



# **AGENDA**

## **Ordinary Council Meeting Tuesday, 11 June 2019**

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date: Tuesday, 11 June 2019**

**Time: 5.30pm**

**Location: Council Chambers  
Level 1, Civic Centre  
Harry Chan Avenue, Darwin**

**Scott Waters  
Chief Executive Officer**

## **ORDINARY COUNCIL MEMBERS**

The Right Worshipful, the Lord Mayor Kon Vatskalis (Chair)

Alderman Andrew Arthur

Alderman Jimmy Bouhoris

Alderman Sherry Cullen

Alderman Justine Glover

Alderman Gary Haslett

Alderman Robin Knox

Alderman George Lambrinidis

Alderman Simon Niblock

Alderman Mick Palmer

Alderman Peter Pangquee

Alderman Rebecca Want de Rowe

Alderman Emma Young

## **OFFICERS**

Chief Executive Officer, Scott Waters

General Manager Innovation Growth & Development Services, Joshua Sattler

General Manager Community & Regulatory Services, Polly Banks

General Manager Corporate and Procurement Services, Chris Potter

General Manager Government Relations & External Affairs, Melissa Reiter

General Manager Engineering & City Services, Ron Grinsell

Coordinator Governance, Penny Hart

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**1 ACKNOWLEDGEMENT OF COUNTRY**

**2 THE LORD'S PRAYER**

**3 MEETING DECLARED OPEN**

**4 APOLOGIES AND LEAVE OF ABSENCE**

**4.1 Apologies**

**4.2 Leave of Absence Granted**

THAT it be noted Alderman Robin Knox is an apology due to a Leave of Absence granted for the period 7 to 17 June 2019.

**4.3 Leave of Absence Requested**

**5 ELECTRONIC MEETING ATTENDANCE**

**5.1 Electronic Meeting Attendance Granted**

**5.2 Electronic Meeting Attendance Requested**

**6 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

**7 CONFIRMATION OF PREVIOUS MINUTES**

Ordinary Ordinary Council Meeting - 28 May 2019

**8 MATTERS OF PUBLIC IMPORTANCE / LORD MAYORAL MINUTE**

Nil

**9 PUBLIC QUESTION TIME**

**10 PETITIONS**

**11 DEPUTATIONS AND BRIEFINGS**

**11.1 Department of Local Government, Housing and Community Development -  
Consulation on the Draft Local Government Bill**

*Representatives from the Department of Local Government, Housing and Community Development will be in attendance from 5.30pm to brief the Council on the draft Local Government Bill.*

**12 NOTICES OF MOTION****12.1 NOTICE OF MOTION - OCCASIONAL CHILDCARE FOR COUNCIL MEETINGS AND WORKSHOPS****Common No.:****Attachments:** Nil

I, Alderman Simon Niblock, give notice that at the next Ordinary Council Meeting on 11 June 2019, I will move the following motion:-

**MOTION**

THAT a report be prepared, outlining options to provide occasional childcare for both elected members and staff during council meetings and workshops.

**REASON:**

A number of elected members and staff who are required to attend Council meetings have small children. Occasionally child minding plans fall through and on numerous occasions both staff and elected members have had to bring their small children to Council meetings. The provision of childcare, as needed, would enable staff and elected members to better participate in meetings and workshops when they have no other option but to bring their children with them.

Submitted by me on 29 May 2019

**ALDERMAN SIMON NIBLOCK**

**12.2 NOTICE OF MOTION - DARWIN PLACE MAKING TOURIST STRUCTURE****Common No.:****Attachments:** 1. **Photographs of place making structures**

I, Alderman Sherry Cullen, give notice that at the next Ordinary Council Meeting on 11 June 2019, I will move the following motion:-

**MOTION**

1. THAT Council get creative and undertake community and industry consultation to develop an imaginative yet appropriate concept for a place making structure that will create the ultimate social media tourist moment, in Darwin, that all tourist love
2. THAT in order to showcase Darwin's finest natural beauties of blue waters and picturesque sunsets, the structure must be designed to be installed in a coastal location (yet to be determined).
3. THAT the place making structure must be something that will stand up well to national and international comparisons.
4. THAT consideration needs to be given to how tourists interact with structure.

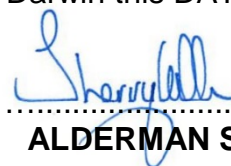
**REASON:**

My proposal is for land mark feature that creates that social media Instagram moment. The large, yet tasteful novelty architecture structure will become an iconic tourist trap. Darwin needs a facelift and a tourist an identity.

Without predetermine the location as I am open to all suggestions, however I feel the place making structure needs be in a position where it will showcase Darwin's iconic blue waters and picturesque sunsets in the background of all photos.

For example, what comes out of this concept development might be a giant pearl shell. A big boomerang with a croc swing hanging from it. A big croc that people can interact with by standing in its mouth pretending to push apart its jaws as; same as many tourists do with the leaning tower of Pisa and the Devil's Marbles. Some examples from around the world are included in the attached images.

Signed by me at Darwin this DATE 06/06/2019



ALDERMAN Sherry Cullen



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Darwin NT 0800

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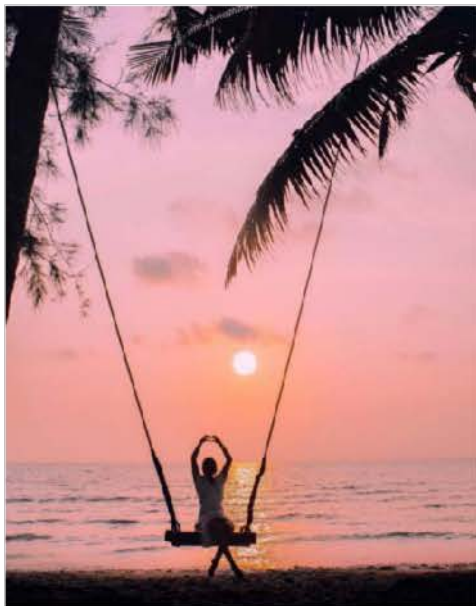




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## 13 OFFICERS REPORTS

### 13.1 COUNCIL AND COMMITTEE MEETING REVIEW

**Common No.:** 2221528

**Author:** Coordinator Governance

**Authoriser:** General Manager Government Relations & External Affairs

**Attachments:** 1. Draft Procedure 035  
2. Discussion paper

#### SUMMARY

The purpose of this report is to present Council with of the outcomes of the Council and Committee meeting review and the options that were put forward for consideration.

#### RECOMMENDATIONS

1. THAT the report be received and noted.
2. THAT Council continue to hold two Ordinary Council meetings each month, with the exception of January and December.
3. THAT Council, pursuant to Part 5.2 Section 54 (1) of the Local Government Act, abolish the following Executive Committees effective 11 June 2019:
  - (i) City Operations Committee
  - (ii) City Performance Committee
  - (iii) City Life Committee
  - (iv) City Futures Committee
4. THAT Council adopt the new Procedure 0035 - Informal Meeting Guidelines at **Attachment 1** and that it come into effect as of 1 July 2019.
5. THAT Policy 043 - *Meetings, Meeting Procedures and Committees* be updated to reflect the new meeting structure of Confidential Briefing Sessions and Ordinary Council Meetings.

#### KEY ISSUES

- Council's committee structure has traditionally been aligned to the organisation structure and its departments.
- Council moved to a briefing session model in lieu of executive committees in August 2018 following its decision to trial an alternative to the existing committee approach.
- This report finalises the review of Council and Committee meetings and recommends a new meeting structure for adoption by Council.

#### BACKGROUND

Council's most recent committee and workshop system was dated and the committees were not acting effectively to assist in managing the business for Council. Review of business presented to committees showed a trend of recommendations from committees being referred to Council for decision. There was also an imbalance, with some committees consistently having more reports than others. Officers recommended a trial of an alternate model to manage Council's business, where Executive Committees were put on hold and a confidential briefing session was held a week prior to the Ordinary Council Meetings.



**PREVIOUS DECISIONS***DECISION NO.22\1103 (25/09/18)**Carried unanimously***Review of Committee Structure - Update September 2018***Report No. 18CE0034 MR:ph (25/09/18) Common No. 2221528**(Haslett/Arthur)*

- A. THAT Report Number 18CE0034 MR:ph entitled Review of Committee Structure - Update September 2018, be received and noted.*
- B. THAT Council continue the briefing session model until December 2018.*

*DECISION NO.22\1023 (14/08/18)**Carried unanimously***Review of Committee Structure***Report No. 18CE0030 MR:ph (14/08/18) Common No. 2221528**(Palmer/Lord Mayor)*

- A. THAT Report Number 18CE0030 MR:ph entitled Review of Committee Structure, be received and noted.*
- B. THAT the Executive Committees be suspended from August 2018 to enable Council to trial a briefing session model to manage Council business.*

**DISCUSSION**

This report provides options for Council to consider for the structure of the executive committees and potential alternatives, and incorporates a review of Ordinary Council Meetings. The full discussion paper has been included as **Attachment 2**, as amended since first presented to Council at a briefing session in March 2019.

**PRIMARY MEETING OPTIONS****1. Ordinary Council Meetings**

Ordinary council meetings are where council conducts its core business. In accordance the *Local Government Act*, a council must hold a meeting of its members (ordinary meeting) at least once every two months. City of Darwin has traditionally held two meetings each month of the year with the exception of December and January when extended leave periods and family commitments might make meeting quorum difficult. This usually works out as 22 meetings per year, though in the past meetings have been cancelled as required.

Informally Council's 2nd Ordinary Council Meetings have considered the greater load of business compared to the first meeting of the month, as many statutory timelines trend towards the end of each month and previously committee recommendations were forwarded to this meeting.

Consultation with officers with statutory requirements to meet has confirmed that compulsory reporting could be managed with only one Ordinary meeting per month. But Council indicated at the Confidential Briefing Session of 7 May 2019 that maintaining the current number of meetings is preferred.

**2. Coordination Committee**

A Coordination Committee would be a confidential committee of the whole council with delegated authority to make decisions. Without the restrictions of council meeting procedures, they are opportunities for more in-depth debate on significant matters and strategic examination. On review of similar-sized councils, this committee type is common and is always confidential.

Should Council resolve to hold one Ordinary Council Meeting per month, there would be the potential for a Coordination Committee to be held in place of the 1<sup>st</sup> Ordinary. Delegated authority would also allow decisions to be made at the committees as required, though statutory and operational matters would be directed to the Ordinary Council Meeting at the end of the month.

At the Confidential Briefing Session of 7 May 2019 Council indicated a preference to continue with Ordinary Council meetings.

## SECONDARY MEETING OPTIONS

### 3. Executive Committees

There is not a 'one size fits all' approach to committees in local government, with the number of executive committees ranging from 2 to 6 across the councils that were studied and a mixture of open and confidential committees. With the size of the council areas it is interesting to note that many of the committees related to particular areas or issues for each organisation: City of Darwin has historically treated these as advisory committees that involve members of industry and the community, with specific strategic focus rather than broader areas of scope from multi-faceted departments.

The same applies to authority delegated to committees across the councils: some have full delegation under their subject areas, but in other local governments committees convene to consider reports, with recommendations put to council for decisions. Rockingham Council notes:

*Committee recommendations are placed before the monthly meetings of full Council for decisions. Council may accept committee recommendations, amend them, or send them back to the appropriate committee for further consideration.*

The primary options for these committees for City of Darwin would be:

1. Full delegations - make decisions on behalf of Council
2. No delegations - review policy and strategic matters prior to them

Alignment of the committee structure would also need to be carefully considered and officers do not recommend resumption of department-aligned committees. Strategic areas of interest and need for Council that could be the focus of future committees include:

- Policy review
- Capital Works
- Beautification and public open space

Regardless of the option Council chooses, it is recommended that Council resolve to cease all department-aligned executive committees effective May 2019 as the existing executive committees no longer reflect the updated organisational structure. The outstanding minutes will be presented to Council for confirmation.

#### Administrative Review Committee

Council is required to have an Administrative Review Committee under the *Local Government Act*. It has been the standard practice of City of Darwin to nominate four elected members to the committee each financial year when the annual appointments are considered by Council. This review does not affect the Administrative Review Committee.

#### CEO Performance Appraisal Committee

This committee has the delegated power to conduct and finalise the appraisal of the Chief Executive Officer.

The current members appointed to the CEO Performance Appraisal Committee are:

- Lord Mayor
- Deputy Lord Mayor
- Chair of the City Life Committee
- Chair of the City Futures Committee

- Chair of the City Performance Committee
- Chair of the City Operations Committee
- Independent facilitator

As a result of the changes to the executive committees, the terms of reference of this committee require an update and will be presented to Council in a separate report.

#### **4. Concept Forums**

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts. They often involve projects that are in the very early planning stages, allowing elected members to provide guidance to officers about the direction that Council is seeking through an informal meeting setting and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. These forums can be used to relieve pressure from Ordinary Council and committee meetings, to offer a time to review complex matters prior to them being presented at a decision-making meeting.

#### **5. Briefing Sessions / Agenda Forums**

In some councils these are known as Agenda Forums, where elected members receive information relevant to items listed on the agenda at Council Meetings. For many councils this is confidential but there are examples where these are open to the public. None of the comparative councils from the committee review use briefings or forums.

The aim of briefing sessions is to provide a forum for elected members to have frank discussions with officers and to receive advice in order to improve service delivery to the community through good decision-making. Additional information can be sought prior to the Council Meeting, motions updated, and updates from relevant departments arranged if necessary. Generally the City of Darwin sessions have promoted robust discussion around reports prior to them going to Council, and have been used to provide information briefings to elected members as well.

At a Confidential Briefing Session on 7 May 2019 Council indicated, through informal feedback, a preference to continue with the briefing session model rather than reintroduce executive committees.

It is recommended that guidelines be introduced to ensure that the briefing sessions provide opportunity for input through open and free-flowing exchange of ideas while emphasising that no debate or decision making can take place. Formalisation of the briefing sessions with minutes noting what topics were discussed is also recommended to provide clear guidance to elected members and officers on the purpose and outcomes of the sessions.

Draft guidelines are presented at **Attachment 1**, and include the following feedback noted by elected members:

- Chair of the sessions
- Timeframe
- Agenda items
- Attendance
- Location
- Minutes

Continuity/flow from the sessions to Council was also noted as an issue, and officers feel that this has been captured in the draft procedure at **Attachment 1**. Meeting notes from the informal meetings will indicate the direction items will take i.e. presented to the next Ordinary Council Meeting, deferred, further work required. These notes will remain in confidence, as they are not formal meeting records.

## ADVISORY COMMITTEES

There are a number of advisory committees that had previously reported back to Council through the executive committees. The committees have terms of reference but no delegations and their role is to put recommendations to Council in relation to their respective areas of responsibility.

Advisory committees and the Sister City Subcommittees have continued with business as usual while Council has trialled an alternate information model using briefing sessions in lieu of executive committees, with recommendations and minutes directed to the Ordinary Council Meetings for Council's review.

Officers have continued with the Advisory Committee review on an operational level, based on feedback provided via a survey in late 2018. Terms of reference are under review at an officer level, with the intent to create a level of standardisation across the organisation. Having clear terms of reference for members and the committees reduces the potential for conflict and uncertainty and provide members, staff and each committee with a clear understanding of the Council's expectations of the procedures to be followed. Defined outcomes would help the process of the committees, as well as reviewing terms of reference on an annual basis. The Tree Re-establishment Advisory Committee, convened as a short-term, focussed committee, was very successful in achieving its strategic goals.

There are ongoing discussions with the committees and any amendments to terms of reference and membership will be in consultation with them.

It is intended that standardisation will also be applied to agendas and minutes now that the Infocouncil software has been introduced for report and agenda management within the organisation.

## STRATEGIC ENVIRONMENT

The issues addressed in this Report are in accordance with the following Goals/Strategies as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':

### Goal

5 Effective and Responsible Governance

### Outcome

5.3 Good governance

### Key Strategies

5.3.1 Demonstrate good corporate practice and ethical behaviour

## LEGISLATIVE/POLICY

An update to Policy 043 - *Meetings, Meeting Procedures and Committees* is required as a result of the changes to Executive Committees. This policy will be coming to Council for review in July 2019 and will include these changes.

The Elected Members Committee Handbook is included as an attachment to Policy No. 043 - Meetings, Meeting Procedures and Committees. It will also be updated as a result of this report once it has been presented to Council.

While there is no legislative obligation for local governments to establish committees they can assist Council and the Chief Executive Officer to monitor and implement controls over the organisation's functions. The legislative base for committees under the *Local Government Act* is outlined below:

### Part 5.2 Council committees

#### 54 Council committees

- (1) A council may establish council committees.
- (2) A council committee consists of the persons appointed by the council to be members of the committee.

- (3) The members of a council committee may consist of, or include, persons who are not members of the council.
- (4) The terms and conditions on which a person holds office as a member of a council committee are to be as determined by the council.
- (5) The council may abolish a council committee.

## **CONSULTATION**

### **Internal**

In preparing this report, the following City of Darwin officers were consulted:

- Chief Executive Officer
- General Manager Government Relations & External Affairs
- Alderman Liaison Officer

### **External**

- Nil

## **BUDGET/RESOURCE IMPLICATIONS**

### Resources

With the briefing sessions and workshops Council has held a similar number of meetings since the executive committees were put on hold. But there has been a reduction in administrative overhead with less business papers to produce for the committees.

Council indicated at the informal meeting of 7 May 2019 that it preferred:

- to keep Tuesday as a “Council night”
- a reduction of additional workshops
- that the first Tuesday of the month where there are 5 weeks be kept free from meetings.

Council also requested that catering be provided for Confidential Briefing Sessions, due to the length they have been running.

### Budget

There has been a reduction of the overall operating fund for Council Meetings in 2019/20 as a result of the Strategic Direction Group's work to tighten the budget spend. Officers will work to ensure that overtime and catering costs are within this budget, noting that the suggested recording requirement for informal meetings (**Attachment 1**) will mean that an officer will be required to take minutes and will therefore accrue overtime.

## **RISK**

The briefing session model is not as open and transparent as having public committees, as items are considered in confidence at the briefings and this is where there is potential for much of the debate to occur rather than in open in the Council Chamber. There is a risk of negative feedback from the community and media about holding meetings that are not open to the public, but officers note that the formal business of Council will continue to be conducted in a transparent manner.

## **LEGAL**

Council decisions must be made at Ordinary Council Meetings or Executive Committees where authority has been delegated. The guidelines at **Attachment 1** make it clear that no decisions can be made at informal meetings.

## **ARTS, CULTURE & ENVIRONMENT**

Nil



## INFORMAL MEETING GUIDELINES

### Procedure No. 035

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#### 1 Purpose

This procedure provides guidance to Elected Members and officers as to the procedures and protocols to be observed around Confidential Special Council Workshops and Confidential Briefing Sessions.

#### 2 Scope

These guidelines and protocols are sets of principles that aim to achieve enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of Elected Members in informal meetings.

#### 3 Procedure Statement

The intent of Confidential Special Council Workshops and Confidential Briefing Sessions is to provide an opportunity for Elected Members to request additional information and ask questions to assist them in making decisions on issues affecting the council in an informal discussion setting.

##### Meeting notes

Though these are informal meetings, to adhere to the requirements for recording of council business and actions, notes will be taken that record:

- Start and end time
- Attendance and apologies of elected members
- Attendance of officers
- Declarations of interest
- Presentations
- Item titles
- Next steps for items ie. to be presented to Council, deferred, no longer required
- Actions arising
- Questions by members

These notes will be made available to Elected Members.

##### No decision making

As Confidential Special Council Workshops and Confidential Briefing Sessions are designed to allow Elected Members to ask questions on items on future agendas no debate or decision making will be allowed to take place.

##### Confidential Briefing Sessions

Briefing Sessions enable Elected Members to discuss significant matters among themselves and with senior officers and also to consider agenda items prior to them being presented at an Ordinary Council Meeting.

Administrative Procedure No. 035 - INFORMAL MEETING GUIDELINES			
Version	Adoption Date	Responsible Officer:	Next Review Date
x	dd/mm/yy		

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## INFORMAL MEETING GUIDELINES

### Procedure No. 035

Items that should be presented to a briefing session are:

- Agenda briefing items - relate to an agenda item for a subsequent Ordinary Council Meeting
- Items for information - significant matters that require Council to be briefed
- Strategic items - discussion of new plans, strategies, major projects, etc. in the early stages of planning.

Agenda briefing items presented to informal meetings are followed by a report to an Ordinary Council Meeting that allows Elected Members to consider and make a decision. The briefing item and notes from the informal meeting will indicate which Ordinary Council Meeting the report will be presented to.

Procedural agenda matters, for example standard nominations to committees or appointment of a Deputy Lord Mayor, do not require briefing prior to being presented to Council.

Receive & note agenda matters, for example correspondence and quarterly reports, are not required to be presented to briefings unless they are of a significant nature.

#### Agenda

The agenda will contain the following sections:

- Presentations
- Agenda briefing reports
- Items for information
- Strategic items

#### Workshops

Workshops can assist Elected Members to understand a complex issue, a significant policy change, or provide an opportunity to scrutinise a governance or compliance requirement, for example an annual budget.

Small workshop items can be included as Strategic Items at Confidential Briefing Sessions. Significant workshop items should be the subject of a separate informal meeting.

Workshop items presented to informal meetings are usually followed by a report to an Ordinary Council Meeting that allows Elected Members to consider and make a decision. The workshop item and notes from the informal meeting will indicate which Ordinary Council Meeting the report will be presented to.

#### Guidelines

1. Informal meetings are held:
  - Briefings - the week prior to Ordinary Council Meetings

Administrative Procedure No. 035 - INFORMAL MEETING GUIDELINES			
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## INFORMAL MEETING GUIDELINES

### Procedure No. 035

- Workshops - at the request of Council or as recommended by the Chief Executive Officer.
- 2. Informal meetings will generally be held as required on weekdays at the agreed starting time of Council meetings (for the term of the council), with the preference being Tuesdays. Additional informal meetings on Saturdays can be scheduled as required.
- 3. Informal meetings, where possible, will not run for more than 3 hours.
- 4. Informal meetings will be held at the Civic Centre, Harry Chan Avenue, Darwin in the Function Area or Meeting Room 1, to provide a relaxed setting outside of the Council Chamber.
- 5. The time, date and location of informal meetings may be subject to change by the Chief Executive Officer where necessary.
- 6. Informal meetings are not open to the public or media and are considered confidential in their nature.
- 7. Guests may make presentations to informal meetings as required, though the preference is for these to be formally received and noted at Ordinary Council Meetings.
- 8. Elected Members and officers will be required to declare conflicts of interest in a similar manner to that of an Ordinary Council Meeting.
- 9. No decisions will be made at informal meetings as they provide the opportunity for discussion, questions and answers, and the provision of guidance to officers.
- 10. The Chair of informal meetings will be the Lord Mayor or, if they are unavailable, the Deputy Lord Mayor, to ensure the smooth running of the meeting. If the Deputy Mayor is unable, those elected members present may select one from amongst themselves to preside at the informal meeting.
- 11. Governance officers will ensure that the agenda is provided to Elected Members in line with the standard availability of business papers, to allow time for review of the subject matters.
- 12. All Elected Members are required to attend informal meetings.
- 13. The attendance of senior officers is for the purposes of discussions, questions and answers only; these officers will take a non-participatory role at the informal meetings.

### **Protocols**

Informal meetings should be undertaken as per Policy 043 - Meetings, Meeting Procedures and Committees.

- 1. The Chair of the meeting ensures that every Elected Members' input is heard and not overlooked or lost.
- 2. One Elected Members speaking at a time is a right that must be allowed for all participants.
- 3. Elected Members and officers are to be addressed by their title or office that they hold.
- 4. Discussion must be focussed on the subject matter of the items.
- 5. There should be no side discussions that interrupt the discussion.

Administrative Procedure No. 035 - INFORMAL MEETING GUIDELINES			
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## INFORMAL MEETING GUIDELINES

### Procedure No. 035

6. Problems, issues and solutions expressed as part of the discussion may lead to positive outcomes and should not be talked down.

#### 4 Definitions

**CEO** refers to the Chief Executive Officer of City of Darwin appointed in accordance with the Local Government Act.

**Council** refers to the City of Darwin Council.

#### 5 Legislative References

Local Government Act 2008  
 Local Government (Administration) Regulations  
 Local Government (Accounting) Regulations  
 Information Act

#### 6 Policies / Related Documents

Policy 014 - Code of Conduct - Elected Members  
 Policy 043 - Meetings, Meeting Procedures and Committees

#### 7 Responsibility / Application

This procedure will be adopted by Council and managed by the Government Relations & External Affairs department.

#### 8 Document Control

This policy is to be reviewed every four (4) years within the Term of the Council, and may be reviewed at other times at the discretion of Chief Executive Officer.

Administrative Procedure		Responsible Officer: General Manager Government Relations	
Version	Adoption Date	History	Next Review Date
1	dd/mm/yy	New procedure	
2			
3			

Administrative Procedure No. 035 - INFORMAL MEETING GUIDELINES			
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x	dd/mm/yy		

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# Meeting Structure Review

## 1. Executive Summary

This paper aims to review City of Darwin's current committee and meeting structure and the intention is the development of a number of options for consideration by Council. These options are put forward for discussion with elected members to determine the format of committees and meetings. The review will look for opportunities to streamline Council's committee structure, taking advantage of efficiencies that might present to improve decision making and reporting to Council.

### 1.1 Definitions

<b>CEO</b>	refers to the Chief Executive Officer of City of Darwin appointed in accordance with the Local Government Act
<b>Council</b>	refers to the City of Darwin Council.
<b>Department</b>	refers to an organisational unit within Council that is managed by an Executive
<b>Employee/Officer</b>	refers to any employee, contractor, volunteer etc. of the Council

### 1.2 Introduction

The Local Government Act provides Council with authority to create committees that can carry out functions delegated by the Council. City of Darwin has traditionally had a number of Executive Committees, supported by informal workshops. In August 2018, Council moved from its executive committee and workshop structure to trial informal briefing sessions prior to Ordinary Council Meetings with an aim to improve flow of information to Elected Members.

### 1.3 Scope

As per the City of Darwin Governance Framework, "good governance ensures that City of Darwin is able to manage its many complex responsibilities efficiently, effectively, and in the best interests of the community. Council demonstrates good governance through its rigorous and transparent decision-making processes" (City of Darwin). This includes ensuring that decision-making is effective and efficient, following processes that make the best use of available people, resources and time.

With this in mind, the objectives of Council's governance and committee structure review included determining alignment of the committee structure with the new organisational structure and priorities, and the schedule of Council meetings and its contribution to effective decision making.

The review also looks at Council's advisory committees, which have existed in their current form for some time. With the increase in community participation in government and the role of community engagement and consultation, Council could look at comparative models such as working groups or expert panels to be arranged for consideration of particular issues, such as when the Public Art Panel is convened.





#### 1.4 Objectives

The objectives of the review of Council's committee structure will include:

- To determine and review alignment of the committee structure with the new organisational structure.
- To consider the requirement for terms of reference and delegations, policy and procedure documents.
- To review the schedule of Council meetings and its contribution to effective decision making.
- To review the Advisory Committee structure.

#### 1.5 Legislative Framework

As per the Local Government Act:

##### Part 5.2 Council committees

##### 54 Council committees

- (1) A council may establish council committees.
- (2) A council committee consists of the persons appointed by the council to be members of the committee.
- (3) The members of a council committee may consist of, or include, persons who are not members of the council.

*Note*

*A member of the council's staff is eligible for appointment as a member of a council committee (even though staff members may be disqualified from membership of the council itself).*

- (4) The terms and conditions on which a person holds office as a member of a council committee are to be as determined by the council.
- (5) The council may abolish a council committee.

##### 55 Nature of committee's functions

- (1) A council committee has the functions assigned to the committee by the council.
- (2) The assigned functions may be of an executive or advisory nature.
- (3) An executive committee carries out, on behalf of the council, functions delegated to it by the council.

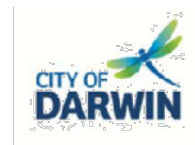
##### 56 Control and direction by the council

A council committee is subject to control and direction by the council.

##### 57 Procedure

Subject to any direction by the council, a council committee may determine its own procedures.





### 1.6 Background

Council's committee structure has traditionally been aligned to the organisational structure and its departments, but this is not necessarily fit for purpose. Over the years there have generally been 2-4 executive committees such as Corporate & Economic Development, Infrastructure, and Community Services. Under a previous version of Policy No. 043 – *Meetings, Meeting Procedures and Committees* there was also provision for a 'committee of the whole' that nominated all elected members to the committee but allowed for discussion unrestrained by the formal meeting procedures required at Ordinary Council Meetings. The Town Planning Committee was the last such committee of the whole at City of Darwin.

Executive committees met on a monthly basis between February and November in the week prior to the 2<sup>nd</sup> Ordinary Council Meeting. The committees had delegated authority within department budgets, with decisions external to this recommended to the full council. These delegations are outlined below.

#### **City Life Committee**

THAT effective as of 26 September 2017 Council, pursuant to Section 32 (2)(b) of the Local Government Act, hereby delegates to the City Life Committee the power to make recommendations to Council and decisions relating to City Life matters within the approved budget:

- Access and Inclusion
- Arts and Culture
- Community Development
- Community Engagement
- Customer Services
- Darwin Entertainment Centre
- Darwin Safer City
- Families and Children
- Libraries
- Recreation, Leisure & Events
- Regulatory Services
- Youth

#### **City Operations Committee**

THAT effective as of 26 September 2017 Council, pursuant to Section 32 (2)(b) of the Local Government Act, hereby delegates to the City Operations Committee the power to make recommendations to Council and decisions relating to City Operations matters within the approved budget:

- Asset Management
- Building Services
- Capital Works
- Civil Works
- Design
- Development
- Fleet/Workshop







- Operations Administration & Stores
- Parks & Reserves
- Waste Management
- Public lighting

#### **City Futures Committee**

THAT effective as of 26 September 2017 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the City Futures Committee the power to make recommendations to Council and decisions relating to City Futures matters within the approved budget:

- City Resilience
- Climate Change & Environment
- International relations (formerly Sister Cities)
- Investment attraction/Economic Development/Tourism
- Planning - Strategic, Statutory, Social:
  - Development Applications referred from the Development Assessment Services (NTG)
  - Town Planning Strategy, Policies and Procedures
  - Strategic Planning matters such as Planning Scheme Amendments, NT Planning Act amendments, discussion papers and proposed guidelines
  - Development and Planning Matters referred to Council from Developers, Community Groups and Individuals
  - Signage Applications, Policies and Procedures
  - Outdoor Dining Applications, Policy and procedures
- On-street & Off-street Parking
- Smart City/Digital Delivery

#### **City Performance Committee**

THAT effective as of 26 September 2017 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the City Performance Committee the power to make recommendations to Council and decisions relating to City Performance matters within the approved budget:

- Business Services (Contracts, Property Administration)
- Financial Management
- Information Technology
- People, Culture & Capability
- Records & Information Unit
- Risk, Audit & Safety
- Strategic Services
- Communications & Marketing
- Governance
- Sponsorship

There are a number of advisory committees that reported back to Council through the executive committees. The committees have terms of reference but no

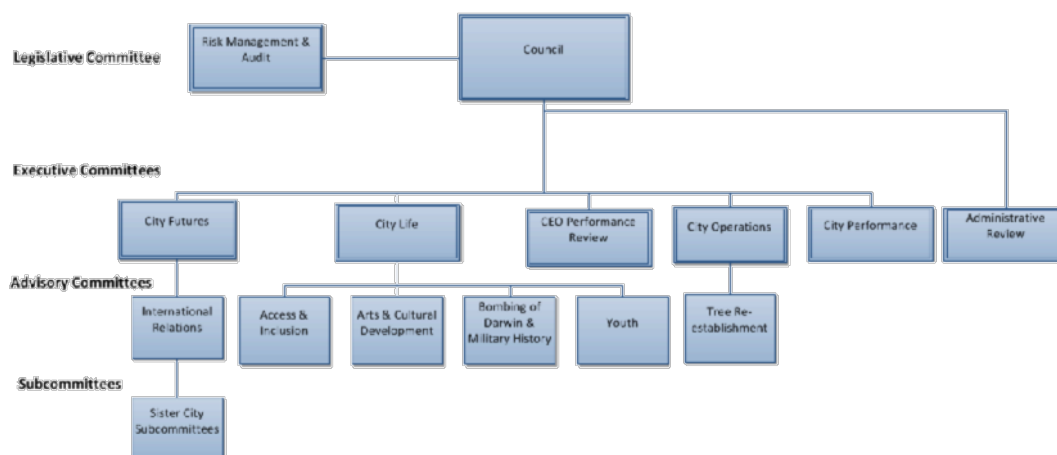




delegations and their role is to put recommendations to Council in relation to their respective areas of responsibility.

Council is required to have an Administrative Review Committee (an executive committee convened as required) and a Risk Management & Audit Committee. In addition there is a CEO Performance Review Committee.

The current committee governance structure is outlined below:



*Image 1- Most recent committee structure*

A new organisational structure was implemented in mid-2017. As a result, Council Committees were realigned to that structure.

The flow of structure changes between 2016-2018 is presented below.

- The first level are Executive Committees.
  - The second level are Advisory Committees.
    - The third level are subcommittees.

### **2016 Structure**

- Administrative Review
- Chief Executive Officer's Performance Appraisal Committee
- Community & Cultural Services
  - Arts & Cultural Development Advisory
  - Bombing of Darwin & Military History Advisory
  - Access and Inclusion Advisory
  - Youth Advisory
  - Sister City Community Committees (Ambon, Anchorage, Dili, Haikou, Kalymnos)
- Corporate & Economic Development
- Environment & Infrastructure
- Risk Management & Audit
- Strategic Town Planning





### **2017 Structure**

- Administrative Review
- Risk Management & Audit
- Chief Executive Officer's Performance Appraisal Committee
- City Life
  - Arts & Cultural Development Advisory
  - Bombing of Darwin & Military History Advisory
  - Access and Inclusion Advisory
  - Youth Advisory
- City Operations
- City Performance
- City Futures
  - Sister City Advisory Committees (Ambon, Anchorage, Dili, Haikou, Kalymnos)

This was amended again in 2018 when the International Relations Advisory Committee was created with the Sister City groups as subcommittees below it, and the addition of the short-term Tree Re-establishment Advisory Committee. Risk Management & Audit Committee also became an administrative committee rather than an executive committee.

### **2018 Structure**

- Administrative Review
- Chief Executive Officer's Performance Appraisal Committee
- City Life
  - Arts & Cultural Development Advisory
  - Bombing of Darwin & Military History Advisory
  - Access and Inclusion Advisory
  - Youth Advisory
- City Operations
  - Tree Re-establishment Advisory Committee
- City Performance
  - Risk Management & Audit
- City Futures
  - International Relations Advisory
    - Sister City Committees (Ambon, Anchorage, Dili, Haikou, Kalymnos)

### **1.7 Current Context**

The Chief Executive Officer proposed a trial of a briefing session model prior to Ordinary Council Meetings in August 2018, to be undertaken in lieu of executive committees. Committee meeting business had decreased and the alignment of the model with the organisational structure had increased the number of meetings that elected members and officers attended on a monthly basis.





The move to four Executive Committees in alignment with the organisational restructure in 2017 also meant that the number of elected members on each committee was decreased by one. Quorum was an issue for some committee meetings, with officers seeking co-opt members so that the meetings could be held. In part, the low volume of business at committee meetings contributed to the shortness of meetings, particularly when only receive & note or information items were on the agenda.

The briefing sessions have run from August to March 2019, with matters scheduled for Ordinary Council Meetings presented the week prior for information and discussion by elected members. This has seen a reduction in the running time of Ordinary Council Meetings, generally with a finish time between 8.30 – 9.00pm, with similar levels of business maintained. Additional workshops have been held for specific subject matters, but in general these items have been able to be considered at scheduled briefing sessions. Internal and/or operational presentations and information items outside of the Ordinary Council Meeting schedule have also gone to Briefing Sessions.

Advisory committees and the Sister City Subcommittees have continued with business as usual, with recommendations and minutes directed to the Ordinary Council Meetings for Council's review.

## **2. DISCUSSION**

### **2.1 INTRODUCTION**

Elected members should be able to follow and understand the decision-making process of Council (City of Darwin). This means that information, advice and consultation, which Council considers, should be readily available and time provided for open, in-depth discussion. Two Ordinary Council meetings each month provides opportunities for operational and legislative business (such as development applications, liquor licences, capital works) to be considered by Council, but the committees should, in addition to legislative and policy decisions, enable Council to have structured opportunities consider strategic or complex issues without the time constraints of Ordinary Council meetings.

#### **2.1.1 Benchmarking**

A general desktop review was undertaken to look at what committee structures exist within local government in Australia. There are examples of councils that:

- Undertake the briefing session model that City of Darwin is currently trialling
- Only have advisory committees
- Have a mix of executive and advisory committees
- Have no committees other than Risk & Audit
- Have a governance/coordination committee that is a Committee of the Whole of Council that meets instead of one Ordinary Council Meeting per month.

Many councils have monthly committee meetings, noting that in the southern states planning and health are major contributors to monthly business that are not covered







under local government responsibilities in the Northern Territory. The capital city councils display a larger number of committees in comparison to state municipal councils of a similar size to City of Darwin, in addition to holding more regular meetings. This would be to generally deal with matters such as economic / business development matters or matters of political priority in those cities.

Council	Committee	Frequency
<b>Alice Springs Town Council, NT</b>	Corporate and Community Services Committee	Monthly
	Finance	Monthly
	Technical Services	Monthly
<b>Logan City Council, QLD</b>	City Roads & Water Committee	Monthly
	City Centres Special Committee	Monthly
	City Planning & Economic Development Committee	Monthly
	City Image & Innovation Committee	Monthly
	City Parks, Animals, Environment & Waste Committee	Monthly
	City Treasury Committee	Monthly
	City Lifestyle & Community Committee	Monthly
<b>Whitsunday Regional Council QLD</b>	Audit Committee	
<b>Townsville City Council, QLD</b>	Community and Cultural Development Committee	Monthly
	Community Health and Environment Committee	Monthly
	Governance and Finance Committee	Monthly
	Infrastructure Services Committee	Monthly
	Planning and Development Committee	Monthly
	Townsville Water and Waste Committee	Monthly
<b>Newcastle City Council, NSW</b>	Development Applications Committee	Monthly
	Public Voice Committee	Monthly
	Briefing Committee	Monthly
<b>City of Greater Geelong, VIC</b>	Major Events Committee	Monthly
	Planning Committee	Monthly
	Central Geelong Marketing Committee	Monthly
	Municipal Emergency Management Planning Committee	Quarterly

*Table 1 – Municipal council desktop review*





Council	Committee	Frequency
<b>City of Sydney</b>	Corporate, Finance, Properties and Tenders	Monthly
	Environment Committee	Monthly
	Cultural and Community Committee	Monthly
	Transport, Heritage and Planning Committee	Monthly
<b>Brisbane City Council</b>	City Planning Committee	Weekly
	Environment, Parks and Sustainability Committee	Weekly
	Establishment and Coordination Committee (Civic Cabinet)	Weekly
	Field Services Committee	Weekly
	Finance and Economic Development Committee	Weekly
	Infrastructure Committee	Weekly
	Lifestyle and Community Services Committee	Weekly
	Public and Active Transport Committee	Weekly
<b>City of Melbourne</b>	Future Melbourne Committee	Twice/month
	Audit and Risk Committee	5 times/year
	Inner Melbourne Action Plan (IMAP) Implementation Committee	Quarterly
<b>City of Adelaide</b>	Core Committee	Twice/month
	Reconciliation Committee	Quarterly
	Audit Committee	Quarterly
<b>City of Perth</b>	Audit & Risk Committee	Quarterly
	Design Advisory Committee	Monthly
<b>City of Hobart</b>	Parks and Recreation Committee	Monthly
	Community, Culture and Events Committee	Monthly
	City Planning Committee	Twice/month
	Finance and Governance Committee	Monthly
	City Infrastructure Committee	Monthly
	Economic Development and Communications Committee	Monthly

*Table 2 – Capital city committee desktop review*

In addition to the general review, six councils of similar budget, population and land area were selected for closer examination of their governance structures. Those councils are listed below.

Council	Budget	Population	Land Area
<b>Darwin, NT</b>	\$168.2M	84,346	112km <sup>2</sup>
<b>Camden, NSW</b>	\$96.7M	88,258	201km <sup>2</sup>
<b>Port Stephens, NSW</b>	\$132.2M	71,118	858.5 km <sup>2</sup>
<b>Bayside, VIC</b>	\$102.48M	102,882	37km <sup>2</sup>
<b>Rockingham, WA</b>	\$150.8M	108,022	262km <sup>2</sup>
<b>Launceston, TAS</b>	\$68.6M	106,153	435km <sup>2</sup>
<b>Mandurah, WA</b>	\$104M	83,294	173.5km <sup>2</sup>

*Table 3 – Comparative council's information*





## 2.2 ORDINARY COUNCIL MEETINGS

City of Darwin's executive has asked that the review consider whether two Ordinary council Meetings are required each month.

Informally Council's 2<sup>nd</sup> Ordinary Council Meetings have considered the greater load of business compared to the first meeting of the month, as many statutory timelines trend towards the end of each month and previously committee recommendations were forwarded to this meeting.

The table below outlines the frequency of meetings across the benchmarked councils.

Council	Frequency
Darwin, NT	2/month
Camden, NSW	2/month
Port Stephens, NSW	2/month
Bayside, VIC	1/month
Rockingham, WA	1/month
Launceston, TAS	2/month
Mandurah, WA	1/month

*Table 4 – Frequency of Ordinary Council Meetings*

Although Mandurah only have an Ordinary Council Meeting once per month, the Committee of Council meets 2 weeks prior. The Bayside Planning and Amenity Committee also appears to serve a similar role as a 'committee of the whole' or coordination committee.

Reducing the frequency of meetings does mean that business has to wait until the end of the month for a decision to be made, unless a coordination committee that meets earlier in the month has the delegation to make decisions on behalf of Council.

The coordination committee model is similar to the briefing model currently being trialled, providing an opportunity for debate or presentation on matters that apply to the whole of Council. Other than the requirement for formal meeting procedures, there is little difference between the function of a coordination committee and the 1<sup>st</sup> Ordinary Council Meeting currently undertaken.

A reduction to one meeting per month would free up two Tuesday nights, assuming that the briefing model will continue prior to the Ordinary Council Meeting at the end of the month. These "free" nights could be utilised for strategic workshops (including budget workshops) that currently add additional meeting nights to the busy schedule.





## March 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Pre Council Briefing	20	21	22	23
24	25	26 2 <sup>ND</sup> ORDINARY COUNCIL	27	28	29	30
31						

Image 2 – Example meeting calendar

### 2.2.1 Statutory Considerations

City of Darwin has legislative requirements to meet with regard to:

- Monthly financial reporting
- Responses to liquor licence applications
- Responses to planning applications

#### Financial Reporting

Part 8 of the Local Government (Accounting) Regulations require that a monthly financial report is presented to Council. The timeline for collation of this information leans towards the end of the month so reducing Ordinary Council Meetings to once per month should not affect this process.

#### Liquor Licensing

Council's decision to put a Liquor Licencing Framework in place where the General Manager can approve responses within delegation means that there are not likely to be many applications that Council will have to discuss. The Liquor Commission has also tightened the guidelines with regard to application timelines (adhering to the 3 month time period) so Council are getting more time to respond to 'New' applications (the 'important' ones which Council must consider under the Framework).

#### Planning Applications

There could be an issue if officers needed Council endorsement for a planning matter that had a specific due date. This could be overcome by changing the delegations and presenting the item to Council after a response had been provided, or by circulating the response to elected members outside of the scheduled Council meeting.

### 2.2.2 Conclusion

Taking in the above considerations, meeting statutory requirements would be possible with a single monthly Ordinary Council Meeting. It is noted that, should this







change be made, this should be clearly communicated to the public and statutory authorities to ensure that timelines can be met.

### 2.3 EXECUTIVE COMMITTEES

In comparing NT municipal councils, Katherine Town Council has only Ordinary Council Meetings and advisory committees; Alice Springs Town Council has Corporate and Community Services, Finance and Technical Services. It is interesting to note that following the introduction of a new council and CEO, Darwin's close neighbour, City of Palmerston, resolved in May 2018 to abolish their executive committees (Governance and Organisation, Community, Culture and Environment and Economic Development and Infrastructure) with all reports being presented to Ordinary Council Meetings.

Council	Executive Committees	Frequency
<b>Darwin (past)</b>	City Life City Operations City Performance City Futures	Monthly
<b>Camden</b>	Camden Council Community Management Committees	Monthly
<b>Port Stephens</b>	Local Traffic Committee Aboriginal Strategic Committee Australia Day Committee Strategic Arts Committee	Monthly
<b>Bayside</b>	Planning and Amenity Committee Risk and Audit Committee	Monthly
<b>Rockingham</b>	Corporate and Community Development Committee Planning and Engineering Services Committee	Monthly
<b>Launceston</b>	General Manager's Contract & Performance Review Committee	Annual
<b>Mandurah</b>	Committee of Council Strategy Committee (Confidential) Audit and Risk Committee (Confidential) Public Art Committee Executive Committee (Confidential)	Monthly

*Table 5 – Comparative council executive committees*

Generally, other than Rockingham, the comparative councils do not align their committees to department structures. There is not a 'one size fits all' approach, with the number of committees ranging from 2 to 6 and a mixture of open and confidential committees. With the size of the council areas it is interesting to note that many of the committees relate to particular areas or issues for each organisation: Aboriginal Strategic Committee at Port Stephens, or Bayside's Planning and Amenity Committee. City of Darwin has historically treated these as advisory committees that involve members of industry and the community, with specific strategic focus rather than broader areas of scope from multi-faceted departments.





Monthly committees are standard across the comparative councils.

### 2.3.1 Consultation

A survey was circulated to Elected Members and officers who had been involved in the briefing sessions to review the effectiveness of the model. Only 11 responses were received, meaning that the data is not a good representation of the intended audience. Responses, where relevant, have been included in the discussion.

### 2.3.2 Discussion

Establishing committees varies according to a local government's size and the complexity of the governance structure. The same applies to authority delegated to committees: some have full delegation under their subject areas, but in other local governments committees convene to consider reports, with recommendations put to council for decisions. It is worth noting that this would be similar to the current briefing session model anyway. Alignment of the committee structure would need to be carefully considered and officers do not recommend resumption of department-aligned committees.

A recent trend in local government has been the briefing session or forum approach in lieu of a range of committees. Council's Governance Framework also outlines that "Elected Members and officers are confident about their roles when good governance is practiced. Elected Members can be sure that they are across the issues, that they can trust the advice they are given and that their views will be respected even if not all agree with them" (City of Darwin). The aim of the briefing sessions was to provide a forum for elected members to have frank discussions with officers and to receive advice in order to improve service delivery to the community through good decision-making.

Positive comments from the briefing session survey include:

- *I did find it a good way of explaining the topic properly and clarifying issues before the Council meeting*
- *The information flow appears to have been good. There are good discussions at the sessions.*

Suggestions for improvement to the briefing sessions from the survey include:

- *Less formality could be tried*
- *Try the Function Area for a different atmosphere to Council Meetings.*
- *Should be kept to maximum 2 hours*
- *I'm also of the view that the additional process is somewhat less efficient than the process in the past with Committee meetings. Now there are 4 meetings per month which means staff have an extra week of report writing and in some cases, attending the meetings. It is also unclear as to what matters are required to go to briefing and what go directly to Council. When they were first established we were of the view that only matters of a complex nature would go through a briefing first. Now it seems all reports are required to go via a briefing. For straight forward matters this seems unnecessary. A broader more strategic view of Council committees may be required.*





- *Earlier distribution of agendas. Attendance by officers who have written the briefing notes to speak to them.*
- *Some clearer guidelines around deadlines for staff would be fantastic.*
- *I do believe it provides an opportunity for EMs to ask questions, however I also feel after attending a few that the EMs are still a little confused as to what the sessions are about. Perhaps a different location, less like a formal meeting environment, may generate more open and responsive discussion.*
- *It did still feel a bit similar to a Council Meeting as it was in Chambers, so perhaps the Function Area could be considered to give it a different atmosphere to the Council Meetings*

But the briefing session model is not as open and transparent as having public committees, as items are considered in confidence at the briefings and this is where there is potential for much of the debate to occur rather than in open in the Council Chamber. The Department of Housing and Community Development Local Government Decision communicated the following in their December 2018 newsletter regarding briefing sessions (Local Government Division, 2018):

***Elected member briefing sessions***

*The CEO is responsible under the Act for providing elected members with the information and advice they reasonably require to carry out their functions. Beyond the need for regular council meetings, the Act does not stipulate how information is exchanged. Councils may make policies on this process. These policies should ensure all elected members have the same access to information and include protocols for requesting information from the CEO and for holding elected member briefing sessions.*

*Holding elected member briefing sessions that are not open to the public is a legitimate activity, so long as they are held for the sole purpose of assisting elected members become better informed about matters before them.*

*The process of decision-making, including any discussions related to decision-making, must be made in public council meetings. A council risks breaching the requirements of the Act in relation to operating in a transparent manner, if it is seen to be rubber-stamping decisions made outside of a meeting.*

Opposing comments from the survey include:

- *Briefing sessions do not improve the flow of information to Council in the current format*
- *I find the briefing sessions somewhat unusual and contrary to open, transparent and accountable government.*
- *It is open for Elected Members but not to the public. It seems that a lot of worthwhile discussion is happening behind closed doors and not in a transparent way in the public arena.*
- *I am also unclear as to whether it is assisting with the decision making process or somewhat replacing it. I.e. their decision is made at the briefing sessions just not publicly announced until the council meeting.*







Executive committee meetings have greater visibility than the confidential briefings, which are not attended by the public or subject to media enquiries. Council's Governance Framework notes that "people are more likely to have confidence in their Council if decisions are made in a transparent and accountable way." Higher visibility of matters results in greater understanding of council governance by the community, and helps the community feel that Council will act in their overall interest.

### 2.3.3 Options

#### Option 1 – Briefing sessions and no executive committees (other than those required by legislation)

Council can choose to continue with the briefing session model rather than reintroduce executive committees. Some concerns have been raised that Elected Members spent time at Ordinary Council Meeting re-debating and discussing matters that were considered at executive committee meetings because only a small number of members were involved in these meetings.

Should this be Council's preferred option it is recommended that guidelines be introduced to ensure that the briefing sessions provide opportunity for input through open and free-flowing exchange of ideas while emphasising that no debate or decision making can take place. Formalisation of the sessions with minutes noting what topics were discussed should also be considered.

#### Option 2 – Briefing sessions and targeted committees

While there is no legislative obligation for local governments to establish committees they assist Council and the Chief Executive Officer to monitor and implement controls over the organisation's functions. The following strategic areas requiring Council attention have been identified through recent reviews and discussion:

- Finance
- Asset management
- Capital Works
- Beautification
- Public open space
- Policy

The desktop review showed that a governance or coordination committee was common within capital city council committee structures. However it was not common within the comparative councils, those of a similar size to City of Darwin. A strategic governance committee could be considered: this committee could meet quarterly, with delegated authority in relation to corporate governance matters.

#### Option 3 – Full executive committees

This represents a return to the model that was discontinued in August 2018. Strategically focussed committees would ensure better support for Council in guaranteeing that decision-making is effective and efficient. In considering the advantages of establishing a full executive committee structure against the administrative responsibilities and resource commitment that they pose it is not considered that they outweigh the positive results received following introduction of the briefing session model.







#### Option 4 - Hybrid Model

Council could consider a hybrid model that includes committees and a briefing night with one Ordinary Council Meeting. Matters could be resolved under delegated authority at committees earlier in the month; those recommendations and other items could be presented at the Briefing Session prior to being forwarded to the Ordinary Council Meeting at the end of the month.

## March 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
		Committee Night				
17	18	19	20	21	22	23
		Pre-Council Briefing				
24	25	26	27	28	29	30
		ORDINARY COUNCIL				
31						

Image 3 – Example meeting calendar

#### 2.3.4 Portfolio System

Also noted in the desktop review were councils whose elected members had set portfolios that determined what committees and areas they monitored. Generally in a portfolio model an elected member will be appointed to a portfolio (such as one of our departments) as the official spokesperson on those areas of Council. It operates similar to a ministerial portfolio and, though the Mayor/President is the chief spokesperson for Council, councillors responsible for portfolios are elected to speak on those matters and this is outlined in the terms of reference for the portfolios.

Sunshine Coast Council provides a clear example of how this system can operate, and this can be accessed here:

<https://www.sunshinecoast.qld.gov.au/Council/Mayor-and-Councillors/Portfolio-System>

City of Ballarat also has a portfolio framework for councillors that aligns Council functions, processes, and structure with key priorities outlined:

<http://www.ballarat.vic.gov.au/ac/councillors-and-wards/councillor-portfolios.aspx>





This is not traditionally how City of Darwin has operated, and given the level of business, the difference in statutory responsibilities in the Northern Territory compared to interstate, and that City of Darwin elected members are part-time it is not considered that such a model is suitable. Should Council be interested in further investigation, officers can provide a follow up report.

## **2.4 RISK MANAGEMENT & AUDIT COMMITTEE**

The requirement for the Risk Management & Audit (RMAC) is outlined in the Local Government Accounting Regulations. The purpose of the committee is to 'monitor' compliance and provide recommendations to the CEO and council on matters relating to compliance and internal controls (financial and otherwise). The committee has terms of reference with outline their role and responsibility.

Audit committees are considered council committees for the purposes of section 200(e) of the Northern Territory *Local Government Act*, even though the legislative basis for audit committees is in the Regulations and not in the Act.

The Department of Housing and Community Development has issued General Instruction 3 on audit committees; this includes how such a committee is appointed and managed.

A further review of the Terms of Reference will be undertaken in 2019.

## **2.5 ADVISORY AND SUBCOMMITTEES**

### **2.5.1 Introduction**

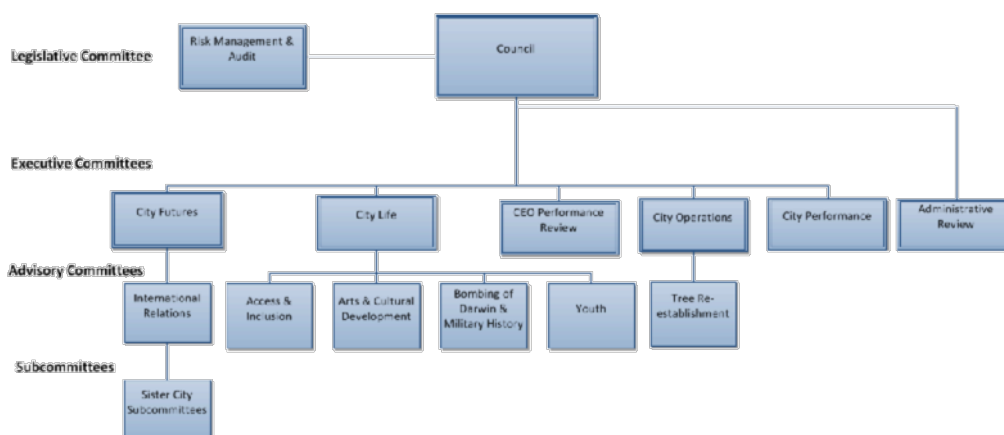
City of Darwin has traditionally had a number of advisory committees, supported by informal workshops.

Committees were updated when the organisational structure was realigned in mid-2017, and the structure was amended again in 2018 when the International Relations Advisory Committee was created, with the Sister City groups as subcommittees below it. 2018 also saw the addition of the short-term Tree Re-establishment Advisory Committee.





The previous committee structure is outlined below:



*Image 4 - Previous City of Darwin committee structure*

There are a number of advisory committees that reported back to Council through the executive committees. The committees have terms of reference but no delegations and their role is to put recommendations to Council in relation to their respective areas of responsibility.

Advisory committees and the Sister City Subcommittees have continued with business as usual while Council has trialled an alternate information model using briefing sessions in lieu of executive committees, with recommendations and minutes directed to the Ordinary Council Meetings for Council's review.

### 2.5.2 Benchmarking

The table below provides an outline of Darwin's advisory committees and a comparison with the similar councils.

Council	Advisory/Other Committees
<b>Darwin</b>	Access and Inclusion Advisory Committee Arts and Cultural Development Advisory Committee International Relations Advisory Committee Bombing of Darwin and Military History Advisory Committee Youth Advisory Committee Tree Re-establishment Advisory Committee
<b>Camden</b>	Camden for Children Group Camden Youth Council Group Camden Access Community Advisory Group
<b>Port Stephens</b>	Audit Committee Birubi Point Cultural Heritage Advisory Panel Port Stephens Heritage Advisory Committee Youth Advisory Panel
<b>Bayside</b>	Aboriginal and Torres Strait Islander Sub-committee Amcliffe Youth Centre Sub-committee





	Bayside Local Planning Panel Botanical History Trust Sport and Recreation Committee Community Services & Library Committee Planning Committee Public Works & Maintenance Committee Finance & Asset Management Committee Community Relations Committee
<b>Rockingham</b>	23 Advisory/Other Committees ranging from Governance to Tourism Strategy.
<b>Launceston</b>	Audit Panel 21 Advisory/Other committees
<b>Mandurah</b>	Mandurah Roadwise Advisory Group Access and Inclusion Advisory Group Mandurah Community Museum Advisory Group Mandurah Coastcare Coordinating Advisory Group Mandurah Environmental Advisory Group

*Table 6 – Comparative council advisory committees*

Port Stephens Council has also established more than 50 informal community committees that allow volunteers to be involved in the care of their council's facilities, services and events. Further information is available here:

<http://www.portstephens.nsw.gov.au/live/volunteers/Information-and-Contacts>

City of Rockingham has an extensive list of Advisory Committees, available here:

<http://rockingham.wa.gov.au/Council/Community-Participation>

Those for City of Launceston are listed here:

<https://www.launceston.tas.gov.au/Council/Committees>

### 2.5.3 Consultation

A comprehensive survey was circulated to past and present advisory committee members, Elected Members and officers to undertake a performance review. Based on a standard committee performance template, the survey asked participants about the purpose of the committee they had been involved in, their view of the support it received, time and location of meetings, attendance, membership, and general comments around their experience. It is worth noting that a committee/board survey is a standard annual tool for monitoring performance. 54 responses were received, providing a good representation of the target audience.

### 2.5.4 Discussion

Council believes it is important to consider the views of a community when making decisions about projects and resources that affect their local area or the city as a whole (City of Darwin). Community consultation complements, but does not replace, the decision-making role of Council and one way that Council consults is through community participation on its advisory committees. It is important to note that the Advisory Committees have a particular role in mitigating operational risk around community engagement of service profiles







Advisory committees have been a means to give guidance to Council on particular subject matters, undertake evidence-based research to support subjects and requests, and to monitor the implementation of Council plans such as the Community Access Plan. The advisory committee structure was taken into account in the committee review because most of the current committees have been in place for some time. There are a range of issues-bases and levels of budget allocated to each committee, without much consistency. Each committee is supported by a City of Darwin officer, and generally meet at a minimum of 4 times per year.

The Australian Institute of Company Directors note in their publication, *Advisory Boards Governance relations* (2016), that 'good advisory boards can give fresh insights and thinking on emerging or unfamiliar issues, respond to ideas from management, play devil's advocate and supply high quality objective advice to support the main board's decision-making'. In considering the current governance structure of committees and advisory committees, this raises a number of questions that should be considered in review including:

- What is the role of an advisory committee?
- What strategic objectives do they support?
- Who should the members of the Committee be?
- How are the views of the committees reported?
- How is the need for a committee defined and by whom?
- What are the outcomes of the advisory committees thus far?
- Is the administrative support of these committees sustainable?
- Are there other ways for Council to effectively engage the community?

Generally there was a high volume of neutral answers provided to survey questions, from whether the meetings were held with appropriate frequency to behaviour of members and value of the committees. While this doesn't indicate strong disagreement, it also does not indicate a positive response to the advisory committees in general.

There are a number of concerns outlined by both past and present officers and committee members regarding attendance and commitment to the committees. In addition elected members have expressed concerns with attendance and direction of advisory committee meetings so there is support to investigate the consultative nature of the advisory committees.

#### **Purpose and Terms of Reference**

With the potential removal of executive committees, advisory committees need to be more focused with clear outcomes that can be delivered to Council for appropriate decision-making: the challenge for Council is to ensure that the advisory committees are in fact contributing to this strategic direction of Council. It would appear that this is not currently the case and needs to be developed appropriately. This is apparent when reviewing the agendas of advisory committees which show large amounts of duplication from meeting to meeting. Some survey responses also noted crossovers with existing Northern Territory government level groups.

Some respondents noted that their committee appeared to be working well but that there was a lack of long-term goals; others that some committees were not truly





community based, or that they felt that there were conflicting priorities within the committee and that not all committee members were truly representing the whole of the Darwin community.

50% of survey respondents skipped the question 'Please list up to 3 achievements (of the committee)' and many noted that they felt that Council did not take up their projects. 31% of respondents skipped all of the questions regarding the purpose of committees.

Responses to 'list up to 3 challenges' included:

- *Lacks Strategic Vision - Org representatives self-focused*
- *Understanding the relationship between the Council and the Committee*
- *Council accepting advisory committee recommendations!*
- *Recommendations being thwarted*
- *Low volume of valuable agenda items*
- *Council funding projects/proposals*
- *Council admin and elected members should respect recommendations of these grassroots committees.*
- *Some KPIs developed for the committee so that achievements are measured, there are good outcomes don't get me wrong but I think that if the committee had targets for achievement that would assist in its direction.*

Terms of reference were mentioned frequently in survey responses with the requirement for clear guidance and outcomes for each committee respondents noted that these terms of reference to define the specific of interest within their resources and establishing goals that can be worked through collectively.

### **Commitment**

Interaction between community members and the chance to work with enthusiastic member of the best range of backgrounds and abilities was noted as positives for the committees in general. But many respondents commented that work commitments with a major factor in non-attendance for meetings; the majority of respondents also indicated they had not attended all meetings. Given that there only four meetings in a year this is going to be an ongoing issue facing advisory committees. But holding meetings after business hours is not necessarily an appropriate response to this issue given the administrative and financial cost to Council as a result of staffing and sometimes room resourcing.

Comments about the challenges of committees included:

- *poor turnout by community reps*
- *Often don't reach quorum - officer has to follow up multiple times to get attendance confirmation/apologies*
- *Begin able to be present during meeting nights*
- *Community members don't always have the time to commit to action in between meetings and therefore are often only active during the actual meetings*
- *Not all members being able to attend meetings at times*
- *Members capacity*





- *Attendance: different members turning up to meetings*
- *Time poor and consequently non-responsive*
- *Lack of interest from committee members*
- *There is often interest in 'putting on events' but when it comes down to it, most of the work is done by staff rather than the committee members (when we are already fully programmed for the year and the point of putting on the events is to provide a development opportunity for committee members)*

Other respondents noted that the advisory system is good but that more commitment was required if projects were to be meaningful. Lack of involvement outside of meetings by committee members was flagged by multiple respondents.

The current numbers of members of committees limits quorum and meeting attendance but also puts a limit on how many people can be involved in each community group area. For example a review of the community access plan, which would currently be spread out over potentially more than a year's worth of work with an advisory committee, could be the subject of an intensive whole day community workshop hosted by city of Darwin with the intent to provide input and full review of the document prior to presentation to council. These opportunities could attract a wider and more diverse range of attendees and could be considered better value than four 1.5 hour long meetings in a year. 47% of respondents noted when asked about the membership of their committee that sections of the community were not represented, including:

- Youth
- Multicultural
- Indigenous

### **Resources**

Similar to council committee reporting, advisory committee officers become stuck in cyclic reporting where one meeting feeds into another without time to focus on a strategic overview. This is particularly true for the sister city subcommittees where there are five meetings held on a different rotational basis that almost assure a continuous flow of meetings.

The committee format creates requirement for business papers and associated documents and some survey respondents noted that officer's time appeared to be taken up with this administrative overhead rather than with providing professional support in their field of expertise as related to the committee. It also appears that many of the actions and projects of the committees are driven at an officer level rather than inviting in-depth participation from the advisory committees.

Budget was a common subject throughout the survey particularly clarification of what budget was available to committees.

Generally survey respondents agreed that meetings were held with appropriate frequency and that behaviour was appropriate, and most people felt that they were valued.







### 2.5.5 Work to be undertaken

54% of respondents agreed that their committee works in the current format, but this was only 31 out of 54 potential respondents. Members were not convinced that the committee structure is the best way to do business, wanted to be more of an advisory panel, noted a need for clear purpose and wanted to achieve meaningful projects.

Having clear terms of reference for members and the committees reduces the potential for conflict and uncertainty and provide members, staff and each committee with a clear understanding of the Council's expectations of the procedures to be followed. Defined outcomes would help the process of the committees, as well as reviewing terms of reference on an annual basis. The Tree Re-establishment Advisory Committee, convened as a short-term, focussed committee, was very successful in achieving its strategic goals.

Officers are currently reviewing all terms of reference and resourcing for the advisory committees to create standardisation across them, with an aim to improve the experience for members.

An annual strategic planning session could also be held for all committee members that would provide a chance to update the terms of reference of each group and set out clear goals and outcomes for the year.

## 3. CONCLUSION

Committees and workshops are undertaken in accordance with City of Darwin Policy No. 043 – *Meetings, Meeting Procedures and Committees*. An update to the policy will be required as an outcome of this review.

Regardless of the option Council chooses, it is recommended that Council resolve to cease all executive committees as the existing no longer reflect the updated organisational structure. The outstanding minutes will be presented to Council for confirmation.

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**13.2 NEW POLICY - ELECTED MEMBER AND STAFF INTERACTION****Common No.:** 2078949**Author:** Coordinator Governance**Authoriser:** General Manager Government Relations & External Affairs**Attachments:** 1. Draft Policy 090**SUMMARY**

The purpose of this report is to present a new policy to Council for adoption that formalises the Alderman Support processes already in place.

**RECOMMENDATIONS**

1. THAT the report be received and noted.
2. THAT Council adopt Policy 000 - Elected Member and Staff Interaction at **Attachment 1**.

**KEY ISSUES**

- The Chief Executive Officer is responsible to the council to undertake the day-to-day management of the council's operations (including the management of council staff); and to provide or obtain for the council the information and advice the council reasonably requires for effectively carrying out its functions.
- A change is required to improve the culture of customer service to elected members, but also to appropriately manage requests and interaction between members and staff.
- Introduction of an acceptable request policy was suggested by the Chief Executive Officer to remove service duplication and create a single point of contact for elected members.

**BACKGROUND**

At a workshop with elected members in late 2018, the Chief Executive Officer (CEO) outlined his concerns about the current state of interaction between elected members and the organisation. He noted that work had been undertaken to map requests and the processes for dealing with them. Through discussions it came out that members were frustrated with the current state and were willing to consider change: particularly a single point of contact for requests. Under the direction of the CEO a new position of Alderman Liaison Officer was established in the Office of the CEO in November 2018, to provide a central coordination point for customer service to elected members. The main objective of the role is to provide high level assistance to elected members as their key organisational contact to coordinate enquiries, key events and correspondence for the purposes of monitoring, tracking, and coordinating responses to community matters in an efficient, effective and sensitive manner.

**DISCUSSION**

The purpose of drafting this policy was to:

- provide clear guidelines when an Elected Member asks an employee for advice to help the elected member carry out his or her responsibilities under the Local Government Act
- set reasonable limits on requests made by an elected member to ensure that the organisation is able to respond to them in appropriate and timely manner
- assist elected members in carrying out their responsibilities as elected representatives in an open and transparent manner.

When elected member request processes were tracked, they were shown to be very circular, all overlaid on top of normal duties for officers, executive and the CEO. Accountability and responsibility for responses was unclear, particularly when officers were on leave (this would also apply to officers acting in positions). The lack of systems and means to document the interactions was of high concern to the organisation as well, who are required to keep appropriate corporate records under the Local Government Act.

The value proposition for the *Elected Member and Staff Interaction policy*, in conjunction with Alderman Support roles, is a consistent customer service approach and service to benefit Elected Members and the organisation. This includes:

- certainty and assurance for Elected Members
- best use of resources for the organisation
- clear processes and expectations for staff.

The following objectives for the new policy were identified and subsequently refined through investigation:

- Create a single “point of truth” for all Elected Member requests to go to
- Manage contact through appropriate channels
- Improve response timelines and enhance service provision
- Provide guidance to staff and members for acceptable interaction
- Reduce complaints from Elected Members by providing consistent service
- Track requests
- Remove service duplication.

For City of Darwin this policy formalises the Alderman Liaison single-point-of-contact process. Clear guidelines will assist in coordinating all forms of enquiry through various means of communications to ensure that acknowledgement and an appropriate response is furnished within an allocated timeline. Benchmarking against capital city and other Australian councils shows that this type of policy is common.

It is now officers' recommendation that the new policy be adopted by Council.

## **STRATEGIC ENVIRONMENT**

The issues addressed in this Report are in accordance with the following Goals/Strategies as outlined in the 'Evolving Darwin Towards 2020 Strategic Plan':

### **Goal**

5 Effective and Responsible Governance

### **Outcome**

5.1 Quality service

### **Key Strategies**

5.1.1 Provide quality service outcomes by ensuring that Council's processes and systems are effective and efficient

## **LEGISLATIVE/POLICY**

This new policy builds on:

- the existing provisions within the Local Government Act
- Policy 014 - Elected Members - Code of Conduct
- City of Darwin's Staff Code of Conduct

Council has a current policy that establishes protocols to enable elected members to gain access to information through appropriate channels, Policy 027 - *Elected Members Access to Council*

*Information.* It is recommended that this policy be reviewed to ensure that there is no duplication of scope, should Council endorse the *Elected Member and Staff Interaction Policy*.

## **CONSULTATION**

### **Internal**

A draft acceptable request Policy was presented to the Strategic Direction Group in March 2019 in conjunction with review of the Alderman Liaison Processes. It was put out for internal consultation and is now presented to Council for adoption.

In preparing this report, the following City of Darwin officers were consulted:

- Strategic Direction Group
- Senior Leadership Team
- Alderman Liaison Officer

### **External**

- Nil

## **BUDGET/RESOURCE IMPLICATIONS**

There has been significant impact on operations as a result of the increased volume of elected member requests, including lost time from ongoing programs when requests have been prioritised. It is appropriate that the Chief Executive Officer and the organisation assist Elected Members, but not at the cost of consistency, levels of service and over-complication due to the number of people involved. By removing some of the unnecessary points of contact, a better service level can be provided.

Council has already invested in improvements to customer service to elected members through the new position of the Alderman Liaison Officer.

## **RISK**

The culture of Darwin and the organisation is highly influenced by the small population size and physical size of the city: people are in close proximity and contact between the community, staff and elected members occurs easily and constantly.

Council needs to help to manage the conversations that are happening, particularly between staff and elected members, to ensure that concerns and messages are being passed along in an appropriate manner. Technology also contributes to the spread of information and the changes to customer service in this area are recognised as a gap within the organisation.

Successful implementation of this policy will mean a change in social chemistry: the aim is to improve customer service to elected members. The people component will be the key to the success of the new policy: it is not just improved technology and processes that are required to completely achieve the objectives, there needs to be buy-in from elected members and staff for any change to occur.

## **LEGAL**

The Local Government Act and Council's Code of Conduct outlines conduct towards council staff as "a member must not direct, reprimand, or interfere in the management of council staff". As per Policy 014 - Elected Members - Code of Conduct, "the Chief Executive Officer is responsible for managing implementation" of the Code of Conduct and in other local government councils this position is the only contact avenue available to Elected Members for all queries, complaints and otherwise.

## **ARTS, CULTURE & ENVIRONMENT**

Nil



## ELECTED MEMBER AND STAFF INTERACTION

### Policy No. 090

#### 1 Purpose

The purpose of this policy is to provide a framework to assist Elected Members in carrying out their responsibilities as elected representatives by specifically addressing their ability to interact and receive advice from staff.

#### 2 Scope

This policy is applicable to all Elected Members and employees of City of Darwin.

#### 3 Policy Statement

##### Elected Member Responsibilities

Communication by Elected Members with employees must be conducted in accordance with Policy No. 014 - *Elected Members Code of Conduct*.

Elected Members will direct requests to Alderman Support as follows:

- pertaining to meetings including Council business
- pertaining to events
- pertaining to community enquiries
- pertaining to advisory committees outside the scope of membership of the committee
- for advice of a technical or professional nature to assist with decision-making obligations and responsibilities
- for help or advice of a nature given to the public
- for information
- for professional development and other support functions.

Requests can also be made to General Managers, with Alderman Support copied into the request.

Requests can be made via phone, email, applications such as See Click Fix, or in person. The preferred method of communication of requests is via email to ensure that Council can maintain appropriate records in accordance with the *Information Act*.

Where constituent enquiries are received addressed directly to elected members, and the organisation has been included in copy, it is expected that these enquiries will be responded to by elected members. Should elected members require assistance from the organisation in responding to these enquiries, they should be submitted to Alderman Support as a request.

Requests will be categorised as:

- **Urgent:** where the information requested by the Elected Member is of a matter defined as urgent by safety, risk management or reputational risk implications.

Council Policy No. 090 – ELECTED MEMBER AND STAFF INTERACTION				
Version	Decision Number	Adoption Date	Responsible Officer: Chief Executive Officer	Next Review Date

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## ELECTED MEMBER AND STAFF INTERACTION

### Policy No. 090

Should this situation arise outside of business hours, these requests must be acted on immediately and raised with the Chief Executive Officer.

- **Routine:** where the information requested by the Elected Member is routine and is readily available from Council's business systems, the organisation will provide the response within a reasonable timeframe of being notified of the request.

The requests will be tracked to monitor progress, and will be escalated should appropriate action not be taken.

#### Employee Responsibilities

Communication by employees with Elected Members must be conducted in accordance with the *City of Darwin Code of Conduct* and occur:

- in a respectful, reasonable and professional manner
- in accordance with the law and the local government principles
- in accordance with Council's policies, guidelines and procedures
- in accordance with Council's organisational CARES values
- in good faith.

In circumstances where staff are unsure whether or not they should provide information to, or respond to a request from, an elected member, they should refer the matter to their General Manager or to the CEO.

If an Elected Member contacts an employee in contravention of this Policy, the employee should refer the request to Alderman Support.

If an Elected Member directs or attempts to direct an employee about the way in which their duties are to be performed, the employee shall report the circumstances to their line manager, General Manager or the Chief Executive Officer as soon as possible.

Employees shall not discuss with an Elected Member any matter relating to the terms and conditions of their employment with Council.

#### Handling of Information

Alderman Support shall keep records of advice given to Elected Members in the same manner as if they were providing advice to a member of the public. Alderman Support shall ensure that a record of the advice is stored electronically in Council's systems.

Both Elected Members and employees acknowledge that the information provided in relation to a request may be confidential and that they must adhere to the Act, the *Information Act* and other relevant Acts/Regulations relating to privacy when they are in receipt of information that may affect individuals, organisation, the Council, or provides an unfair advantage to someone.

Council Policy No. 090 – ELECTED MEMBER AND STAFF INTERACTION				
Version	Decision Number	Adoption Date	Responsible Officer: Chief Executive Officer	Next Review Date

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## ELECTED MEMBER AND STAFF INTERACTION

### Policy No. 090

#### 4 Definitions

**Alderman Support** refers to an employee whose role is to support elected members.

**CEO** refers to the Chief Executive Officer of City of Darwin appointed in accordance with the Local Government Act.

**Council** refers to the City of Darwin Council.

**Employee** refers to any employee, contractor, volunteer etc. of City of Darwin.

**Requests** refers to any request by an Elected Member for information or advice.

#### 5 Legislative References

Local Government Act 2008

Local Government (Administration) Regulations

Information Act

#### 6 Procedures / Related Documents

Policy No 014 - Elected Members Code of Conduct

Policy No 027 - Elected Members Access to Council Information

City of Darwin Code of Conduct

#### 7 Responsibility / Application

The Chief Executive Officer is responsible to Council to undertake the day-to-day management of the council's operations (including the management of staff); and to provide or obtain for Council the information and advice the council reasonably requires to effectively carry out its functions.

#### 8 Document Control

Council Policy			Responsible Officer: Chief Executive Officer	
Version	Decision Number	Adoption Date	History	Next Review Date
1			New policy	
2				
3				

Council Policy No. 090 – ELECTED MEMBER AND STAFF INTERACTION				
Version	Decision Number	Adoption Date	Responsible Officer: Chief Executive Officer	Next Review Date

## 14 RECEIVE & NOTE REPORTS

### 14.1 RATIONALISATION OF PARKING MACHINES

**Common No.:** 376351

**Author:** Manager Economic Development & Tourism

**Authoriser:** General Manager Innovation Growth and Development Services

**Attachments:** Nil

#### SUMMARY

From 1 July 2019 Council plans to remove 28 of its parking machines from across the city and continue to encourage the uptake of easier payment options via PayStay, the app adopted by Council in January 2018.

#### RECOMMENDATIONS

1. THAT the report be received and noted.

#### KEY ISSUES

- Council has a total of 298 parking machines which service 3789 parking bays across the city.
- With Council's adoption of PayStay in January 2018, payment by cash and credit card has reduced considerably with payments via the application now representing 44% of all parking fees.
- 28 on-street parking machines will be removed from 1 July 2019. Their decommissioning and removal will result in annual maintenance, licensing and security collection costs savings of approximately \$85,000. A further saving will be achieved through the decommissioned machines not requiring upgrades to their software terminals, in the vicinity of \$75,000.

#### BACKGROUND

Council has a total of 298 parking machines all of which accept cash and 53 parking machines accept credit cards.

The total cost of servicing, maintaining, and cash collection from each parking machine averages approximately \$2,890 per annum.

In March 2019 Council's parking machine supplier Australian Parking & Revenue Control Pty Ltd (APARC) advised that Council's parking machine credit card terminals required an upgrade to remain EMV compliant after 30 June 2019 at a cost of \$3,285.00 per unit, or a total cost of around \$174,000.

EMV is a payment method based on a technical standard for smart payment cards and the payment terminals and teller machine that accept them. EMV originally stood for Europay, Mastercard, and Visa, the three companies that created the standard.

#### DISCUSSION

As a consequence of the EMV upgrade requirements, Council officers determined the need to remove 23 of the on-street parking machines that have credit card terminals, which would realise a cost saving of \$75,000. In turn, efforts would be made to promote the uptake of PayStay usage as a more effective way to pay.

The remaining 30 off-street credit card terminal parking machines will be upgraded to be EMV compliant. The reason for this is that the off-street parking machines receive much higher usage of credit card payment due to the all-day parking fees for off street car parks.

## **IMPLICATIONS**

Initially some motorists may be inconvenienced with the removal of the 28 credit card parking machines. Promotion of the PayStay application will be undertaken prior to 30 June encouraging motorists to convert to this easier way to pay.

The key areas for potential dissatisfaction from the public will be Zone C on the Esplanade and Cavenagh St.

Effective messaging and public information will be critical to managing this process. The Innovation, Growth and Development Department will work with PayStay on a promotion strategy and internally on a communications strategy.

The use of PayStay rather than coin or credit card has longer term benefits for community, in that

- It is sustainable / greener
- It is more cost effective
- It assists Darwin to further become a Smart City.

**14.2 MINUTES OF THE BOMBING OF DARWIN & MILITARY HISTORY COMMITTEE MEETING OF 10 APRIL 2019****Common No.:****Author:** Community Events Producer**Authoriser:** General Manager Government Relations & External Affairs**Attachments:** 1. Minutes of Bombing of Darwin and Military Advisory Committee**SUMMARY**

The purpose of this report is to present for information the minutes of The Bombing of Darwin and Military History Advisory Committee meeting on 10 April 2019.

**RECOMMENDATIONS**

THAT the minutes of the Bombing of Darwin & Military Advisory Committee meeting held on 10 April 2019, at **Attachment 1**, be received and noted.

**KEY ISSUES**

The meeting considered a number of activities and events, including:

- Presentation – Peace in the Pacific Study Tour
- Bombing of Darwin Day Debrief
- Consecration of the Grave of WW1 Veteran Cecil Northover
- 5th Battalion, the Royal Australian Regiment Consecration and Presentation of Colours Parade
- Freedom of Entry Parade HMAS Coonawarra

**BACKGROUND**

The Bombing of Darwin & Military Advisory Committee met on 10 April 2019 and the minutes are provided for the information of Council. Alderman Andrew Arthur is the Chair of this committee.

**DISCUSSION**

The minutes are attached.

**IMPLICATIONS**

NIL



**MINUTES**  
**BOMBING OF DARWIN & MILITARY**  
**HISTORY ADVISORY COMMITTEE**  
 11.00 am - 12.00 pm, Wednesday 10 April 2019  
 Meeting Room 1, City of Darwin

**1. PRESENT**

Alderman Andrew Arthur  
 Mr Stephen Gloster  
 Mr Michael Wells

Ms Meghan Bailey

Mrs Linda Fazldeen

Ms Sheree Jeeves

Ms Shenagh Gamble

RSL  
 Department of Tourism and Culture, Director  
 Heritage Branch  
 Department of Veterans' Affairs Deputy  
 Commissioner NT  
 Defence NT, Director Community Engagement,  
 Department of Trade, Business and Innovation  
 City of Darwin Manager Engagement, Participation  
 and Events  
 A/General Manager Community and Regulatory  
 Services

**City of Darwin Staff**

Ms Kylie Salisbury  
 Mrs Karen Long

Community Events Producer  
 Executive Assistant

**Guests**

WO1 Andrew Richardson

**2. APOLOGIES**

The Hon Kon Vatskalis  
 Mr Norm Cramp  
 Ms Meg Cotter  
 Mr Glen Hingley  
 Ms Polly Banks

The Right Worshipful, The Lord Mayor (Chair)  
 Darwin Military Museum Manager  
 Tourism NT Trade and Industry Marketing Executive  
 Tourism Top End  
 General Manager Community and Regulatory  
 Services

**3. DECLARATION OF INTEREST IN ANY ITEMS ON THE AGENDA - Nil**

**4. ACCEPTANCE OF PREVIOUS MINUTES 6 FEBRUARY 2019**

The minutes of the meeting of the 6 February 2019 were received as a true and accurate record, noting the incorrect spelling of Steve Gloster at 6.3.

Gloster/Jeeves, carried

**5. BUSINESS ARISING FROM PREVIOUS MINUTES 6 FEBRUARY 2019**

**Item 6.2** Darwin Cenotaph Area – Decision No. 22\1323 (26/0219) received and noted by the Committee.

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Minutes Bombing of Darwin &amp; Military History Advisory Committee 10/04/2019

## 6. GENERAL BUSINESS

### 6.1 Presentation – Peace in the Pacific Study Tour

Grace Modoh, Casuarina Senior College student provided an overview of her experiences as a participant of the Chief Minister's Peace in the Pacific study tour of Hawaii in December 2018. The participants visited military sites and attended Pearl Harbor commemorations on 7 December. Highlights of the tour:

- Blackened Canteen Ceremony – commemoration of peace and reconciliation ceremony
- Battleship Missouri
- Youth Peach Symposium

Additional information is available from the following links -

Chief Minister's 2019 Anzac Spirit Study Tour successful entrants  
<https://nt.gov.au/learning/primary-and-secondary-students/anzac-spirit-study-tour-and-anzac-centenary/winners-of-the-2019-anzac-spirit-study-tour>

Chief Minister's 2018 Peace in the Pacific student blogs:  
<https://nt.gov.au/learning/primary-and-secondary-students/peace-in-the-pacific-study-tour/about-the-peace-in-the-pacific-study-tour>

### 6.2 Community Events Producer – Kylie Salisbury

#### 6.2.1 Bombing of Darwin Day Debrief - Kylie Salisbury

- Matt Hall, Master Class Pilot in the Red Bull Air Race, was a great success as part of the commemorative events.
- The unveiling of the plaque dedicated to honor two RAAF Hudson Bomber Squadrons present during Bombing of Darwin by Brian Winspear AM was also very well attended.
- This year's commemorative event had three veterans in attendance.
- Well attended by survivors and descendants.

#### 6.2.2 Upcoming events

- Consecration of the Grave of WW1 Veteran Cecil Northover  
Wednesday 24 April 2019, 10am  
Gardens Cemetery, The Gardens



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Minutes Bombing of Darwin & Military History Advisory Committee 10/04/2019

- 5th Battalion, the Royal Australian Regiment  
Consecration and Presentation of Colours Parade  
Saturday 1 June 2019, 3-5pm  
The Cenotaph, Bicentennial park
- Freedom of Entry Parade HMAS Coonawarra  
Saturday 10 August 2019, 10-11am  
Civic Centre to Cenotaph

#### 6.2.3 Acknowledgement of WO1 Andrew Richardson

The Committee thanked WO1 Andrew Richardson for his invaluable assistance provided to Council's Community Events Producer with Bombing of Darwin Day, Anzac Day and other military events.

#### 6.2.4 Military Film Festival April – program tabled.

### 6.3 Members' Update

Steve Gloster

- Anzac Day preparations proceeding well.
- The Darwin Cenotaph renewal grant from the Commonwealth Government. Details will be emailed through to Sheree Jeeves to progress this through Council.
- Darwin RSL building has been handed back, waiting on insurance claim.

WO1 Andrew Richardson

- Anzac Day – breakfast, dawn services and marches.
- Colours Parade 1 June 2019 – consecration and presentation of new colours. General public event. Will also include a church ceremony at St Mary's Star of the Sea Cathedral.

Linda Fazldeen

- Upcoming events/information will be forwarded out of session to members.

Meghan Bailey

- Federal Government Funding – Department of Veterans' Affairs - \$3.5 million during 2019/20
  - 2020 Anzac Day commemorative dawn service in France
  - Managing security and attendance at overseas commemorative services.
  - A scoping study for a commemorative site on the Island of Lemnos, Greece to commemorate the role of Australian nurses and doctors during the Gallipoli Campaign.
  - Unmarked First World War Graves

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Minutes Bombing of Darwin & Military History Advisory Committee 10/04/2019

- The 'Thank You For Your Service' photographic exhibition launched by the Minister for Veterans' Affairs features photographs of 46 men and women who serve or have served in the Australian Defence Force. It follows four themes – Diversity of Personnel, Diversity of Task and Individual, Transition to Civilian Life and Support of Loved Ones and Respect and Recognition.

This exhibition was developed by DVA with assistance from the ADF and those people featured in the photographs. The Exhibition will be on display in Sydney until early July and is also available online at [www.dva.gov.au/tyfys](http://www.dva.gov.au/tyfys)

Action - a letter be forwarded to the Department of Veterans' Affairs expressing interest in the exhibition coming to Darwin.

*Sheree Jeeves left the meeting at 12.05 pm*

Michael Wells

- Decommissioned HMAS Darwin anchor unveiling ceremony 15 April at Government House.
- The Centenary of the Great Air Race 2019 – community events being planned.

6.4 2019 Meeting Dates – Wednesday, 11.00am, Meeting Room 1

12 June 2019  
14 August 2019  
9 October 2019  
11 December 2019

## **7. ANY OTHER BUSINESS - Nil**

## **8. DATE OF NEXT MEETING**

Date: 12 June 2019  
Time: 11.00 am  
Venue: Meeting Room 1

## **9. MEETING CLOSED – 12.16 pm**

**14.3 LETTER OF APPRECIATION TO COUNCIL - CHRISTCHURCH CITY COUNCIL - MESSAGE OF CONDOLENCES IN THE WAKE OF ATROCITY TOWARDS CHRISTCHURCH'S MUSLIM COMMUNITIES****Common No.:** 4054145**Author:** Coordinator Governance**Authoriser:** General Manager Government Relations & External Affairs**Attachments:** 1. Letter of Appreciation**SUMMARY**

The purpose of this report is to present a letter received from the Christchurch City Council.

**RECOMMENDATIONS**

THAT the incoming letter of appreciation from Christchurch City Council regarding the message of condolences in the wake of atrocity towards Christchurch's Muslim communities be received and noted.

**KEY ISSUES**

- The Lord Mayor wrote to the Christchurch City Council on behalf of City of Darwin to express condolences following the mosque shootings of 15 March 2019.
- The Mayor of Christchurch City Council has now written in response to thank Council for this message of support.

**BACKGROUND**

The attacks in Christchurch killed 51 people and injured 50 more, and City of Darwin as an organisation shared the Council's incomprehension at the acts.

**DISCUSSION**

The Islamic community of Darwin gathered following the attacks to pray for the victims from the terrible attacks. They wanted to show that the people of Darwin are one, and that hatred has no place in society.

The Lord Mayor felt that Council should also show its support and wrote to the Christchurch City Council with the following:

*On behalf of the City of Darwin, I write to send sincere condolences and sympathy from the City of Darwin Elected Members and our Community, for the heartache and pain caused to your community and the people of New Zealand through the violent act of terrorism inflicted on the people of Christchurch.*

*We pray that your community is strengthened as you band together in support of one another through this difficult time.*

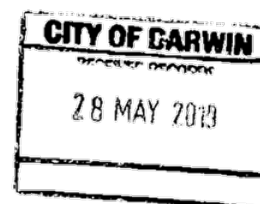
**IMPLICATIONS**

Nil

**Office of The Mayor**

15 May 2019

Hon Lord Mayor Kon Vatskalis  
City of Darwin  
GPO Box 84  
Darwin NT 0801  
Australia



Dear Hon Lord Mayor Kon Vatskalis

I am writing to thank you for your message of condolences in the wake of the atrocity that struck at the heart of Christchurch's Muslim communities in their time of prayer on March 15 this year. This act of terror was inspired by a hatred that I and my fellow councillors cannot begin to comprehend.

The response locally, nationally and internationally, on the other hand, has been inspired by love, compassion and kindness, and from our local Muslim brothers and sisters we have heard of the infinite capacity for forgiveness, which was so eloquently expressed at the National Remembrance Service by Farid Ahmed, whose wife was killed at Al Noor Mosque.

"I don't want to have a heart that is boiling like a volcano. A volcano has anger, fury, rage, it doesn't have peace. It has hatred, it burns itself within, and it burns the surrounding. I don't want to have a heart like this and I believe no one does. I want a heart that is full of love and care and full of mercy, and will forgive lavishly, because this heart doesn't want any more life to be lost. This heart doesn't like that the pain I have gone through, that any human being should go through. That's why I have chosen peace, love and I have forgiven."

An act that was designed to divide us has united us as a city and as a nation. And the message has gone out around the world that this is how to respond to terrorism - not with retribution, but with generosity of mind and spirit, as we build bridges across cities and across the world.

As Imam Gamal Fouda, stated at the Call to Prayer a week after the attack: "We are broken-hearted, but we are not broken. We are alive, we are together, we are determined to not let anyone divide us. To the families of the victims your loved ones did not die in vain, their blood has watered the seeds of hope. Through them the world sees the beauty of Islam and the beauty of our unity."

New Zealand's Prime Minister Jacinda Adern, who also spoke at the National Remembrance Service, spoke of how we had all felt lost for words in the wake of the attack.

Civic Offices, 53 Hereford Street, Christchurch 8011  
PO Box 73016, Christchurch 8154  
Phone: 03 941 8559  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

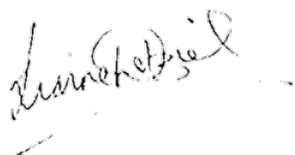
She said: "What words adequately express the pain and suffering of 50 men, women and children lost, and so many injured? What words capture the anguish of our Muslim community being the target of hatred and violence? What words express the grief of a city that has already known so much pain? I thought there were none. And then I came here and was met with this simple greeting. Asalamu Aleykum. Peace be upon you. ...even when we had no words, we still heard yours, and they have left us humbled and they have left us united".

And as a city, we have chosen not to be defined by what happened on that day, but rather all the goodness that it has inspired, and the knowledge that we can all make a difference.

All the messages we have received, especially those that have come from places that have known our pain, have helped to uplift our Muslim communities and our city as a whole. We stand in solidarity with you in our condemnation of terrorism. We stand with you in support of human rights. And we reject all actions that engender hatred, violence and division. We now know where that can lead.

Thank you once more for your message and for the commitment to being the change we all want to see in the world.

Yours sincerely



Lianne Dalziel  
**MAYOR**



**15 REPORTS OF REPRESENTATIVES****16 QUESTIONS BY MEMBERS****17 GENERAL BUSINESS****18 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

THAT the next Ordinary Meeting of Council be held on Tuesday, 25 June 2019, at 5.30pm (Open Section followed by the Confidential Section), Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

**19 CLOSURE OF MEETING TO THE PUBLIC**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

**RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 65(2) of the Local Government Act:

**24.1 CEO Performance Appraisal Committee**

This matter is considered to be confidential under Section 65(2) - 8(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

**24.2 Library Inclusion Within John Stokes - Correspondence from the Minister for Infrastructure, Planning and Logistics**

This matter is considered to be confidential under Section 65(2) - 8(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**24.3 Darwin Entertainment Centre Funding - Correspondence from the Board Chair**

This matter is considered to be confidential under Section 65(2) - 8(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**



# **PREVIOUS MINUTES**

**Ordinary Council Meeting  
Tuesday, 28 May 2019**

Reports, recommendations and supporting documentation can be accessed via the City of Darwin Council Website at [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au), at Council Public Libraries or contact the Committee Administrator on (08) 8930 0670.

**MINUTES OF CITY OF DARWIN  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE,  
DARWIN  
ON TUESDAY, 28 MAY 2019 AT 5.30PM**

- PRESENT:** Lord Mayor Kon Vatskalis, Alderman Andrew Arthur, Alderman Jimmy Bouhoris, Alderman Sherry Cullen, Alderman Gary Haslett, Alderman Robin Knox, Alderman George Lambrinidis, Alderman Simon Niblock, Alderman Mick Palmer, Alderman Peter Pangquee, Alderman Rebecca Want de Rowe, Alderman Emma Young
- OFFICERS:** Scott Waters (Chief Executive Officer), Joshua Sattler (General Manager Innovation Growth & Development Services), Matt Grassmayr (Acting General Manager Community & Regulatory Services), Russell Holden (Acting General Manager Corporate and Procurement Services), Melissa Reiter (General Manager Government Relations & External Affairs), Penny Hart (Coordinator Governance), Ron Grinsell (General Manager Engineering & City Services), Jane de Gault (Media & Communications Advisor), Shenagh Gamble (Executive Manager Environment and Community), Nik Kleine (Executive Manager Waste and Capital Works), Sally Vasey (Executive Assistant).
- APOLOGY:** Alderman Justine Glover,
- MEDIA:** NT News, Mr Will Zwar; ABC News, Ms Kate Ashton.

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**WEBCASTING DISCLAIMER**

The City of Darwin is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the City of Darwin will use its best endeavours to ensure images in this area are not webcast. However the City of Darwin expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the City of Darwin a non-exclusive licence to copy and broadcast your image worldwide for no reward.

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**Order Of Business**

<b>1</b>	<b>Acknowledgement of Country .....</b>	<b>4</b>
<b>2</b>	<b>The Lord's Prayer .....</b>	<b>4</b>
<b>3</b>	<b>Meeting Declared Open .....</b>	<b>4</b>
<b>4</b>	<b>Apologies and Leave of Absence .....</b>	<b>4</b>
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<b>5</b>	<b>Electronic Meeting Attendance.....</b>	<b>5</b>
<b>6</b>	<b>Declaration of Interest of Members and Staff .....</b>	<b>5</b>

<b>7</b>	<b>Confirmation of Previous Minutes.....</b>	<b>5</b>
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	Nil	
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<b>11</b>	<b>Deputations and Briefings .....</b>	<b>9</b>
	Nil	
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	Nil	
<b>13</b>	<b>Officers Reports.....</b>	<b>10</b>
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13.2	Review of Policy 008 – Community Participation, Access and Inclusion.....	10
13.3	Access and Inclusion Advisory Committee Meeting Minutes 7 May 2019.....	11
13.4	Minutes and Committee Appointment for the Youth Advisory Committee Meeting 9 May 2019.....	11
13.5	Access and Inclusion Advisory Committee Appointments - May 2019.....	12
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14.2	Update on the Implementation of the Dog and Cat Management Strategy 2018-2022.....	13
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<b>19</b>	<b>Closure of Meeting to the Public .....</b>	<b>17</b>
<b>20</b>	<b>Adjournment of Meeting and Media Liaison .....</b>	<b>18</b>

## **1 ACKNOWLEDGEMENT OF COUNTRY**

## **2 THE LORD'S PRAYER**

## **3 MEETING DECLARED OPEN**

The Chair declared the meeting open at 5.37pm.

## **4 APOLOGIES AND LEAVE OF ABSENCE**

### **4.1 APOLOGIES**

#### **RESOLUTION ORD104/19**

Moved: Alderman Mick Palmer

Seconded: Alderman Andrew Arthur

THAT the apology from Alderman Justine Glover, be received.

**CARRIED 12/0**

### **4.2 Leave of Absence Granted**

Nil

### **4.3 LEAVE OF ABSENCE REQUESTED**

#### **RESOLUTION ORD105/19**

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Andrew Arthur

- A. THAT a Leave of Absence be granted for Alderman Jimmy Bourhoris for the period 26 June to 11 August 2019.
- B. THAT a Leave of Absence be granted for Alderman George Lambrinidis for the period 27 July to 11 October 2019.
- C. THAT a Leave of Absence be granted for Alderman Mick Palmer for the period 26 June to 4 July 2019.
- D. THAT a Leave of Absence be granted for Alderman Robin Knox for the period 7 to 14 July 2019.
- E. THAT a Leave of Absence be granted for Alderman Gary Haslett for the period 15 to 22 June

2019.

- F. THAT a Leave of Absence be granted for be granted for Alderman Peter Pangquee for the period 15 to 22 June 2019.

**CARRIED 12/0**

## **5 ELECTRONIC MEETING ATTENDANCE**

### **5.1 Electronic Meeting Attendance Granted**

Nil

### **5.2 Electronic Meeting Attendance Requested**

Nil

## **6 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

### **6.1 Declaration of Interest by Members**

#### **RESOLUTION ORD106/19**

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Sherry Cullen

THAT Council note that pursuant to Section 73 & 74 of the Local Government Act, Alderman Jimmy Bourhois, declared a Conflict of Interest in Item 24.1.

**CARRIED 12/0**

### **6.2 Declaration of Interest by Staff**

Nil

## **7 CONFIRMATION OF PREVIOUS MINUTES**

#### **RESOLUTION ORD107/19**

Moved: Alderman Robin Knox

Seconded: Alderman Peter Pangquee

That the minutes of the Ordinary Ordinary Council Meeting held on 14 May 2019 be confirmed.

**CARRIED 12/0**

## **8 MATTERS OF PUBLIC IMPORTANCE / LORD MAYORAL MINUTE**

Nil



**9 PUBLIC QUESTION TIME****9.1 QUESTIONS FROM MS JANE DAVIES - DARWIN WATERFRONT AREA****RESOLUTION ORD108/19**

Moved: Alderman Emma Young

Seconded: Alderman Robin Knox

THAT the following Public Questions and responses as tabled from Ms Jane Davies regarding the transfer of the Darwin Waterfront area into the City of Darwin municipality area be received and noted.

ACTION: CHIEF EXECUTIVE OFFICER

**CARRIED 12/0**

**Questions**

Darwin Waterfront Corporation Act 2006 – Darwin City Council (DCC) resident request to begin discussions with the NT Government about what assistance it could provide to transfer the city's Waterfront area to the council's control

In 2019 the Darwin Waterfront Corporation Act 2006 is undemocratic and anachronistic and allows the Darwin Waterfront Corporation (DWC) Board and Management to control the Darwin Waterfront Precinct 'unincorporated' crown land within an opaque structure. As a concerned Wharf 2 resident I suggest the NT Parliament review the relevance of the DWC as the Darwin CBD businesses are competing with a heavily funded NT Statutory Body; this inequality is creating a dual economy which is hindering the Darwin Town and Mall from becoming a smart, integrated, busy global city.

The reasons why the DWC NT Statutory Body should be disbanded and transitioned back under the DCC control include the following reasons:

**Question 1**

The 2006 NTG Chief Minister Clare Martin admitted this is

- a. 'somewhat unusual legislation'... public/private partnership in one area, and then it has residential development in the next'. The first part of the legislation deals with the next two years before residents come into the Waterfront. Very clearly, the bill says that once residents are living in the waterfront, then there will be a different role for the corporation, much more a local government role – by 2008, we will have 135 is it, 141 residents? We want to see residents participating in managing their area and having the same rights and responsibilities as residents in other parts of Darwin.'

**Question 2**

The 2006 DWC Bill was written without a determined date and was challenged by the NTG Opposition Leader Jodeen Carney and Independent MLA Gerry Wood; this 2006 Bill has allowed the DWC to be kept under the control of seven members for too long, without stringent review and the board members can be appointment by the Minister of the day which can create a political bias. (Refer NTG Media Release 14/6/2006 Corporation to manage Darwin Waterfront Precinct).

**Question 3**

In 2019 Waterfront Wharf One and Two have approximately 258 apartments where owners and residents 'do not have the same rights and responsibilities as residents in other parts of Darwin'? The DWC fails to communicate with relevant, transparent and accountable information to residents and owners; the website is out-of-date; the 2013-2018 DWC structure is opaque and complex?

**Question 4**

In 2006 the NTG CM states 'the Corporation will charge rates in a similar fashion to that of Darwin City Council and is intended to break even, in cost revenue terms, over time. I suggest the DWC

can be funded more than \$25 million dollars by the NT Government annually; receives Department of Tourism Grants; receives millions of dollars from municipal rate payers; yet the DWC Board and management consistently fail to meet budget and overspend millions of tax payers money? As a consequence, the Darwin CBD small businesses cannot compete with these gratuitous hand-outs and creates a dual economy;

**Question 5**

'Unincorporated land' is usually determined as space not inhabited or sparsely inhabited by people; the Waterfront precinct currently has approximately 258 residential apartments and many commercial businesses that accommodate thousands of people; many people visit on a daily basis as it is considered a tourist precinct; the crown land is utilised by many people therefore the DWC is anachronistic (Refer 2013-14 Darwin Waterfront Corporation Annual Report).

**Question 6**

The Unincorporated NT: About the profile areas or the NT Wikipedia site fail to document the Darwin Waterfront Precinct is legislated as 'unincorporated land'? This fails to provide purchasers of apartments authentic information from a government organisation. At no time were Parkside purchasers advised we would be unable to vote in the local Darwin council election; omitting vital information affects purchases decision, creates confusion and causes future stress and disempowerment although 100'000's have been invested into the NT?

**Question 7**

Owning or occupying property in a council area should entitle the owner or occupier to vote in their area, currently the law is undemocratic and allows corporations to have more say than owners; this corporate and government power and control disrupts individuals from forming a community as corporate board needs are not the same as local community needs.

**Question 8**

Parkside Wharf 2 apartment levies driven from the DWC are an expensive \$1,422.80; the building has 48 apartments = \$68,294.40; owners cannot see value for money, as well as paying \$9,200.00 in body corporate fees which are constantly rising; this is unsustainable.

**Question 9**

The 2014-2038 DWC & Parkside Building Facility Services 25-year Caretaking Contract PFM Pty Ltd (Knight Frank Real Estate) fail to provide whole precinct services as only one Manager is employed for the whole precinct; one man to undertake maintenance services is problematic?

**Question 10**

The Development Consent Authority (DCA) seem to have an ambiguous arrangement with the Waterfront Precinct although it is part of the Darwin Town Plan? Owners need clarification about the role of the DCA? The DCA Minutes over the past few years do not document the infrastructure procurement processes outlining infrastructure that has been built within the precinct for example a child's play ground built next to a high pedestrian foot path?

**Question 11**

Another example, in 2014 DWC contracted a private pool built on public DWC green space where a public citizen committed suicide last 2019 Australia Day? On investigation by Parkside owners no historic Environmental Impact Statements, Procurement Procedures, or Work Health and Safety Compliance Statements are available through the Integrated Land Information System (ILIS). Nor does the 2012-13 Building Advisory Services provide documentation? Therefore, Parkside owners cannot clarify who owns the swimming pool? The case is currently before the NT Coroner's Office.

**Question 12**

The DWC were granted 'the power to acquire, hold and dispose of land and personal property; the bill provides for the Territory to be able to transfer the ownership or control of land to the corporation; this applies to land within and outside the precinct? What land does this mean? Is this the land TOGA transitioned to the Landbridge Group without communicating or sharing

information with the Wharf One and Wharf Two owners and residents? Parkside owners purchased properties under different agreements? What other areas of land can be granted to other businesses in the future, this needs clarification?

### **Question 13**

Water Quality - The DWC 2006 (Serial 55) Amendments Clause 12 9.1 After subclause (2) insert 2(A) To avoid doubt, the Corporations functions under subsection (1) include the maintenance of the quality of: (a) any enclosed body of sea water (whether treated or untreated )that is designed as a feature of the Precinct; and (b) the water in any water feature or recreational facility on land owned or managed by the Corporation in the precinct.

The maintenance of the water quality in the lagoon has on many occasions has been below standard and the signage inadequate for swimmers? This affects the environmental aspect of the waterfront, tourism therefore house prices. DWC need to play closer attention to the environmental aspects to improve the economy via tourists and local who wish to swim.

### **Question 14**

The 2006 -2018 DWC Annual Reports include the Auditor-General statements which document ..'it is not a guarantee that an audit conducted within the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error..'. The fact the DWC is by Ministerial appointment and include close partnerships within the NT public service, collusion, coercion and conflicts of interest can arise, therefore the DCC should endeavour to create an open and transparent committee for the DWC residents to engage and participate with

### **Question 15**

The DCC will be able to use municipal workers to increase local employment as many DWC contracts are awarded to interstate companies?

## **Council Response**

### **Overview**

On 1 July 2010 the Darwin Waterfront Precinct was excised from the municipality of Darwin with the commencement of the Darwin Waterfront Corporation Act. The Darwin Waterfront Corporation By-Laws commenced on the same date, superseding the operation of the Darwin City Council By-Laws in the precinct.

At the 2012, 2015 (by-election for Lyons Ward) and the 2017 Local Government Elections there was public discussion about the residents of the Darwin Waterfront precinct not being eligible to vote in a City of Darwin election.

Liveability within the Darwin Waterfront Community is enhanced by high quality community infrastructure provided by the City of Darwin including libraries, open spaces and sporting and recreational facilities. Conversely the City of Darwin residents have use of a vibrant waterfront destination for recreation and leisure.

The Darwin City Centre Masterplan highlights the importance of ensuring shared vision, key directions and community priorities are embedded into the future for the Darwin Waterfront and the City Centre and continued collaboration is enjoyed by both governing entities to ensure liveability, connectivity and shared services.

The City of Darwin will shortly commence a Review of its Constitutional Arrangements and the consultation for this review will include engagement with the Northern Territory Government about inter alia the current boundary status between the Darwin Waterfront Precinct and the City of Darwin.

### **Responses**

1. This would be a matter for the NT Government, who administer the Darwin Waterfront Corporation Act.
2. This would be a matter for the NT Government, who administer the Darwin Waterfront Corporation Act.

3. City of Darwin is unable to provide comment on interactions with the Darwin Waterfront Corporation and its residents as it has no jurisdiction.
4. Financial contributions made by the NT Government to the Darwin Waterfront Corporation are a matter for the NT Government.
5. City of Darwin is unable to comment on the classification of 'unincorporated land'.
6. City of Darwin is unable to comment on the classification of 'unincorporated land'.
7. The Darwin Waterfront Precinct is not currently within the City of Darwin municipal boundary. Therefore, its residents are ineligible to vote in City of Darwin Elections.
8. City of Darwin is unable to comment on levies imposed by the Darwin Waterfront Corporation.
9. City of Darwin is unable to comment on precinct management matters.
10. City of Darwin is unable to comment on matters pertaining to the Development Consent Authority for the Darwin Waterfront Precinct.
11. City of Darwin is unable to comment on matters relating to the Parkside Pool, located at the Darwin Waterfront Precinct.
12. City of Darwin is unable to comment on matters of interpretation pertaining to Darwin Waterfront Corporation and its developers, including TOGA and Landbridge Group.
13. City of Darwin is unable to comment on matters relating to the water quality of the lagoon pool.
14. City of Darwin is not able to comment in relation to Darwin Waterfront Corporation's Annual Reports.
15. City of Darwin employs its council workers, however it is unable to comment on the employment status of Darwin Waterfront Precinct workers.

## **10 PETITIONS**

Nil

## **11 DEPUTATIONS AND BRIEFINGS**

Nil

## **12 NOTICES OF MOTION**

Nil

## 13 OFFICERS REPORTS

### 13.1 3RD QUARTER BUDGET REVIEW - 2018/2019

#### SUMMARY

The purpose of this report is to:

- Present the 3rd Quarter Budget Review and seek Council's endorsement of recommended amendments to the budget.
- Provide additional financial information to supplement statutory monthly financial reporting and cost of services.

#### RESOLUTION ORD109/19

Moved: Alderman Emma Young

Seconded: Alderman Gary Haslett

1. THAT the report entitled 3rd Quarter Budget Review - 2018/2019, be received and noted.
2. THAT Council amend the 2018/2019 budget, in accordance with Section 128 of the Local Government Act (2008), as detailed in report entitled 3rd Quarter Budget Review - 2018/2019 and contained in **Attachments A-E** with Municipal Budget Summary implications as per **Attachment A**:
  - a) "Operating Result (Income Statement)", decrease of \$708,000 (debit) leading to a reduction in "Funds from operations" of \$708,000 (debit). **(Attachment A Notes 1).**
  - b) "Purchases of assets", decrease by \$1,009,000 (credit). **(Attachment E).**
  - c) "Transfers to specific reserves" increases by \$301,000 (debit) **(Attachment D).**
  - d) The sum of the above (a-c) variations to the existing adopted budget results in a nil effect to the General Funds **(Attachment A – Bottom Line).**

**CARRIED 12/0**

### 13.2 REVIEW OF POLICY 008 – COMMUNITY PARTICIPATION, ACCESS AND INCLUSION

#### SUMMARY

The purpose of this report is to seek Council endorsement of the revised City of Darwin Policy No. 008 – Community Inclusion.

#### RESOLUTION ORD110/19

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Gary Haslett

1. THAT the Report entitled Review of Policy 008 – Community Participation, Access and Inclusion be received and noted.
2. THAT Council endorse City of Darwin Policy No. 008 – Community Inclusion at **Attachment 2** to report entitled Review of Policy 008 – Community Participation, Access and Inclusion.

**CARRIED 12/0**



**13.3 ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING MINUTES 7 MAY 2019****SUMMARY**

The purpose of this report is to present the minutes of the Access and Inclusion Advisory Committee meeting held on 7 May 2019.

**RESOLUTION ORD111/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Andrew Arthur

1. THAT the Report entitled Access and Inclusion Advisory Committee Meeting Minutes 7 May 2019 be received and noted
2. THAT Council note the resignation of Nathan Alum, community representative on the Access and Inclusion Advisory Committee.
3. THAT Council note the resignation of Sue Shearer, specialist representative from the Council of the Ageing Northern Territory (COTA NT), and appoint Cecilia Chiolero as her replacement on the Access and Inclusion Advisory Committee pursuant to Section 54 of the Local Government Act 2008, until 30 June 2020.

**CARRIED 12/0**

**13.4 MINUTES AND COMMITTEE APPOINTMENT FOR THE YOUTH ADVISORY COMMITTEE MEETING 9 MAY 2019****SUMMARY**

The purpose of this report is to present the minutes of the Youth Advisory Committee May meeting held on 9 May 2019 and seek approval of a nomination to the Committee.

**RESOLUTION ORD112/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Rebecca Want de Rowe

1. THAT the report entitled Minutes and Committee Appointment for the Youth Advisory Committee Meeting 9 May 2019 be received and noted.
2. THAT, pursuant to Section 54 of the Local Government Act (2008), Council appoint Samantha Price to the Youth Advisory Committee from 9 May 2019 – 30 June.

**CARRIED 12/0**

**13.5 ACCESS AND INCLUSION ADVISORY COMMITTEE APPOINTMENTS - MAY 2019****SUMMARY**

The purpose of this report is to seek Council endorsement for the appointment of community representatives to the Access and Inclusion Advisory Committee for the term 1 July 2019 – 30 June 2021.

*With the consent of the Council, this item was moved from the Confidential Section into the Open Section.*

**RESOLUTION ORD113/19**

Moved: Alderman Rebecca Want de Rowe

Seconded: Alderman Robin Knox

1. THAT the Report entitled Access and Inclusion Advisory Committee Appointments - May 2019 be received and noted.
2. THAT Council note the end of term for community representatives, Chair, Deborah Bampton and Cassandra Jevdenijevic, and approve the appointment of the following nine people as community representatives to the Access and Inclusion Advisory Committee for the term 1 July 2019 – 30 June 2021 in accordance with Section 54 of the Local Government Act:
  - i. Ramya Ramamoorthi
  - ii. Catherine Fairlie
  - iii. Brett Peebles
  - iv. Martin Blakemore
  - v. Kyle Adams
  - vi. Sara Braines-Mead
  - vii. Liz Reid
  - viii. Lynne Strathie
  - ix. Ashley Robinson
3. THAT the Report entitled Access and Inclusion Advisory Committee Appointments be moved into Open.
4. THAT this decision be moved into Open.

**CARRIED 12/0**

**14 RECEIVE & NOTE REPORTS****14.1 MONTHLY FINANCIAL REPORT - APRIL 2019****SUMMARY**

The purpose of this report is to provide a comparison of income and expenditure against the budget for the period ended 30 April 2019 in accordance with the Local Government (Accounting) Regulations 2008.

**RESOLUTION ORD114/19**

Moved: Alderman Emma Young

Seconded: Alderman Andrew Arthur

THAT the report entitled Monthly Financial Report – April 2019 be received and noted.

**CARRIED 12/0**

**14.2 UPDATE ON THE IMPLEMENTATION OF THE DOG AND CAT MANAGEMENT STRATEGY 2018-2022****SUMMARY**

The purpose of this report is to provide an update on the progress of the implementation of the Dog and Cat Management Strategy 2018-2022.

**RESOLUTION ORD115/19**

Moved: Alderman Robin Knox

Seconded: Alderman Sherry Cullen

THAT the report entitled Update on the Implementation of the Dog and Cat Management Strategy 2018-2022 be received and noted.

**CARRIED 12/0**

**14.3 ICT REQUEST FOR TENDER AND FUTURE INVESTMENT UPDATE - MAY 2019****SUMMARY**

The purpose of this report is to provide an update on the significant future investment being made in Information and Communications Technology (ICT) and in particular the current Request for Tender (RFT) process relating to printers, telephony and desk top computing.

**RESOLUTION ORD116/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Andrew Arthur

1. THAT the report entitled ICT Request for Tender and Future Investment Update - May 2019 be received and noted.
2. THAT furthermore Council note the significant engagement with the local ICT industry in this process.

**CARRIED 12/0**

**15 REPORTS OF REPRESENTATIVES****RESOLUTION ORD117/19**

Moved: Alderman Peter Pangquee

Seconded: Alderman Mick Palmer

THAT the following Reports of Representatives be received and noted.

**CARRIED 12/0**

**15.1 Tourism Top End Board Meeting**

Alderman Peter Pangquee reported on his attendance at the Tourism Top End Board Meeting, noting that the General Manager Innovation presented and it was well received. They are looking forward to working with City of Darwin on the Smart City projects including the wayfinding kiosks.

**15.2 Place-making workshop**

Alderman Robin Knox reported on her attendance at the place-making workshop organised by the Activate Darwin Advisory Board. Alderman Simon Niblock also attended. She noted that it was an excellent workshop, and that it was good to see that businesses are working closely together on innovative solutions for activating the city.

**16 QUESTIONS BY MEMBERS****16.1 WAYFINDING APPLICATION****RESOLUTION ORD118/19**

Moved: Alderman Gary Haslett

Seconded: Alderman Mick Palmer

THAT the following Question by Member be received and noted.

**CARRIED 12/0**

Alderman Robin Knox noted that a number of people at the place making workshop talked about an app to assist people finding their way around the city, that would cover all businesses and not just those who paid a subscription.

*The General Manager Innovation responded and advised that Council are looking at the potential architecture of an application as a result of the information that will come through the Switchig on Darwin project. He further noted that the wayfinding kiosks will assist in provision of this information.*

Alderman Knox further requested that this information be passed on the Activate Darwin Adviosry Board.

ACTION: CHIEF EXECUTIVE OFFICER

**16.2 CLAYMORE CIRCUIT****RESOLUTION ORD119/19**

Moved: Alderman Gary Haslett

Seconded: Alderman Mick Palmer

THAT the following Question by Member be received and noted.

**CARRIED 12/0**

Alderman George Lambrinidis asked for an update on Claymore Circuit, Brinkin, noting that this was raised at the previous meeting.

*The General Manager Engineering responded and took the question on notice, noting that research is being undertaken on the request.*

ACTION: GENERAL MANAGER ENGINEERING

**16.3 TAMBLING TERRACE CROSSING****RESOLUTION ORD120/19**

Moved: Alderman Gary Haslett

Seconded: Alderman Mick Palmer

THAT the following Question by Member be received and noted.

**CARRIED 12/0**

Alderman Rebecca Want de Rowe asked for an update on the installaion of the pedestrian crossing on Tambling Terrace, Wanguri. What is the expected completion date?

*The General Manager Engineering responded and advised that they expect a lead time of 12-14 weeks for receipt of the light standards, need to light the crossing. The project will be started this financial year, including the island work and markings, but full installation of the crossing is waiting on the light standards.*

## **17 GENERAL BUSINESS**

### **17.1 ACTING DEPUTY LORD MAYOR - JUNE & JULY 2019**

#### **RESOLUTION ORD121/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Robin Knox

1. THAT in accordance with Part 4.3 of the Local Government Act, Alderman Simon Niblock be appointed as Acting Deputy Lord Mayor for the period 7 to 17 June 2019.
2. THAT in accordance with Part 4.3 of the Local Government Act, Alderman Rebecca Want de Rowe be appointed as Acting Deputy Lord Mayor for the period 7 to 14 July 2019.

**CARRIED 12/0**

### **17.2 GLENTI 2019**

#### **RESOLUTION ORD122/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Simon Niblock

Alderman George Lambrinidis noted that there will be a sister city stall at the Glenti 2019, hosted by the Kalynmos Sister City Subcommittee, and asked that elected members and staff attend to support the stall.

**.CARRIED 12/0**

## **18 DATE, TIME AND PLACE OF NEXT ORDINARY COUNCIL MEETING**

#### **RESOLUTION ORD123/19**

Moved: Alderman Peter Pangquee

Seconded: Alderman Andrew Arthur

THAT the next Ordinary Meeting of Council be held on Tuesday, 11 June 2019, at 5.30pm (Open Section followed by the Confidential Section), Council Chambers, Level 1, Civic Centre, Harry Chan Avenue, Darwin.

**CARRIED 12/0**



**19 CLOSURE OF MEETING TO THE PUBLIC****RESOLUTION ORD124/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Robin Knox

1. THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.
2. That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 65(2) of the Local Government Act:

**24.1 Shoal Bay Waste Management Facility Operations Contract Award**

This matter is considered to be confidential under Section 65(2) - 8(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

**24.2 Access and Inclusion Advisory Committee Appointments - May 2019**

This matter is considered to be confidential under Section 65(2) - 8(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**24.3 PAYMENT LISTING REPORT - APRIL 2019**

This matter is considered to be confidential under Section 65(2) - 8(a), 8(b) and 8(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual, information about the personal circumstances of a resident or ratepayer and information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

**CARRIED 12/0**

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON****ADJOURNMENT OF MEETING****RESOLUTION ORD125/19**

Moved: Alderman Jimmy Bouhoris

Seconded: Alderman Robin Knox

That, the meeting be adjourned at 6.14pm for 15 minutes to enable the Lord Mayor to liaise with the media.

**CARRIED 12/0**

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 11 June 2019.

..... CHAIR