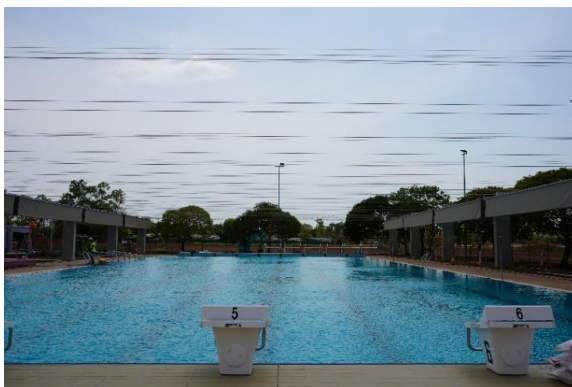
*Installation of water equipment Leisure pool 10/11/2023*



*Finishes on the Basketball court with landscape 10/11/23*



*Adventure Play 10/11/2023*



*50m pool filled with shade structures functioning 09/11/2023*



*Amenities nearing completion 10/11/2023*



*A Place for People*

## SWELL CONSTRUCTION

November 2023 Update

### Upcoming Works:

The project is nearing completion, and the commissioning, testing and operational training has commenced.

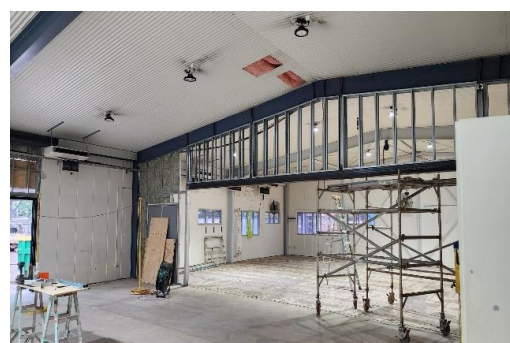
Key elements underway or nearing completion.

- External fence is nearing completion.
- Amenities facility fit-out.
- Walkway and Kiosk.
- Pools and all water areas commissioning.
- Landscaping works and turf.

The design of the hall refurbishment and roof replacement is well underway with the contract awarded to HCS Constructions NT Pty Ltd. Works commenced on 9 October with the roof replacement works occurring in conjunction with the SWELL project. The roof replacement is 95% complete, with the hall refurbishment to be completed in January 2024.



*New front door to Gym and Hall 10/11/2023*



*Lotus door support framing Gym and Hall 10/11/2023*

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, which are 95% complete, 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.





A Place for People

## DRIVER COMMUNITY CENTRE

November 2023 Update

### Project Overview

#### Summary:

The Driver Community 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 completed. The outcomes of the consultation have informed the recommendations that are being presented to Council in the Driver Community Centre Design Proposal Consultation Report, which has been submitted for Council approval at the Ordinary Council Meeting 21 November 2023.

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

## November 2023 Update

[illegible]

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.



*A Place for People*

## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

November 2023 Update

### Project Overview

**Summary:** Upgrade of the Archer Waste Management Facility (AWMF) includes design and construction of a new recycling area, including a cardboard compactor and an undercover general waste push-pit area to improve safety and functionality.

**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(s):**

- Gatehouse Relocation – March 2024
- Cardboard Compactor installation and commissioning – June 2024
- Remaining stages – Dry season 2024

### Status Update

**Percentage Complete:** 90% of Pre-Construction Activities

**Works to Date Summary:**

Design works are continuing. The design development is being driven by the complexities of the site, the need to maintain operations during construction and the final design being able to be delivered within the budget. Works progressed this month:

- Cardboard compactor procurement and installation awarded with project completion expected June 2024.
- Detailed Civil Design for Gatehouse redevelopment has been completed.
- Gatehouse redevelopment works released to market for quotation.

**Upcoming Works:**

- Assessment and award of Gatehouse redevelopment works.
- Progress and completion of detailed design for all remaining stages.
- AWMF Operations Tender to be finalised following completion of detailed design for all stages.
- Review and update of AWMF Upgrade Communications Strategy based on 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.



# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - October Update
<b>MEETING DATE:</b>	Tuesday 21 November 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 approved in October 2023.

## KEY MESSAGES

- \$163,270 or 71% of the \$230,000 budget for the Community Benefit Scheme has been expended, leaving \$66,730 available for future applications.
- The Environmental Initiative Funding of \$20,000 remains unallocated, but an application has been received by Landcare who are seeking to deliver a Native Flora, Fauna, and Biodiversity Science Education Program to Palmerston Schools.
- No Sponsorship Agreements or Annual School Award Donations were awarded in October.
- One (1) Community Grant was awarded to Arafura Music Collective for their Project "Connecting Communities through music".
- To date, City of Palmerston has awarded 44 Individual Representation Support applications, with two (2) Individual, and one (1) Team Representation Support Grant awarded in October 2023.

## RECOMMENDATION

THAT Report entitled Community Benefit Scheme - October Update 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, \$66,730 of CBS funding remains available in this financial year for future projects and events that benefit the Palmerston community.

The Community Benefit Scheme - October Update provides Council with a summary of the Community Benefit Scheme 2023/24 applications to date highlighting requests approved in October 2023.

### **DISCUSSION**

In October, four (4) projects or activities were funded by CBS to benefit the Palmerston Community. This included, two (2) Individual Representation Support grants, one (1) Team Representation Support Grant, and one (1) Community Grant. To date CBS has committed \$163,270 to support activities and events which benefit the Palmerston Community. 71% of the total budget for CBS in 2023/24 has now been allocated.

#### **Sponsorship and Annual School Awards**

There were no new sponsorship agreements or Annual School Award donations in this reporting period.

#### **Grants**

One community grant application was approved from the Arafura Music Collective for \$4,320 this reporting period, to deliver the performance series – Connecting Community through Music. This will include two (2) performances at Gray Community Hall in November 2023 and March 2024.

#### **Environmental Initiative Grants**

No Environmental Initiative Grants were awarded during this reporting period although, one application has been received from Landcare who are seeking to deliver a Native Flora, Fauna, and Biodiversity Science Education Program to Palmerston Schools which will be presented to Council for consideration in a separate report at this meeting.

#### **Individual Representation Support**

Two (2) Individual Representation Support Grants and One (1) Team Support Grant were awarded this reporting period to a variety of athletes representing Palmerston, and the Northern Territory. This financial year 44 Individual Representation Support Grants have been granted to date.

Below are photos from previous recipients of Individual Representation Support Alyssa and Olivia Firth, who attended the under 14 Club Championships, Imogen Baldwin who attended the Premier Invitational Football Competition and Sienna Boxall who attended the School of Sport Education NT – Netball Championship. Also featured is a picture from the Mental Health Professional's Conference held by Two One Mental Health Charity, sponsored by City of Palmerston.



**Alyssa Firth**

Individual Representation  
Support Grant Recipient  
U'14 Club Championships



**Imogen Baldwin**

Individual Representation  
Support Grant Recipient  
Premier Invitational Football



**Sienna Boxall**

Individual Representation  
Support Grant Recipient  
School of Sport NT - Netball  
Championships



**Olivia Firth**

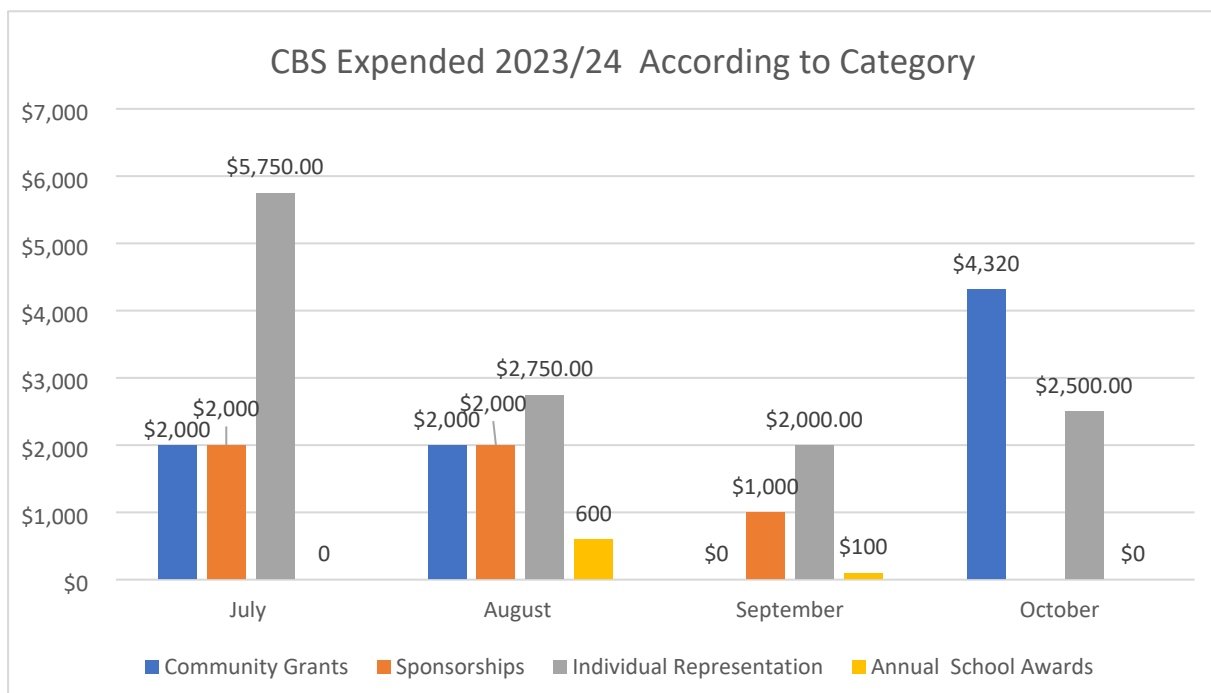
Individual Representation Support  
Grant Recipient  
U'14 Club Championships



**Two Two One Mental Health Charity**

Sponsorship Recipient  
Mental Health Professionals Conference

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



## CONSULTATION PROCESS

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

## POLICY IMPLICATIONS

Council Policy *Grants, Donations, and Sponsorships* provides governance and outlines the support that is available through the Community Benefit Scheme. 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 but an application expected to go to Council in November.

\$163,270 has been expended for projects from the CBS budget which will benefit the Palmerston community, with \$66,730 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. In October an application from Landcare NT was received to deliver a Native Flora, Fauna, and Biodiversity Science Education Program to six (6) Palmerston Schools. This application will be reviewed by Council in November.

### **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 October 2023 [**13.2.2.1** - 4 pages]

Grants, Donations and Sponsorship Recipients October 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
3/10/2023	Arafura Music Collective	Connecting Community Through Music	Community	\$4320
<b>Total</b>				<b>\$8320</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

## COUNCIL AGENDA Attachment 13.2.2.1

2/07/2023	Under 18	Southern States Rugby	\$250
4/07/2023	Under 18	SSA Touch Football U15 Links NT	\$250
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
12/10/2023	Palmerston Boxing Club	Arrernte Community Boxing Night	\$2000
12/10/2023	U'18	Bolt to Brisbane	\$250



# COUNCIL AGENDA

## Attachment 13.2.2.1

12/10/2023	U'18	Aust All Schools Athletics Championship	\$250
<b>Total</b>			\$12,750
<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
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>			\$136,500
<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>			\$5,000
<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



## COUNCIL AGENDA Attachment 13.2.2.1

	Palmerston College	Annual School Awards	\$100
	Roseberry Primary School	Annual School Awards	\$100
	Forrest Parade School	Annual School Awards	\$100
Total			\$700
<b>Community Benefit Scheme</b>			\$163,270
<b>Total Environment Initiatives</b>			\$0
<b>Total</b>			\$163,270
<b>Amount Remaining CBS</b>			\$66,730
<b>Amount Remaining Environmental Initiatives</b>			\$20,000

# COUNCIL REPORT

2nd Ordinary Council Meeting

**AGENDA ITEM:** 13.2.3  
**REPORT TITLE:** Finance Report for the Month of October 2023  
**MEETING DATE:** Tuesday 21 November 2023  
**AUTHOR:** Finance Manager, Jeffrey Guilas  
**APPROVER:** General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the Report is to present to Council the Financial Report as at 31 October 2023.

### KEY MESSAGES

- The financial health check ratios indicate that overall, the Council is in a positive financial position. The October 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.
- 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 second instalment is due on 30 November. \$13.7 million of the rates levied for 2023-24 have been collected to date.
- As at 31 October 2023, the revised 2023-24 Capital Expenditure budget is \$26.4 million. The actual capital expenditure to date is \$8.28 million (31%).
- As at 31 October 2023, the total cash investment was \$23.6 million, which includes \$13.5 million in term deposits in various banking institutions with less than 12 months of maturity and \$10.1 million in National Australian Bank that are on call.
- In the month of October, \$4.05 million (88.43%) of the \$4.58 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 October that met the criteria under Regulation 42.
- The 2022-23 financial year activities have been finalised; therefore, the balance sheet accounts are correct and final.

### RECOMMENDATION

THAT Report entitled Finance Report for the Month of October 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 key Council decisions that have impacted the budget.
- Year to Date Actuals (YTD Actuals) – is the actual income and expenditure from 1 July 2023 to the current reporting date, 31 October 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 October 2023, noting that the 2022-23 Financial year adjustments are finalised and the balance sheet accounts are correct.

## DISCUSSION

### Financial Health Check

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position.
- The October 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 74% is high due to the \$33.2 million rates for the entire year that was levied in July. This ratio will decline in the proceeding months.
- The debt service ratio of 84.53 indicates we have the capacity to meet our loan obligations. This ratio is high due to a high operating surplus.
- As at 31 October, a total of \$13.59 million (41%) of the \$33.2 million in rates and charges had been collected. The Second quarter rates instalment is due on 30 November 2023.
- The current ratio of 3.21 as at 31 October shows that the Council has enough resources to meet its short-term obligations. This is higher than the Key Performance Indicators of 2.74 as per the 2023-24 Municipal Plan.
- As at 31 October 2023, the 2022-23 Surplus was not yet allocated to the Reserves and was not finalised and updated. This has since been finalised and the 2023-24 First Budget Review report presented at this Council meeting provides the revised budget for the Reserves.

### Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2023-24 as per **Attachment 13.2.3.1**.

- Total Operating Income as at 31 October is \$34.27 million, which is 86% of the Annual Budget. This is due to rates and waste charges for 2023-24 levied as at July 2023.
- Total Operating Expenditure as at 31 October is \$12.66 million, which is 28% of the Annual Budget. This is mainly due to the following:
  - \$3.69 million Employee Costs
  - \$3.75 million Depreciation, amortization, and impairment
  - \$2.02 million Materials and Contractors
  - \$677,004 Insurance
  - \$551,441 Utilities

- \$636,694 Other Expenses such as Program Running Cost and training costs.
- \$550,169 Professional services such as Belgravia management fees, Community Satisfaction Survey, Management fee for Odegaard
- Total actual Operating Expenditure is below the forecast for October by \$3.38 million. The underspend is due to a combination of the following
  - Employee expenses is underspent due to current vacant Full-Time Equivalent (FTE) positions (\$0.4M),
  - invoices being received but not processed as at end of October for Materials & Contractors plus Utility invoices not yet received (combined underspend of \$2.4M),
  - other expenses (\$0.2M), professional services (\$0.1M), and borrowing cost (\$0.16M).

## Capital Overview

The dashboard provides an overview of Council's capital expenditure for 2023-24 as per **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/carried forward, and \$11.5 million capital rollover from 2022-23 as per Council decision on 5 September 2023.

The pie chart in dashboard as per **Attachment 13.2.3.1** shows that out of the \$26.4 million capital expenditure budget; the actual capital expenditure is \$8.28 million which is 31% of the budget. This is mostly related to \$7.5 million SWELL (Swimming, Wellness, Events, Leisure and Lifestyle) expenditure, \$165,170 in Open Space, \$162,776 in Roads & Transport, \$118,346 in Fleet, and \$105,086 expenditures in Durack Heights Community Centre.

## 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 (Local Roads and Community Infrastructure) 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	-
Holding Pen	\$0.11M	\$0.11M	-
LRCI Phase 3	\$0.41M	-	\$0.41M
SWELL Secondary Hall Space Upgrade	\$0.46M	-	\$0.46M
SWELL – Commonwealth Funding	\$5.00M	\$1.50M	\$3.5M
SWELL – NTG Funding (remaining portion)	\$0.29M	\$0.29M	

Archer Waste Management Upgrade	\$0.28M	\$0.28M	-
Archer Recycling Modernisation	\$0.10M	\$0.01M	\$0.09M
Water Aquifer Preservation	\$0.10M	\$0.10M	
<b>Total</b>	<b>\$8.77M</b>	<b>\$3.49M</b>	<b>\$5.28M</b>

- 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 \$6.65 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.

## Investments

Trading Account: \$6.89 million, Professional Fund: \$3.22million

Investments: \$13.5million

Year to Date interest revenue: \$404,273

Cash at Bank and Investments				
Duration	No.	(Million) \$ Value	% of total Portfolio	Limit
On-call	2	\$10.1M	42.80%	NA
<12months	10	\$13.5M	57.20%	100%
<b>Total</b>	<b>12</b>	<b>\$23.6M</b>	<b>100%</b>	

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

- As at 31 October 2023, the Council held \$13.5 million in term deposits across four 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 at 31 October 2023 was \$6.89 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 of the Investments Management Report: **Attachment 13.2.3.2**.

## Debtors

Council has \$21.6 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 second instalment due on 30 November 2023. The remaining amount is due as per the quarterly instalments on the 30 Jan 2024 and 30 March 2024. If the Second instalments are not paid by 30 November, the whole amount becomes due and payable.

- As at 31 October 2023, Council has received \$13.7 million of rates payments. This is equivalent to 41% of the total rates and charges levied.

- The rates received in advance balance of \$527,463 is sitting in the balance sheet as a liability as it is refundable.
- The second instalment for the 2023-24 Rates Levy is due on 30 November.
- The outstanding rate debt is \$2.9 million which includes overdue rates debt from prior years of \$1.5 million and \$1.4 million for the current financial year.
- For the 2023-24 year, any unpaid rates are now overdue if the ratepayer missed the payment of the 1<sup>st</sup> instalment.
- Council may place an overriding statutory charge on the property where there is an outstanding rate debt owing of greater than 6 months, 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 53 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.
- Two lucky rate payers were awarded with \$1,500 each in early bird draw in late September 2023.

## Infringements

- Total infringements outstanding is \$69,496 as at 31 October 2023; this consists of Animal (\$57,246), Public Place (\$2,850), and Parking (\$9,400).
- 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 October.

## Sundry Debtors

Sundry debtor as at 31 October is \$196,591 as presented in **Attachment 13.2.3.2**. Most of it relates to invoices to the Department of Infrastructure, Planning and Logistic (\$169,000) for the blackspot which are to be received once the Financial Acquittals are submitted. More details are in section 2.4 Debtor Control Account.

## Trade Creditors Paid

The trade creditor paid as at 31 October 2023 amounted to \$4.58 million, of which \$4.05 million (88.42%) of these payments were paid to local suppliers.

Most of the payments in September relates to Jaytex Construction for the SWELL project (\$2.2 million), City of Darwin for AWMF (\$300,083), and Liquid Blu Pty Ltd in connection with Construction support service for SWELL Program Project (\$223,118).

## Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
- Council has paid \$882,002 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 30 September 2023 reported on 20 October 2023 as a Goods Services Tax Refund of \$721,603 with Fringe Benefit Tax (FBT) paid \$37,747.00.
- Council has the required insurances to manage the current risk exposure.

## Contract Variations

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 is 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 RESULTS [13.2.3.2 - 26 pages]



# COUNCIL AGENDA Attachment 13.2.3.1

As at 31 October 2023

## DASHBOARD

**\$25.37 M**

Operating Surplus (excluding Depn)

Annual Budget is at 5.13 M

**\$-0.07 M**

Capital Grant

Annual Budget is at 12.54 M

**\$8.28 M**

Capital Expenditure

Annual Budget is at 26.51 M

**\$23.63 M**

Cash Held

Ratios	MP KPI	as at Oct 2023	Status
Operating Surplus Ratio	>13%	74%	\$33.2 million of rates for the whole year levied in July.
Debt Service Ratio	>8.51	84.53	
Rates Collection	>95%	0.04	2nd Qtr instalment not due until 30 November.
Current Ratio	>2.74	3.21	

### Legends



On Track

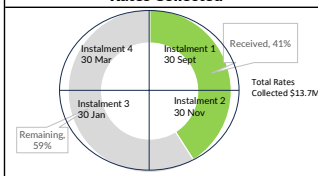


Explanation Required

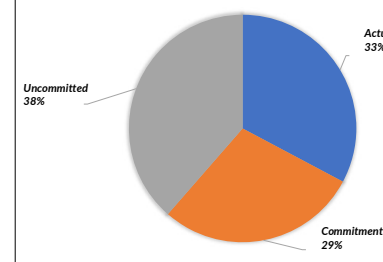


Off Track

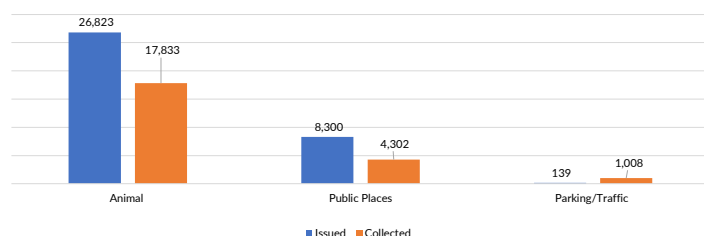
### Rates Collected



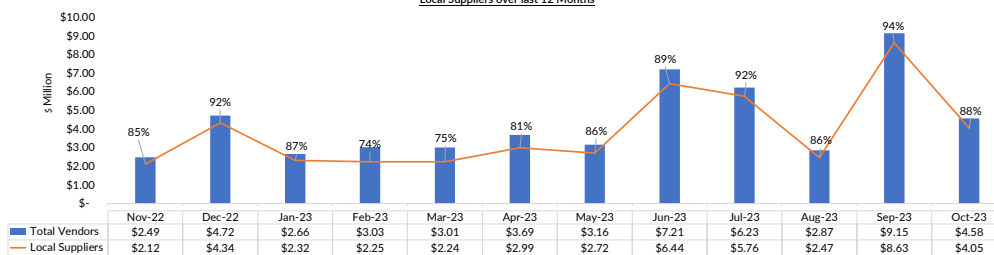
### CAPITAL EXPENDITURE (ACTUALS & COMMITMENTS)



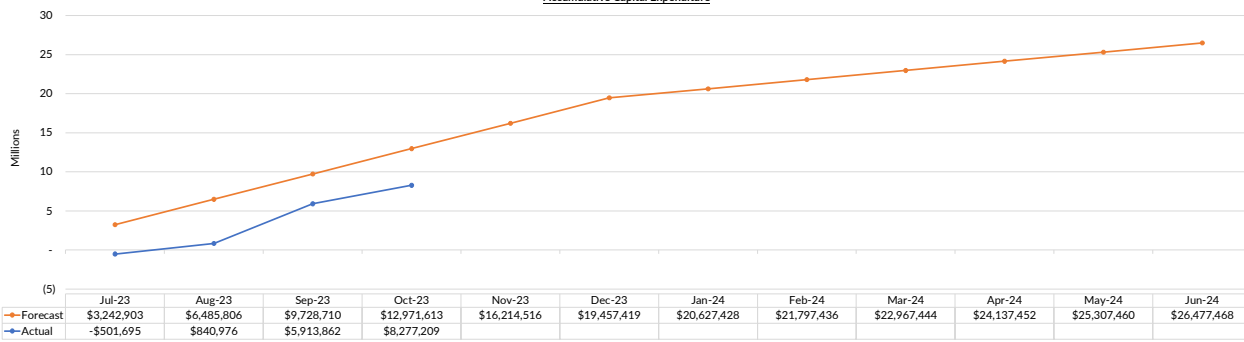
### Infringements Issued & Collected from 1 July to 31 October 2023



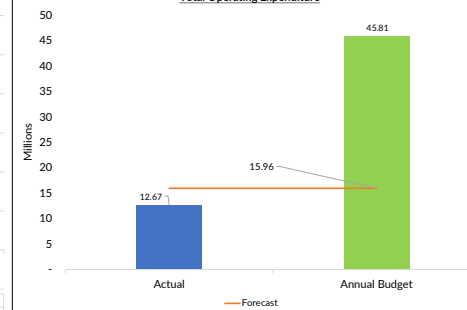
### Local Suppliers over last 12 Months



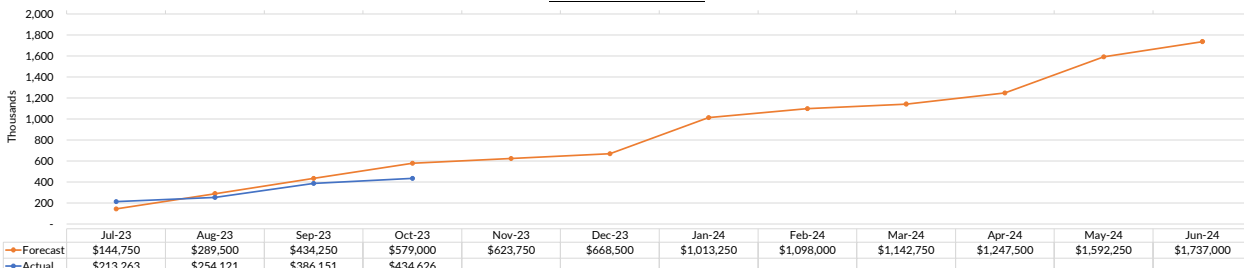
### Accumulative Capital Expenditure



### Total Operating Expenditure



### Accumulative Interest Received



### Total Operating Income





# Financial Management Reports

October 2023

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

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October 2023

<b>SECTION 1 – EXECUTIVE SUMMARY</b>	1.1	Certification by Chief Executive Officer
<b>SECTION 2 – FINANCIAL RESULTS</b>	1.2	Executive Summary
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	1.4	Capital Expenditure & Funding
	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, Luccio Franco Cercarelli, the Chief Executive Officer of the City of Palmerston, hereby certify that to the best of my knowledge, information and belief:

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



---

Luccio Franco Cercarelli  
Chief Executive Officer

# COUNCIL AGENDA

## Attachment 13.2.3.2

### Section 2 Financial Results

1.2 - Executive Summary as at 31 October 2023

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Operating Income						
Rates	25,806,363	25,650,509	99%	25,766,363	100%	
Charge	7,534,269	7,645,411	101%	7,534,269	101%	
Fees & Charges	933,318	439,490	47%	292,347	150%	1
Grants, Subsidies & Contributions	3,701,048	2,000	0%	1,232,233	0%	
Interest & Investment Revenue	1,671,202	569,201	34%	566,265	101%	
Other Income	15,785	-30,163	-191%	4,889	-617%	2
<b>Operating Income</b>	<b>39,661,985</b>	<b>34,276,447</b>	<b>86%</b>	<b>35,396,366</b>	<b>97%</b>	
Operating Expenditure						
Employee Costs	-12,207,233	-3,694,683	30%	-4,067,589	91%	3
Materials & Contractors	-12,615,298	-2,027,606	16%	-4,232,078	48%	4
Depreciation, Amortisation & Impairment	-11,270,000	-3,756,667	33%	-3,755,164	100%	
Elected Members Allowances	-428,200	-98,642	23%	-145,343	68%	5
Elected Members Expenses	-39,745	-13,284	33%	-13,502	98%	
Professional Services	-2,004,589	-550,169	27%	-669,060	82%	6
Auditor's Remuneration	-39,848	-480	1%	-13,283	4%	7
Bad and Doubtful Debts	0	0	0%	0	0%	
Utilities	-2,332,117	-551,441	24%	-777,061	71%	8
Legal Expenses	-315,700	-128,252	41%	-99,777	129%	9
Telephone & Other Communication Charges	-264,456	-144,810	55%	-148,152	98%	
Donations, Sponsorships & Grants	-255,000	-50,848	20%	-84,981	60%	10
Software, Hardware, Stationery, Subscriptions	-1,061,090	-313,315	30%	-371,161	84%	11
Insurance	-615,083	-677,004	110%	-588,076	115%	12
Borrowing Costs	-179,477	-21,422	12%	-89,739	24%	13
Other Expenses	-2,177,335	-636,694	29%	-901,311	71%	6
<b>Operating Expenditure</b>	<b>-45,805,171</b>	<b>-12,665,316</b>	<b>28%</b>	<b>-15,956,278</b>	<b>79%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-6,143,186</b>	<b>21,611,131</b>		<b>19,440,087</b>		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	299,737	67,955	23%	99,872	68%	14
Developer Contributions	200,000	661	0%	66,640	1%	15
Asset Income	3,000,000	0	0%	0	0%	14
Grants received	9,041,158	0	0%	7,691,703	0%	16
<b>Capital Income</b>	<b>12,540,895</b>	<b>68,615</b>	<b>1%</b>	<b>7,858,215</b>	<b>1%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>6,397,709</b>	<b>21,679,746</b>		<b>27,298,303</b>		
Capital Expenditure						
Land Purchase	0	0	0%	0	0%	
Asset Purchase	-3,540,929	-381,237	11%	-1,180,310	32%	
Asset Upgrade	-22,972,939	-7,895,972	34%	-11,803,436	67%	
<b>Capital Expenditure</b>	<b>-26,513,868</b>	<b>-8,277,209</b>	<b>31%</b>	<b>-12,983,746</b>	<b>64%</b>	17

# COUNCIL AGENDA

## Attachment 13.2.3.2

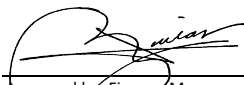
### Section 2 Financial Results

1.2 - Executive Summary as at 31 October 2023

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Less Non-Cash Expenditure	-11,270,000	-3,756,667	33%	-3,755,164	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-11,846,159</b>	<b>17,159,204</b>		<b>18,069,720</b>		
Borrowings	5,000,000	0	0%	5,000,000	0%	18
Less Repayment of Borrowings	-392,000	-61,290	16%	-196,000	31%	
Reserve Movement	7,238,159	-3,258,100	0	6,845,427	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>13,839,814</b>		<b>29,719,147</b>		

#### Notes

1. Received higher dog registration fees, development fees, facility hire fees, and library services fees than what was projected for the period.
2. The variance relates to rates debtor payment that was recorded incorrectly to sundry income last financial year.
3. Actual employee expenditure for the period is lower due to a number of vacant positions.
4. The underspend is due to invoices that were still awaiting approval at the end of October, primarily those from Programmed Property Services, City of Darwin, Aerosail Engineered Fabric Structures, and a number of smaller invoices; and programs/projects that has not commenced.
5. The elected member payment is underspent due to the timing of the payment. The elected member payment for October was paid in November.
6. The underspent is due to less major event during this period. Most of the events take place in December and between March to June .
7. Audit invoice was received in November.
8. The underspend is due to last quarter's utility invoices that are yet to be received and \$50K utility invoices that are pending approval.
9. Legal costs are higher than predicted, this will be monitored to ensure that there is adequate budget
10. During this period, fewer applications for grants and subsidies have been received. Majority of the applications for grants and subsidies are expected to be received towards the end of the year.
11. The variance is due to majority of subscription and licenses are paid towards the end of year.
12. The overspend is due to the insurance invoices paid in full for 23-24, and the insurance premium is higher than budgeted.
13. The underspend is due to cashflowing of borrowing cost which is paid quarterly. The cashflow for borrowing cost will be adjusted accordingly.
14. Asset revaluation and Asset income (gifted assets) recognition are undertaken towards the end of the financial year.
15. The variance is due to few development occurred during the period than what was projected.
16. Grant income is recognised when the grant obligations have been met
17. The variance is due to projects that are yet to start or have just started. The cashflowing is being reviewed
18. The loan for the SWELL project has not yet been drawn down.

  
Approved by: Finance Manager  
Jeffery Guillas

### Section 2 Financial Results

#### 1.3 - Budget Summary Report By Directorate as at % of year passed

31 October 2023  
33%

#### 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%	484,059	0%	1
<b>Office of the Chief Executive</b>	<b>1,452,176</b>	<b>0</b>	<b>0%</b>	<b>484,059</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	25,674	37%	23,158	111%	2
Financial Services	1,126,042	354,846	32%	384,212	92%	
Rates	25,942,030	25,688,834	99%	25,813,030	100%	
<b>Finance &amp; Governance</b>	<b>27,137,546</b>	<b>26,069,353</b>	<b>96%</b>	<b>26,220,399</b>	<b>99%</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	26,474	4%	222,615	12%	3
Senior Citizens	2,048	2,000	98%	2,048	98%	
Youth Services	300,000	0	0%	100,000	0%	3
Animal Management	359,000	212,414	59%	101,090	210%	4
Parking & Other Ranger Services	104,000	12,414	12%	34,483	36%	5
<b>Community &amp; Culture</b>	<b>1,438,677</b>	<b>253,303</b>	<b>18%</b>	<b>461,025</b>	<b>55%</b>	
Infrastructure						
Civic Centre	140,000	53,073	38%	46,667	114%	2
Driver Resource Centre	0	136	0%	0	0%	
Gray Community Hall	10,000	7,255	73%	3,333	218%	6
Private Works	43,333	16,999	39%	13,333	127%	7
Recreation Centre	12,000	7,893	66%	4,000	197%	6
Roads & Transport	1,247,824	0	0%	415,941	0%	
Subdivisional Works	100,000	66,623	67%	33,333	200%	8
Waste Management	7,534,269	7,650,319	102%	7,534,269	102%	
Odegaard Drive Investment	446,160	151,495	34%	148,720	102%	
Goyder Square	100,000	0	0%	33,333	0%	3
<b>Infrastructure</b>	<b>9,633,586</b>	<b>7,953,791</b>	<b>83%</b>	<b>8,232,930</b>	<b>97%</b>	
	<b>39,661,985</b>	<b>34,276,447</b>	<b>86%</b>	<b>35,398,414</b>	<b>97%</b>	

#### Notes

1. The budgeted revenue for the period relates to Financial Assistance Grants that was received in advance in 2022-22. The revenue budget will need to be adjusted to reflect that this was received in prior years.
2. The variance is due to the increase in monthly rent charges. The budgeted rent income will be reviewed and adjusted accordingly.
3. Operating grants were received in November.
4. The dog registrations and renewals are higher than what was projected for the period.
5. This relates to fines, penalties and recovery of expenses which is below than expected
6. The variance is due to the increase in facility hire bookings for the period.
7. The variance is due to higher income received for permit works and other licences for the period.
8. Received higher statutory fees relating to planning and development for the period than projected.



## Section 2 Financial Results

### 1.3 - Budget Summary Report By Directorate as at 31 October 2023 % of year passed 33%

#### 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	-112,097	24%	-158,846	71%	1
Office of the CEO	-1,252,641	-293,656	23%	-420,673	70%	2
<b>Office of the Chief Executive</b>	<b>-1,720,586</b>	<b>-405,753</b>	<b>24%</b>	<b>-579,519</b>	<b>70%</b>	
<b>Deputy Chief Executive</b>						
Deputy Chief Executive Officer	-479,735	-150,199	31%	-159,848	94%	1
Customer Experience	-359,974	-120,237	33%	-119,943	100%	
People and Customer	-1,069,464	-386,738	36%	-356,282	109%	3
Public Relations and Communications	-896,801	-285,881	32%	-302,764	94%	4
<b>Deputy Chief Executive</b>	<b>-2,805,974</b>	<b>-943,055</b>	<b>34%</b>	<b>-938,837</b>	<b>100%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-518,046	-159,108	31%	-173,161	92%	1
Records Management	-399,642	-103,913	26%	-133,202	78%	1
Financial Services	-12,762,086	-4,368,194	34%	-4,266,337	102%	
Rates	-95,700	-10,212	11%	-28,297	36%	5
Governance	-1,258,293	-949,437	75%	-802,770	118%	6
<b>Finance &amp; Governance</b>	<b>-15,033,767</b>	<b>-5,590,865</b>	<b>37%</b>	<b>-5,403,767</b>	<b>103%</b>	
<b>Community &amp; Culture</b>						
Arts & Culture	-80,547	-10,586	13%	-35,799	30%	7
Community Development	-1,151,306	-345,334	30%	-383,562	90%	8
Diversity and Inclusion Activities	-36,000	-4,653	13%	-16,000	29%	7
Events Promotion	-533,510	-81,170	15%	-236,257	34%	8
Families & Children	-47,679	-12,036	25%	-18,774	64%	9

## Section 2 Financial Results

### 1.3 - Budget Summary Report By Directorate as at 31 October 2023 % of year passed 33%

#### Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Health and Wellbeing Services	-42,000	-2,807	7%	-18,664	15%	9
Library Services	-1,513,946	-435,271	29%	-524,836	83%	1
Senior Citizens	-6,656	-3,067	46%	-2,958	104%	
Youth Services	-417,019	-227,336	55%	-225,340	101%	
Director Community & Culture	-566,470	-90,987	16%	-188,748	48%	1
Safe Communities	-20,000	-5,253	26%	-8,888	59%	9
Animal Management	-166,161	-27,748	17%	-62,588	44%	9
Parking & Other Ranger Services	-1,021,889	-333,250	33%	-340,546	98%	
<b>Community &amp; Culture</b>	<b>-5,603,183</b>	<b>-1,579,497</b>	<b>28%</b>	<b>-2,062,959</b>	<b>77%</b>	
<b>Infrastructure</b>						
Information Technology	-1,879,370	-578,358	31%	-699,751	83%	11
Aquatic Centre	-755,075	-121,591	16%	-330,057	37%	12
Civic Centre	-265,173	-49,515	19%	-92,569	53%	13
Depot	-74,377	-20,490	28%	-23,745	86%	
Driver Resource Centre	-24,173	-6,017	25%	-8,589	70%	14
Emergency Operations	-10,557	0	0%	-3,518	0%	15
Gray Community Hall	-66,929	-40,966	61%	-22,735	180%	10
Director Infrastructure	-802,929	-275,682	34%	-267,756	103%	
Open Space	-5,406,321	-947,227	18%	-1,814,257	52%	15
Private Works	-105,776	-31,415	30%	-35,245	89%	1
Recreation Centre	-292,965	-96,601	33%	-99,275	97%	
Roads & Transport	-1,732,365	-289,887	17%	-579,256	50%	15
Stormwater Infrastructure	-169,268	-6,922	4%	-56,000	12%	15

## Section 2 Financial Results

### 1.3 - Budget Summary Report By Directorate as at 31 October 2023 % of year passed 33%

#### Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Street Lighting	-1,161,005	-110,122	9%	-386,643	28%	15
Subdivisional Works	-20,000	-10,553	53%	-6,664	158%	9
Waste Management	-7,296,038	-1,394,398	19%	-2,413,961	58%	15
Odegaard Drive Investment Property	-127,007	-41,765	33%	-42,414	98%	
Durack Heights Community Centre	-33,053	-16,545	50%	-10,673	155%	
CBD Car Parking	-63,351	-20,243	32%	-21,768	93%	
Goyder Square	-228,028	-52,067	23%	-75,805	69%	15
Fleet	-221,052	-35,784	16%	-73,668	49%	16
<b>Infrastructure</b>	<b>-20,734,812</b>	<b>-4,146,147</b>	<b>20%</b>	<b>-7,064,348</b>	<b>59%</b>	
	<b>-45,898,322</b>	<b>-12,665,316</b>	<b>28%</b>	<b>-16,049,429</b>	<b>79%</b>	

#### Notes

1. The variance is due to vacant positions that are currently being filled.
2. The underspend in Elected member payment is due to the timing of the payments.
3. The variance is due to advertising costs related to recruitment and external consultant hire.
4. The underspend is due to seasonal events. Majority of the events happens in December and between March to June.
5. Due to saving on debt recovery fee.
6. The overspend due to the insurance invoices paid in full for 23-24 and the insurance premium is higher than budgeted.
7. The underspend is due to few programs were run during the period but this is projected to pick up in Q3 and Q4.
8. The underspend is mainly due to vacant positions and few programs were run during the period.
9. The underspend is due to low program running cost and will meet the budget on Q3 and Q4.
9. Employee expenses is higher than budgeted amount with \$7k and program running cost below budget with \$134k. No Major events.

## Section 2 Financial Results

### 1.3 - Budget Summary Report By Directorate as at 31 October 2023 % of year passed 33%

#### Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
--	---------------------	----------------	--------------------------------------	------------	--------------------------------	-------

9. The variance is due to cashflowing of the budget but it is expected to be fully expended by the end of the financial year. The review of the cashflowing is currently being undertaken by the relevant budget officers.

10. The overspend is due to higher fire system and contractors expenses than budget. This is being investigated further by the relevant budget officers.

11. The underspend is mainly due to vacant positions and lesser expense on software licenses.

12. Utilities cost and contractor payments are lower than budgeted during the period but are expected to pick up when SWELL opens.

13. The underspend is due to less building maintenance because of the good/fair condition of the assets.

14. The facility is to be decommissioned.

15. The underspend is due to the timing of the projects but this will be balanced out with the budget at the end of the financial year. Review of the cashflow is currently being undertaken by the relevant budget officers.

16. The underspend is due to vehicle registration cost yet to be recognised and lower repair cost.

### Section 2 Financial Results

31 October 2023

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

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
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	48,185	0	0%	48,185	0%	2
Animal Management	110,300	0	0%	110,300	0%	2
<b>Community &amp; Culture</b>	<b>158,485</b>	<b>0</b>	<b>0%</b>	<b>158,485</b>	<b>0%</b>	
Infrastructure						
Information Technology	350,366	0	0%	350,366	0%	
Aquatic Centre	5,507,936	0	0%	5,374,576	0%	2
Director Infrastructure	778,365	0	0%	503,717	0%	2
Open Space	620,465	0	0%	287,065	0%	2
Roads & Transport	780,832	0	0%	339,485	0%	2
Street Lighting	319,967	0	0%	153,267	0%	2
Subdivisional Works	200,000	661	0%	66,640	1%	3
Waste Management	374,743	0	0%	374,743	0%	
Durack Heights Community	150,000	0	0%	150,000	0%	2
Fleet	299,737	67,955	23%	99,872	68%	4
<b>Infrastructure</b>	<b>9,382,410</b>	<b>68,615</b>	<b>1%</b>	<b>7,699,730</b>	<b>1%</b>	<b>5</b>
	<b>12,540,895</b>	<b>68,615</b>	<b>1%</b>	<b>7,858,215</b>	<b>1%</b>	

#### Notes

1. The capital income for gifted assets is recognised at the end of the year. The YTD budget cashflow will be adjusted accordingly.
2. These relate to roll-over of capital projects which were approved (Decision No.10/987) These roll-overs will be cash-flowed accordingly.
3. The work related to the Driveway is yet to commence. The driveway and subdivision income will be recognised once the clearance is received.
4. Income derived from the sale of the aged fleet.
5. Income has not been recognised due to requirement of project completion and final acquittal report.

### Section 2

### Financial Results

#### 1.4 - Budget Summary Report By Directorate as at 31 October 2023

% of year passed 33%

#### Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
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%	-77,200	0%	1
Library Services	-188,894	-382	0%	-62,965	1%	1
Animal Management	-110,300	0	0%	-36,767	0	1
<b>Community &amp; Culture</b>	<b>-530,795</b>	<b>-382</b>	<b>0</b>	<b>-176,932</b>	<b>0</b>	
Infrastructure						
Information Technology	-1,831,298	-11,628	1%	-610,433	2%	1
Aquatic Centre	-12,437,371	-7,541,993	61%	-8,291,581	91%	
Civic Centre	-56,320	0	0%	-18,773	0%	1
Depot	-114,746	-12,202	11%	-38,249	32%	1
Driver Resource Centre	-194,940	-37,109	19%	-64,980	57%	1
Director Infrastructure	-1,788,365	-65,341	4%	-596,122	11%	1
Open Space	-3,347,849	-165,170	5%	-1,115,950	15%	1
Recreation Centre	-156,972	-19,852	13%	-52,324	38%	4
Roads & Transport	-2,837,813	-162,776	6%	-945,938	17%	5
Stormwater Infrastructure	-184,320	0	0%	-61,440	0%	6
Street Lighting	-780,469	-37,325	5%	-260,156	14%	6
Subdivisional Works	-100,000	0	0%	-33,333	0%	1
Waste Management	-1,502,927	0	0%	-500,976	0%	1
Durack Heights Community Centre	-218,126	-105,086	48%	-72,709	145%	2
Fleet	-395,158	-118,346	30%	-131,719	90%	3
<b>Infrastructure</b>	<b>-25,946,674</b>	<b>-8,276,827</b>	<b>32%</b>	<b>-12,794,682</b>	<b>65%</b>	
	<b>-26,477,468</b>	<b>-8,277,209</b>	<b>31%</b>	<b>-12,971,613</b>	<b>64%</b>	

#### Note

1. The variance is due to projects that are yet to start or have just started. The cashflowing is being reviewed by relevant budget officers.
2. The variance is due to aircon maintenance work at Durack Community Center, but the budget was cash-flowed evenly over 12 months.
3. The variance due to 4 vehicles has been ordered and 3 has been delivered; 1 vehicle is still yet to be delivered.
4. Project is completed, invoice is yet to be received from the contractor.
5. The variance is due to timing of the project. Roads and transport expenditure of \$770K is expected in November and December.
6. The variance is due to the timing of the projects. More work are expected to happen between April to June.

## Section 2 Financial Results

### 1.4 - Capital Expenditure & Funding

CAPITAL EXPENDITURE	Annual Budget	Actuals
Land & Buildings	\$20,324,159	\$7,905,322
Other Assets (including furniture & office equip)	\$1,200,000	\$10,860
Fleet	\$395,158	\$118,346
Infrastructure (including roads, footpaths, park furniture)	\$4,594,551	\$242,682
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$26,513,868</b>	<b>\$8,277,209</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>		
Operating Income	\$5,007,494	\$ 468,511
Capital Grants	\$9,041,158	\$ 5,410,594
Transfers from Cash Reserves	\$7,465,216	\$ 2,398,104
Borrowings	\$5,000,000	
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>\$26,513,868</b>	<b>\$8,277,209</b>



Approved by: Finance Manager

Jeffery Guilas

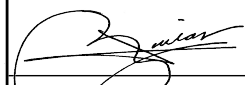


**Section 2**  
**Financial Results**

**2.1 - Balance Sheet**

31 October 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	3,225,960	
Untied Funds	6,898,062	
Investments		Refer to Note (Investment and Cash in report)
Tied Funds	6,003,498	
Untied Funds	7,504,315	
Receivables	21,624,263	Inclusive of Rates and Charges levied in July 2023
Other	-	
<b>TOTAL CURRENT ASSETS</b>	<b>45,258,327</b>	
<b>Non-Current Assets:</b>		
Infrastructure, property, plant & equipment	561,881,230	
Investment property	5,800,000	
Work in progress	16,142,116	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>583,823,346</b>	
<b>TOTAL ASSETS</b>	<b>629,081,674</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	5,215,504	
Unearned Grant Income (AASB1058)	6,653,307	
Borrowings	973,557	
Provisions	1,278,779	
<b>TOTAL CURRENT LIABILITIES</b>	<b>14,121,147</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>15,930,677</b>	
<b>NET ASSETS</b>	<b>613,150,996</b>	
<b>Equity</b>		
Accumulated Surplus	216,375,282	
Profit & Loss - current Year	25,863,905	
Net Reserves	5,182,648	
Working Capital Reserve	5,296,362	
Net Transfers to & from Reserves	- 11,153,759	
Unexpended Grant reserve	-	
Election Reserve	50,000	
Disaster reserve	500,000	
Unexpended Capital works	6,512,568	
Developer Funded reserve	738,712	
Waste Reserve	2,323,900	
Major initiative	914,866	
Revaluation reserves	365,729,161	
Council equity interest	613,150,996	
<b>TOTAL EQUITY</b>	<b>613,150,996</b>	

  
Approved by: Finance Manager  
Jeffery Guilas

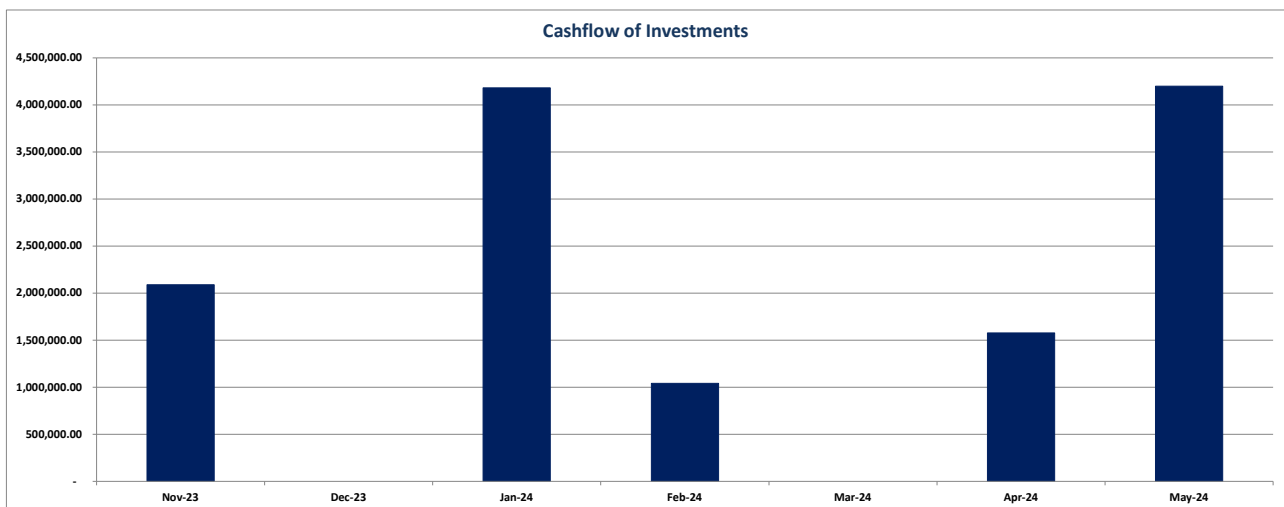
# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 2.2 Investments Management Report

#### INVESTMENTS REPORT TO COUNCIL AS AT 31 October 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	86	\$ 5,504,315.07	40.75%
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	100		
AMP	S&P A2	\$ 1,504,315.07	4.80%	April 5, 2024	157		
AMP	S&P A2	\$ 1,000,000.00	4.60%	November 23, 2023	23		
AMP	S&P A2	\$ 1,000,000.00	5.10%	May 16, 2024	198		
Macquarie Bank Limited	S&P A1	\$ 1,000,000.00	4.31%	November 9, 2023	9	\$ 1,000,000.00	7.40%
National Australia Bank	S&P A1+	\$ 1,500,000.00	4.35%	January 25, 2024	86	\$ 4,003,498.09	29.64%
National Australia Bank	S&P A1+	\$ 1,000,000.00	4.95%	May 31, 2024	213		
National Australia Bank	S&P A1+	\$ 1,503,498.09	4.55%	January 11, 2024	72		
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	4.97%	May 23, 2024	205	\$ 3,000,000.00	22.21%
TOTAL SHORT TERM INVESTMENT		\$ 13,507,813.16		Average Days to Maturity	115		100.00%
% OF TOTAL INVESTMENT PORTFOLIO	A1 & A1+ (max 100%)	59.3%	A2 (max 60%)	40.7%	A3 (max 40%)	0%	100%
Weighted Average Rate	4.65%	BBSW 90 Day Rate Benchmark		4.1469%			
GENERAL BANK FUNDS	\$ 10,124,021.81		Total Year To Date Budget Investment	-\$ 33,333.33			
TOTAL ALL FUNDS	\$ 23,631,834.97		Total Year to Date Investment Earnings	\$ 290,939.36			



#### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 4.10%
48 Odegard Drive, Rosebery	Fair Value	\$ 5,800,000	\$ 151,495	\$ 41,765	\$ 109,730	80,135

  
Approved by: Finance Manager  
Jeffery Guillas


# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 2.3 Debtor Control Accounts

31 October 2023

<u>SUNDRY DEBTORS:</u>								
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS & Over			
	196,590.88	34,791.36	(28,990.88)	169,691.36	21,099.04			
	100%	17.7%	-14.7%	86.32%	10.7%			
<u>RATES:</u>								
REPORT MONTH	OVERDUE \$			Payments Received in Advance \$	Overdue % Of Rates Income			
Oct-23	\$2,984,589			\$527,463	8.96%			
Oct-22	\$2,715,822			\$454,361	8.53%			
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	\$1,477,444	\$984,051	\$314,310	\$127,117	\$50,547	\$23,354	\$6,547	\$1,218
Cumulative Number Of Properties	3092	814	238	93	42	17	7	2
<u>INFRINGEMENTS:</u>								
		2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	
Animal Infringements	57,246	10,777	30,147	10,762	5,560	0	0	
Public Places	2,850	139	1,496	1,080	135	0	0	
Parking Infringements	9,400	3,543	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	69,496.00	14,459.00	32,215.00	13,967.00	6,235.00	2,580.00	40.00	
	100%	21%	46%	20%	9%	4%	0%	
Nmber of Infringements	646.00	166.00	232.00	128.00	50.00	69.00	1.00	

  
Approved by: Finance Manager  
Jeffery Guilas

## SECTION 2

### Financial Results

#### 2.4 - Creditor Accounts Paid October 2023

	Creditor Name	Creditor Payment Type	Amount \$
123	Kerry's Automotive Group - KAP Motors Pty Ltd	General Creditors	93,474.00
1580	The Exhibitionist	General Creditors	742.50
1581	Northern Territory Broadcasters Pty Ltd	General Creditors	3,025.00
1607	Sterling NT Pty Ltd	General Creditors	44,176.85
1650	Driver Primary School	Refunds & Reimbursements	150.00
2	Australian Taxation Office - PAYG	General Creditors	192,055.58
215	Employee Assistance Services NT Inc (EASA)	General Creditors	458.20
2199	SBA Office National	General Creditors	721.58
2294	Modern Teaching Aids Pty Ltd	General Creditors	70.29
2336	Flick Anticimex Pty Ltd	General Creditors	6,804.22
253	Territory FM 104.1 Darwin - CDU	General Creditors	4,261.95
256	The Bookshop Darwin	General Creditors	6,108.91
2587	Top End RACE	General Creditors	41,577.35
272	City Wreckers	General Creditors	154.00
2757	The Institution of Engineers Australia	General Creditors	595.00
3189	Seek Limited	General Creditors	2,442.00
3313	Zip Print	General Creditors	2,964.50
3486	Gold Medal Services (NT) Pty Ltd	General Creditors	1,831.61
35	WINC Australia Pty Limited	General Creditors	1,073.31
353	Otis	General Creditors	1,331.00
36	Darwin Lock & Key	General Creditors	1,961.18
3683	Area9 IT Solutions	General Creditors	6,343.46
3879	Litchfield Council	General Creditors	459.00
3880	PAWS Darwin Limited	General Creditors	400.00
399	St John Ambulance (NT) Incorporated	General Creditors	577.78
4007	The Ark Animal Hospital Pty Ltd	General Creditors	1,134.66
4029	Totally Workwear Palmerston	General Creditors	173.00
4065	Southern Cross Protection Pty Ltd	General Creditors	4,033.12
4190	National Australia Bank	General Creditors	46,345.64
4398	Quality Indoor Plants Hire	General Creditors	1,043.00
4528	Miranda's Armed Security Officers Pty	General Creditors	445.50
4561	Bendesigns	General Creditors	149.60
4605	Top End Windscreens and Tinting Pty Ltd	MyPalmerston	445.00
4731	Yeni Redding	General Creditors	1,221.00
4735	Palmerston and Rural Party Hire	General Creditors	292.00
4737	D & L Plumbing & Gasfitting	General Creditors	400.00
4912	Remote Area Tree Services Pty Ltd	General Creditors	13,414.50
4977	Masterplan	General Creditors	4,028.75
5	Australia Post	General Creditors	22,021.14
5104	JLM Contracting Services Pty Ltd	General Creditors	58,538.27
5131	Core Traffic Control Pty Ltd	General Creditors	7,084.00
5254	True North	General Creditors	8,189.92
53	Eggins Electrical	General Creditors	2,395.11
536	TIO - Territory Insurance Office	General Creditors	500.00
5387	Odd Job Bob - Darren John Fillmore	General Creditors	528.00
54	Powerwater	Utilities	74,937.69
5410	Majestix Media Pty Ltd	General Creditors	968.00
5417	Institute of Public Works Engineering - IPWEAQ (Qld & NT)	General Creditors	396.00
5435	Access Hardware (NT) Pty Ltd	General Creditors	1,331.79
549	City of Darwin	General Creditors	300,083.90
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	13,129.20

## SECTION 2

### Financial Results

**2.4 - Creditor Accounts Paid      October 2023**

	<b>Creditor Name</b>	<b>Creditor Payment Type</b>	<b>Amount \$</b>
5615	EcOz Environmental Consulting	General Creditors	8,795.79
5640	Think Water - Winnellie & Virginia	General Creditors	992.56
5651	Minter Ellison Lawyers	General Creditors	16,839.90
5676	Royal Wolf Trading Australia Pty Ltd	General Creditors	808.01
5713	Clean Fun T/A Darwin Outdoor Cinema Hire	General Creditors	110.00
639	Cleanaway Pty Ltd.	General Creditors	200,825.17
87	Industrial Power Sweeping Services Pty	General Creditors	25,000.28
V00073	Off the Leash	General Creditors	550.00
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	202.95
V00099	Palmerston Lions NT	General Creditors	600.00
V00125	Planning Institute of Australia	General Creditors	1,000.00
V00164	1spatial Australia Pty Limited	General Creditors	6,138.00
V00193	Amcom Pty Ltd Acc no CN5439	General Creditors	2,029.50
V00200	Red Earth Automotive Pty Ltd	General Creditors	527.27
V00250	Ward Keller	General Creditors	6,936.71
V00270	Janie Andrews (Artist and Designer)	General Creditors	350.00
V00271	NTIT (Fuji Xerox Business Centre NT)	General Creditors	2,821.66
V00295	Jacana Energy	Utilities	3,582.81
V00318	QuickSuper Clearing House	Superannuation	83,196.76
V00368	iWater NT Pty Ltd	General Creditors	5,076.50
V00399	Palmerston & Regional Basketball Assoc (PARBA)	General Creditors	400.00
V00474	Lane Communications	General Creditors	2,181.30
V00475	Outback Batteries Pty Ltd	General Creditors	576.00
V00505	Riding for the Disabled Top End Inc	Grants, Sponsorships, Donations & Prizes	22,000.00
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	32,157.14
V00599	Athina Pascoe-Bell	Elected Members	9,994.24
V00939	Defend Fire Services Pty Ltd	General Creditors	1,805.33
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors	5,566.77
V01106	Darwin Toilet Hire	General Creditors	385.00
V01118	Wilson Security Pty Ltd	General Creditors	5,293.00
V01389	Darwin Argos Painting	General Creditors	2,200.00
V01420	CENTRELINK (PAYROLL)	General Creditors	508.10
V01565	Waste and Management Services Pty Ltd	General Creditors	5,775.00
V01569	Benjamin Giesecke	Elected Members	1,928.64
V01570	Sarah Louise Henderson	Elected Members	3,128.64
V01572	Lucy Morrison	Elected Members	2,528.64
V01573	Amber Garden	Elected Members	3,128.64
V01579	Damian Hale	Elected Members	2,328.64
V01584	Salary Packaging Australia	General Creditors	912.30
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	General Creditors	3,047.00
V01612	News Pty Limited (News Corp Australia)	General Creditors	9,874.49
V01639	Nigel Wilson	Refunds & Reimbursements	1,372.00
V01691	Blackwoods	General Creditors	99.55
V01694	NT Advertising and Distribution	General Creditors	514.80
V01755	Liquid Blu Pty Ltd	General Creditors	223,118.60
V01801	Pumpstech NT	General Creditors	2,002.00
V01810	Jacana Energy - Payroll Deductions	General Creditors	100.00
V01826	Tick of Approval Pty Ltd	General Creditors	1,760.00
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	30,174.11
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	44.61

## SECTION 2

### Financial Results

#### 2.4 - Creditor Accounts Paid

October 2023

	Creditor Name	Creditor Payment Type	Amount \$
V01938	Windcave Pty Limited	General Creditors	49.50
V02025	Event Hospitality & Entertainment	General Creditors	4,235.00
V02030	JAC Traders Pty Ltd T/a Brandit NT	General Creditors	1,634.64
V02162	RMI Security - Conigrave Pty Ltd	General Creditors	34,508.82
V02167	Sanity Music Stores Pty Ltd	General Creditors	610.70
V02215	Gargee Lad T/A Build IT Up AU	General Creditors	400.00
V02306	Well Done International Pty Ltd	General Creditors	1,486.24
V02309	Mousellis and Sons Pty Ltd	General Creditors	15,215.77
V02312	Harris Kmon Solutions Pty Ltd	General Creditors	11,605.00
V02316	Danielle Andrews	General Creditors	101.60
V02369	Maher Raumteen Solicitors	General Creditors	6,270.00
V02432	E3 Pro Pty Ltd	General Creditors	1,430.00
V02534	Water Dynamics Pty Limited	General Creditors	1,019.42
V02545	Amazon Web Services Inc	General Creditors	31.07
V02563	Amcom Pty Ltd Acc no 68842	General Creditors	3,191.42
V02564	United Air Conditioning and Mechanical Services Pt	General Creditors	92,040.56
V02573	Elite Strata Management NT - Unit Plan 2009/27	Refunds & Reimbursements	125.00
V02854	Captovate Pty Ltd	General Creditors	2,992.00
V02879	Melissa Frey	Refunds & Reimbursements	1,700.00
V03000	Jess Cussen Graphic Design	General Creditors	198.00
V03020	Ur Fitness DJ	General Creditors	800.00
V03036	Azility	General Creditors	5,967.50
V03037	KWPX Pty Ltd	General Creditors	231.00
V03193	Sage Landscape Material Supplies	General Creditors	3,130.00
V03274	Top End Critters	General Creditors	850.00
V03394	Larrikin Interactive Pty Ltd	General Creditors	1,100.00
V03431	Monsterball Amusements	General Creditors	1,155.00
V03556	Belgravia Health & Leisure Group Pty Ltd	General Creditors	30,091.60
V03609	VTG Waste & Recycling Pty Ltd	General Creditors	139,283.24
V03648	Mark Fraser	Elected Members	3,828.64
V03651	Danielle Eveleigh: (Main Account - BankSA)	Elected Members	4,436.48
V03652	Danielle Eveleigh (\$500 Only - Bendigo Bank)	Elected Members	800.00
V03655	Kantar Public Australia Pty Ltd	General Creditors	45,925.00
V03665	Bilske Investments Pty Ltd T/A Outback Pest Co	General Creditors	1,793.00
V03705	Industry Capability Network Northern Territory	General Creditors	660.00
V03767	WRM Water & Environment Pty Ltd	General Creditors	907.50
V03776	Business Fuel Cards Pty Ltd	General Creditors	6,355.87
V03791	Mercer Marsh Benefits	General Creditors	33,000.00
V03793	OkFitness	General Creditors	1,400.00
V03799	Pilates with Alex Hurt	General Creditors	700.00
V03834	Tabellarius Pty LTD TA Pack & Send	General Creditors	240.00
V03850	Nutrien Ag Solutions	General Creditors	3,232.68
V03853	Service Air	General Creditors	143.00
V03950	Monsido Pty Ltd	General Creditors	6,270.00
V03971	Darwin Catering Company	General Creditors	576.00
V03973	AANT Salary Packaging	General Creditors	6,178.62
V03974	Ross Dudgeon	Refunds & Reimbursements	125.00
V03992	Booktopia Pty Ltd	General Creditors	340.15
V04018	Clubhouse Territory Inc	General Creditors	11,000.00
V04044	Deaf Connect t/a Deaf Services	General Creditors	264.00
V04046	Civiq Pty Ltd	General Creditors	7,469.00

## SECTION 2

### Financial Results

**2.4 - Creditor Accounts Paid      October 2023**

	<b>Creditor Name</b>	<b>Creditor Payment Type</b>	<b>Amount \$</b>
V04051	Brent Watkinson	General Creditors	1,400.00
V04169	Sietta Creative	General Creditors	4,000.00
V04172	Charlie Bliss Creative	General Creditors	770.00
V04231	Letchimi Wright	Refunds & Reimbursements	125.00
V04290	Vicki Byster	Refunds & Reimbursements	51.55
V04317	Randstad Pty Ltd	General Creditors	44,580.70
V04343	Jaytex Construction	General Creditors	2,211,438.09
V04349	Peter Kuhn	General Creditors	75.41
V04381	Telstra Limited	General Creditors	18,893.21
V04397	2 Foote Plumbing & Gas	General Creditors	1,089.00
V04428	ESEL Pty Ltd T/A Mwave	General Creditors	10,386.95
V04459	Jeremy Taylor	General Creditors	330.00
V04531	Mulga Security Pty Ltd	General Creditors	396.00
V04563	Gen Air Engineers	General Creditors	1,188.00
V04589	Galt NT	General Creditors	10,989.00
V04604	Stone Monkey Australia	General Creditors	1,220.00
V04648	Chaptevi Pty Ltd T/A Joyce Mayne AV/IT	General Creditors	2,333.00
V04719	Bucci Holdings Pty Ltd T/A Visimax	General Creditors	3,551.10
V04745	SJ Traffic Consulting	General Creditors	5,500.00
V04746	Peak Corporate Solutions	General Creditors	12,540.00
V04769	RV Welding and Fabrication Pty Ltd	General Creditors	5,106.20
V04786	Linda Lee Kapitula T/A Limitless Kinetic Fitness	General Creditors	1,000.00
V04801	Palmerston Boxing Club	General Creditors	2,000.00
V04802	AHG Building Contractors	General Creditors	1,208.53
V04807	Paddy McAuliffe Smith	Grants, Sponsorships, Donations & Prizes	250.00
V04808	Territory Kids Early Learning	Refunds & Reimbursements	125.00
V04809	Palmerston Rugby Union Club	General Creditors	5,500.00
V04811	ReadSpeaker Pty Ltd	General Creditors	3,539.24
V04813	Aspire to Succeed Pty Ltd	General Creditors	1,600.00
V04814	Niwrard Furniture Pty Ltd T/A Harvey Norman Furniture		
V04814	Darwin NT	General Creditors	600.00
V04815	Netland Solutions Pty Ltd T/A Landmark Computers	General Creditors	2,899.00
V04816	Members Church of God International	Refunds & Reimbursements	125.00
V04817	Marie Jones	Refunds & Reimbursements	60.00
V04818	Alicia Ward	Grants, Sponsorships, Donations & Prizes	250.00
V04820	Shaneen Tilmouth	Refunds & Reimbursements	597.00
V04821	Takeisha Belbin	Grants, Sponsorships, Donations & Prizes	250.00
V04823	Early Childhood Australia NT	General Creditors	440.00
V04826	Cheryl Ellis	Refunds & Reimbursements	736.97
V04827	Amica Gordon	Refunds & Reimbursements	51.55
V04828	Robin Smith	Refunds & Reimbursements	43.50
V04829	Kristin DeJonge	Refunds & Reimbursements	43.50
V04830	Arafura Music Collective	Grants, Sponsorships, Donations & Prizes	4,340.00
V04831	Adele Faatoafe	Refunds & Reimbursements	125.00
V04832	Precision Advantage	Refunds & Reimbursements	125.00
V04833	Michelle Bongso	Refunds & Reimbursements	125.00
V04834	Nariel Hachuela	Refunds & Reimbursements	125.00

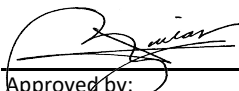


## SECTION 2

### Financial Results

#### 2.4 - Creditor Accounts Paid

October 2023

	Creditor Name	Creditor Payment Type	Amount \$
V04836	N & M Milatos	Refunds & Reimbursements	3,493.48
V04837	P & D Jackman	General Creditors	1,853.00
V04839	Isla Ryan Smith	Grants, Sponsorships, Donations & Prizes	250.00
V04840	Luci-Anne Testa	Refunds & Reimbursements	24.00
V04842	Maree Mcleod	Grants, Sponsorships, Donations & Prizes	250.00
V04844	Mayala-Bol	Refunds & Reimbursements	125.00
V04845	Jasmine Cleanthous	Refunds & Reimbursements	125.00
V04846	Bree Ahrens	Refunds & Reimbursements	125.00
			<b>4,583,742.47</b>
Percentage of this month's payments made to local suppliers			<b>88.5%</b>
 Approved by: Finance Manager Jeffrey Guilas			

**SECTION 2**

**Financial Results**

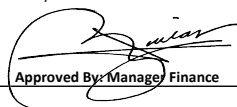
**2.5 - Creditor Accounts Outstanding**

Creditor No.	Creditor Name	Amount \$
2	Australian Taxation Office - PAYG	199,528.58
2199	SBA Office National	489.03
2336	Flick Anticimex Pty Ltd	3,062.01
2587	Top End RACE	3,985.49
272	City Wreckers	616.00
2915	Territory Uniforms	165.80
2977	Optic Security Group NT	4,140.87
3313	Zip Print	643.50
3438	NT Shade & Canvas Pty Ltd	264.00
4007	The Ark Animal Hospital Pty Ltd	409.36
4029	Totally Workwear Palmerston	43.00
4065	Southern Cross Protection Pty Ltd	3,807.07
4190	National Australia Bank	(53,798.50)
4528	Miranda's Armed Security Officers Pty	302.50
5104	JLM Contracting Services Pty Ltd	57,589.49
5114	S.E. Rentals Pty Ltd	4,661.80
5387	Odd Job Bob - Darren John Fillmore	1,820.50
54	Powerwater	26,468.46
566	Stickers & Stuff	1,391.00
5676	Royal Wolf Trading Australia Pty Ltd	542.57
87	Industrial Power Sweeping Services Pty	24,992.88
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	121.77
V00295	Jacana Energy	54,647.27
V00318	QuickSuper Clearing House	3,536.38
V00368	iWater NT Pty Ltd	2,612.50
V00582	Ezko Property Services (Aust) Pty Ltd	7,515.75
V00682	Leigh Dyson Plumbing	20,482.00
V00939	Defend Fire Services Pty Ltd	1,119.97
V01134	Territory Technology Solutions Pty Ltd	24,344.10
V01537	Ben's Tree Service Pty Ltd	5,203.00
V01691	Blackwoods	(99.55)
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	6,712.24
V02306	Well Done International Pty Ltd	1,311.64
V02545	Amazon Web Services Inc	5.22
V02563	Amcom Pty Ltd Acc no 68842	2,871.99
V03073	Programmed Property Services	96,855.32
V03609	VTG Waste & Recycling Pty Ltd	(310.50)
V03971	Darwin Catering Company	271.00
V03992	Booktopia Pty Ltd	624.06
V04026	Eagle Photography	500.00
V04043	Eve Lynch - Favourite Child Productions	300.00
V04317	Randstad Pty Ltd	12,493.97
V04456	Road Runner	7,425.00
V04632	MITMAT4D	350.00
V04648	Chaptevi Pty Ltd T/A Joyce Mayne AV/IT	2,998.00
V04838	David Kemp T/A EN'QUE	264.00

533,280.54

Please note that the Vubin Event credit is a payment awaiting an invoice to be matched off in the system.

Please note that all creditors are outstanding less than 30days

  
Approved By: Manager Finance

### Section 2

### Financial Results

2.6 - Commercial Leases as at 31 October 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	8,021	27%	10,000	80%	1
GM Finance & Governance	69,474	25,674	37%	23,158	111%	2
Civic Centre	140,000	53,073	38%	46,667	114%	3
<b>Income</b>	<b>239,474</b>	<b>86,768</b>	<b>36%</b>	<b>79,825</b>	<b>109%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,463	-4,842	39%	-4,754	102%	
<b>Expenditure</b>	<b>-12,463</b>	<b>-4,842</b>	<b>39%</b>	<b>-4,754</b>	<b>102%</b>	
<b>Profit/(Loss)</b>	<b>227,011</b>	<b>81,926</b>		<b>75,070</b>		

#### Notes

1. Income for October 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 second budget review.



Approved by: Finance Manager  
Jeffrey Guilas

### Section 2

#### Financial Results

#### 2.7 - Council Loans

31 October 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>
Expected Loan Repayments for 2023/24	-338,971
<b>Expected Loan Balance as at 30/06/2024</b>	<b>1,833,114</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 31/10/2023
2,172,085	-338,971	-83,921	53,187	14,119	2,088,165

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	(241,037)
<b>Loan Balance at 1/07/2023</b>	<b>1,034,692</b>
Expected Loan Repayments for 2023/24	-248,082
<b>Expected Loan Balance as at 30/06/2024</b>	<b>786,610</b>

External Loan - Archer Landfill Rehabilitation					
Principal as of 1/7/2023	Principal Loan Repayment For 2023/2024	Principal Loan Repayment YTD	Interest for 2023/2024	Interest YTD	Loan balance as of 31/10/2023
1,034,692	-248,082	-61,290	16,712	7,303	973,402

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 Guillas

Section 2  
Financial Results

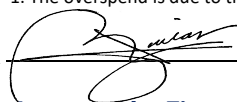
2.8 - Elected Member Expenses

31 October 2023

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Superannuation	0	-172	0%	0	0%	
Mayoral Allowance	-114,000	-28,733	25.20%	-37,985	76%	
Mayoral Electoral Allowance	-25,000	0	0.00%	-8,330	0%	
Mayoral Professional Dev Allowance	-4,000	0	0.00%	-4,000	0%	
Deputy Mayoral Allowance	-39,200	-9,644	24.60%	-13,061	74%	
Elected Members Councillor Allowances	-132,000	-33,269	25.20%	-43,982	76%	
Elected Members Professional Dev Allowance	-28,000	0	0.00%	-9,330	0%	
Elected Members Meeting Allowance	-70,000	-25,500	36.43%	-23,324	109%	
Information Technology Capital Entitlement	-9,600	-235	2.44%	-3,199	7%	
Communications Entitlement	-6,400	0	0.00%	-2,132	0%	
Acting Mayor Allowance	0	-1,260	0%	0	0%	
Stationery & Office Consumables	-516	0	0.00%	-188	0%	
Printing & Photocopying Costs	-2,062	0	0.00%	-922	0%	
Furniture & Equipment expensed	-1,433	0	0.00%	-486	0%	
Other Expenses	-7,857	-2,374	30.21%	-2,618	91%	
Food & Catering Costs	-11,085	-2,033	18.34%	-3,694	55%	
Course Seminar & Conference Registration	-10,557	-3,645	34.53%	-3,518	104%	
Air Travel	-3,093	-3,963	128.14%	-1,031	385%	1
Travel Accommodation	-2,111	-1,190	56.39%	-703	169%	1
Travel Related Costs Other	-1,031	-78	7.54%	-344	23%	
<b>Operating Expenditure</b>	<b>-467,945</b>	<b>-112,097</b>	<b>23.96%</b>	<b>-158,846</b>	<b>71%</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 Guillas

Section 2  
Financial Results

2.9 - Elected Members and CEO Credit Card Transactions

31 October 2023

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

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
11/10/2023	247.71	Ahmet's Restaurant	Meals for all CoP attendees at the Asia Pacific Cities Summit.
Total	247.71		



Approved by: Finance Manager  
Jeffery Guilas

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Christmas in Palmerston 2023
<b>MEETING DATE:</b>	Tuesday 21 November 2023
<b>AUTHOR:</b>	Communications Manager, Becky Saywell
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to update Council on plans for celebrating Christmas in Palmerston 2023.

### KEY MESSAGES

- City of Palmerston provides a range of activities for the community to celebrate Christmas and the festive season.
- City of Palmerston's popular Christmas Wonderland returns to Goyder Square from Friday 15 until Saturday 23 December from 5:00pm – 9:00pm daily.
- Friday 15 December will be a Christmas Wonderland 'low-sensory' evening from 4:00pm - 8:00pm.
- The Trussmas tree will be installed in Goyder Square and will be lit on the opening night of Palmerston Christmas Wonderland, with entertainers in attendance.
- New elements this year at Christmas Wonderland include a Christmas market brought to Palmerston by Tactile Arts with 30+ stalls which will be held in the Palmerston Recreation Centre and a Santa's Grotto in the Palmerston Library.
- The City of Palmerston Library will be running a Christmas Craft week which will include movies, and special Storytime sessions.
- City of Palmerston will be sponsoring the popular Mix 104.9 Christmas Lights competition which provides opportunity for advertising spaces to promote everything that City of Palmerston are doing over the Christmas period.
- To generate awareness of the range of Festive Season activities and events, a 'Palmerston's 12 days of Christmas' marketing and communications campaign will be delivered.

### RECOMMENDATION

THAT Report entitled Christmas in Palmerston 2023 be received and noted.

### BACKGROUND

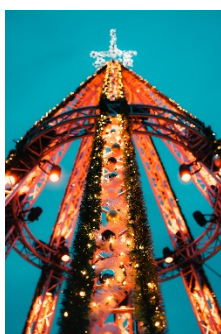
Each year City of Palmerston offers a range of activities and programs to the community to help celebrate Christmas. Christmas Wonderland is the highlight event which brings over 13,000 people each year to Palmerston CBD (Goyder Square). In 2022, Council also delivered a Community Christmas Lights competition, a Meet and Greet with Santa at Gray Community Hall as well as Christmas activities held in the Library.



Christmas Wonderland 2022 was open from 16 - 24 December and welcomed on average 2180 people per night, with two nights being cancelled due to the weather. The event featured all the favourites of the previous year including the Christmas train, snow machine and Santa's house, with the addition of the 'Trussmas Tree' and an Augmented reality experience.



*Christmas Wonderland 2022*



Santa Meet and Greet at Gray Community Hall saw community members being able to have their photograph taken with Santa and receive a gift.

The Community Christmas Lights competition ran for a second time in 2022, with 16 houses registering (a decrease from previous year of 22). Prizes from \$2000 to \$500 were awarded including a random draw, judge's vote and community vote.



*Christmas Lights competition entry 2022 - Moulden*

## **DISCUSSION**

### **Christmas Wonderland**

Palmerston's Christmas Wonderland 2023 will begin construction on 24 November, with Goyder Square to be fenced off and restricted access until opening on 16 December (the low sensory event on 15 December). The event will remain free again this year and is open to all and will feature many of the popular elements from the 2022 attraction, including the Christmas Train, Musical RGB Floor, Twinkle Tunnel and Snow Machines, as well as several new interactive elements including a live entertainment area within the wonderland to ensure a fresh and unique experience is delivered to the community.

As a result of some inclement weather in previous years and feedback from the community, the event will have some additional elements this year, which include the Tactile Art markets, which will be held inside the Recreation Centre, and a Santa's Grotto, which will be set up in the library. Goyder Square will also have additional undercover areas. This will allow for some elements of the event to proceed regardless of the weather, ensuring nobody misses out on the Christmas Wonderland event. Each night, there will be musicians, Christmas characters and roving performers to entertain and bring Christmas cheer to all. In addition, two to three local food trucks will also be available on-site to satiate the taste buds of all.

### **Christmas Wonderland - Low Sensory**

This year, Council will again host a dedicated evening on Friday, 15 December, exclusively for community members with diverse abilities and their friends, families, and caregivers, including community organisations and NDIS agencies. This event supports Council's commitment to inclusion and aligns with the Disability Inclusion and Access Plan (DIAP) and the Inclusive, Diverse and Accessible Policy Framework (IDA).

During the Christmas Wonderland - Low sensory evening, held from 4:00pm – 8:00pm, the Christmas Wonderland display will offer the same Christmas elements in a low-sensory delivery i.e., reducing flashing lights, lowering music and sounds and no large crowds. There will also be increased disability parking around Goyder Square and a dedicated drop-off zone. Moreover, four arts and craft workshop sessions will be planned for the evening with a capacity of five participants, allowing for carers to join in as well.

### **Christmas Tree**

Palmerston will once again showcase the beautiful and unique Trussmas Tree, one of the tallest in the Northern Territory, standing at over 13 metres high and decorated with hundreds of twinkling super bright fairy lights, hundreds of ornate baubles and streams of tinsel, topped off with a brilliantly bright spectacular star. The tree will be brought to life as part of the opening ceremony of Palmerston Christmas Wonderland on Saturday, 16 December, at 7:30 pm. Visitors will be encouraged to join in the countdown of the official lighting of the tree, and performers will be present to bring Christmas cheer with songs and entertainment. Visitors can journey under and through the Trussmas Tree with plenty of opportunities to take selfies and photographs creating memories of this unique Christmas experience.

### **Christmas Markets**

One of the most eagerly anticipated features of this Christmas season will undoubtedly be the introduction of Christmas Markets, a first-of-its-kind event in Palmerston. The markets will be held inside the air-conditioned Palmerston Recreation Centre Stadium ensuring visitors can enjoy the indoor elements during extreme weather conditions. These enchanting Christmas Markets are made possible through a collaboration with Tactile Arts, a member-based not-for-profit organisation dedicated to promoting contemporary arts and crafts in the Northern Territory's top end since 1973. This collaboration provides convenient access to approximately 30+ artisan stalls for our Palmerston Community as well as attendees from regional areas like Humpty Doo and Howard Springs. This partnership with Tactile Arts also helps Council meet its goals under its Creative Industries Strategy.

### **Christmas Workshop/Activity**

Another new feature being introduced is the Christmas Workshops, which will be held in one of the community Rooms at the Palmerston Recreation Centre from 16-23 December between 5:00pm and 9:00pm. These workshops will allow drop-in sessions and offer our community members an opportunity

to craft their own Christmas cards/gift tags for \$5.00 per family. The workshop will be available for approximately two hours each night during the Christmas Wonderland.

During the Low Sensory evening, a dedicated artist will conduct four sessions between 4:00pm – 8:00pm with participant numbers limited to five per session. The cap will ensure a personalised and intimate experience allowing the artist to provide attention to each participant and their carers.

### **City of Palmerston Library Christmas program**

The Library will be running a Christmas Craft week which will include movies, special Storytime sessions, card making, Christmas decoration making and more. There will also be a 'resin earring' workshop on the 15 December as a part of Late Nights at the Library, targeted at an adult demographic.

### **Christmas Lights Competition**

The previous Council ran Community Christmas Light competition has seen a decrease in participation for the last two years. The competition was resource heavy to administer and competed with other similar competitions at a busy time of year. To reduce duplication of similar programs in the community and to better use our limited resources, City of Palmerston will this year be sponsoring the Mix 104.9 Christmas Lights competition which also provides opportunity for ad spaces on the radio to promote everything that City of Palmerston are doing over the Christmas period.

### **SWELL Grand opening**

The SWELL grand opening is scheduled for Sunday 17 December from 12 noon until 9pm. Included at the event will be a smoking ceremony, a variety of prizes and stalls, and plenty of SWELL activities to keep the whole family busy. Throughout the day, various activations within the SWELL facility will occur such as swimming competitions in the pool, water familiarisation demonstrations for babies between three and six months, CPR workshops, and semi structured basketball competitions by PaRBA (Palmerston and Regional Basketball Association) on the basketball court, in addition to a DJ and roving entertainment. This will ensure that there's something for everyone to enjoy. Additionally, attendees can look forward to a mesmerising performance of synchronised swimming routines by the Syncettes designed to wow everyone in the audience. Aligning the opening with Christmas in Palmerston allows families to spend the day and night at some of Council's best-run facilities and events. It is a fabulous opportunity to showcase everything that City of Palmerston offers to the community, visitors and potential residents.

### **Festive Season Marketing**

To generate awareness of the above activities and events, the 'Palmerston's 12 days of Christmas' marketing and communications campaign will be delivered. By combining messaging into one marketing campaign, it allows for a larger voice to reach more people on a variety of platforms with messaging that resonates with them. The campaign will look to communicate to the community:

- Christmas lights (in conjunction with the radio sponsorship)
- Keeping pets and animals safe over Christmas (register and microchip)
- FREE Parking at Christmas time in Palmerston to do your shopping
- Safety and security throughout Christmas
- Supporting local Palmerston Businesses - Best Christmas gifts
- SWELL opening and Christmas Wonderland events.

### **CONSULTATION PROCESS**

The 'Palmerston's 12 days of Christmas' campaign and usual Council promotions will be delivered across a number of placements including radio, NT News print ads as well as a paid social media campaign.

Key promotional elements include:

- Radio sponsorship including 40 x 30 second radio ads
- On air live promotions.
- Cross promotion on social media with Mix 104.9
- Print ads in the NT News in December which will have a focus on Christmas Wonderland
- A large outdoor banner mesh around the perimeter of Goyder Square
- Poster displays at all Council customer experience touch points (Civic Centre, Library, Recreation Centre)
- Social media organic posts – using images and video footage from last year
- Online events hosted by Off the Leash
- Paid social media carousel (Facebook and Instagram)
- Eventbrite listing
- Website homepage
- Staff email signature banners

The Christmas campaign will also look to ensure local media outlets are aware of all the activities and messaging. This will be done through media releases, radio interviews and inviting media to events.

The campaign will be targeting a larger audience to encourage a broader range of people to visit Palmerston and see everything that is on offer in the municipality.

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

- Communications Officer
- Community Events Coordinator

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

- General Manager, Total Event Services
- Tactile Arts

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The complete cost of Christmas Wonderland will be covered by the Council's endorsed 2022/23 operational budget, which has been designated an amount of \$200,000. The budget designated for Christmas promotions will remain at \$9,000, staying consistent with the previous year, except for the inclusion of sponsorship for Christmas Lights, which replaces the operational administration and prize allocation budget that was utilised in previous years.

Procurement was recently undertaken to bring Christmas Wonderland to Palmerston for the next three (3) years. The tender was awarded to a local business and is set to bring unique and innovative elements to the community to each Christmas until 2025 (inclusive).

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

Providing a range of interactive, family-friendly activities including a large-scale Christmas event ensures that the community's expectations for the festive celebrations are met.

Adhering to all safety plans and cyclone protocols will ensure that the health and safety of our community are a priority.

The contractor that has been engaged to deliver Palmerton Christmas Wonderland will ensure all safety measures, including in relation to the Christmas Train are met, and a comprehensive risk assessment and plan are provided.

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.
4. **Inclusion, Diversity and Access**  
Failure to balance meeting needs of Palmerston's cultural mosaic
5. **Infrastructure**  
Failure to plan, deliver and maintain fit for purpose infrastructure.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

### **ATTACHMENTS**

Nil

**14 INFORMATION AND CORRESPONDENCE**

**14.1 Information**

**14.2 Correspondence**

**15 REPORT OF DELEGATES**

**16 QUESTIONS BY MEMBERS**

**17 GENERAL BUSINESS**

**18 NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 12 December 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 7 November 2023

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

*'A Place for People'*





*A Place for People*

Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 7 November 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  
Councillor Sarah Henderson

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer, Amelia Vellar  
Acting General Manager Infrastructure, Peter Lander  
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 - 7 NOVEMBER 2023

11175



A Place for People

# COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5.40pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Moved: Councillor Morrison  
Seconded: Councillor Garden

THAT the apology received from Councillor Fraser for 7 November 2023 be received and noted.

CARRIED 10/1073 – 7/11/2023

### 3.2 Leave of Absence Previously Granted

Nil

### 3.3 Leave of Absence Request

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Henderson

THAT the leave of absence received from Deputy Mayor Eveleigh for 20 November to 24 November 2023 inclusive be received and noted.

CARRIED 10/1074 – 7/11/2023

## 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Hale

THAT Council approve the request for Audio/Audiovisual Conferencing received from Deputy Mayor Eveleigh who will be physically prevented from attending a meeting due to being a greater distance than 100km from the appointed place of meeting on the 21 November 2023.

CARRIED 10/1075 – 7/11/2023

## 5 DECLARATION OF INTEREST

### 5.1 Elected Members

Nil



A Place for People

# COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

## 5.2 Staff

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

THAT the Declaration of Interest received from Luccio Cercarelli, Chief Executive Officer for Item 22.1 - Confirmation of Minutes be received and noted.

CARRIED 10/1076 - 7/11/2023

## 6 CONFIRMATION OF MINUTES

### 6.1 Confirmation of Minutes

Moved: Councillor Henderson  
Seconded: Mayor Pascoe-Bell

THAT the Minutes of the Council Meeting held on 17 October 2023 pages 11160 to 11169 be confirmed.

CARRIED 10/1077 - 7/11/2023

### 6.2 Business Arising from Previous Meeting

Nil

## 7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell  
Seconded: Councillor Hale

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

CARRIED 10/1078 - 7/11/2023

## 8 DEPUTATIONS AND PRESENTATIONS

Nil

## 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Morrison

THAT the public questions from Mr Trevor Jenkins and response as tabled be received and noted.

CARRIED 10/1079 - 7/11/2023

*Noting Mr Jenkins was not present in the gallery.*

## 10 CONFIDENTIAL ITEMS

### 10.1 Moving Confidential Items into Open

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 NOVEMBER 2023

11177

Nil

#### 10.2 Moving Open Items into Confidential

Nil

#### 10.3 Confidential Items

Moved: Councillor Garden

Seconded: Councillor Henderson

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

Item	Confidential Category	Confidential Clause
25.1.1	Council Committee Recommendations	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(e) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
25.1.2	Legal Advice	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(d) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

CARRIED 10/1080 – 7/11/2023

#### 11 PETITIONS

Nil

#### 12 NOTICES OF MOTION

Nil

#### 13 OFFICER REPORTS

##### 13.1 Action Reports

##### 13.1.1 Community Benefit Scheme Individual Representation Support Applications

Moved: Councillor Morrison

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 NOVEMBER 2023

11178

Seconded: Councillor Henderson

1. THAT Report entitled Community Benefit Scheme Individual Representation Support Application be received and noted.
2. THAT Council approve the Community Benefit Scheme Individual Representation Support applications for \$250 each for the four (4) applicants as described in the report titled Community Benefit Scheme Individual Representation Support Application

CARRIED 10/1081 - 7/11/2023

#### 13.1.2 Men's Shed Accessibility Bathroom

Moved: Councillor Henderson  
Seconded: Councillor Morrison

1. THAT Report entitled Men's Shed Accessibility Bathroom be received and noted.
2. THAT Council endorses that the scope of the accessible bathroom works at Shed 3 & 4 at 60 Georgina Crescent Yarrawonga, to construct an extension to Shed 4 as an additional bathroom.
3. THAT Council endorses a further \$36,400 to be drawn from the working capital reserves, to modify the premises at Shed 3 & 4-60 Georgina Crescent Yarrawonga, to provide a disability toilet, resulting in a total construction budget of \$136,400.

CARRIED 10/1082 - 7/11/2023

#### 13.1.3 Community Benefit Scheme Sponsorship Application - Darwin Symphony Orchestra

Moved: Councillor Hale  
Seconded: Councillor Garden

1. THAT Report entitled Community Benefit Scheme Sponsorship Application - Darwin Symphony Orchestra be received and noted.
2. THAT Council approve the Darwin Symphony Orchestra Sponsorship request of \$25,000, as per **Attachment 13.1.3.1**, to report entitled Community Benefit Scheme Sponsorship Application - Darwin Symphony Orchestra, to be funded from the Community Benefit Scheme.

CARRIED 10/1083 - 7/11/2023

#### 13.1.4 Risk Management and Audit Committee Minutes - 24 October 2023

Moved: Councillor Garden  
Seconded: Councillor Henderson

1. THAT Report entitled Risk Management and Audit Committee Minutes - 24 October 2023 be received and noted.

2. THAT the unconfirmed Risk Management and Audit Committee minutes provided at **Attachment 13.1.1.1** to report entitled Risk Management and Audit Committee Minutes – 24 October 2023 be received and noted.
3. THAT Council does not endorse the recommendations from the Risk Management and Audit meeting held 24 October 2023 as dates conflict with a Council meeting and other Council activities:
  - a. THAT the Risk Management and Audit Committee adopts the proposed 2024 Committee Meeting schedule being:
    - Tuesday 27 February 2024
    - Tuesday 21 May 2024
    - Tuesday 27 August 2024
    - Tuesday 22 October 2024
4. THAT Council endorse the proposed Risk Management and Audit Committee meeting schedule for 2024 as the following:
  - Tuesday 27 February 2024
  - Tuesday 28 May 2024
  - Tuesday 27 August 2024
  - Tuesday 29 October 2024

CARRIED 10/1084 – 7/11/2023

#### 13.2 Receive and Note Reports

Nil

#### 14 INFORMATION AND CORRESPONDENCE

##### 14.1 Information

Nil

##### 14.2 Correspondence

Nil

#### 15 REPORT OF DELEGATES

Nil

#### 16 QUESTIONS BY MEMBERS

Moved: Councillor Morrison  
Seconded: Deputy Mayor Eveleigh

THAT the question asked by Councillor Henderson regarding SWELL shared carpark and possible amendments to entry/exits, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 1085 – 7/11/2023

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 NOVEMBER 2023

11180



A Place for People

# COUNCIL AGENDA Attachment 24.1.1 COUNCIL MINUTES

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## 17 GENERAL BUSINESS

Nil

## 18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Garden  
Seconded: Councillor Henderson

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

CARRIED 10/1086 – 7/11/2023

## 19 CLOSURE OF MEETING TO PUBLIC

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

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 10/1087 – 7/11/2023

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil

The open section of the meeting closed at 6.10pm for the discussion of confidential matters.

The Chair declared the meeting closed at 6.35pm.

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Chair

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Print Name

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Date

Initials:

MINUTES ORDINARY COUNCIL MEETING - 7 NOVEMBER 2023

11181





## MINUTES

### Special Council Meeting

**Monday 13 November 2023**

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

*'A Place for People'*



A Place for People

# COUNCIL AGENDA Attachment 24.1.2 COUNCIL MINUTES

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Minutes of Special Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 13 November 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  
Councillor Mark Fraser (*Via Audio/Audiovisual*)

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer, Amelia Vellar  
Acting General Manager Infrastructure, Peter Lander  
General Manager Finance and Governance, Wati Kerta  
General Manager Community, Kylie Darley  
Minute Secretary, Jodi Holden

### GALLERY

Nil members of the public

Initials:

MINUTES SPECIAL COUNCIL MEETING - 13 NOVEMBER 2023

11187



A Place for People

# COUNCIL AGENDA Attachment 24.1.2 COUNCIL MINUTES

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING OF MEETING

The Chair declared the meeting open at 5.31pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Moved: Councillor Morrison  
Seconded: Councillor Garden

1. THAT the apology received from Councillor Henderson for 13 November 2023 be received and noted.

2. THAT Council notes that Councillor Fraser is attending via Audio/Audiovisual Conferencing who will be physically prevented from attending a meeting due to ill health and approval has been granted by the Chief Executive Officer in accordance with the City of Palmerston Audio/Audiovisual Conferencing Policy.

CARRIED 10/1092 – 13/11/2023

### 3.2 Leave of Absence Request

Nil

## 4 DECLARATION OF INTEREST

### 4.1 Elected Members

Nil

### 4.2 Staff

Nil

## 5 CONFIDENTIAL ITEMS

### 5.1 Confidential Items

Nil

Initials:

MINUTES SPECIAL COUNCIL MEETING - 13 NOVEMBER 2023

11188

### 6 OFFICER REPORTS

#### 6.1 Action Reports

##### 6.1.1 2022-23 Annual Report and Financial Statements

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

1. THAT Report entitled 2022-23 Annual Report and Financial Statements be received and noted.
2. THAT Council adopt the City of Palmerston Annual Report 2020/21 being **Attachment 6.1.1.1** to Report entitled 2022-23 Annual Report and Financial Statements.
3. THAT Council note that in accordance with Part 14.1 of the Local Government Act 2019, the adopted City of Palmerston Annual Report 2022/23 will be provided to the Minister for Local Government before 15 November 2023.

CARRIED 10/1093 - 13/11/2023

##### 6.1.2 2022-23 Year End Surplus Analysis

Moved: Councillor Morrison  
Seconded: Councillor Garden

1. THAT Report entitled 2022-23 Year End Surplus Analysis be received and noted.
2. THAT Council adopts the end of financial year reserve movements for 2022/23 of:  
Transfers to Reserve:
  - a. \$2,375,184 to the Unexpended Grant Reserve, this funding was not expected until 2023-24 and has been committed to fund the projects included in the 2023-24 Municipal Plan.
  - b. \$14,644 transfer to the Waste Reserve.
  - c. \$50,000 to the Election Expense Reserve.
  - d. \$330,299 to the Developer Contribution Reserve.
  - e. \$150,000 transferred to the Working Capital Reserve.
  - f. \$352,973 the balance of the surplus transferred to the Major Initiative Reserve.
3. THAT Council adopts the composition of the \$11,529,948, 2022-23 capital rollover as
  - a. \$4,512,568 funded by reserves and to be transferred to the unexpended capital works reserve and transferred out from the same reserve as at 1 July 2023.
  - b. \$7,017,380 as the grant funded component.

CARRIED 10/1094 - 13/11/2023

#### 6.2 Receive and Note Reports

Nil

Initials:

MINUTES SPECIAL COUNCIL MEETING - 13 NOVEMBER 2023

11189



7 MEETING CLOSURE

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Hale

The Chair declared the meeting closed at 5.34pm.

CARRIED 10/1095 – 13/11/2023

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

Initials:

MINUTES SPECIAL COUNCIL MEETING - 13 NOVEMBER 2023

11190