

# AGENDA

## 2nd Ordinary Council Meeting

### Tuesday 20 February 2024

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



A Place for People

# TABLE OF CONTENT

- 1 ACKNOWLEDGEMENT OF COUNTRY .....4
- 2 OPENING OF MEETING .....4
- 3 APOLOGIES AND LEAVE OF ABSENCE.....4
  - 3.1 Apologies .....4
  - 3.2 Leave of Absence Previously Granted.....4
  - 3.3 Leave of Absence Request .....4
- 4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING .....4
- 5 DECLARATION OF INTEREST .....4
  - 5.1 Elected Members.....4
  - 5.2 Staff.....4
- 6 CONFIRMATION OF MINUTES.....4
  - 6.1 Confirmation of Minutes .....4
  - 6.2 Business Arising from Previous Meeting .....4
- 7 MAYORAL REPORT .....4
- 8 DEPUTATIONS AND PRESENTATIONS.....4
- 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS) .....4
- 10 CONFIDENTIAL ITEMS .....4
  - 10.1 Moving Confidential Items into Open .....4
  - 10.2 Moving Open Items into Confidential .....4
  - 10.3 Confidential Items .....4



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11 PETITIONS.....	5
12 NOTICES OF MOTION.....	5
13 OFFICER REPORTS .....	5
13.1 Action Reports.....	6
13.1.1 Advisory Committee Meeting Schedule 2024.....	6
13.1.2 Community Benefit Scheme - Multiple Applications .....	16
13.2 Receive and Note Reports .....	71
13.2.1 Community Benefit Scheme - January Update.....	71
13.2.2 Communications Strategy Update .....	80
13.2.3 Financial Report for the Month of January 2024.....	91
13.2.4 Remuneration Tribunal Outcome 2024 .....	122
13.2.5 NT Public Sector Anti-Corruption Conference 2024.....	142
13.2.6 Major Capital Projects Update - January 2024 .....	150
14 INFORMATION AND CORRESPONDENCE.....	160
14.1 Information.....	160
14.2 Correspondence.....	160
15 REPORT OF DELEGATES.....	160
16 QUESTIONS BY MEMBERS .....	160
17 GENERAL BUSINESS.....	160
18 NEXT ORDINARY COUNCIL MEETING .....	160
19 CLOSURE OF MEETING TO PUBLIC.....	160
20 ADJOURNMENT OF MEETING AND MEDIA LIAISON .....	160

1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Previously Granted

3.3 Leave of Absence Request

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 6 February 2024 pages 11235 to 11244 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

10.2 Moving Open Items into Confidential

10.3 Confidential Items

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

Item	Confidential Category	Confidential Clause
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## COUNCIL AGENDA

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26.2.1	Confidential Correspondence	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(b) of the <i>Local Government (General) Regulations 2021</i> , which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
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- 11 PETITIONS
- 12 NOTICES OF MOTION
- 13 OFFICER REPORTS

# COUNCIL REPORT

2nd Ordinary Council Meeting

**AGENDA ITEM:** 13.1.1  
**REPORT TITLE:** Advisory Committee Meeting Schedule 2024  
**MEETING DATE:** Tuesday 20 February 2024  
**AUTHOR:** Executive Assistant to CEO, Kate Roberts  
**APPROVER:** Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This Report seeks direction from Council on the schedule for Advisory Committee Meetings in 2024.

## KEY MESSAGES

- In March 2022 Council endorsed to establish the following Advisory Committees (Committees), noting that the Committees have no delegated authority:
  - Vibrant Economy Advisory Committee
  - Community Safety Advisory Committee
  - Community Wellbeing Advisory Committee
- In December 2023, proposed schedule of Committee meetings for 2024 were presented to Council for recommendation following consideration by the Committees.
- Due to all three committee meetings being held in one week, Council requested a review of the schedule of Committee meetings for 2024 be conducted.
- This report presents options and seeks direction from Council on selecting a 2024 meeting schedule to present to the Committees for feedback.

## RECOMMENDATION

1. THAT Report entitled Advisory Committee Meeting Schedule 2024 be received and noted.
2. THAT Council seek feedback for the relevant Advisory Committees at the March 2024 meeting, on a change to the meeting schedule for 2024 as follows:
  - a. Vibrant Economy Advisory Committee meetings being:
 

i. 5.30pm	Monday	29 April 2024	in Council Chambers
ii. 5.30pm	Monday	22 July 2024	in Council Chambers
iii. 5.30pm	Monday	21 October 2024	in Council Chambers
  - b. Community Safety Advisory Committee meetings being:
 

i. 5.30pm	Tuesday	14 May 2024	in Council Chambers
ii. 5.30pm	Tuesday	13 August 2024	in Council Chambers
iii. 5.30pm	Tuesday	12 November 2024	in Council Chambers

- c. Community Wellbeing Advisory Committee meetings being:
- |             |          |                   |                     |
|-------------|----------|-------------------|---------------------|
| i. 5.30pm   | Thursday | 13 June 2024      | in Council Chambers |
| ii. 5.30pm  | Thursday | 12 September 2024 | in Council Chambers |
| iii. 5.30pm | Thursday | 5 December 2024   | in Council Chambers |

3. That a further report be present to Council regarding the Advisory Committee meeting schedule for 2024, following feedback from the Advisory Committees, at or before the Second Ordinary Meeting in April 2024.

## BACKGROUND

Section 82 of the *Local Government Act 2019* (Act) provides for Councils to establish committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee. Committees of Council should be established to assist the Council in meeting its obligations under the Act, Palmerston By-Laws, Council policies and Council strategies and plans.

Committees and Networks hold no decision-making powers, however, are formed with a group of suitably experienced people, to provide advice and recommendation to Council to inform their decision making.

In March 2022 Council endorsed to establish the following Committees, noting that Committees have no delegated authority:

- Vibrant Economy Advisory Committee
- Community Safety Advisory Committee
- Community Wellbeing Advisory Committees

Committees are designed in a way that will best support community and stakeholder engagement, as well as assist Council in its decision making to achieve the outcomes of the Community Plan.

All three (3) Committees have been established and conduct meetings a minimum of 4 times per year, with each Committee conforming to their specific Terms of Reference.

During the final Committee meetings for 2023, Committees discussed the 2024 meeting schedule and recommended these schedules to be endorsed at Council. Whilst the minutes of the Committee meetings were endorsed, at the Ordinary Council Meeting of 12 December 2023 Council made the following decision:

### *17.1 Advisory Committee Meeting Dates 2024*

*Moved: Councillor Fraser*  
*Seconded: Mayor Pascoe-Bell*

*THAT a report be prepared for the January 2024 Council Ordinary meeting considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.*

***CARRIED 10/1145 – 12/12/2023***

Due to the December festive season closure period, staff absences and the complexity of the 2024 meeting schedule indicating there is a limited number of available dates, further time was sort for officers to complete a review of the Committee meeting schedule and develop options for consideration and as such, at the Ordinary Council Meeting of 16 January 2024 Council made the following decision:

### *13.1.2 Advisory Committee Meeting Schedule 2024 Update*

*Moved: Councillor Fraser*  
*Seconded: Councillor Morrison*

1. *THAT Report entitled Advisory Committee Meeting Schedule 2024 Update be received and noted.*

2. THAT a report be prepared for the 2<sup>nd</sup> Ordinary Council Meeting in February 2024, considering options for meeting dates in 2024 for City of Palmerston Advisory Committees.

*CARRIED 10/1163 – 16/01/2024*

**DISCUSSION**

City of Palmerston aims to make attendance at Committee’s easy and accessible for members. Taking this into account, it has been recommended by Council that a review of the Committee meeting schedule for 2024 be undertaken.

A schedule of dates including Council Meetings, Council Workshops, Council Network Meetings and Council External Committee Meetings has been captured and documented (**Attachment 13.1.1.1**) which details the current commitments of Council outside of Committees. The schedule includes dates agreed upon for the following meetings:

- Council Meetings
- Risk Management and Audit Committee (RMAC)
- Council Workshop
- Networks
  - Palmerston and Rural Youth Services (PARYS)
  - Palmerston Kids Network (PKN)
  - Palmerston Safe Communities Network (PSCN)
  - Palmerston Seniors Network (PSN)
  - Palmerston Animal Management Network (PAMN)
- External Committees of Council
  - Top End Regional Organisation of Councils (TopROC)

Current membership to each Council Committee has been listed below:

Vibrant Economy Advisory Committee (VEAC)	Community Safety Advisory Committee (CSAC)	Community Wellbeing Advisory Committee (CWAC)
<ul style="list-style-type: none"> <li>• Councillor Fraser (Chair)</li> <li>• Councillor Giesecke (Member)</li> <li>• All other Councillors (Alternate Members)</li> <li>• Brandon Evans (Department of Chief Minister and Cabinet)</li> <li>• Ruth Palmer (Relevant Business or Property Associations Representative)</li> <li>• Carmine Rauseo (Local Business Owner Representative)</li> <li>• Mohan Kandasamy (Local Business Owner Representative)</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Hale (Chair)</li> <li>• Councillor Garden (Member)</li> <li>• Councillor Morrison (Member)</li> <li>• All other Councillors (Alternate Members)</li> <li>• Ashley Ascoli (Community Member Representative)</li> <li>• Sharon Binns (Senior Community Member Representative)</li> <li>• Jessica Porter (Youth Community Member Representative)</li> <li>• Sarah Gotch (Department of Chief Minister and Cabinet Representative)</li> <li>• Tania Jacobsen (Northern Territory Families Representative)</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Everleigh (Chair)</li> <li>• Councillor Henderson (Member)</li> <li>• All other Councillors (Alternate Members)</li> <li>• Senior Sargent Siiri-Kai Tennesaar (Key Government Representative)</li> <li>• Gabrielle Brown (Key Government Representative)</li> <li>• Sheryl Sephton (Senior Community Member Representative)</li> <li>• Veronica Matipira (Youth Community Member Representative)</li> <li>• Michelle Walker (Department of Chief</li> </ul>

	<ul style="list-style-type: none"> <li>• Superintendent Peter Malley (Northern Territory Police Representative)</li> <li>• Fran Ramsey (First Nations Representative)</li> </ul>	Minister and Cabinet Representative
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Mayor Pascoe-Bell is Ex-Officio Member to all Committees.

After consideration to a number of factors including existing commitments, the following options for the 2024 meeting series have been developed for Council consideration.

**Option 1 – One Meeting Per Month of Each Quarter (Recommended)**

As there are three committee meetings that meet on a quarterly basis; the first option is to have one committee meeting per month of each quarter. The Proposed Schedule for Committee Meetings held one committee per month is outlined in **Attachment 13.1.1.2**.

Recommended dates for one committee meeting per month of each quarter is outlined in the below table:

	Quarter 2	Quarter 3	Quarter 4
<b>Vibrant Economy Advisory Committee</b>	Tuesday, 30 April 2024	Tuesday, 23 July 2024	Tuesday, 22 October 2024
<b>Community Safety Advisory Committee</b>	Tuesday, 14 May 2024	Thursday, 22 August 2024	Tuesday, 12 November 2024
<b>Community Wellbeing Advisory Committee</b>	Wednesday, 12 June 2024	Tuesday, 10 September 2024	Tuesday, 3 December 2024

**Option 2 – One Committee Meeting per Week within one Month of the Quarter**

As there are three committee meetings that meet on a quarterly basis; the second option is to have one month of each quarter dedicated to committee meetings, with one committee meeting held in each week of that month. The Proposed Schedule for Committee Meetings held one per week in the designated month is outlined in **Attachment 13.1.1.3**.

Recommended dates for one committee meeting per week within the designated month of the quarter is outlined in the below table:

	Quarter 2	Quarter 3	Quarter 4
<b>Vibrant Economy Advisory Committee</b>	Wednesday, 12 June 2024	Wednesday, 18 September 2024	Wednesday, 20 November 2024
<b>Community Safety Advisory Committee</b>	Wednesday, 19 June 2024	Wednesday, 25 September 2024	Wednesday, 27 November 2024
<b>Community Wellbeing Advisory Committee</b>	Wednesday, 26 June 2024	Wednesday, 11 September 2024	Wednesday, 13 November 2024

**Option 3 – All Meetings in the Same Week of the Month of Each Quarter (current schedule)**

During 2023 committee meetings were completed on a schedule of all meetings occurring within one week of each quarter. As this is already followed, a schedule displaying a week of committee meetings during each quarter has been generated (**Attachment 13.1.1.4**).

It is important to note that this option is the current scheduled endorsed via Committee Meeting minutes which initiated the review of the Committee meeting schedule.

Recommended dates for meetings held in the same week out of each quarter is outlined in the table below table:

	Quarter 2	Quarter 3	Quarter 4
<b>Vibrant Economy Advisory Committee</b>	Monday, 24 June 2024	Monday, 23 September 2024	Monday, 25 November 2024
<b>Community Safety Advisory Committee</b>	Tuesday, 25 June 2024	Tuesday, 24 September 2024	Tuesday, 26 November 2024
<b>Community Wellbeing Advisory Committee</b>	Thursday, 27 June 2024	Thursday, 26 September 2024	Thursday, 28 November 2024

After consideration of these options available and review of the commitment schedule, it is being recommended to Council that Option 1 be endorsed, to be provided to each Advisory Committee for their consideration and feedback at their first meeting in March 2024.

## **CONSULTATION PROCESS**

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

- Executive Assistant to General Manager People and Place
- Executive Leadership Team

As the year has already commenced, it is recommended that the proposed March dates remain unchanged. Each Committee will be engaged to endorse the recommended 2024 Committee schedule at their first meeting in March 2024.

## **POLICY IMPLICATIONS**

The current Terms of Reference require each Committee to meet a minimum of 4 times per year and all committees comply with this requirement.

No change to the Terms of Reference is being recommended.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

By implementing a change to the Committee meeting schedule this provides more opportunities for administration to prepare reports and provides easier opportunities to ensure a quorum can be achieved at each Committee.

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

Section 82 of the Act provides for councils to establish council committees. A Council Committee consists of the persons appointed by Council resolution to be members of the Committee.

In accordance with section 83(4) of the Act a Council Committee must have terms of reference, approved by resolution setting out its functions.

The review seeks to establish changes to the coordination of Committees with a view to meeting requirements of Council's plans and strategies. There is a risk to Council that if it does not restructure the current meeting schedule, it may not meet the objectives or the issues identified within its Community Plan, Palmerston Local Economic Plan and Inclusive, Diverse and Accessible Policy Framework.

Under the Act a council can review, establish and abolish its non-legislative Committees at any time by Council resolution.

There is a risk to holding all Committee meetings in the one week that given the existing commitments of all Committee Members that quorum may be difficult to obtain. This risk may be mitigated by spacing meetings as it may provide improved opportunities for quorum to be maintained.

This Report addresses the following City of Palmerston Strategic Risks:

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

## **SUSTAINABILITY IMPLICATIONS**

The Vibrant Economy Advisory Committee continues to address the outcomes and objectives of environment sustainability outlined in the Community Plan.

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

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

## **ATTACHMENTS**

1. Advisory Committee Meeting Schedule 2024 - Schedule of Confirmed Commitments [**13.1.1.1** - 1 page]
2. Advisory Committee Meeting Schedule 2024 - 1 Committee Per Month [**13.1.1.2** - 1 page]
3. Advisory Committee Meeting Schedule 2024 - 1 Committee Per Week [**13.1.1.3** - 1 page]
4. Advisory Committee Meeting Schedule 2024 - All Meetings in One Week ( Current Schedule) [**13.1.1.4** - 1 page]

**Schedule of Confirmed Commitments**

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

Key	
Public Holidays and weekends	Grey
Council Meetings	Pink
RMAC	Orange
PARYS	Light Green
PKN	Light Orange
PSCN	Yellow
PSN	Red
PAMN	Dark Orange
Workshops	Blue
TOPROC	Purple
VEAC	Dark Red
CSAC	Dark Green
CWAC	Dark Blue

**Proposed Schedule - 1 Committee Per Month**

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

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Workshops	Blue
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VEAC	Dark Red
CSAC	Green
CWAC	Dark Blue

**Proposed Schedule - 1 Committee Per Week of One Month**

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

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PSCN	Yellow
PSN	Red
PAMN	Gold
Workshops	Blue
TOPROC	Purple
VEAC	Dark Red
CSAC	Dark Green
CWAC	Dark Blue

**Proposed Schedule - All Meetings in the Same Week of the Month (Current Schedule)**

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

Key	
Public Holidays and weekends	Grey
Council Meetings	Pink
RMAC	Orange
PARYS	Light Green
PKN	Light Blue
PSCN	Yellow
PSN	Red
PAMN	Gold
Workshops	Blue
TOPROC	Purple
VEAC	Dark Red
CSAC	Dark Green
CWAC	Dark Blue

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.2
<b>REPORT TITLE:</b>	Community Benefit Scheme - Multiple Applications
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	Acting General Manager Community, Emma Blight

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks Council approval for three (3) Community Benefit Scheme applications.

### KEY MESSAGES

- Council provides funding through the Community Benefit Scheme to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston Community.
- This report seeks approval for two (2) Community Benefit Scheme Applications from the 2023/24 Community Benefit Scheme for the Palmerston and Regional Basketball Association (PaRBA) and Australian Vietnamese Family Association (AVFA) totalling \$12,000.
- This report also seeks approval for one (1) application from the Community Benefit Scheme from the Palmerston and Litchfield Seniors Association for a multi-year agreement for three (3) years requesting \$22,000 in 2024/25 increasing to \$25,000 in 2025/26 and 2026/27.
- Of these requests, \$32,000 is for multiyear agreements which will increase the committed balance being carried forward into future years.
- The Community Benefit Scheme Budget for 2023/2024 is currently 86% expended, with \$32,430 remaining prior to these applications.
- If these applications are approved, the Community Benefit Scheme 2023/2024 budget will have \$20,420 remaining.
- The Grants, Donations and Sponsorship Policy requires review and will be presented to Council by the end of the financial year.

### RECOMMENDATION

1. THAT Report entitled Community Benefit Scheme - Multiple Applications be received and noted.
2. THAT Council endorse a multiyear sponsorship agreement with the Palmerston and Litchfield Seniors Association for \$22,000 for 2024/2025, \$25,000 in 2025/26 and \$25,000 in 2026/27 as outlined in **Attachment 13.1.2.1** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.
3. THAT Council endorse a grant agreement with the Australian Vietnamese Family Association for \$2,000 to deliver the Vietnamese New Year – Tet Festival in Palmerston as outlined in **Attachment**

**13.1.2.2** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.

4. THAT Council endorse a three-year sponsorship agreement with Palmerston and Regional Basketball Association for \$10,000 annually for three (3) years as outlined in **Attachment 13.1.2.3** to report entitled Community Benefit Scheme - Multiple Applications to be funded from the Community Benefit Scheme.

**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 Representative Support also available to individuals. As these applications have all been received within short succession of each other all applications have been presented as one report.

This Report seeks Council consideration of Community Benefit Scheme applications from Palmerston and Rural Basketball Association, Australian Vietnamese Family Association, and Palmerston and Litchfield Seniors Association.

**DISCUSSION**

Three CBS applications are presented in this report including Palmerston and Regional Basketball Association, Australian Vietnamese Family Association, and Palmerston and Litchfield Seniors Association. A summary of outcomes sought, and recommendations are in the below table:

Applicant	Applicant Request	Officer's Recommendation	Financial Year
Palmerston and Litchfield Seniors Association	Multiyear sponsorship beginning in March 2025 for \$22,000 increasing to \$25,000 in 2026 and 2027	Three year agreement for \$22,000 in 2024/25 and \$25,000 in 2025/26 and 2026/27	2024/2025, 2025/2026, 2026/2027
Australian Vietnamese Family Association	Grant of \$10,000 and venue hire to support the Tet Festival in Palmerston	\$2,000 and in-kind support	2023/2024
Palmerston and Regional Basketball Association	Multiyear sponsorship of \$20,000 annually for three years multi-year agreement for three (3) years requesting \$22,000 in 2024/25 increasing to \$25,000 in 2025/26 and 2026/27	\$10,000 annually for three years and in-kind support	2023/2024, 2025/2026, 2026/2027

A summary providing rationale for each of the above recommendations and supporting documentation for these applications can be found at:

- **Attachment 13.1.2.1**, Palmerston and Litchfield Seniors Association
- **Attachment 13.1.2.2**, Australian Vietnamese Family Association
- **Attachment 13.1.2.3**, Palmerston and Regional Basketball Association

## **CONSULTATION PROCESS**

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

- Deputy Chief Executive Officer/General Manager People & Place

## **POLICY IMPLICATIONS**

This application is governed by Council Policy “Grants, Donations and Sponsorships”.

This application addresses several areas in the CoP Community Plan, particularly Objectives:

- 1.1 We focus on families
- 1.2 The wellbeing of our community is a focus for all our work
- 3.2 Recognise and support diversity through our partnerships and leadership.

A review of the Grants, Donations and Sponsorships Policy is recommended to ensure that the Community Benefit Scheme remains effective in supporting community initiatives whilst demonstrating the required level of justification for approval, with a revised Policy to be presented to Council prior to the end of the financial year.

## **BUDGET AND RESOURCE IMPLICATIONS**

The Community Benefit Scheme budget for 2023/24 is \$230,000. Currently \$197,570 has been committed to projects and activities which benefit the Palmerston Community, with \$32,430 remaining for the 2023/24 financial year.

The total value of applications being recommended in this report for this financial year is \$12,000, which if approved would mean that \$20,420 remains available. As the budget is nearing exhaustion, once CBS funding is expended future applications will be provided to Council with funding options.

Currently there is a committed balance for multiyear agreements carried over into the 2024/25 financial year to the value of \$121,500 or 53% of the total budget. If the multi-year applications in this Report are approved this would increase the committed balance to \$153,500 or 67% of the total budget. Therefore, the CBS program will commence 2024/25 with only \$76,500 available for new applications.

Funding for any future approved multiyear agreements will be considered as part of Municipal Plan development for 2024/25.

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

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

## **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.



*A Place for People*

## **ATTACHMENTS**

1. PLSA Sponsorship Proposal [**13.1.2.1** - 13 pages]
2. Vietnamese Association Grant Application [**13.1.2.2** - 27 pages]
3. Pa RBA Sponsorship Application [**13.1.2.3** - 11 pages]

**City of Palmerston Grant/Sponsorship Summary**

**Applicant:** Palmerston and Litchfield Seniors Association

**Request:** The Palmerston and Litchfield Seniors Association (PLSA) applied to the Community Benefit Scheme for a multi-year agreement for three (3) years requesting \$22,000 in 2024/25 increasing to \$25,000 in 2025/26 and 2026/27

City of Palmerston has sponsored the PLSA for the last three (3) years to the value of \$20,000 per year. The funding provided by the City of Palmerston has assisted PLSA's growth and supported them to maintain an average of greater than 70% of members residing in the City of Palmerston. The PLSA has requested an increased amount for this multi-year agreement due to increased operational costs including insurances and supplier charges.

**Recommendation:** to fund a multi-year agreement for three (3) years for \$22,000 in 2024/25 increasing to \$25,000 in 2025/26 and 2026/27.

**Reasons for recommendation:** PLSA provides important programs and services to support social connection and wellbeing of the Palmerston senior's community, with 72% of their membership Palmerston residents. The PLSA also provides advocacy services to progress issues of importance for the Palmerston senior's community relating to health, social interaction, and wellbeing. The recognition options presented provide opportunity for branding promotion specific to the seniors community in Palmerston and Greater Darwin.



## PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

Linking Seniors through  
Smart Partnerships



Seniors Cruising the Corroboree Billabong and Enjoying Seniors Fortnight Opening and Closing Ceremonies and Morning Tea

City of PALMERSTON

*Platinum Sponsor*

*Sponsorship Submission 2024-25 through to 2026-2027*

### Recognition of Seniors

**Their contribution, volunteering, and value within the  
Community of Palmerston**

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 1 of 12
PLSA Administration Update 2023/Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

## Contents

Contents.....	2
1.0 Highlights.....	3
2.0 Objectives & Purposes.....	4
3.0 Milestones.....	5
4.0 Current Initiatives.....	5
4.1 Events for Seniors.....	5
4.2 Increased Event Places for Seniors.....	6
4.3 Fund Raising.....	6
4.4 Service/Integration for Seniors.....	7
4.5 Governance.....	10
5.0 City of Palmerston – Platinum Sponsorship Investment Package.....	11
6.0 What’s the deal for the PLSA?.....	12

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 2 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

**1.0 Highlights**

<b>Association Activity – 2022 and 2023</b>	
<b>2022</b>	<b>2023</b>
<b>56 + Seniors Events conducted</b>	<b>65 + Seniors Events Conducted</b>
<b>2022</b>	<b>2023</b>
<b>Event Places – Seniors Attended 3,683</b>	<b>Event Places – Seniors Attended 4,029</b>
<b>Fund Raising Events</b>	<b>2023</b>
<b>2022</b>	<b>Fundraising Events</b>
<b>59 +</b>	<b>70 +</b>
<b>2022</b>	<b>2023</b>
<b>Services Integration for Seniors</b>	<b>Services /Integration for Seniors</b>
<b>145</b>	<b>129 YTD</b>

The Association has successfully operated since 1997 and as of 30 September 2023, there are 253 financial members, of whom, 184 are residents of the City of Palmerston (72.7% of our membership currently). We are an Incorporated Association, IA03188 as of 24 November 2014.

Operations in 2022 and 2023 have recovered since COVID-19, demonstrating the PLSA’s resilience and member need for services/events. However, operational costs have been significantly impacted due to large rises in the cost of living, insurances, supplier charges and above normal CPI – well above the targets of the Reserve Bank of Australia (RBA). The following information is particularly relevant to the Associations operations:

- **The Association is wholly operated by 15 Volunteers** - with no paid employees.
- There is no formal office, nor Club House, and the registered office of the Association is 14 McPhee Place, GUNN.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 3 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

- The average age of members is currently 74.7 years young.
- The average age of the Volunteer Committee Members is 67.1 years young; with an age range between 67 to 79 years young!
- Due to the pressures on these Volunteers, the Association, in 2022 capped the financial membership at 250 members plus the Committee and their partners – totalling notionally 270 people maximum.
- The Association became incorporated on the 24 November 2014 (IA03188).

Table 1 depicts membership the growth from 2015 to current date.

**TABLE 1 - MEMBERSHIP**

<b>Year Ending</b>	<b>Total Financial Members</b>	<b>Palmerston Financial Members</b>	<b>% Palmerston Members</b>
30 June 2015	84	75	89.3
30 June 2016	131	105	80.2
30 June 2017	166	116	69.9
30 June 2018	215	151	70.2
31 December 2019	320	224	70.0
31 December 2020	246	162	65.9
31 December 2021	251	168	66.9
31 December 2022	252	181	71.8
30 September 2023	253	184	72.7
		<b>TOTAL Average % Palmerston Members</b>	<b>73%</b>

The funding provided by the City of Palmerston has assisted Seniors within Palmerston and the Association's growth. We have continued to maintain an average of greater than 70% of our members residing in the City of Palmerston.

## ***2.0 Objectives & Purposes***

Remarks taken from the Constitution (last updated 05 February 2019) are as follows:

The Objectives and purposes of the Association are as follows:

- 2.1 To ensure all Seniors of the community have access to community events.
- 2.2 To deliver safe and harmonious programs to the Seniors community within the City of Palmerston and Litchfield Council areas; and
- 2.3 To advocate for issues relating to social interaction, health, and well-being throughout the year on behalf of the Seniors community within the City of Palmerston and Litchfield Council areas.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 4 of 12
PLSA Administration Update 2023/Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

### **3.0 Milestones**

Since our previous Platinum Sponsorship Investment Package agreement with the City of Palmerston, the PLSA has strived for continual improvement and assessing opportunities for Seniors, which includes improved marketing of our Platinum Sponsor. The City of Palmerston has assisted/supported the PLSA with these achievements. The Association’s achievements have included:

- Increased events for Seniors.
- Increased event places and attendance for Seniors.
- Increased fund-raising events – supporting budget requirements.
- Increased services/integration for Seniors.
- Supportive governance.

### **4.0 Current Initiatives**

The Association and its Seniors are actively involved in events and activities within the City of Palmerston. Aside from initiatives outlined in this submission, the Association is already working towards another Seniors Fortnight Program for 2024.

Popular events like the Opening and Closing Ceremony will be on the calendar. The Darwin Harbour Cruise and lunch is likely to be given a gong again. The Association is also currently negotiating to bring an event from Katherine to Palmerston for the 2024 program as well as a couple of trips “down the track”.

Seniors will most likely embark on a trip to Batchelor and Lake Bennett as well as enjoy lunch at Adelaide River – it’s all in the pipeline. Planning is well under way for such events in 2024.

The Association will continue with Event Cinemas, Morning Teas at both Cazalys Palmerston Club, and the Humpty Doo & Rural Area Golf Club. We will continue with events at P.E.G – Helping People Achieve and at the Palmerston Christian School.

Most events, aside from providing opportunities for our Seniors will create expenditure mainly in the Palmerston region, supporting local growth, employment and building Palmerston.

### **4.1 Events for Seniors**

The PLSA operates many events during the year for our Seniors. These include:

- Cazalys Palmerston Club Morning Tea (conducted - 2<sup>nd</sup> and 4<sup>th</sup> Thursday each month)
- Humpty Doo & Rural Area Golf Club (conducted - 1<sup>st</sup> Wednesday each month)
- Palmerston Christian College Morning Tea (conducted at the school with year 7-8 students, once each term)
- P.E.G Day Program Morning Tea (conducted at P. E. G, Yarrowonga once each quarter)
- Event Cinemas and Morning Tea (conducted bi-monthly)
- Seniors Fortnight events (9-10 events during Seniors Month – August)
- Seniors Christmas Lunch
- City of Palmerston Seniors Day

Specifically, P.E.G. Morning Tea and Palmerston Christian School Morning Tea demonstrate diversity and cultural interaction with a variety of clients, as well as demonstrating interactive well-being and stability of mental health of our Seniors.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 5 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

In addition, in 2024 the PLSA is currently negotiating with Katherine Outback Experience with the intent of bringing this event to Palmerston in conjunction with Riding for the Disabled at Marlow Lagoon. It is expected that there will be 150 PLSA members at this event and in addition we are opening this event up to Seniors from:

- Probus Palmerston
- 50+ Club
- Palmerston Croquet Club
- Palmerston Indoor Bowls
- Palmerston/Litchfield Rotary Club

This event demonstrates that the PLSA can work with other likeminded groups in our community and provide quality events in Palmerston for our Seniors.

## **4.2 Increased Event Places for Seniors**

The PLSA endeavours to increase the number of event places for Seniors as the years go by. In demonstrating this increase, Seniors Week previously provided notionally 5 events in Seniors Month.

Due to demand and increased Seniors numbers, this was changed to Seniors Fortnight to increase the number of events and available event places. In 2023 Seniors Fortnight comprised of 10 events, providing 1,186 event places, of which 1,168 places were booked.

In addition, Event Cinema - Movie Morning & Morning Tea provides a further 6 events per year and notionally 400 event places throughout the year. This event was introduced in 2021.

## **4.3 Fund Raising**

Fund raising to sustain the Association's events goes hand in hand with good governance. The Association is held in high regard by Government, Local Government, and local business houses alike.

The Association has and promotes their policy to wherever possible shop local, thus investing in growth within Palmerston, supporting local employment, obtaining services locally wherever possible; and, supporting Objective 2.1 Improve Palmerston's Image, City of Palmerston Community Plan.

The marketing of the Association is an integral component of operations and takes a variety of forms:

- Major Sponsorship
  - City of Palmerston - Platinum Sponsor
  - Northern Territory Government – Gold Sponsor
  - Business House – Silver and Bronze Sponsors
- Fund Raising Events
 

The Association runs regular fund-raising activities, sustaining the events and increasing Seniors' participation within the Association. These include:

  - Minor raffles conducted at Seniors Morning Teas conducted at both the Cazalys Palmerston Club and Humpty Doo & Rural Area Golf Club.
  - Minor raffles/lucky numbers at certain Seniors Fortnight events.
  - Major Christmas Lottery (5,000 tickets annually).
  - Palmerston Community Wheel (each Saturday) in conjunction with the Palmerston Shopping Centre.
  - Bunnings BBQs.

By way of example - Table 2 highlights the demand/increase in attendance at Cazalys Palmerston Club Morning Tea, January to September 2023.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 6 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

**TABLE 2 – Attendance – Cazalys Morning Tea 2023**

Date	Attendance	Monthly Attendance
09 February	114	
23 February	81	195
09 March	87	
23 March	105	192
13 April	97	
27 April	102	199
11 May	86	
25 May	92	178
08 June	86	
22 June	112	198
13 July	82	
27 July	86	168
10 August	83	
24 August	95	178
14 September	85	
28 September	94	179
<b>TOTAL YTD 2023</b>		<b>1,292</b>

As a Not-for-Profit Organisation (NFP) all funds raised are utilised for the operation of the Association and to provide events/activities and services for our Seniors with minimal or no charge to Seniors.

#### **4.4 Service/Integration for Seniors**

To ensure Seniors have a well balanced and rounded experience the Association has introduced various services and are integrating with other organisations to broaden our Seniors’ experience; ensuring this integrating with other organisations is mutually beneficial.

The services introduced include:

- Palmerston Volunteer Drivers Program (PVDP)
- P.E.G Day Program Program
- P.E.G Event Movie Program
- Palmerston Christian School Program
- Bunnings Warehouse Palmerston DIY Seniors Workshop Program
- Bunnings Warehouse Palmerston Trade Night/Christmas Fair
- Australia Day – Seniors Morning Tea

In addition, we have just commenced discussions with Palmerston College for 2024, regarding a similar program that we conduct with the Palmerston Christian School. These discussions are in their infancy but sounding and looking promising.

- **Palmerston Volunteer Drivers Program (PVDP)**

This program was implemented in 2020 due to some Seniors not being able to get to various appointments across Darwin generally, despite there being a bus service to the Royal Darwin Hospital. There are several Volunteer Drivers who provide door to door service for Seniors. This service has been very popular over the years, particularly as seniors age.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 7 of 12
PLSA Administration Update 2023/Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

This service is administered in partnership with the Electoral Office of Brennan, who take all bookings and allocate drivers. This program is subsidised by the PLSA. Bookings have dramatically increased as demonstrated in Table 3, since its inception as has the Volunteer Drivers who provide the service. This service inadvertently has also added another level of confidence for some Seniors by providing some additional security/well-being for them.

**Table 3 – PVDP Bookings**

Year	Booking Numbers
2020	3
2021	84
2022	137
2023	128 (YTD)

- **P.E.G Day Program (HPA - Helping People Achieve)**

P.E.G Day Program is a centre-based disability program run by Helping People Achieve offering choice, diversity, and active participation for individuals with an intellectual and/or physical disability.

**Participate** – in Community Access.

**Engage** – in group activities.

**Grow** – in self-development.

The PLSA takes 10-12 Seniors on a quarterly basis, visiting P.E.G at Yarrawonga for morning tea. Morning Tea is prepared by P.E.G participants and this event enables both groups to interact socially and improve wellbeing, and skill levels. The P.E.G participants often have developed a skit for the Seniors enjoyment which has usually taken the several weeks to perfect. The P.E.G Coordinator, Tanya Wotton is very supportive of this program, and it has been running since early 2022. The cost of this activity is borne by the P.E.G Day Program.

- **PEG Event Movie Program**

The P.E.G Event Movie Program provides access to the PLSA Movie Morning and Morning Tea for 10-12 P.E.G participants, joining Seniors for a morning tea and a movie up to six times a year. Once again, this interaction enables P.E.G participants and Seniors to interact socially and improve wellbeing, and skill levels. The program also builds tolerance levels and demonstrates to both groups that people can successfully work and play together. The cost of this activity is borne by the PLSA.

- **Palmerston Christian School Program (PCS)**

This program was borne out of discussions by the school to improve students' skill levels, both in cooking, communication, tolerances and introduce Seniors to school children – some of whom do not have grandparents in the Territory.

This program operates once each term, usually with Year 7 or 8 students. Students prepare morning tea as part of their curriculum and notionally 12 Seniors attend the morning tea, having fruitful discussions, often talking about life in the Territory. This program demonstrates wellbeing, tolerance and understanding. To date, Anna Abbott, Program Coordinator believes the program is very productive in relation to students.

The PLSA choose different Seniors to attend these events from their membership database for both the P.E.G and PCS Programs. These programs will continue into 2024.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 8 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

- **Bunnings Warehouse Palmerston DIY Seniors Workshop Program**

Bunnings have provided PLSA Seniors with a dedicated DIY Workshop Program notionally once a month for up to 15 Seniors to attend, undertaking various projects. Projects this year have included fabrication of a small table, small building projects, flower decorating, working with resin, and fabricating/decorating a “lazy susan”. They have also been involved with special gardening projects.

Seniors are chosen from the PLSA database to attend, and a Workshop Timetable is already approved by Bunnings Warehouse Palmerston for February to November 2024. These projects provide Seniors the opportunity to improve their skills and coordination, interact with likeminded people, improve confidence to undertake projects and improves Senior’s wellbeing and mental health. The cost of these DIY Workshops is borne by Bunnings Warehouse Palmerston.

- **Bunnings Warehouse Palmerston Trade Night/Christmas Fair**

Bunnings provides the opportunity for the PLSA to fund raise by conducting two Bunnings BBQs each year. Bunnings are **VERY** supportive of the Association and our Seniors when the PLSA require **ANY** assistance. To that end, to reciprocate, the Association is involved with Bunnings Trade Night and Christmas Fair.

The Association provide Volunteers to cook the BBQ at these events for and on behalf of Bunnings Warehouse Palmerston. At the Trade Night, usually 300-400 people pass through the BBQ area whilst the crowd at the Christmas Fair is expected to be around 1,000 people again this year. These BBQ tasks involve about 10-12 volunteer people to work on the BBQ, cooking, serving etc on a rotational basis.

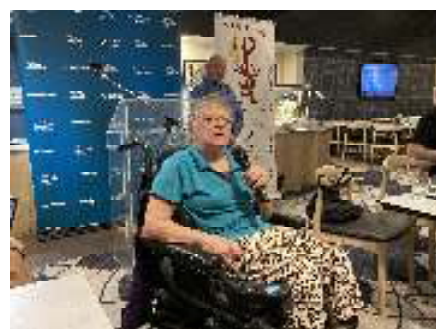
This is not only a way to “give back” to the community, but to provide a community service to the people of Palmerston by helping a PLSA Sponsor out – Bunnings Warehouse Palmerston. These events are good for Seniors, continuing to support wellbeing, communication, stimulating mental health and keeping Seniors active within the Palmerston Community. We are also able to display our “pull up banners” at these events, depicting our involvement and that of our Platinum Sponsor.

- **Australia Day – Seniors Morning Tea**

In each of the last two years the Association has been pivotal, in conjunction with the Australia Day Council and Seniors Of Excellence having organised a Seniors Morning Tea at Cazalys Palmerston Club for notionally 130 Seniors on each occasion. Speakers in 2023 included Bernard Tipularia who is the current Senior Territorian of the Year for the Northern Territory, plus Robyn Burridge OAM and former Senior of the Year for the Northern Territory 2022. In 2022 the guest speakers were Valmai Dempsey, Senior Australian of the Year 2022 and Robyn Burridge OAM.



*Valmai Dempsey*



*Robyn Burridge*

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027	Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024
PLSA\Administration Update 2023\Operation Grants 2023		Approved: PLSA Mgt. Team
Palmerston and Litchfield Seniors Association Inc. (PLSA)		
		Page 9 of 12

We have been very fortunate to have the depth of such speakers attend functions of this calibre in Palmerston. These functions have provided a great opportunity for Palmerston Seniors to hear from such notorieties.

**4.5 Supportive Governance**

Good governance of the Association is paramount to our success in providing service/events to our Seniors and providing sustainability. Supportive governance a major component at the heart of a balanced budget as well as an awareness of current trends impacting on the Association’s operations and well-being. To provide such service/events to Seniors, we have in place:

- A strong Management Team with consistent membership, direction, and focus (Membership 5 people) – **All Endorsed Volunteers.**
- A strong General Committee to support targets, outcomes and to focus on the Association direction. (Membership 10 people) – **All Endorsed Volunteers.**
- Additional support includes:
  - Publicity/Tech Officer
  - Asset Officer
  - Grants Officer
  - NT Online Services (NTOS) – information technology company located in Palmerston (fee for service)
  - Able Insurance Services – advice related to insurance issues and policy renewals (fee for service).
- Robust policy development and review, including ensuring documentation is gender neutral, whilst retaining its currency and reflecting components of the City of Palmerston Community Plan (We undertake annual reviews of all PLSA prescribed documentation).
- Training – both internal training and the need for external training. The Association retains:
  - a minimum of 4 Committee Members who hold basic first aid and CPR qualifications.
  - a minimum of 3 Committee Members who retain the competency; HLTINFCOV001 – Comply with infection prevention and control policies and procedures.
  - all Committee are competent to utilise either of the Association’s defibrillators and are familiar broadly with the contents of the two First Aid Kits.
- Insurances are a major component of our business to assist with Risk Management, mitigation and stability. The Association maintains the following suite of insurances:
  - Public Liability - \$20M.
  - Director Insurance Liability.
  - Endorsed Volunteers Insurance.
  - Business Pack Insurance – including contents, money, and chattels.

Able Insurance Services are the Association’s preferred Insurance Broker.

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 10 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

**5.0 City of Palmerston – Platinum Sponsorship Investment Package**

We look forward to Council accepting our Platinum Sponsorship Investment Package with the City of Palmerston for the triennium of 2024-2025 through to 2026-2027.

We are seeking a contribution from the City of Palmerston for a multi-year agreement of three years, valued in accordance with the schedule below, noting, no GST payable (PLSA is not registered for GST).

The City of Palmerston and PLSA multi-year agreement schedule as recommended is as follows:

All payments to be received by 31 March of the relevant financial year with a Tax Invoice being forwarded to the City of Palmerston by 28 February of the relevant financial year by the PLSA.

- A contribution of \$22,000 for the 2024-2025 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$25,000 for the 2025-2026 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$25,000 for the 2026-2027 financial year towards supporting the events/activities of the PLSA.

In consideration, the PLSA offers the City of Palmerston the following Platinum Sponsorship Investment Package opportunities.

**The PLSA By-Laws have provision for a single Platinum Sponsor – City of Palmerston.**

Item	Platinum Sponsor
Acknowledgment of Sponsor/Partner at Seniors Fortnight Opening /Closing Ceremony	✓
Opportunity to promote business with posters/flyer at Seniors Fortnight Opening /Closing Ceremony	✓
Receive a Certificate of Appreciation for Sponsorship	✓
Logo on Seniors Fortnight Program and Newsletters	✓
Naming Rights for Seniors Fortnight Program	✓
Guest speaker provisions at Cazalys Morning Tea event each quarter	✓
Sponsor naming Rights 2 event during Seniors Fortnight (if selected)	✓
Name and Logo in prominent space on all PLSA “pull up banners” – Platinum Sponsor	✓

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 11 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

Item	Platinum Sponsor
Invitation for the Mayor to officiate at either the Opening/Closing Ceremony	✓
Display at relevant events the Sponsors provided "pull up banner"	✓
Photo opportunities by Council at all PLSA events/activities	✓
Engaging with key stakeholders related to issues affecting seniors' events, providing input	✓

### **6.0 What's the deal for the PLSA?**

- ✓ Multi-year agreement (3-year) - Platinum Sponsorship Investment Package between the City of Palmerston and the Palmerston And Litchfield Seniors Association Inc. (PLSA).
- ✓ Multi-year agreement in accordance with the above schedule; paid into our account by the 31 March each financial year. Note, the PLSA is not registered for GST.
- ✓ The Association will arrange, organise, and manage all events, for its Seniors who reside in the City of Palmerston. This will include:
  - ✓ Arrange and manage events for Seniors, including Seniors Fortnight.
  - ✓ Liaise with the City of Palmerston regarding planning of relevant events.
  - ✓ Fund raising to support the balance of the PLSA budget, maintaining the current standard of events for Seniors.
  - ✓ Ensure the City of Palmerston logo is displayed prominently on all marketing materials.
  - ✓ Ensure compliance with various Acts and Legislation.
  - ✓ Maintain all relevant insurances, including Public Liability Insurance (currently \$20M).
  - ✓ Maintain all operational governance and associated documentation.
  - ✓ Maintain at least two qualified "First Aiders" on the Committee.
  - ✓ Ensure "First Aiders" annually upgrade their CPR skills.
  - ✓ Undertake Risk Management Matrix Assessment for all events.
  - ✓ Ensure financial records are managed, ensuring annual auditing and submission to relevant agency.
  - ✓ Work with the City of Palmerston, providing events for our Seniors.
  - ✓ Ensure the City of Palmerston is not brought into disrepute through our actions.

**WE PRIDE OURSELVES ON THE FACT THAT NO SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT AND THIS POLICY CONTINUES TO REMAIN IN PLACE FOR THE DURATION OF THIS MULTI-YEAR AGREEMENT.**

**THE PLSA WILL CONTINUE ITS POLICY; TO PURCHASE LOCALLY WHEREVER POSSIBLE, ASSISTING WITH LOCAL EMPLOYMENT AND PURCHASING OF GOODS AND SERVICES.**

Form:	City of Palmerston – Sponsorship Submission 2024-2025 through to 2026-2027			Version 1.0
Updated: 10 November 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PLSA Mgt. Team	Page 12 of 12
PLSA\Administration Update 2023\Operation Grants 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)		

**City of Palmerston Grant/Sponsorship Summary**

**Applicant:** Australian Vietnamese Family Association

**Request:** On 16 December 2023 Vietnamese Family Association applied to the Community Benefit Scheme for \$10,000 to support the delivery of The Tet Festival in Palmerston on Saturday 2 March 2024. The event will also benefit from City of Palmerston's free venue hire which represents \$2,760 in value.

**Recommendation:** To fund for \$2,000 plus in-kind support through venue hire

**Reasons for recommendation:** This event provides opportunities for the people of Palmerston to experience diverse cultural activities as well as to demonstrate what a welcoming and inclusive community we have. The full amount requested of \$10,000 has not been recommended as this event has not been broadly promoted to Palmerston residents, with all marketing efforts focused on social media to existing social networks of the AVFA, nor has it been made clear what the return on investment for City of Palmerston is. The AVFA was contacted with suggestions to improve promotional activities to establish a clearer benefit to Palmerston, with minimal changes incorporated. Without improved promotional strategies demonstrating how they will support growth of the event to the anticipated size, there is not a strong potential that the event will reach 1000-1500 attendees and provide the suggested benefit to Palmerston Community.



EVENT PROPOSAL

# VIETNAMESE NEW YEAR 2024

**Propose to:**  
Palmerston City Council

Saturday 2nd March 2024  
5pm - 10pm  
Palmerston Recreation Centre



Presented by  
**Australian Vietnamese  
Family Association Inc.**



# TABLE OF CONTENTS

**01**

About AVFA

**06**

Funding Risk Management

**02**

Our Team

**07**

Tet Festival 2024 Theme

**03**

Event Background

**08**

Event Activities

**04**

Event Objective

**09**

Tet Festival 2023

**05**

Community Benefits



# ABOUT AVFA



The Australian Vietnamese Family Association Inc. (AVFA), founded in December 2021, is a non-profit organization committed to enhancing the well-being and integration of the Vietnamese-Australian community in the Northern Territory.

Our mission revolves around organizing culturally enriching events, informative sessions, and professional workshops. Through these initiatives, we aim to celebrate and preserve Vietnamese traditions while supporting the successful integration of immigrants and individuals from diverse backgrounds. By fostering a sense of community and providing practical resources, AVFA contributes to creating a vibrant and inclusive environment where everyone can thrive.





## ABOUT AVFA

Central to our mission is the belief that cultural diversity is the key that enriches the fabric of a society. AVFA's events not only celebrate Vietnamese traditions but also serve as bridges for cross-cultural understanding. By facilitating integration through a combination of cultural events and practical support, we aspire to make a lasting impact on the lives of Vietnamese immigrants, fostering a resilient and connected community within the diverse landscape of the Northern Territory.

In essence, AVFA's core values include unity, empowerment, and cultural pride. We are dedicated to creating a harmonious and supportive living environment for Vietnamese immigrants and the broader communities in the Northern Territory.



# OUR TEAM



**Anna Dam**  
Founder/President



**Khoa Nguyen**  
Vice President



**Khoi Nguyen**  
Co-founder



**Huyen Tran**  
Treasurer



**Jolley Nguyen**  
Public Officer



**Giang Nguyen**  
Secretary



**Yen Tran**  
Committee Member



**Huy Truong**  
Committee Member



**Nga Tran**  
Committee Member



**Nam Do**  
Committee Member



**Anne Ta**  
Committee Member



**Kieu Chien**  
Committee Member



**Tom Nguyen**  
Committee Member



**Ngoc Le**  
Committee Member



**Phong Duong**  
Committee Member

## EVENT BACKGROUND

Tet, the Vietnamese New Year, is the most significant traditional festival in Vietnam, marking the arrival of spring and symbolizing new beginnings. Celebrated for about a week, Tet is a time of family reunions, joy, and cultural festivities. Preparations include thorough cleaning, vibrant home decorations with symbolic flowers, and the creation of traditional dishes like banh chung, banh Tet and gio lua. Despite the differences between regions in the way Tet is celebrated, it is always the occasion for families to come together to pay respects to our ancestors, visit temples, and share special meals.



During Tet, the atmosphere is festive with fireworks, lion dances, colourful lantern and traditional music performances. The exchange of red envelopes with lucky money is a cherished tradition, symbolizing good fortune. The holiday also signifies the start of a new zodiac year, with each year associated with a specific animal sign. Tet is a time for reflection, expressing gratitude, and embracing the cultural richness and community spirit that define Vietnamese heritage.



# EVENT OBJECTIVE



## CULTURAL AWARENESS

As we gather to welcome the beginning of Lunar New Year, AVFA's Tet Celebration encapsulates the spirit of renewal, hope, and cultural pride. The event is designed to showcase the diversity of Vietnamese traditions through a range of activities, performances, and culinary delights. From the vibrant lion dances to the melodious tunes of traditional music, the Tet Celebration is a sensory journey that transports attendees to the heart of Vietnamese heritage. Through this event, AVFA aims to strengthen the bonds of the community, providing a platform for both Vietnamese and non-Vietnamese residents to come together and share in the joy of Tet.



## TRADITION KEEPER

Beyond the festive ambiance, the Tet Celebration serves as an opportunity to bridge cultural understanding, particularly for the Vietnamese-blood children that were not born in Vietnam and also for the broader communities who interest in understanding the Vietnamese culture. AVFA believes in the power of cultural exchange, and Tet provides a unique window into the customs and values that shape the Vietnamese way of life. By fostering a deeper understanding of Vietnamese culture, AVFA strives to build connections that transcend cultural boundaries, creating a more inclusive and harmonious community in the Northern Territory. The Tet Lunar New Year Celebration is not merely an event; it is a celebration of heritage, unity, and the shared aspirations that bind us all.



# COMMUNITY BENEFITS

**The Tet Festival in Palmerston**, organized by AVFA, is more than a cultural celebration—it's a unifying force for the entire community. By showcasing Vietnamese traditions, it promotes the significant cultural diversity of Palmerston City and understanding among residents from all communities. Attendees not only enjoy the festivities but also gain insights into Vietnamese history, art, and music, fostering a spirit of lifelong learning.

**Economically**, the festival benefits local businesses, providing a platform for small businesses to participate and have their products better exposed to the public. Gathering at the Tet will encourage attendees to spend not only within the festival area but also the surround area services. Thus, the event will produce significant impact in supporting the entrepreneurs and also to the overall economic vitality of Palmerston City.

**Socially**, the Tet Festival becomes a catalyst for community bonding. It brings people together, forging new friendships and reinforcing a sense of belonging. This shared experience creates lasting memories and a sense of community pride.

**In essence**, the Tet Festival is a dynamic event that enhances Palmerston City's diverse cultural attribute, stimulates economic growth, and strengthens the social fabric, making it an indispensable asset to the community.



# FUNDING RISK MANAGEMENT

**Understanding that Palmerston Community Benefit Scheme is subject to approval from the City Council** and not intended to be recurrent, the AVFA committee has developed key strategies to be financially sustainable in operating and organising the future Tet Festival in Palmerston City. To achieve this, AVFA's primary focus will be strategic sponsorships with local businesses and the implementation of merchandise activities.



**As AVFA has started to build its reputation in arranging successful cultural events in both Palmerston and Darwin communities,** we believe in our ability to attract local businesses who wish to participate in and become a sponsor for the Tet Festival. The AVFA Committee members are committed to developing a comprehensive sponsorship strategy, identifying potential local partners, and creating attractive sponsorship packages that emphasize the mutual benefits of collaboration.



**Simultaneously, the introduction of festival-themed merchandise will provide an additional revenue stream.** Through careful financial planning, community engagement, and collaborative efforts with local entities, the Tet Festival aims to not only secure its immediate funding needs but also establish a trajectory towards financial independence. Regular evaluation, adaptation of strategies, and a long-term vision for reduced reliance on government funding form the cornerstone of this sustainable funding plan, ensuring the Tet Festival's continued success while fostering a stronger bond with the local community and businesses.





# TET EVENT 2024 THEME

**Objective** - The aim of the Vietnamese New Year 2024 celebration is to highlight the rich cultural diversity across the three regions of Vietnam while emphasizing the shared sentiment of wishing everyone a Happy New Year.

**Theme** - *"Harmony in Diversity - United Wishes for a Happy New Year"*

**Description** - The proposed theme seeks to celebrate the unique traditions of the three regions in Vietnam – North, Central, and South – during the Tet festival. Each region will showcase its distinct cultural practices, reflecting the diversity that makes Vietnam a vibrant and culturally rich nation. Despite the regional variances, the underlying essence remains the same – the heartfelt wish for a prosperous and joyful New Year.

*One-Sentence "Happy New Year" Expressions for Each Region:*

- **North** - "Chúc Mừng Năm Mới – May the majestic Tet traditions of the North bring joy and prosperity to your doorstep as we unite in the common wish for a Happy New Year!"
- **Central** - "Năm Mới An Khang – Amidst the vibrant colors of Central Vietnam's Tet festivities, let our shared desire for a Happy New Year resonate, echoing the unity that binds us all."
- **South** - "Xuân Vui Phát Tài – In the lively spirit of Southern Tet celebrations, may our collective aspirations for a Happy New Year bridge the geographical gaps and bring us closer as one nation."



# EVENT ACTIVITIES



**Sand Pictures Making**

**Free Gifts at the entrance**



**Vietnamese Calligraphy**

**Traditional Games**



**Lion Dance**

**Performances**






**Face Painting & Balloon Twisting**

# TET FESTIVAL 2023





# Thank you!

-  **Email Address**      [info.avfa@gmail.com](mailto:info.avfa@gmail.com)
-  **Facebook**              AVFA - Gia Dinh Viet Uc
-  **Address**                  Darwin, Northern Territory

# COUNCIL AGENDA Attachment 13.1.2.2

Budgeted Expense	Budget	Actual
<b>Fixed Expenses</b>		
Event Hire (Rentevent) (QU0117)	\$ 5,852.00	
Public Liability Insurance	\$ 637.00	
Lion Dance	\$ 1,100.00	
Cleaning	\$ 1,450.00	
	<b>\$ 9,039.00</b>	
<b>Activities</b>		
Fairy Jill (Q2301)	\$ 1,496.00	
Decoration + shipping (LT18112388)	\$ 5,717.51	
Kid Activities + Gift (traditional games)	\$ 300.00	
Merchadised Good	\$ 500.00	
Stage games and competitions	\$ 300.00	
Traditional Food Demonstration and Tasting	\$ 500.00	
	<b>\$ 8,813.51</b>	
<b>Marketing</b>		
Photographer - Pictures (Quote)	\$ 1,750.00	
Photography - Video (QUVIET)	\$ 780.00	
Advertisement	\$ 100.00	
Printing	\$ 350.00	
	<b>\$ 2,980.00</b>	
<b>Personnel</b>		
Food and Beverages	\$ 500.00	
Drinks	\$ 300.00	
	<b>\$ 800.00</b>	
<b>Miscellaneous</b>		
Waste Management	\$ 400.00	
	<b>\$ 400.00</b>	

Sponsorships, Donations and Sale		Budget	Actual
AVFA	AVFA Available Fund	\$ 3,000.00	
<b>Grants</b>			
	Multi-Cultural Grants	\$ 2,000.00	\$ 2,000.00
	Palmerston Community Benefit Scheme Grants	\$ 10,000.00	
		<b>\$ 12,000.00</b>	
<b>Rent</b>	Stall Holders Rent	\$ 1,200.00	
<b>Sponsorships</b>			
	Local Businesses	\$ 3,000.00	
	Individual Contributions	\$ 1,050.00	
		<b>\$ 4,050.00</b>	
<b>Merchandised</b>			
	Water	\$ 250.00	
	Dessert	\$ 550.00	
	Softdrink and other drink	\$ 550.00	
	Decorations	\$ 500.00	
		<b>\$ 1,850.00</b>	

<b>Total Expenses</b>	<b>\$ 22,032.51</b>
<b>Total Funding</b>	<b>\$ 22,100.00</b>
<b>Proposed Surplus/Deficit</b>	<b>\$ 67.49</b>

Apply by before 2 councils meeting - by 3/12

# COUNCIL AGENDA Attachment 13.1.2.2

## PROPOSED ALLOCATION

<b>Sponsorship</b>	<b>Amount</b>	<b>Allocated Expenses</b>	<b>Amount</b>
Palmerston Community Benefit Scheme Grants	\$ 10,000.00	Event Hire (Rentevent) (QU0117)	\$ 5,852.00
		Decoration + shipping (LT18112388)	\$ 5,717.51
<b>Total</b>	<b>\$ 10,000.00</b>	<b>Total</b>	<b>\$ 11,569.51</b>
Multi-Cultural Grants	\$ 2,000.00	Photographer - Pictures (Quote)	\$ 1,750.00
		Printing	\$ 250.00
<b>Total</b>	<b>\$ 2,000.00</b>	<b>Total</b>	<b>\$ 2,000.00</b>



# QUOTE

Vietnamese Family Association

**Date** 14 Oct 2023 NT Entertainment Solutions Pty Ltd  
**Expiry** 14 Dec 2023 Postal Address - 1C/152 Winnellie Rd, Winnellie NT 0820  
**Quote Number** QU-0117 ABN 61 605 590 065 ACN 605 590 065  
**Reference** Booking 2nd March 2024 Ph 08 8989 1767

## Vietnamese New Year Event

To be held at Palmerston Recreation Centre using first court, foyer & outer verandah for food vendors  
 Bump in 1pm, Event 4 pm to 9 pm, Bump out by 11 pm

Description	Quantity	Unit Price	Amount AUD
STAGE - use venue stage			
Sound system - firebird	1.00	990.00	990.00
AV requirements for musicians & singers, etc	1.00	295.00	295.00
Stage lighting - 12 coloured parcans & 4 fresnels on light trusses	1.00	450.00	450.00
AV tech - sound check 3 pm to 9 pm	6.00	77.00	462.00
Lighting tech - 4pm to 9 pm	5.00	77.00	385.00
Stage Back drop - multicoloured sequin material 9m wide, 3m high	1.00	580.00	580.00
DISPLAY AREAS			
Free standing board for North, South & Central display (boards to be decorated by volunteers)	3.00	195.00	585.00
Lighting for display boards & VIP area	4.00	60.00	240.00
VIP area - gold bollards, chairs & tables, decorated by volunteers	1.00	195.00	195.00
Plastic chairs if not available for use from venue, 100 @ \$2 each			
SET UP 1pm TO 4 PM	1.00	950.00	950.00
PACK DOWN 9PM TO 11 PM	1.00	550.00	550.00
DELIVERY & PICK UP each way	2.00	85.00	170.00
Cleaning of venue to be done by volunteers			

# COUNCIL AGENDA

## Attachment 13.1.2.2

INCLUDES GST 10%	532.00
<b>TOTAL AUD</b>	<b>5,852.00</b>

### Terms

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30% deposit required within 7 days of accepting quote  
50% payment required 60 days prior to event  
Final balance payment required 7 days after event

# COUNCIL AGENDA Attachment 13.1.2.2

<b>LIÊN THÀNH EXPRESS</b>						<b>Bill No.:</b> <span style="color: orange;">LT18112388</span>					
Địa chỉ: 1A Sóng Thao, Phường 2, Tân Bình, Thành phố Hồ Chí Minh, Vietnam						<b>DATE</b> 9/12/23					
Hotline: 0888118446						<b>Payment</b> Tiền mặt / Cash					
Website: <a href="http://www.lienthanhexpress.com">www.lienthanhexpress.com</a>						Chuyển khoản / Transfer					
<b>QUOTE</b>											
<b>BILL TO:</b>						<b>SHIP TO:</b>					
<b>NAME</b> Anna Dam (AUSTRALIAN VIETNAMESE FAMILY ASSOCIATION)						<b>NAME:</b> Anna Dam (AUSTRALIAN VIETNAMESE FAMILY ASSOCIATION)					
<b>PHONE</b> 0433 021 539						<b>PHONE</b> 0433 021 539					
<b>ADDRESS</b> DARWIN NORTHERN TERRITORY						<b>ADDRESS</b> DARWIN NORTHERN TERRITORY					
ITEMS	QUANTITIES	UNIT	PRICE	TOTAL IN VND	TOTAL IN AUD	ITEMS	QUANTITIES	UNIT	PRICE	TOTAL IN VND	TOTAL IN AUD
<b>Thỏi vàng trung (size 40cm)</b> <i>Vietnamese traditional "Tet" decorations with Gold bar (Material: Styrofoam - Size 40cm)</i>	3	Cái (Pcs)	250,000	750,000	\$46.88	<b>Hoa mai giả (2kg có cuốn, 2kg không có cuốn)</b> <i>Artificial Apricot blossom - (Material: Plastic)</i>	10	Kg (Kilogram)	110,000	1,100,000	\$68.75
<b>Thỏi vàng đại (size 50cm)</b> <i>Vietnamese traditional "Tet" decorations with Gold bar (Material: Styrofoam - Size 50cm)</i>	2	Cái (Pcs)	300,000	600,000	\$37.50	<b>Hoa đào giả (1kg có cuốn, 1kg không có cuốn)</b> <i>Artificial Blossom - (Material: Plastic)</i>	10	Kg (Kilogram)	110,000	1,100,000	\$68.75
<b>Combo Tết (Bánh chưng, bánh tét, dưa hấu, thỏi vàng) - Size Đại</b> <i>Vietnamese traditional "Tet" decorations with Vietnamese sticky rice cake (Chung Cake), Vietnamese cylindrical sticky rice cake (Tet Cake), False Apricot blossom, red couplets - (Material: Styrofoam - Big size)</i>	2	Bộ (Set)	680,000	1,360,000	\$85.00	<b>Mặt có trang trí hoa mai, đào, cầu đôi</b> <i>Vietnamese traditional "Tet" decorations / Large flat winnowing basket with Vietnamese sticky rice cake (Chung Cake), Vietnamese cylindrical sticky rice cake (Tet Cake), False Apricot blossom, red couplets - (Material: Bamboo - Big size)</i>	6	Set	280,000	1,680,000	\$105.00
<b>Combo Tết (Bánh chưng, bánh tét, dưa hấu, thỏi vàng) - Size trung</b> <i>Vietnamese traditional "Tet" decorations with Vietnamese sticky rice cake (Chung Cake), Vietnamese cylindrical sticky rice cake (Tet Cake), False Apricot blossom, red couplets - (Material: Styrofoam - medium size)</i>	4	Bộ (Set)	450,000	1,800,000	\$112.50	<b>Mặt + cầu đôi</b> <i>Vietnamese traditional "Tet" decorations / Large flat winnowing basket with Vietnamese red couplets - (Material: Bamboo - Big size)</i>	8	Set	280,000	2,240,000	\$140.00
<b>Set Lân trẻ em (Đầu lân, ống đĩa, trống, dùi gõ) - Màu vàng, đỏ</b> <i>Vietnamese traditional "Tet" decorations with Unicorn - (Material: Fabric - medium size) / Color: Red, Yellow</i>	2	Bộ (Set)	342,000	684,000	\$42.75	<b>Mặt trang trí bánh chưng, tet, hoa, cầu đôi (Chữ XUÂN, TẾT)</b> <i>Vietnamese traditional "Tet" decorations / Large flat winnowing basket with Vietnamese sticky rice cake (Chung Cake), Vietnamese cylindrical sticky rice cake (Tet Cake), False Apricot blossom, red couplets - (Material: Bamboo - Bin size)</i>	5	Cái (Pcs)	300,000	1,500,000	\$93.75
<b>Liễn cầu đôi</b> <i>Red couplets - (Material: Fabric - big size)</i>	5	Bộ (Set)	180,000	900,000	\$56.25	<b>Thiệp chúc mừng</b> <i>Greeting Cards - (Material: Paper)</i>	50	Cái (Pcs)	-	391,000	\$24.61
<b>Dây pháo giấy</b> <i>Vietnamese traditional "Tet" decoration with Paper Firecracker - (Material: Paper - one size)</i>	10	Dây (Set)	75,000	750,000	\$46.88	<b>Bao lì xì (1 xấp = 6 cái)</b> <i>Red Envelopes - Material: paper - With 6pcs per set</i>	30	Xấp (Set)	8,000	240,000	\$15.00
<b>Nón lá (Có vẽ hình) - Size lớn</b> <i>Vietnamese traditional Palm-leaf conical hat with drawings - Big size</i>	20	Cái (Pcs)	95,000	1,900,000	\$118.75	<b>Giấy bông trang trí (30 tờ)</b> <i>Accessories / Flower wrapping paper - Material: Paper</i>	5	Set	200,000	200,000	\$12.50
<b>Nón lá (Trơn) - Size lớn</b> <i>Vietnamese traditional Palm-leaf conical hat without drawings - Big size</i>	4	Cái (Pcs)	60,000	240,000	\$15.00	<b>Giấy viết thư pháp + nẹp treo (Size lớn)</b> <i>Lunar New Year Spring Festival Couplets Papers Blank Red for Calligraphy and Accessories - (Material: Paper and Plastic - size 27*77cm)</i>	30	Bộ (Set)	21,800	654,000	\$40.88
<b>Nón lá (Trơn) - Size trung</b> <i>Vietnamese traditional Palm-leaf conical hat without drawings - medium size</i>	10	Cái (Pcs)	55,000	550,000	\$34.38	<b>Giấy viết thư pháp + nẹp treo (Size nhỏ)</b> <i>Lunar New Year Spring Festival Couplets Papers Blank Red for Calligraphy and Accessories - (Material: Paper and Plastic - size 20*52cm)</i>	30	Bộ (Set)	13,800	414,000	\$25.88

# COUNCIL AGENDA Attachment 13.1.2.2

Nón lá (Tròn) - Size nhỏ <i>Vietnamese traditional Palm-leaf conical hat without drawings - Small size</i>	10	Cái (Pcs)	45,000	450,000	\$28.33	Mực tàu viết thư pháp (100ml/hộp) <i>Ink for Calligraphy</i>	10	Hộp (Box)	20,000	200,000	\$12.50			
Dây treo trang trí cây mai (bằng nhựa, màu vàng) <i>Plastic couplets accessories to decoration apricot blossom tree in Tet holiday - Material: Plastic / Color: Gold - mini small size</i>	5	Set	45,000	225,000	\$14.06	Cọ viết thư pháp (số 6) <i>Brush No.6 used for Calligraphy</i>	10	Cây (Pcs)	15,000	150,000	\$9.38			
Liông vải treo cây mai (Màu đỏ) <i>Red couplets accessories to decoration apricot blossom tree in Tet holiday - Material: Fabric / Color: Red - Mini small size</i>	5	Cái	12,500	62,500	\$3.91	Cọ viết thư pháp (số 10) <i>Brush No.6 used for Calligraphy</i>	10	Cây (Pcs)	23,000	230,000	\$14.48			
Set pháo nỉ bằng nhựa treo cây mai <i>Plastic firecracker accessories to decoration apricot blossom tree in Tet holiday - Material: Plastic / Color: more color - mini small size</i>	5	Set	30,000	150,000	\$9.38	Sách "Mở ra là thấy Tết" - Miền Bắc <i>Vietnamese's Book "Mo ra la thay Tet" - For culture in Northern in Vietnam. Let's the children know about the traditional Tet holiday of Vietnamese people)</i>	50	Cuốn (Pcs)	89,000	4,450,000	\$278.13			
Decal dán hình con rồng (Đại) <i>Dragon sticker - Material: Paper - Big size</i>	5	Set	45,000	225,000	\$14.06	Sách "Mở ra là thấy Tết" - Miền Nam <i>Vietnamese's Book "Mo ra la thay Tet" - For culture in Southern in Vietnam. Let's the children know about the traditional Tet holiday of Vietnamese people)</i>	50	Cuốn (Pcs)	89,000	4,450,000	\$278.13			
Decal dán hình con rồng (Nhỏ) <i>Dragon sticker - Material: Paper - Small size</i>	6	Set	35,000	210,000	\$13.13	Mành tre <i>Bamboo blinds</i>	4	Cái (Pcs)	160,000	640,000	\$40.00			
Chữ xốp 2024 <i>Accessories decoration with numbers 2024 (Material: Styrofoam)</i>	4	Set	490,000	1,960,000	\$122.50	Khay đựng mứt Tết (2 cái + ship) <i>Plastic tray for Tet jam with 2 pcs &amp; shipping fee</i>	3	Set	232,600	697,800	\$43.61			
Đồng tiền vàng (Mứt xốp) <i>Vietnamese traditional "Tet" decorations with Coin (Material: Styrofoam - medium size)</i>	4	Cái (Pcs)	180,000	720,000	\$45.00	Quạt giấy (2 combo + ship) <i>Home's decorations / Paper fan with 2 combo &amp; shipping fee - Material: Paper</i>	10	Set	212,600	2,126,000	\$132.88			
Cây Mai Đèn LED 1.2M. <i>Vietnamese yellow apricot tree LED light</i>	10	Cái (Pcs)	375,000	3,750,000	\$234.38	Cây Đào Đèn LED 1.2M <i>Vietnamese Peach blossom tree LED light</i>	10	Cái (Pcs)	375,000	3,750,000	\$234.38			
					\$1,086.24						\$1,642.95			
<b>Total (AUD)</b>					<b>\$2,729.19</b>									
QUANTITY	EXPECTED WEIGHT	DIMENSION							CÂN NANG TÍNH CƯỚC	FEE (AUD)	(VNĐ/KG)	TỶ GIÁ	THÀNH TIỀN (VNĐ)	
1	100.00kg	130	Cm	100	Cm	113	Cm	244.83kg	#####	\$10.40	0.00	16,000 đ	40,768,000 đ	
2	15.00kg	154	Cm	20	Cm	17	Cm	8.73kg	15.00kg	\$10.40	0.00	16,000 đ	2,496,000 đ	
	115.00kg								#####	\$20.80	\$0.00		43,264,000 đ	
<b>THÔNG TIN THANH TOÁN:</b>										<b>TOTAL (AUD)</b>		<b>\$2,704.00</b>		
Beneficiary:		LÊ THỊ MỸ VÂN												
Account Bank Number:		19036245655016												
Bank name:		Ngân hàng Techcombank Chi nhánh TP.HCM												
Người gửi hàng ký xác nhận					GHI CHÚ HÀNG HÓA / YÊU CẦU CỦA SHIPPER					Người nhận hàng ký xác nhận				
					<b>1/ CÁC KHOẢN PHÁT SINH (OTHER SURCHARGES FEES FOR THIS SHIPMENT)</b> ** Phí đóng kiện gỗ kín (125*85*112cm): 1.400.000đ / Packing in wooden pallet fee: (57.15 USD ~ 88.12 AUD) ** Phí hun trùng kiện gỗ: 660.000đ/bill / Fumigation fee: (26.94 USD/Bill ~41.54 AUD/Bill) ** Phí hàng quá khổ của hãng bay: 50 USD/kiện *2 = 100 USD / Oversized cargo fee of Airline: 100 USD (~154.46 AUD) ==> <b>Tổng cộng: 4.510.000đ / Total: 284.32 AUD</b>									
<b>FINAL TOTAL :</b>										<b>\$5,717.51</b>				
<b>CẢM ƠN QUÝ KHÁCH HÀNG ĐÃ LUÔN TIN TƯỞNG, ĐỒNG HÀNH VÀ LỰA CHỌN DỊCH VỤ CỦA CÔNG TY CHUYÊN PHÁT NHANH QUỐC TẾ LIÊN THÀNH EXPRESS !</b>														

# COUNCIL AGENDA Attachment 13.1.2.2

**PENDING**



**From** **EAGLE SCENES PTY LTD**  
39 Eucharia  
Bellamack  
NT 0832 Australia  
Phone number: 61 455507346  
Email: hi@eaglescenes.com  
Business Number: 31672440872

**Quote For** **Vietnamese New Year**  
Main Shoot:  
02 March 2024  
16:00 - 21:00

**Australian Vietnamese Family Association Inc**  
**Anna Dam**  
Email: info.avfa@gmail.com

**Quote ID** | 20231108-03  
**Issue Date** | 08 November 2023

## Quote

Product / Package	Description	Unit Price	Quantity	Amount
5 Hours Event Photography	<ul style="list-style-type: none"> <li>° online gallery</li> <li>° 60+ photos an hour</li> <li>° 10 sneak peeks in 24 hours</li> <li>° 2 weeks of processing time</li> <li>° maximum 100 guests</li> <li>° no watermark</li> </ul>	\$350.00	5	\$1,750.00
		Subtotal		\$1,750.00
		<b>Total</b>		<b>\$1,750.00</b>

## Payment Schedule

Due	Amount
09 November 2023	\$1,750.00



**QUOTE**

**JOB: Viet  
Festival 2024**

**NAME:** Naathan Sharma  
**E:** dreamnalot@gmail.com  
**ABN:** 51918509771  
**DATE:** 14/11/2023

**NAME:**  
NAATHAN SHARMA

---

**TO: Australian Vietnamese Family**

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**VALID UNTIL:**  
15/01/2024

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SERVICE	AMOUNT
Camera Operator: - 4hr Rate - Use of video production equipment (inclusive of travel costs, and time)	650
Deliverables: - Raw Clips  - Profit (20%)	130
<b>TOTAL</b>	<b>\$780.00</b>

# COUNCIL AGENDA Attachment 13.1.2.2

36 Kingfisher Crescent  
Darwin NT 0812  
0422506723  
fairy@fairyjill.com.au



## Quote

ABN: 47 131 742 199

Quote# 2301  
18th October 2023

Khoi  
Australian Vietnamese Family Association Inc.

### JOB DESCRIPTION:

Event 1: Vietnamese New Year  
Date: Saturday, March 2, 2024  
Time: TBA  
Location: Palmerston Recreational Center  
Type of service:  
-Face painting x2 ( 2 hours)  
-Balloon twisting x2 ( 2 hours)

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
2 x Face painter 2hr	1	\$680.00	\$680.00
2 x balloon entertainers 2hr	1	\$680.00	\$680.00
SUBTOTAL:			\$1,360.00
GST:			\$136.00
TOTAL:			\$1,496.00

### TERMS AND CONDITIONS:

Quote is valid for 30 days from issue date. Invoice payment terms are strictly 7 days from issue. \*\*If booking is cancelled a week or less, from date of event- a 50% cancellation fee will apply- alot of effort & organising goes into preparing for each event. This includes but is not limited to weather, mistakes, cyclones, COVID, date changes. 100% payment required if cancelled on the day. All quotes need to be checked thoroughly, then confirmation email reply sent, please include as much details around the event as possible. Your invoice will be sent along with event confirmation, the week before your event. Thanks for your kind understanding.

I have read and agree to the terms and conditions.

### How to Pay

Quote#2301

We accept payment by: Bank Deposit, Card or Cash

**Bank Details** Name  
bank\_bsb  
Account Number

Thank you for your business, have a great day!

# COUNCIL AGENDA Attachment 13.1.2.2

36 Kingfisher Crescent  
Darwin NT 0812  
0422506723  
fairy@fairyjill.com.au

## Quote

ABN: 47 131 742 199

Quote# 2301  
18th October 2023



.....  
Customer Signature

---

## How to Pay

Quote#2301

We accept payment by: Bank Deposit, Card or Cash

**Bank Details** Name  
bank\_bsb  
Account Number

Thank you for your business, have a great day!



**NEW LOOK MAINTENANCE PTY LTD**

ABN: 16636076670

Address: 16/18 Annear Court, Stuart Park, NT 0820

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**QUOTATION**

**To: Ms. ANNA – Australian Vietnamese Family Association**

We would like to offer you a quote of **\$1,450** for an event at Palmerston Recreation held on 2<sup>nd</sup> March 2024 (the above price does not include GST). The cleaning services are included:

1. Arrange and collect carpets in the stage area.
2. Clean and garbage collection in the event area.
3. Vacuum the staff room.

For more information, please contact Ms. Thuy - 0473434846.

Email: [admin@newlookmaintenance.com.au](mailto:admin@newlookmaintenance.com.au)

Thank you for your business!

Best regards,

**Thuy Nguyen**





CONSULATE GENERAL  
SOCIALIST REPUBLIC OF VIETNAM  
PERTH – AUSTRALIA

**Subject: Support for Australian Vietnamese Family Association Inc (AVFA) -  
Vietnamese New Year 2024**

To whom it may concern,

I am writing in support of the Australian Vietnamese Family Association Inc. (AVFA) for their application for the Community Benefit Scheme of the City of Palmerston to organize the Vietnamese New Year 2024 celebration at the Palmerston Recreation Centre.

The Vietnamese New Year, also known as Tet Nguyen Dan, is one of the most significant and celebrated cultural events in our calendar. It is not only a time for our community to come together and celebrate our rich traditions, but it also provides a valuable opportunity for cultural exchange and understanding with our Australian friends and neighbors.

The AVFA has been instrumental in promoting cross-cultural connections and fostering a sense of unity and belonging among the Vietnamese diaspora in the Northern Territory. The tremendous success of the Vietnamese New Year 2023 celebration, held in the Gray Community Hall, underscored the desire for a larger venue. Moving the event to the Palmerston Recreation Centre in 2024 aligns perfectly with this vision. The Palmerston Recreation Centre provides a more spacious and accommodating venue, allowing for the inclusion of even more members of our vibrant community and fostering a deeper understanding of our cultural heritage among the broader population.

I firmly believe that the Vietnamese New Year celebration at the Palmerston Recreation Centre will be a resounding success, as it will offer a unique cultural experience for the residents of Palmerston and the surrounding areas, strengthening the bonds between our community and the City of Palmerston. I, therefore, strongly support the AVFA in its efforts to apply for the Community Benefit Scheme to organize the Vietnamese New Year 2024 at the Palmerston Recreation Centre, enabling it to continue promoting multiculturalism, understanding, and unity.

I appreciate your consideration. I look forward to the success of this event, which will contribute to the cultural richness of the City of Palmerston.

Yours sincerely,



**Nguyen Thanh Ha**  
Consul General of the S.R. of Viet Nam  
in Western Australia and the Northern Territory

**City of Palmerston Grant/Sponsorship Summary**

**Applicant:** Palmerston and Regional Basketball Association

On 1 December 2023, the City of Palmerston (CoP) received a Community Benefit Scheme application from Palmerston and Regional Basketball Association (PaRBA) for \$20,000 annually for three years to the total value of \$60,000. The organisation is seeking this Multiyear Sponsorship Agreement to support operational costs to ensure PaRBA can continue to grow and develop further sporting opportunities in Palmerston.

**Recommendation:** to support for \$10,000 and request that PaRBA acknowledge City of Palmerston as a Platinum sponsor recognising the significant value of in-kind and financial support.

**Reason for Recommendation:** PaRBA's Mission is to create an inclusive basketball community that offers easily accessible and diverse programs, from grassroots to competition, allowing the community to remain physically active and socially engaged in a fun environment. The City of Palmerston currently has eight multiyear sponsorship agreements with sporting organisations in Palmerston varying in value from \$1500 - \$10,000. The extensive programs and accessible participation opportunities provided by PaRBA within the community justifies support to higher range of sponsorships provided by CoP. The combined value of in-kind and financial support reflects the significant contributions made by PaRBA to the Palmerston Community.

# Palmerston and Regional Basketball Association and City of Palmerston



## Sponsorship Proposal



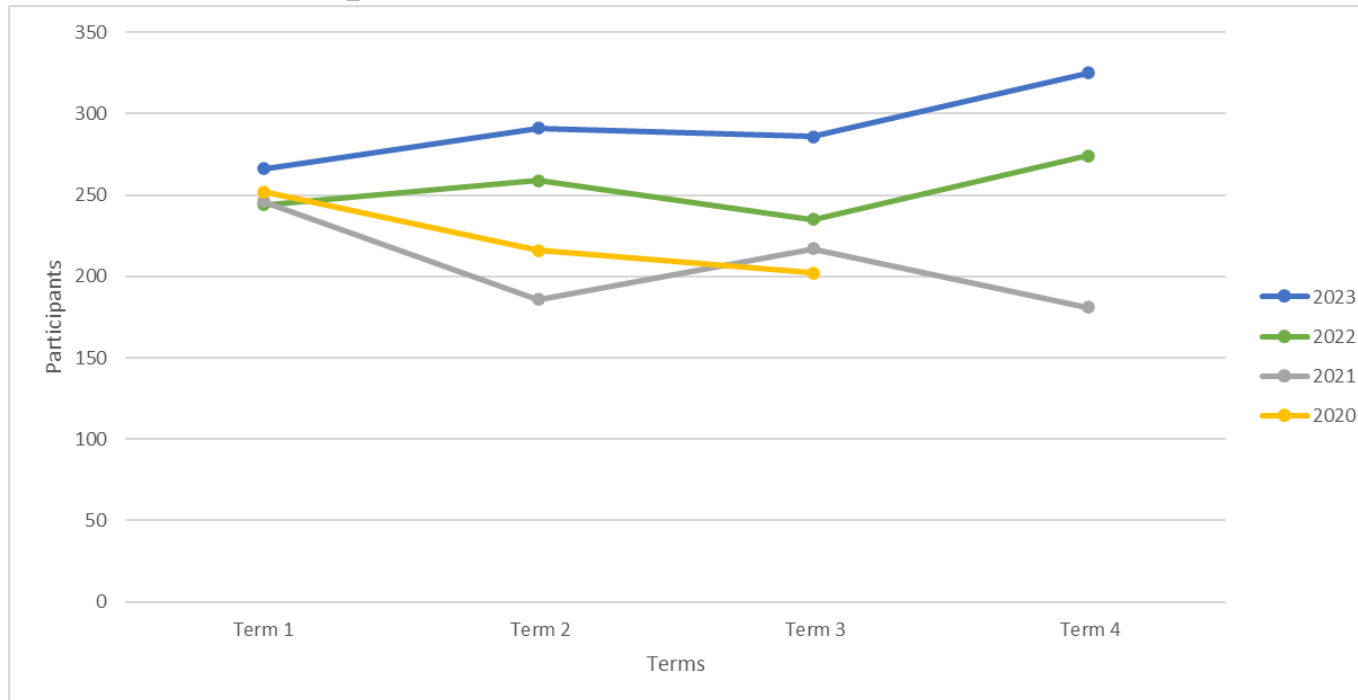
# Introduction

PaRBA has been empowering our local community through the love of basketball since our establishment in 2014. We believe in the power of sports to create lasting connections, foster inclusivity, and ignite a passion for healthy living among people of all ages.

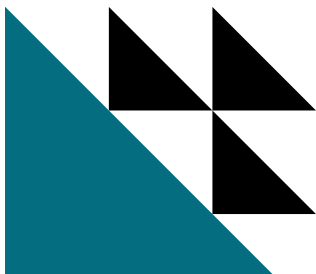
Today, we hope to partner with the City of Palmerston in an exciting sponsorship opportunity that will enhance our community's well-being and elevate the City of Palmerston's profile in the interest of supporting the community.



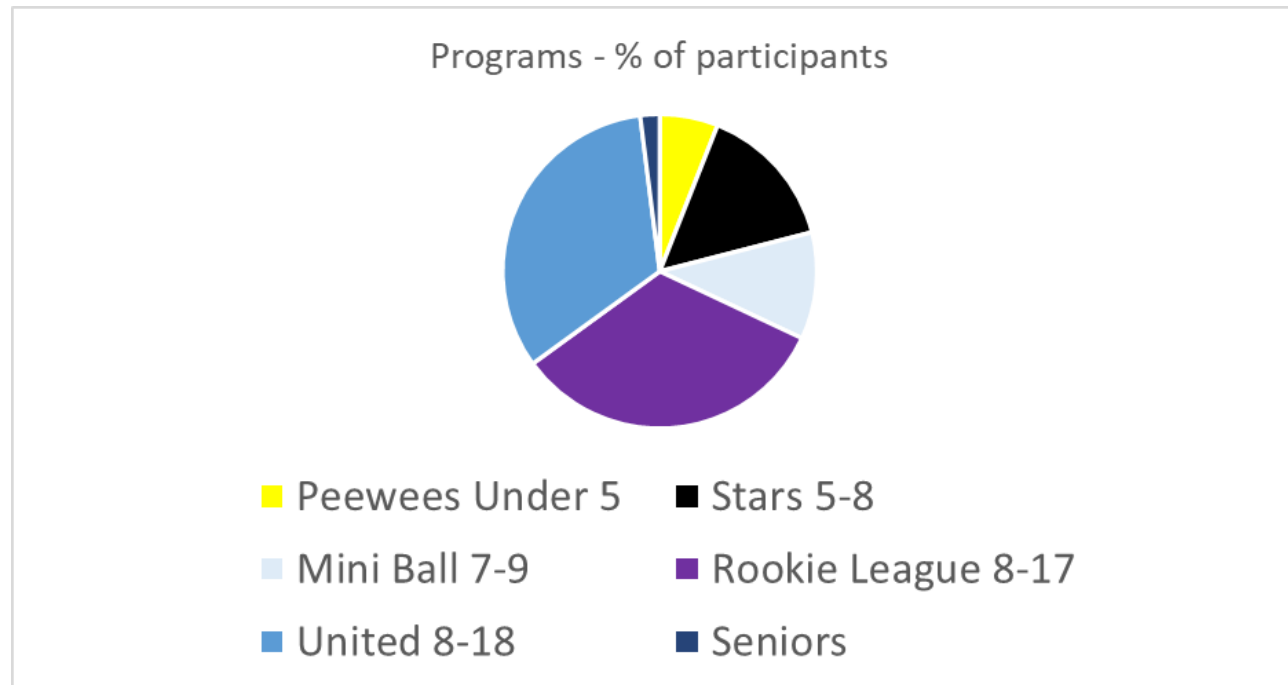
# Participation Data



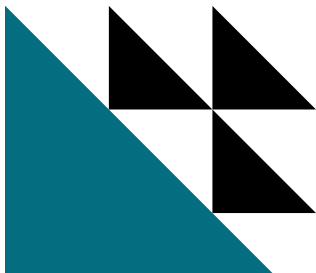
**PaRBA has seen growth in member numbers year on year, with the above graph demonstrating previous years data. As with all sporting organisations, PaRBA was impacted with COVID19 lockdowns and restrictions to sport during 2020 and 2021**

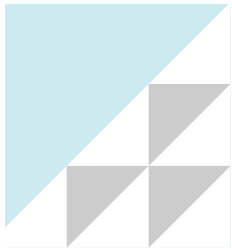


# Programs Demographic



**Our registrants come from a wide range of backgrounds, embodying the vibrant tapestry of our community. The detailed demographics are illustrated in the above graph, which shows various age groups and skill levels that make up our dynamic membership.**





## Why \$20,000?

By partnering with PaRBA and supporting the development of our basketball pathways, City of Palmertson will receive significant acknowledgment and enjoy various benefits. Here are some of the ways we plan to recognise and promote you as a sponsor:

- **Prominent Logo Placement:** CoP's logo will be prominently displayed on ALL the PaRBA coaches and player apparel.
- **Social Media Exposure:** We will feature your organisation on our social media platforms, including Facebook, Instagram, and TikTok. This will include posts acknowledging your support and highlighting the positive impact of your sponsorship on the community.



- City of Palmerston will become the naming rights sponsor for our annual community recognition award.
- PaRBA will create a page on our website recognising our partnership.
- We will host an event where sponsors will be acknowledged and publicly thanked for their support. This event will provide an opportunity for you to engage directly with the local community and showcase your commitment to the betterment of Palmerston.
- CoP will be presented with an annual Certificate of Appreciation to be displayed as seen fit, showcasing PaRBA's recognition of your contribution and support of our community.



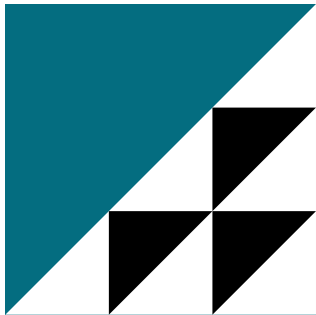
In addition to the brand exposure and recognition, your sponsorship will provide numerous benefits to the local community in line with CoP's Community Plan:

- **Family and Community:** PaRBA's programs aim to create safe and engaging spaces for families and individuals of all ages. By providing basketball activities and programs, PaRBA seeks to foster a sense of belonging and community spirit.
- **Cultural Diversity:** PaRBA celebrates the diverse cultures within Palmerston by promoting inclusive basketball programs accessible to all residents. Through its various basketball initiatives, PaRBA aims to embrace and value cultural diversity, creating an environment where everyone can participate, learn, and grow together



- **Future Focused:** Our basketball programs attract participants from neighboring communities, potentially boosting the local economy through increased engagement. They also assist in allowing Palmerston families to participate in Palmerston to avoid traveling elsewhere.
- **Governance:** PaRBA's partnership with the City of Palmerston exemplifies a strong collaborative effort in achieving the community's goals in numerous areas.





### Sponsorship levels

Sponsorship Level	Investment Amount	Benefits
Platinum	\$20,000	<ul style="list-style-type: none"> <li>• City of Palmerston will become the naming rights sponsor for our annual community recognition award.</li> <li>• PaRBA will organise a community appreciation event.</li> <li>• Certificate of appreciation.</li> <li>• Signage at PaRBA events, including community and fundraising events.</li> <li>• Inclusion of the CoP logo on volunteers' and PaRBA coaches' apparel.</li> <li>• Inclusion of the CoP logo on player uniforms</li> <li>• Publication of your company logo on the PaRBA website (parba.tidyhq.com).</li> <li>• Promotion of your company logo on our Facebook and Instagram pages.</li> <li>• Inclusion in external advertising through print or digital media.</li> <li>• Acknowledgement through our fortnightly newsletter to members.</li> <li>• 8 tickets to one NBL1 Salties Home Game.</li> <li>• Invitation to end of year presentation to present the Club Culture award</li> <li>• Other initiatives that we can discuss and tailor to meet your needs.</li> </ul>

Sponsorship Level	Investment Amount	Benefits
Gold	\$15,000	<ul style="list-style-type: none"> <li>• Signage at PaRBA events, including community and fundraising events.</li> <li>• Inclusion of the CoP logo on volunteers' and PaRBA coaches' apparel.</li> <li>• Inclusion of the CoP logo on player uniforms (shorts)</li> <li>• Publication of your company logo on the PaRBA website (parba.tidyhq.com).</li> <li>• Promotion of your company logo on our Facebook and Instagram pages.</li> <li>• Inclusion in external advertising through print or digital media.</li> <li>• Acknowledgement through our fortnightly newsletter to members.</li> <li>• 5 tickets to one NBL1 Salties Home Game.</li> <li>• Invitation to end of year presentation</li> <li>• Certificate of Appreciation</li> </ul>
Sponsorship Level	Investment Amount	Benefits
Silver	\$10,000	<ul style="list-style-type: none"> <li>• Prominent logo placement on all marketing materials, including event flyers and brochures.</li> <li>• Logo placement on the PaRBA website's homepage with a link to the sponsor's website.</li> <li>• Verbal acknowledgment during all major events and ceremonies.</li> <li>• Special mention in PaRBA's newsletter and social media platforms with dedicated posts thanking the Silver sponsor</li> <li>• Logo on Shooter shirts ((as and when produced)</li> <li>• Invitation to sponsors event</li> </ul>

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Community Benefit Scheme - January Update
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Community Development Officer, Kate Townsend
<b>APPROVER:</b>	Acting General Manager Community, Emma Blight

### 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 January 2024.

### KEY MESSAGES

- City of Palmerston provides funding through the Community Benefit Scheme to eligible community groups and organisations to deliver activities, projects and services that benefit the Palmerston community.
- \$197,570 or 86% of the \$230,000 budget for the Community Benefit Scheme has been expended at the time of this report, leaving \$32,430 available for future applications.
- In January 2024:
  - No grants or sponsorships were awarded.
  - To date, City of Palmerston has awarded 50 Individual Representation Support applications, with no Individual applications awarded in January.
- In January, Officers progressed outstanding memorandum of understanding agreements and annual payments.
- The Policy is being reviewed and will be presented to Council once completed.
- The Community Benefit Scheme budget is anticipated to be fully expended in the coming month and future submissions to Council will provide alternative funding and policy options. In addition to this the future budget will need to be considered as part of the development of the draft Municipal Plan 2024/2025.

### RECOMMENDATION

THAT Report entitled Community Benefit Scheme - January 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.

The Community Benefit Scheme - January Update provides Council with a summary of the Community Benefit Scheme 2023/24 applications to date highlighting requests approved in January 2024.

## **DISCUSSION**

No projects or activities were funded by CBS to benefit the Palmerston Community in January 2024. To date CBS has committed \$197,570 to support activities and events which benefit the Palmerston Community. 86% of the total budget for CBS in 2023/24 has now been allocated. The following provides an overview of CBS activity in January 2024:

### Sponsorship

No sponsorship was awarded during this reporting period.

### Grants

No Grants were awarded during this reporting period.

### Annual School Awards

No Annual School Award Donations were awarded this reporting period, noting it was the school holiday period.

### Environmental Initiative Grants

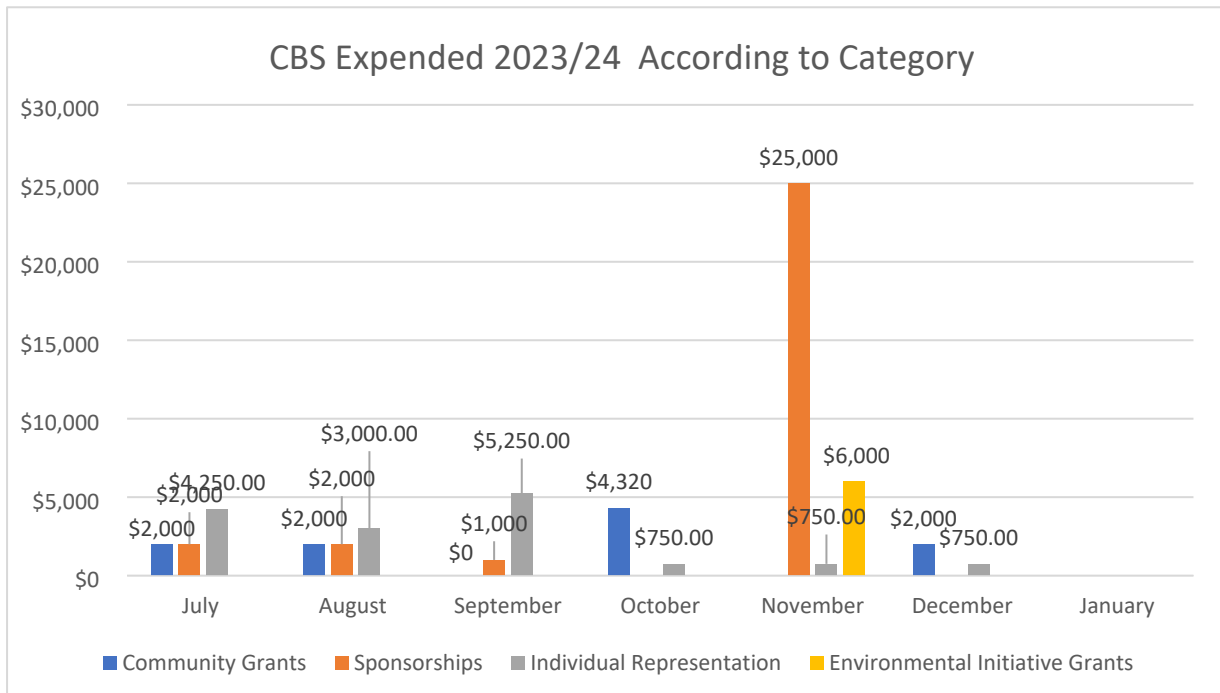
No Environmental Initiative Grants were awarded this reporting period.

### Individual Representation Support

No individual representation support grants were awarded this reporting period.

As a result of annual holidays, January is typically a quiet period for the Community Benefit Scheme. During this time, Officers provided support to community groups interested in submitting applications.

The graph below entitled 2023/24 Expended Community Benefit Scheme, shows expenditure from July to January in Community Grants, Sponsorships, Individual Representation Support Grant, and Environmental Initiatives. Further to this Table labelled Committed Multiyear Sponsorships Agreements details receipts of multiyear agreements. A detailed list of all funds expended is included as **Attachment 13.2.1.1**.



#### Committed Multiyear Sponsorship Agreements

Applicants Name	2021/22	2022/23	2023/24	2024/25	2025/26
Palmerston and Litchfield Seniors			\$20,000 Annually		
Clubhouse Territory			\$10,000 Annually		
Palmerston Netball			\$10,000 Annually		
Palmerston Rovers Football Club			\$10,000 Annually		
Palmerston Saints Hockey Club			\$1,500 Annually		
Palmerston Magpies Football Club			\$10,000 Annually		
RSPCA			\$10,000 Annually		
Palmerston Golf and Country Club			\$30,000 Annually		
Palmerston Rugby Union Club			\$5,000 Annually		
Riding for the Disabled Top End			\$20,000 Yr 1, \$15,000 Yr 2 & 3		
Northern Sharks Rugby League Club			\$10,000 Annually		
Palmerston Boxing Club			\$5,000 Annually		
<b>Total 2023/24</b>					<b>141,500</b>

#### CONSULTATION PROCESS

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

#### POLICY IMPLICATIONS

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.

Council Policy - Grants, Donations and Sponsorships is under review and will be presented to Council for consideration and adoption in the coming months.

## **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.

\$197,570 has been expended for projects from the CBS budget which will benefit the Palmerston community, with \$32,430 remaining in the Community Benefit Scheme 2023/24 budget. In addition, \$6,000 has been expended for Environmental Initiatives with \$14,000 remaining as per **Attachment 13.2.1.1**.

There is \$141,500 in multi-year agreements in 2023/24, with \$121,500 already committed for 2024/25.

Given the recent comparatively high demand for applications, the Community Benefit Scheme budget is anticipated to be fully expended in the coming month and future submissions to Council will provide alternative funding options. Consideration and adjustments will also occur at Budget Quarterly reviews as required. In addition to this the future budget will need to be considered. The CBS framework is being reviewed ahead of the new financial year.

## **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 with \$6,000 expended and \$14,000 remaining. Discussions are being held with a local Palmerston business who has expressed interest in submitting a Grant application in March.

## **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 January 2024 (2) [**13.2.1.1** - 5 pages]

# COUNCIL AGENDA Attachment 13.2.1.1

## Grants, Donations and Sponsorship Recipients January 2024.

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
30/10/2023	Arafura Music Collective	Connecting Community Through Music	Community	\$4320
	Palmerston Boxing Club	Member Management System	Community	\$2000
<b>Total</b>				\$10,320
<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

## COUNCIL AGENDA Attachment 13.2.1.1

2/07/2023	Under 18	NT Titans Rugby Southern States	\$250
17/07/2023	Under 18	Southern States Rugby U16 Basketball	\$250
2/07/2023	Under 18	Southern States Rugby	\$250
4/07/2023	Under 18	SSA Touch Footbal U15 Links NT	\$250
17/07/2023	Under 18	Links NT Netballll	\$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

## COUNCIL AGENDA Attachment 13.2.1.1

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
12/10/2023	U'18	Aust All Schools Athletics Championship	\$250
21/11/2023	U'18	South Queensland Basketball Tour	\$250
21/11/2023	U'18	Disneyland Dance Tour	\$250
21/11/2023	U'18	Disneyland Dance Tour	\$250
21/11/2023	U'18	Greg Norman Golf Tournament	\$250
12/12/2023	U'18	Evolution Dance competition	\$250
12/12/2023	U'18	Evolution Dance Competition	\$250
18/12/2023	U'18	All Australian Athletics	\$250
30/11/2023	U'18	JL Swish Tour	\$250
<b>Total</b>			<b>\$14,750</b>
<b>Multiyear Sponsorship Agreements</b>			
19/04/2022	Clubhouse Territory	Multiyear agreement	\$10,000
6/07/2022	Palmerston Netball	Multiyear agreement	\$10,000
4/05/2021	Palmerston and Litchfield Seniors	Multiyear agreement	\$20,000
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

## COUNCIL AGENDA Attachment 13.2.1.1

5/9/2023	Northern Sharks Rugby League Football Club	Multiyear agreement	\$10,000
12/12/2023	Palmerston Boxing Club	Multiyear agreement	\$5,000
<b>Total</b>			<b>\$141,500</b>
<b>Sponsorship</b>			
25/07/2023	Forrest Parade Primary School	Forrest Farmers Fair	\$2,000
31/8/2023	Two-Two-One Mental Health Charity	Mental Health Professionals Conference	\$2000
21/9/2023	Australian Institute of Planning	Northern Territory Symposium	\$1000
7/11/2023	Darwin Symphony Orchestra	Family Proms Concert Series	\$25,000
<b>Total</b>			<b>\$30,000</b>
<b>Annual School Awards</b>			
	Driver Primary School	Annual School Awards	\$100
	Mother Teresa Catholic Primary	Annual School Awards	\$100
	Moulden Primary School	Annual School Awards	\$100
	Palmerston Christian School	Annual School Awards	\$100
	Palmerston College	Annual School Awards	\$100
	Roseberry Primary School	Annual School Awards	\$100
	Forrest Parade School	Annual School Awards	\$100
	Bakewell Primary School	Annual School Awards	\$100
	Gray Primary School	Annual School Awards	\$100
	Zuccoli Primary School	Annual School Awards	\$100

# COUNCIL AGENDA Attachment 13.2.1.1

			Total	\$1,000
<b>Environmental Initiative Grants</b>				
21/7/2023	Landcare NT	Local Flora, Fauna, and Biodiversity Education sessions		\$6000
			<b>Total</b>	\$6000
<b>Community Benefit Scheme</b>				\$197,570
<b>Total Environment Initiatives</b>				\$6,000
<b>Total</b>				<b>\$203,570</b>
<b>Amount Remaining CBS</b>				\$32,430
<b>Amount Remaining Environmental Initiatives</b>				\$14,000

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Communications Strategy Update
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Communications Manager, Becky Saywell
<b>APPROVER:</b>	Deputy Chief Executive Officer, Amelia Vellar

### COMMUNITY PLAN

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

### PURPOSE

This Report provides Council with an update on the implementation of the Communications Strategy.

### KEY MESSAGES

- The Communications Strategy was developed in 2022 to align with City of Palmerston's vision of *A Place for People*, where 'Communication' sits as one of the most important services that Council delivers to the community.
- Council adopted the Communications Strategy in July 2022, which outlined what, how, why, and to whom our information is communicated.
- City of Palmerston has made significant contributions towards providing relevant, accurate, timely, engaging and reliable communication to our community as well as meeting the legislative requirements for Local Government since implementation.
- This report provides Council with an update on activities since the adoption of the Strategy and upcoming projects and activities pertaining to it.

### RECOMMENDATION

THAT Report entitled Communications Strategy Update be received and noted.

### BACKGROUND

The Communications Strategy (Strategy) was developed to align with City of Palmerston's vision of *A Place for People*, where 'Communication' sits as one of the most important services that Council delivers to the community. The Strategy acts as an overarching framework, aligning to other strategies and frameworks, meeting the objectives of the Community Plan, and plays an important role in fostering effective communication between the organisation and the community. It outlines, the who, what, how and why and to whom we communicate. As well as the key objectives, target audiences, communication channels, and evaluation mechanisms we use. This framework provides clear strategic direction for the communication and marketing campaigns that are delivered throughout the year.

At the 2<sup>nd</sup> Ordinary Council Meeting of 19 July 2022 Council made the following decisions:

**13.1.2 Communications Strategy Consultation Outcomes**

1. THAT Report Number 10/444 entitled *Communications Strategy Consultation Outcomes* be received and noted.
2. THAT Council adopts the *Communications Strategy*, as presented as Attachment 13.1.2.1 to report entitled *Communications Strategy Consultation Outcomes*

*CARRIED 10/444 - 19/07/2022*

This report provides Council with an update on activities since the adoption of the Strategy and upcoming projects and activities pertaining to it.

**DISCUSSION**

Key performance indicators (KPI) were integrated into the Communication strategy, serving as a reference point for progress. The results obtained from the last two Community Satisfaction Surveys (CSS) and earned media reports highlight the increase in scores, indicating the strategic communications are strong. Given the dynamic industry and evolving landscapes, ongoing improvements and adaptability will be essential for continuous improvement to achieve the overall goal of *A Place for People*.

KPI	Measurement/Quality assurance	2021/22	2022/23
Governance	Community survey sentiment score	6.56	6.7
Share of voice	Organic media exposure (media monitoring)	N/A (invalid reporting)	181 (earned media pieces*)
Brand Awareness	Community survey score	44%	48.43%
Established presence	Community survey awareness score	6.82 (overall Council performance)	6.91 (overall Council performance)

\* Earned media pieces is content that your brand has no control over. It includes any content relating to your business that you haven't paid for or created yourself.

The Strategy's objectives are clearly defined and align with the six objectives in the Community Plan. The plan also identifies the importance of obtaining an established presence and share of voice within the local media landscape and improving awareness and participation in City of Palmerston initiatives. The Strategy considers and supports other strategies including the Inclusive, Diverse and Accessible (IDA) Policy Framework and the Sustainability Strategy.

Prioritising the outcomes of the community plan and continuing to adapt and improve is of high importance to achieve the overall vision of *A Place for People*. The marketing and communications strategies will adapt and align to evolving preferences of the Palmerston community to achieve this. Please refer to **attachment 13.2.2.1** action list which outlines the plan for the next 12 months.

The Communications Strategy (**Attachment 13.2.2.2**) remains relevant at this current time.

*A Place for People*

Upon the delivery of the following initiatives, the strategy will then require a revision.

- Community Engagement Strategy
- Community Consultation Policy
- Website redevelopment
- Brand and Style guide

## **CONSULTATION PROCESS**

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

- Executive Manager, People and Customer
- Executive Leadership Team

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

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

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

This Report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to be trusted as a Council  
Context: Achieving credibility & trust with majority of those within and external to the City.

## **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. 2240215 comms action plan [13.2.2.1 - 3 pages]
2. 20220817 Communication Strategy Final [13.2.2.2 - 5 pages]

**Communications Strategy- Action Plan**

BUSINESS OBJECTIVES (Community Plan Core Outcome)	ACTION 2023	FUTURE ACTIONS 2024/2025
Family and community	<p>Established an overarching events campaign design (FUN. NEAR. YOU) to elevate promotions to the community for community events and programs resulting in over 70k more people attending events run at Council facilities. By establishing consistent marketing collateral, residents will be able to identify a council delivered program/event.</p> <p>Shifting creative design to focus on community by using real imagery to showcase council activities.</p>	<p>Continue to create visually appealing marketing collateral that represents the Palmerston community and work towards improving reach and awareness through strategic approaches.</p>
Vibrant Economy	<p>Established relationships with local suppliers and vendors at events to share communications across social media platforms.</p> <p>Awareness of Councils slogan 'A place for people' as per the Community Satisfaction Survey (CSS), achieved a score of 46%.</p>	<p>Assist in the development of a dedicated local economic development webpage.</p> <p>Support the local economic development team to deliver any communication collateral required.</p>
Cultural diversity	<p>Implemented a quality assurance program for improved accessibility on the website.</p> <p>Ensured that information is available in different formats for the community including digitally, print and across a variety of platforms including radio, TV, social media, posters, and display.</p> <p>Readspeaker is available on City of Palmerston's website (this is a text to voice application).</p>	<p>Working with the community development team to understand the needs of the community more and produce information in formats that can be consumed by all of the community.</p> <p>City of Palmerston has a quality assurance program which monitors the accessibility of the website. The program will be relied upon to ensure continual improvements to adhere to the IDA actions.</p>
Future focused	<p>Delivered City of Palmerston app on both Android and Google play. The app provides information at hand, particularly relating to waste management, reporting issues, and latest news.</p>	<p>The app will continue to develop to improve useability.</p> <p>A website redevelopment will be completed in the 2024/25 financial year to improve useability, accessibility, and overall experience.</p>

# COUNCIL AGENDA

## Attachment 13.2.2.1

		Improved and effective marketing tactics will be investigated to continually improve community awareness and engagement.
Environmental sustainability	<p>Reduced the amount of printed collateral through identifying distribution strategies.</p> <p>Introduced the use of generic messaging to produce more longer term displays such as highway banners, Aframe signs, and signage on buildings to be able to be reused into the future.</p> <p>Promoted various environmental initiatives such as tree planting, recycling week, prescribed burns, less waste talks, and the home composting rebate program.</p>	<p>Continue to work towards the actions of the Sustainability strategy.</p> <p>Look at ways to improve communicating environmental initiatives to improve recycling and education in waste management.</p>
Governance	<p>Implemented an appropriate record keeping system for social media.</p> <p>Implemented a social media strategy, social media policy and reviewed the media policy.</p> <p>According to the 2023 CSS, the community is reporting an increase in <i>“opportunity to comment on Council’s decision making and interact with Council”</i>. This could be a result from improving community consultations by ensuring we are providing a number of opportunities, and a variety of ways residents and stakeholders can provide feedback.</p>	Continue to work towards always improving Councils’ reputation and trust of the community
<b>MEDIA OBJECTIVES</b>		
Share of voice	<p>There were 26 media releases sent out in the 12months from the strategy implementation with approximately 181 pieces of earned media across radio, television, and print.</p> <p>At least 35 media interviews occurred (scheduled and unscheduled).</p> <p>Earned a front-page placement for Palmerston’s Youth Festival on NT News.</p>	Continue to engage with media on positive news stories to gain an increase in earned media to reduce marketing spend.

# COUNCIL AGENDA

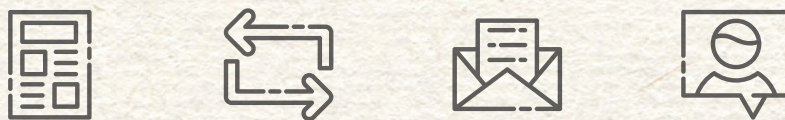
## Attachment 13.2.2.1

Established presence	<p>Increased score in the CSS for awareness of Council's slogan of 'A place for people' by 4.82% from the previous year and the highest score of brand awareness in the past 5 years.</p> <p>Strong branding recognition for the Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) construction.</p> <p>If looking at an established presence from Council across all areas, overall performance, as indicated in the 2023 CSS of 6.91, is the second highest score since 2012.</p>	Deliver a stronger brand and style guide and begin implementation towards consistency across all communications.
<b>MARKETING OBJECTIVES</b>		
Residential awareness	<p>There has been an increase in followers across City of Palmerston's Facebook page by 6.5% (from 16,350 to 17,428).</p> <p>City of Palmerston's website page was viewed over 400k times.</p> <p>Results from the CSS indicate Council are communicating with residents via preferred platforms which includes website, social media, newsletters and emailed messages (in order). The biggest gap between current and preferred channels is social media and email.</p>	This information allows us to refine our marketing strategies, ensuring that they resonate with the local community and drive successful outcomes. Understanding the data and preferences of the community, will allow us to improve engagement to maximise the impact of communications.
Community participation	There were four major community consultations since implementation which included the social media strategy and the creative industries plan.	<p>The community consultation policy will be reviewed to consider new and innovative ways to engage with the community.</p> <p>High level internal procedures will be implemented towards the delivery of a strong community consultation strategy.</p> <p>Internal staff training will occur to improve delivery and considerations will be made towards inclusive and accessible consultation methods as per the IDA recommendations.</p>

city of  
**PALMERSTON**  
*'A Place for People'*



# COMMUNICATIONS STRATEGY



## ACKNOWLEDGEMENT OF COUNTRY

Council respectfully acknowledges the traditional owners of the land on which we meet - the Larrakia People - and pay respect to their elders, past, present and future.

City of Palmerston is committed to embracing diversity and eliminating all forms of discrimination within its facilities and welcomes all people regardless of sexual orientation, gender identity, ethnicity and/or faith.



## SCOPE

Communications is an essential service of City of Palmerston and what connects Council and the community. The information available to the public must be relevant, accurate, timely, engaging and reliable as well as meet legal and governance obligations. Council needs to ensure they are proactively engaging with the community in a transparent way to achieve 'A Place for People'.

## OBJECTIVES

Business	Media	Marketing
Family and community	Share of voice	Residential awareness
Vibrant Economy	Established presence	Community participation
Cultural diversity		
Future Focused		
Environmental sustainability		
Governance		

The communication strategy entails how our messaging is delivered across the community with consideration of people from a wide demographics, cultures and abilities, whilst supporting a vibrant economy with an environmental and future focussed goal. This means a strategic approach is required in all marketing and communication plans, as well as ensuring Palmerston establishes a positive presence in the public media environment to promote the liveability of the community.

## WHO?

The main and most important audience is the Palmerston Community, which is approximately 39,000 people. This is our target market, particularly when communicating an important occurrence that may directly affect them. For example, rate notices, dog registrations or rubbish collection. We also need to ensure they are aware of all the services available to them through Council including programs, grants, events and support.

Council also needs to consider three other important target markets, potential visitors, potential residents and potential businesses, which should all have a positive impact on economic growth.

As a growing and developing city, these audiences are considered in our strategic communications plans.



## WHAT?

The information that is communicated to the community, stems from the actions set out in the municipal plan. This makes up the 'what'. These actions align with the core outcomes of the community plan which are;



### FAMILY AND COMMUNITY:

Palmerston is a safe and family friendly community where everyone belongs



### VIBRANT ECONOMY:

Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and to grow



### CULTURAL DIVERSITY:

In Palmerston we celebrate our cultures in a way that values our diversity.



### FUTURE FOCUSED:

Palmerston is an innovative city that sustains itself through the challenges of the future



### ENVIRONMENTAL SUSTAINABILITY:

Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability



### GOVERNANCE:

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

#### Types of communication include:

Marketing campaigns, community consultation, public relations, newsletters, articles, creative designs, images, brand and logos, directional or informational signage, tenders, notices, speeches, emergency communication, publications and video production.

## HOW?

How Council communicates information is dependent on a few variables. Who is the audience and where do they get their information from (ie. print, social media, outdoor display etc). It will also depend on what Council wants to achieve from it.



### COMMUNICATION PLATFORMS THAT COUNCIL USE:

- Website
- Out of home displays (digital display board, signage, bus advertising, highway banners)
- Social media (Instagram, Facebook and LinkedIn)
- Broadcast (Television)
- Radio
- Digital display
- Print



### LOOK AND FEEL

- Fun – stand out – recognisable
- Complementary
- Strong brand awareness
- Clear information
- Educate
- Professional



### CONSISTENT AND RELIABLE INFORMATION

- Regular website updates
- Frequent social media posting
- Engagement with community (Community consultation & community sentiment survey)
- Positive presence in the media environment

Council will be looking at alternate ways to achieve continuously high standards of communication and awareness to the community through the identified platforms.

#### Diverse and accessible communication:

In conjunction with the release of the Inclusive, Diverse and Accessible Policy Framework, Council will consider inclusive ways to communicate to those of diverse abilities and backgrounds where possible.

## WHY?

Council communicates to inform, educate, provide opportunity, acknowledge and to support.

All pieces of communication are strategically aligned in achieving Council's overall vision of 'A Place for People' and delivering on its missions and values. This is the why. City of Palmerston are delivering these messages to the community to achieve our overall vision.



Our commitment to the community is to ensure we deliver

- genuine community communication
- a recognised and trusted brand
- effective communications
- innovative digital experience
- promoting our city

## KEY PERFORMANCE INDICATORS AND QUALITY ASSURANCE METHODS

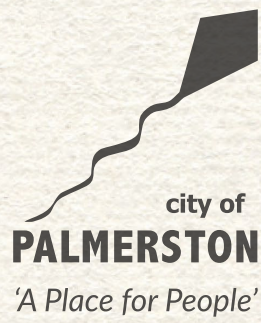
As a key commitment to the community, it's important that Council continuously evaluates performance to ensure we are delivering and improving. It is also vital that we put some quality assurance parameters in place so that our communication can be easily interpreted and meets the overall content quality by our diverse audiences.

KPI	Measurement/Quality assurance
Governance	Community survey sentiment score
Share of voice	Organic media exposure
Brand Awareness	Community Survey score
Established presence	Community survey awareness score

## FUTURE FOCUS

Council will remain agile as we deliver a strategic communication strategy. The industry is dynamic and it's important that City of Palmerston remain relevant. As a result of this, the Communications strategy will be reviewed on a regular basis ensure we continue to increase awareness and engagement of the Palmerston community and potential broader audiences.





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## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Financial Report for the Month of January 2024
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Finance Manager, Jeffrey Guilas
<b>APPROVER:</b>	General Manager Finance and Governance, Wati Kerta

### COMMUNITY PLAN

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

### PURPOSE

The purpose of the Report is to present to Council the Financial Report for January 2024.

### KEY MESSAGES

- This report presents the January 2024 financial report and is representative of the year-to-date income and expenditure as at 31 January 2024.
- The financial health check ratios indicate that overall, the Council is in a positive financial position and tracking well to budget.
- Total operating income is at 97% of the annual budget, mainly due to rates levied in July 2023.
- Capital expenditure is at 57% of the \$26.9 million annual budget mainly due to Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) contributing \$13 million for this financial year.
- As at 31 January 2024, the total cash investment was \$29.6 million, which includes \$11.6 million in term deposits in various banking institutions with less than 12 months of maturity and \$18 million on call with National Australian Bank.
- In the month of January 2024, \$1.3 million (71%) of the \$1.9 million total creditor payments were paid to local suppliers.
- The Council is compliant with its statutory obligations such as Pay as You Go Withholdings, Goods and Services Tax, and Superannuation Guarantee reporting.
- There were no contract variations during January 2024 that met the criteria under Regulation 42.

### RECOMMENDATION

THAT Report entitled Financial Report for the Month of January 2024 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 January 2024.
- The forecast amount is the year-to-date budget (YTD budget). The YTD budget was cash-flowed evenly over 12 months except for rates which were fully cash-flowed in July 2023 and certain other 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 a traffic-light reporting system highlighting the current health status and areas of interest to Council. Further details are then reported in the body of the report.
- Financial reports are included at **Attachment 13.2.3.2** presenting the financial position of Council as at 31 January 2024, noting that the 2022-23 financial year adjustments are finalised, and the opening balance sheet accounts are correct.

## DISCUSSION

### Financial Health

- The financial health check ratios provide the Council with a quick snapshot of the Council's financial position.
- The January 2024 ratios are benchmarked against the forecast ratios as per the Municipal Plan. If the ratio indicates that Council is not on target, a detailed explanation is provided. The ratios show Council's ability to monitor the cashflows (in and out) and ensure that Council has sufficient cash to cover its obligations.
- The operating surplus ratio of 51% is high due to the \$33.3 million rates and charges revenue recognised for the entire year that was levied in July 2023. This ratio will decline in the coming months.
- The debt service ratio of 84.7 indicates we have the capacity to meet our loan obligations. This ratio is high due to the high operating surplus.
- As at 31 January, a total of \$27.4 million (82%) of the \$33.3 million in rates and charges had been collected. The third rates instalment was due on 30 January 2024, and the final rates instalment is due on 30 March 2024.
- The current ratio of 2.68 as at 31 January 2024 is below our KPI, however it is still a strong result and shows that the Council has enough resources to meet its short-term obligations.

### Operating Overview

The dashboard provides an overview of Council's operating income and expenditure for 2023-24 as at 31 January 2024. Refer **Attachment 13.2.3.1**.

- Total Operating Income as at 31 January is \$36.1 million, which is 97% of the Annual Budget. This is due to rates and waste charges for 2023-24 levied as at July 2023 and recognition of operating grants income until 31 January 2024.
- Total Operating Expenditure as at 31 January is \$24.2 million, which is 53% of the Annual Budget. This is mainly due to the following:
  - \$6.7 million Employee Costs
  - \$6.6 million Depreciation, amortization, and impairment
  - \$5.4 million Materials and Contractors
  - \$0.7 million Insurance
  - \$1.2 million Utilities
  - \$1.3 million Other Expenses such as program running cost and training costs.

- \$0.9 million Professional services such as Belgravia management fees, Building revaluation, Community Satisfaction Survey, Management fee for Odegaard.
- Total actual Operating Expenditure is below the forecast for January by \$3.1 million. The underspend is due to a combination of the following:
  - employee expenses are underspent due to current vacant Full-Time Equivalent (FTE) positions for (\$0.4 million).
  - materials and contractors are underspent by \$2.0 million mainly due to pending approvals and project delays due to the wet season.
  - Professional service is underspent by \$0.2 million and other expense is underspent by \$0.2 million due to advertising costs and program running costs for events that will be run towards the end of the financial year.

### 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 \$26.97 million which consists of \$7.84 million from original budget plus \$19.12 million from the 2022-23 First Budget Review.

The pie chart in the dashboard as per **Attachment 13.2.3.1** shows that out of the \$26.97 million capital expenditure budget, the actual capital expenditure is \$15.3 million which is 57% of the budget. This expenditure mostly relates to \$13.0 million Swimming, Wellness, Events, Leisure and Lifestyle (SWELL) expenditure, \$0.5 million in SWELL Secondary Space Upgrade, \$0.45 million in Open Space, \$0.35 million in Roads & Transport, \$0.15 million in Recreation Centre, \$0.29 million in Fleet and \$0.20 million for the Durack Heights Community Centre.

The cashflow forecast of the capital expenditure was calculated on a 1/12<sup>th</sup> monthly basis, this did not consider the seasonal nature of construction. On top of the \$15.3 million actual expenditure there is a further \$1.9 million in commitments, contracts awarded with works commenced or about to commence. A review of capital works program, a review of procurement activity and prioritisation of projects is currently being undertaken to ensure the delivery of critical community infrastructure.

### 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	\$4.10M	\$0.90M

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	
Fiber sense (Smart Technology Project)	\$0.50M	\$0.50M	
Lake Areator Project	\$0.10M	\$0.10M	
<b>Total</b>	<b>\$9.37M</b>	<b>\$6.69M</b>	<b>\$2.68M</b>

- 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.
- Some of the income has not been recognised due to the requirement of project completion and final acquittal reports. As at 31 January 2024, \$6.7 million of grant revenue has met the grant agreement obligations and has been recognised as income.

### Investments

Trading Account: \$14.7 million, Professional Fund: \$3.2 million

Investments: \$11.6 million

Year to Date interest revenue: \$0.79 million

Cash at Bank and Investments				
Duration	No.	(Million)\$ Value	% of total Portfolio	Limit
On-call	2	\$1.5M	13%	NA
<12months	6	\$10.1M	87%	100%
<b>Total</b>	<b>8</b>	<b>\$11.6M</b>	<b>100%</b>	

The investment portfolio is compliant with the Council Investments Policy.

- As at 31 January 2024, the Council held \$11.6 million in term deposits across three financial institutions.
- Cash held by Council in the National Australia Bank (NAB) Trading account as at 31 January 2024 was \$14.7 million.
- Cash held by Council in the NAB Professional account as at 31 January 2024 was \$3.2 million, earning interest of 4.45%. Placing funds in this account provides Council with the ability to earn comparatively high interest rates while having ready access to funds as required.
- 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 \$11.9 million in Receivables, majority of which relates to the 2023-24 rates and waste charges levied.

### Rates

The Dashboard at **Attachment 13.2.3.1** shows the 2023-24 Rates and Waste Charges issued and collected. In July 2023, \$33.3 million rates and charges were levied for 2023-24 with the first instalments due on 30 September 2023, the second instalment due on 30 November 2023 and the third instalment was due on 30 January 2024. The remaining amount is due as per the quarterly instalments on the 30 March 2024. If the third instalment is not paid by 30 January, the whole amount becomes due and payable.

- As at 31 January 2024, Council has received \$27.4 million of rates payments. This is equivalent to 82% of the total rates and charges levied.

- The rates received in advance balance of \$0.88 million is accounted for in the balance sheet as a liability as it is refundable.
- The fourth instalment for the 2023-24 Rates levy is due on 30 March 2024.
- The outstanding rate and charges debt is \$3.9 million which includes overdue rates debt from prior years of \$1.1 million and \$2.8 million for the current financial year.
- For the 2023-24 year, any unpaid rates are now overdue if the ratepayer missed the payment of an instalment.
- Council may place an overriding statutory charge on the property where rates have been outstanding for at least 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 relate to the 2018-19 financial year and prior.
- There are 20 ratepayers that have approved financial hardship applications for the 2023-24 financial year.

### Infringements

- Total infringements outstanding is \$71,645 as at 31 January 2024; this consists of Animals (\$58,994), Public Place (\$2,714), and Parking (\$9,937).
- 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 2023 to January 2024.

### Sundry Debtors

Sundry debtor as at 31 January 2024 is \$0.63 million as presented in **Attachment 13.2.3.2**. This balance relates mostly to the Department of Infrastructure, Planning and Logistic (DIPL) (\$0.25 million), (\$0.14million) for Developer fund deposit and fee from Urbex also (\$0.18million) from Costojic Pty Ltd and invoices raised for upgrades and additional bins FY23-24. More details are in section 2.4 Debtor Control Account.

### Trade Creditors Paid

Total payments to creditors as at 31 January 2023 amounted to \$1.9 million, of which \$1.3 million (71%) were paid to local suppliers.

Most of the payments made during January 2024 relate to the Australian Taxation Office (\$0.2 million), Cleanaway (\$0.2 million), Veolia (\$0.2 million), Quick Super (\$0.18 million), and Top End Sounds (\$0.13 million).

### Borrowings

Total external borrowings of \$5.91 million is made up of the following:

#### Archer Land Fill Rehabilitation loan

The original value of the loan was \$1.96 million with the balance as at 31 January 2024 being \$0.97 million. The interest rate is fixed at 2.78% for the duration of the loan and is paid on a quarterly basis. This loan is for 8 years and is due to conclude on 30 June 2027.

#### SWELL loan

The \$5 million approved loan for the SWELL project was drawn down during December 2023 and has a balance of \$4.94 million. The interest rate is at 5.5075% variable. The next repricing of this variable rate is due on 28 March 2024.

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### Other Compliance matters

- Council is compliant with payment and reporting of all tax liabilities as outlined below:
  - Council has paid \$1.91 million in Pay-As-You-Go (PAYG) tax. Council pays the PAYG Withholding tax to the Australian Taxation Office on a fortnightly basis.
  - The Business Activity Statement (BAS) balance for the month ended 31 December 2023 reported during January 2024 as a Goods Services Tax Refund of \$0.51 million. The January 2024 BAS will be finalised during February 2024.
- 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.	Nil
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.	Nil
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%.	Nil

### CONSULTATION PROCESS

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

- Finance team
- Governance team

### POLICY IMPLICATIONS

There are no policy implications for this Report.

### BUDGET AND RESOURCE IMPLICATIONS

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

### RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

### 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.



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## **ATTACHMENTS**

1. Dashboard [**13.2.3.1** - 1 page]
2. Financial Results January 2024 [**13.2.3.2** - 23 pages]

# COUNCIL AGENDA Attachment 13.2.3.1





# Financial Management Reports

January 2024

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

# TABLE OF CONTENTS

January 2024

<b>SECTION 1 – EXECUTIVE SUMMARY</b>	1.1	Certification by Chief Executive Officer
<b>SECTION 2 – FINANCIAL RESULTS</b>	1.2	Executive Summary
	1.3	Budget Summary by Directorates
	1.4	Capital Expenditure & Funding
	2.1	Balance Sheet
	2.2	Reserve Balance
	2.3	Investments Management Report
	2.4	Debtor Control Accounts
	2.5	Creditor Accounts Paid
	2.6	Creditor Accounts Outstanding
	2.7	Commercial Leases
	2.8	Council Loans
	2.9	Elected Member Expenses
	2.10	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 January 2024 best reflects the financial affairs of the Council.



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Luccio Franco Cercarelli  
Chief Executive Officer

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

1.2 - Executive Summary as at 31 January 2024

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Income						
Rates	25,806,363	25,661,917	99%	25,781,363	100%	
Charge	7,534,269	7,648,889	102%	7,534,269	102%	
Fees & Charges	933,318	712,710	76%	598,656	119%	1
Grants, Subsidies & Contributions	1,325,864	985,072	74%	863,703	114%	2
Interest & Investment Revenue	1,671,202	1,036,901	62%	984,316	105%	
Other Income	15,785	29,647	188%	8,694	341%	3
<b>Operating Income</b>	<b>37,286,801</b>	<b>36,075,137</b>	<b>97%</b>	<b>35,771,000</b>	<b>101%</b>	
Operating Expenditure						
Employee Costs	-12,207,233	-6,730,156	55%	-7,118,281	95%	4
Materials & Contractors	-12,615,298	-5,434,677	43%	-7,430,993	73%	5
Depreciation, Amortisation & Impairment	-11,270,000	-6,574,167	58%	-6,571,537	100%	
Elected Members Allowances	-428,200	-198,615	46%	-251,351	79%	6
Elected Members Expenses	-39,745	-24,540	62%	-23,289	105%	
Professional Services	-2,004,589	-957,116	48%	-1,169,355	82%	7
Auditor's Remuneration	-39,848	-40,190	101%	-23,245	173%	8
Bad and Doubtful Debts	0	0	0%	0	0%	
Utilities	-2,332,117	-1,221,490	52%	-1,359,857	90%	
Legal Expenses	-315,700	-207,145	66%	-167,786	123%	10
Telephone & Other Communication Charges	-264,456	-210,080	79%	-184,266	114%	
Donations, Sponsorships & Grants	-255,000	-56,184	22%	-148,717	38%	9
Software, Hardware, Stationery, Subscriptions	-1,061,090	-505,146	48%	-624,451	81%	9
Insurance	-615,083	-714,313	116%	-598,201	119%	11
Borrowing Costs	-179,477	-50,082	28%	-134,608	37%	12
Other Expenses	-2,177,335	-1,277,232	59%	-1,447,475	88%	8
<b>Operating Expenditure</b>	<b>-45,805,171</b>	<b>-24,201,130</b>	<b>53%</b>	<b>-27,253,413</b>	<b>89%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-8,518,370</b>	<b>11,874,007</b>		<b>8,517,588</b>		
Capital Income						
Net gain (loss) on disposal or revaluation of assets	299,737	67,955	23%	174,777	39%	13
Developer Contributions	200,000	102,315	51%	116,620	88%	14
Asset Income	3,000,000	0	0%	0	0%	13
Grants received	9,498,744	6,655,103	70%	8,655,031	77%	15
<b>Capital Income</b>	<b>12,998,481</b>	<b>6,825,373</b>	<b>53%</b>	<b>8,946,428</b>	<b>76%</b>	
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>4,480,111</b>	<b>18,699,380</b>		<b>17,464,015</b>		
Capital Expenditure						
Land Purchase	0	0	0%	0	0%	
Asset Purchase	-3,459,387	-1,350,823	39%	-2,017,976	67%	
Asset Upgrade	-23,512,067	-13,978,118	59%	-17,861,163	78%	
<b>Capital Expenditure</b>	<b>-26,971,454</b>	<b>-15,328,941</b>	<b>57%</b>	<b>-19,879,138</b>	<b>77%</b>	16
Less Non-Cash Expenditure	-11,270,000	-6,574,167	58%	-6,571,537	100%	
Plus Gifted Assets	3,000,000	0	0%	0	0%	
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-14,221,343</b>	<b>9,944,606</b>		<b>4,156,414</b>		
Borrowings	5,000,000	5,000,000	100%	5,000,000	100%	
Less Repayment of Borrowings	-517,000	-147,268	28%	-419,000	35%	12
Reserve Movement	9,738,343	-3,258,100	0	9,492,955	0	
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>11,539,238</b>		<b>18,230,368</b>		

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

1.2 - Executive Summary as at 31 January 2024

Description	Annual Budget \$	YTD Actual \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
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Notes

1. Received higher dog registration fees, development fees, facility hire fees, and library services fees than what was estimated for the period.
2. Annual library grant received from NTG was higher than budgeted and the Youth Festival grant has met recognition requirements and is now included in Grant income.
3. \$26k has been received for the year as at 31 January 2024.
4. Actual employee expenditure for the period is lower than budgeted due to a number of vacant position.
5. Actual expenditure for materials and contractors is lower than budget due to invoices waiting on approval and projects delayed due to
6. The elected member expenses are lower than budgeted due to the timing of when Professional development costs are claimed by members.
7. The underspend in Professional fees relates to the timing of major events with more events being planned between March and June.
8. The variance in the projected year-to-date Budget is due to timing.
9. The actual expense for donations, sponsorships and grants is lower than budget due to the timing of when actual Invoices and/or grant applications are received. The majority of expenditure in this area will be incurred in the second half of the financial year.
10. Legal costs are higher than budgeted and will be monitored to ensure that there is adequate budget as required.
11. Insurance costs are higher than budgeted partly due to timing of the payment of invoices as well as the increase in insurance costs. All insurance has been paid for the 2023-24 financial year.
12. Borrowing costs are lower than budgeted partly due to the timing of the SWELL loan which was not drawn down until December 2023.
13. Asset revaluations and the recognition of gifted assets is undertaken in the later part of the financial year.
14. This variance is due to timing. Income on subdivisional work for Zuccoli Village Phase 3.8 has been recognised with the rest of the subdivision to be recognised once the clearance is received.
15. Grants that have met the recognition criteria have been recorded as income with the remaining grants received being recognised within the grants liability.
16. The variance in Capital expenditure relates to the timing of projects and is being reviewed.



Approved by: Financial Controller

## Section 2 Financial Results

1.3 - Budget Summary Report By Directorate as at 31 January 2024  
% of year passed 58%

### Operating Income

Description	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
Office of the CEO	372,615	12,350	3%	217,359	6%	1
<b>Office of the Chief Executive</b>	<b>372,615</b>	<b>12,350</b>	<b>3%</b>	<b>217,359</b>	<b>6%</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	41,233	59%	40,527	102%	
Financial Services	1,126,042	692,979	62%	665,722	104%	
Rates	25,942,030	25,763,945	99%	25,863,030	100%	
<b>Finance &amp; Governance</b>	<b>27,137,546</b>	<b>26,498,157</b>	<b>98%</b>	<b>26,569,278</b>	<b>100%</b>	
Community & Culture						
Diversity and Inclusion Activities	0	10,000	0%	0	0%	2
Events Promotion	3,000	11,034	368%	1,278	864%	2
Health and Wellbeing Services	2,785	0	0%	1,114	0%	
Library Services	667,844	724,133	108%	389,576	186%	2
Senior Citizens	2,048	2,000	98%	2,048	98%	
Youth Services	300,000	178,182	59%	175,000	102%	
Animal Management	359,000	278,235	78%	264,066	105%	
Parking & Other Ranger Services	104,000	20,150	19%	60,234	33%	3
<b>Community &amp; Culture</b>	<b>1,438,677</b>	<b>1,223,734</b>	<b>85%</b>	<b>893,316</b>	<b>137%</b>	
Infrastructure						
Civic Centre	140,000	94,222	67%	81,667	115%	4
Driver Resource Centre	0	136	0%	0	0%	
Gray Community Hall	10,000	11,693	117%	5,833	200%	5
Private Works	43,333	26,908	62%	23,333	115%	6
Recreation Centre	12,000	12,138	101%	7,000	173%	5
Roads & Transport	-47,799	32,022	-67%	567,726	6%	
Subdivisional Works	100,000	163,054	163%	58,333	280%	7
Waste Management	7,534,269	7,677,181	102%	7,534,269	102%	
Odegaard Drive Investment Property	446,160	265,116	59%	260,260	102%	
Durack Heights Community Centre	0	91	0%	0	0%	
Goyder Square	100,000	58,334	58%	58,333	100%	
<b>Infrastructure</b>	<b>8,337,963</b>	<b>8,340,895</b>	<b>100%</b>	<b>8,596,755</b>	<b>97%</b>	
	<b>37,286,801</b>	<b>36,075,137</b>	<b>97%</b>	<b>36,276,708</b>	<b>99%</b>	

#### Notes

- The variance in budgeted revenue for the period relates to timing.
- Actual grant funding received was higher than budgeted.
- The dog registrations and renewals are higher than what was projected for the period.
- The variance is due to lower fines being issued.
- Rental income is higher than budgeted.
- The facility bookings have exceeded budget estimates.
- The variance is due to higher income received for permit works and other licences for the period.
- Higher developer subdivision income was received for the period than projected.

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at 31 January 2024  
% of year passed 58%

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	-234,094	50%	-274,640	85%	1
Office of the CEO	-1,252,641	-520,399	42%	-731,298	71%	2
<b>Office of the Chief Executive</b>	<b>-1,720,586</b>	<b>-754,493</b>	<b>44%</b>	<b>-1,005,938</b>	<b>75%</b>	
<b>Deputy Chief Executive</b>						
Deputy Chief Executive Officer	-479,735	-347,833	73%	-279,733	124%	3
Customer Experience	-359,974	-188,856	52%	-209,901	90%	2
People and Customer	-1,069,464	-760,288	71%	-623,820	122%	4
Public Relations and Communications	-896,801	-531,554	59%	-525,235	101%	
<b>Deputy Chief Executive</b>	<b>-2,805,974</b>	<b>-1,828,531</b>	<b>65%</b>	<b>-1,638,689</b>	<b>112%</b>	
<b>Finance &amp; Governance</b>						
GM Finance & Governance	-518,046	-347,984	67%	-301,400	115%	
Records Management	-399,642	-195,435	49%	-233,216	84%	2
Financial Services	-12,762,086	-7,542,012	59%	-7,456,376	101%	
Rates	-95,700	-17,914	19%	-41,670	43%	5
Governance	-1,258,293	-1,094,393	87%	-973,399	112%	6
<b>Finance &amp; Governance</b>	<b>-15,033,767</b>	<b>-9,197,737</b>	<b>61%</b>	<b>-9,006,061</b>	<b>102%</b>	
<b>Community &amp; Culture</b>						
Arts & Culture	-80,547	-16,159	20%	-62,648	26%	7
Community Development	-1,151,306	-626,001	54%	-671,033	93%	8
Diversity and Inclusion Activities	-36,000	-21,290	59%	-28,000	76%	7
Events Promotion	-533,510	-373,133	70%	-413,449	90%	8
Families & Children	-47,679	-22,880	48%	-31,156	73%	9
Health and Wellbeing Services	-42,000	-17,216	41%	-32,662	53%	9
Library Services	-1,513,946	-846,117	56%	-914,589	93%	2
Senior Citizens	-6,656	-3,894	59%	-5,177	75%	
Youth Services	-417,019	-237,291	57%	-278,010	85%	
Director Community & Culture	-566,470	-168,305	30%	-330,309	51%	2
Safe Communities	-20,000	-8,946	45%	-15,554	58%	9
Animal Management	-166,161	-42,373	26%	-105,925	40%	9
Parking & Other Ranger Services	-1,021,889	-618,224	60%	-594,623	104%	
<b>Community &amp; Culture</b>	<b>-5,603,183</b>	<b>-3,001,829</b>	<b>54%</b>	<b>-3,483,135</b>	<b>86%</b>	
<b>Infrastructure</b>						
Information Technology	-1,879,370	-956,350	51%	-1,133,574	84%	10
Aquatic Centre	-661,924	-176,445	27%	-402,328	44%	11
Civic Centre	-265,173	-129,979	49%	-159,610	81%	12
Depot	-74,377	-41,410	56%	-42,254	98%	
Driver Resource Centre	-24,173	-12,649	52%	-13,733	92%	
Emergency Operations	-10,557	-6,766	64%	-6,156	110%	
Gray Community Hall	-66,929	-51,864	77%	-40,594	128%	13
Director Infrastructure	-802,929	-531,057	66%	-468,394	113%	14
Open Space	-5,406,321	-2,009,456	37%	-3,167,549	63%	15
Private Works	-105,776	-59,862	57%	-61,678	97%	
Recreation Centre	-292,965	-201,117	69%	-172,890	116%	16
Roads & Transport	-1,732,365	-760,693	44%	-1,015,199	75%	15
Stormwater Infrastructure	-169,268	-55,967	33%	-98,000	57%	15

Section 2

Financial Results

1.3 - Budget Summary Report By Directorate as at 31 January 2024  
% of year passed 58%

Operating Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Street Lighting	-1,161,005	-555,461	48%	-676,625	82%	15
Subdivisional Works	-20,000	-11,503	58%	-11,662	99%	
Waste Management	-7,296,038	-3,507,777	48%	-4,256,554	82%	15
Odegaard Drive Investment Property	-127,007	-74,496	59%	-74,275	100%	
Durack Heights Community Centre	-33,053	-30,645	93%	-18,850	163%	17
CBD Car Parking	-63,351	-35,752	56%	-38,094	94%	
Goyder Square	-228,028	-125,058	55%	-132,652	94%	
Fleet	-221,052	-84,595	38%	-128,919	66%	18
<b>Infrastructure</b>	<b>-20,641,661</b>	<b>-9,418,901</b>	<b>46%</b>	<b>-12,119,590</b>	<b>78%</b>	
	<b>-45,805,171</b>	<b>-24,201,491</b>	<b>53%</b>	<b>-27,253,413</b>	<b>89%</b>	

Notes

1. The underspend in Elected member payment is due to the timing of the payments.
2. The variance is due to vacant positions that are currently being filled.
3. Employee costs are higher in this area but offset in underspends in other areas.
4. The variance is due to advertising costs related to recruitment and external consultant hire.
5. The variance is due to debt recovery costs not incurred.
6. Insurance costs are higher than budgeted partly due to timing of the payment of invoices as well as the increase in insurance costs. All insurance has been paid
7. The underspend is due to fewer programs being run during this period but this is projected to pick up in the second half of the year.
8. The underspend is mainly due to vacant positions and few programs being run during this period.
9. The variance to budget is due to timing and is expected to be fully expended by the end of the financial year.
10. The variance to budget is mainly due to vacant positions and lesser expense on software licenses.
11. Utilities cost and contractor payments are lower than budgeted during the period but are expected to pick up now that SWELL is open.
12. The variance to budget is due to less building maintenance being undertaken.
13. The overspend compared to budget estimate is a result of repairs and maintenance being undertaken to repair damage caused by anti-social behaviour.
14. The overspend compared to budget is mainly due to annual leave and sick leave taken during the period.
15. The underspend is due to the timing of the projects which is expected to meet budget expectations at the end of the financial year.
16. The overspend is due to water charges for the May and June 2023 period not being received until the current financial year.
17. The overspend is due to higher cleaning costs than budget.
18. The variance to budget is due to vehicle registration cost yet to be recognised and lower than budgeted repair and maintenance costs.

Section 2  
Financial Results

1.4 - Budget Summary Report By Directorate as at  
Capital Income

31 January 2024

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	
Office of the Chief Executive						
Councillors	0	0	0%	0	0%	
<b>Office of the CEO</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
<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						
Deputy Chief Executive Officer	0	0	0%	0	0%	
Customer Experience	0	0	0%	0	0%	
People and Customer	0	0	0%	0	0%	
Public Relations and	0	0	0%	0	0%	
<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	0	0	0%	0	0%	
Records Management	0	0	0%	0	0%	
Financial Services	3,000,000	0	0%	0	0%	1
Rates	0	0	0%	0	0%	
Governance	0	0	0%	0	0%	
<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	9,600	9%	110,300	9%	2
<b>Community &amp; Culture</b>	<b>158,485</b>	<b>9,600</b>	<b>6%</b>	<b>158,485</b>	<b>6%</b>	
Infrastructure						
Information Technology	350,366	0	0%	350,366	0%	3
Aquatic Centre	5,527,936	5,519,114	100%	5,444,556	101%	
Director Infrastructure	978,365	455,743	47%	806,648	56%	2
Open Space	620,465	294,905	48%	412,015	72%	2
Roads & Transport	1,018,418	100,086	10%	742,477	13%	2
Street Lighting	319,967	0	0%	215,742	0%	2
Subdivisional Works	200,000	102,315	51%	116,620	88%	4
Waste Management	374,743	73,523	20%	374,743	20%	
Durack Heights Community	150,000	202,132	135%	150,000	135%	2
Fleet	299,737	67,955	23%	174,777	39%	5
<b>Infrastructure</b>	<b>9,839,996</b>	<b>6,815,773</b>	<b>69%</b>	<b>8,787,943</b>	<b>78%</b>	<b>6</b>
	<b>12,998,481</b>	<b>6,825,373</b>	<b>53%</b>	<b>8,946,428</b>	<b>76%</b>	

Notes

1. The capital income for gifted assets is recognised at the end of the financial year.
2. This capital income relates to capital projects rolled-over to the current year, (Decision No.10/987). Income has not yet been fully recognised due to requirement of project completion and final acquittal report.
3. The procurement process for the Fibresense Technology has commenced. Expenditure are yet to be incurred.
4. Income on subdivisional work for Zuccoli Village Phase 3.8 has been recognised. The rest of the subdivision income will be recognised once the clearance is received.
5. Income derived from the sale of the aged fleet.
6. Income has not been recognised due to project completion requirements and final acquittal report.

Section 2

Financial Results

1.4 - Budget Summary Report By Directorate as at 31 January 2024

% of year passed 58%

Capital Expenditure

	Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Office of the Chief Executive						
<b>Office of the Chief Executive</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Deputy Chief Executive						
People and Customer	0	-230	0%	0	0%	
Public Relations and Communications	0	0	0%	0	0%	
<b>Deputy Chief Executive</b>	<b>0</b>	<b>-230</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	
Finance & Governance						
	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	
Community & Culture						
Arts & Culture	-231,601	-10,694	5%	-135,100	8%	1
Library Services	-188,894	-922	0%	-110,188	1%	1
Animal Management	-110,300	-9,600	9%	-64,342	15%	1
<b>Community &amp; Culture</b>	<b>-530,795</b>	<b>-21,216</b>	<b>0</b>	<b>-309,630</b>	<b>7%</b>	
Infrastructure						
Information Technology	-1,831,298	-116,477	6%	-1,068,257	11%	1
Aquatic Centre	-12,443,939	-12,985,578	104%	-14,517,929	89%	
Civic Centre	-56,320	0	0%	-32,853	0%	1
Depot	-151,146	-35,717	24%	-88,168	41%	1
Driver Resource Centre	-194,940	-37,109	19%	-113,715	33%	1
Director Infrastructure	-2,111,797	-531,811	25%	-1,231,881	43%	1
Open Space	-3,283,825	-452,276	14%	-1,915,565	24%	1
Recreation Centre	-156,972	-152,267	97%	-91,567	166%	3
Roads & Transport	-3,025,399	-351,298	12%	-1,764,816	20%	4
Stormwater Infrastructure	-184,320	0	0%	-107,520	0%	4
Street Lighting	-780,469	-75,343	10%	-455,274	17%	4
Subdivisional Works	-100,000	0	0%	-58,333	0%	1
Waste Management	-1,502,927	-73,523	5%	-876,708	8%	1
Durack Heights Community Centre	-222,150	-202,132	91%	-129,587	156%	2
Fleet	-395,158	-293,967	74%	-230,509	128%	
<b>Infrastructure</b>	<b>-26,440,660</b>	<b>-15,307,495</b>	<b>58%</b>	<b>-19,569,508</b>	<b>78%</b>	
	<b>-26,971,454</b>	<b>-15,328,940</b>	<b>57%</b>	<b>-19,879,139</b>	<b>77%</b>	

Note

1. The variance is due to projects that are yet to start or have just started.
2. The variance is due to aircon maintenance work at Durack Community Center, but the budget was cash-flowed evenly over 12 months.
3. Project is completed and invoice has been received. The variance is due to cashflowing the budget equally over 12 months. This will even out at the end of the year.
4. The variance is due to the timing of the projects. Further work is expected between April to June.

## Section 2 Financial Results

### 1.4 - Capital Expenditure & Funding

<b>CAPITAL EXPENDITURE</b>	Annual Budget	Actuals
Land & Buildings	\$20,540,371	\$14,307,398
Other Assets (including furniture & office equip)	\$1,217,000	\$98,948
Fleet	\$395,158	\$293,967
Infrastructure (including roads, footpaths, park furniture)	\$4,818,925	\$628,628
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$26,971,454</b>	<b>\$15,328,941</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>		
Operating Income	\$2,734,367	\$ 1,117,002
Capital Grants	\$9,498,744	\$ 6,655,103
Transfers from Cash Reserves	\$9,738,343	\$ 2,556,836
Borrowings	\$5,000,000	\$ 5,000,000
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>\$26,971,454</b>	<b>\$15,328,941</b>

Section 2  
Financial Results

2.1 - Balance Sheet

31 January 2024

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	3,262,101	
Untied Funds	14,712,170	This includes the 5M SWELL draw down in December
Investments		Refer to Note (Investment and Cash in report)
Tied Funds	2,504,315	
Untied Funds	9,111,748	
Receivables	11,913,210	Inclusive of Rates and Charges levied in July 2023
Other	-	
<b>TOTAL CURRENT ASSETS</b>	<b>41,505,772</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>625,329,118</b>	
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Payables	9,473,391	
Unearned Grant Income (AASB1058)	3,801,602	
Borrowings	911,759	
Provisions	1,278,779	
<b>TOTAL CURRENT LIABILITIES</b>	<b>15,465,532</b>	
<b>Non-Current Liabilities:</b>		
Payables	-	
Borrowings	4,937,500	
Provisions	1,807,549	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,745,049</b>	
<b>TOTAL LIABILITIES</b>	<b>22,210,581</b>	
<b>NET ASSETS</b>	<b>603,118,537</b>	
<b>Equity</b>		
Accumulated Surplus	228,836,650	
Profit & Loss - current Year	3,370,078	
Net Reserves	<b>5,182,648</b>	
Working Capital Reserve	5,446,362	
Net Transfers to & from Reserves	- 14,426,859	
Unexpended Grant reserve	2,375,184	
Election Reserve	100,000	
Disaster reserve	500,000	
Unexpended Capital works	6,512,568	
Developer Funded reserve	1,069,011	
Waste Reserve	2,338,544	
Major initiative	1,267,839	
Revaluation reserves	365,729,161	
Council equity interest	603,118,537	
<b>TOTAL EQUITY</b>	<b>603,118,537</b>	

2.2 - 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 \$	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>

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2 Financial Results

### 2.3 Investments Management Report

#### INVESTMENTS REPORT TO COUNCIL AS AT 31 January 2024

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
AMP	S&P A2	\$ 1,043,000.00	5.15%	July 23, 2024	174		
AMP	S&P A2	\$ 1,000,000.00	4.10%	February 8, 2024	8		
AMP	S&P A2	\$ 1,504,315.07	4.80%	April 5, 2024	65		
AMP	S&P A2	\$ 1,000,000.00	5.10%	May 16, 2024	106	\$ 4,547,315.07	39.15%
Commonwealth Bank of Australia	S&P A1+	\$ 3,000,000.00	4.97%	May 23, 2024	113	\$ 3,000,000.00	25.83%
National Australia Bank	S&P A1+	\$ 1,000,000.00	4.95%	May 31, 2024	121		
National Australia Bank	S&P A1+	\$ 1,565,250.00	4.90%	January 25, 2025	360		
National Australia Bank	S&P A1+	\$ 1,503,498.09	5.10%	January 11, 2025	346	\$ 4,068,748.09	35.03%

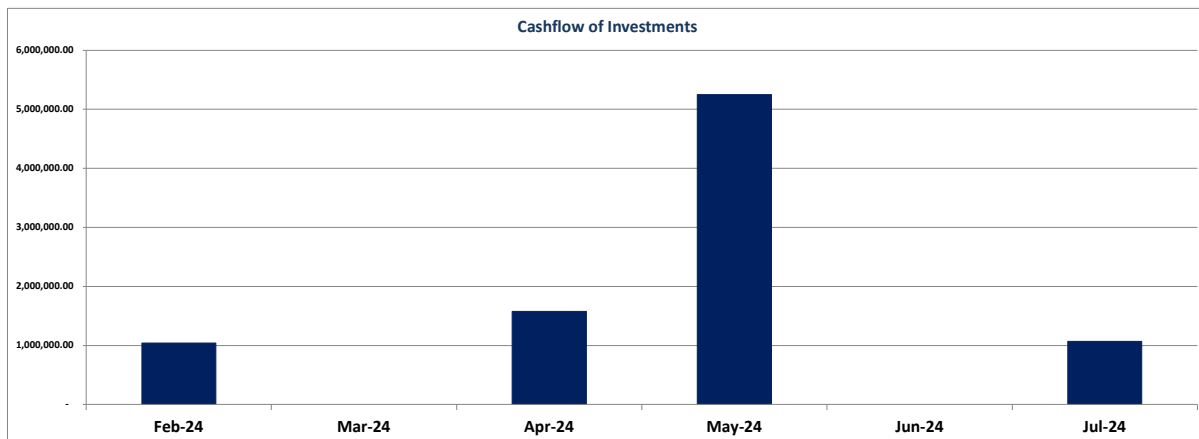
<b>TOTAL SHORT TERM INVESTMENT</b>		\$ 11,616,063.16		<b>Average Days to Maturity</b>	165		100.00%
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<b>% OF TOTAL INVESTMENT PORTFOLIO</b>	<b>A1 &amp; A1+ (max 100%)</b>	60.9%	<b>A2 (max 60%)</b>	39.1%	<b>A3 (max 40%)</b>	0%	100%
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<b>Weighted Average Rate</b>	4.91%	<b>BBSW 90 Day Rate Benchmark</b>	4.3578%
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<b>GENERAL BANK FUNDS</b>	\$ 17,974,270.23	<b>Total Year To Date Budget Investment</b>	-\$ 58,333.33
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<b>TOTAL ALL FUNDS</b>	\$ 29,590,333.39	<b>Total Year to Date Investment Earnings</b>	\$ 479,692.40
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#### PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 4.35%
48 Odegaard Drive, Rosebery	Fair Value	\$ 5,800,000	\$ 227,242	\$ 68,987	\$ 158,255	148,615

Section 2  
Financial Results

2.4 Debtor Control Accounts

31 January 2024

**SUNDRY DEBTORS:**

	<b>BALANCE</b> \$625,322.69 100%	<b>CURRENT</b> \$236,918.87 37.9%	<b>30 DAYS</b> \$190,268.37 30.4%	<b>60 DAYS</b> \$7,964.61 1.27%	<b>90 DAYS &amp; Over</b> \$190,170.84 30.4%
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**RATES:**

REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	Overdue % Of Rates Income
Jan-24	\$3,945,535	\$883,424	11.08%
Jan-23	\$2,209,425	\$764,880	6.49%

TOTAL OVERDUE BY YEAR AND NUMBER OF PROPERTIES	2024	2023	2022	2021	2020	2019	2018	2017
Year	Charged in 2023/2024	Charged in 2022/2023	Charged in 2021/2022	Charged in 2020/2021	Charged in 2019/2020	Charged in 2018/2019	Charged in 2017/2018	Charged in 2016/2017
Overdue Amount	\$2,784,350	\$670,985	\$261,728	\$119,822	\$61,387	\$29,404	\$9,788	\$4,475
Cumulative Number Of Properties	4040	522	200	90	46	24	10	5

**INFRINGEMENTS:**

	Total	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
Animal Infringements	58,994	21,462	21,210	10,762	5,560	0	0
Public Places	2,714	139	1,360	1,080	135	0	0
Parking Infringements	9,937	4,080	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	<u>\$71,645.00</u> 100%	<u>\$25,681.00</u> 36%	<u>\$23,142.00</u> 32%	<u>\$13,967.00</u> 19%	<u>\$6,235.00</u> 9%	<u>\$2,580.00</u> 4%	<u>\$40.00</u> 0%
Number of Infringements	684	269	168	127	50	69	1

# COUNCIL AGENDA Attachment 13.2.3.2

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid January 2024

Creditor Name					Creditor Payment Type	Amount \$
123	Kerry's Automotive Group - KAP Motors Pty Ltd	GENERAL	NT	LOCAL	General Creditors	60,743.91
18	Integrated Land Information System	GENERAL	NT	LOCAL	General Creditors	65.00
2	Australian Taxation Office - PAYG	GENERAL	NT	INTERSTATE	General Creditors	209,347.58
2049	Super Sealing Pty Ltd	GENERAL	NT	LOCAL	General Creditors	29,700.00
2064	Larrakia Nation Aboriginal Corporation	GENERAL	NT	LOCAL	General Creditors	4,169.00
215	Employee Assistance Services NT Inc (EASA)	GENERAL	NT	LOCAL	General Creditors	1,145.50
2199	SBA Office National	GENERAL	NT	LOCAL	General Creditors	1,491.39
253	Territory FM 104.1 Darwin - CDU	GENERAL	NT	LOCAL	General Creditors	1,320.00
256	The Bookshop Darwin	GENERAL	NT	LOCAL	General Creditors	375.13
2587	Top End RACE	GENERAL	NT	LOCAL	General Creditors	15,987.39
272	City Wreckers	GENERAL	NT	LOCAL	General Creditors	462.00
2915	Territory Uniforms	GENERAL	NT	LOCAL	General Creditors	216.57
2977	Optic Security Group NT	GENERAL	NT	LOCAL	General Creditors	1,001.04
3313	Zip Print	GENERAL	NT	LOCAL	General Creditors	192.50
3486	Gold Medal Services (NT) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	1,111.00
36	Darwin Lock & Key	GENERAL	NT	LOCAL	General Creditors	11,010.26
3648	Mobile Locksmiths Australia Pty Ltd	GENERAL	NT	LOCAL	General Creditors	1,452.00
3787	Top End Sounds Pty Ltd T/A Total Event Services	GENERAL	NT	LOCAL	General Creditors	133,494.90
3829	Fairy Jill's Enchanted Entertainment	GENERAL	NT	LOCAL	General Creditors	3,124.00
3879	Litchfield Council	GENERAL	NT	LOCAL	General Creditors	5,356.74
3880	PAWS Darwin Limited	GENERAL	NT	LOCAL	General Creditors	200.00
399	St John Ambulance (NT) Incorporated	GENERAL	NT	LOCAL	General Creditors	95.00
4029	Totally Workwear Palmerston	GENERAL	NT	LOCAL	General Creditors	687.00
4065	Southern Cross Protection Pty Ltd	GENERAL	NT	LOCAL	General Creditors	3,818.06
4190	National Australia Bank	GENERAL	NT	LOCAL	General Creditors	54,195.29
4398	Quality Indoor Plants Hire	GENERAL	NT	LOCAL	General Creditors	1,739.10
4528	Miranda's Armed Security Officers Pty	GENERAL	NT	LOCAL	General Creditors	379.50
4561	Bendesigns	GENERAL	NT	LOCAL	General Creditors	2,693.90
4678	Allabout Party Hire & Events - Darwin Party Hire	GENERAL	NT	LOCAL	General Creditors	1,976.00
4731	Yeni Redding	GENERAL	NT	LOCAL	General Creditors	1,116.50
479	JLT Risk Solutions Pty Ltd	GENERAL	NT	LOCAL	General Creditors	19,919.18
5	Australia Post	GENERAL	NT	LOCAL	General Creditors	10,656.73
5036	Dormakaba Aust P/L T/as Territory Door Services	GENERAL	NT	LOCAL	General Creditors	434.50
5104	JLM Contracting Services Pty Ltd	GENERAL	NT	LOCAL	General Creditors	39,219.47
5131	Core Traffic Control Pty Ltd	GENERAL	NT	LOCAL	General Creditors	8,746.80
5254	True North	GENERAL	NT	LOCAL	General Creditors	2,943.33
5387	Odd Job Bob - Darren John Fillmore	GENERAL	NT	LOCAL	General Creditors	1,294.00
54	Powerwater	UTILITIES	NT	LOCAL	Utilities	16,229.22
5410	Majestix Media Pty Ltd	GENERAL	NT	LOCAL	General Creditors	968.00
5435	Access Hardware (NT) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	926.64
5640	Think Water - Winnellie & Virginia	GENERAL	NT	LOCAL	General Creditors	10,153.57
5651	Minter Ellison Lawyers	GENERAL	NT	LOCAL	General Creditors	20,401.15
5676	Royal Wolf Trading Australia Pty Ltd	GENERAL	NT	LOCAL	General Creditors	230.13
5759	Ward Hancock Music T/A Roots Assembly	GENERAL	NT	LOCAL	General Creditors	1,200.00
617	Barnyard Trading	GENERAL	NT	LOCAL	General Creditors	951.66
639	Cleanaway Pty Ltd.	GENERAL	NT	LOCAL	General Creditors	202,644.52
712	Paradise Landscaping (NT) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	2,159.00
V00120	Royal Life Saving Society (NT)	GENERAL	NT	LOCAL	General Creditors	6,600.00
V00200	Red Earth Automotive Pty Ltd	GENERAL	NT	LOCAL	General Creditors	45,971.23
V00228	Outback Tree Service	GENERAL	NT	LOCAL	General Creditors	18,722.00
V00271	NTIT (Fuji Xerox Business Centre NT)	GENERAL	NT	LOCAL	General Creditors	5,647.55
V00295	Jacana Energy	UTILITIES	NT	LOCAL	Utilities	42,772.73
V00368	iWater NT Pty Ltd	GENERAL	NT	LOCAL	General Creditors	8,712.00
V00399	Palmerston & Regional Basketball Assoc (PARBA)	GENERAL	NT	LOCAL	General Creditors	4,022.10
V00443	Forecast Machinery	GENERAL	NT	LOCAL	General Creditors	221.83
V00542	Industry Health Solutions	GENERAL	NT	LOCAL	General Creditors	627.00
V00582	Ezko Property Services (Aust) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	2,084.50
V00682	Leigh Dyson Plumbing	GENERAL	NT	LOCAL	General Creditors	2,057.00
V00907	Univets Pty Ltd	GENERAL	NT	LOCAL	General Creditors	6,137.00
V00939	Defend Fire Services Pty Ltd	GENERAL	NT	LOCAL	General Creditors	9,957.00
V00964	HD Enterprises Pty Ltd T/a HD Pumps	GENERAL	NT	LOCAL	General Creditors	6,331.60
V01009	Australian Parking and Revenue Control Pty Limited	GENERAL	NT	LOCAL	General Creditors	5,926.77
V01277	Michael Trikilis	GENERAL	NT	LOCAL	General Creditors	2,250.00
V01308	CouncilWise Pty Ltd	GENERAL	NT	LOCAL	General Creditors	45,375.00
V01397	RSPCA Darwin	GENERAL	NT	LOCAL	General Creditors	2,200.00
V01420	CENTRELINK (PAYROLL)	GENERAL	NT	LOCAL	General Creditors	508.10
V01584	Salary Packaging Australia	GENERAL	NT	LOCAL	General Creditors	1,005.94
V01587	Northern Light Pentecostal Church	GENERAL	NT	LOCAL	General Creditors	125.00
V01664	BCA Engineers Pty Ltd	GENERAL	NT	LOCAL	General Creditors	6,655.00
V01691	Blackwoods	GENERAL	NT	LOCAL	General Creditors	20.94
V01810	Jacana Energy - Payroll Deductions	GENERAL	NT	LOCAL	General Creditors	100.00
V01850	Sam Eyles Refrigeration and Air Conditioning P/L	GENERAL	NT	LOCAL	General Creditors	231.63
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	21,388.98
V01904	Veolia Environmental Service (Australia) Pty Ltd	GENERAL	NT	LOCAL	General Creditors	209,775.74
V01906	Darwin Automotive Pty Ltd (Darwin Motor Group)	GENERAL	NT	LOCAL	General Creditors	741.09
V02162	RMI Security - Conigrave Pty Ltd	GENERAL	NT	LOCAL	General Creditors	4,482.85
V02250	Northern Territory Chamber of Commerce	GENERAL	NT	LOCAL	General Creditors	5,995.00
V02316	Danielle Andrews	GENERAL	NT	LOCAL	General Creditors	40.25

## SECTION 2

### Financial Results

#### 2.5 - Creditor Accounts Paid January 2024

Creditor Name				Creditor Payment Type	Amount \$	
V02369	Maher Raunteen Solicitors	GENERAL	NT	LOCAL	General Creditors	4,675.00
V02542	Roadside Services and Solutions Pty Ltd	GENERAL	NT	LOCAL	General Creditors	7,099.54
V02564	United Air Conditioning and Mechanical Services Pt	GENERAL	NT	LOCAL	General Creditors	14,485.10
V02587	Karen Maslin	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	103.10
V03073	Programmed Property Services	GENERAL	NT	LOCAL	General Creditors	753.50
V03480	Baby Ballet Darwin	GENERAL	NT	LOCAL	General Creditors	300.00
V03557	Global Headquarters Pty Ltd	GENERAL	NT	LOCAL	General Creditors	4,268.00
V03609	VTG Waste & Recycling Pty Ltd	GENERAL	NT	LOCAL	General Creditors	22,611.57
V03706	Alfiya Pocock	GENERAL	NT	LOCAL	General Creditors	250.00
V03746	Kim Koole Music	GENERAL	NT	LOCAL	General Creditors	1,500.00
V03834	Tabellarius Pty LTD TA Pack & Send	GENERAL	NT	LOCAL	General Creditors	480.00
V03853	Service Air	GENERAL	NT	LOCAL	General Creditors	5,867.75
V03949	Christie Audio Productions	GENERAL	NT	LOCAL	General Creditors	300.00
V03971	Darwin Catering Company	GENERAL	NT	LOCAL	General Creditors	7,785.00
V03973	AANT Salary Packaging	GENERAL	NT	LOCAL	General Creditors	5,354.29
V04026	Eagle Photography	GENERAL	NT	LOCAL	General Creditors	500.00
V04044	Deaf Connect t/a Deaf Services	GENERAL	NT	LOCAL	General Creditors	1,282.60
V04051	Brent Watkinson	GENERAL	NT	LOCAL	General Creditors	1,760.00
V04172	Charlie Bliss Creative	GENERAL	NT	LOCAL	General Creditors	1,320.00
V04184	Jaimie Hansford	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	530.00
V04197	Daniel Hanna	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04211	Gayle Horne	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	250.00
V04309	Christopher Blackham-Davison	GENERAL	NT	LOCAL	General Creditors	625.00
V04317	Randstad Pty Ltd	GENERAL	NT	LOCAL	General Creditors	24,465.11
V04381	Telstra Limited	GENERAL	NT	LOCAL	General Creditors	15,823.37
V04397	2 Foote Plumbing & Gas	GENERAL	NT	LOCAL	General Creditors	522.85
V04404	Maria Giallouris	GENERAL	NT	LOCAL	General Creditors	101.92
V04531	Mulga Security Pty Ltd	GENERAL	NT	LOCAL	General Creditors	6,083.55
V04604	Stone Monkey Australia	GENERAL	NT	LOCAL	General Creditors	1,124.00
V04632	MITMAT4D	GENERAL	NT	LOCAL	General Creditors	500.00
V04668	Wickie Raie	GENERAL	NT	LOCAL	General Creditors	550.00
V04802	AHG Building Contractors	GENERAL	NT	LOCAL	General Creditors	231.00
V04803	Top End Sounds Pty Ltd T/A Territory Events & Hire	GENERAL	NT	LOCAL	General Creditors	3,595.00
V04823	Early Childhood Australia NT	GENERAL	NT	LOCAL	General Creditors	110.00
V04859	Keegan Group Pty Ltd	GENERAL	NT	LOCAL	General Creditors	4,931.30
V04876	Rachael's Designacake	GENERAL	NT	LOCAL	General Creditors	1,540.00
V04877	TDH Chartered Accountants	GENERAL	NT	LOCAL	General Creditors	13,205.50
V04902	Down Syndrome Association NT	GENERAL	NT	LOCAL	General Creditors	100.00
V04904	Tropical Tree Services Pty Ltd	GENERAL	NT	LOCAL	General Creditors	880.00
V04906	Matthew McNamara	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	3,027.00
V04911	Barry Lacey	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04913	Greg Humphries	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04916	Don Sherratt	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04918	Ben Martin	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04920	Maximise Physiotherapy Clinic	GENERAL	NT	LOCAL	General Creditors	792.00
V04924	Darwin Chorale Inc	GENERAL	NT	LOCAL	General Creditors	825.00
V04925	Anna Rinaldi	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	500.00
V04927	TeamHEALTH	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	125.00
V04928	Ben Thompson	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04929	Eric Ainsworth	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04932	Ella Carling	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
V04935	Samantha and Curtis Bradley	GENERAL	NT	LOCAL	General Creditors	700.00
V04937	Carlo Brizuela	GENERAL	NT	LOCAL	General Creditors	500.00
V04938	Thomas Keyes	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	50.00
V04940	Coffee Farris	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	55.00
V04941	Danielle Sharples	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	125.00
V04944	Living Edge Enterprises Pty Ltd	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	5,948.00
V04945	Maria Baron	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	125.00
V04946	Nicola Cameron	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	43.50
V04949	Richard Currey	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	4,408.75
V04950	Kristy Lee Pratt	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	125.00
V04951	Marcel Roberts	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	700.00
V04955	Adam Falconer	REFUNDREI	NT	LOCAL	Refunds & Reimbursements	51.55
<b>1,866,547.07</b>						
Percentage of this month's payments made to local suppliers (excludes investments placed)		1528807.24	1331870.72		<b>71.4%</b>	
		1,866,547.07	1,866,547.07		<b>81.9056%</b>	

**SECTION 2**

**Financial Results**

**2.6 - Creditor Accounts Outstanding**

Creditor No.	Creditor Name	Amount \$
1607	Sterling NT Pty Ltd	(62,557.46)
2064	Larrakia Nation Aboriginal Corporation	(715.00)
2186	Optus Billing Services Pty Ltd	(570.00)
2199	SBA Office National	(472.01)
256	The Bookshop Darwin	(1,534.02)
2587	Top End RACE	(5,192.86)
272	City Wreckers	(308.00)
2915	Territory Uniforms	(301.92)
2977	Optic Security Group NT	(1,232.00)
3099	Iron Mountain Australia Pty Ltd	(3,492.69)
3313	Zip Print	(3,311.00)
35	WINC Australia Pty Limited	(138.30)
3787	Top End Sounds Pty Ltd T/A Total Event Services	(2,420.00)
4065	Southern Cross Protection Pty Ltd	(82.50)
41	Harvey Distributors	(833.23)
4120	EnvisionWare Pty Ltd	(3,640.95)
4190	National Australia Bank	28,768.97
433	Arafura Wind Ensemble Inc.	(600.00)
4398	Quality Indoor Plants Hire	(400.00)
4528	Miranda's Armed Security Officers Pty	(396.00)
4561	Bendesigns	(1,357.40)
5104	JLM Contracting Services Pty Ltd	(25,056.36)
5387	Odd Job Bob - Darren John Fillmore	(605.00)
54	Powerwater	(36,589.52)
5410	Majestix Media Pty Ltd	(484.00)
59	City of Palmerston-PLEASE PAY CASH	(300.00)
V00250	Ward Keller	(2,222.00)
V00295	Jacana Energy	(1,684.95)
V00318	QuickSuper Clearing House	(129,027.04)
V00332	Stacie Selwood T/a Hyper The Clown	(600.00)
V00368	iWater NT Pty Ltd	(32,521.50)
V00443	Forecast Machinery	(145.20)
V00582	Ezko Property Services (Aust) Pty Ltd	(484.00)
V00607	DKJ projects. architecture Pty Ltd	(4,895.00)
V00682	Leigh Dyson Plumbing	(4,438.50)
V00730	Tip Top Circus Entertainment	(550.00)
V00773	Akron Group NT Pty Ltd	(3,960.00)
V00939	Defend Fire Services Pty Ltd	(469.27)
V00994	Frangipani Farm	(140.00)
V01106	Darwin Toilet Hire	(1,276.00)
V01420	CENTRELINK (PAYROLL)	(254.05)
V01537	Ben's Tree Service Pty Ltd	(990.00)
V01612	News Pty Limited (News Corp Australia)	(9,947.82)
V01619	Merit Partners Pty Ltd	(15,287.01)
V01810	Jacana Energy - Payroll Deductions	(50.00)
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	(9,218.79)
V01890	Cathy Applegate	(2,400.00)

**SECTION 2**

**Financial Results**

**2.6 - Creditor Accounts Outstanding**

<b>Creditor No.</b>	<b>Creditor Name</b>	<b>Amount \$</b>
V01904	Veolia Environmental Service (Australia) Pty Ltd	173.88
V02162	RMI Security - Conigrave Pty Ltd	(16,885.45)
V02198	Total Glass Solutions NT Pty Ltd	(726.00)
V02546	No Problems Just Solutions Pty Ltd T/A Land Surveys	(1,628.00)
V02563	Amcom Pty Ltd Acc no 68842	(2,871.99)
V02954	Darwin Sheetmetal & Laser Cutting Pty Ltd	(4,466.00)
V03200	Fulton Hogan Industries Pty Ltd	(139,420.11)
V03609	VTG Waste & Recycling Pty Ltd	(637.45)
V03853	Service Air	(510.21)
V03976	Luva Cuppa	(250.00)
V04026	Eagle Photography	(525.00)
V04317	Randstad Pty Ltd	(2,766.23)
V04494	Ish Shah	(8.79)
V04498	HCS Constructions NT Pty Ltd	(4,376.44)
V04500	Nerissa Singh	(125.00)
V04531	Mulga Security Pty Ltd	(198.00)
V04650	GC Freestyle Football Show	(1,400.00)
V04769	RV Welding and Fabrication Pty Ltd	(242.00)
V04812	RingCentral Australia Pty Ltd	(3,041.49)
V04859	Keegan Group Pty Ltd	(19,485.13)
V04868	Senversa Pty Ltd	(24,200.00)
V04957	Heaven Samar	(125.00)
V04958	Dayana Caetano	(125.00)

(568,221.79)

Please note that all creditors are outstanding less than 30days

**Please note that the Veolia Environmental Service (Australia) Pty Ltd credit is a payment awaiting an invoice to be matched off in the system.**

**Please note that NAB credit relates to credit card end of Month automatic payments waiting for invoices to be entered after reconciliation are completed.**

# COUNCIL AGENDA Attachment 13.2.3.2

## Section 2

### Financial Results

2.7 - Commercial Leases as at 31 January 2024

#### 2.7 Commercial Leases

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
<b>Income</b>						
Library Services	30,000	15,283	51%	17,500	87%	1
GM Finance & Governance	69,474	41,233	59%	40,527	102%	
Civic Centre	140,000	94,222	67%	81,667	115%	2
<b>Income</b>	<b>239,474</b>	<b>150,738</b>	<b>63%</b>	<b>139,693</b>	<b>108%</b>	
<b>Expenditure</b>						
GM Finance & Governance	-12,463	-8,530	68%	-7,870	108%	1
<b>Expenditure</b>	<b>-12,463</b>	<b>-8,530</b>	<b>68%</b>	<b>-7,870</b>	<b>108%</b>	
<b>Profit/(Loss)</b>	<b>227,011</b>	<b>142,208</b>		<b>131,823</b>		

Notes

1. 10 The Boulevard rent income for January has not been received.
2. The variance is due to higher monthly rental income than what was budgeted.

## Section 2 Financial Results

### 2.8 - Council Loans

31 January 2024

Internal Loan - Making the Switch Balances	
1st Withdrawal June 2019	
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					
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 31/01/2024
2,172,085	-338,971	-168,387	53,187	27,692	2,003,698

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

#### 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 31/01/2024
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.

#### External Loan - SWELL

Loan from NAB	
<b>Total Loan Amount</b>	<b>5,000,000</b>
<b>Loan Balance at 31/12/2023</b>	<b>5,000,000</b>
Expected Loan Repayments for 2023/24	-187,500
<b>Expected Loan Balance as at 30/06/2024</b>	<b>4,812,500</b>

External Loan - SWELL					
Principal as of December 2023	Principal Loan Repayment For 2023/2024	Principal Loan Repayment YTD	Interest for 2023/2024	Interest YTD	Loan balance as of 31/01/2024
5,000,000	-187,500	-62,500	121,734	5,797	4,937,500

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

COUNCIL AGENDA  
Attachment 13.2.3.2

Section 2

Financial Results

2.9 - Elected Member Expenses 31 January 2024

	Revised Annual Budget \$	YTD Actuals \$	% YTD Actuals of Annual Budget	YTD Budget	% YTD Actuals of YTD Budget	Notes
Operating Expenditure						
Superannuation	0	-10,939	0%	0	0%	
Mayoral Allowance	-114,000	-57,467	50.41%	-66,473	86%	
Mayoral Electoral Allowance	-25,000	-4,657	18.63%	-14,578	32%	
Mayoral Professional Dev Allowance	-4,000	0	0.00%	-4,000	0%	
Deputy Mayoral Allowance	-39,200	-19,100	48.72%	-22,858	84%	
Elected Members Councillor Allowances	-132,000	-66,538	50.41%	-76,969	86%	
Elected Members Professional Dev Allowance	-28,000	-2,089	7.46%	-16,327	13%	
Elected Members Meeting Allowance	-70,000	-45,000	64.29%	-40,817	110%	
Information Technology Capital Entitlement	-9,600	-235	2.44%	-5,598	4%	
Communications Entitlement	-6,400	0	0.00%	-3,732	0%	
Acting Mayor Allowance	0	-3,529	0%	0	0%	
Computer Hardware Expensed	0	-665	0%	0	0%	
Stationery & Office Consumables	-516	-61	11.84%	-281	22%	
Printing & Photocopying Costs	-2,062	-1,150	55.77%	-1,342	86%	
Furniture & Equipment expensed	-1,433	-271	18.91%	-829	33%	
Other Sundry Expenses	-7,857	-5,439	69.22%	-4,581	119%	
Food & Catering Costs	-11,085	-4,919	44.38%	-6,464	76%	
Course Seminar & Conference Registration	-10,557	-6,274	59.43%	-6,156	102%	
Air Travel	-3,093	-2,979	96.30%	-1,804	165%	1
Travel Accommodation	-2,111	-1,974	93.51%	-1,231	160%	1
Travel Related Costs Other	-1,031	-809	78.45%	-601	135%	
<b>Operating Expenditure</b>	<b>-467,945</b>	<b>-234,094</b>	<b>50.03%</b>	<b>-274,640</b>	<b>85%</b>	

Note

1. The overspend is due to travel costs. This will balance out over the course of the year.

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

31 January 2024

**2.10 - Elected Members and CEO Credit Card Transactions**

Cardholder Name: Luccio Cercareli  
 Cardholder Position: CEO  
 Period: Jan-24

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
18/01/2024	30.12	City of Darwin	Request for Information Submitted - Fee Payment
<b>Total</b>	<b>30.12</b>		

# COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Remuneration Tribunal Outcome 2024
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

## COMMUNITY PLAN

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

## PURPOSE

This Report provides Council with the outcome of the Northern Territory Remuneration Tribunal review (2024) into allowances for members of Local Councils.

## KEY MESSAGES

- As a result of changes to legislation, the Northern Territory Remuneration Tribunal, commenced inquiries into Local Government Councils and Local Authority Members allowances in 2022.
- The Northern Territory Remuneration Tribunal has undertaken a further review for Local Government allowances in 2024/2025.
- The Remuneration Tribunal met with Council to discuss the review on 21 November 2023.
- City of Palmerston made a submission to the review on 4 December 2023.
- The Tribunal's Report and Determination No. 1 of 2024 – Allowance for Members of Local Authorities was deemed tabled in the Northern Territory Legislative Assembly Sittings on 14 February 2024 (Tabled Paper Number 1076).
- The new allowances come into effect on the 1<sup>st</sup> July 2024.
- This report provides Council with an update on the determination.

## RECOMMENDATION

THAT Report entitled Remuneration Tribunal Outcome 2024 be received and noted.

## BACKGROUND

As a result of changes to legislation being the *Local Government Act NT (2019)* and the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* the Northern Territory Remuneration Tribunal (RT) commenced an inquiry on Local Government Council and Local Authority Members' Allowances.

The Remuneration Tribunal engaged with Council at a Council Meeting on 21 November 2023. This was followed up by a Council submission to the Remuneration Tribunal on the 4 December 2023, **Attachment 13.2.4.1**.

This report updates the Council on the Remuneration Tribunal Determination.

## DISCUSSION

The Tribunal's Report and Determination No. 1 of 2024 – Allowance for Members of Local Authorities was deemed tabled in the Northern Territory Legislative Assembly Sittings on 14 February 2024 (Tabled Paper Number 1076), **Attachment 13.2.4.2**.

The Remuneration Tribunal requested that a copy of the RTD be tabled at the next available Council Meeting. The RTD was also circulated to Elected Members by email on the 15 February 2024.

A comparison of existing and new allowances has been undertaken for City of Palmerston and is provided as **Attachment 13.2.4.3**. It is noted and summarised as follows, with further details can be obtained from within the Determination:

- The Remuneration Tribunal has reviewed the factors that it considers when establishing the various levels of the base allowance. The Tribunal has added total assets and annual financials to these factors. Consequently, the Tribunal has created an additional level within the base so that Palmerston City Council should sit just above Alice Springs and Litchfield Councils but below Darwin Council.
- The Total Claimable Annual Allowance; the following changes have occurred:
  - Mayor increased by 2.28% or \$2,600.
  - Deputy Mayor increases 6.63% or \$2,600.
  - Councillor increased by 11.82% or \$2,600.
- The Tribunal sees the Professional Development Allowance as an all-inclusive allowance covering associated costs up to \$4000 a year.
- The Tribunal has made minor changes in the Determination to ensure that the activity allowance is accessed when attending an approved function of Council.

## Next Steps

The Remuneration Tribunal Determination will apply from the 1 July 2024 for the financial year 2024/2025.

Council will need to incorporate the Remuneration Tribunal Determination into its 2024/2025 draft budget.

## CONSULTATION PROCESS

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

## POLICY IMPLICATIONS

There are no policy implications for this report.

## BUDGET AND RESOURCE IMPLICATIONS

The 2024/2025 draft budget will include funding for the Remuneration Tribunal Determination No. 1 of 2024.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The Remuneration Tribunal Determination is not a challengeable decision.

There is a risk that inadequate allowances for members will result in less candidates or suitable candidates from nominating for council. To mitigate this the Council should continue to advocate for increased appropriate allowances for City of Palmerston members.

*A Place for People*

This Report addresses the following City of Palmerston Strategic Risks:

6. Governance  
Failure to effectively govern.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

## **ATTACHMENTS**

1. 20231204 EXECUTED Ltr to Remuneration Tribunal - Additional Submission to the Remuneration Review [13.2.4.1 - 5 pages]
2. Tabled Paper 1074 - NT Remuneration Tribunal Report on Determination No.1 of 2024 Allowances for Members of Local Councils [13.2.4.2 - 11 pages]
3. 2024 25 NT Remuneration Tribunal Updated Allowances [13.2.4.3 - 1 page]



## OFFICE OF THE MAYOR

ID: 566315 - APB:lc

4 December 2023

Mr Michael Martin OAM  
Chairperson, Remuneration Tribunal  
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DARWIN NT 0801

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Palmerston NT 0831

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Via email: [NTRemunerationTribunal@nt.gov.au](mailto:NTRemunerationTribunal@nt.gov.au)

Dear Mr Martin

### Additional Submission to the Remuneration Review, 2023

The City of Palmerston Council (Council) would like to thank you and Mr Syd Sterling for attending the Council Meeting on 21 November 2023, to discuss our submission with respect to the elected member allowances.

This letter provides additional information to our original submission made on 23 October 2023 and as a result of our discussion at the follow up Council meeting. This additional submission should be considered in conjunction with our previous submission.

Firstly, Council would like to acknowledge that the Remuneration Tribunal (Tribunal) at the meeting indicated a few matters raised are under review, including but not limited to:

#### Clause 4.2 - determination for Extra Meeting /Activity Allowance:

- Removal of words "Normal Business Hours"
- Extending Extra Meeting Allowance to include travel time to professional development, where this requires substantial travel, such as intra and interstate travel to attend professional development and the attendance at any professional development.

Further to our discussion, a summary of several additional significant areas Council considers require closer consideration by the Tribunal relate to:

#### Council Category Classification

It appears that the Tribunal, in its Determination Number 1 of 2023, has categorised that the Palmerston, Alice Springs, and Litchfield Councils are all a similar category and classification in relation to the Councillors' Allowance. However, the Tribunal has determined that there is a difference when considering the Principal and Deputy Principal allowances between these Councils. This initial classification and allowance at Councillor level then also adversely impacts the remuneration of Principal Member and Deputy Principal Member.

There appears to be an inconsistency in this approach. The Council is of a view that when considering a variety of factors relating to the mentioned councils that the Tribunal should in fact consider a differential in how it classifies the councils. We believe that a new group classification should be introduced for Palmerston and Alice Springs.

It is noted that prior to the Tribunal determining remuneration, the councils were categorised differently. Local Government Guideline 2A: Council Member Allowances (23 June 2023) provided for the following categories:



## OFFICE OF THE MAYOR

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(08) 8935 9969

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mayor@palmerston.nt.gov.au

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<b>Category 1:</b>	City of Darwin
<b>Category 2:</b>	Alice Springs Town Council City of Palmerston
<b>Category 3:</b>	Katherine Town Council Litchfield Council Barkly Regional Council Central Desert Regional Council East Arnhem Regional Council MacDonnell Regional Council
	Roper Gulf Regional Council Tiwi Islands Regional Council Victoria Daly Regional Council West Arnhem Regional Council West Daly Regional Council
<b>Category 4:</b>	Belyuen Community Government Council Coomalie Community Government Council Wagait Shire Council

Council urges the Tribunal to reconsider how it has categorised and classified councils to take into consideration factors that influence the responsibilities, complexity, and accountabilities due to a variety of factors including but not limited to:

- Local Government Area
- Population
- Number of Voters
- Nature of Local Government area urban or rural
- Value of budgets and assets
- Number of Elected Members
- Growth rates

Base on the time permitted to provide further input and information available, Council has enclosed with this letter a table outlining some of these differences to highlight why the City of Palmerston and Alice Springs should be considered differently to Litchfield. The information able to be collated clearly indicates a difference in the operations of the councils and therefore the responsibilities, complexities, and associated risks. By way of example Palmerston's operating and capital budgets, population, asset values and number of properties far exceed that of Litchfield, with Alice Springs being closer aligned to Palmerston.

The Council recommends that the Tribunal considers a new category and grouping of councils being Palmerston and Alice Springs, which is reflective of the differences of these councils compared to the others and supported by data and reflected by the categories that the Minister of Local Government had in place previously.

The City of Palmerston would recommend that the allowances for the Principal Member, Deputy Principal Member and Councillors for the City of Palmerston should be in a new group with Alice Springs being below Darwin but above Litchfield. Council further recommends that the Tribunal should consider the above influencing factors and undertakes its own comprehensive review of these. By way of example based on Determination 1 of 2023 and the factors mentioned above, the Council would recommend that the Allowances for City of Palmerston Council should have been more aligned as follows (Table 1):



## OFFICE OF THE MAYOR

**Table 1**

2023-2024	Principal Member (Mayor)	Deputy Principal Member (Deputy Mayor)	Councillor (Elected Member)
Base Allowance	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Deputy Principal Member Allowance	\$ -	\$ 17,200.00	\$ -
Principal Member Allowance	\$ 105,000.00	\$ -	\$ -
Extra Meeting Allowance	\$ -	\$ 10,000.00	\$ 10,000.00
Professional Development Allowance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Total maximum per annum	\$ 134,000.00	\$ 56,200.00	\$ 39,000.00

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In the opinion of the Council, the above allowances are more reflective of the differences between the councils based on allowances for 2023-2024. The average difference between the City of Palmerston and the City of Darwin would be in the order of 16% and the City of Palmerston to Litchfield the average difference is 13%. These figures are commensurate with what the allowances would have been if CPI had been applied in recent years (see below).

It is noted that the vehicle allowance has been excluded as this is optional for the Principal Member.

### Remuneration Value – Increases and CPI

The allowances of members of local government should be reflective of their roles and responsibilities in providing for their community.

Allowances should be also appropriate to ensure that the roles remain attractive to potential candidates and are reflective of the responsibilities, work and risk involved.

Allowance increase should be reflective of national and local economic environment ensuring that they keep pace with economic trends and ensure that Elected Members are appropriately compensated.

The table below shows the average percentage increase to Elected Member Allowances over the last five-year period and that of CPI in the Northern Territory as reported by Deloitte's Access Economics.

Average % Allowance Increase Over Last Five-Year Period	Principal Member (Mayor)	Deputy Principal Member (Deputy Mayor)	Councillor (Elected Member)
CPI - Northern Territory	3.40%	3.40%	3.40%
City of Palmerston	1.16%	5.92%	0.66%
City of Darwin	0.38%	3.95%	-1.48%
Litchfield Council	2.64%	9.06%	3.61%

### CPI Figures from 2019 to 2023

	NT (%)	Aus (%)
2022/23	6.9	7.2
2021/22	4.3	2.9
2020/21	0.4	2.9
2019/20	1.1	1.8
2018/19	1.9	1.9

**\*Source Deloitte Access Economics Economic Briefs**



## OFFICE OF THE MAYOR

If CPI was added to previous allowances year on year, City of Palmerston remuneration would be approximate to those outlined in Table 1.

As is demonstrated above, the City of Palmerston Council increases, in particular for the Mayor and Councillors, has not kept pace with economic pressures, inflation and market salary trends.

It is presented that increases over the last five-year period and the resulting allowances are not in line with CPI and community expectations of other wage increases.

We ask that allowances are adjusted to appropriately recognise the role of councils and to assist in the attraction of quality and community driven candidates for future elections.

Should you wish to discuss our original or this subsequent submission further, I can be contacted on 0421 558 477.

Yours sincerely

**Athina Pascoe-Bell**  
Mayor

Encl: Council Comparison Data Table

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# COUNCIL AGENDA Attachment 13.2.4.1

## Council Comparison Data Table

	City of Palmerston	City of Darwin	Alice Springs Town Council	Litchfield Council	Comments
<b>Annual Budget (as per Municipal Plans)</b>	000	000	000	000	
Operating income	-\$34,596	-\$110,751	-\$36,615	-\$18,082	Figure based on three-year average expect Alice Springs only two years due to available data.
Operating Budget	\$41,684	\$125,982	\$46,000	\$27,237	Figure based on three-year average expect Alice Springs only two years due to available data.
Capital Income	-\$12,365	-\$11,421	Not Available	-\$2,151	Figure based on three-year average expect Alice Springs only two years due to available data.
Capital Expenditure	\$17,866	\$69,710	\$3,938	\$6,525	Figure based on three-year average expect Alice Springs only two years due to available data.
Total Value of PPE Assets and investment property	\$567,681	\$1,234,470	\$433,121	\$374,419	Figure based on three-year average
Equity	\$599,764	\$1,241,311	\$485,807	\$399,591	Figure based on three-year average
<b>Municipality</b>					
Predominate development and asset type	Urban	Urban	Urban	Rural	
No of Rateable Properties	14,837	36,263	Not Available	8,343	
Population size	40,471	84,846	28,922	23,087	
Area size of Municipality	72km <sup>2</sup>	111km <sup>2</sup>	328km <sup>2</sup>	3,100km <sup>2</sup>	
No of Elected Members	8	13	9	7	

ORIGINAL PAPER



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**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL COUNCILS**

**REPORT ON DETERMINATION NO. 1 OF 2024**

**1. INTRODUCTION**

On 6 April 2023, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 18 August 2023, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 26 August 2023, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and 8 meetings were held with Councils and one with Local Government Association of the Northern Territory (LGANT).

The Tribunal received ten submissions from the following Councils as well as LGANT:

- City of Palmerston Council
- Alice Spring Town Council
- MacDonnell Regional Council
- Central Desert Regional Council
- Roper Gulf Regional Council
- East Arnhem Regional Council
- West Arnhem Regional Council
- Victoria Daly Regional Council
- Wagait Shire Council

## **2. VEHICLE ALLOWANCE FOR THE USE OF PRIVATE VEHICLES**

Following the introduction of the vehicle allowances capped at \$5000 per year, the Tribunal received representations from a number of Councils indicating that the cap did not cover the real cost of travel to Council Meetings. The Tribunal accepts that allowances must be fair and equitable, and Councillors should not be out of pocket when attending meetings and activities approved by Council. However, the Tribunal has been hampered by the lack of detail of cost provided from most Regional Councils.

The Tribunal has increased the cap to \$10 000 a year, but Councils need to take into account the cap and ensure that policies and procedures are in place to avoid unnecessary meetings involving travel.

In addition to the lifting of the cap, the Tribunal has made two other changes in the Determination to assist Regional Councillor's travel costs.

Firstly, the Tribunal recognises that many Councillors are required to attend local government authority meetings in their ward. The Tribunal has determined that vehicle allowances paid to attend local authority meetings in their ward will not be included in the cap.

Secondly, the Tribunal determined travel time to and from Council Meetings should be paid and this is addressed in Clause 3 below.

## **3. TRAVEL TIME**

The Tribunal is aware that some regional councillors travel long distances to attend Council Meetings and this travel time is not remunerated. Additionally, some councillors need to take time off work for this travel time. While the councillors are paid an annual allowance, it is not intended to cover loss of wages.

Accordingly, the Tribunal has recognised this situation and has extended the payment of extra activity allowance to cover travel time while travelling to Council Meetings and local authority meetings in the new Determination.

## **4. PROFESSIONAL DEVELOPMENT ALLOWANCE**

The Tribunal noted that the Professional Development Allowance included in the 2023 Determination has been interpreted by many councils to limit payment to cover the registration or attendance fee only of the particular professional development activity. This has resulted in some councillors being out of pocket for associated costs including travel and travel time.

The Tribunal sees the Professional Development Allowance regard as an all-inclusive allowance covering associated costs up to \$4000 a year.

The Tribunal has also raised the Professional Development Allowance for Councillors in Shire Councils to \$4000 each year.

## **5. COUNCILLOR'S ALLOWANCE**

The Tribunal has made two changes to the base councillor's allowance. Firstly, it has reviewed the factors that it considers when establishing the various levels of the base allowance. The Tribunal has added total assets and annual financials to these factors. Consequently, the Tribunal has created an additional level within the base so that Palmerston City Council should sit just above Alice Springs and Litchfield Councils but below Darwin Council.

The Tribunal has also increased the basic allowances paid to every Councillor by 2.5% in recognition of general wage and salary increases across the Territory over the past year.

#### 6. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has made minor changes in the Determination to ensure that the activity allowance is accessed when attending an approved function of Council.

The Tribunal has kept the Allowance at a maximum of \$10 000 following the lack of any evidence showing that this maximum is inadequate for any particular Councillor.

#### 7. RESETTLEMENT ALLOWANCE

The Tribunal received representation from a number of Councils regarding a resettlement allowance for Mayors when they leave office.

The submissions indicated that the mayoral role was the single source of income for many mayors, therefore financial hardship was a possible outcome when the mayor departs the role.

Similar representation was made in relation to councillors including those that have been suspended without notice.

These issues may be considered in any future Remuneration Tribunal's Inquiry.

#### 8. SUPERANNUATION

A number councils raised the issue of superannuation; however, the AMSORE Act specifically excludes the Remuneration Tribunal's consideration.

#### 9. FUTURE INQUIRIES


This is the second inquiry into Members of Local Government Council Allowances by the Tribunal and it has been useful for the Tribunal to address some factors that were outstanding from 2022 Inquiry.

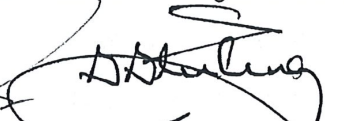
The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced with face-to-face meetings with some Councils outside of Darwin. An Inquiry in 2025 will also allow Councils and Councillors to raise any issues that have resulted from the first two Determinations.

The Tribunal would appreciate feedback from Councils as to the adequacy of allowances mentioned in the Determination.

#### 10. APPENDIX A

Appendix A provides a comparison between existing and new allowances.

  
Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal

  
The Hon Syd Stirling AM  
Member  
Remuneration Tribunal

  
Mr Gary Higgins  
Member  
Remuneration Tribunal

Dated 29 January 2024

APPENDIX A to the Report

**Comparison of Existing Allowances with New Allowances**

**Municipal and Regional Councils**

ALLOWANCE COUNCIL	CURRENT	NEW
<b>Councillors</b> Katherine & Regional	\$20,000	\$20,500
Alice Springs	\$22,000	\$22,550
Palmerston	\$22,000	\$24,600
Litchfield	\$22,000	\$22,550
Darwin	\$31,000	\$31,775

**Mayor Total Allowance**

Katherine & Regional	\$102,000	\$102,500
Litchfield	\$105,000	\$105,550
Alice Springs	\$111,000	\$111,550
Palmerston	\$114,000	\$116,600
Darwin	\$158,200	\$158,975

**Deputy Mayor Total allowance**

Katherine & Regional	\$36,000	\$36,500
Litchfield	\$38,000	\$38,550
Alice Springs	\$38,500	\$39,050
Palmerston	\$39,200	\$41,800
Darwin	\$54,800	\$55,575

**Shire Councils**

Councillors	Belyuen	up to	\$5,000	\$5,125
	Coomalie		\$7,000	\$7,175
	Wagait	up to	\$5,000	\$5,125
Mayor	Belyuen		\$25,000 up to	\$25,125
	Coomalie		\$30 000	\$30 175
	Wagait		\$10,000 up to	\$25,125



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL GOVERNMENT COUNCILS**

**DETERMINATION NO. 1 OF 2024**

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

**1. DEFINITIONS**

**Municipal Councils are the following:**

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

**Regional Councils are the following:**

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

**Shire Councils are the following:**

- Belyuen;
- Coomalie; and
- Wagait.

**New Councils:** any other Councils newly constituted by the Minister for Local Government in 2024.

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
  - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
  - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is a member of a Local Council:

## 2. ALLOWANCES

The following annual allowances will apply from 1 July 2024 and will be paid fortnightly or monthly:

### COUNCILLORS' ALLOWANCE

Darwin	\$31,775
Palmerston	\$24,600
Alice Springs	\$22,550
Litchfield	\$22,550
Other Municipal and Regional	\$20,500

### Shire Councils

Coomalie	\$7,175
Belyuen	\$5,125
Wagait	\$5,125

### DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

### PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$127,200
Palmerston	\$92,000
Alice Springs	\$89,000
Litchfield	\$83,000
Other Municipal and Regional	\$82,000

**Shire Councils**

Coomalie	\$23,000
Belyuen	up to \$20,000 as approved by Council
Wagait	up to \$20,000 as approved by Council

**3. INCLUSIONS OF ALL ALLOWANCES**

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
  - Including, but not limited to:
    - donations;
    - organization sponsorship;
    - membership fees;
    - patron expenses; and
    - constituent support.

**4. EXTRA MEETING / ACTIVITY ALLOWANCE**

4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$10 000.

4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:
  - up to 2 hours \$200
  - between 2 and 4 hours \$300
  - more than 4 hours \$500 (maximum payable for any one day)

**5. PROFESSIONAL DEVELOPMENT ALLOWANCE**

5.1. Professional Development Allowance is \$4000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.

- 5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

**6. VEHICLE ALLOWANCE**

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
  - (a) exceeds 50kms from home base 100kms return,
  - (b) travel does not occur in a Council supplied and maintained vehicle;
  - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
  - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year and is 85 cents a kilometre in 2023-24.
- 6.3. Vehicle Allowance will be available in the following circumstances:
  - travel to and from statutory Council meetings;
  - travel to and from official Council approved meeting;
  - travel to and from approved functions representing the Principal Member;
  - travel to and from Local Authority Meetings within the ward the Councillor represents.
  - travel to and from all meetings of Council and their committees; and
  - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.
- 6.5. The Vehicle Allowance Cap will not include:
  - travel to and from Local Authorities Meetings within the Ward that the member represents;
  - travel involved with Professional Development activities;

**7. PROVISION OF MOTOR VEHICLE**

- 7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.
- 7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:
- \$25,000 per year for Municipal Principal Members; or
  - \$40,000 per year for Regional Principal Members.
- 7.3 The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

**8. TRAVEL ALLOWANCE**

- 8.1 Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.
- 8.2 The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2023/3 or any subsequent Taxation Determination made in substitution of that Determination.

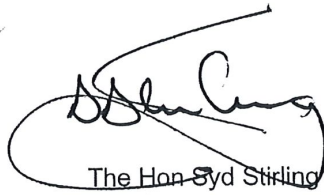
**9. GENERAL**

- 9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
  - from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal

Dated 19 January 2024



The Hon Syd Stirling AM  
Member  
Remuneration Tribunal



Mr Gary Higgins  
Member  
Remuneration Tribunal

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**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL AUTHORITIES**

**REPORT ON DETERMINATION NO. 1 OF 2024**

**1. INTRODUCTION**

On 6 April 2023, pursuant to section 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local authority.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Letters were sent to all Local Government Councils in August 2023 advising them of the Inquiry. The Remuneration Tribunal discussed this Inquiry during meetings with Local Government Councils.

**2. CURRENT SITUATION**

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The allowance for members to attend meetings was increase in the 2023 Inquiry.

The Tribunal considers that the existing allowances are appropriate.

Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal

The Hon Syd Stirling AM  
Member  
Remuneration Tribunal

Mr Gary Higgins  
Member  
Remuneration Tribunal

Dated 20 January 2024



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL AUTHORITIES**

**DETERMINATION NO. 1 OF 2024**

Under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

**1. DEFINITIONS**

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

Financial Year is the period from 1 July to the 30 June.

**2. ALLOWANCES**

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

**ALLOWANCES**

Allowance Description	Mayor (Principal Member)		
	Existing (2023/2024)	Recommendation	% change
Annual Base Allowance	\$ 114,000.00	\$ 116,600.00	2.28%
Professional Development Allowance	\$ 4,000.00	\$ 4,000.00	0.00%
Mayor Vehicle Allowance	\$ 25,000.00	\$ 25,000.00	0.00%
<b>Total Claimable</b>	<b>\$ 143,000.00</b>	<b>\$ 145,600.00</b>	<b>2.28%</b>

*Councill Policy Additions once in term*

Information Technology Capital Entitlement	\$ 1,200.00	\$ 1,200.00	0.00%
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**Deputy Mayor (Deputy Principal Member)**

Allowance Description	Existing (2023/2024)	Recommendation	% change
Annual Base Allowance	\$ 39,200.00	\$ 41,800.00	6.63%
Professional Development Allowance	\$ 4,000.00	\$ 4,000.00	0.00%
Maximum Extra Meeting Allowance	\$ 10,000.00	\$ 10,000.00	0.00%
<b>Total Claimable</b>	<b>\$ 53,200.00</b>	<b>\$ 55,800.00</b>	<b>6.63%</b>

*Councill Policy Additions once in term*

Information Technology Capital Entitlement	\$ 1,200.00	\$ 1,200.00	0.00%
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**Councillor**

Allowance Description	Existing (2023/2024)	Councillor	
		Tribunal Recommendation	% change
Annual Base Allowance	\$ 22,000.00	\$ 24,600.00	11.82%
Professional Development Allowance	\$ 4,000.00	\$ 4,000.00	0.00%
Maximum Extra Meeting Allowance	\$ 10,000.00	\$ 10,000.00	0.00%
<b>Total Claimable</b>	<b>\$ 36,000.00</b>	<b>\$ 38,600.00</b>	<b>11.82%</b>

*Councill Policy Additions once in term*

Information Technology Capital Entitlement	\$ 1,200.00	\$ 1,200.00	0.00%
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## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	NT Public Sector Anti-Corruption Conference 2024
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Chief Executive Officer, Luccio Cercarelli
<b>APPROVER:</b>	Chief Executive Officer, Luccio Cercarelli

### COMMUNITY PLAN

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

### PURPOSE

This Report seeks to inform Council regarding the Australian Public Sector Anti-Corruption Conference (APSACC) in Darwin July 2024.

### KEY MESSAGES

- The City of Palmerston Community Plan identifies that Council is committed to actively pursuing its communities' trust, through being open, accessible, and accountable.
- The Council strives to ensure that it exercises and performs the powers and functions appropriately. Councillors continue to undertake a variety of training and development, both personal and corporate, to ensure this outcome and that they remain contemporary on issues.
- The Australian Public Sector Anti-Corruption Conference (APSACC) will be held in Darwin in July 2024.
- Australia's leading anti-corruption event in 2024 has a theme of Meeting the Integrity Challenge: The Power of Innovation, Diversity, and Collaboration.
- This national conference being held in Darwin provides Councillors with an opportunity to hear and learn from Australian and international anti-corruption experts on risk identification and management, emerging trends, and innovative approaches to combat corruption and heighten workplace integrity systems.
- Costs associated with attendance by Councillors will be borne by City of Palmerston.
- Councillors are encouraged, if able, to attend and to advise the CEO of their request to attend by Friday 29 March 2024 to allow for registrations.

### RECOMMENDATION

THAT Report entitled NT Public Sector Anti-Corruption Conference 2024 be received and noted.

### BACKGROUND

The City of Palmerston (CoP) Community Plan Outcome Six relates to Governance and identifies that Council is committed to actively pursuing its communities' trust, through being open, accessible, and accountable.

The Council strives to ensure that it exercises and performs the powers and functions appropriately. Councillors continue to undertake a variety of training and development, both personal and corporate, to ensure this outcome and that they remain contemporary on issues.

The Independent Commissioner Against Corruption, Northern Territory, is hosting APSACC 2024 in Darwin, Australia.

This presents a unique opportunity for Councillors to attend a leading anti-corruption event in Darwin, to add to the training it has received from agencies such as the Independent Commissioner Against Corruption, Northern Territory.

This report seeks to inform Councillors of the conference and advise should they wish to attend that associated costs will be borne by CoP as part of ongoing training and development.

## **DISCUSSION**

When you look around Australia at the downfall of most councils, it would usually involve some form of inappropriate conduct in relation to the affairs of the council. The examples of inappropriate conduct can include, but not be limited to:

- a breach of the public trust,
- dishonesty,
- inappropriate or substantial mismanagement in the performance of official functions,
- inappropriate conduct in relation to official information,
- inappropriate use of public resources,
- conduct that could impair public confidence (misappropriating or misusing public funds), and
- not behaving in a way that is reasonably expected of a public officer.

Councillors have and continue to receive training to assist with ensuring good governance.

The Australian Public Sector Anti-Corruption Conference (APSACC) will be held in Darwin in July 2024.

Australia's leading anti-corruption event in 2024 has a theme of Meeting the Integrity Challenge: The Power of Innovation, Diversity, and Collaboration.

This National Conference being held in Darwin, provides Councillors with an opportunity to hear and learn from Australian and international anti-corruption experts on risk identification and management, emerging trends, and innovative approaches to combat corruption and heighten workplace integrity systems.

The conference has an optional day of workshops.

The optional workshops date is 29 July 2024 and conference dates are 30 and 31 July 2024 at the Darwin Waterfront Convention Centre.

Further details and programs on the conference can be viewed at <https://www.apsacc.com.au/>.

Correspondence has been received from the Independent Commissioner Against Corruption, Mr Michael Riches, endorsing the conference and encouraging members to attend, **Attachment 13.2.5.1**.

## **CONSULTATION PROCESS**

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

## **POLICY IMPLICATIONS**

There are no policy implications for this Report.

## **BUDGET AND RESOURCE IMPLICATIONS**

Australian Public Sector Anti-Corruption Conference costs are:

- Early Bird (available until 30 April 2024) - \$1,925 inc GST
- Standard - \$2,145 inc GST
- Group registrations of 5 tickets or more will receive 10% off and access to recordings post-conference.

Workshops costs are:

- Half Day Workshop \$495 inc GST
- Full Day Workshop \$895 inc GST

Cost can be accommodated within operational expenses within the adopted Municipal Plan 2023/2024.

Costs to attend this conference will be borne by City of Palmerston as corporate training and development.

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

Failure to act in an appropriate manner and follow governance principles and rules can result in loss of trust by the community, reputation damage and potential legal actions. Appropriate training to improve knowledge and understanding helps mitigate occurrence of issues.

City of Palmerston should ensure that Councillors are trained and informed appropriately to ensure they are able to, and understand how to, discharge their responsibilities.

Councillors have a duty to ensure that they adequately and appropriately discharge their duties.

This Report addresses the following City of Palmerston Strategic Risks:

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

## **SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this Report.

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

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

## **ATTACHMENTS**

1. 2024-02-12 Ltr Riches to CE Os [13.2.5.1 - 5 pages]

**Office of the Independent Commissioner  
Against Corruption (NT)**  
Level 7, 9 Cavenagh Street  
DARWIN CITY NT 0800

**Postal address**  
GPO Box 3750  
DARWIN NT 0801

**T** 08 8999 4015  
**E** [icac.nt@icac.nt.gov.au](mailto:icac.nt@icac.nt.gov.au)

Dear CEO

**RE: Australian Public-Sector Anti-Corruption Conference - 29 to 31 July 2024, Darwin Convention Centre**

I am pleased to attach a preliminary list of speakers and topics for the upcoming Australian Public Sector Anti-Corruption Conference (APSACC), to be held between 29-31 July 2024 at the Darwin Convention Centre. This is Australia's pre-eminent conference about integrity in public administration and this year will be the first time the conference will be delivered outside of the eastern states.

Having this conference in our own back yard presents a rare opportunity for locals to hear from national and international experts on matters of anti-corruption and integrity in public administration. The conference theme is 'meeting the integrity challenge: the power of innovation, diversity and collaboration'. I am sure you will all agree that that is a most pertinent theme to our integrity efforts in the Northern Territory.

To that end, I encourage you to register to attend this important conference, and to support attendance of your relevant staff.

Super early bird specials have expired. However, the super early bird rate will remain open for Northern Territory public officers. That special rate can only be accessed via the link below:

<https://aapevents.eventsair.com/apsacc2024/regseb/Site/Register>.

For those who wish to attend from outside of Darwin, special discounted accommodation rates are available through the registration process.

As part of the program, a number of full day and half-day pre-conference workshops are available.

To register for the conference, and/or for any of the pre-conference workshops, please visit [www.apsacc.com.au](http://www.apsacc.com.au).

Please feel free to contact me directly if you have any questions.

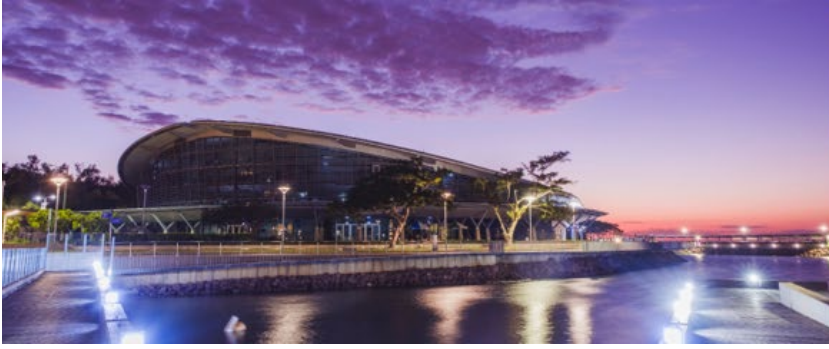
I look forward to seeing you there.

Yours sincerely



Michael Riches  
**Independent Commissioner Against Corruption**

12 February 2024



## APSACC 2024 speakers list

The conference program includes a daily plenary session with the keynote speakers before breaking into 3 concurrent streams.

Each concurrent stream has a range of topics that align with the conference theme of **Meeting the integrity challenge: the power of innovation, diversity and collaboration.**

To register, go to the [Australian Public Sector Anti-Corruption Conference registration page](#).

### Keynote speakers

- Commissioner Brereton, National Anti-Corruption Commission (NACC)
- Professor Paul Heywood, University of Nottingham, UK
- Dr Rachel Bacon, Deputy Commissioner, Australian Public Service Commission, ACT

### Topics and speakers

#### **Focused Police Complaint Pilot: How to achieve quicker complaint response times for vulnerable communities**

- Christine Stafford, A/Director Investigations, Independent Broad-based Anti-corruption Commission (IBAC)

#### **The increasing role for data science and data analytics in preventing and dealing with corruption**

- Queensland Crime and Corruption Commission (CCC)

#### **Public sector research: Best practice approaches to corruption and integrity research**

- National Anti-Corruption Commission (NACC) panel

#### **Oversighting systemic issues in policing First Nations communities**

- Law Enforcement Conduct Commission (LECC) panel

#### **Integrity challenges in mining and infrastructure for the energy transition**

- Transparency International Australia panel

#### **Integrity in the Northern Territory**

- Independent Commissioner Against Corruption NT (ICAC NT) panel



## APSACC 2024 speakers list

### When do relationships amount to a conflict of interest?

- The Hon John Hatzistergos, Chief Commissioner, NSW Independent Commission Against Corruption (ICAC)

### Conflict of interest declaration regime: Promoting transparency and accountability

- Department of Education NSW

### Championing integrity in government: The strength of civil society advocacy

- Transparency International panel

### Prevention priorities: Identifying key factors and high-risk functions for priority action

- BDO Australia

### Harnessing digital communication for corruption awareness and prevention

- Independent Broad-based Anti-corruption Commission (IBAC)

### Combating apathy and tolerance for misconduct when overall you're 'doing good'

- WA Return, Recycle, Renew Ltd

### Working together in the fight against corruption: Why we need parliamentary inspectors

- Eamonn Moran, Inspector of the Victorian Inspectorate
- Bruce McClintock SC, Inspector of the Law Enforcement Conduct Commission (LECC) NSW
- Gail Furness, Inspector of the Independent Commission Against Corruption (ICAC NSW) and Inspector of the National Anti-Corruption Commission (NACC)

### Collective approaches to combating corruption in our region

- The Honourable Paul Brereton AM RFD SC, Commissioner, National Anti-Corruption Commission (NACC)

### Developing a corruption prevention function in the PNG ICAC

- Deanne Allan, Deputy Executive Director, Prevention Policy and Insights, PNG Independent Commission Against Corruption (PNG ICAC)



## APSACC 2024 speakers list

### Key corruption prevention strategies, the legal framework and the effectiveness of public sector institutions, law enforcement and oversight bodies in preventing and combating corruption in Zambia

- Maurice Nyambe, Executive Director, Transparency International Zambia

### Issues faced by public sector auditors of Pakistan

- Munim Matin Afridi, Assistant Controller of Military Accounts, Auditor General of Pakistan

### Lobbying: The integrity of influence

- Claire McDonald, Manager of Prevention, Independent Commission Against Corruption SA (ICAC SA)

### Buying Trust

- Independent Commission Against Corruption SA (ICAC SA)

### Donations reforms in an election year

- Independent Broad-based Anti-corruption Commission (IBAC)

### Anti-corruption architecture in the age of AI and algocracy

- Dr Guzyal Hill, PhD (Law) Master of Laws, Bachelor of Laws (hons) Charles Darwin University

### Applications of new AI technology for fraud detection

- Holly Miller, Head of Fraud Solutions, APAC, Quantexa

### The impact and aftermath of addressing fraud

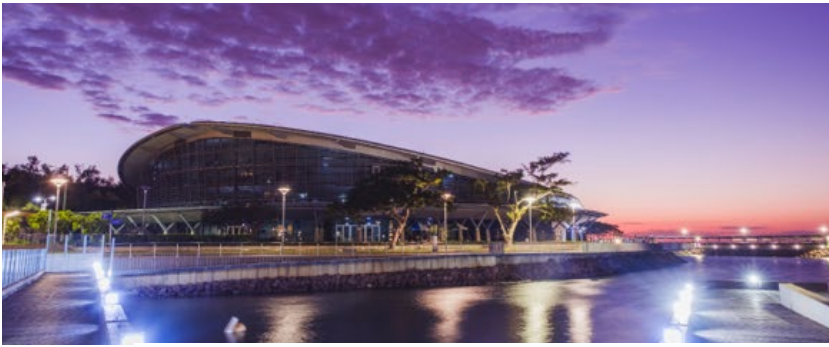
- Serious Fraud Office, New Zealand

### Beyond grades: Reforming education for tomorrow's regulation

- Krissy Breed, Director External Review Reform, Quality Standards and Regulation, Northern Territory Government Department of Education
- Tony Considine, Executive Director Quality Standards and Regulation, Northern Territory Government Department of Education

### Effectiveness of prevention strategies and early intervention systems put in place in education in 2023

- NSW Department of Education



## APSACC 2024 speakers list

### Whistleblowing to external agencies: Managing the protection challenges

- Centre for Governance and Public Policy, Griffith University

### Bridging the gap between whistleblower disclosures and technology-enabled detection and investigation

- Erin Infanti, Director of Forensic Risk services, KPMG
- Matt Dri, Cyber Response and Forensic technology, Forensic KPMG

### Harnessing the power of collaboration to prevent, detect and address bribery and corruption

- Bribery Prevention Network panel
  - Disputes and Investigations, Allens
  - International Anti-Corruption Section, Attorney-General's Department, Australian Government
  - BHP
  - UN Global Compact Network Australia

### The importance of human rights, considerations in corruption prevention and investigation

- National Anti-Corruption Commission (NACC) panel presentation
  - Dr Ben Gauntlett, Deputy Commissioner, National Anti-Corruption Commission (NACC)
  - Additional speaker TBC

### Local government councillor conduct framework

- Local Government Inspectorate Victoria panel
  - Speaker 1: Michael Stefanovic, Chief Municipal Inspector
  - Speaker 2: David Walker, Manager Investigations
  - Speaker 3: Dawn Bray, Manager Strategy Governance and Operations

### How the power of collaboration can help you thrive

- City of Stirling, WA

### Balancing independence and collaboration for improved integrity outcomes in the public sector

- Integrity Commission Tasmania

## COUNCIL REPORT

2nd Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.6
<b>REPORT TITLE:</b>	Major Capital Projects Update - January 2024
<b>MEETING DATE:</b>	Tuesday 20 February 2024
<b>AUTHOR:</b>	Administration Assistant, Grace Matteucci
<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
      - This will be the final update for SWELL facility.
    - 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 Update - January 2024 be received and noted.

### BACKGROUND

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 13.2.6.1**
- Driver Community Centre **Attachment 13.2.6.2**
- Archer Waste Management Facility Upgrade **Attachment 13.2.6.3**

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 commenced and is scheduled for completion by April. 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 overview training session was

provided to the CoP team in November with further development and training to be completed to enable handover and a public launch.

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.

### **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.

A suitably qualified Consultant was engaged in November 2023 to lead the delivery of the project, including gap analysis updating, tender documentation and change management coordination. This will be supported by an in-house project delivery team.

The initial drafts of Governance and Management Plans, Business Processes, Functional and Non-Functional Requirements, Technology Architecture, Data Management, and Change Management Plans are being evaluated by the Project Control Group (PCG). Further to this the PCG is progressing the detailed project plan, including change management planning, business needs gap analysis, stakeholder engagement, risk assessment, and procurement plans. This will inform the project tender documents, communication and change management plans with the procurement process anticipated to commence in 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 [13.2.6.1 - 2 pages]
2. Driver Community Resource Centre [13.2.6.2 - 2 pages]
3. Archer Waste Management Facility Upgrade Council Update [13.2.6.3 - 2 pages]

## SWELL CONSTRUCTION

February 2024 Update



*A Place for People*

### Project Overview

**Summary:** The SWELL project is Palmerston's largest infrastructure project to date and has 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 - \$7.8 million
- Australian Government - \$5 million (Building Better Regions Fund)
- Northern Territory Government - \$7.5 million (grant)

**Completion Date:** Project completed 8 December 2023.

**Contractor:** Jaytex Construction Pty Ltd

### Status Update

**Percentage Complete:** 100%

**Actual Costs to Date (claims approved):** \$20,352,322.56 or 104.96% of contract sum.

**Approved Cost Variations:** \$961,954.17 or 4.96%

**Works to Date Summary:**

The occupancy certificate for the SWELL aquatic and leisure precinct was issued 29 November 2023 with practical completion and handover being finalised 8 December 2023. The SWELL facility was officially opened to the public on 17 December 2023.



*Laying of turf for the entertainment area.*



*Completion of the water play area with turfed connection areas*



A Place for People

# SWELL CONSTRUCTION

February 2024 Update



Aerial view of the facility



Enjoying a swim on opening day



Trying out the high ropes course



Fun in the Splash and Play area



The courts in action



A Place for People

## DRIVER COMMUNITY CENTRE

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February 2024 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 meet the current and future needs of the community.

**Estimated Construction Budget:** \$3.0 million

**Funding Source(s):**

- Design - City of Palmerston - \$250,000
- Construction - To be determined.

**Completion Date:**

Design - April 2024.

Construction - To be determined once the design and funding has been finalised.

**Contractor:** Design - GHD Woodhead

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### Status Update

**Percentage Complete:** 70% Design

**Actual Costs to Date (design):** \$102,409.00

**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 and the recommendations for inclusion into the final design were approved by Council in December 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



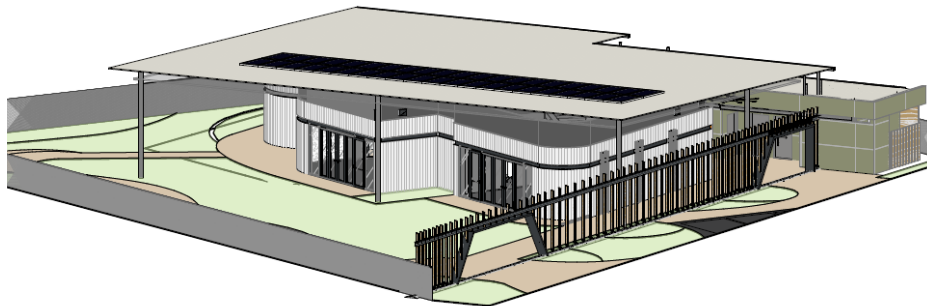
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## DRIVER COMMUNITY CENTRE

February 2024 Update



Site Layout



Conceptual Design

**Upcoming Works:**

Progress detailed design development including structural, services and landscaping to provide for planning approvals, building permit and cost estimate refinement.

**Project Risks:**

Currently only the design is funded, the construction is currently unfunded. The finalisation of the design will enable the project to commence shortly after funding being sourced, mitigating future time delays and improving access to potential grants.



## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

February 2024 Update

*A Place for People*

### 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 – May 2024
- Cardboard Compactor– Dry season 2024
- Remaining stages – Dry season 2024

### Status Update

**Percentage Complete:**

- Gatehouse Relocation – Design 100%
- Cardboard Compactor – 20%
- Remaining stages – Design 70%

**Works to Date Summary:**

The first stage of works to relocate the gatehouse is to commence by March, with design complete and the contract awarded to M&J Builders for \$262,663.90, excluding GST. This work includes service relocation and connections to enable future works and will be complete by May 2024. The impact to users will be minimised as much as possible, with activities impacting access to occur after hours.

The cardboard compactor has been ordered and will arrive in Palmerston in May 2024. The installation and commissioning are scheduled to occur as part of the recycling area works over the dry season.

Design activities are being finalised for the remaining works for the recycling area and general waste area. The tender for works is anticipated to occur in the next couple of months for works to occur over the 2024 dry season.

**Upcoming Works:**

- Gatehouse relocation with associated services.
- Progress and completion of detailed design for all remaining stages.
- Review and update of AWMF Upgrade Communications Strategy based on project staging.



## ARCHER WASTE MANAGEMENT FACILITY UPGRADE

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February 2024 Update

*A Place for People*

### 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.

*A Place for People*

**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, 5 March 2024 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 6 February 2024**

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

*'A Place for People'*



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COUNCIL MINUTES

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Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, 1 Chung Wah Terrace, Palmerston  
on Tuesday 6 February 2024 at 5:30pm.

**PRESENT**

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**ELECTED MEMBERS**

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

**STAFF**

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer, Amelia Vellar  
General Manager Infrastructure, Nadine Nilon  
General Manager Finance and Governance, Wati Kerta  
Acting General Manager Community, Emma Blight  
Matthew McNamara, City Activation Manager  
Minute Secretary, Jodi Holden

**GALLERY**

Nine members of the public  
Four members of staff

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



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## COUNCIL MINUTES

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### 1 ACKNOWLEDGEMENT OF COUNTRY

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

### 2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

Moved: Councillor Morrison  
Seconded: Councillor Henderson

THAT the meeting be adjourned for 15 minutes for the Chinese New Year Blessing performed by the Chung Wah Society Lion Dance Troupe.

CARRIED 10/1178 – 6/02/2024

*The meeting adjourned at 5.31pm.*

Reconvene

Moved: Councillor Fraser  
Seconded: Councillor Garden

THAT the meeting be reconvened.

CARRIED 10/1179 – 6/02/2024

*The meeting reconvened at 5.46pm.*

### 3 APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Apologies

Moved: Deputy Mayor Giesecke  
Seconded: Councillor Fraser

THAT the apology received from Councillor Hale for 6 February 2024 be received and noted.

CARRIED 10/1180 – 6/02/2024

#### 3.2 Leave of Absence Previously Granted

Moved: Councillor Eveleigh  
Seconded: Councillor Morrison

THAT it be noted Councillor Eveleigh's leave of absence as previously granted on 16 January 2024, for the period of 19 February to 23 February 2024 inclusive has been withdrawn.

CARRIED 10/1181 – 6/02/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 FEBRUARY 2024

11236



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COUNCIL MINUTES

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3.3 Leave of Absence Request

Nil

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Moved: Councillor Eveleigh

Seconded: Councillor Garden

THAT Council withdraw the request for Audio/Video Conferencing received from Councillor Eveleigh on the 16 January 2024.

CARRIED 10/1182 – 6/02/2024

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil

5.2 Staff

Nil

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Councillor Henderson

Seconded: Councillor Fraser

THAT the Minutes of the Council Meeting held on 16 January 2023 pages 11223 to 11230 be confirmed.

CARRIED 10/1183 – 6/02/2024

6.2 Business Arising from Previous Meeting

Nil

7 MAYORAL REPORT

Moved: Mayor Pascoe-Bell

Seconded: Councillor Eveleigh

THAT Report entitled Mayoral Update Report - December 2023 to January 2024 be received and noted.

CARRIED 10/1184 – 6/02/2024

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

MINUTES ORDINARY COUNCIL MEETING - 6 FEBRUARY 2024

11237



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## COUNCIL MINUTES

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### 8 DEPUTATIONS AND PRESENTATIONS

Nil

### 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

Moved: Councillor Garden  
Seconded: Councillor Henderson

1. THAT the following public question from Trevor Jenkins and response as tabled regarding Children in Library during school hours be received and noted.
2. THAT the following public question from Chris Kelly of Zuccoli and response as tabled regarding Proposed City of Palmerston By-Laws regarding cat management be received and noted.

CARRIED 10/1185 – 6/02/2024

### 10 CONFIDENTIAL ITEMS

#### 10.1 Moving Confidential Items into Open

##### 10.1.1 Palmerston Australia Day Awards 2024 - Citizen of the Year

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Garden

1. THAT Report entitled Palmerston Australia Day Awards 2024 - Citizen of the Year be received and noted.
2. THAT Council awards Neville Driver as Palmerston's Citizen of the Year 2024.
3. THAT the Council Decisions relating to Report Entitled Palmerston Australia Day Awards 2024 - Citizen of the Year, be moved to open following the announcement of the award recipient.

CARRIED 10/1151 – 12/12/2023

##### 10.1.2 Palmerston Australia Day Awards 2024 - Young Citizen of the Year

Moved: Deputy Mayor Eveleigh  
Seconded: Councillor Henderson

1. THAT Report entitled Palmerston Australia Day Awards 2024 - Young Citizen of the Year be received and noted.
2. THAT Council Awards Jessica Porter as Palmerston's Young Citizen of the Year 2024.
3. THAT the Council Decisions relating to the Report Entitled Palmerston Australia Day Awards 2024 - Young Citizen of the Year be moved to open following the announcement of the award recipient.

CARRIED 10/1152 – 12/12/2023

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



A Place for People

## COUNCIL MINUTES

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### 10.1.3 Palmerston Australia Day Awards 2024 - Community Event of the Year

Moved: Councillor Fraser  
Seconded: Councillor Garden

1. THAT Report entitled Palmerston Australia Day Awards 2024 - Community Event of the Year be received and noted.
2. THAT Council awards Eat-Up Project as Palmerston's Community Event of the Year 2024.
3. THAT the Council Decisions relating to the Report Entitled Palmerston Australia Day Awards 2024 - Community Event of the Year be moved to open following the announcement of the award recipient.

CARRIED 10/1153 - 12/12/2023

### 10.1.4 Venture Housing - Review of Decision Notice (17 August 2023)

Moved: Councillor Garden  
Seconded: Deputy Mayor Giesecke

1. THAT Report entitled Venture Housing - Review of Decision Notice (17 August 2023) be received and noted.
2. THAT Council receive and note the minutes of the City of Palmerston Administrative Review Committee being **Attachment 25.1.2.4** to report entitled Venture Housing - Review of Decision Notice (17 August 2023).
3. THAT Council confirms the Council Decision Notice dated 17 August 2023 rejecting Venture Housing Company Ltd request for the correction of an entry in the rates assessment record in respect of the properties listed in the schedule to the application, as recommended by the Administrative Review Committee and direct the Chief Executive Officer to provide a decision notice to Venture Housing, in accordance with s233(7) Local Government Act 2019.
4. THAT the Council Decision relating to the Report entitled Venture Housing - Review of Decision Notice (17 August 2023) be moved to the Open Minutes following the applicant being issued the Decision Notice.

CARRIED 10/1174 - 16/01/2024

### 10.1.5 Risk Management and Audit Committee Independent Member Recruitment

Moved: Councillor Garden  
Seconded: Councillor Henderson

1. THAT Report entitled Risk Management and Audit Committee Independent Member Recruitment be received and noted.
2. THAT Council approve the following selection panel for the appointment of the independent member to the Risk Management and Audit Committee
  - a) Mayor Pascoe-Bell,
  - b) Councillor Garden, and
  - c) Councillor Henderson

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



A Place for People

COUNCIL MINUTES

3. THAT the Council Decision relating to the Report entitled Risk Management and Audit Committee Independent Member Recruitment be moved to the Open Minutes of the 1<sup>st</sup> Ordinary Council meeting February 2024.

CARRIED 10/1197 – 6/02/2024

10.2 Moving Open Items into Confidential

Nil

10.3 Confidential Items

Moved: Councillor Morrison  
Seconded: Councillor Eveleigh

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

Item	Confidential Category	Confidential Clause
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)(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.
25.1.1	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)(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	Appointment of Committee Member	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(iii) 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 security of the council, its members or staff.
25.2.1	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(i) of the <i>Local Government (General) Regulations 2021</i> , which states a council may

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



A Place for People

COUNCIL MINUTES

		close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	Council Performance, Service Delivery and Budget Review	This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the <i>Local Government Act 2019</i> and section 51(1)(c)(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.

CARRIED 10/1186 – 6/02/2024

11 PETITIONS

Nil

12 NOTICES OF MOTION

Nil

13 OFFICER REPORTS

13.1 Action Reports

13.1.1 Council to the Community Meetings 2024

Moved: Councillor Garden  
Seconded: Deputy Mayor Giesecke

1. THAT Report entitled Council to the Community Meetings 2024 be received and noted.
2. THAT Council approve the continuation of the Council to the Community Meetings including the pre-meeting public forum, in 2024 as a part of the Ordinary Meeting Calendar, for the following Ordinary Meetings:
  - 2<sup>nd</sup> Ordinary Meeting 16 April 2024.
  - 2<sup>nd</sup> Ordinary Meeting 17 September 2024.

CARRIED 10/1187 – 6/02/2024

13.1.2 Appointment of Council Network Membership

Moved: Deputy Mayor Giesecke  
Seconded: Councillor Garden

1. THAT Report entitled Appointment of Council Network Membership be received and noted.

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



A Place for People

## COUNCIL MINUTES

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2. THAT Council make the following appointments to the Palmerston Seniors Network:
  - a. THAT Councillor Henderson appointed to the Community Wellbeing Advisory Committee be appointed as Chair to the Palmerston Seniors Network for a period of 7 February 2024 to 30 June 2024.
  - b. THAT all other Councillors be appointed as alternate members to the Palmerston Seniors Network.
3. THAT Council make the following appointments to the Palmerston Safe Communities Network:
  - a. THAT Councillor Henderson appointed to the Community Safety Advisory Committee be appointed as Chair to the Palmerston Safe Communities Network for period 7 February 2024 to 30 June 2024.
  - b. THAT all other Councillors be appointed as alternate members to the Palmerston Safe Communities Network.
4. THAT Council make the following appointments to the Palmerston Animal Management Network:
  - a. THAT Councillor Garden appointed to the Community Safety Advisory Committee be appointed as Chair to the Palmerston Animal Management Network for period 7 February 2024 to 30 June 2024.
  - b. THAT all other Councillors be appointed as alternate members to the Palmerston Animal Management Network.

CARRIED 10/1188 – 6/02/2024

### 13.2 Receive and Note Reports

#### 13.2.1 Infrastructure Quarterly Report October to December 2023

Moved: Councillor Morrison  
Seconded: Deputy Mayor Giesecke

THAT Report entitled Infrastructure Quarterly Report October to December 2023 be received and noted.

CARRIED 10/1189 – 6/02/2024

## 14 INFORMATION AND CORRESPONDENCE

### 14.1 Information

Nil

### 14.2 Correspondence

Nil

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



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## COUNCIL MINUTES

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### 15 REPORT OF DELEGATES

Moved: Councillor Fraser  
Seconded: Councillor Henderson

THAT the verbal report received by Councillor Morrison regarding Tourism Top End Meeting be received and noted.

CARRIED 10/1190 – 6/02/2024

### 16 QUESTIONS BY MEMBERS

Moved: Councillor Fraser  
Seconded: Councillor Henderson

1. THAT the question asked by Councillor Morrison regarding the new Zuccoli lake being stocked with barramundi, and the response provided by the General Manager Infrastructure be received and noted.
2. THAT the question asked by Councillor Henderson regarding SWELL 50 metre pool, be taken on notice by the General Manager Community.
3. THAT the question asked by Councillor Eveleigh regarding Sibbald Park pathways and the water issues be taken on notice by the Chief Executive Officer.
4. THAT the question asked by Councillor Fraser regarding School Speed check signs not working and the response by the General Manager Infrastructure be received and noted.

CARRIED 10/1191 – 6/02/2024

### 17 GENERAL BUSINESS

Nil

### 18 NEXT ORDINARY COUNCIL MEETING

Moved: Councillor Garden  
Seconded: Councillor Eveleigh

THAT the next Ordinary Meeting of Council be held on Tuesday, 20 February 2024 at 5:30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

CARRIED 10/1192 – 6/02/2024

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



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COUNCIL MINUTES

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19 CLOSURE OF MEETING TO PUBLIC

Moved: Councillor Fraser  
Seconded: Councillor Eveleigh

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

CARRIED 10/1193 - 6/02/2024

The Chair declared the meeting closed at 6.53pm.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Date

UNCONFIRMED

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